

CONTRACTOR CHECKLIST-2008
EMERGENCY EQUIPMENT RENTAL AGREEMENT

This checklist is for your use to assist you when dispatched to an incident.

Always keep available copies of your EMERGENCY RENTAL AGREEMENT, YOUR LAST VEHICLE/HEAVY EQUIPMENT INSPECTION , and EQUIPMENT CERTIFICATION (if required) with you when dispatched.

When called to an Incident, questions to ask!

1. **What is the Incident Name:** (_____) There may be multiple incidents being supported by the agency calling.
2. **What is my Resource Order Number** (_____) and/or my **Request Number** (_____)? These numbers will be used to track your equipment to the incident, during the incident, and when it is released. Obtain a hard copy of the Resource order if possible. Repeat and write down what equipment is being requested and how many operators.
Equipment being requested (_____) & **number of operators** (_____).
3. **Who is calling? - Individual's name** (_____), **agency** (_____), and **phone number** (_____). It is important to be able to identify who requested the equipment.
4. **Where to report?** (_____). The incident may have several reporting locations. Be sure to have a specific identifiable location to which to report.
5. **Who to report to?** Name of individual and/or position title (_____)
6. Agree upon a **starting time** - the time travel is to begin. **Travel time begins at** (_____) Confirm an ETA to the reporting location. **Reporting date and time at the specified location** (_____). This is important to assure payment begins at an agreed upon time. Your needed date and time is identified on your resource order form and request number. Resources arriving prior to the needed date/time **unless requested and documented,** need to be aware that they will not necessarily be paid for arriving earlier than requested

Upon arrival at location of Incident.

1. Have Resource Order Number and/or Request Number available.
2. At this time you **MUST** have your Emergency Equipment Rental Agreement and a certification (if required) or a copy available. You **SHALL** have this document so that your equipment can be used and paid according to the agreement. It is your responsibility that the Finance Section receives a copy of your EERA.
3. Be sure to have an Equipment Shift Ticket started at this time. You must have an Equipment Shift Ticket for all hours of work to receive payment including travel. Each Emergency Equipment Shift Ticket shall have an authorized Government Official's signature.
4. Be sure to have a Heavy Equipment Inspection done **at this time** and keep your copy. **Don't loose this.** If your equipment is damaged on the incident you will need this document to verify the condition of your equipment prior to use on the incident.

During Incident.

1. Be sure an Emergency Equipment Shift Ticket is completed at the **end of each operation period.** A Government Officer and the Contractor or his authorized agent, must sign each shift ticket. Even for daily rates, time should be kept (0600-1200; 1230-1830).
2. Be sure to keep your copies of each shift ticket. **Do not lose these.** Your payment is based upon the information recorded on these forms and you may need to verify information.
3. If you receive any government supplies (fuel, oil, equipment parts, etc.) or require government repair services obtain a receipt (OF-304 for fuel, ICS Form 213 or other appropriate invoice for parts and/or service) and keep them. Again, **don't lose them.** You will need these to verify charges that will be deducted from your payment.

Upon release from the Incident.

1. Be sure to have a release inspection performed on your equipment. This is the time to document any damage that may have occurred during the incident.
2. Have an evaluation completed prior to leaving the incident.
3. Emergency Equipment Shift Tickets are complete (A copy of all your time on the fire).
4. Emergency Equipment Use Invoice is completed and posted accurately and signed by a Government Officer and the Contractor or his authorized agent. **THIS IS YOUR PAYMENT DOCUMENT,** be sure it is correct when you leave the incident.

IF YOU DO NOT UNDERSTAND - - - ASK!!!!