

## **Contractor / Cooperator / Operator Checklist**

Always keep your EMERGENCY EQUIPMENT RENTAL AGREEMENT or INCIDENT RENTAL AGREEMENT, your LAST VEHICLE EQUIPMENT INSPECTION, and THIS CHECK LIST available.

1. What is my Resource Order Number or my Request Number? This “E” number will be used to track your equipment traveling to the incident, during the incident, and when it is released.
2. Who is calling? – Individual’s name/agency. It is important to be able to identify who requested the equipment.
3. Where to report? The incident may have several reporting locations. Be sure to have a specific identifiable location to which to report. Obtain the telephone number of this location, if possible.
4. Who to report to? Name of individual or title, if available.
5. Agree upon a starting time. Confirm an ETA to the reporting location. This is important to assure payment begins at an agreed upon time.
6. Record the vehicle’s beginning odometer reading.
7. Obtain the telephone number of your dispatch office. Contact them regarding travel problems or delays.

### **Upon arrival at Incident:**

1. Have your Resource Order Number or Request Number available.
2. Report to previously agreed upon individual, or, if none specified, to Status/Check-in, then Finance.
3. You must have a copy of your Emergency Equipment Rental Agreement, or Incident Rental Agreement, available to furnish to the Finance Section, as well as documentation to verify the qualifications of your personnel.
4. Be sure to have an Emergency Equipment Shift Ticket (OF-297) or DNRC Combined Shift Ticket (DNRC-297) started. You must have a shift ticket for all hours of work, including eligible travel, to receive payment. Each Shift Ticket must have an authorized Government Official’s signature.
  - a) Commercial Contractor uses the Emergency Equipment Shift Ticket OF-297.
  - b) Local Government (LGFF) Cooperator/Contractor uses the DNRC Combined Shift Ticket DNRC-297. (If on an out of GACC assignment and Incident Finance questions the use of this form, you may have them call MT Incident Business Coordinators (Westside) Susan Dowler at 406.751.2245 or (Eastside) Becky Shepard at 406.535.1902.)
5. Be sure to have a Pre-Use Vehicle Inspection done now, and keep your copy of the completed form. If your equipment is damaged on the incident, you will need this document to verify the condition of the equipment prior to use on the incident.

### **During the Incident:**

1. Be sure to have an Emergency Equipment Shift Ticket or DNRC Combined Shift Ticket completed at the end of each operational period, noting actual hours worked, even if equipment is paid a daily rate. A Government Officer, and the Contractor or Cooperator or his authorized agent, must sign each shift ticket. Turn these shift tickets into the Finance Section after each operational period, along with any fuel issue tickets required by Finance.
2. Be sure to keep your copies of each shift ticket in the ticket book. Do not lose these.
3. If you receive government supplies (fuel, oil, equipment parts, etc.) or require government repair service, obtain a receipt (Form OF-304 for fuel, ICS Form 213 or other appropriate invoice for parts/service) and keep them. You will use these forms to verify charges that may be deducted from your payment.

### **Upon release from Incident:**

1. Be sure to have a Post-Use Release Inspection performed on your equipment.
2. If you think you may have a potential claim for damages that were not caused by normal wear and tear or contractor negligence, you must furnish all supporting documentation to Finance, including photos, receipts, estimates, and signed statements from you, your supervisor, and any witnesses. All statements must include the individual’s name, home unit, address and phone number where they can be reached after the incident. Keep copies of this documentation for yourself. The claims process should be initiated with the Finance Section as soon as possible after damage occurs.
3. Follow Incident Demobilization Procedures as assigned.
4. Check that the Emergency Equipment Use Invoice is completed and posted accurately and signed by a Government Officer and the Contractor, Cooperator or his authorized agent. This is your official payment document, be sure it is correct before you leave the incident. LGFF Cooperators must bring all payment documents back to the Hiring Office for payment processing. The incident will provide Commercial Contractor payment documents to the appropriate agency for payment.
5. Obtain any Performance Evaluations completed by incident personnel. Turn these into Finance upon demob.