

# DRAFT General IRA Contractor Guidance - 2024

## Dispatch and Assembly

- Once a request for a Resource has been initiated, the Resource Provider has one hour (or less depending on the state's needs) to confirm availability and that the date and time needed at the Incident can be met. Upon confirmation the Resource Provider will be emailed with a completed Resource Order (RO).
- If the Resource Provider cannot meet the departure or arrival time as required, the request may be cancelled.
- If a Resource is listed as 'Available' in IROC, but the Resource is not available for dispatch; or if a Resource Provider accepts a confirmed Resource Order and later rejects the assignment without documentation of extenuating circumstances preventing the acceptance of the assignment, the Resource Provider's agreement may be terminated.

## Resource Order (RO)

- Resources need to know which agreement (IRA, VIPR, EERA, other) they were ordered under for each assignment. That information is identified in Block 12 (Resource Assigned) on the RO if the Resource had been uploaded into IROC. For local IRA resources not uploaded in IROC, the Documentation section of the RO should list agreement information.
- The Special Needs section of the RO will list self-sufficiency requirements, lodging allowances, whether the Resource is for Day Use only (local Resource), and any additional and specific needs, requirements, allowances for the Resource.

## Personal Protective Equipment (PPE)

- Resources assigned to work on or near the fireline are required to arrive at Incidents with the proper PPE.
- Resources that do not work on or near the fireline are not required to arrive with PPE.

## Travel/Subsistence

- Travel time to/from Incidents is determined at the time of dispatch and is calculated by the distance from the Resource Provider's Designated Dispatch Location (DDL) as listed on the Resource Information & Rate Sheet or other Point of Hire (if reassigned from another incident) at 45mph. The ETA/ETD and travel time are listed on the Resource Order.
- Subsistence is provided (if available) or compensated after travel and the end of the first shift.
- Self-Sufficiency (meals/lodging or both) may be required for the first 72 hours or for the duration of an assignment and will be documented on the RO. Compensation begins after travel and the end of the first shift worked.
- Subsistence is calculated in accordance with applicable per diem Meal/Incidental rates published by GSA and the Oregon Accounting Manual.

## Day Use/Local Resources

- Day Use Resources are local resources that are hired to travel to/from an Incident on a daily basis. Day Use Resources are determined by the proximity of the Resource Provider's Designated Dispatch Location to the Incident listed on the IRA Resource Information and Rate Sheet.
- Day Use Resources are not provided with or compensated for meals or lodging. It is the Resource Provider's responsibility to provide subsistence for Day Use Resources.
- Daily Travel time to/from the Incident/DDL is compensated.

## Vehicle Identification

All vehicles shall have clearly visible external identification on both the front driver side and passenger side doors with the Resource Provider's business name as listed on the IRA Resource Information and Rate Sheet. Exceptions are vehicles used only for transportation to/from the Incident for overhead personnel.

## Wet Rate/Resource Responsibility

All water handling equipment must arrive at assigned Incidents with water tank(s) full. The resource is responsible for all operating supplies, fuel, oil, filters, lube/oil changes, and other necessary maintenance and repairs due to ordinary use on an Incident. (ask about reassigned resources)

## Work/Rest Policy – Length of Assignment

- The Resource Provider is required to follow the Work/Rest/Driving Day Guidelines as established by the NWCG.
- Assignments may be extended only upon a documented and signed Optional Extension Form.

## All IRA Resources must arrive at Incidents with the following documentation for Each Resource (including Swap Outs):

- **The Resource Order (RO)** (hard copy – bring extra copies as needed)
- A copy of resource agreement (**IRA Part A and the applicable Part B**) (can be electronic, hard copy preferred)
- A copy of the **Resource Information & Rate Sheet(s)**, fully executed (hard copy – bring extra copies as needed)
- Current year **PMS-310-1 (RT-130), OR-OSHA, or ISAHV Training Certificate**, including proof of Fire Shelter Deployment (for all fire line positions) (can be electronic, hard copy preferred)
- **Government issued photo identification card** (hard copy)
- Current **Oregon EMS Provider License (Medical Personnel only)** (hard copy)
- **DPSST Private Security Certification (Incident Security Personnel only)** (hard copy)
- **Commercial Driver's License (CDL)** (for drivers/operators of equipment with a GVWR of 26,001 lbs or more) (hard copy)
- Accurate **Hand Crew Manifest (including equipment manifest) (Crews only)** (hard copy)

## Incident Arrival Process

- Complete Check-In Process as instructed on the Incident Action Plan (IAP) or as directed by the IMT. Check-in time is compensable.
- Check-in at Ground Support. Ground Support will complete the OF-296 Vehicle/Heavy Equipment Pre-Use Inspection Form and the Incident Inspector (ICPI) will complete the agreement compliance inspection.
- Locate and communicate with IMT Operations staff to obtain Incident assignment.
- Follow instructions for Noxious Weed Control process as directed by Incident.

## Personnel/Equipment Swaps

- Provide IRA signature sheet(s) and information regarding incoming personnel to Incident Finance.
- Check-in at Ground Support for swapped equipment inspection and agreement compliance inspection.

## Demobilization

- Complete Check-Out process as instructed on the Incident Action Plan (IAP) or as directed by the IMT. Check-out time is non-compensable.
- Finalize and turn in all outstanding payment documentation to Incident Finance.
- Review and sign OF-286/OF-288 for invoicing/payment.
- Return any borrowed equipment back to Fire Cache.
- Bring Resources to Ground Support to complete the post-incident inspections. Ground Support and ICPI will close out forms with post assignment inspections.
- Follow instructions for Noxious Weed Control process as directed by the Incident

NOTE: Resource demobilization without completing the required demobilization and check-out processes is considered non-compliant with the IRA and subject to termination of Resource Provider's agreement.

## **Invoicing/payment processing for Incident assignments**

### ODF Incidents

- **Line Supervisors** are responsible for ensuring completed and signed shift tickets are submitted to IMT Finance. Copies of shift tickets are provided to Resource.
- OF-286/OF-288\* processed at Incident for Resource review and signature and the Incident retains copies of shift tickets, manifests (if required) and IRA signature sheets. Additional invoice documentation (i.e., travel, subsistence, lodging) should be provided to the Incident IMT or hosting district or FPA office if the IMT is no longer active.

\*At Type 3 or local incidents and in the absence of an Incident Management Team (IMT), resources will provide invoice, shift tickets and backup documentation to the incident hosting district or FPA office.

### Non-ODF Incidents

- **Resource** is responsible for ensuring completed and signed shift tickets are submitted to IMT Finance.
- OF-286/OF-288 processed at Incident for Resource review and signature and the Incident retains copies of shift tickets, manifests (if required) and IRA signature sheets. Additional invoice documentation (i.e., travel, subsistence, lodging) should be provided to the Incident IMT or designated ODF district or FPA office if the IMT is no longer active.
- ODF pays IRA resources directly for federal/multi-jurisdiction incidents.

Invoice payment status for all incidents can be obtained via OregonBuys once all documentation has been received, approved and processed.