

Oregon Department of Forestry
Incident Resource Agreement
2026-2029



Appendix Thirteen (13) – RUNNER (VEHICLE WITH DRIVER)
RESOURCE DUTIES, QUALIFICATIONS, COMPENSATION, &
INVENTORY

A.1 - General Description of Duties

A.1.1 – Scope of Work

The Runner position provides transportation support for Incident personnel, supplies, and equipment, and are required to perform the following duties:

A.1.2 – Vehicle Operation

- a) Operate pick-up trucks or stake-side trucks with a gross vehicle weight rating (GVWR) of up to 26,000 pounds to transport cargo and passengers to and from Incident locations and other assigned destinations.
- b) Operate assigned vehicles safely on paved and unpaved roads, and through varying traffic, terrain, and weather conditions.

A.1.3 – Cargo Transport & Handling

- a) Always maintain the full bed of the pick-up or stake-side vehicle for Incident use.
- b) Load and unload cargo as required, ensuring all items are properly secured, protected, and safely transported.
- c) Deliver personnel, supplies, and equipment to and from the fireline, Incident Base, spike camps, airports, and other designated areas as assigned.

A.1.4 – Maintenance & Recordkeeping

- a) The Resource Provider is responsible for ensuring proper Operator maintenance of the vehicle, including servicing and the completion of all required operational and maintenance records.

A.1.5 – Inspections

Upon arrival at the Incident, Resource Providers must be prepared for both vehicle inspection and contract compliance inspection.

A.2 – Qualifications and Requirements

A.2.1 – Licensing Requirements

- a) Runners must possess a current and valid state driver's license, appropriate for the class of the vehicle operated.
- b) The driver's license must be available for inspection upon arrival at the Incident and upon request by the AGR.

A.2.2 - Change of Qualified Operators

Whenever there is a change in Resource Provider's Qualified Operator(s) during an Incident assignment, the incoming Qualified Operator(s) must follow the Incident's Check-in and inspection procedures upon arrival at the Incident.

A.2.3 – Physical Ability Requirements

- a) Runners must be in sufficient physical condition to safely perform all required duties without creating undue hazard to themselves or others.
- b) Runners must be capable of routinely lifting and carrying items up to 45 lbs during loading and unloading operations.

A.2.4 – Operational Competency

- a) Runners must be able to safely operate the assigned vehicle up to the manufacturer's performance and safety limitations.
- b) Runners must comply with all safety precautions or directives issued by the AGR or designated supervisor.
- c) All local, state, and federal traffic laws must be followed at all times while operating the vehicle on or off Incident locations.

A.3 - Rates and Compensation

A.3.1 – Wet Rates

Rates provided by Resource Provider, and approved by the State, are understood to be 'Wet' Rates. Wet Rates include:

- a) Equipment
- b) Transports and chase vehicles;
- c) Qualified Operator(s) and drivers;
- d) Fuel; and
- e) All required maintenance.

Unless modified under **Section A.4 - Exceptions**, payment shall be made at the agreed-upon rates.

A.3.2 - Daily Rates

A.3.2.1 - Daily Rates apply when equipment with a Qualified Operator is ordered by the State and placed On-Shift.

A.3.2.2 – On-Shift Definition

On-Shift includes:

- a) Time the equipment (with Qualified Operator) is performing work;
- b) Time the equipment (with Qualified Operator) is held or directed to remain in a state of readiness;
- c) Time Qualified Operator(s) spend in Operational Period briefings;
- d) Mobilization activities (Check-in time); and
- e) Compensable travel that has a defined start and end time.

A.3.3 - Minimum Daily Compensation

A.3.3.1 – Minimum Hours

Daily Rate payment is based on a minimum of eight (8) hours of On-Shift time between 0001 and 2400 hours.

A.3.3.2 – Reduced Hours

When On-Shift time totals fewer than eight (8) hours, payment shall be made at one-half (½) of the agreed-upon Daily Rate.

