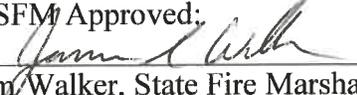
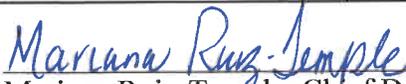


	<b>OFFICE OF STATE FIRE MARSHAL</b> <i>INCIDENT MANAGEMENT TEAMS</i> <b>STANDARD OPERATING GUIDELINES</b>	<b>Number:</b> <b>SOG-I-1008</b> <b>Adoption Date:</b> Mar 2019 <b>Author:</b> Mariah Rawlins <b>Review/Revision Date:</b>
OSFM Approved:  Date <u>3/11/19</u> Jim Walker, State Fire Marshal		 Date <u>3/8/19</u> Mariana Ruiz-Temple, Chief Deputy State Fire Marshal
<b>SUBJECT: Rental Vehicles for IMT Personnel</b> <b>OBJECTIVE: Provide Guidance for IMT Sponsoring Agencies Related to Rental Vehicles</b>		

**I. SCOPE**

This SOG outlines the use of rental vehicles by Oregon Office of State Fire Marshal (OSFM) Incident Management Team (IMT) members and the reimbursement for rental vehicles to the sponsoring agencies. This SOG allows for the rental of vehicles through either rental agencies or municipally-operated motor pools.

**II GUIDELINES**

Only OSFM IMT members may utilize rental vehicles during mobilizations; all task force and strike team personnel must be using agency-owned apparatus.

Vehicle type must be appropriate to complete tasks reasonably assigned to the position. Operations and Safety personnel must have 4WD capable vehicles.

Sponsoring agency must procure insurance when renting the vehicle. Agencies should utilize their own standing agreements, (if such agreements exist), when renting vehicles.

White, black, or silver exterior preferred when available.

Team member position must be written on the windshield with white chalk paint.

Emergency lighting is not necessary.

**II. REIMBURSEMENT**

Rental vehicles will be reimbursed through the standard process, with the agency submitting an itemized receipt from the rental company to be reimbursed.

Fuel costs will not be reimbursable unless there is no fuel available to the team member after check-in and prior to demobilization, in which case an itemized receipt can be submitted by the agency to be reimbursed. The receipt must show the date and time of the fuel purchase.

Damage to a rental vehicle will be subject to the standard IMT claims procedure. Refer to your rental contract in regards to rental damage/repair.

No rehabilitation time will be allowed for rental vehicles or the team members who utilize them.

If an agency chooses to procure a rental to keep in-station prior to a mobilization or chooses to keep a rental vehicle after the team member has returned from a mobilization, only the period of time which is reimbursable under the Mobilization Plan will be reimbursed.

Example: Agency rents vehicle on 7/1. Team member is mobilized on 7/5 and demobilizes 7/15. Agency returns vehicle on 7/30. Total cost of rental is \$3000. OSFM will reimburse \$1000.

$(\$3000 / 30 \text{ days} = \$100 \text{ per day. } \$100 * 10 \text{ days mobilized} = \$1000)$