

## **8100 PROCEDURE 345**

### **Resource Ordering - Hired Equipment Dozers and Water Tenders**

(No.12 August 2012)

[\(See Policy 7761 – Hiring and Utilization Guide\)](#)

[\(See Policy 8113 – Resource Data Systems\)](#)

The hiring of dozers and water tenders is a specialized process based on the date and time the resource is needed. [\(See Policy 7761 – Hiring and Utilization Guide\)](#).

#### **Responsibilities and Action**

##### **ECC**

1. Receive resource request(s).
2. Determine if request is Immediate Need or Planned Need [\(See Policy 7761.3.2 – Immediate and Planned Need Definitions\)](#).
3. Determine the ICS Type of resource(s) request. Also, determine any special needs (i.e. two operators for 24 hour operations, spray bar, slope board, etc).
4. Enter request into the Resource Ordering System of Record.
5. If resource request(s) are Planned Need, place with Region OCC.
6. If resource request(s) are Immediate Need, use local Unit rotational hiring list in the Hired Equipment Ordering System of Record to contact vendors.
  - a. If an Immediate Need resource request requires justification (as per [Policy 7761.3.2 – Immediate and Planned Need Definitions](#)) document in the Resource Ordering System of Record.
7. Contact vendors with requested kind and type of equipment in rotational order utilizing the Hired Equipment Ordering System of Record. (Per [Policy 7761 –Hiring and Utilization Guide](#)).
8. Upon acceptance of an assignment:
  - a. Enter fill information into the Hired Equipment Ordering System of Record.
  - b. Enter fill information into the Resource Ordering System of Record.
9. If unable to fill all Immediate Need resource orders from the Unit rotational list, document that the resource request(s) are Immediate Need in the Resource Ordering System of Record and place with the Region OCC.

## **Region OCC**

1. Receive resource request in the Resource Ordering System of Record.
2. Determine if the request(s) are for Immediate Need or Planned Need Resources.
3. If resource request(s) are Immediate Need, place request with the closest ECC/Region CC to the incident in the Resource Ordering System of Record.
  - a. If an Immediate Need resource request requires justification (as per [Policy 7761.3.2 – Immediate and Planned Need Definitions](#)), verify that the justification has been documented in the Resource Ordering System of Record.
4. If resource request(s) are Planned Need, place the request(s) with the Sacramento CC in the Resource Ordering System of Record.

## **Sacramento CC**

1. Receive resource request(s) in the Resource Ordering System of Record.
1. Contact vendors with requested kind and type of equipment in rotational order utilizing the Hired Equipment Ordering System of Record. (Per Policy 7761 – Hiring and Utilization Guide).
3. Enter fill information into the Resource Ordering System of Record.
4. If all vendors on the Statewide Tier 1 and Tier 2 lists have been contacted and requests remain unfilled, document in the Resource Ordering System of Record and return UTF(s) to the originating Region OCC.

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