

IDAHO COOPERATIVE MOBILIZATION AGREEMENT

Annual Operating Plan
Between
Idaho Department of Lands
And
Cooperating Idaho Fire Service Organizations
Effective Date May 1 Annually

Any Fire Service Organization (FSO) who chooses to enter into or maintain an existing Idaho Cooperative Mobilization Agreement (ICMA), must integrate and become a user within the Idaho Department of Lands (IDL) Gold's Fire Business System (FBS). This system is a one-stop shop for all ICMA holders. FSOs, IDL districts, and Timber Protective Associations (TPA) are required to designate personnel to create their ICMA's within the system, which will include adding and or removing personnel/equipment, agreeing to the terms, and creating/submitting all wildland requests for reimbursement electronically.

By signing electronically, I am certifying that the equipment and personnel mobilized under this Agreement meet the minimum resource typing and standards as required by the Idaho Cooperative Mobilization Agreement (ICMA) and agree to all terms and conditions of said agreement. Furthermore, I certify that I am authorized to sign on behalf of my agency.

- A. All equipment listed in the ICMA meets all the minimum requirements for use and operation of the equipment type identified.
- B. Failure to accurately classify the equipment as described in the ICMA shall result in an adjustment of type and rate, to the correct type and rate in which the equipment meets as set forth in the ICMA.
- C. It is agreed that the hiring agency may inspect the listed equipment and the appropriate training records. These inspections may be done preseason and/or at the incident during fire season.
- D. It is agreed that IDL may request additional documentation from the FSO to support the billing for FSOs hired with an Unoperated Agreement, if necessary for audits.
- E. A copy of the FSOs ICMA Equipment Roster and Appendix 2- ICMA Standard Incident Payment Terms of this agreement shall be provided to the Finance Section Chief, or their designated representative, upon arrival at an incident. **No other agreement (or EERA) is necessary.**
- F. It is agreed that the employees mobilized under this agreement meet all of the requirements for the position(s) qualifications in accordance with National Wildfire Coordinating Group (NWCG), National Incident Management System Wildland Fire Qualifications System Agreement, PMS 310-1, or NFPA Equivalency, and Idaho Department of Health and Welfare Emergency medical Services. Operators must possess a valid Driver's License and have the knowledge, skills, and abilities to operate the type and class of equipment listed. IDL may audit training and experience records upon written request. It is agreed that the FSO may choose to enter into a Memorandum of Understanding (MOU) with IDL in order to manage the qualification and certification of their members, within the Incident Qualification System (IQS). To enter into this agreement, the FSO will be required to have specific policies and procedures in place to manage these processes. IDL reserves the right to audit training and experience records and if the FSO is found to be deficient, the MOU may be terminated at any time. FSOs without the proper policies, procedures and MOU in place must use IDL to manage the qualification and certification of their members. To enter into a MOU FSOs will need to work with their host IDL District or TPA.

- G. Incident Qualification Cards for positions above single resource must be issued by the IDL Bureau of Fire Management.
- H. Experience records and completed task books must be submitted to IDL or TPA no later than **December 31** annually. Exceptions to the deadline may be granted by the local IDL representative for special circumstances. FSOs with an IQS MOU will follow the provisions within the MOU.
- I. Work capacity tests and fireline refreshers with shelter training shall be submitted to the host IDL District or TPA no later than **April 30** annually in order to receive qualification cards prior to fire season. FSOs with an IQS MOU will follow the provisions within the MOU.
- J. All reimbursement billing must be submitted through the FBS billing process within 45 business days of release from the incident. Requests for additional time must be made in advance to your local IDL Area office or Timber Protective Association. Billing submitted after the deadline may be denied. Late submissions without an approved extension will result in removal of the administrative fee. These timelines are necessary to maintain timely processing and reduce impacts on IDL Staff.
- K. The terms of this Agreement will be reviewed annually; any requests for changes must be made through IDL and or the Idaho Fire Chiefs Association and go through an official review process (by all parties) before being implemented. Any approved changes will be reflected in the summary of changes in the most current ICMA. **Annual reviews will be completed by April 1 in order to review and approve any requests for changes to terms or rates by the ANNUAL EFFECTIVE DATE.**
- L. Changes to Fire Apparatus/Equipment within FBS shall be reviewed and updated, if necessary, by April 1, annually. Any equipment updates, after this date must be communicated with the host IDL district as both parties will need to electronically sign within FBS in order for the equipment to be available for assignment and reimbursement.
- M. **The annual effective date will be May 1 and will run May 1- April 30.**
- N. This Agreement shall remain in effect, unless terminated by either party with 30- day written notice.

