Northern Rockies
Heavy Equipment Task Forces

How to post an HETF to e-ISuite

Including breakdowns and contract Options 1 & 2
Objective:

Viewers will adopt a consistent method for OF-286 invoice creation

Method:

Review the solicitation for language pertinent to EQTRs
Create a scenario and post changes to e-lSuite
Solicitation:

D.2.1.1 – Scope of the Agreement

Describes the components of a HETF
And...
Describes the required order for transport
Describes component re-configuration options
Describes which pieces must be fully operated and which may be unoperated
• Subsections (g) and (h):
  1. describe the number of transports that may be used to bring the entire HETF to the fireground.
  2. describe how many must stay and whether or not Operations may request additional transports.
• Subsection (m)
  1. describes time under hire and the minimum daily guarantee on the mileage rate.
Solicitation:

D.2.1.7 and D.21.8.3 – Payment Exceptions

a.k.a: The breakdown clauses. These sections are vital.

Operational hours vs. the IAP

Language here is similar to all operated equipment agreements:

“No further payment will accrue during any period under hire that an individual piece of equipment in the HETF is not in a safe or operable condition ... Payment will be based on the hours the individual piece of equipment in the HETF was operational during the assigned shift as documented on the shift ticket, vs. the designated shift, as shown on the Incident Action Plan.

The complexity:

The breakdown clause is made complex because the agreement is for one dollar amount for multiple pieces of equipment. If one breaks down while the others can work, we need to deduct for only the broken down component.

Felller Buncher: 32% of the daily rate
Dozer: 23% of the daily rate
Skidgine or Pumpercat: 21% of the daily rate
Skidder: 18% of the daily rate
Foreman: 6% of the daily rate

However if the foreman becomes unavailable, the entire HETF must be put in non-pay status. For a partial day, all resources must be converted to an hourly rate.
Solicitation:
The payment clauses may be further complicated by the reconfiguration options that became available in 2018.

D.2.1.9: Reconfiguring the HETF:
(a)(i) A second feller buncher (FEL1) may be added; the equipment rate as calculated in the payment clause (32%) would be added on the adjustments page.

(ii) Option 1: Excavator may be added OR may replace the dozer.
Excavator will be priced on the Schedule of Items as “Optional Item 1”

(iii) Option 2: Boom Mounted Masticator may be added.
The Masticator will be priced on the Schedule of Items as “Optional Item 2”
If a Type 1 self-leveling feller buncher (FEL1) is used, add 35% to the Option 2 rate.
Solicitation:

Use caution when one component remains at the incident, particularly with regard to demob/travel time.

D.2.1.9: Breaking up the HETF:
(b) Breaking the HETF into individual resources is outside the scope of this agreement.

If Operations needs one component, the whole HETF must be demobilized. The remaining component must be on a stand-alone agreement – either a pre-season award (VIPR I-BPA), or an Incident-only EERA.
Solicitation:

D.21.8: Payments:

If the solicitation includes optional items, payment for optional items will only be made when ordered and documented on the resource order. The use will be recorded on the Emergency Equipment Shift Ticket.

Time under hire will begin when the optional item is ready for use by incident personnel. The incident shall have the option to discontinue the use of the optional item at any time during the incident. Time under hire ends at that time.
Scenario for Posting to e-ISuite
Incident: Wildland Fire
Location: Glacier National Park
HETF Vendor: Monster Equipment of Kalispell
Distance from fire to ICP: 32 miles one way

HETF daily rate: $10,600
Optional Item 1 (EXCA): $1900 per day
Optional Item 2 (MAST): $2200 per day
Transport mileage: $5.25 mi / $1750 guarantee (two ops)
or $5.25 mi / $1137.50 guarantee (one operator)
Mobilization: Day 1: 8/13

Per D.2.1.1 Minimum Equipment Requirements:
Vendor delivers the Foreman, FEL1, and Skidgine using one fully operated transport and one unoperated transport. Vendor has 24 hours to deliver the remaining components.

