

EMERGENCY EQUIPMENT RENTAL AGREEMENTS 2017-2020 3833

A new Emergency Equipment Rental Agreement (EERA) has been established by the Department of Forestry and Fire Protection (CAL FIRE). This agreement becomes effective on May 1, 2017, and ends April 30, 2020. The agreement covers the policies, procedures, and forms related to hiring and using rental equipment. The rates and specific payment requirements for hired equipment are listed in Section 3934 of the Rates Handbook. Hiring and management procedures for hired equipment during a specific incident are provided in Section 7761 of the Emergency Incident Management Handbook.

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(No.58 January 2017)

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RECRUITING VENDORS

3833.2

(No.58 January 2017)

Each Unit is responsible for recruiting vendors and completing Emergency Equipment Rental Agreements (EERAs) in order to meet the time frames and all other requirements set forth in this and other Departmental policies and procedures governing hired equipment. The EERA Checklist (FC-290) is used to assist vendors and Hired Equipment Coordinators (HEC) in this process.

PRE-HIRE AGREEMENTS

3833.2.1

(No.58 January 2017)

The use of hired or rented equipment from private individuals or firms for emergencies is negotiated through an EERA. The EERA is a pre-incident agreement that becomes a binding contract after dispatch. It is for the use of privately-owned equipment during emergency situations. Types of equipment could include dozers, transports, water tenders, engines, shower units, etc.

CAL FIRE Units shall sign up equipment within their Administrative Unit boundaries. If contacted by a vendor outside your Administrative Unit with a request to initiate an EERA, refer them to the appropriate CAL FIRE Unit. The physical location of the vendor’s equipment will determine which Administrative Unit is responsible for generating the vendor’s agreement for that equipment.

SIGN-UP PERIOD

3833.2.2

(No.58 January 2017)

Vendors shall be signed up under an EERA, and will be added to the Hired Equipment Ordering System of Record during the open enrollment period November 1 to March 31. Vendors must submit all required documentation to their Unit’s HEC prior to the end of the enrollment period, March 31.

If a vendor wishes to amend their current EERA, CAL FIRE will make a reasonable attempt to assist the vendor, but does not guarantee any amendment will be accepted outside of the open enrollment period outlined above.

This policy does not restrict CAL FIRE from making “Incident Only” hires. These hires will be restricted to one specific incident. The vendor will not be added to the hired equipment ordering system of record until the open enrollment period has arrived, and has supplied all required documentation to the Hired Equipment Coordinator in their Administrative Unit.

GOVERNMENT AGENCIES

3833.2.3

(No. 44 May 2011)

CAL FIRE will not use the EERA process for equipment owned by a governmental agency. Such equipment should be covered by the terms of a Cooperative Fire Protection Agreement.

CAL FIRE DOES NOT HIRE OR RENT EQUIPMENT FROM EQUIPMENT BROKERS

3833.2.4

(No.58 January 2017)

CAL FIRE will only enter into EERAs with individuals, corporations, and legal business partnerships that have legal title to, or control of, the vehicles that will be covered by the agreement, as defined in California Vehicle Code section 460. Such legal title or control must be evidenced by bill of sale, incorporation papers, lease agreements, or other legally enforceable documents.

Equipment that is not registered in the name of the vendor or owned by the vendor must be controlled and paid for by the vendor under a written agreement. All vehicle and equipment leases must be signed and dated by both parties and must include terms commonly found in an equipment lease such, as term of the agreement, list of equipment, equipment rates, labor rates, limitations on use and control of the equipment, and responsibility for maintenance and repair. See [Section 3833.3.3](#) for assistance in verifying ownership and control.

Any rented or leased vehicles or equipment not covered under a pre-existing EERA will not be signed up at an incident.

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CAL FIRE EMPLOYEES/FAMILIES CANNOT RENT THEIR OWN EQUIPMENT

3833.2.5

(No.58 January 2017)

In accordance with general policy established in the Public Contract Code, Sections 10410 and 10411, employees shall not rent their personal equipment to the Department. This rule covers rented equipment in support of incident mitigation and includes equipment owned by a company in which the employee has an economic interest.

A California Attorney General's Opinion No. 01-214, dated August 17, 2001, removes this prohibition from businesses operated by the employee's spouse or other relatives, providing the employee neither participates in CAL FIRE's decision to enter into the agreement or contract, nor participates in the spouse or relative's business. Retired annuitants working for the Department are also subject to this section. Retired employees (or their immediate families, as defined above) may not rent their personal equipment to the Department for one year following separation from state service.

Retired annuitants and current employees may rent to the US Forest Service or another non-state agency, unless it is for a joint responsibility incident, in which case, the limitations above would apply.

In interpreting this policy, emphasis should be placed on avoiding any situation where the potential for a conflict of interest could reasonably be inferred.

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SMALL BUSINESS AND DVBE HIRING GOALS **3833.3**
(No.58 January 2017)

California Governor Executive Orders D-37-01 and D-43-01 directs state agencies to do at least twenty-five percent of their contract business with Certified Small Businesses (CSBs). These Executive Orders also establish a goal for state agencies to do at least three percent of their contract business with certified Disabled Veteran Business Enterprises (DVBEs).

SMALL BUSINESS/DVBE CERTIFICATION **3833.3.1**
(No.58 January 2017)

At the time of initial contact, all vendors shall be provided with the following CSB and DVBE certification information:

- Small businesses must be certified by the Office of Small Business and DVBE Certification (OSDC) in accordance with Title 2, California Code of Regulations Section 1896 et seq.
- DVBEs must be certified by OSDC in accordance with Title 2 CCR, Division 2, Chapter 3, Subchapter 10.5, Section 1896.60 et seq.
- Vendors interested in CSB or DVBE certification can contact OSDC at P.O. Box 989052, West Sacramento, CA 95798-9052, at street address 707 Third Street, 1st Floor, Room 400, or on the Internet at: <http://www.pd.dgs.ca.gov/smbus>.

A copy of the Department of General Services (DGS) OSDC certification is required for all CSB and DVBE vendors. The certificate must be attached to the EERA.

EQUIPMENT OWNER OR BROKER DECLARATION **3833.3.2**
(No.58 January 2017)

CAL FIRE requires that all vendors applying for EERAs with CAL FIRE complete and return a CAL FIRE-157 Equipment Owner or Broker Declaration. The responses provided on the document assists Hired Equipment Coordinators to verify whether or not a prospective vendor is an equipment broker. This information also verifies whether or not a CSB and/or DVBE vendor is operating their business in compliance with legal requirements and providing a “commercially useful function.”

CAL FIRE will only enter into EERAs with individuals or entities that have title to the equipment provided to CAL FIRE as defined in [3833.9.2](#).

REVIEW OF CAL FIRE-157

3833.3.3

(No.58 January 2017)

The Unit Hired Equipment Coordinators will review each CAL FIRE-157 as follows:

- Confirm the vendor has provided required supporting documentation for each piece of equipment listed on the EERA.
- All entities must provide a registration card that reflects the name of the business entity.
- Ensure that the vendor is a sole proprietor or other business entity (Partnership, Corporation or Limited Liability Company). Note: Only a sole proprietorship can have the registration card in the name of the business owner.
- If there is a lien holder on the registration card other than a financial institution, the vendor must provide a copy of the purchase agreement to confirm the terms and conditions of the sale.
- If the Bill of Sale does not include sales tax, then the vendor must provide documentation to confirm compliance with sales or use taxes to the California State Board of Equalization.
- For unlicensed equipment, such as bulldozers, a copy of the most recent unsecured personal property tax bill for the equipment will suffice as proof of ownership. Any inconsistencies between statements on the questionnaire and supporting documentation must be satisfactorily clarified by the vendor in writing.
- Review statements in the “qualifying Disabled Veteran(s)” block of the form to ensure ownership of at least 51 percent of the business by one or more disabled veterans. Qualifying disabled veterans must maintain at least 51 percent ownership of the DVBE, and actively manage and control the business. If ownership of 50 percent or less is indicated, contact the DVBE to verify whether an error was made documenting the percentage of ownership listed on the questionnaire. Notify DGS/OSDC immediately if the DVBE does not meet the required ownership of at least 51 percent or more of the business by one or more disabled veterans. Follow up with DGS/OSDC to ensure the DVBE notifies them within 30 days.
- Review statements to confirm specific activities of qualifying disabled veteran(s) to manage and control the work in accordance with Military and Veterans Code Section 999(g) and CCR 1896.61(f).

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ACTION FOLLOWING REVIEW OF THE CAL FIRE-157

3833.3.4

(No.58 January 2017)

- If the Unit HEC determines, based on review of the information provided in the CAL FIRE-157, that the vendor is not an equipment broker, and that he/she does perform a "commercially useful function" in the business, and assuming that the other equipment and operator requirements are met, upon completion of the EERA the Unit HEC shall document the required information and identify the vendor's CSB/DVBE status in the Hired Equipment Ordering System of Record.
- If the Unit HEC determines that the vendor is an equipment broker, or that he/she does not perform a "commercially useful function" in the business, he/she will forward a copy of the EERA and the completed CAL FIRE-157, and any supporting documentation to the CAL FIRE Statewide Hired Equipment Coordinator. CAL FIRE will not hire the vendor until all questions concerning the legitimacy of the vendor's CSB or DVBE status are resolved.
- The Statewide Hired Equipment Coordinator will confer with the DGS/OSDC to verify the applicant's CSB and/or DVBE status. Only those CSBs and/or DVBEs that are currently certified will receive the CSB and/or DVBE hiring preference.
- Agencies must investigate and report alleged program violations to the DGS Procurement Division, OSDC (Military and Veterans Code Sec. 999.9(d)). The OSDC subsequently forwards the allegations to the attorney general for possible action and/or suspension by DGS.

DGS/OSDC provides assistance to the department representative investigating suspected program violations. Questions related to reporting potential program violations, "commercially useful function," ownership and management and control by the qualifying disabled veteran(s), or the identity of the qualifying disabled veteran(s), may be directed to: Certification and Compliance Manager, OSDC, at (800) 559-5529, or (916) 375-4936, or facsimile (916) 375-4950.

CSB and DVBE Program Violations:

Violations are misdemeanors and punishable by imprisonment or fine and violators are liable for civil penalties.

- Sanctions for the Small Business Program are provided in Government Code 14842 and 14842.5.
- Sanctions for DVBE program violations are provided in Military & Veterans Code 999.9 and Public Contract Code 10115.10.

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HIRED EQUIPMENT LISTS – GENERAL (No.58 January 2017)

3833.4

The CAL FIRE Hired Equipment System will utilize two types of rotational equipment hiring lists: one for Fireline bulldozers and one for Fireline water tenders. Only vendors whose equipment is covered by a valid EERA will be included on CAL FIRE rotational hiring lists and ERDs. Equipment NOT covered by a valid EERA will NOT be listed on any CAL FIRE Unit hiring list or ERD.