IDAHO COOPERATIVE MOBILIZATION AGREEMENT
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Cooperating Idaho Fire Service Organizations
Annual Operating Plan
Effective Date 5/1/2026

The Idaho Cooperative Mobilization Agreement (ICMA) Annual Operating Plan (AOP) establishes statewide procedures for certifying, mobilizing, and reimbursing Fire Service Organizations (FSOs) in support of wildland fire operations. The ICMA was created to strengthen and expand Idaho's available firefighting resources by providing a consistent pathway for FSOs to be mobilized quickly and effectively during emerging incidents. The Agreement also sets standard rates for personnel and equipment used on wildfire assignments or under local agreements, ensuring consistent and equitable reimbursement across the state.

Authority for the policies and procedures contained in this Plan is derived from 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: Strengthening Idaho's firefighting capacity is a central purpose of the ICMA. FSOs participating under this Agreement increase the depth and reliability of Idaho's resource pool, ensuring that qualified personnel and equipment are readily available for incidents within the state. While FSOs may also be mobilized throughout the Northern Rockies, the Great Basin, and nationally, priority is placed on supporting Idaho's operational needs. Cooperation at the city and county level is strongly encouraged, and agencies may enter Local Cooperative Fire Agreements to enhance mutual aid and initial attack capabilities. For all wildfire mobilizations outside an FSO's jurisdictional responsibility, the State of Idaho serves as the single hiring point to ensure consistency, accountability, and efficient resource ordering.

1. INTENT

The intent of the Idaho Cooperative Mobilization Agreement (ICMA) is to provide a unified, statewide framework that builds and maintains a strong and dependable resource base for Idaho's wildland fire response. This Agreement ensures that FSOs are reimbursed for actual costs associated with mobilizations, while promoting fairness, transparency, and fiscal responsibility through standardized personnel and equipment rates. The ICMA is not designed to generate profit for participating organizations; therefore, FSOs must avoid incorporating terms into Collective Bargaining Agreements or Employee Agreements that create compensation structures beyond actual reimbursable costs. Personnel mobilized under this Agreement must be rostered members of the FSO—employees or volunteers who are regularly available to the organization throughout the year. Individuals who reside or work outside the FSO's normal response area may participate; however, reimbursable travel and related costs are limited to actual expenses from the individual's point of hire within the FSO's jurisdiction, defined as the assigned dispatch location (fire station) listed in the ICMA. Travel or per diem associated with commuting from an out-of-area residence remains the responsibility of the FSO. These provisions ensure that reimbursement practices remain consistent and that the ICMA fulfills its core purpose: supporting a robust, reliable resource pool for incidents throughout Idaho, while enabling participation in Northern Rockies, Great Basin, and national mobilization.

2. 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 the 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 approval.
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.

3. HIRING METHODS

Personnel under this Agreement must be rostered members of the Fire Service Organization (FSO), meaning employees or volunteers who are regularly available to respond to incidents within the FSO's jurisdiction. While personnel who live or work outside the FSO's normal response area may still participate, reimbursable travel and related expenses are limited to actual costs from the individual's point of hire within the FSO's jurisdiction and must originate from that location. Costs associated with traveling from an out-of-area residence are the responsibility of the FSO. This ensures reimbursement reflects normal staffing practices and supports the ICMA's intent to mobilize resources for Idaho's wildland needs.

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. **See Definitions.**

Combination of 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. **See Requirements for Reimbursement** or applicable terms.

- C. Unoperated-Billing Personnel Portal-to-Portal-** This category applies to FSOs that mobilize under an Unoperated Agreement and are authorized to bill personnel costs on a portal-to-portal basis for the duration of the assignment.

