

INFORMATION TO BE PROVIDED BY CONTRACTOR AT CHECK-IN

MANIFEST (EXHIBIT H.5)

At the time of arrival, the contractor shall provide a complete Passenger and Cargo Manifest (SF-245) and complete complement list to the Finance Section and to the Planning Section or Status Check-in, listing the Contractor name, agreement number, or federal tax identification number, each person's complete name, and departure time from point of dispatch.

The contractor shall provide a new manifest when a change in personnel occurs, before the next operational period to the Finance Section and to the Planning Section or Status Check-in. All personnel must be listed on the contractors EaTIS profile. This provides proof that the owner has accepted the personnel as employees, has them covered by workers compensation insurance & has verified their training qualifications / currency requirements.

AGREEMENT INFORMATION

The contractor shall carry a minimum of two copies of the agreement at all times. The contractor shall furnish a copy of the agreement to the Finance Administration Section.

The Contractor shall designate the Single Resource Engine Boss (ENGB) or equipment operator (EQOP) of other water handling equipment as their representative on an incident to deal with all on-site administration of this agreement.

PRE-USE INSPECTION

Prior to incident use, the Government will perform inspections utilizing form OF-296 "Vehicle/Heavy Equipment Safety Inspection Checklist" to insure compliance with the agreement requirements. See Clause 1, General Clauses to Emergency Equipment Rental Agreement Form OF-294, Exhibit A.

If the resource complement falls below the agreed upon staffing (at time of dispatch and documented on the resource order) the CE is noncompliant. If the resource does not pass inspection at the incident or designated inspection station, it is considered noncompliant. The Contractor *may* be given 24 hours or time frame designated by Government representatives to bring the resource into compliance.

All personnel will present picture identification (eg. drivers license) and current qualification cards to a Government inspector. Engine and Tender personnel must be passed in EaTIS prior to pre-use inspection.

Inspection Reports

Copies of the incident inspection reports and related documentation will be distributed as follows:

- a. The original copy shall remain with the payment package, to be forwarded to the payment center for processing.
- b. A duplicate copy will remain with the fire documents on Host Unit.
- c. A duplicate copy given to the Contractor.
- d. A duplicate copy shall be forwarded to the CO for all non-compliant equipment.

PERFORMANCE EVALUATIONS

The Contractor's performance will be documented on the Fire Crew Performance Rating Form (ICS-224) (posted as EXHIBIT H.1) or other comparable form, which will be completed at the incident by the government representative supervising the work. If the supervising Government representative is released from the incident prior to the release of the CE, the government representative will complete a performance evaluation prior to demobilization, for work the CE performed under their supervision. A copy of the evaluation form(s) will be given to the Contractor at the incident and one forwarded to the CO and the Northern Rockies Coordination Center, 5767 West Broadway, Missoula Montana, 59808.