

**Oregon Department of Forestry**  
**Incident Resource Agreement**  
**2026-2029**



**Appendix Nine (9) – MOBILE CLERICAL UNIT**  
**RESOURCE DUTIES, QUALIFICATIONS, COMPENSATION, &**  
**INVENTORY**



## **A.1 - General Description of Duties**

### **A.1.1 – Scope of Work**

Mobile Clerical Units provide critical administrative and logistical support necessary for effective Incident management. These units support Incident operations by supplying office space, clerical and administrative services, internet access, Incident documentation and mapping support, and large-scale copying and printing capabilities, as assigned by the Incident Management Team (IMT).

### **A.1.2 – Operational Conditions**

Operators may be required to transport Mobile Clerical Units on primitive or secondary roads and set up on uneven grounds in fire camps or other assigned areas on an Incident.

### **A.1.3 – Performance Requirements**

All Mobile Clerical Units must be in sound mechanical condition along with all provided equipment, and electrical components that meet all applicable state and federal laws relating to motor vehicles and equipment.

## **A.2 – Qualifications & Requirements**

### **A.2.1 - Operator Qualifications**

Mobile Clerical Units must be operated only by individuals who are fully qualified to safely and efficiently perform all duties required by the Incident, and in accordance with the manufacturer's operating limitations.

### **A.2.2 – Personnel Requirements**

Resource Provider must provide at least two (2) fully qualified personnel. At the State's discretion, additional personnel may be requested (if available) to meet Incident needs.

## **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 and supplies;
- b) Transports and chase vehicles;
- c) Operator(s) and drivers;
- d) Fuel, and

- e) All required maintenance.

Unless modified under **Section A.4 - Exceptions**, payment will be made at the agreed rate.

### 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, payments 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 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.3.6 – Mileage Relocation

Mobile Clerical Units listed in this Appendix are eligible for Relocation Mileage Rates.

## **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 – Payments 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 will accrue. 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

MOBILE CLERICAL UNIT	
<input type="checkbox"/>	Company identification, external, on both driver and passenger sides of Unit
<input type="checkbox"/>	Reflective Triangles
<input type="checkbox"/>	Wheel Chocks (Q=2)
<input type="checkbox"/>	Fire Extinguisher, 2A 10BC with Current Year Inspection Tag
<input type="checkbox"/>	First Aid Kit (5 person) (Q=1)
<input type="checkbox"/>	Self-Contained Power Source (ex. generator, fuel)
<input type="checkbox"/>	Additional Fuel
<input type="checkbox"/>	Printers and Plotters Networked with all Cables and Power Strips
<input type="checkbox"/>	Daily Back-Up of Data and Products
<input type="checkbox"/>	Photocopiers (Q=3), Capable of producing 400 copies of 40 pages twice per day in 3 hours, booklet Incident Action Plan (IAP), duplex printing, collating and stapling, and metered to document copy count)
<input type="checkbox"/>	Printer (Q=1) Capable of printing up to 11"x17"
<input type="checkbox"/>	Color Plotter (Q=1), Capable of Large Format, 36" width, 300' roll of paper, two (2) full sets of ink, 2400x1200 dpi print quality, print speed of 30 seconds for a D size line drawing print, network, interfacing with Windows OS computers, and ability to track and record usage.
<input type="checkbox"/>	Color Scanner
<input type="checkbox"/>	Workstations (Q=minimum of 2)
<input type="checkbox"/>	Staplers, Heavy and Light Duty
<input type="checkbox"/>	Hole Punch, Heavy Duty, 3-Hole (Q=minimum of 1)
<input type="checkbox"/>	Paper Cutter, 18" (Q=minimum of 1)
<input type="checkbox"/>	Paper Shredder (Q=1), Capable of shredding up to 12 sheets per pass and up to 130 sheets per minute
<input type="checkbox"/>	Laminator (Q=1), Capable of 11"x17" or Larger
<input type="checkbox"/>	White Paper (Q=Adequate Supply)
<input type="checkbox"/>	Color Paper (Q=Adequate Supply of at Least 4 Colors)
<input type="checkbox"/>	Adequate Lighting
<input type="checkbox"/>	Garbage Cans