All types of support equipment (e.g., potable water trucks, graders, excavators, clerical units, etc.) covered by a CAL FIRE EERA shall be listed in the statewide database in the hired equipment ordering system of record. Rotational hiring only applies to fireline bulldozers and fireline water tenders.

UNIT EQUIPMENT LISTS (No.58 January 2017)

3833.4.1

Each Unit HEC and Unit ECC Chief shall work together to establish, and continuously maintain year-round, Unit rotational hiring lists for bulldozers and for fireline water tenders. The Unit may divide the lists into geographical areas to support the closest resource concept.

- Unit Fireline Bulldozer Hiring List: Each Unit ECC shall maintain a Unit fireline bulldozer hiring list that shows all bulldozers covered by a current EERA with that Unit. Information shown for each bulldozer shall include vendor name, address, and contact phone number, equipment serial number, ICS kind and type, whether they have designated a limited response area or one operator only at the time of sign up, and whether the vendor is a CSB or DVBE, or both.
- Unit Fireline Water Tender Hiring List: Each Unit ECC shall maintain a Unit fireline water tender hiring list that shows all water tenders covered by a current EERA with that Unit. Information shown for each water tender shall include vendor name, address, and contact phone number, equipment license number and vehicle identification number (VIN), CAL FIRE kind and type, whether they have designated a limited response area or one operator only at the time of sign up, and whether the vendor is a CSB or DVBE, or both.

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STATEWIDE EQUIPMENT LISTS (No.58 January 2017)

3833.4.2

The Statewide Hired Equipment lists shall include all CSB and DVBE fireline bulldozer and fireline water tender vendors in both regions. The Department Hired Equipment Coordinator shall coordinate information with the Unit HECs to ensure that vendor information shown on the statewide list is current and accurate.

Each of the two lists shall be further divided into two “tiers”. Tier one shall include only vendors who are both CSBs and DVBEs. Tier two shall include vendors who are either CSBs or DVBEs, but not both.

SINGLE UNIT LISTING FOR FIRELINE BULLDOZERS AND WATER TENDERS

3833.4.3

(No.58 January 2017)

Individual fireline bulldozers and water tenders covered by EERAs may only be shown in the hired equipment lists and emergency resource directory (ERD) of one Unit (“Unit” includes all counties for which the Unit Chief has administrative responsibilities).

If a vendor has multiple business offices (where payments will be sent) and has equipment that is normally available in multiple CAL FIRE Units, that vendor may list their individual pieces of equipment with the CAL FIRE Unit where the equipment is normally located. A vendor whose equipment is listed in multiple Units may NOT make available any equipment that is listed in any CAL FIRE Unit other than the one placing the request. Further, any brokering or sharing of equipment or participation in equipment cooperatives of any type or manner that, in the determination of CAL FIRE, circumvents the intent of any part of this policy is expressly prohibited.

Access by a Unit to any fireline equipment signed up in another Unit will be governed by the procedures detailed in the Emergency Incident Management Handbook, Section [7761.3](#) and in Command and Control Procedures Handbook (8100), [Procedure 345](#).

LISTS ESTABLISHED RANDOMLY

3833.4.4

(May 2015)

On the first Monday in May of each three-year agreement period, the Department Hired Equipment Coordinator shall re-establish the rotational hiring order of all hired equipment lists. List order will be re-established on a random basis utilizing the hired equipment system of record ensuring no biased placement on the lists.

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LIST ADMINISTRATION AND MAINTENANCE

3833.4.5

(No.58 January 2017)

The administration and maintenance of the Unit Hired Equipment Lists is the responsibility of the Unit ECC Chief.

The administration and maintenance of the Statewide Hired Equipment Lists is the responsibility of the Statewide Hired Equipment Coordinator.

VENDOR CONTACT TELEPHONE NUMBER

3833.4.6

(No.58 January 2017)

Each vendor will provide CAL FIRE with a single contact number. This will be the sole method used by the Department to contact the vendor to fill incident requests. It is the responsibility of the vendor to provide a single contact number (e.g., telephone pager, radio paging service, etc.) that is available 24 hours per day, 7 days a week, to be used by CAL FIRE to make contact for the dispatch of resources.

PRE-HIRE AGREEMENT FORMS

3833.5

(No.58 January 2017)

Vendors wanting to be hired by CAL FIRE must complete the EERA process in accordance with CAL FIRE policies. CAL FIRE uses the following state forms to complete the equipment agreement process:

- CAL FIRE-20 Vendor Certification Clauses for Services up to \$4,999.99
- CAL FIRE-157 Equipment Owner or Broker Declaration
- CAL FIRE-290 Checklist for Preparing the CAL FIRE EERA, instructions and requirements for the CAL FIRE Emergency Equipment Rental Agreement
- CAL FIRE-294 Emergency Equipment Rental Agreement form that includes the Agreement, CAL FIRE's General Clauses, and CAL FIRE's General Provisions
- CAL FIRE-720 "Darfur Contracting Act Vendor Certification," if applicable
- CALSTARS 14 Vendor Edit Table Maintenance
- FC-100R Radio Frequency Use Agreement
- FC-291 Faller, Bulldozer/Transport, and Water Tender Equipment Requirements Checklist
- Std. 204 Vendor Data Record, for new vendors

Because the equipment needs of CAL FIRE and the availability of the vendor's equipment during an emergency cannot be determined in advance, CAL FIRE and the vendor(s) enter into a Pre-Hire Agreement using Form CAL FIRE-294, Emergency Equipment Rental Agreement. The EERA is a multi-page form, and all pages must be included and properly completed for the agreement to be valid. The EERA includes:

- Front page(s) to be completed by appropriate personnel containing equipment description and rate(s)
- A Supplemental General Provisions page
- A General Clauses page

By signing the EERA, it is mutually agreed that upon request of CAL FIRE the vendor will furnish the equipment listed on the EERA, if the vendor is willing and available at the time of the request. The agreement also establishes the conditions of employment, rates, method of payment, and equipment condition requirements.

The EERA, when correctly prepared and applied according to CAL FIRE policy, is a pre-incident agreement that becomes a binding contract after dispatch.

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VENDOR FILE

3833.5.1

(No.58 January 2017)

Each CAL FIRE Unit will create and maintain a file for each vendor that has entered into an EERA with that Unit.

The file will be used to retain the EERAs, records of hiring, proof of employee training, safety inspection, vehicle weight reports, performance evaluations, DVBE and/or CSB certificates, and other documentation required by this policy. Each Unit shall utilize the Hired Equipment Ordering System of Record to generate the agreements. Such documentation will be retained in the file for a period of three years after the EERA expires.

The vendor's retention file will include at minimum:

- CAL FIRE-20 Contractor Certification Clauses for Services up to \$4,999.99
- CAL FIRE-157 Equipment Owner or Broker Declaration
- CAL FIRE-230 Vendor Performance Evaluations
- CAL FIRE-290, Checklist for preparing the CAL FIRE EERA
- CAL FIRE-294 Emergency Equipment Rental Agreement, CAL FIRE's General Clauses, and CAL FIRE's General Provisions
- CAL FIRE-297 Shift Ticket Evaluations
- CAL FIRE-720 "Darfur Contracting Act Vendor Certification," if applicable CALSTARS 14 Vendor Edit Table Maintenance
- FC-100R Radio Frequency Use Agreement
- FC-291, Faller, Bulldozer/Transport and Water Tender Equipment Requirements Checklist
- Std. 204 Vendor Data Record, for new vendors
- Current Legal Weight Certificate for water tenders per California Vehicle Code
- Proof of ownership (i.e., title, property tax listing item, long term lease documents, corporation documents, stock ledgers.)

- Insurance documents listing the State of California as additionally insured (major medical, motor vehicle liability, cargo, worker's compensation insurance).

NOTE: For CSB/DVBE vendors, the data provided on the documents listed above must be for his/her business, not for a business partner.

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WHEN THE EERA IS REQUIRED

3833.5.2

(No.58 January 2017)

Any CAL FIRE employee who hires a piece of private equipment will be responsible for verifying the existence of, and obtaining a copy of a current signed three-part EERA. On incidents where no agreement exists, the employee will prepare the EERA. When a Finance Section has been established, the Time Unit shall prepare the EERA and other documents as described in Section [3833.5.1](#). Agreements generated at an Incident shall be for "Duration of the Incident Only."

FROM WHOM IS AN EERA REQUIRED

3833.5.3

(No.58 January 2017)

An EERA is required for all hired equipment except equipment ordered from local government, National Guard and Governor's Office of Emergency Services (Cal OES). Other than those exceptions, no equipment shall be considered hired by CAL FIRE or ordered to work until an EERA has been completed.

Other information on system requirements can be found on the instructions for each specific form, and especially the EERA and CAL FIRE-290.

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HOW TO COMPLETE THE EERA CAL FIRE-294

3833.6

(No.58 January 2017)

PAGE 1:

Instructions for completing the EERA are found in the CAL FIRE-290 "Checklist for Preparing the CAL FIRE EERA." All pages of the EERA must have vendor and CAL FIRE personnel signatures.

COMPLETING THE "GENERAL CLAUSES" AND "SUPPLEMENTAL GENERAL PROVISIONS"

3833.6.1

(No.58 January 2017)

PAGES 2 and 3:

The CAL FIRE General Clauses and Supplemental General Provisions attached to the CAL FIRE-294 must be included with the EERA. The General Clauses and “Supplemental General Provisions must be reviewed with the vendor. The vendor must initial and date both pages including the “Darfur Contracting” statement.

DISTRIBUTION OF COPIES OF THE EERA

3833.6.2

(No.58 January 2017)

Distribution of the EERA is as follows:

- The original EERA and copies of all attachments to the Unit's HEC
- A copy of the EERA to the Vendor
- If the EERA is prepared at an incident, the original shall go to the Finance Section
- A copy of all pages shall be provided to the Vendor

HIRED EQUIPMENT RATES

3833.7

(No.58 January 2017)
2017

Effective: May

Hired equipment rates are listed in Policy Section [3934](#) of the 3900 Rates Handbook.

Equipment hired “wet” shall include, operators, personal protective equipment, fuel, operating supplies necessary for the equipment to perform as requested. Maintenance and repair costs will be borne by the vendor.

Equipment hired “dry” does not include operators and fuel. CAL FIRE shall provide operators and fuel necessary for the equipment to perform as requested. Maintenance and repair costs shall remain the responsibility of the vendor.

The rates shown on the schedule are the standard rates payable for each piece of equipment listed. These rates represent maximum rates to be paid and may not be exceeded without prior written approval from the Deputy Director for Fire Protection. General adjustments to the rate structure or administration of the structure will be forwarded to the field as needed.

