TYPICAL PROCUREMENT SITUATIONS 3847

(No. 16 March 2002)

MEALS 3847.1

(No. 29 March 2006)

Governing policy on meals is found in Section 3821.9, Proper Expenditures for the Emergency Fund. Please note the following:

- **Restaurant meals en route to an incident:** Restaurant meals purchased en route to/from a fire may be charged to the Emergency Fund. Meals purchased in support of a non-fire incident must be charged to the normal operating budget.

  If 3 or more people are purchasing meals, then the purchase can be made with either a Std. 65 if the vendor does not accept VISA, or CAL-Card. An AO-341 meal and hotel roster listing the names of the people who were fed must be attached. Please note on the pay document that these meals were for either going fire or emergency incident.

  Meal reimbursement rates are set at the per diem rate for the dinner meal (per diem rate includes meal, beverage, sales tax and gratuity). Costs in excess of the dinner meal rate will require special justification. To ease payment through the State Controller's Office, identify the purchase as a meal(s) rather than differentiating by breakfast, lunch, or dinner.

  Meals purchased in restaurants but not eaten on the premises may be coded as "foodstuffs--code 506" rather than restaurant meals and would then not require a list of names (although Accounting still prefers to get a list).

- **Sack lunches and meals prepared at the fire line:** These types of meals are not considered restaurant meals and do not require that lists of names be submitted with the Std. 65 or CAL-Card. When caterers are used, have them bill on a per meal basis, noting on the invoice: "x" meals. Presenting the bill in this way helps General Services classify the arrangement as a "foodstuffs--code 506" purchase, rather than as a service agreement (prepared meals--code 292.01). Also, do not differentiate between breakfast, lunch or dinner. Use the term "meals." **Reminder**: **as for other purchases, indicate "going fire" on the face of the Std. 65 or CalCard receipt along with the order number.**

  When using the delegated purchasing authority in this manner, remember that the Department of General Services charge for the use of the delegation may be coded to the Emergency Fund, as well. (DGS is modifying its billing documentation for the delegation charge to allow identification of the charge by Std. 65.)

Restaurant meals at expanded dispatch: Restaurant meals may be purchased for personnel at the Unit, Region or Headquarters level when expanded dispatch is in operation and it is unreasonable to release those employees within a two-hour time period for their normal meal. Purchases of this nature are classified as "foodstuffs—code 506", rather than as a service agreement (prepared meals--code 292.01). Also, do not differentiate between breakfast, lunch or dinner.

MOTELS 3847.2

(No. 29 March 2006)

The use of motels in support of an incident is governed by the Bargaining Unit 8 Memorandum of Understanding (Section 5.02) and found in the 7500 Incident Logistics Handbook, Section 7557. The fiscal provisions and items needed for negotiation of a use agreement are excerpted below:

A. The present policy of "double shifting" in the use of motel rooms continues.

B. Equipment shall not be left in circumstances where there is a probability of theft or vandalism because of motel use.

C. A comparable facility is any sleeping/freshening facility that can provide:

- Controlled environment or modification of outside environment;
- Bed with mattress, preferably with linen supplies;
- Shower/wash facilities clean and sanitary;
- Reasonable privacy, free from traffic and other interruptions.

  Typical examples are dormitories and school/church camps. Absent the availability of individual sleeping areas associated with motels or dorms, the use of large divided or undivided buildings, i.e., gyms, fairgrounds armories, is a good alternative. Cots with sleeping bags and privacy partitions are an acceptable alternative if no beds are available.

D. Motels or comparable facilities are not required for the first 24 hours, except under special circumstances, e.g., tired crews coming from other incidents or severe weather conditions.

E. When it is not cost effective or when facilities are limited, motel or comparable facilities need not be provided every shift; however, at least once every 72 hours is reasonable when they are available. Motels and comparable facilities can be used on the same incident. If motel rooms are available and cost effective, they should be provided to every shift.

F. All Units will include a motel/comparable facility section in the ERD. Instructions on how this should be done are found in the 7500 Incident Logistics Handbook.

G. These excerpts do not cover policy related to how the Logistics Section is to carry out its assignments on assigning rooms, etc. Please refer to 7500 Incident Logistics Handbook, (see Section 7557 for that information and for a discussion of the responsibilities of the Facilities Unit Leader or Motel Technical Specialist).

When utilizing motels a CAL FIRE-93 and an AO-341 (roster) are required.

RENTAL VEHICLES 3847.3

(No. 29 March 2006)

This section covers vehicles rented from the Department of General Services, and commercially rented vehicles.

