

EMERGENCY ACTIVITY RECORD (Cal EMA Form F-42) 3837
(No. 48 Jun 2013)

The California Emergency Management Agency (Cal EMA) is responsible for the management of the state's mutual aid system. In that role, it participates in a cooperative agreement with CAL FIRE and federal fire agencies whereby it acts as a conduit for the ordering and payment of local government resources which assist CAL FIRE and federal fire agencies, such as United States Forest Service, National Park Service, Bureau of Land Management, Fish & Wildlife Service, and Bureau of Indian Affairs in fire fighting. This assistance may be Cal EMA-owned engines on loan to local jurisdictions and staffed by local government personnel, or it may be local government personnel on locally owned equipment. Occasionally, CAL FIRE employees staff Cal EMA-ordered equipment.

Reimbursement for the use of Cal EMA-ordered personnel and equipment is established through agreements between Cal EMA and the jurisdictions which have been assigned Cal EMA emergency apparatus.

For a description of the Cal EMA invoicing process, see [Section 3865.8](#) on Cal EMA Form F-142. See also the 8500 Cooperative Fire Services Procedures Handbook for additional information on Cal EMA-ordered resources. The rate schedule for payment of Cal EMA-ordered resources is published annually.

DESCRIPTION OF Cal EMA Form F-42 3837.1
(No. 48 Jun 2013)

The Cal EMA Form F-42 is used to record the activity of apparatus and personnel ordered by CAL FIRE through the Cal EMA system. The resource data on the Cal EMA Form F-42 is used to prepare Cal EMA internal fire reports and to generate an invoice, Cal EMA Form F-142.

The Cal EMA Form F-42 must be completed for reimbursable state and federal fire agencies, non-reimbursable mutual aid, federal Fire Management Assistance Grant (FMAG), and gubernatorial or presidential declared disasters. This includes support personnel, i.e., personnel responding with a Cal EMA communications or support unit, or a strike team leader responding in a local jurisdiction vehicle.

Completion of the Cal EMA Form F-42 should commence upon initial dispatch. In the event support personnel do not have access to the form, one can be obtained from any Cal EMA apparatus at the time of dispatch. During emergency operations, a Cal EMA representative or strike team leader will normally be available to assist with completion of the Cal EMA Form.

On state responsibility area (SRA) fires, Cal EMA equipment is subject to dispatch from one incident to another, with apparatus and crews often working on numerous incidents before returning to home base. To accurately prepare invoice forms, a separate Cal EMA Form F-42 must be completed for each incident. A new order and request number must

be included for each Cal EMA Form F-42. Additionally, **Box 12, "Comments", must include the daily activities and/or assignments: e.g. Arrived at incident, Assigned to Branch II, etc.** In all cases where CAL FIRE has ordered Cal EMA resources and is the paying agency, a CAL FIRE incident command representative must sign the Cal EMA Form F-42. If CAL FIRE resources are dispatched on a Cal EMA order, those resources must still complete CAL FIRE's own timekeeping records, such as the Personnel and Equipment Report (FC-33).

CAL FIRE PROCESSING REQUIREMENTS

3837.2

(No. 48 Jun 2013)

Whenever CAL FIRE uses Cal EMA resources, the Cal EMA Form F-42 must be completed in triplicate to permit the pink copy to be left with the incident Finance Section, and the goldenrod copy to be left with the responding Agency Representative at the end of the incident. Normally, Cal EMA fire and rescue personnel will collect the white copy at the incident. If the Cal EMA copy of the Cal EMA Form F-42 is not collected at the incident, it is the responsibility of the responding agency to submit it to Cal EMA Fire and Rescue Division.

Where Time Recorders are used, it is not necessary to require the Cal EMA Form F-42 to be left with the Time Recorder throughout the incident as is for the FC-33 and the Fire Crew Activity Record (FC-33A). It is the responsibility of the Incident Commander and/or Finance Section Chief to ensure that a completed copy of the Cal EMA Form F-42 is collected from the Cal EMA resource at the end of the incident.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

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