

**FIRE/INCIDENT BUSINESS PROCESSES FOR FORESTS/GRASSLANDS
SUPPORTED BY THE EASTSIDE ACQUISITION TEAM (ESAT) WHICH IS COMPRISED OF
THE BEAVERHEAD-DEERLODGE, GALLATIN, HELENA AND LEWIS & CLARK
NATIONAL FORESTS**

FREQUENTLY ASKED QUESTIONS

(Last updated 3/2008)

A. Question/answers about signing up equipment for fire and other incidents.

Q1. What type of equipment can be signed up?

A1. The ESAT will sign up the following types of equipment (fully operated): dozers, excavators, Feller Bunchers, skidders, lowboys or flatbeds, vehicles (pickups and sedans) and weed washing unit during the preseason.

The ESAT has established a deadline of May 1, 2008 for receipt of your Emergency Equipment Rental Agreement (EERA) information. EERA INFORMATION WILL NOT BE RETURNED FOR CLARIFICATION OR ADDITIONAL INFORMATION.

Please review the procedures in Paragraph B, if you are interested in seeking an EERA for incident support.

Q2. Can I sign up equipment after that date?

A2. Vendors who do not provide the required documents by the May 1, 2008 deadline will be placed on a resource list by type of equipment. This list may be used at a later time if there is a need/request from within the zone. You may contact the following Forest Service personnel and they will record your information (company name, phone number, contact name and equipment type/s). We will retain the information for future needs. In the event dispatch requests additional equipment and there is no other equipment available under an existing EERA, we may contact you to enter into an EERA; however, your equipment must meet the specifications, size and type and all personnel must have the appropriate training.

Submit questions pertaining to pre-season signups to:

Beaverhead-Deerlodge National Forest NF...	Lisa Rakich	(406) 683-3968
Gallatin National Forest.....	Kathy Kuharski	(406) 587-6763
Helena National Forest.....	Jeannie Leth	(406) 495-3707
Lewis & Clark National Forest.....	Lori Eby	(406) 791-7734

Q3. Can I sign up equipment not mentioned in the list?

A3. There is presently no plan to award preseason EERA's for equipment not referenced. Items such as dump trucks, forwarders, etc. will be agreed to on a case-by-case basis as the need arises. Other items such as generators, ATV's, etc. will be hired on a case-by-case as the need arises, using commercial practices. You may be contacted by an ESAT Contracting Officer if the need for additional types of equipment is requested by our dispatch centers.

**FIRE/INCIDENT BUSINESS PROCESSES FOR FORESTS/GRASSLANDS
SUPPORTED BY THE EASTSIDE ACQUISITION TEAM (ESAT) WHICH IS COMPRISED OF
THE BEAVERHEAD-DEERLODGE, GALLATIN, HELENA AND LEWIS & CLARK
NATIONAL FORESTS**

Q4. Can I show up at a fire and have my equipment signed up?

A4. Absolutely not. The Forest Service and our agency partners will not sign up equipment at the site of an incident. The vendor will not receive any compensation.

B. Procedures to sign up fire equipment:

1. Review the National Wildfire Coordination Group's (NWCG) Interagency Business Management Handbook Requirements in CHAPTER 20. This is the **PRIMARY** policy and regulations governing agreements. We will call the NWCG Chapter 20 (white pages). Click on the hotlink to review:
<http://www.nwcg.gov/pms/pubs/large.html#IIBMH>
2. Review the local area known as the Northern Rockies Coordination Groups (NRCG) Supplement to the Interagency Incident Business Management Handbook. It is also known as CHAPTER 20. We call this NRCG Chapter 20 (blue pages) to help you tell difference between the two documents. Click on the hotlink to review:
http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm
3. You **MUST** be signed up in the Central Contractor Registration – more information can be found at this hotlink:
<http://www.fs.fed.us/fire/contracting/ccr/ccr.htm> Vendors must complete the “Online Representations and Certifications” (ORCA) application and are required to have a DUNS number. Vendors can obtain free assistance from the local Procurement Technical Assistance Centers (PTAC) as follows:

Montana Procurement Technical Assistance Centers

Big Sky EDA

<http://www.bigskyeda.org>
406-256-6871
222 North 32nd Street, Suite 200
Billings, MT 59101

**Kalispell Area Chamber of
Commerce**

<http://www.kalispellchamber.com>
406-775-4221
15 Depot Park
Kalispell, MT 59901

Missoula Area Economic Development Corp.

