

*This document acts as a checklist for all RESOURCE PROVIDERS by providing helpful information to prepare for deployment, execution of work, and demobilization on incident.*

### **GENERAL INFORMATION:**

- POINT OF HIRE (PoH) / DESIGNATED DISPATCH LOCATION (DDL) COMPONENTS: ([IRA Part A – Pages 8, 9 of 14](#))
  - Resources have **1 hour** (or less) to accept or decline assignment once Dispatch has initiated contact.
  - Resources have **1 hour** to assemble and leave from PoH/DDL once assignment has been accepted.
  - Dispatch determines expected time of arrival which = Miles from Poh/DDL to Incident @ 45 mph.
  - Timeline expectations and compensation for travel are determined by distance from PoH/DDL (on Rate Sheet) to the Incident, NOT travel time to get from individual homes to PoH/DDL or from one PoH/DDL to another.
  - PoH/DDL listed on the Rate Sheet determines if Resource is considered day-use or overnight use. If Incident is in proximity to PoH/DDL, that Resource might be considered day-use. Day-use Resources are expected to go to and from Point of Hire, daily. These Resources will not be provided with subsistence but will get compensated for travel to and from PoH/DDL to Incident.
  
- TRAVEL: ([IRA Part A – Pages 8, 9 of 14](#))
  - **COMPENSABLE** – Travel time to Incident from PoH/DDL and from Incident to PoH/DDL.
  - **NON-COMPENSABLE** – Travel time from Incident to Poh/DDL, when Resource defaults on Terms and Conditions of Agreement or fails to correct any violations set forth by the State.
  - **COMPENSABLE** – Travel time to and from the Incident and Poh/DDL when travel is directed, and Resource(s) do not have an accessible fire camp.
  - **NON-COMPENSABLE** – Travel time to and from Incident / any areas beyond Poh/DDL.
  - **COMPENSABLE** – Travel time between Incidents upon reassignment.
  
- SUBSISTENCE: ([IRA Part A – Page 8 of 14](#))
  - **NON-COMPENSABLE** – Food and drink required during travel to the Incident and until the end of the first shift worked.
  - **COMPENSABLE** – Food and drink reimbursement for the duration specified on the Resource Order (usually 72 hours – the 72 hours starts AFTER the first shift worked).
  - **NON-COMPENSABLE** – Food and drink reimbursement if the Resource is directed to return to Poh/DDL during off-shift time (applies to day-use Resources).
  - **COMPENSABLE** – Food and drink reimbursement if the Resource is ordered to be Self-Sufficient for the entire duration of an assignment.
  - **COMPENSABLE** – Food and drink reimbursement if travel time exceeds Work/Rest standards, no fire camp is available, commuting is uneconomical, and State does not provide Subsistence or a facility.
  
- LODGING: ([IRA Part A – Page 8 of 14](#))
  - **COMPENSABLE** – Lodging expenses (paid at double occupancy rate) if travel time exceeds Work/Rest standards, no fire camp is available, and commuting is uneconomical.
  
- WORK/REST
  - Resource Provider is required follow the [Work/Rest Guidelines](#) established by the NWCG.

## CREW BOSS INFORMATION

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*This document acts as a checklist for all CREW BOSSES (CRWB) by providing helpful information to prepare for deployment, execution of work, and demobilization on incident.*

### **PRIOR TO DEPLOYMENT, MAKE SURE YOUR CREW HAS:**

- COPIES of:** Incident Resource Agreement, signed Rate Sheet, Resource Order ([IRA, Part A – 12 of 14](#)), Equipment Manifest, and an accurate Hand Crew Manifest ([IRA Part B - Page C1 of C10](#)). It is suggested that you bring multiple copies of each; Printed is preferred but electronic is acceptable.
- PERSONAL IDENTIFICATION:** A current and valid form of government photo identification and a current and accurate Incident Qualification Card, i.e., Red Card ([IRA, Part A – 12 of 14](#))
- VEHICLE IDENTIFICATION:** External, on both driver and passenger side of the vehicle that includes the company name. ([IRA Part A - Page 6 of 14](#))
- PERSONAL PROTECTIVE EQUIPMENT:** Boots, Head Protection, Gloves, Eye Protection, Head Lamp, Fire Shelter, Personal Protective Clothing ([IRA, Part A – Pages 6-7 of 14](#))
- TOOLS AND EQUIPMENT:** (4) Programable hand-held radios with programing capabilities, (1) Cloning Cable ([IRA, Part A - 7 of 14](#)), (8) Combi/Rheinhardt/Hazel Hoe or McLeods, (10) Pulaskis, (8) Shovels, (3) Chainsaws, (2) 10-Person Belt First Aid Kits, (1) Fire Extinguisher (per chainsaw) / 1 (per vehicle) ([IRA Part B - Page C3 of C10](#))
- SUSTENANCE (FOOD AND DRINK) AS REQUIRED BY RESOURCE ORDER** ([IRA, Part A - Page 8 of 14](#))

### **INCIDENT ARRIVAL:**

- Complete Check-In Process as instructed on the Incident Action Plan (IAP).
- Bring CREW and VEHICLES to Ground Support. Ground Support will complete the OF-296 Vehicle/Heavy Equipment Pre-Use Inspection Form and the Incident Inspector (ICPI) will complete the CREW / EQUIPMENT inspection ([IRA, Part B - Page C2, C9 of C10](#)).
- Complete vehicle cleaning for Noxious Weed Control, if provided ([IRA, Part A - Page 9 of 14](#)).
- Locate and communicate with Operations to obtain Incident assignment.

### **DURING ASSIGNMENT:**

- When changing out crew members, operators, or vehicles, make Finance aware as well as Ground Support and the Incident Inspector (ICPI). Bring updated Hand Crew Manifest, personal ID, and IQC (Red Card).

### **DEMOBILIZATION:**

- Complete Check-out process per instruction on Incident Action Plan. Check out is non-
- compensable. Return any borrowed equipment back to Fire Cache.
- Bring CREW VEHICLES to Ground Support to complete the post-incident inspections. Ground Support and ICPI will close out forms with post assignment inspections.
- Finalize and turn in all Shift Tickets to Division Supervisor or Finance (determined by Feds or ODF).
- Review and sign Incident Time Report OF-288.