

GENERAL

6701

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Mobile Equipment Management (MEM), operated under the direction of the Deputy Director for Fire Protection, is the program responsible for the designing, budgeting, acquiring, maintaining, and disposing of all California Department of Forestry and Fire Protection, (CAL FIRE) mobile equipment. The Department of General Services, Office of Fleet and Asset Management, (DGS/OFAM) under a Memorandum of Understanding, (MOU) gives authority for this program to CAL FIRE for performance of most equipment-related actions. The program's goal is to maintain the most effective and reliable fleet of equipment at the lowest cost. In all actions the State Administrative Manual (SAM) shall take precedence. MEM offices are co-located at the Davis Equipment Facility, (DEF).

DEF is the central point for the state wide MEM program. The DEF has the responsibility for processing all vehicles coming into the fleet and the disposal point processing for all vehicles being retired from the fleet. A Senior Fleet Manager staffed at the DEF directly manages the entire mobile equipment fleet program. The DEF is staffed with three FEM IIs to handle specific areas of MEM, i.e. Vehicle Acquisition and Disposal, Equipment Development, Acquisition and Contract Management, and management of the Davis Equipment Facility. MEM office maintains the statewide fleet inventory ownership and registration documents and statewide utilization records. The DEF has a shop facility staffed with Heavy Equipment Mechanics, (HEM). The HEMs perform a wide variety of technical service in the processing of fleet vehicles as well as providing maintenance and repair support for all fleet vehicles assigned to CAL FIRE Headquarters in Sacramento and the CAL FIRE Aviation Management Unit (AMU) at McClellan Park. The Sacramento Headquarters and Aviation Management Unit operation and maintenance cost records are maintained at DEF.

Mobile equipment is acquired within the guidelines of the DGS/OFAM, MOU. The CAL FIRE, "Vehicle Application and Assignment Schedule", and, "Equipment Replacement Criteria", MEM Procedures Handbook [6712](#), and [6719](#) are a part of the MOU which determines the replacement and schedule for each type of vehicle. These schedules will then be used as primary replacement justifications.

New vehicles, other than standard contract vehicles, that are completed by a specialty manufacturer i.e. fire engines, Emergency Crew Transports, etc. shall be constructed under the direction of the FEM II, Manager of Contract Administration, who will monitor and direct such matters.

Additional mobile equipment is obtained by defining a need and providing the acquisition, operation and replacement funding.

Operational needs identified in regular vehicle assignments shall direct new design standards for all CALFIRE vehicles including fire engines, Emergency Crew Transport vehicles and other custom designed fire apparatus used by CAL FIRE. The FEM II, Manager of Equipment Development and Acquisition, will coordinate and develop final

vehicle specifications. CAL FIRE MEM under the DGS/OFAM MOU is responsible for disposal of CAL FIRE owned mobile equipment.

MEM provides program direction and technical support at all administrative levels. Each region has two Forestry Equipment Manager IIs, with a working title of Region Fleet Manager, who handle the administrative, budgeting, delegation, and utilization actions for all fleet vehicles assigned within their respective region. The Region Fleet Manager is responsible for the maintenance and repair and cost for all fleet vehicles within the region and has authority to authorizing large repairs within Material Management guidelines. The Region Fleet Manager provides technical support and training for the Unit fleet Managers and Heavy Equipment Mechanics assigned within the their regions. Periodic Unit fleet Manager and Heavy Equipment Mechanic training will be facilitated by the Region Fleet Managers.

Mobile equipment procedures, described in the Mobile Equipment Maintenance Procedures Pamphlet 6805, is a regular component of the CAL FIRE issuance system. Instructions set forth in this pamphlet shall be regarded as specific directives emanating from the Director and shall be the CAL FIRE preventive maintenance policy. The policies and procedures set forth in the MEM Procedures Pamphlet 6805 carried in each vehicle are in accordance with state Government Code, State Administrative Manual,(SAM), and applicable state and federal motor vehicle regulations. Each administrative level will maintain a current inventory and operational cost record.

Each Administrative Unit has a Forestry Equipment Manager I, with a working title of Unit Fleet Manager, who oversees maintenance, repair, and operation of mobile equipment assigned to their assigned Administrative Unit. Assigned equipment may include local government owned equipment that is operated by CAL FIRE Under contract. Units with large local government contracts may have additional Unit Fleet Managers and or a Forestry Equipment Manager II or both to manage large local government fleets. The Unit Fleet Manager can handle issues regarding equipment owned by local government agencies including the application, design, construction, and maintenance of these vehicles and related training.

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