Resources associated with Fire Districts:

Fire District Equipment (engines, tenders, etc.):

If dispatched outside of their home region or on a Federal Incident

- At demobe, the resource is given
  - Signed Original Emergency Equipment Use Invoice (Form OF-286)
  - Additions/deductions page
  - Original (pink) Emergency Equipment Shift Tickets (Form OF-297)
- Finance Envelope will contain
  - Copy of Resource Order
  - Copy Emergency Equipment Use Invoice (Form OF-286)
  - Copy (blue) Emergency Equipment Shift Tickets (Form OF-297)
  - Copy of current Forest Land Response Agreement (FLRA)
  - Copy of additions/deductions page
  - Other documents may include: vehicle inspection, fuel tickets, payment deduction memos; etc.
  - Front of envelope is marked “Documentation Only”

If dispatched within their home region:

- At demobe, the resource is given
  - Copy Emergency Equipment Use Invoice (Form OF-286)
  - Copy of additions/deductions page
- Finance Envelope will contain
  - Copy of Resource Order
  - Signed Original Emergency Equipment Use Invoice (Form OF-286)
  - Emergency Equipment Shift Tickets (Form OF-297) Pink and blue copies
  - Copy of current Forest Land Response Agreement (FLRA)
  - Additions/deductions page
  - Other documents may include: vehicle inspection, fuel tickets, payment deduction memos; etc.

Fire District Resources Single Resource with Equipment (STEN, etc.):

If dispatched outside of their home region or on a Federal Incident

- At demobe, the resource is given
  - Signed Original Emergency Equipment Use Invoice (Form OF-286) for agency vehicle/NERV rental
  - Additions/deductions page
  - Original (pink) Emergency Equipment Shift Tickets (Form OF-297)
- Finance Envelope will contain
  - Copy of Resource Order
  - Copy Emergency Equipment Use Invoice (Form OF-286) for agency vehicle/NERV rental
  - Copy (blue) Emergency Equipment Shift Tickets (Form OF-297)
  - Copy of NERV rental agreement
  - Copy of additions/deductions page
  - Copy of current Forest Land Response Agreement (FLRA)
  - Other documents may include: vehicle inspection, fuel tickets, payment deduction memos; etc.
  - Front of envelope is marked “Documentation Only”
WA DNR Finance Envelope Documentation Requirement

If dispatched **within their home region**:  
- At demobe, the resource is given  
  - Copy Emergency Equipment Use Invoice (Form OF-286) agency vehicle/NERV rental  
  - Copy of additions/deductions page  
- Finance Envelope will contain  
  - Copy of Resource Order  
  - Signed Original Emergency Equipment Use Invoice (Form OF-286) agency vehicle/NERV rental  
  - Emergency Equipment Shift Tickets (Form OF-297) Pink and blue copies  
  - Copy of NERV rental agreement  
  - Additions/deductions page  
  - Copy of current Forest Land Response Agreement (FLRA)  
  - Other documents may include: vehicle inspection, fuel tickets, payment deduction memos; etc.

**Fire District Career staff** (whether a single resource or a crew member on equipment):

When dispatched to a DNR or on a Federal Incident
- At demobe, the resource is given  
  - Signed Original Emergency Equipment Use Invoice (Form OF-286) for agency vehicle/NERV rental or equipment  
  - Original (pink) Emergency Equipment Shift Tickets (Form OF-297)  
  - Additions/deductions page  
  - Original Incident Time Report (OF-288)  
  - Original Crew Time Reports (SF-261)  
- Finance Envelope will contain  
  - Copy of Resource Order  
  - Copy Emergency Equipment Use Invoice (Form Of-286) for agency vehicle/NERV rental  
  - Copy (blue) Emergency Equipment Shift Tickets (Form OF-297)  
  - Copy Incident Time Report (OF-288)  
  - Copy of Crew Time Reports (SF-261)  
  - Copy of current Forest Land Response Agreement (FLRA)  
  - Copy of additions/deductions page  
  - Other documents may include: vehicle inspection, fuel tickets, payment deduction memos; etc.  
  - Front of envelope is marked “Documentation Only”
WA DNR Finance Envelope Documentation Requirement

**Fire District Volunteer staff** will be processed as a Casual Hire:
- If dispatched **outside** of their home region or on a Federal Incident
  - At demobe, the resource is given
    - Original Incident Time Report (OF-288)
    - Original Crew Time Reports (SF-261)
    - Original casual hire paperwork
  - Finance Envelope will contain
    - Copy of Resource Order
    - Copy Incident Time Report (OF-288)
    - Copy Crew Time Reports (SF-261)
    - Copy of current Forest Land Response Agreement (FLRA)
    - Copy of casual hire paperwork (I-9, W-4, SSA-1945, Benefit Eligibility Form (Worksheet A-1), Affordable Care Act Form, Apple Health Form)
    - Front of envelope is marked “Documentation Only”
- If dispatched **within their home region**:
  - At demobe, the resource is given
    - Copy Incident Time Report (OF-288)
  - Finance Envelope will contain
    - Copy of Resource Order
    - Original Incident Time Report (OF-288)
    - Copy of current Forest Land Response Agreement (FLRA)
    - Original casual hire paperwork (I-9, W-4, SSA-1945, Benefit Eligibility Form (Worksheet A-1), Affordable Care Act Form, Apple Health Form)

**VIPR Agreements, Pre-Season Agreement, Hire-at-Fire, and LUAs**
- At demobe, the resource is given
  - Copy Emergency Equipment Use Invoice (Form OF-286)
  - Copy of additions/deductions page
- Finance Envelope will contain
  - Copy of Resource Order
  - Original Emergency Equipment Use Invoice (Form OF-286)
  - Emergency Equipment Shift Tickets (Form OF-297) Pink and blue copies
  - Copy of current agreement, hire-at-fire form, or LUA
  - Additions/deductions page
  - Other documents may include: vehicle inspection, fuel tickets, payment deduction memos; etc.

**Crew Agreements**
- At demobe, the resource is given
  - Copy Emergency Equipment Use Invoice (Form OF-286)
  - Copy of additions/deductions page
- Finance Envelope will contain
  - Copy of Resource Order
  - Original Emergency Equipment Use Invoice (Form OF-286)
  - Original Crew Time Reports (SF-261) with totals
  - Manifest
  - Lodging Receipts
  - Copy of current agreement
  - Additions/deductions page
  - Other documents may include: vehicle inspection, fuel tickets, payment deduction memos; etc.
WA DNR Finance Envelope Documentation Requirement

**Agency Employees and Resources**

**Personnel**
- Copy Incident Time Report (OF-288)
- Crew Time Reports (SF-261)
- Resource Order

**Equipment**
- Copy Emergency Equipment Use Invoice (Form OF-286)
- Copy Incident Time Report (OF-288)
- Crew Time Reports (SF-261)
- Resource Order
- Other documents may include fuel tickets, etc.