

HOW TO COMPLETE AN EMERGENCY EQUIPMENT SHIFT TICKET (OF 297)

DETAILED STEP BY STEP INSTRUCTIONS

1. Agreement Number – Add agreement number from the Mini Mob
 - a. USFS (Rocky Mountain Region): 11-FI-11020000-020
 - b. BLM: BLM-MOU-WY-930-1202
 - c. BIA: A12MA00028
 - d. NPS: 12491200001
 - e. USFWS: 14-48-FF06R03000-12-K001
2. Contractor – For ACFD#1 the contractor is ALWAYS “Albany County Treasurer”
3. Incident Name – Enter the name of the incident/fire found on your Resource Order under #2 Incident/Project Name
4. Incident Number – Enter the incident number – comes from Dispatch and is on your Resource Order under #3 Incident/Project
5. Operator – Enter the name of the person responsible for the equipment – ie. Engine Boss or single resource operator
6. Equipment Make – Enter the make of the equipment
7. Equipment Model – Enter the model of the equipment (helpful to list if 4WD or not)
8. Operator Furnished By – Check “Government”
9. Serial Number – Enter the last 6 digits of the VIN number for the equipment being used
10. License Number – Enter the license number of the equipment being used
11. Operating Supplies Furnished By – Check “Contractor (wet)” as we provide the fuel/oil
12. Date – Enter date of use
13. Equipment Use – Circle the appropriate rate of pay
 - a. For Hours – put in the hours for the start and stop times in military time and then enter the total number of hours worked in the work column
 - b. For Days – Enter “1”
 - c. For Miles – Enter the beginning odometer reading in Start and the end odometer reading in Stop and the total miles in the work column
 - d. Special – You can mark “Travel” in this column or put an * for anything that will show up in block 14, the remarks section
14. Remarks – Put any pertinent information here – call name of unit, special info for unit (ie. Type 6 with metered foam), travel info, breakdowns, odometer readings, fuel purchases, anything out of the ordinary that happened on shift, or the division you were assigned to. Also put the names of other crew members on the engine/tender for that shift.
15. Equipment Status – usually blank, but can check and appropriate blocks
16. Invoice Posted By - (recorders initials), this is used by whoever is posting from the Shift Ticket to the Equipment Use Invoice (OF-286). NOT to be filled out before turning in.

17. Contractor's Or Authorized Agent's Signature – To be completed and signed by whoever is responsible for the equipment, normally at the end of each work shift or break in operational periods. Print names as well as signature.
18. Government Officer's Signature – To be signed by the incident official responsible for the immediate supervision of the equipment.
19. Date Signed – Enter the date the shift ticket is signed
20. Turn Pink and Blue copies into Finance. Be sure to get the Pink copy to take home at the end of the incident along with the Equipment Use Invoice (OF-286). This is how you get paid and it needs to be turned into ACFD#1's Agent in a timely manner upon return home from the incident.
21. It's also helpful to write your Resource Order number in the upper right hand corner of the Shift Ticket