The two transports are required, and will remain on site.
On the Adjustment page, we’re going to add the 2nd transport, but deduct for the Skidder and Dozer that did not arrive on day 1.
The remaining components arrive at 0700 for a full shift using two additional fully-operated transports. Those transports are released after delivery. Round trip is 64 miles. Time Under Hire is 6 hours.

That means the transports are under hire for less than 8 hours and will be compensated at 50% of the fully operated transport guarantee.
Day 2: postings:

On the Adjustment page, we're going to add the 2nd transport at the unoperated 65% transport guarantee, and add the 3rd and 4th transports at 50% of the fully operated transport guarantee.
Days 3-5: 8/15 through 8/17

Operations normal with all components and two required transports.

Posting on the invoice will be the full daily rate for the HETF, plus the fully operated transport. The unoperated 2nd transport will be posted as an adjustment.
Days 3-5: postings:

<table>
<thead>
<tr>
<th>Activity Date</th>
<th>Description</th>
<th>Deductions</th>
<th>Additions</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/13/2018</td>
<td>2ND TRANSPORT: 1 OPR</td>
<td>$1,137.50</td>
<td>$1,137.50</td>
</tr>
<tr>
<td>8/13/2018</td>
<td>SKID: 18%: DID NOT ARRIVE</td>
<td>($1,908.00)</td>
<td>($1,908.00)</td>
</tr>
<tr>
<td>8/13/2018</td>
<td>DOZER: 23%, DID NOT ARRIVE</td>
<td>($2,438.00)</td>
<td>($2,438.00)</td>
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<tr>
<td>8/14/2018</td>
<td>4TH TRANS: UNDER HIRE 6 HR</td>
<td>$875.00</td>
<td>$875.00</td>
</tr>
<tr>
<td>8/14/2018</td>
<td>3RD TRANS: UNDER HIRE 6 HR</td>
<td>$875.00</td>
<td>$875.00</td>
</tr>
<tr>
<td>8/14/2018</td>
<td>2ND TRANSPORT: 1 OPR</td>
<td>$1,137.50</td>
<td>$1,137.50</td>
</tr>
<tr>
<td>8/15/2018</td>
<td>2ND TRANSPORT: 1 OPR</td>
<td>$1,137.50</td>
<td>$1,137.50</td>
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<tr>
<td>8/16/2018</td>
<td>2ND TRANSPORT: 1 OPR</td>
<td>$1,137.50</td>
<td>$1,137.50</td>
</tr>
<tr>
<td>8/17/2018</td>
<td>2ND TRANSPORT: 1 OPR</td>
<td>$1,137.50</td>
<td>$1,137.50</td>
</tr>
</tbody>
</table>

**Totals** | **($4,346.00)** | **$7,437.50** |
Operations adds an excavator (EXCA) which arrives for the full operational period. An EXCA is priced as Optional Item 1 at $1900 per day, so we’re going to add that equipment on the adjustments page as Option 1.

The transport was released. Time under hire was 6 hours, fully operated.
On the Adjustment page, we’re going to add the 2\textsuperscript{nd} transport at the unoperated 65\% transport guarantee, and a 3\textsuperscript{rd} transport at 50\% of the fully operated transport guarantee for delivery of the EXCA.
Operations normal with all components, including added EXCA, and two required transports.

Invoice posting will be the daily rate plus 1 transport. Adjustment posting will be the second, unoperated transport plus Option 1.
Days 7 & 8: **postings:**

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**Emergency Equipment Deductions and Additions**

(For use with OP-28 Blocks 26 and 27 - Deductions and Additions Statement)

- **Invoice #:** Assigned When Original is Printed
- **Official #:** 1
- **CONTRACTOR Name and ESTIMATE:** MONSTER EQUIPMENT
- **MONSTER EQUIPMENT**
- **TRAINED IN:** Training
- **ACCOUNTING CODE:** L2XX
- **EQUIPMENT:** MONSTER EQUIPMENT-HEAVY EQUIP TASK FORCE
- **MAKE:** HEFT
- **Model:**
- **Unique ID:** 354SERIE
- **DATE:** 08/13/2018
- **TIME:** 08:30
- **POINT OF HIRE:** 08/13/2018
- **TAX RATE:** 08/13/2018
- **REPORT DATE:** 08/13/2018
- **TIME:** 11:52

