

HIRED EQUIPMENT COORDINATOR DUTY STATEMENT (7700)

(No.67 September 2016)

This position is required in all Units. The Unit Chief shall approve appointment to this position.

- Attend department sponsored hired equipment training and workshops.
- Assist the local Unit as a Hired Equipment Technical Specialist (EQTS) on local incidents.
- Coordinate and oversee preparation of CAL FIRE-294 Emergency Equipment Rental Agreements (EERA) for each vendor desiring to generate an agreement within that CAL FIRE administrative unit.
- Review all vendor documentation for currency and accuracy per policy section 3833.5.1.
- Archive and maintain vendor files for 3 years from date of inception.
- Conduct and/or coordinate pre-agreement inspections of rental equipment covered by EERAs to ensure equipment meets minimum requirements established in Policy Section 3833.
- Update the Hired Equipment System of Record by May 1 of each year. This includes equipment covered by EERAs available for use within the unit, and equipment available on statewide lists. The lists will identify Fireline, Support Equipment, CSB, and DVBE vendors.
- Verify vendor status as a disabled veteran-owned business enterprise and/or certified small business using available information found on the Department of General Services website.
- Review vendor performance evaluations (CAL FIRE-230 vendor performance evaluation, CAL FIRE-297 Shift Ticket).
- Provide recommendations to the Unit Chief related to vendor performance issues which may require corrective action (e.g. sanctions) for vendors holding an EERA within that administrative Unit.

- Provide input to the Unit Chief's staff including Unit Duty Chiefs, ECC Staff, and Unit Finance personnel on issues pertaining to all aspects of dispatch, use, and compensation of hired equipment.
- Represent their Unit at meetings/training pertaining to hired equipment and EERAs.
- Serve as the first level of contact for questions or concerns expressed by local Unit hired equipment vendors.
- Communicate with the CAL FIRE Statewide Hired Equipment Coordinator regarding local Unit issues that could impact the statewide program.