CAL FIRE employees shall stay within the standard EERA rate schedule when preparing an agreement for rental of hired equipment. Vendors who agree to accept the EERA rates shall have EERA rates apply to all equipment they rent during the emergency phase of the incident. If a vendor will not accept the standard rate, do not enter into an agreement with the vendor. Do not put under agreement equipment that is not in acceptable condition.

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PRE-USE INSPECTIONS

3833.8

(May 2015)

At the time the EERA is prepared, a CAL FIRE employee shall conduct an inspection of the equipment to ensure that it meets all requirements for complement, capacity, and capability contained in CAL FIRE policy, and that it appears to be in safe working condition. If there is any doubt as to the performance capabilities of the equipment, employees should ask the vendor to demonstrate that the equipment can perform as the vendor claims. Any doubts about these conditions should be addressed and corrected by the vendor prior to signing the EERA.

The inspection should be documented on the FC-291 Faller, Bulldozer/Transport and Water Tender Checklist. Any obvious damage should be documented at this time.

LICENSING

3833.9

(No. 44 May 2011)

OPERATOR LICENSES

3833.9.1

(No.58 January 2017)

Driver's License: All operators of vehicles covered by the EERA must possess a current driver's license appropriate for the type of vehicle being operated. Operators of any motor vehicle having a Gross Vehicle Weight Rating (GVWR) of more than 26,000 lbs. **must** have a Commercial Driver's License (CDL) (with Tank Endorsement, if appropriate), valid for the State of California.

Driver's licenses must be presented upon request of any CAL FIRE employee seeking to verify that the operator is currently licensed to operate the subject vehicle.

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VEHICLE LICENSES

3833.9.2

(No.58 January 2017)

Currently Licensed: All vehicles used under any agreement or solicitation and any resulting contract, must currently be legally licensed or apportioned to operate in the State of California, and must meet the requirements for commercial vehicles, non-commercial vehicles, or Special Equipment (SE) vehicles, as appropriate. Vehicle licenses must be current between May 1 and October 31 of each year.

Proof of Registration or Ownership: At the time the agreement is prepared, the vendor will provide proof that he/she is the current registered or legal owner of the vehicle(s) (as defined in Vehicle Code Section 460) to be covered by the agreement, or that he/she has a current and valid lease, rental agreement or written business partnership agreement covering these vehicles. Leased vehicles will be registered in the name of the vendor, per Vehicle Code Sec. 4453.5.

Equipment that is not registered in the name of the vendor or owned by the vendor must be controlled and paid for by the vendor under a written agreement. All equipment leases must be signed and dated by both parties, and must include terms commonly found in an equipment lease, such as term of the agreement, list of equipment, equipment rates, labor rates, limitations on use and control of the equipment, and responsibility for maintenance and repair.

For equipment, such as bulldozers, a copy of the bill of sale (if available) and the most recent unsecured personal property tax bill for the equipment will suffice as proof of ownership.

Whenever the EERA is amended to add additional equipment, proof of ownership of that equipment must be provided as described above.

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OUT OF STATE VEHICLES **3833.9.3**
(No. 44 May 2011)

All vehicles that are currently licensed in other states for the type of use intended in the EERA may be covered by the EERA.

EQUIPMENT LIABILITY AND INSURANCE **3833.10**
(No.58 January 2017)

EQUIPMENT LIABILITY **3833.10.1**
(No.58 January 2017)

Clause 11 of the CAL FIRE General Clauses and Supplemental General Provisions, attached to the Emergency Equipment Rental Agreement addresses alleged damage to vendor equipment while under hire by CAL FIRE.

Loss, Damage, or Destruction; - Damage to hired equipment resulting from exposure to fire or direct firefighting activities will be investigated by the Compensation and Claims Unit at the incident. Any documented damage will be addressed through appropriate action at the incident or through the California Victim Compensation and Government Claims Board claims process.

All compensation claims investigations related to the incident will be filed in the Finance Section documentation package. Potential claims should be brought to the attention of the Unit Administrative Officer and the Department Legal Office.

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INSURANCE REQUIREMENTS **3833.10.2**
(No.58 January 2017)

Prior to completion of the CAL FIRE-294, the vendor must provide evidence that the following types of insurance are in force:

- Workers' Compensation. Vendor shall provide CAL FIRE with copies of Workers' Compensation insurance coverage for vendor's employees in accordance with applicable California State Law. Owner-operators and independent vendors working for the prime vendor must be covered for work-related injuries by medical insurance, if not covered by Workers' Compensation. Copies of such policies shall also be provided to CAL FIRE. (This requirement does not apply to persons hired on FC-42 as Emergency Workers, since they are temporary state employees.)
- Motor Vehicle Liability. Vendor shall obtain, at Vendor's expense, and keep in effect for the duration of the agreement, a policy of Motor Vehicle Liability insurance that covers the vehicle and the use intended under the agreement. Proof of insurance will be carried in each vehicle under hire to CAL FIRE, as required by law. This coverage may be provided by combining the Motor Vehicle Liability insurance with the Comprehensive or Commercial General Liability insurance. Coverage shall not be less than \$300,000, combined single limit, per occurrence. Exceptions: Motor carriers transporting property other than hazardous materials, such as transport trucks hauling bulldozers, water tenders transporting water, and vehicles of 10,001 lbs. GVWR or greater: Coverage shall not be less than \$750,000 combined single limit, per occurrence (per Department of Motor Vehicles Commercial Division). The insurance policy shall include an endorsement listing the State of California as "additional insured."

The vendor shall provide CAL FIRE with documentation validating the vendor has met all insurance requirements. Copies of certificates of insurance must also be presented on demand by any CAL FIRE employee. When preparing the EERA, the CAL FIRE employee shall verify that the policy covers use of the vehicle for the type of work to be performed under the agreement.

Some insurance carriers exclude coverage for the vehicle when it is rented or used for commercial purposes, but others do not. This is a common problem in the hiring of light vehicles, such as pickup trucks to be used as recon or supply vehicles.

Vendor's Motor Vehicle Insurance shall cover all employees and operators, including independent vendors hired by the prime vendor.

Vendors transporting equipment other than their own must have cargo insurance.

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PERSONNEL SAFETY **3833.11**
(No.58 January 2017)

ANNUAL TRAINING FOR OPERATORS **3833.11.1**
OF FIRELINE EQUIPMENT

(No.58 January 2017)

CAL FIRE requires specific firefighter safety training for all operators of equipment hired for fireline work (7761.10.2). Specific requirements are outlined in the Fire Service Training and Education Program (F.S.T.E.P) Fireline Safety Awareness for Hired Vendors curriculum, approved by the Office of the California State Fire Marshal, State Fire Training Program. Each operator who successfully completes the required training will be issued a completion card valid for one year from the class completion date. While operating equipment under hire to CAL FIRE, all operators shall have their completion card documentation in their possession (or immediately available) and present it upon request by a representative of the Department.

PERSONAL PROTECTIVE EQUIPMENT – FIRELINE

3833.11.2

(No. 62 August 2017)

At the time of hire and for the duration of the incident, each operator assigned to fireline equipment shall have and maintain the following Personal Protective Equipment (PPE). This includes relief operators traveling to and from fireline assignments and incident base. Example: Each shift shall have one set of PPE per operator as listed below. Vendor's PPE shall not display any "Fire Department" logos or markings

All wildland PPE shall meet Cal OSHA specifications. These include:

- Hard hat: plastic, Class B, ANSI Z89.1, OSHA approved, with chin strap
- Goggles: one pair per person, Cal OSHA approved for wildland firefighting
- Firefighter gloves, Cal OSHA approved for wildland firefighting
- Boots: leather, lace-up type, minimum 8 inches high with lug-type soles in good condition. Steel toe boots are not acceptable
- Nomex shirt, trousers, and face shroud: Cal OSHA approved
- Fire shelter: USFS approved
- Flash light or head lamp with batteries
- One gallon drinking water per person
- Radio, refer to form FC-100R for minimum radio specifications.
- Radios are not required for Special Vehicle Modules (Runners). Incidents shall issue Special Vehicle Modules (Runners) a radio when necessary.

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PERSONAL PROTECTIVE EQUIPMENT – SUPPORT

3833.11.3

(No.58 January 2017)

Operator personal protective equipment shall comply with applicable Cal OSHA requirements, and as a minimum will include:

- Hard hat
- Goggles
- Gloves
- Lace-up leather boots
- Flashlight (for night operations)
- One gallon drinking water per person

Alcohol and Drug Testing

3833.11.4

(No. 62 August 2017)

Drivers required to possess a CDL are subject to the controlled substance and alcohol testing rules under the Omnibus Transportation Employee Testing Act of 1991. Drivers of vehicles transporting an amount of hazardous material that requires placarding are subject to pre-employment alcohol and controlled substance testing, random testing, reasonable suspicion test, post-accident testing, return to duty testing and follow-up testing. The vendor is responsible for ensuring compliance with applicable drug testing requirements for his or her employees.

GENERAL RATE POLICIES

3833.12

(No.58 January 2017)

Equipment and Labor Rates

For rate information regarding specific types of equipment and Emergency Worker rates, see policy section [3934](#) Emergency Equipment Rental Agreement Rates

Time under hire

Time under hire begins at the time the resource is needed at the incident plus travel time. Example: The resource is contacted at 2200, but is not needed at the incident until 0600, and has a travel time of two hours; the time under hire will begin at 0400.

Equipment hired for incident use is paid according to the applicable daily rate. No hourly rate is applicable or acceptable unless otherwise specified in section [3934](#). A half daily rate is paid for equipment that is under hire for less than 8 hours of a 24 hour period (midnight to midnight).

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TYPES OF PAYMENT

3833.12.1

(No.58 January 2017)

Payment for the emergency hire of equipment is either by the daily or guarantee system. For additional information, reference the General Clauses attached to the CAL FIRE-294.

- **Support Equipment Daily Rates:**

- A daily rate is paid for 8 hours or more under hire within a 24-hour period from midnight to midnight. Mileage is included in the daily rate unless specified in policy.

- **Single Operator Daily Rates:**

- Single operator rates are based on 16 hours under hire. A total of 8 hours or more under hire will be compensated at a full daily rate. Less than 8 hours under hire will be compensated at ½ the daily rate. Mileage is included in the daily rate unless specified in policy.

- **Two Operator Daily Rates:**

- Two operator rates are based on 24 hours under hire. A total of 12 hours or more under hire will be compensated at a full daily rate. Less than 12 hours under hire will be compensated at ½ the daily rate. Mileage is included in the daily rate unless specified in policy.

- **Guarantee:** The guarantee is paid for each calendar day that equipment is under hire based on eight hours. (8 hours X hourly rate = Guarantee) It is not applicable to equipment hired under the daily rate. Travel time to and return travel time from an incident shall be considered as hours worked and shall be compensated at the hourly work rate.

