

DEPARTMENT OF NATURAL RESOURCES  
FIRE SUPPRESSION RESOURCES AVAILABILITY AGREEMENT

CHECKLIST TO ASSIST WITH SUBMITTING A PRESEASON AGREEMENT PACKET

Read the Application/Agreement in its entirety, paying attention to:

- Page 1 Application Instructions -Summary
- Page 2: Complete B; the Contractor Information, City, State, Zip, Physical Location of Equipment, Point of Hire & County, etc. Include all Primary and Alternate Contractor Contact Information. You may add additional contact information if there are additional numbers to aid in dispatching resources.
- Page 3: Complete C 1. & 2., Indicate Yes or No for RT-130 Operator Safety Training and who the Training is/was administered by. Annually upon completion of the course please send in a copy of the RT-130 certificate(s) to: [PreseasonAgreement@dnr.wa.gov](mailto:PreseasonAgreement@dnr.wa.gov).
- Page 3: C.3 Contractor is required to have the 3 Insurance types indicated, Commercial General Liability, Business Auto Policy and Employer's Liability (Stop Gap) Insurance if Contractor has employees. Put an X in all 3 indicating all the certificates are attached (if applicable) when sending in the agreement.
- Page 4: D. Be sure to:
  - To review the Washington State Wage and Equipment Rate Guide and include listed equipment.
  - Do Not include equipment that is under a USFS VIPR Agreement
- Beginning on Page 5. Add your resources that are listed in the Wage & Equipment Rate Guide. For Heavy Equipment ensure essential fields are completed, especially Make/Model, GVW and Flywheel Horsepower are included, if applicable. For Water Tenders, be sure to include the number of gallons.
- Pages 9 & 10, Application Instructions
- Page 11 & 12. F. & G. Complete all fields, Contractor's signature, Print Name, Date, Check and Initial all boxes where indicated. Write in Contractor Authorized Representative, Title, sign and date.
- Page 17 and 18: Section 13.01 Read Required Insurance and amounts for: Commercial General Liability (CGL), BAP, Stop Gap, Industrial Insurance (Workers Compensation)
- Return the **entire**, initialed and signed 22 page agreement, with Insurance Certificates & Operator Safety Training Certificate(s) to:

Department of Natural Resources  
Wildland Fire Management Division  
Attention: Wildfire Preparedness Coordinator  
PO Box 47037 or 1111 Washington Street SE, 4<sup>th</sup> FL  
Olympia, WA 98504-4737

Or Email to: [PreseasonAgreement@dnr.wa.gov](mailto:PreseasonAgreement@dnr.wa.gov)

- Incomplete, Inaccurate Applications/Agreements will not be accepted.**