<table>
<thead>
<tr>
<th>Activity Date</th>
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<th>Deductions</th>
<th>Additions</th>
</tr>
</thead>
<tbody>
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<td>DOZER: 2% DID NOT ARRIVE</td>
<td>($2,438.00)</td>
<td>$1,137.50</td>
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<tr>
<td>9/19/2018</td>
<td>2ND TRANSPORT: 1 OPR</td>
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<td>$1,137.50</td>
</tr>
<tr>
<td>9/13/2018</td>
<td>SKID: 18% DID NOT ARRIVE</td>
<td>($1,008.00)</td>
<td></td>
</tr>
<tr>
<td>9/14/2018</td>
<td>2ND TRANSPORT: 1 OPR</td>
<td></td>
<td>$1,137.50</td>
</tr>
<tr>
<td>9/14/2018</td>
<td>3RD TRANS: UNDER HIRE 6 HR</td>
<td></td>
<td>$875.00</td>
</tr>
<tr>
<td>9/14/2018</td>
<td>4TH TRANS: UNDER HIRE 6 HR</td>
<td></td>
<td>$875.00</td>
</tr>
<tr>
<td>9/15/2018</td>
<td>2ND TRANSPORT: 1 OPR</td>
<td></td>
<td>$1,137.50</td>
</tr>
<tr>
<td>9/18/2018</td>
<td>2ND TRANSPORT: 1 OPR</td>
<td></td>
<td>$1,137.50</td>
</tr>
<tr>
<td>9/18/2018</td>
<td>2ND TRANSPORT: 1 OPR</td>
<td></td>
<td>$1,137.50</td>
</tr>
<tr>
<td>9/17/2018</td>
<td>2ND TRANSPORT: 1 OPR</td>
<td></td>
<td>$1,137.50</td>
</tr>
<tr>
<td>9/18/2018</td>
<td>3RD TRAN: DEL EXCA: 6 HR</td>
<td></td>
<td>$875.00</td>
</tr>
<tr>
<td>9/18/2018</td>
<td>OPT 1: ADD EXCA</td>
<td></td>
<td>$1,900.00</td>
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<tr>
<td>9/18/2018</td>
<td>2ND TRANSPORT: 1 OPR</td>
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<td>$1,137.50</td>
</tr>
<tr>
<td>9/20/2018</td>
<td>OPT 1: ADD EXCA</td>
<td></td>
<td>$1,900.00</td>
</tr>
</tbody>
</table>

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20
EXCA was released at the end of shift the previous day. Returns to home base on the morning of 8/21 on a fully operated transport. Skidgine breaks down. Was operational for 6 hours. IAP shift was 0700-2030, or 13.5 hours. Requires a 7.5 hour deduction.

Skidgine is 21% of $10,600 or $2,226. Divide that by 13.5 to get an hourly rate of $164.88. A 7.5 hour deduction is $1,236.60.
Day 9: postings:

On the Adjustment page, we’re going to add the 2nd transport at the unoperated 65% transport guarantee, and a 3rd transport at 50% of the fully operated transport guarantee for retrieval of the EXCA. And we’ll deduct the proportional amount for the skidgine breakdown.
Skidgine is still out of service all day. Fixed by the end of shift; ready for service the next day.

On the invoice, we’ll post the full daily rate plus the fully operated transport. On the adjustments, we’ll add the second transport and deduct the full percentage for the skidgine: $2,226.00.
Day 10: postings:

On the Adjustment page, we’re going to add the 2nd transport at the unoperated 65% transport guarantee, deduct the full amount for the skidgine breakdown.
Last night, Operations ordered a boom-mounted masticator which arrived on a Type 1 self-leveling FEL1 at 0630 ready for the full operational shift. Transport was fully operated, released with time under hire of 4 hours.