- A guarantee rate is paid for 8 hours or more under hire within a 24-hour period from midnight to midnight. Equipment under hire for 8 hours or more will be compensated for actual hours worked or a full guarantee whichever is greater.

- A one-half (1/2) guarantee rate is paid for less than 8 hours under hire in a 24-hour period from midnight to midnight. Equipment under hire for less than 8 hours will be compensated for actual hours worked or ½ guarantee whichever is greater.

Hourly work rates:

Hourly work rates apply when equipment is under hire as ordered by the State and on shift, as verified by Incident Action Plans, the Resource Ordering Status System or by Shift Tickets signed by an agency supervisor. Hours under hire include travel to, return travel (1 round trip) and relocation of equipment at an incident.

Exceptions to the standard rates are:

- Equipment from governmental agencies with which CAL FIRE has a cooperative fire protection agreement; or

- Equipment from commercial leasing firms for which no standard rate has been established.

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EQUIPMENT MAINTENANCE AND REPAIR COSTS **3833.12.2**
(No.58 January 2017)

CAL FIRE does not pay for vendor service units that the vendor uses to service his or her own equipment. However, at the request of the vendor, the state may (at its option) provide labor, fuel, oil, grease, filters and other necessary items to service and/or maintain the vendor's equipment in an operable condition, with the costs thereof being determined by the state and deducted from the payment due to the vendor. The charge for mechanic labor when provided by the state will be at a flat rate of \$150/hour, prorated in 30 minute increments.

Deductions

If the state furnished fuel, oil or lube, the transaction must be posted on the Emergency Equipment Fuel and Oil Issue Form OF-304. These charges, plus any costs for mechanics, services or parts, are also posted on the Forestry Mobile Equipment Work Order, Form ME-107, and forwarded by the ground support unit to the finance section where the costs are deducted from the vendor's payment. Costs for any accountable firefighting equipment issued to the vendor and not returned to CAL FIRE will also be deducted from the vendor's payment.

POLICIES FOR SPECIFIC CLASSES OF EQUIPMENT **3833.13**
(No. 44 May 2011)

FIRE ENGINES **3833.13.1**
(No. 44 May 2011)

The State will not hire private fire engines. Fire engines hired by Federal agencies shall be paid according to the terms of the Federal contract.

BULLDOZERS **3833.13.2**
(No.58 January 2017)

Bulldozers are listed by ICS Type and are further categorized by CAL FIRE Size Class.

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DOZER PAYMENT METHODS **3833.13.2.1**
(No.58 January 2017)

- Rates for bulldozers are determined by Size Class, based on equipment horsepower as per manufactures original specifications. Bulldozers are paid the daily rate per [3833.12.1](#).

- Time under hire shall be verified by fireline supervisors and documented on Shift Tickets. In strike team assignments, the transport will not be released once the dozer is unloaded, but will remain assigned to the incident until the strike team is disbanded.
- Dozers are paid at the one-operator or two-operator Daily rate. The use of a second operator is included in the two-operator rate for work exceeding 16 hours and will not be compensated as an additional charge.

Daily rates for bulldozers are “wet”. Daily rates are based on depreciation, indirect ownership cost, major overhaul cost, fuel, lubricants, labor, and parts for routine maintenance, plus a factor for overhead and profit. The vendor is responsible for fuel and maintenance under all rate schedules, including "Operator Not Available" rates. Service vehicle and service personnel are included in the Daily rates.

DOZER SAFETY EQUIPMENT

3833.13.2.2

(No.58 January 2017)

Fireline bulldozers under agreement with CAL FIRE will meet or exceed the following equipment requirements:

- Backup alarm, minimum 97 decibels (db.)
- Safety belt in serviceable condition
- Roll Over Protection System (R.O.P.S.) with heavy mesh screens on rear and on rear half of sides. This includes tractors with glass-enclosed environmental cabs. ¼” mild steel woven wire screen with 2” openings is recommended
- Lights, 4 front and 2 rear
- Belly pan
- Rock guards (recommended)
- Radiator guard
- Sweeps
- Protective fire curtains inside of R.O.P.S. on sides, front, and rear constructed from Gentex 1014 Aluminized Fabric stitched with yellow nomex thread and fire resistive Velcro (FR) Cotton fiber webbing or equivalent materials
- 2A10BC fire extinguisher
- Shovel

- Axe or Pulaski
- Flashlight
- Radio, refer to form FC-100R for minimum radio specifications.
- Personal Protective Equipment as listed in [3833.11.2](#).

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TRANSPORTS **3833.13.3**
 (No. 44 May 2011)

PAYMENT METHODS **3833.13.3.1**
 (No.58 January 2017)

Surface Transportation Board and California State Public Utilities Commission transport hauling rates do not apply to CAL FIRE agreements.

Transports are hired wet and shall be paid according to the appropriate daily rate as established by axle configuration in the EERA. Travel time for released transports to/from their point of hire is compensable.

Transports used for dozer haul in purposes will remain under State control until declared excess by the Operations Section Chief. The needs of the incident shall dictate the release of excess dozer transports as well as other types of fireline equipment. Transport owners may withdraw their equipment and shall be compensated per Clause 8 attached to the CAL FIRE 294.

When a transport and another piece of equipment, such as a dozer, are hired, and both pieces of equipment utilize the same operator(s), daily payment for the transport shall be reduced by \$350 for a single (1) operator or \$700 for two (2) operators utilizing the “Operator Not Available” rates. This is applicable only when the equipment is hired for an entire day, and is not applicable when equipment is hired for less than eight hours. When a transport is hired at the “operator not available” rate, the transport is under State control. The transport shall be compensated for the duration it is under State control.

Daily Rate: Refer to [3833.12.1](#)

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TRANSPORT EQUIPMENT REQUIREMENTS **3833.13.3.2**
 (No.58 January 2017)

Transports must have the following:

- Record of safety inspection within the past 12 months
- Proof of motor vehicle liability insurance
- Department of Transportation (DOT) standard reflectors – set of three
- Seat belts
- Mounted fire extinguisher (2A10BC or better)
- Personal Protective Equipment as listed in [3833.11.2](#).

PILOT CARS

3833.13.4

(May 2015)

The transport owner is responsible for providing “pilot cars” when required by a permitting agency, such as Cal Trans. The transport rates found in Handbook 3900, Section 3934.2.1.2 includes an allowance for pilot cars.

Pilot vehicles associated with transports are often used by the vendor as a service unit or operator shuttle vehicle. This use is not billable to the state, since payment for this service is already included in the transport rate.

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WATER TENDERS

3833.13.5

(No.58 January 2017)

GENERAL STANDARDS FOR ALL WATER TENDERS

3833.13.5.1

(No.58 January 2017)

For payment purposes, water tenders rates are based on legally loaded tank capacity.

Legal Load Tank Capacity	Pump Min. gpm	CAL FIRE Type
1000 – 2499 Gal.	200	2
2500+Gal.	200	1

NOTE: Rates are determined by legally loaded tank capacity. ([3833.13.5.4](#)). All water tenders are hired wet and shall arrive legally loaded with water ready for immediate assignment. CAL FIRE will provide a water source for the second and all additional loads required for the duration of the incident.

Water tenders not meeting the minimum standards described below will be replaced at the incident as soon as a replacement water tender can be exchanged. The water tender will be rejected for hire if it does not meet the minimum equipment standard.

Requirements and standards have been established to ensure that water tenders supplied will meet wildland fire suppression needs. A commercial driver's license (CDL) with appropriate endorsements is required to operate any water tender under hire with CAL FIRE.

Equipment standards for all water tenders: Including fireline water tenders, potable drinking water tenders, and "grey" water tenders:

- Water tanks shall be baffled, meeting the standards of National Fire Protection, American Society of Mechanical Engineers, or other industry-accepted engineering standards. (Potable water trucks are not baffled to facilitate sanitizing.)
- Water tenders shall be configured in such a manner that the vehicle center of gravity is within the design limits of the equipment. When loaded (including operators and accessory equipment), water tenders shall conform to the California Vehicle Code maximum legal weight. This includes balancing the load in a manner so that all axle weights comply with the manufacturer's gross axle weight ratings. Loaded and empty weight certificates are required to correctly calculate the water capacity of the water tender.
- Water tenders shall be equipped with a back flow protection device for hydrant filling. An air gap between the hydrant fill and the top of the tank is acceptable.
- All Water Tenders must be equipped with the following minimum documentation, equipment, and safety items:
 - Department of Transportation (DOT) standard reflectors (set of three)
 - Fire extinguisher, rated 2A10BC or better
 - Chock blocks of appropriate size for tire diameter
 - Flashlight
 - Electronic backup alarm, minimum 97 dBs
 - Record of Annual safety inspection
 - Proof of motor vehicle liability insurance
 - Proof of worker's compensation or major medical insurance

See section [3833.13.5.4](#), for vehicle weight certification requirements.

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Water Tenders with SE Plates
(No.58 January 2017)

Water tenders with Special Equipment registration plates (SE) will be hired at the standard Water Tender EERA Rate. SE plated water tenders must meet all of the same equipment standards as other Fireline water tenders.

While responding to an incident or actively engaged in fire suppression and support activities, SE plated water tenders operating on public roads and highways shall adhere to all applicable weight limits and the California Vehicle Code.

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EQUIPMENT STANDARDS FOR FIRELINE WATER TENDERS

3833.13.5.2

(No.58 January 2017)

Fireline water tenders under agreement with CAL FIRE will meet or exceed the following requirements:

- Minimum useable capacity shall be 1,000 gallons
- Water tanks shall be baffled. (Not applicable to potable water tenders or tanks)
- Water tender shall be equipped with a back flow protection device for hydrant filling
- Pump: Minimum capacity of 200 gpm. Pump must be driven either by power-take-off or auxiliary engine drive. Auxiliary engine-driven pump assemblies must be permanently mounted and plumbed to the tank, discharge, and suction outlets. Vendor must demonstrate that the pump can draft water to fill the tank. A portable pump may be used for filling. The portable pump must meet the gpm requirements of the CAL FIRE water tender type. Auxiliary pumps used for filling purposes are part of the minimum complement and not entitled to additional compensation.
- Discharge fittings: Water tender must have one each 2.5" connection with gated wye to two each 1.5" NH connections and one 2.5" discharge. Gravity discharge outlets, with the exception of the dump valve are not acceptable
- Road Spraying: The water tender must have road spraying capability, either forward- or rear-facing
- Suction fittings: The pump shall be plumbed with one or more 2.5 " or 3" National Hose (NH) thread connections to allow drafting and filling from a non-pressurized source such as a pond, river, or stream to refill the tank
- Water tender shall be equipped with a minimum 24 feet of appropriate diameter hard suction hose equipped with a screened foot valve or strainer

- Additional Equipment:
 - One hundred (100) ft. 1-1/2 serviceable wildland fire hose with nozzle
 - One 1" combination fog/straight stream nozzle with 1-1/2" NH to 1" NPSH reducer
 - One 2.5" soft suction hose, minimum 25 ft. long, with NH couplings
 - One fire hose clamp for 1.5" diameter fire hose
 - One hydrant wrench
 - One axe or Pulaski
 - One shovel
- PPE as listed in [3833.11.2](#)
- Radio, refer to form FC-100R for minimum radio specifications.