Under this method FSOs are reimbursed based on the following conditions:

1. FSOs whose governing agreement (e.g., Collective Bargaining Agreement or Employee Agreement) requires portal-to-portal compensation may bill portal-to-portal for personnel time.
2. Backfill costs may be reimbursed when required by the FSO's governing agreement and when the costs are directly associated with the mobilization. See Requirements for Reimbursement.
3. Equipment is hired at an unoperated rate and billed per the assigned shift on the incident, not portal-to-portal. **See Time Keeping** for documentation requirements.
4. The FSO must set up their ICMA within the Golds FBS system as "Unoperated-FSO Bills Payroll Costs Portal-To-Portal". If not set up properly, portal-to-portal pay will not be authorized.
5. Portal-to-Portal compensation is intended for assignments requiring personnel to remain in an off-duty status away from their primary residence or point of hire. Personnel who return to their residence or point of hire at the end of each operational period are not considered to be in a continuous duty status and are therefore not eligible for Portal-to-Portal compensation. Compensation in these cases will be limited to actual hours worked.
6. IDL recognizes that some FSOs may have certain positions that are paid portal-to-portal and some that are not. The ICMA still needs to be set up as billing portal-to-portal, and it will be the responsibility of the FSO to let dispatch and the ordering unit know what type of employee they will be sending, as some incidents will not accept portal-to-portal.

- D. 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 (CBA/EA).

- 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.

E. 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 representatives as well as the Fire Chief. FSOs must provide IDL, by uploading to Golds FBS, a current copy of the full agreement to be eligible for reimbursement.

4. 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 during 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, 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 terms and conditions within that MOU. See Appendix 1- Standard Operating Procedures for Entering into a Memorandum of Understanding for Managing Incident Qualifications.

5. 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

If equipment is determined at the time of check-in or inspection to be unsafe, not in operative condition, or not compliant with the terms of this agreement, it 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.

6. 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

a. Advance Life Support-

- i. Type 1 Ambulance (ALS Transport, Hazmat Response)- Minimum 2 staff (paramedic and EMT); Transport 2 litter patients; Training and equipment meets or exceeds standards as addressed by EPA, OSHA and NFPA 471,472,473 and 29 CFR 1910, 120 ETA 3-11 to work in HazMat Level B and specific threat conditions; All immunized in accordance with Centers for Disease Control and Prevention (CDC) core adult immunizations and specific threat as appropriate.
- ii. Type 2 Ambulance (ALS Transport, non-Hazmat Response)- Minimum 2 staff (paramedic and EMT); Transport 2 litter patients, non-HazMat response.

b. Basic Life Support-

- i. Type 3 Ambulance (BLS Transport)- Support; Minimum 2 staff (EMT and first responder); Transport 2 litter patients; Training and equipment meets or exceeds standards as addressed by EPA, OSHA and NFPA 471,472,473 and 29 CFR 1910, 120 ETA 3-11 to work in HazMat Level B and specific threat conditions; All immunized in accordance with CDC core adult immunizations and specific threat as appropriate.
- ii. Type 4 - BLS operations; Minimum 2 staff (EMT and first responder); Transport 2 litter patients.

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.

The ICMA has established rates for ALS and BLS Ambulances that cover both types under each category.

2. Patient Care and Transports

When ambulances are under hire and assigned to an incident, patient transport is 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 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).

1. 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).
2. The incident will provide disposal of grey and black water.
3. For other supplies not replaced at the incident, see Incident Replacement.
4. 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 with 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.

7. MOBILIZATION

A. Standard Fire Mobilization

Resource Orders will typically be generated by the interagency dispatch center responsible for supporting the incident. The dispatch center will follow standard resource procurement procedures to fill the order. When an FSO resource is mobilized—whether under an Operated Agreement, an Unoperated Agreement, or an Unoperated – Billing Personnel Portal-to-Portal Agreement—the FSO will provide the dispatch center with the equipment’s unique identifier and the names of all personnel being mobilized. This information will be entered into IROC by the dispatch center for tracking purposes.

