

State responsibilities are as follows:

**A. Sacramento Headquarters**

- Approves statewide FEPP activities: acquisitions, maintenance, usage and disposal.
- Implements cooperative agreements with USFS that outline terms and conditions of the loan of FEPP.
- Prepares annual headquarters acquisition plans; collects, reviews and approves statewide plans prior to submitting to USFS.
- Monitors statewide implementation of federal regulations on acquisition, usage and disposal of FEPP.
- Ensures the federal government retains legal title to all FEPP on loan.
- Maintains and reviews statewide accountable FEPP records.
- Labels reportable property with FEPP tags at headquarters sites.
- Ensures FEPP is not loaned, leased or rented to outside agencies or vendors.
- Provides safe and protective measures for FEPP property.
- Coordinates and conducts FEPP training to screeners, FLOs and managers.
- Maintains files of all FEPP transactions; acquisitions, transfers, disposal, LFA agreements, FEDSTRIP, screeners' cards and correspondence.
- Establishes accountability controls.
- Coordinates CAL FIRE/FS reviews annually.
- Conducts assistance trips/pre-reviews to units.
- Assists review teams or auditors.

## **B. Region Responsibility**

- Coordinates all regional FEPP activities; acquisitions, usage, maintenance and disposal.
- Collects, reviews and submits annual FEPP acquisition plans from unit FLOs.
- Reviews all acquisitions, reutilization and disposal documents for appropriateness and maintains files of all transactions.
- Conducts regional inventories, gathers unit inventories (every two years) of FEPP and submits findings to Sacramento headquarters.
- Coordinates regional training for screeners.
- Monitors local use of FEPP to ensure non-fire use is limited to the 10 percent use guidelines.
- Gathers Local Fire Agency (LFA) agreements, assist units in updating agreements.

## **C. Unit/Contract County Responsibility**

- Coordinates or prepares all acquisition and disposal in unit.
- Reports all accidents involving FEPP that result in personal injury or \$500 or more in property damage to FEPP Manager in Sacramento.
- Reports all theft of FEPP.
- Assists in the disposal/sales of FEPP with GSA.
- Conducts approved small lot sales to prevent junk yard.
- Requests and monitors use of screeners identification cards from Sacramento FEPP Office.
- Provides usage training and assistance to LFAs on FEPP.
- Monitors use of FEPP. Limits non-fire use of FEPP to 10 percent.
- Conducts inventories of accountable FEPP within regional unit and LFAs every two years.
- Gathers and prepares unit wide acquisition plan yearly.

- Reviews Local Fire Agency agreements annually to ensure that fire chief information is current and agreement is current.
- Maintains file of all FEPP transactions.

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[\(see Forms or Forms Samples\)](#)