It shall be the vendor's responsibility to ensure that the equipment meets the standards or specifications.

NOTE: If an ordered water tender arrives at the incident without the required minimum safety items, required equipment or appliances, and does not meet the specifications for pump, plumbing, buildup, etc., the water tender shall be rejected. When rejected, no payment will be made for any time incurred by the vendor and the equipment shall not be hired on the incident.

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ANNUAL SAFETY INSPECTIONS FOR WATER TENDERS, TRANSPORTS AND COMMERCIAL VEHICLES OVER 26,000 LBS GVW **3833.13.5.3**
 (No.58 January 2017)

All privately-owned vehicles with 26,001 lbs. or greater GVWR under agreement with CAL FIRE shall be inspected annually prior to use by CAL FIRE. This includes California SE-licensed, commercially licensed vehicles, and vehicles registered in other states. Proof of Inspection under the Biennial Inspection of Terminals (BIT program) is not acceptable. Each inspection will be valid for one year only. An inspection date of greater than twelve months shall not be accepted.

CAL FIRE personnel shall not perform this inspection. All costs are the vendor's responsibility. The inspection shall meet the criteria found in Federal Motor Carrier Safety Regulations Part 393, Parts and Accessories Necessary for the Safe Operation, 393.1 through 393.209 and Title 49, Parts 40, 325, and 350 through 399, and the California Vehicle Code Division 14.8, 34500,

Safety Regulations and California Code of Regulations Title 13. Proof of inspection for the current fire season must be on file with the Unit HEC prior to listing the vendor in the Unit ERD. This inspection must be performed by a facility licensed in the State of California as a commercial motor vehicle repair and maintenance facility, or by the CHP Commercial Division.

All Fireline water tenders, regardless of vehicle registration type, must:

- Carry a copy of the inspection in the vehicle
- Provide a copy to the CAL FIRE Unit that issued the EERA

An independent commercial motor vehicle repair facility DOT inspection form is acceptable. The form must be legible and include the following information:

- The shop's address and telephone number
- The vehicle's identifying numbers (license and vehicle identification numbers)
- The inspection form must address all critical items identified in the regulations listed above
- Itemize completed repairs (if applicable)

CHP 407F, Safetynet Driver/Vehicle Inspection Report form is also acceptable.

NOTE: CHP 108, Truck and/or Tractor Maintenance & Safety Inspection is not accepted as the safety inspection.

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WEIGHT CERTIFICATION FOR FIRELINE WATER TENDERS

3833.13.5.4

(No.58 January 2017)

- Water tender rates are determined by the amount of water the water tender can carry when legally loaded on California highways per the California Vehicle Code. (CVC).
- At the time the agreement is prepared, the vendor shall provide weight certificates showing the loaded (gross) weight of each axle/group, and empty (tare) weight of the vehicle. The certificates must be issued from a certified scale and dated within the previous 90 days.
- CAL FIRE shall confirm the gross vehicle weight is within California Vehicle Code (CVC) legal weight limits,
- If the vehicle is within the CVC maximum legal weight limits, CAL FIRE will deduct the tare weight from the gross weight and deduct 265 pounds for the weight of the driver and

personal gear. This adjusted net weight is the maximum legal weight of the water that can be carried by the water tender. CAL FIRE will then divide adjusted net weight by 8.34 to determine the maximum gallons that the water tender can carry.

- The vendor must demonstrate that the load is balanced so that all axle weights comply with the California Vehicle Code legal weight ratings and maximum gross vehicle weight rating, or the vehicle will not be put under agreement.

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COMPRESSED AIR FOAM SYSTEMS (CAFS)

3833.13.5.5

(No.58 January 2017)

Compressed air foam systems are to be paid the appropriate water tender rate, plus the CAFS rate (Section 3934.2.1.5), for the hours the CAFS is used as directed by the fire line supervisor. The vendor shall be compensated for foam agent for CAFS and natural air aspirating systems at the current market price, or shall be replaced "In Kind" by the government. "In Kind" replacement foam agents may or may not be from the same manufacturer as provided by the vendor.

Water tenders equipped with CAFS shall have an air compressor (or air source), water pump, and foam agent. Operator shall be able to demonstrate system operation. Water tenders with CAFS shall:

- Have one gpm per cubic feet/minute (cfm) at the pounds per square inch (psi) rate required of the compressor
- Be capable of foam injection into waterline at variable controlled ratios on the discharge side of the pump
- Have system capable of full foam delivery within sixty seconds after being engaged
- Have a minimum of twenty gallons of foam agent

Water tenders with natural air aspirating foam systems shall:

- Be equipped with aspirating nozzle
- Have a minimum of twenty gallons of foam agent
- Not require an air compressor

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POTABLE WATER TENDERS

3833.13.5.6

(No.58 January 2017)

Potable water tenders are hired wet and shall arrive at the incident loaded and ready for immediate assignment. CAL FIRE is responsible for providing a potable water source for the vendor for any additional fills.

Potable water tenders shall be signed up by EERA when certified by the California Department of Public Health (DPH). The DPH only requires sanitary certification for potable water tenders and potable water tanks exceeding 250 gallons which are permanently attached to licensed motor vehicles such as trucks and trailers. A California DPH Sanitary Certification (sticker affixed to the tank) is required, along with an activity log for each potable water tank that is permanently attached to licensed motor vehicles such as trucks and trailers.

Special note on potable water: The DPH recommends that CAL FIRE Units contact the nearest DPH field office to obtain a current listing of licensed potable water haulers for that area.

It is the policy of CAL FIRE to confirm at the incident base that the potable water tender meets the minimum requirements for potable water. Where certification is required, the logistics section shall confirm minimum requirements using a checklist. The Logistics Section shall confirm monthly water tests and vehicle water source log.

NOTE: No exemptions are allowed to certification and log-keeping requirements for potable water tenders (DPH Category X – potable water only) used to provide water to incident bases and camps.

California DPH standards apply to transportation of potable water to CAL FIRE and Federal incidents. These standards also apply to out of state vendors. California DPH regulations apply only to hauling of potable water. Upon delivery of potable water to the incident, water may be dispensed to support functions, or transferred to a portable water storage container.

No regulations apply to storage containers once the water has been transferred from a potable water hauler to a portable container. Potable water containers and potable water pressure systems are included in agreements for equipment that require potable water storage at an incident base. The vendor providing potable water containers is responsible for maintaining them in a sanitary condition. State of California health certification is not required.

Potable water tenders and tractor/trailer combinations routinely assigned to incident base shall be paid at the appropriate one operator rate.

If a question arises as to the actual capacity of a potable water tender, refer to [3833.13.5.4](#) weight certification for fireline water tenders.

Substandard-size potable water carrying vehicles (less than 500 gal) that are used for servicing portable hand washing equipment, etc., do not qualify for the potable water tender rate. These miscellaneous types of vehicles are to be negotiated at a reasonable rate that is appropriate to their task at the incident.

Potable water tenders shall meet the following requirements:

- Have DPH seal or sticker (current calendar year) affixed to upper left quarter of rear of the hauling tank.
- Available upon request, test results of bacterial analysis by a private licensed laboratory performed at least once per month during periods of hauling operation. The bacteriological sample must test for a coliform and plate count determination.
 - Health regulations require that coliform levels less than 2.2 are desired, but 2.2 is acceptable. Any potable water tender with a test certificate indicating a coliform level above 2.2 shall not be utilized.
- Water purification systems attached to water tenders are not accepted by the DPH as potable water tenders. Currently, there are no known vendors licensed in California to perform this water purification service.
- Vendor will carry on each vehicle (1) an owner's manual or (2) a letter from the pump manufacturer stating that the water pump being used is for food grade service.
- Potable water tenders must be licensed by the DPH and meet their minimum requirements.

Potable Water Tender Equipment Requirements:

All potable water trucks must be equipped with the following minimum safety items:

- Reflectors, one set of three
- Fire extinguisher, rated 2A10BC or better
- Chock blocks of appropriate size for tire diameter
- Flashlight
- Electronic backup alarm, minimum 97 dbs.

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GREY WATER TENDERS

3833.13.5.7

(No.58 January 2017)

- Grey water tenders are hired wet.
- Tanks shall be water tight and splash proof. Tanks shall be labeled "Grey Water" with capacity in gallons shown conspicuously on each side of the tank in letters at least four inches high. Any open overhead fill will be securely sealed (water tight).

- Pumps shall be constructed to prevent leakage, spillage, or splashing. On all diaphragm or similar types of open pumps, a tight metal hood shall be provided over the pump.
- Discharge gates or valves shall be leak proof and so constructed as to discharge contents in a manner that will not create a nuisance. All inlets and outlets shall be provided with a cap to prevent dripping.
- Adequate hoses shall be provided to pump contents from grey water holding tanks to truck tanks without spillage on to the ground. Hoses are to be cleaned on premises without any spillage of contents on the ground. A ¾ inch hose not less than 50 feet in length shall be carried with the equipment for cleaning purposes.
- Racks for carrying equipment on the truck shall be provided. All parts of the truck and equipment shall be easily cleanable, with no pockets which can accumulate waste.
- Cleanings shall be disposed of only at authorized areas approved by the Department of Environmental Health.
- Local Department of Environmental Health operating permits are required.
- Grey water trucks must be equipped with the following minimum safety items:
 - Reflectors, one set of three
 - Fire extinguisher, rated 2A10BC or better
 - Chock blocks of appropriate size for tire diameter
 - Flashlight
 - Electronic backup alarm, minimum 97 dbs.

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TOILET PUMPER TRUCKS

3833,13,5,8

(No.58 January 2017)

Toilet pumper trucks shall be hired “wet”. Toilet pumper trucks shall only be rented from vendors who provide this service as part of their normal operation. The vendor is responsible for compliance with all State and County Public Health and Safety codes. Trucks and equipment shall be maintained to all State and County Health and Safety standards. The state shall be responsible for treatment site dump fees. Toilet pumper truck types are based on total tank volume including fresh water and waste water. Toilet pumper truck rates are included in the portable toilet daily rate. Additional toilet pumper trucks are to be hired when an incident has toilets at remote locations which may require additional toilet pumper truck(s).

Pumper Truck Tank Capacity	CAL FIRE TYPE
1000 Gal and above	Type 1

500 – 999 Gallons	Type 2
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WATER TRAILERS (with and without pump)

3833.13.5.9

(No.58 January 2017)

The water trailer would normally be utilized as a stationary water source. Transportation of the tank trailer shall be for the haul-in and haul-out at the appropriate 2-3 axle tractor rate. Water trailers with or without dedicated tractors are not considered “Fireline Water Tenders.”