It is the responsibility of the FSO to inform the dispatch center and ordering unit which type of employee they are sending. FSOs must be aware that some incidents will not accept portal-to-portal billing; therefore, advance communication is required to prevent delays or demobilization.

A Resource Order that includes the Resource Order number, incident name and location, responsible agency, reporting location, date and time needed, and other pertinent information will be sent to the FSO office by fax or email. A copy of the Resource Order must accompany the resource when checking in at the incident. The FSO will also ensure that a copy of the Resource Order is provided to their local IDL office prior to mobilization for tracking and billing purposes.

B. Disaster Declaration Mobilization

State, county, and local government agencies may request assistance for resources through a Request for Assistance (RFA) submitted to the Idaho Office of Emergency Management (IOEM) once a disaster declaration has been issued at the appropriate level (county and state declarations for local entities, or a state declaration for state agencies). When an RFA is submitted, IOEM will issue a Mission Assignment to Emergency Support Function 4 (ESF4), for which the Idaho Department of Lands (IDL) is the primary coordinator. If the Mission Assignment is accepted, the ESF4 coordinator will fill the request using standard interagency dispatch procedures. FSOs with an active ICMA are the preferred resources.

If ICMA resources are unavailable, ESF4 will attempt to obtain resources from FSOs that have a valid Mutual Assistance-Cooperative Agreement with IDL. When FSOs with a Mutual Assistance Agreement accept an ESF4 mobilization, they must follow the documentation requirements and Operated Rates outlined in the ICMA.

All ESF4 mobilizations are processed through IDL. FSOs holding an ICMA will bill IDL through the Golds FBS system, while non-ICMA FSOs will work directly with their local IDL office for reimbursement. Resource Orders (ROs) are still required and will typically be assigned a unique ESF4 request number, such as E-5000 or O-5000, for ease of tracking.

C. Travel to/from Incidents

Travel reimbursement under the ICMA will be based on the assigned dispatch location. The assigned dispatch location, defined as the fire station listed in the ICMA, is the official point of hire for the resource and serves as the required point of departure and return for all travel

associated with an incident assignment. All reimbursable travel costs, including airfare, mileage, and related expenses, will be from the assigned dispatch location. Airfare will be based on the nearest appropriate commercial airport to the dispatch location as the standard point of departure. Travel must originate from and return to the assigned dispatch location. Any travel that does not adhere to this requirement will not be reimbursed. All costs associated with travel between an individual's residence and the assigned dispatch location (point of hire) are the responsibility of the employee or the FSO and are not reimbursable under this Agreement.

All resources under the control of the incident or incident agency will follow incident agency requirements when staying at incident base or any other assigned location. Individuals are not automatically entitled to stay in a hotel or motel, eat meals at restaurants, or claim per diem. Most incidents provide for resource needs through a base camp, using caterers, local restaurants, other food providers, and the issuance of sleeping bags.

When resources are required to be self-sufficient, they must have written approval from the Incident Management Team (IMT) or host agency. While this approval is typically documented on the Resource Order (RO), IDL recognizes that situations occur where the RO does not specify "self-sufficient." Examples include:

1. Operating on an incident that is winding down, where the host agency closes the camp and instructs all resources to be self-sufficient.
2. Resources being demobed from an incident and being reassigned to a preposition or support code. Resource order doesn't always state "self-sufficient".

In these cases, the expectation of self-sufficiency must still be documented. IDL will accept the following forms of written approval:

1. An updated Resource Order (RO), if applicable
2. A signed General Message (ICS-213)
3. A signed official letter or email from the IMT, Agency Administrator, or another designated incident representative
4. Any other written, incident-generated document that clearly directs the resource to be self-sufficient

Resources without written approval will not be reimbursed for unauthorized expenses. Individuals who self-authorize hotels, meals, or other costs contrary to incident agency requirements will not be reimbursed.

FSOs must be able to make their own travel arrangements when applicable and should not assume dispatch centers will arrange travel, although dispatch may do so when capacity exists. All lodging arrangements should be made under the State/Gov rates when available. If not available, the most affordable rate must be utilized.