This is Optional Item 2, with a 35% premium for the self-leveling FELB platform. $2200 \times 1.35 = $2970. We’ll add this to the Adjustments page.
On the Adjustment page, we’re going to add the 2nd transport at the unoperated 65% transport guarantee, and the 3rd transport for delivery of the masticator at 50% of the fully operated rate for time under hire of only 4 hours, and Option 2 FEL1 with 35% premium.
Day 12: 8/24

Operations normal with full HETF complement plus the masticator and two required transports.
Day 13: 8/25

HETF Foreman is sick and cannot work the shift. No replacement is available from the vendor, and no other operator is qualified to assume the Foreman duties.

The entire HETF must stand down in non-pay for the shift.
Day 13: postings:

On the invoice, we add the daily rate for the HETF so that no days appear to be missing. On the adjustment page, we subtract the entire amount.
HETF is demobilized and returns to Kalispell. Vendor sends two more transports to retrieve the equipment. The additional transports require 8.5 hours to retrieve and return the equipment to the vendor’s base.
Day 14: postings:

### Emergency Equipment - Use Invoice

- **MONSTER EQUIPMENT**
- **158 HOLT STAGE ROAD**
- **KALISPELL, MT 59901**
- **DUNS**: 44586456
- **Invoices Due**:
  - 8/6/2019: Bill 1800030
  - 8/7/2019: Bill 1800031
- **Emergency Equipment**: MONSTER EQUIPMENT
- **Make**: HEV,
- **Model**: HETF
- **Unique ID**: 3545ER4E
- **Check Details**:
  - **Date**: 8/6/2019
  - **Time of Hire**: 08:30

### Emergency Equipment Deductions and Additions

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<tbody>
<tr>
<td>9/24/2018</td>
<td>2ND TRANSPORT: 1 CPR</td>
<td>$1,137.50</td>
<td></td>
</tr>
<tr>
<td>9/25/2018</td>
<td>FOREMAN SICK; HETF OFF</td>
<td>($10,600.00)</td>
<td></td>
</tr>
<tr>
<td>9/26/2018</td>
<td>3RD TRANSPORT: 2 CPR 8.5 HRS</td>
<td></td>
<td>$1,760.00</td>
</tr>
<tr>
<td>9/26/2018</td>
<td>OPT 2: FELB W/35% PREMIUM</td>
<td></td>
<td>$2,670.00</td>
</tr>
<tr>
<td>9/26/2018</td>
<td>2ND TRANSPORT: 1 CPR</td>
<td>$1,137.50</td>
<td></td>
</tr>
<tr>
<td>9/26/2018</td>
<td>4TH TRANSPORT: 2 CPR 8.5 HRS</td>
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<td>$1,750.00</td>
</tr>
</tbody>
</table>

**Totals**: $30,575.00
Sample General Message Form for communicating details to Payment Centers...
GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):

2. To (Name and Position): File / Payment Center

3. From (Name and Position): Finance

4. Subject: Deduction to Use Invoice, E-

5. Date:

6. Time

7. Message:

VIPR Clause D.218.3 - Exceptions.
(a) No further payment will accrue during any period that resource under hire is not in a safe or operable condition or it is not available for the assigned shift or portions of the assigned shift. Payment will be based on the hours the resource was operational during the assigned shift, as documented on the shift ticket versus the designated shift as shown on the Incident Action Plan.

VIPR Clause D.218.4 - Transport Exception. No further payment will accrue for the transport during any period that the heavy equipment is not in a safe or operable condition or it is not available for the assigned shift or portions of the assigned shift. Payment will be calculated in the same manner as the heavy equipment.

According to the Shift Ticket dated__________, length of shift was ______ total hours.

Equipment: $___________ (daily rate) / ________ (total hours) = $___________ per hour
Transport: $___________ (daily rate) / ________ (total hours) = $___________ per hour

On__________ (date), the equipment was broken down/not available for ______ hours, resulting in a total deduction of $___________.

On__________ (date), the transport was broken down/not available for ______ hours, resulting in a total deduction of $___________. OR No Transport ________

8. Approved by: Name: ____________ Signature: ____________ Position/Title: ____________

9. Reply:
Thank you for reviewing this training for HETF posting