Water trailers (potable and non-potable) have been divided into three size categories:

- Non-potable water trailer 4000 gallon (without pump)
- Transport of a 1500 to 4000+ gallon water trailer shall be compensated at the appropriate 2-3 axle tractor rate
- Transport of a 1000-1499 gallon water trailer shall be at the 2-axle tractor rate

A tractor-trailer combination assigned to an incident base shall be paid at the appropriate one operator tractor-trailer rate, based on tank size category. Water Tender rates are predicated on single operator for up to 16 hour shifts. A second operator must be ordered when water tender operations will exceed 16 hours in a day.

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FUEL TRUCK REQUIREMENTS

3833.13.6

(No.58 January 2017)

Fuel trucks are hired wet. CAL FIRE hires fuel trucks to provide fuel at incidents so that CAL FIRE and other government vehicles can be refueled without leaving the incident. CAL FIRE prefers that hired equipment operators either furnish their own fuel or purchase it directly from the fuel vendor at the incident. This policy must be carefully explained to all equipment vendors at the time the EERA is prepared.

Preferential hiring for fuel trucks at incidents will be given to vendors with credit card capability. CAL FIRE requests that fuel truck vendors, when possible, accept cash or credit cards for fuel and oil purchases from non-governmental hired equipment vendors at the incident. Federal agency and CAL FIRE vehicles shall use the Emergency Equipment Fuel and Oil Issue, Form OF-304, to record their fuel use with vendor billing to CAL FIRE for payment. The option of using credit cards may also be available for federal agencies and CAL FIRE in lieu of the fuel issue Form OF-304.

Fuel Truck Rate

Fuel trucks are hired “wet”. The fuel truck rate is based on standard retail petroleum industry costs. (See Rates Handbook Section [3934.2.1.7](#)). Most commercial fuel vendors already have pre-established rental rates for their fuel trucks.

Flexibility is given to the Finance Section Chief at the incident to establish fuel rates. Incident fuel vendors shall produce actual verifiable invoices for the fuel they supply to the incident.

When hiring fuel truck vendors, they shall be instructed to provide only clear road fuel, and not red dyed, off-road (agricultural) fuel. Vendor's fuel price(s) at an incident shall reflect all applicable State and Federal taxes (pump price). Non-Agency vehicles are not exempt from any taxes and must pay the full price. Agencies reserve the right to add a fee to the fuel cost to vendors (users) to off-set the cost of providing fuel services at the Incident. Each pump shall have affixed the current year's weights and measures certificate from their home administrative county.

NOTE: Fuel truck operator is responsible for containing and disposing of fuel spills. Special attention must be paid to hazardous materials concerns such as leaky fuel nozzles, tanks, etc. Inspections are critical on these vehicles.

The fuel truck shall be fully registered as a commercial vehicle and be current with all DOT, Environmental Protection Agency (EPA), and state inspection requirements. The truck's fuel dispensing system must be designed to prevent the wrong product being dispensed; such as gasoline being introduced into a diesel-powered vehicle due to the dispensing system not being completely drained from the previous fueling. A separate dispensing system for each product carried on the fuel tender is preferred.

Equipment Requirements for Fuel Truck:

- Department of Transportation (DOT) standard reflectors (set of three)
- Fire extinguisher, rated 2A10BC or better
- Chock blocks of appropriate size for tire diameter
- Flashlight
- Electronic backup alarm, minimum 97 dBs
- Record of Annual safety inspection
- Proof of worker's compensation or major medical insurance
- Spill Kit
- Secondary containment for dispensing area

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FALLERS AND SWAMPERS
(May 2015)

3833.13.7

DEFINITIONS

3833.13.7.1

(No.58 January 2017)

Faller: Fallers are assigned to specialized tree falling operations or burning trees in excess of 24" diameter at breast height (dbh). Fallers shall utilize saws of 67 cubic centimeters (cc) or greater.

Swamper: Swampers are utilized to carry the faller's equipment and assist with falling operations.

Faller Modules: A faller module requires two persons, either a faller with a swamper or a second qualified faller. The module is hired wet and includes a faller with saw, transportation, fuel, lubricants, any tools and parts needed to keep the module in operation, and all required safety equipment. Fallers and Swampers are required to provide their own CAL OSHA approved wildland firefighting PPE. The module shall be paid with the appropriate ordering agency's Emergency Equipment Use Invoice. Faller modules shall be hired wet and transportation is included in the rate.

CAL FIRE will hire the faller, saw, vehicle, and swamper (or second faller) as one unit under one request number.

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FALLER MODULE REQUIREMENTS

3833.13.7.2

(No.58 January 2017)

Fallers and Swampers shall be hired "wet". They must have successfully completed the F.S.T.E.P. training course - Fireline Safety Awareness for Hired Vendors. (See [3833.11.1](#))

Faller Requirements

Prior to signing a pre-hire agreement with a faller, the vendor must show evidence that he/she is qualified. Such evidence may be in the form of references from former employers, customers, government forest practice foresters, licensed timber operator, or sale administrators who can provide verbal or written verification of the faller's ability to fall and buck trees exceeding 24" dbh. If experience as a faller cannot be verified, CAL FIRE shall not enter into the agreement.

The faller shall have the following minimum equipment:

- Chain saw at least 67cc, with spark arrestor, chain brake, and on/off switch
- Saw tool kit
- Falling axe and wedges
- Chaps
- Radio, refer to form FC-100R for minimum radio specifications.
- Refer to PPE section [3833.11.2](#)

Swamper Requirements:

Swampers shall be 18 years of age or older and meet all requirements as outlined below.

Other Requirements:

Fallers and Swampers shall be treated as vendors and shall provide all equipment necessary to do their job: chainsaw, transportation, and personal protective equipment (PPE) for the Faller(s) and /or Swamper. The vendor shall be responsible for the safe condition, operation, maintenance, and fueling of his/her equipment and vehicle.

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REFRIGERATOR TRUCKS AND TRAILERS**3833.13.8**

(No.58 January 2017)

Refrigerator trucks and trailers are hired “wet”. When the incident facilitates fueling for this type equipment, the fuel amount will be documented on an OF-304 fuel use invoice. The cost of the fuel will be deducted from the vendors Emergency Equipment Use Invoice. Preference is for refrigerator trucks to be signed up without an operator. Service personnel are included in the rate. This equipment has been identified as one that does not require a second operator.

When a trailer is delivered to an incident, the tractor shall be paid at the appropriate transport rate and released immediately. Unless requested in writing by the Incident Commander, the hauling tractor shall be released and compensated at the appropriate daily rate, for time incurred traveling to the incident and the return trip to the point of hire.

Refrigerator trailers shall be equipped with stairs, ramp, or lift gate, and a mechanism to maintain temperature when door is open.

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SERVICE TRUCKS AND MOBILE MECHANICS**3833.13.9**

(No.58 January 2017)

Heavy Equipment Service Truck:

Heavy equipment service trucks are hired “wet”. Heavy equipment service trucks are commercial heavy equipment trucks, with a mechanic able to perform field repair and maintenance on heavy trucks and equipment. Minimum equipment must include a 225 amp welder, a 120 psi, 20 cfm air compressor, and a 2 ton crane.

Light Equipment Service Truck:

Light equipment service trucks are hired “wet”. Light equipment service trucks are light trucks staffed with a mechanic, able to perform light vehicle maintenance and field repairs.

Tire Service Trucks:

Tire service trucks are hired “wet”. Tire service trucks are light trucks staffed with a mechanic, able to repair and replace heavy truck tires in the field. Service trucks include a mechanic, heavy tools, compressor, and supplies.

CAL FIRE shall not hire mechanic service vehicles to service private hired equipment on the fireline. Service vehicles are usually hired to service State equipment at the incident base, under direct supervision of the incident Equipment Manager.

If a State hired service truck is used to service hired private heavy equipment, the service truck's hourly rate, plus the cost of all parts and materials used, will be deducted from the receiving vendor's compensation. CAL FIRE mechanic personnel are billed at a \$150.00 hourly rate, prorated to the nearest ½ hour.

Service truck work hours will be documented on a CAL FIRE-297 shift ticket by the appropriate agency supervisor.

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SPECIAL VEHICLE MODULES

3833.13.10

(No.58 January 2017)

Special vehicle modules are hired “wet”. Special vehicle module rates are identified in CAL FIRE policy section 3934.2.2.1.

Special vehicle modules shall include the following equipment:

- DOT reflectors set of 3
- Flashlight
- Rope / Tie down straps (pickups and stake sides)
- Fire extinguisher 1A10BC minimum
- PPE requirements (refer to 3833.11.2)

Special vehicles obtained from commercial leasing firms shall not be hired using rates from the private equipment rental rate schedule. The State shall pay a commercial leasing firm their standard rate based upon an itemized billing. It should be emphasized that the State will not honor payment for insurance coverage for rented or leased vehicles obtained from a commercial equipment or leasing company. When hiring equipment from such firms, invoiced charges shall not include insurance coverage offered by the firm.

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MISCELLANEOUS SUPPORT EQUIPMENT
(May 2015)

3833.14

SHOWER UNITS
(No.58 January 2017)

3833.14.1

The vendor must meet the following requirements:

- Have the ability to continually service a minimum of 400 persons at an incident
- Be constructed of nonporous readily cleanable surfaces to facilitate sanitation and cleaning
- Have no less than 8 shower heads with a minimum of 20 psi water pressure and 2 gpm flow at the head
- Have one wash basin and mirror for every two shower heads
- Have continuous hot water heating capability
- Only potable water shall be used for all showers and hand wash trailers
- Sanitized at least twice daily by using the following procedure (as a minimum): wash down with soap or detergent, rinse thoroughly, and sanitize with a household bleach (5 percent chlorine) using a minimum of 1 tablespoon bleach to 2 gallons water or equivalent
- Each wash basin shall be provided with hot and cold water or temperature controlled heated water and after use grey water storage
- Dressing area shall be enclosed and be capable of accommodating as many people as the number of shower heads provided
- Dressing area shall have twice the number of clothes hooks as shower heads Areas will also have sufficient heating and ventilation to provide a comfortable atmosphere, sufficient drainage to prevent the accumulation of standing water
- Carpets/flooring that can be sanitized
- All labor and equipment to transport, set up and maintain the mobile shower facility
- Paper bath towels, paper hand towels and soap
- All fuel and electricity required for heat, lights and hot water
- Living accommodations for vendor's personnel

- 1500 gallon potable water storage
- Repairs to equipment.
- Generator of adequate size
- 2500 gallons grey water stationary storage

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MOBILE LAUNDRY UNITS

3833.14.2

(No. 62 August 2017)

Mobile Laundry Units are hired wet.

