

Oregon Department of Forestry
Incident Resource Agreement
2026-2029



**Appendix Seven (7) – MECHANIC WITH SERVICE TRUCK
RESOURCE DUTIES, QUALIFICATIONS, COMPENSATION, &
INVENTORY**

A.1 - General Description of Duties

A.1.1 – Scope of Work

Mechanics with Service Trucks provide essential on-site maintenance and repair services for Incident equipment and vehicles. They also provide direct support to Ground Support by assisting with required inspections to ensure equipment is Incident safe and operational.

A.1.2 – Roles and Responsibilities

All Incident Mechanics are required to:

- a) Assist Ground Support Unit by conducting equipment inspections during check-in process and throughout the Operation Period;
- b) Diagnose, repair, and maintain vehicles and equipment utilized on Incident; and
- c) Provide reasonable customer support, including assistance and any required work orders and/or invoices solely for replacement parts furnished in support of Incident operations.

A.1.3 – Operational Requirements

A.1.3.1 – Mechanical Operator

The Resource Provider must provide a properly trained Mechanic with knowledge of vehicle and heavy equipment diagnostics, maintenance, and repair. The Operator must demonstrate the ability to perform safely and effectively in dynamic Incident environments and to utilize all required inventory as specified for each Incident.

A.1.3.2 – Service Truck

The Resource Provider must provide a Service Truck that is maintained in sound mechanical condition and is safe, reliable, and fully operable at all times while Under Hire. In addition, all Service Trucks are required to:

- a) Have a current Department of Transportation (DOT) or Commercial Vehicle Safety Alliance (CVSA) inspection;
- b) Be equipped with either four wheel or all-wheel drive capabilities; and
- c) Meet all State Motor Vehicle Requirements.

A.1.4 – Work Orders

The Resource Provider is responsible for providing and creating standard repair orders for work completed on vehicles/equipment. The following information must be included for each vehicle/equipment:

- a) Name, address, phone number of Resource Provider vehicle/equipment owner;
- b) Incident Name/Incident Number;
- c) Vehicle/equipment descriptions (year, make model, license, VIN or serial number);

- d) Description of work performed;
- e) Breakdown of labor hours / parts and cost; and
- f) Printed name/title and signature of vehicle / equipment owner and mechanic.

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 & Requirements

A.2.1 – Licensing Requirements

Mechanics must possess a current and valid state driver’s license, appropriate for the class of the vehicle operated.

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.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**, payments are 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 payments are 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 are 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 applies. 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 are 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 IAP.

A.4.1.3 - Equipment work time (with a Qualified Operator) of fewer than eight (8) hours are compensated at one-half (½) 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 PoH.

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

MECHANICS WITH SERVICE VEHICLE	
<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 (Q=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)

<input type="checkbox"/>	Four (4) Wheel or All Wheel Drive Transportation Vehicle
<input type="checkbox"/>	Current DOT Certification or CVSA Inspection
<input type="checkbox"/>	Backup Alarm
<input type="checkbox"/>	Seatbelt for All Personnel
<input type="checkbox"/>	Shovel
<input type="checkbox"/>	Work Order Forms
<input type="checkbox"/>	Onboard A/C Power Generator
<input type="checkbox"/>	Jumper Cables (Heavy Duty)
<input type="checkbox"/>	Charging / Starting System Analyzer
<input type="checkbox"/>	Code Reader
<input type="checkbox"/>	Battery Tester
<input type="checkbox"/>	Volt / Ohm Meter
<input type="checkbox"/>	Fuel Pressure Testing Kit
<input type="checkbox"/>	Self-Contained Brake and Clutch Bleeder Syst4em
<input type="checkbox"/>	Grinder (minimum 4")
<input type="checkbox"/>	Arc Welder
<input type="checkbox"/>	O2-Acetylene Torch Set
<input type="checkbox"/>	Air Compressor with Accessories
<input type="checkbox"/>	Combination Vice (4 ½" jaw minimum)
<input type="checkbox"/>	Hydraulic Jack
<input type="checkbox"/>	Jack Stand
<input type="checkbox"/>	Adequate, Portable Lighting
<input type="checkbox"/>	Hazardous Material Spill Kit
<input type="checkbox"/>	Drain Pans
<input type="checkbox"/>	Impact Wrenches (½", ¾", and 1", socket to 3")
<input type="checkbox"/>	Drill with Bits (3/8" ½", drill bits from 1/16" to ¾")
<input type="checkbox"/>	Tap and Die Set (1/8" to 1" fine and coarse thread, 1/8" to 1" pipe thread)
<input type="checkbox"/>	Hand Tool Set
<input type="checkbox"/>	Hydraulic Pressure Testing Kit
<input type="checkbox"/>	SAE and Metric Nuts and Bolts (commonly used)
<input type="checkbox"/>	Air Brake Fittings
<input type="checkbox"/>	Assorted Metal Fasteners, Machine Screws, and Self-Tapping Screws
<input type="checkbox"/>	Assorted Electrical Connections
<input type="checkbox"/>	Assorted Electrical Wire
<input type="checkbox"/>	Assorted Common Electrical Fuses and Bulbs
<input type="checkbox"/>	Assorted Lubricants and Cleaners
<input type="checkbox"/>	Shop Towels
<input type="checkbox"/>	Miscellaneous Funnels
<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