State-Owned Automobiles (Pool)

The Department of General Services, Fleet Administration Division, supplies or arranges for the use of vehicles by other State agencies with short-term ("tripper") or long-term ("monthly") assignment. The common-use types of vehicles that comprise the pool are sedans, station wagons (6- or 9-passenger, pickup trucks, light utility, 1/2- or 3/4-ton), and some carryalls or van-bus types under one-ton capacity. Special one-of-a-kind vehicles are not generally included in the General Services pool. However, help can be provided to obtain these from other sources.

State pool vehicles will be dispatched only when a General Services charge card is presented to the dispatcher by the employee authorized to use the vehicle, accompanied by a valid driver’s license.

"Trippers" are normally not approved for longer than seven days. If a vehicle is needed beyond seven days, be sure to advise the pool facility so that special arrangements can be made. If a State vehicle which has been rented for less than seven days cannot be turned in within that time frame due to unforeseen delays, **be sure to call the pool facility from which the vehicle was rented and obtain clearance for a later turn-in.**

Commercial Automobile Rentals

When a State-owned automobile is not available and automobile travel is essential to the conduct of official business, employees may rent commercial automobiles. Rental of an automobile on a continuing basis **for more than seven days** must be approved by the Department of General Services' Fleet Administration Division.

- Use the General Services charge card for rental of commercial vehicles.
- The State contract vendor is your first choice. Do not use non-contract vendors at a location where the contract vendor is available. If vehicles are not available from the State contract vendor, get an authorization number from the vendor prior to rental from another vendor.
- Contract vendor information changes frequently and is distributed by temporary directive. Be sure to obtain a copy of the most current information.

Commercial Crew Transport

Due to the lack of approved relief crew carrying vehicles (CCVs) in the camps on days when a bus or CCV is out of service during fire season, commercial transportation can be rented from a commercial vendor to transport fire crews to and from an emergency incident. The vehicle rental is **an appropriate charge to the emergency fund for wildland fires only.** For tracking purposes, the camp Assistant Chief or his/her designee shall obtain an order and request number for the crew transportation prior to placing the order with the local vendor. All private equipment will be rented in accordance with Section 6790, Mobile Equipment Management Procedures Handbook. Record the mobile equipment identification number of the CCV that is out of service on the CAL FIRE-93 to the vendor (e.g., "This vehicle was rented to replace 22x999").

PERSONAL ITEMS 3847.4

(No. 29 March 2006)

This section covers commissary use and situations where a personal item must be replaced in order for the employee to go on with his/her job.

A. Commissary use

It is not CAL FIRE's policy to establish or support a commissary at incident bases. However, when a USFS commissary has been established **and that commissary is contracted ou**t, CAL FIRE employees may use its services on a cash or personal credit card basis. (USFS employees also have the option of using a contracted commissary on a payroll deduction basis, but that option is not open to CAL FIRE employees.)

Please note that CAL FIRE employees may **not** use a USFS commissary if it is not contracted out. USFS-operated commissaries are on a payroll deduction basis only, and CAL FIRE does not have legal authority to join in through payroll deduction.

The only time when both types of commissaries may be present on the same incident is during the transition from a smaller incident to a larger one, when the USFS-operated commissary may be replaced by a contracted commissary.

B. Loss or damage of personal items that prevents employee from working

An employee occasionally loses or damages a personal item, such as glasses or boots, without which he/she cannot perform the job. Under normal circumstances, personal damage claims are handled on an AO-61 with the employee responsible for replacing the item and submitting a claim for it if he/she believes the state is liable. However, this is not always feasible in extended fire situations. If the immediate concern is to return the employee to working status, it may be necessary for CAL FIRE to purchase the goods for the employee, using the normal Std-65 or CalCard process, and process the paperwork **immediately afterwards in accordance with instructions provided in Section 3855.** Be sure to note on top of the form “Items purchased by CAL FIRE employee at on-going fire."

If all review levels accept the purchase as valid, the employee will receive an approved copy of the AO-61 and the transaction is closed. However, if it is subsequently determined that the item lost or damaged was not the Department's financial responsibility, the employee will receive a written explanation of rejection of the AO-61 and be billed for the amount of the purchase.

Please note that this type of purchase may NOT be charged to the Emergency Fund. It must be charged to the employee's home unit operating budget and any subsequent reimbursement from the employee credited to that account.

Please also note that personal items can only be purchased by CAL FIRE (in advance of AO-61 approval) in a fire situation, and **only when the loss of the item DIRECTLY prevents the employee from carrying out his/her assigned duties**. All other personal item replacements must follow the normal AO-61 processing with reimbursement made to the employee only after financial liability on the part of the State has been determined.

(Instructions on the procedures and how to prepare the AO-61 are provided in Section 3855)

RENTAL EQUIPMENT 3847.5

(No. 29 March 2006)

Typical financial situations are identified by equipment type or function in Section 3833.1.