Minimum equipment and personnel requirements for mobile laundry units:

- Ability to perform heavy duty/soil cycle laundry service including wash, dry and fold
- Ability to provide a maximum of a 24 hour turn-around time for washing, drying and folding laundry
- Provide all supplies including soap, bags for clean clothes, tags
- Minimum of 1500 gallon stationary potable water storage
- Minimum of 1500 gallon stationary grey water storage
- Ability to maintain continuous hot water delivery.
- Labor and equipment to transport, set up and maintain unit(s)
- Vendor to provide manufacturer's data on equipment capacities
- Capacity rated at "Heavy Duty" or "Heavy Soil" washing cycle
- Generator sufficient to power laundry unit and lighting
- All laundered garments shall be returned in a clean bag

Mobile Laundry Unit Types:

- Type 1: 400 lbs. per hour or above
- Type 2: 250 - 399 lbs. per hour
- Type 3: 125 - 249 lbs. per hour

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GENERATORS**3833.14.3**

(No.58 January 2017)

Generator rates are based on kilowatt (kW) output per manufacturer specifications.

20 kW Generators and over include: fuel, 2 temp/Ground Fault Interrupter (GFI) protected power boxes, 250' temp power cord, setup, tear down, and standby technician. In addition, electrical devices, panels, and power cable connectors must be rain tight and meet or exceed OSHA and National Electric Code (NEC) standards.

Generators are not to be packaged. If a vendor has additional power boxes and power cords, the rate should be negotiated at per box and per foot as a special rate, and paid for as needed.

TENTS AND CANOPIES**3833.14.4**

(No.58 January 2017)

Tent and canopy rates are based on the manufacturer's usable square footage of the tent. Rate includes, set up and take down. All Western Shelter style tents shall include floor, insulated roof, interior lighting, distribution spider box, pig tails, American Disabilities Act (ADA) approved double doors and ADA approved ramp thresholds. This requirement does not apply to larger tents where insulation packages and floors are not available from the tent manufacturer. Evaporative cooling systems (Porta Cool) are appropriate for these larger tent types.

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CLERICAL SUPPORT MODULES**3833.14.5**

(May 2015)

CLERICAL SUPPORT MODULES, TYPE 1**3833.14.5.1**

(No.58 January 2017)

The following are the minimum requirements for a Type 1 Clerical Support Module:

- A minimum of one trained clerical person available with the unit 24 hours per day, proficient in word processing using Microsoft Office, and operating copiers, plotters, and printers.
- The unit shall be climate controlled and shall arrive fully fueled.
- All necessary connections (wires/plugs) shall be provided by vendor.
- A quiet type generator, of sufficient size to operate all equipment and climate control associated with the unit. The generator shall arrive fully fueled.
- Photocopiers: two (2) with capability to:
 - Produce 400 copies of 40 pages twice per day in three (3) hours

- Color page insert capable
- 11" X 17" page insert capable
- Fax machines:
 - One (1) stationary; laser type, heavy duty, capable of sustaining large volume of faxing
 - Three (3) remote with capability for photocopying, plain paper type and available for use at other locations at the Incident base
- Telephone capabilities: Unit shall be pre-wired for telephone use with a minimum of four (4) line capability and a single hook-up box located on unit exterior
- Computers: (2) compact disc read-write drive, minimum of one available USB port, Microsoft Office Professional software, operating system of Windows 7 or better and networked with scanner and printers
- Printer: One (1) laser type networked with all computers and capable of 11" X 17" printing
- Color Printer: One (1) laser type networked with all computers
- Plotter: One (1) 36" format, non-GIS ready and networked with all computers
- Scanner: One (1) color flatbed networked with all computers
- Staplers: One (1) heavy duty and one (1) light duty stapler
- Hole punch: One (1) heavy duty three-hole adjustable punch with capacity of 25 pages at a time
- 18" Paper cutter
- Laminator: One (1) 11" X 17" capacity
- Paper shredder: One (1) cross cut type, capable of shredding 6 letter sized pages at a time
- Clerical support module supply stock. Unit shall be initially stocked by the Vendor as follows and must maintain restocking at same level:
 - Minimum 12 cases 8 ½" X 11" paper
 - Minimum 5 cases 11" X 17" paper
 - Minimum 3 different colors of 8 ½ X 11 paper (3 reams each color)
 - Toner for seven (7) days
 - Copier and printer supplies for 80,000 copies
 - One hundred blank writeable compact discs
 - Laminate supplies – laminate for 25 copies, 11" X 17"
 - Laminate for 50 copies, 8 ½" X 11"
- Additional trained clerical support availability to meet incident demands

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CLERICAL SUPPORT MODULE, TYPE 2

3833.14.5.2

(No.58 January 2017)

The following are minimum requirements for a Type 2 Clerical Support Module:

- Minimum of one trained clerical person, available with the unit 24 hours per day, proficient in word processing using Microsoft Office, and operating copier and printer
- The unit shall be climate controlled and shall arrive fully fueled
- Generator: One (1) quiet type with sufficient size to operate all equipment described above
- All necessary connections (wires/plugs) are to be provided by vendor
- Photocopier: One (1) capable of producing 100 copies of 20 pages twice per day in three hours. Clerical staff or copies capability of insertion of up to three colored copies per Incident Action Plan
- FAX machine: One (1) laser type, heavy duty, capable of sustaining large volume of faxing
- Telephone capability: Minimum of 100 feet of telephone line with RJ-11 connectors
- Computer: One (1) compact disc read-write drive, minimum of one available USB Port, Microsoft Office Professional software, operating system of Windows XP or better and networked with printer
- Printer: One (1) laser type networked to computer
- Stapler: One heavy duty and one Light duty stapler
- Hole punch: One (1) Three-hole heavy duty hole punch
- Clerical support module supply stock: Unit shall be initially stocked, with vendor to maintain restock availability with the following supplies:
 - Minimum 5 cases of 8 ½" X 11" paper
 - Minimum 3 different colors of 8 ½" X 11" paper (one ream each color)

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GEOGRAPHIC INFORMATION SYSTEMS (GIS) SUPPORT MODULES

3833.14.6

(No. 49 October 2016)

The table below shows the computer, printer, plotter, and workspace requirements for each type of module. [See 3800 Handbook Exhibit 27](#) for the list of specific requirements. GIS Rates; 3934.2.2.16..

Type I-III GIS Modules shall include: trailer or cargo truck; mileage; an operator available 24 hours per day and 7 days per week; a generator (with fuel); wired and wireless computer network; and the office equipment provided (tables, chairs, necessary toner, ink, staples, etc.). These modules are self-contained trailers or cargo box trucks which provide work space for GIS Specialists (GISS) to perform their work. They can be used when the incident base has no buildings/office space available for GISS or when the necessary environmental conditions (AC, heating, dust free, etc.) are not available in on-site buildings. The Type III Module is used when all GISS provide their own laptops and will only need a module with a network, printer and plotter for the incident.

Type IV and V Modules only include equipment and do not come with a trailer or cargo truck. These modules shall include a wired and wireless computer network and technical support within 2 hours of support request. Type IV and V Support Modules can be used when office space is available in the incident base for GIS workers and no trailer/truck is necessary. These are less expensive modules since they do not come with a trailer/truck.

Refer to Exhibit 27 GIS Vendor Typing for minimum complement and capability.

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MOBILE KITCHEN UNIT (MKU) SUPPORT MODULES

3833.14.7

(No.58 January 2017)

All MKU support equipment shall be maintained in clean and sanitary condition. Vendor equipment shall meet or exceed all State and Federal health and safety regulations.

MKU Support Module A:

Support Module A includes B, C, and D Support Modules. Ownership of all equipment included in the modules shall be verified.

- Potable Water Truck - minimum 1000 gallons
- Grey water truck - minimum 1000 gallons w/250 gallon bladder bag
- Food prep trailer - minimum 28 ft. with 600 Cubic ft minimum refrigerator (additional refrigerator truck or trailer acceptable) and minimum 32 sq. ft. counter space. 2 food prep sinks, 1 additional hand washing sink, hot and cold running water.
- Lighting package w/power for kitchen (includes power cords)
- Support/Refrigerator trailer with operating instructions stairs, ramp or lift gate - minimum 24 ft. for lunches

- Hand Wash Trailers include 8 basin minimum, hot and cold water, soap, towels, 1000 gallon grey water storage, 500 gallon potable water storage, set up, tear down, daily cleaning, and operator.
- Scullery (dish washing) trailer shall have 3 wash basins for washing, rinsing, and sanitizing. The scullery shall be equipped with adequate counter space or rack system for air drying dishes. Vendor is to provide adequate staffing or automated equipment to meet a minimum 90 minute turnaround time.
- Generator - minimum 75 kW 120V-240V capable of 50 amp single phase and 3 phase simultaneously
- Forklift- minimum 4000 lbs. - Off road capable with pneumatic tires (vendor to provide operator(s).)
- Shower unit minimum 3 heads with appropriate supplies and twice daily cleaning for kitchen inmates (includes potable and grey water storage)
- Laundry - 1 washer/1 dryer with appropriate supplies for kitchen laundry w/power
- 2 Tents (550 sq. ft. ea.) with sides, floor, insulation package, HVAC and power for sleeping inmates
- Canopy for feeding – 3600 sq. ft. minimum with lighting and power
- Canopy for Kitchen – 800 sq. ft. minimum with lighting and power
- Canopy for dry goods storage – 800 sq. ft. minimum with sides, floor, lighting and power
- Canopy for hydration cover – 400 sq. ft. minimum with lighting and power
- Canopy for salad bar – 600 sq. ft. minimum
- Tables and chairs for 500 people
- 20 garbage cans 32 gallon minimum

MKU Support Module B- Kitchen Area:

- Potable Water Truck - minimum 1000 gallons
- Support/Refrigerator trailer with operating instructions stairs, ramp or lift gate - minimum 24 ft. for lunches
- Forklift - min 4000 lbs. - off road capable with pneumatic tires (vendor to provide operator(s).)
- Generator - minimum 75 kW 120V-240V capable of 50 amp single phase and 3 phase simultaneously

- Food prep trailer - minimum 28 ft. with 600 Cubic ft minimum refrigerator (additional refrigerator truck or trailer acceptable) and minimum 32 sq. ft. counter space. 2 food prep sinks, 1 additional hand washing sink, hot and cold running water.
- Lighting package w/power for kitchen (includes power cords)

MKU Support Module C- Feeding Area:

- 2 Tents (550 sq. ft. ea.) with sides, floor, insulation package, HVAC and power for sleeping inmates
- Canopy for feeding – 3600 sq. ft. minimum with lighting and power
- Canopy for Kitchen – 800 sq. ft. minimum with lighting and power
- Canopy for dry goods storage – 800 sq. ft. minimum with sides, floor, lighting and power
- Canopy for hydration cover – 400 sq. ft. minimum with lighting and power
- Canopy for salad bar – 600 sq. ft. minimum
- Tables and chairs for 500 people
- 20 Garbage cans 32 gallon minimum

MKU Support Module D- Sanitation:

- Grey water truck- minimum 1000 gallons w/250 gallon bladder bag
- Shower unit minimum 3 heads with appropriate supplies and twice daily cleaning for kitchen inmates (includes potable and grey water storage)
- Hand Wash Trailers include 8 basin minimum, hot and cold water, soap, towels, 1000 gallon grey water storage, 500 gallon potable water storage, set up, tear down, daily cleaning, and operator.
- Scullery (dish washing) trailer shall have 3 wash basins for washing, rinsing, and sanitizing. The scullery shall be equipped with adequate counter space or rack system for air drying dishes. Vendor is to provide adequate staffing or automated equipment to meet a minimum 90 minute turnaround time.
- Laundry - 1 washer/1 dryer with appropriate supplies for kitchen laundry w/power

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PORTABLE TOILETS, HAND WASH BASINS & HAND WASH TRAILERS 3833.14.8
 (No.58 January 2017)

Portable toilets include delivery, relocation as needed, and pick up. They require two services daily with cleaning and wiping down. Dump fees will be compensated by the state unless included in the CAL FIRE Facility Use Agreement.

