

## Exhibit 6

### **EMERGENCY EQUIPMENT RENTAL AGREEMENT – CONTRACTOR CHECKLIST**

Always keep available a copy of your EMERGENCY EQUIPMENT RENTAL AGREEMENT, YOUR LAST VEHICLE/HEAVY EQUIPMENT INSPECTION, AND THIS CHECKLIST.

#### **When called to an Incident, questions to ask!**

1. What is my Resource Order Number or my Request Number? These numbers will be used to track your equipment to the incident, during the incident, and when it is released.
2. Who is calling? - Individual's name and agency. It is important to be able to identify who requested the equipment.
3. Where to report? The incident may have several reporting locations. Be sure to have a specific identifiable location to which to report.
4. Who to report to? Name of individual or position title.
5. Agree upon a starting time. Confirm an ETA to the reporting location. This is important to assure payment begins at an agreed upon time.

#### **Upon arrival at location of Incident.**

1. Have Resource Order Number and/or Request Number available.
2. At this time you must have your Emergency Equipment Rental Agreement or a copy available. You must have this document so your equipment can be used and paid according to the agreement.
3. Be sure to have an Emergency Equipment Shift Ticket started at this time. You must have an Emergency Equipment Shift Ticket for all hours of work to receive payment. Each Emergency Equipment Shift Ticket shall have an authorized Government Official's signature.
4. Be sure to have a Heavy Equipment Inspection done at this time and keep your copy. Don't lose this. If your equipment is damaged on the incident you will need this document to verify the condition of your equipment prior to use on the incident.

#### **During the Incident.**

1. Be sure an Emergency Equipment Shift Ticket is completed at the end of each operation period or as required by the agreement. A Government Officer and the Contractor or his authorized agent, must sign each shift ticket.
2. Be sure to keep your copies of each shift ticket. Do not loose these. Your payment is based upon the information recorded on these forms.
3. If you receive any government supplies (fuel, oil, equipment parts, etc.) or require government repair services obtain a receipt (OF-304 for fuel, ICS Form 213 or other appropriate invoice for parts and/or service) and keep them; again, don't lose. This is so you may verify charges that will be deducted from your payment.
4. Any repairs completed by an incident mechanic will be charged to you.
5. Shift tickets for operated equipment should reflect actual hours worked regardless if you are hired at a daily rate or hourly rate.

**Upon release from the Incident.**

1. Be sure to have a release inspection performed on your equipment. This is the time to document any damage that may have occurred during the incident.
2. Ensure Emergency Equipment Shift Tickets are complete (A copy of all your time on the incident).
3. Emergency Equipment Use Invoice is completed and posted accurately and signed by a Government Officer and the Contractor or his authorized agent. **THIS IS YOUR PAYMENT DOCUMENT**, be sure it is correct when you leave the incident.