



**IDAHO DEPARTMENT OF LANDS
COOPERATOR AGREEMENTS**

The Administrative office for payment is listed here.

Agreement #

Fully Operated:
Send the following originals home with cooperator:
OF 297 pink shift tickets
OF 286 signed E.E.U.I.
OF 304 blue E.E.F.O.I
OF 296 inspection report
Copy of Performance Evaluation

Un-Operated:
Send the following originals home with cooperator:
OF288 Emergency FF Time report
OF297 pink shift tickets
OF286 signed E.E.U.I.
OF304 blue E.E.F.O.I.
Of296 inspection report
Copy of Performance Evaluation

Equipment will be listed here
FSO Single resource may come
With a command, rig rates are
listed here.

Roster: Operators and single
resources are listed
here and on the OF297.

IDAHO COOPERATOR CERTIFICATION FORM (ICCF)
When the Idaho Cooperator Certification Form (ICCF) has been completed, no other agreement (or EEP) is necessary.

1. IDL Area/District/Association a. Name and Address:		b. Agreement No.: c. Phone: d. FAX:		2. EFFECTIVE DATES OF CERTIFICATION a. Beginning: b. Ending:	
3. FIRE DEPARTMENT a. Name and Address:		b. E-mail Address: c. Phone (Day): Phone (Night): Cell Phone: FAX:		4. ORDERING DISPATCH CENTER	
5. THE FOLLOWING EQUIPMENT IS BEING PROVIDED: <input type="checkbox"/> Fully Operated (Includes Personnel & Equipment) <input type="checkbox"/> Unoperated (Personnel Costs Billed Separately)				6. OPERATING SUPPLIES <input type="checkbox"/> Provided by Incident	
7. ITEM DESCRIPTION - Provide: Make, Model, Year, VIN, License Plate No., and List NWCG Equipment Type			8. HRLY/DAILY/MILEAGE/SHIFT BASIS		9. SPECIAL
Description	Type	Minimum Staff	Rate	Unit	
			\$0.00		
			\$0.00		
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Idaho Cooperator Certification Form (ICCF)
Resources

Name	Qualification(s)/Licenses (NWCG/NFP/EMS)

RESOURCE TYPE	COOPERATIVE AGREEMENT?	Final Forms	EQUIPMENT	DOCUMENTATION	TRAVEL
Single Resource O#	YES, ICCF	OF288	AOV	Takes original OF288 home	Processed @ home unit
Un-Operated E#	YES, ICCF	OF288, OF297, OF296	Equipment	Takes original OF288 & OF296 home	Processed @ home unit
Fully Operated E#	YES, ICCF	OF 297, OF296	Equipment	Takes original OF296 home	Processed @ home unit
Timber Protective Associations O#, E#	NO	OF288, OF296	AOV, Equipment	Takes original OF288 home	Processed @ home unit
Dept. of Corrections Crews C#	YES, ICCF	SF 261 OF288	n/a	Takes original OF261 & OF288 home	Processed @ home unit
Casual Hires O#	NO	OF288	POV, AOV	Takes original OF288 home	Processed @ home unit
State of Idaho Employees O#, E#	NO	OF288, OF297	AOV, POV	Takes original OF288 home	Processed @ home unit
Contractors	YES, ICCF or VIPR	OF296	DOZER, POTTIES, MEALS	Original invoices to be audited at local Area office and paid by Bureau of Fire Management in Coeur d'Alene.	

From Chapter 50 Supplements to the IIBMH, page 50-5

Fire Service Organizations

It is the IDL's responsibility to be the single hiring point for equipment and personnel obtained from Idaho Fire Service Organizations (FSOs). The only exception is local initial attack mutual assistance agreements.

- 1. Check-in** At check-in at an incident, the FSO will provide Finance a copy of the Idaho Cooperator Certification Form (ICCF) which outlines payment terms.
- 2. Demobilization** At demobilization, Finance will provide the FSO all original payment documents, including the original OF-297, Emergency Equipment Shift Tickets (pink), and the original OF-286, Emergency Equipment Use Invoice, for equipment. Single resource and personnel working on equipment hired at the un-operated rate shall be provided the original OF-288, Emergency Firefighter Time Report. When hired under the unoperated rate, the FSO will bill actual payroll and benefit costs to IDL.
- 3. Commercial Driver's License** Idaho Fire Service Organizations are exempt from the requirements of Interstate Commercial Driver's Licenses (CDL). When accepting assignments outside the state of Idaho with a piece of equipment that is over 26,000 lbs. GVW or has air brakes, it may not be required, but is recommended that drivers have a CDL with all applicable endorsements. An incident may demobilize a resource if the operators do not have the applicable license and endorsements to satisfy the requirements of a particular state.

Sample verbiage of Special Provisions that might be included in Block 10 of the Cooperator Agreement.

UN-OPERATED RATES

10. SPECIAL PROVISIONS: Hourly rate to apply on first and last day, not to exceed daily rate.

Un-Operated: A Fire Service Organization (FSO) with equipment hired at the un-operated rate, with wage employees, will submit an invoice for Fire Department Specific Expenses to include backfill costs as outlined in the Idaho FSO Rate Book. IDL will reimburse the FSO based on incident shift time. No other costs will be allowed. Original payment packages are to be returned to the Idaho Department of Lands ordering office listed above, for audit and payment as stated in the Interagency Incident Business Management Handbook, 51.2 Exhibit 02, under Fire Service Organizations. When an FSO resource (Supporting Party) is needed for wildland fire response beyond suppression assistance *as described in their local mutual assistance agreement*, or for a dispatch outside their District/mutual response zone, an FSO resource order shall be requested through the wildland agency's dispatch center (Protecting Party) and confirmed through IDL for billing purposes. Only apparatus listed on the current IDAHO COOPERATOR CERTIFICATE FORM (CCF) may be hired.

Fully Operated Rates

10. SPECIAL PROVISIONS: Hourly rate apply to first and last day, not to exceed daily rate.

Fully Operated: Number of personnel is the minimum required per operational period.

Original payment packages are to be returned to the Idaho Department of Lands ordering office listed above, for audit and payment as stated in the Interagency Incident Business Management Handbook, 51.2 Exhibit 02, under Fire Service Organizations. When an FSO resource (Supporting Party) is needed for wildland fire response beyond suppression assistance as described in their local mutual assistance agreement, or for a dispatch outside their District/mutual response zone, an FSO resource order shall be requested through the wildland agency's dispatch center (Protecting Party) and confirmed through IDL for billing purposes. Only apparatus listed on the current IDAHO COOPERATOR CERTIFICATE FORM (CCF) may be hired.