406-532-3207
1121 E. Broadway, Suite 135
Missoula, MT 59802

Prospera Business Network

406-587-3113
222 East Main Street, Suite 102
Bozeman, MT 59715

The PTAC offices have proven to be a valuable resource to aid vendors in CCR registration and ensuring information is correct. If you changed bank information from

**FIRE/INCIDENT BUSINESS PROCESSES FOR FORESTS/GRASSLANDS
SUPPORTED BY THE EASTSIDE ACQUISITION TEAM (ESAT) WHICH IS COMPRISED OF
THE BEAVERHEAD-DEERLODGE, GALLATIN, HELENA AND LEWIS & CLARK
NATIONAL FORESTS**

last year then you need to notify the PTAC office so that you will not have payment problems this year. Additionally, other PTAC information can be obtained at internet site <http://www.aptac-us.org/new/>

4. All **equipment** and **personnel** **SHALL** meet required specifications: This information is located in NRCG Chapter 20 (blue pages). Click on this hotlink to review:
http://www.fs.fed.us/r1/fire/nrcg/Committees/business_committee.htm
5. If you are interested in signing up your equipment for the upcoming fire season, please submit the following information to the forest that you are located on:
 - Equipment Inventory Sheet
 - Central Contractors Registration (Active and Correct)
 - Your various insurance policies for vehicles, equipment, lowboy haulers, etc. (Active and covers correct equipment)
 - Driver's license(s) (Current and valid)
 - Current Fireline Safety Training (formerly Standards for Survival Training),
 - Completion of the Work Capacity Test (WCT), (Different test required for different equipment)
 - Workers Compensation or Independent Contractors Exemption Certificate (owner/operator)
 - EERA Contractor Business Information for Reporting Purposes
6. Inspections will take place at the time of dispatch. No preseason inspections will be conducted on the ESAT. If the equipment does not pass inspection, the contractor will not receive any compensation for the possible dispatch.
7. If you are signed up at a later time due to incident needs, you **SHALL MEET ALL THE REQUIREMENTS IN ITEMS 3 AND 4.**

C. Payments

D.

Documentation required to be submitted to the ASC-IF for payment of EERAs includes:

- Original invoice, whether in the form of an Emergency Equipment Use Invoice with Original Signatures (Form OF-286) or commercial invoice. Commercial invoices must contain the contract/agreement number, unique resource order number, job code, date services received, signature of receiving official and title of receiving official.
- Copy of Emergency Equipment Rental Agreement (Form OF-294)

**FIRE/INCIDENT BUSINESS PROCESSES FOR FORESTS/GRASSLANDS
SUPPORTED BY THE EASTSIDE ACQUISITION TEAM (ESAT) WHICH IS COMPRISED OF
THE BEAVERHEAD-DEERLODGE, GALLATIN, HELENA AND LEWIS & CLARK
NATIONAL FORESTS**

- For resource requests not placed through ROSS, include a copy of the Resource Order.
- Attachment I - Emergency Equipment Invoice Transmittal Sheet.

Please note that the ASC-IF group no longer requires copies of the Emergency Equipment Shift Ticket (OF-297) and/or Emergency Equipment Fuel and Oil Issue (OF-304).

The Albuquerque Service Center (ASC) is the primary point of contact for incident payments. Payments for work on Forest Service fires/incidents are processed by the ASC Incident Finance Branch. Their phone number is **(877) 372-7248**. When calling ASC, select #1 – “Budget and Finance” and wait to be connected to a Customer Service Agent.

When calling ASC, **YOU MUST HAVE THE FOLLOWING INFORMATION AVAILABLE:**

- Agreement Number
- Incident Number
- Resource Order Number
- Contractor Name
- Dates of Service
- DUNS Number
- Taxpayer Identification Number (TIN)