CALIFORNIA NATIONAL GUARD (CNG) 3847.6

"Cooperative Agreement" among State of California, Military Department, National Guard, CAL FIRE, et al

(No. 16 March 2002)

When assistance is requested from the California Military Department during wildland fire emergencies, payments made for CNG operations will be done in compliance with the California National Guard. In addition, all purchases or expenses relating to CNG will be made in accordance with State policy and procedures. As a State agency, CNG must follow all State-mandated guidelines.

CNG units used in support of fire suppression activities will be provided the following items:

A. Fuel, petroleum products and necessary incident related repairs for equipment.

B. Daily fire pay rate for CNG personnel as specified in the annual “Military Positions and Daily Fire pay Rate Letter for Support of Forest Agencies”, based on the position filled. See Section 3836.16 or actual cost for any CNG non - military personnel.

C. Subsistence and appropriate lodging while traveling to, engaged in and returning from an incident.

D. Ground transportation to and from lodging for flight crews.

E. The proper collection, storage, packaging, manifesting, and disposal of all hazardous waste generated as a result of MILITARY maintenance operations at the incident, command post, base camp, staging area, or mobilization center.

CNG EQUIPMENT 3847.6.1

(No. 16 March 2002)

Direct payment to CNG for the use of equipment is not authorized. CNG will bill for post-incident aircraft and equipment maintenance at established Department of Defense emergency rates based on the number of hours of flight time or equipment use attributed to the incident. CNG will not bill for personnel performing post-incident aircraft of equipment maintenance. CAL FIRE (or federal agency) will obtain the necessary items to maintain CNG equipment in ready condition and supply those items to CNG, upon request. Cost for fuel, tires or repairs made directly by CNG will be invoiced by CNG to the Sacramento Accounting Office for audit and subsequent payment.

CNG PERSONNEL 3847.6.2

(No. 16 March 2002)

CNG will bill for CNG personnel provided in support of wildland firefighting operations at the daily fire pay rate specified in the annual “Military Positions and Daily Fire Pay Rate Letter for Support of Forest Agencies”, based on the MILITARY position filled. The daily rate will be billed regardless of the amount of time worked on a given day by any personnel. In the event CNG personnel are assigned to more than one incident during a calendar day, CNG will only bill the first incident. CNG will bill the its actual costs for any federal or State civil service personnel, or other non-military personnel, used in direct support of fire operations provided their salaries are not included in CNG’s indirect cost base calculations.

When CNG helicopters are utilized in an initial attack role from a permanent or temporary helitack base that is not a part of a specific incident, CNG will bill the agency managing the helitack base for all billable CNG costs so assigned regardless of whose fire is flown. The agency managing the helitack base will then bill the FOREST AGENCY whose fire was flown on a pro-rated basis for personnel costs and on a flight time basis for flight and post incident maintenance. The assignment as an initial attack helicopter will be terminated in the event a helicopter is assigned to a specific incident in excess of 48 hours.

In the event a canteen/commissary is established by FOREST AGENCIES at the incident base, CNG personnel shall be allowed access on a cash basis in accordance with the procedures in effect at the time.

CNG SUBSISTENCE AND LODGING 3847.6.3

(No. 16 March 2002)

Lodging will be provided en route to and from the incident. Other than State activations of MAFFS and flight crew personnel, CNG personnel will not normally be provided motels at incidents. Any motels provided authorized CNG personnel will be coordinated with the incident's Logistics Section.

Subsistence will be provided to CNG personnel in like form to CAL FIRE personnel assigned to the incident. These items can be provided through incident base resources, i.e., base camp kitchens and sleeping facilities, or by local vendors and lodging establishments directly paid for by the State. As State employees, CNG personnel must follow State DPA, Office of Procurement, Department of Finance, Board of Control and General Service's requirements. Subsistence provided while en route to or from incidents shall not exceed DPA regulations for non-represented employees.

Unauthorized purchases or lodging accommodations made by CNG personnel are the responsibility of the National Guard. If such unauthorized purchases are made, they must be brought to the attention of the Military Field Commander for resolution and direct payment of vendors by the responsible parties.

If a National Guard Unit coordinator (CAL FIRE/federal agency employee) is assigned to a CNG unit, the unit coordinator is responsible for obtaining and paying vendors for subsistence or lodging provided en route (as well as OF-297 and 296 documentation). If one is not assigned, the Technical Specialist-National Guard assigned to the incident must determine what expenses have been incurred while en route and arrange for payments. If neither is assigned, this responsibility falls on the Finance Section.

In no event is the California National Guard authorized to make any commitment to any vendor in the name of the California Department of Forestry and Fire Protection or any federal wildland fire agency.

Please see also Sections 3833.1.28 on the equipment inspection and tracking, 3836.16 on the FC-42 process, and 3846 on payment of emergency workers.

(see next section)

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(see Forms or Forms Samples)