

EMERGENCY EQUIPMENT RENTAL AGREEMENT FORMS TASK GROUP CHARTER

July 15, 2004 – March 15, 2005

BACKGROUND: The wildland fire community has significantly expanded the use of Emergency Equipment Rental Agreements - OF 294 (EERA's) in recent years to meet increased incident workload challenges. EERA's for firefighting services provide an important resource for agencies to suppress wildland fires and are also a valuable source of work for local communities.

A EERA Task Group was assigned by the IBPWT in 2003 with the responsibility to look at and determine if the current conditions of EERA's are sufficient to comply with existing standards related to training, certification (i.e., employee identification card signed by the contractor indicating they have met the 310-1 and/or other approved state or Federal certification requirements for the position they are performing), safety, equipment specifications, insurance, and legal requirements (such as insurance required and type, tracking hires to meet upward reporting requirements) and the guidelines in the Interagency Incident Business Management Handbook (IIBMH), (i.e., daily rates versus hourly rates, who provides PPE, provisions of days off, work/rest guidelines, one EERA per piece of equipment, etc. and to evaluate geographic areas Chapter 20 supplements to identify differences and similarities and develop a national standard where differences exist. The work of this Task Group is nearly complete, however; contracting issues still remain.

During the National Incident Business meeting in February 2004, we established seven break out groups and tasked the attendees to come up with issues that they felt needed changes. One of the issues raised was the prompt payment, duplication, tracking, accuracy and auditing process for EERA's. The Incident Business Practices Working Team (IBPWT) is establishing a task group to review the existing forms related to the processing of EERA payments to find ways to improve the efficiency and effectiveness of processing payments.

PURPOSE: The purpose is to utilize only those forms that are necessary to track and process payments for EERA's, and ensure they are designed and reproducible in a manner that makes their completion and use efficient and effective.

SCOPE: To review, evaluate and revise of the following EERA forms and business processes contained in Chapter 20 of the Incident Business Management Handbook:

1. OF-286 – Emergency Equipment Use Invoice
2. OF-294 – Emergency Equipment Rental Agreement
3. OF-296 – Vehicle/Heavy Equipment Inspection Checklist
4. OF-297 – Emergency Equipment Shift Ticket
5. OF-304 – Emergency Equipment Fuel and Oil Issue
6. OF-305 – Emergency Equipment Rental Use Envelope

This task will be limited to the review of the current business processes and forms that are in place to process EERA payments. It should not include efforts toward Incident Based Automation or incident business process re-engineering.

OBJECTIVES: Determine if the current forms for the tracking and processing of payment information related to EERA's can be modified/changed to improve the efficiency and effectiveness of the process. Review each of the above forms for applicability of information and use. Redesign any forms that can be improved for efficiency and effectiveness. Recommend changes to business processes effecting EERA's due to form changes. Report findings and recommendations back to the IBPWT by the enclosed dates. Conduct the task group work in the most cost effective manner possible.

DELIVERABLES:

1. Progress reports to IBPWT, September 15, 2004 and January 1, 2005.
2. Draft report to IBPWT by February 15, 2005.
3. Final report submitted to IBPWT by March 15, 2005. Final report will include:
 - Recommendations for changes to current EERA forms
 - Recommendations for redesign of existing forms
 - Recommendations for changes to business practices as a result of changing forms
 - Documentations based on the review and analysis

BUDGET:

Due to current budget constraints funds are not available to cover salary, travel, and meeting room rental. It is expected that groups will utilize conference calls and other technology to accomplish their tasks. If it becomes necessary for the group to travel to meet, each agency will cover the costs for its participant (with exception of participants from State agencies).

MEMBERSHIP:

Kermit Johnson, BLM/DOI, Group Leader
Susan Beron, FS/USDA
Deanne Huff, BLM/DOI
Leeann Evans, FS/USDA
Linda Berckefeldt, State of Wyoming
Diana Champion, FS/USDA

TIME ESTIMATE: Beginning date, July 15, 2004, and ending date March 15, 2005.

ROLES & RESPONSIBILITIES:

Task Group:

- Perform evaluation from an interagency (vs. agency-specific) viewpoint
- Work as a team
- Keep IBPWT Chair apprised of issues, concerns, and progress
- Request additional time or funds if needed
- Utilize technical specialists identified
- Identify and utilize other sources of information as necessary
- Complete task
- Communicate with other working teams for advice and guidelines

IBPWT:

- Ensure that the interagency community's needs are represented
- Provide documentation gathered to date
- Provide funding, oversight, and support
- Keep agencies apprised of issues, concerns, and progress
- Request additional time or funds, if needed, from NWCG
- Identify technical specialists for task group's use
- Submit recommendations to agency representatives by March 31, 2005.
- Work as a team

/s/ Hallie Locklear

Hallie Locklear, Chair IBPWT

Date: 7/15/2004

/s/ Kermit Johnson

Kermit Johnson, Task Group Leader

Date: 8/6/2004