Hand Wash Basins include fresh water and grey water storage, soap, paper towels, set up, tear down, and as needed cleaning. Portable handwash stations will be serviced per industry standards and marked as “non potable water”. Any unit designed (factory produced) to accommodate multiple personnel will be compensated as multiple basin units based on the number of faucet heads available.

Hand Wash Trailers include hot and cold water, soap, towels, 1000 gallon grey water storage, 500 gallon potable water storage, set up, tear down, daily cleaning, and operator.

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COMMAND and OFFICE TRAILERS

3833.14.9

(No.58 January 2017)

Minimum square footage requirement includes slide out room(s)
Command trailers will meet the following minimum requirements:

- Type 1: 328 sq. ft. and larger – 8 work stations, sleeps up to 4
- Type 2: 248 sq. ft. - 327 sq. ft. – 6 work stations, sleeps up to 3
- Type 3: 160 sq. ft. - 247 sq. ft. – 4 work stations, sleeps up to 2
- VHF external antenna with internal connection with 12 volt 15 amp power port for radio

All office trailers will meet the following minimum equipment requirements

- Type 1: 328 sq. ft. and larger minimum 10 work stations
- Type 2: 248 sq. ft. - 327 sq. ft. minimum 7 work stations
- Type 3: 160 sq. ft. - 247 sq. ft. minimum 5 work stations

All Command Trailers and office trailers will meet the following minimum equipment requirements:

- 2.5 cubic ft. refrigerator
- Coffee maker
- RV type awning sized appropriate for trailer
- All in one printer/copier/fax/scan with drivers/dedicated line
- 8 Square ft. desk/counter space per work station
- Telephone at each work station

- Weather proof external communications patch panel
- Internal phone punch panel wired for each work station/fax
- Ethernet at each work station
- Internal Com Cabinet with rack mounted switch and Ethernet switch
- 2 port 120 volt AC power at each work station
- Adequate lighting at each work station
- Rolling office style chair at each work station
- 25 square ft. white board
- HVAC (evaporative cooling is not acceptable)
- External lighting/portable or fixed
- All weather flooring suitable for rolling office chairs
- Functional CO detector(s)
- Functional Smoke Detector(s)
- Fire Extinguisher(s)
- 20 page capacity paper shredder
- (Recommended) Service window for outside customer service

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HELICOPTER OPERATIONS SUPPORT MODULES

3833.14.10

(No.58 January 2017)

Helicopter Operations Support Modules are hired “wet”.

Trailer Specifications:

- Minimum 24’ trailer with stabilizers
- 2 work areas separated by door
- HVAC Climate control each room
- Room 1, Radio Room to have 180 degree window view w/3 work stations/office style chairs/work stations 4.5 sq. ft. desk area
- Viewing windows to be installed to provide adequate vertical and horizontal viewing. Windows should be tempered glass, laminated glass or glass covered with protective film to prevent shattering in case of impact from flying objects.
- Room 2, Meeting room w/4 work stations/office style chairs

- (3 ea.) Dry Erase Boards 36”X24” (1 in radio room, 2 in general work area) with dry erase markers
- (3 ea.) Cork Boards 36”X24” (1 in radio room, 2 in general work area) with push pins
- 1 Technician able to program radios, satellite internet access deployment and maintain all vendor equipment
- 1 All in one printer, copier, scanner, fax capable of minimum 26 page per minute printing capability (2 reams of 8 ½ x 11 white paper) (black and white acceptable)

Lighting Requirements:

- Adequate lighting at each work station
- Exterior lighting to allow safe access/egress and lighted briefing area

Electrical Requirements:

- 120/240 volt 50 amp service connection with disconnect switch at master breaker
- (1 ea.) 50 foot 50 amp extension cable – industry standard 50 amp twist lock connections
- (1 ea.) 120 volt 15 amp electrical outlet at each work station
- Battery backup located external of work area with DC charging to maintain battery backup
- (2 ea.) 12 volt DC 15 amp outlets near radio equipment
- 15 kW generator with sound reduction insulation (whisper quiet type)

Communication Equipment Requirement (Radios):

- Radio, refer to form FC-100R for minimum radio specifications.
 - Two-way mobile radio with handheld or desk mic with adjustable volume control
 - Minimum of 450 channel capacity
 - Matched broadband antennas for each radio tuned to proper frequency bands and cover required MHz spectrum
 - Antennas to be mast or roof mounted
 - Minimum CTCSS (32 selectable tones), and DCS tones.
 - Set to operate in analog narrowband unless otherwise specified
 - All radios must utilize Win 7 or later software
- RF Cables:
 - Accessible for testing in complete route
- VHF-AM Base Station: (2 each) (mobile or base)
 - Desk or handheld mic with adjustable volume control

- Available user programming instruction manual
- Ready for immediate use:
 - All radio equipment must be ready for immediate programming and use
 - Vendor to provide all programming software and dongle (programming cable)
 - Vendor to provide all required hardware

Communication Equipment Requirement (Telephones/Internet Service/Access):

- (1 ea.) customer accessible external patch panel, 3 line minimum
- (4 ea.) pre-wired RJ-11 phone jacks
- (4 ea.) pre wired RJ-45 wall jacks
- Telephone handset at each work station
- High Speed Satellite Internet including service provider
- Minimum 2MB upload and 5MB download
- Wireless LAN (3 ports)

Additional Equipment Requirements:

- Public Address System: Operated from the dispatch area providing audio 360 degrees around outside trailer area. (Minimum 30 watts)
- (10 ea.) Time tracking devises/timers
- Digital weather station capable of:
 - Wind Speed
 - Wind Direction
 - Temperature
- (3 ea.) 48 quart ice chests
- (4 ea.) 6 foot folding tables
- (20 ea.) Folding chairs
- Functional CO2 detector(s)
- Functional Smoke Detector(s)
- Fire Extinguisher(s)
- 200 square ft. of shaded area anchored (capable of withstanding rotor wash and wind)

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MOBILE SLEEPING TRAILERS

3833.14.11

(No.58 January 2017)

Trailer Type	Trailer Length Minimum	Available Bunks Minimum
Type 1	40' +	40 +
Type 2	24	12

Type 1 and 2 sleeping trailers must meet all State Fire Marshal and Public Health and Safety Codes for equipment of this type. Sleeper trailers meet the following minimum requirements.

- HVAC adequate to maintain 70 degrees (heating and cooling)
- Noise reduction to provide a quiet environment

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OTHER TYPES OF EQUIPMENT

3833.14.12

(No.58 January 2017)

For equipment not discussed elsewhere, the following is the preferred method of hiring:

Commercial vans (U-Haul)	Use state contract unless unavailable
Portable pumps	Dry; daily rate without operator
Ambulances	Wet; hourly rate with personnel, not including medical transport
Dumpsters	Daily rate with full service; one-time delivery/pickup

Miscellaneous special equipment commonly hired to assist with Incident Base operations include:

- Mobile kitchen steam table
- Grey water collections
- Light standards
- Portable pumps

When negotiating the appropriate rate for a particular piece of special equipment, refer to a "Rental Equipment Rate Guide", or local equipment rental vendor.

Specialty items that are best rented through a negotiated rate:

- Building/facility rental
- Construction equipment
- Crash trucks
- Dumpsters

- Computers and related equipment
- Janitorial services
- Photocopy machines
- Security officers (guard services)
- Televisions

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FIRE SUPPRESSION REPAIR EQUIPMENT (Hourly Rate) 3833.15
 (No. 49 February 2014)

Equipment hired under an EERA may be used during and immediately after an incident for suppression repair work. As a general rule, equipment under EERA should not be used for suppression repair work beyond five days after fire containment.

When suppression repair work beyond five days after containment occurs, a separate incident number may be established to track emergency suppression repair equipment hired under negotiated rate. This will allow procurement officials time to competitively acquire rehabilitation equipment and services at the negotiated rate. When equipment will be utilized for suppression repair for an extended period following an incident, competition should be sought. The standard rates in these situations may not provide the best value to the State.

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GRADERS, EXCAVATORS, AND BACKHOES 3833.15.1
 (No.58 January 2017)

Graders, excavators, and backhoes, are normally hired for suppression repair assignments. If these resources are hired for fireline assignments, CAL FIRE shall provide direct supervision to ensure vendor safety. Rates for these resources are established in Policy Section 3934.2.3.

These types of resources shall be equipped with a backup alarm, minimum 97 db.

At the time of hire and for the duration of the incident, each operator of fireline equipment shall have and maintain the PPE listed in [3833.11.2](#).

All operators of such equipment performing non fireline suppression repair work are required to be equipped with minimum personal safety equipment listed in [3833.11.3](#).

All operators of fireline and suppression repair equipment are required to attend the State Fire Training, Fireline Safety Awareness for Hired Vendors, 8 hour class annually.

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SUPPRESSION REPAIR EQUIPMENT

3833.15.2

(No.58 January 2017)

Suppression repair equipment may be hired at a negotiated rate. The negotiated rate shall not exceed the standard EERA rate for a like piece of equipment. Operators of suppression repair equipment shall comply with the minimum personal safety equipment requirements as listed in [3833.11.3](#).

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TRAILER MOUNTED / SELF PROPELLED BRUSH CHIPPER MODULES **3833.15.3**

(No.58 January 2017)

Modules are hired “wet”. Module includes appropriate tow vehicle with minimum of two personnel. Trailer mounted and self-propelled brush chippers are typed by horsepower derived from the original manufacturer’s specifications. Refer to section 3934.2.3.4.

Brush Chipper operator personal protective equipment is listed in [3833.11.3](#).

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