



STATE OF ALASKA
DEPARTMENT OF NATURAL RESOURCES
DIVISION OF FORESTRY
STATE LOGISTICS CENTER

3700 Airport Way
Fairbanks, AK 99709
(907) 451-2680 phone
(907) 451-2673 fax

March 12, 2014

Dear Vendor,

The Division of Forestry is pleased to announce that we are now accepting on line Emergency Equipment Rental Agreements (EERA) applications. You are required to establish an account online and then access the system using your User Name and Password. This gives you the ability to enter all of the hiring information regarding your equipment quickly and easily. You can access your account to add or delete equipment anytime.

The on line EERA Application site is located at: <https://dnr.alaska.gov/eera/>

The Online Application System (OLAS) will speed up the application filing process since the information becomes available as soon as the vendor enters the information. The vendor can provide the most accurate and up to date information. The application may be filled out on a vendor's personal computer, computers available at public libraries, or state offices that provide publicly accessible computers. If a vendor has no ability to use the on line EERA System they can provide a hard copy to the Division of Forestry for entry. The vendor should expect a delay as personnel may be too busy to enter the information during periods of high fire activity.

You are encouraged to fill out the on line application using your own computers, computers available at public libraries, or State offices. Those unable to access or use computers are still allowed to submit a complete and accurate "hard copy" EERA application to their local Area office, as listed below.

Common types of equipment needed are dozers, ATV's, fuel and water trucks, 4x4 trucks, and boats. Putting your equipment as "available" does not commit you or the State to hiring the equipment, as a dispatcher will contact you when the Division of Forestry needs to mobilize your equipment. You will be called if your equipment is needed and the dispatcher will discuss the details of what we need. If you have equipment available and the dispatcher wants to mobilize your equipment, you will need to clarify which piece(s) of equipment you are sending, prior to our processing the request.

When your equipment is hired, the dispatcher will print the actual Emergency Equipment Rental Agreement and this information will be sent to the incident as part of the equipment hire packet. A copy of the agreement also will appear in the vendors' Manage Agreement area, for on line applicants. A substitute W-9 form must be submitted with the vendor's social security number or Employer Identification Number (EIN) the first time your equipment is hired each year.

All Emergency Equipment Rental Agreements completed remain valid until the rates or conditions of hire change in OLAS. The vendor is automatically sent an email informing them that their equipment is now non-compliant regarding the new equipment rates. The vendor simply needs to login to their account and accept the new rates and conditions of hire. EERAs for field hired equipment or where "hard copies" are filled out will remain in effect for the duration of the incident or until the end of the fire season.

Before you log into your account to enter information regarding your equipment you should gather the following information related to each piece of equipment:

- Horsepower
- Manufacturer
- Make and Model
- Serial Number or Vehicle Identification Number (VIN)
- License Plate or Registration number

A series of drop down menus will appear when you register your equipment to help you fill out the application. Please fill out the information carefully as errors could result in hiring or payment delays. Your equipment **must** be listed in the database in order to be hired. You can add additional equipment at any time.

During the initial registration process, you will need to establish a Username and Password. Keep this in a safe place as you will need to use your Username and Password to access your account. When you begin to add a new piece of equipment, a map will appear showing our Area office locations/coverage areas. You will need to select which Area your equipment is located in. This will determine and establish your local dispatch Area, and generally, this will be the Area office that will contact you when your equipment is needed for an incident. You can only choose one Area for each piece of equipment and the search for available equipment usually results in the closest equipment being mobilized to particular incidents.

After you enter pertinent information regarding your equipment, the established rate will appear. You will be able to check a box that you agree to work at the established rate, or that you do not agree to work at the established rate. If you agree to hire your equipment to the state at the established rate, your equipment will be added to the State's database. If you do not agree to work at the established rate your equipment will be the last equipment hired and the first released in most situations. Also, your equipment will be flagged as being non-compliant with the established rates, and your equipment will be hired only after rate-compliant vendors are not available.

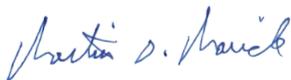
When you have completed entering all information on a piece of equipment you will be asked to verify that you are willing to comply with the Conditions of Hire. It is important that you follow the link and read the Conditions of Hire very carefully, as this document lists the terms under which you agree to work.

If you have heavy equipment, you should review the transport rates as this is what the state will pay when your equipment is mobilized. You must confirm with the dispatcher whether your equipment will be delivered and picked up later (point-to-point hire); or if your transport will be assigned to the equipment for the duration of the incident. If you have a stand alone transport it may be used to transport other equipment, and you need to have commercial motor carrier insurance. NOTE: THE VENDOR IS REQUIRED TO PROVIDE FUEL FOR ALL POINT-TO-POINT HIRES.

You can add additional equipment later by accessing your account and putting in all required information. If your equipment is not already part of our database, we cannot hire the equipment. You can also login to the system if you want to delete a piece of equipment you no longer have or wish to withdraw from consideration.

We look forward to working with you in the upcoming fire season!

Sincerely,



Martin D. Maricle
State Fire Support Forester

Area Office locations:

- Delta Area, MP 267.5 Richardson Highway, (PO Box 1149), Delta Junction, AK 99737
- Fairbanks Area, 3700 Airport Way, Fairbanks, AK 99709
- Kenai/Kodiak/Haines Area, MP 92, 42499 Sterling Highway, Soldotna, AK 99669
- Mat-Su Area (Including Anchorage), 110 Airport Road, Palmer, AK 99645
- Southwest Area (McGrath), PO Box 130, McGrath, AK 99627
- Tok Area, MP123.9 Tok Cut-off, PO Box 10, Tok, AK 99780
- Valdez/Copper River Area, MP 110 Richardson Highway, PO Box 185, Glennallen, AK 99588