No additional travel will be paid for delays caused by equipment breakdowns or travel deviations. FSOs that deviate from the most direct travel route are considered "no longer available" and are not entitled to reimbursement for travel time or expenses from the point where the deviation occurs. See ICMA Reference on Travel and Per Diem

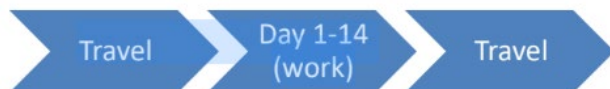
D. Check-In at Incident

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 location of the incident, 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. In situations where a Finance Section is not set up and 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.

8. TIME KEEPING

It is the responsibility of the assigned resources to ensure all documentation is complete and accurate ***PRIOR*** to demob. This includes checking shift times and equipment rates and ensuring their documentation meets the terms required by the ICMA.

Personnel time for resources with an Unoperated Agreement and or Operated Single Resource, will document all “ON-SHIFT TIME” on a CTR or Emergency Equipment Shift Ticket, OF-297 and recorded on an Incident Time Report, OF-288. Per the SIIBM, On-Shift Time is defined as — Time of actual work, ordered standby, or compensable travel that has a specific start and ending time. This applies to all agreement holders.

The original OF-288 shall be given to the FSO at demobilization. Equipment time will be documented on an Emergency Equipment Shift Ticket, OF-297, and recorded on an Emergency Equipment Use Invoice OF-286. Equipment time for resources with an Operated Agreement will be documented on an Emergency Equipment Shift Ticket, OF-297, and recorded on an Emergency Equipment Use Invoice OF-286.

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).

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

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 i.e., 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) days off if the following criteria is met:
 - A. Employees must be regularly scheduled department employee(s).
 - 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 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 manufacturers for safe operation of equipment during an assignment. Costs will be reimbursed with proper documentation (e.g., detailed receipt, or print out from fleet/credit card system). 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 or with an OF-289, Property Loss or Damage Report. An OF-289 is the preferred form for all property loss and damage of agency equipment or property and must be completed by the FSO and approved by the incident Finance Section Chief, Incident Business Advisor or Agency Administrator or delegates.

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. Proof of purchase must accompany all requests for reimbursement.

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 on an OF-289, Property Loss and Damage Report 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 along with proof of purchase.

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 additional equipment payment will accrue during any period when the equipment is not in safe or operable condition. Equipment payment will be based solely on the hours the resource was operational during the assigned shift. Personnel may remain in pay status for up to 8 hours during equipment breakdown; however, these hours are not in addition to hours already worked. *For example: if equipment was operational for 6 hours before becoming inoperable, the FSO may seek reimbursement for 6 hours of equipment time and up to 8 hours per person.*

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 official approval from the host agency prior to reimbursement of any equipment and personnel downtime 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.

9. 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
- B.** Invoices and billing documents must be clean, complete, and accurate when submitted to the State and must be submitted through the FBS billing process within 45 business days of

release from the incident. Requests for additional time must be made in advance to your local IDL Area office or Timber Protective Association. Billing submitted after the deadline may be denied. Late submissions without an approved extension will result in removal of the administrative fee. These timelines are necessary to maintain timely processing and reduce impacts on IDL Staff.

- C. Administrative fees are billed through FBS and may not exceed 5 percent. Administrative fees are not authorized on damage claim billings. IDL reserves the right to deny an administrative fee on any billing document that is rejected by IDL for correction, regardless of the scope or severity of the issues.
- D. All required and applicable supporting documentation must be scanned and uploaded into FBS.
- E. 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. Copy of FSO policy should be uploaded to their profile in FBS. See ICMA Reference on Travel and Per Diem.
- F. 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.*
- G. 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. **All backfill must be entered using true calendar-day hours.** This means entries must reflect the actual calendar day the work occurred, including splitting 24-hour station shifts across two dates. IDL will not be able to accept backfill entries submitted in any other format. See ICMA Reference for Backfill entry into FBS.
- H. Submit all FBS questions/issues to firebusiness@idl.idaho.gov including requests for new users.