A.3.3.3 – Shift Length

A single-shift Operator is not restricted to a 12-hour shift; shift duration will be determined by the operational needs of the Incident.

A.3.4 - Extended-Shift Rates

A.3.4.1 – Applicability

When equipment (with a Qualified Operator) works eighteen (18) hours or more within a single day (0001–2400 hours), the Extended-Shift Rate shall apply. The Extended-Shift Rate is not determined by how many Operators are assigned, but hours worked.

A.3.4.2 – Rate

The Extended-Shift Rate is 165% of the agreed-upon Daily Rate.

A.3.5 - Double-Shift Rates

A.3.5.1 – Staffing Requirements

The Double-Shift Rate applies only when equipment is staffed with two (2) operators providing continuous coverage over a 24-hour period (0001–2400 hours), typically through two 12-hour shifts (day and night). Double-shift staffing must be clearly documented on the Resource Order.

A.3.5.2 – Rate

The Double-Shift Rate is 165% of the agreed-upon Daily Rate.

A.4 – Exceptions

A.4.1 - Inoperable Equipment or Unavailable Operator

A.4.1.1 - No payment accrues for any period during which the equipment is not in a safe or operable condition, or when a Qualified Operator is not available for all or part of the assigned shift.

A.4.1.2 - Payment is based solely on the hours the equipment is operational during the assigned shift, as documented on the shift ticket, compared against the designated shift identified in the Incident Action Plan (IAP).

A.4.1.3 - Equipment work time (with a Qualified Operator) of fewer than eight (8) hours is compensated at one-half (1/2) of the agreed-upon daily rate.

A.4.2 - Failure to Replace or Repair Equipment/Operator

After inspection and acceptance for use, if equipment and/or Qualified Operator(s) cannot be replaced, or if equipment cannot be repaired at the Incident within twenty-four (24) hours, the equipment and/or Qualified Operator(s) may be considered withdrawn by the Resource Provider.

A.4.3 - Voluntary Withdrawal by Resource Provider

If the Resource Provider withdraws equipment, Qualified Operator(s), or both prior to release by the State, no further payment accrues. The Resource Provider bears all costs associated with returning the equipment and/or Qualified Operator(s) to the Point of Hire.

A.4.4 - Mandatory Work/Rest and Length-of-Assignment Compliance

No payment accrues when the Resource is off-shift in compliance with mandatory Work/Rest or Length-of-Assignment provisions. As an alternative to rotating personnel or taking an unpaid mandatory day off, the Resource may be released from the Incident at the discretion of the State.

A.5 - Inventory and Equipment Requirements

RUNNERS (VEHICLE WITH DRIVER)	
<input type="checkbox"/>	Vehicle Company Identification (external, on both driver and passenger sides of vehicle)
<input type="checkbox"/>	Reflective Triangles
<input type="checkbox"/>	Wheel Chocks (2)
<input type="checkbox"/>	Fire Extinguisher, 2A 10BC with Current Inspection Tag
<input type="checkbox"/>	First Aid Kit (5 persons)
<input type="checkbox"/>	Handheld Programable Radio (Q=1)
<input type="checkbox"/>	Spare Tire (Q=1), Wheel Wrench, Jack
<input type="checkbox"/>	Four (4) Wheel or All Wheel Drive Transportation Vehicle

<input type="checkbox"/>	Tie Downs, Straps, and/or Netting (to secure load)
<input type="checkbox"/>	Full Bed of Truck Available for Incident Use (toolboxes are acceptable)
<input type="checkbox"/>	Stakeside (if provided) – Flatbed with Railings that are the Same Height on all Four (4) Sides, Rear Must be Removable for Loading / Unloading
<input type="checkbox"/>	Personal Protective Equipment (PPE) - Nomex shirt/pants, fire shelter (New Generation – no older than 2006), hardhat, leather gloves, boots (meet NFPA 1977 standards), headlamp, eye protection, ear protection