

HIRED EQUIPMENT SELECTION AND DISPATCH 10,110

POLICY STATEMENT

CAL FIRE Command Centers shall be responsible for the selection and dispatch of hired equipment. In the Planned Need period the Sacramento Command Center shall be responsible for processing all hired equipment requests for fireline water tenders and fireline bulldozers.

The Hired Equipment Management System shall be used for hired equipment resource selection, ordering, and documentation.

Hired Equipment Selection

Incident requests for hired equipment shall be filled utilizing the most appropriate resource based on the closest resource concept, considering mission-specific requirements and equipment capabilities. The closest resource concept applies to all hired equipment selections, with specified modifications to allow for preferential hiring of small businesses and disabled veteran enterprises as described herein.

Hired Equipment covered by a valid Emergency Equipment Rental Agreement (EERA) (CAL FIRE-294) shall be listed in the Hired Equipment Management System.

Suppliers may have multiple EERAs for equipment located throughout the state. To ensure closest resources are requested based on point of hire, only the equipment listed on the specific EERA in the Hired Equipment Management System, shall be assigned. For example; an incident in Lake County requests 40 tents. A Supplier stores 25 tents in Lake County and 25 tents in Shasta County. CAL FIRE shall only request the 25 tents in Lake County for the Lake County incident, the remaining 15 tents required shall be requested from closer Suppliers.

Selection of all Equipment **Except** Fireline Bulldozers and Fireline Water Tenders:

CAL FIRE shall hire the closest Small Business (SB) and/or Disabled Veteran Business Enterprises (DVBE), that can meet the need date and time, prior to hiring non-SB/DVBE resources. Businesses that have both SB and DVBE certifications shall be given preference over businesses that have only one certification.

Selection of Fireline Bulldozers and Fireline Water Tenders:

Immediate Need period selection of fireline bulldozers and fireline water tenders shall be based on the closest resource concept, considering mission-specific requirements and equipment capabilities. Planned Need period requirements shall not affect Immediate Need selections.

During the Immediate Need period of an incident, if determined to be the closest resource, fireline bulldozers and fireline water tenders from an ongoing CAL FIRE

incident may be reassigned (with the Incident Commander approval) to fill the immediate need request. Once the immediate need period of the incident has passed, the resource shall be returned to the original incident if still needed.

Planned Need period selection of fireline bulldozers and fireline water tenders shall be based on the closest resource concept, considering mission-specific requirements and equipment capabilities with these additional considerations:

- Tiered preferential hiring shall be used to maximize the utilization of Small Business (SB) and Disabled Veteran Business Enterprise (DVBE) resources. The closest resource shall be selected from each hiring tier, as defined below.
 - Tier 1 Suppliers shall be selected before Tier 2 and Tier 3 Suppliers.
 - Tier 2 Suppliers shall be selected before Tier 3 Suppliers.
 - Tier 3 Suppliers shall be selected only when Tier 1 and Tier 2 are exhausted.

Hired Equipment Ordering

Suppliers shall be assigned as many requests as they can fill (based on the equipment listed on their EERA) for the type and kind of resource being ordered. CAL FIRE shall provide Suppliers with one request number for each resource being requested. CAL FIRE shall inform the Suppliers of the number and type of each resource being requested at the time of dispatch.

Equipment shall be ordered as either a standard or extended shift resource. The Supplier will be informed of the shift requirement when ordered and this will be documented in the resource request.

Suppliers shall be bypassed for the following reasons. Bypass reason shall be documented in the Hired Equipment Management System:

- Equipment does not meet the ICS type requirements of the request.
- Supplier cannot reasonably meet the needed date and time due to travel distance.
 - Immediate need period fireline bulldozers and fireline water tenders are required to initiate a response within one (1) hour of notification.
- Unanswered phone calls
 - An unanswered call is considered a call.
 - If the Supplier calls back and there is still an unfilled order, the Supplier may be given the opportunity to fill the order.
- Equipment unavailable: A Supplier's equipment is unavailable at the time of request.
- Supplier declines: The Supplier declines the opportunity to be hired.
- Supplier is currently assigned to a CAL FIRE incident.

If, after the time of order, CAL FIRE is advised by the Supplier/operator that the hired equipment will not be able to meet, or if equipment does not arrive at the incident by,

the required date and time, the resource can be released and replaced by a resource that can meet the requirement. If a resource which has been released for this reason arrives at the reporting location and there is an operational need, the resource may be retained at the discretion of the Incident Commander.

As requested by incident personnel, Command Centers will generate requests for resources hired under Incident Only Agreements. These requests will not be entered into the Hired Equipment Management System.

DEFINITION(S)

Closest Resource Concept: CAL FIRE shall utilize the closest available hired equipment resources that meet the needs of the incident, without regard for administrative boundaries. Distance from the reporting location is determined by air miles. Road closures and other considerations may necessitate an exception from the Closest Resource Concept, as air miles may not result in the actual closest resource. Such an exception shall be approved by the Statewide Hired Equipment Coordinator prior to implementation.

Disabled Veteran Business Enterprise (DVBE): A California business in possession of current and valid Disabled Veteran Business Enterprise certification from DGS.

Dispatch: The term used in Policy Handbook 10,000 for the process by which a Supplier is officially hired under the terms of their EERA for specified work.

Extended Shift: Greater than sixteen (16) hours in service in a calendar day. Equipment is only eligible for this rate during a 24-hour assignment.

Fireline Equipment: Hired equipment which is assigned to work on and near the fireline. Fireline equipment hired by CAL FIRE must meet the minimum equipment, performance, safety, and response time requirements detailed in the Hired Equipment Program Supplier Participation Manual.

Hired Equipment Management System: The database utilized by CAL FIRE to store, track, and maintain EERAs and Hired Equipment Supplier information.

Immediate Need: During the first 24 hours of a new incident or anytime during an incident when due to the threat to life and/or property there is a need for a resource(s) to be available without delay. The minimal acceptable response criteria are detailed in the Hired Equipment Program Supplier Participation Manual. For bulldozers: preposition, station coverage, and strike team assignments are ordered as immediate need.

Incident Only Agreement: An agreement made at an incident; these agreements are only valid for the hiring incident. Incident Only agreements are not entered into the Hired Equipment Management System.

Incident Personnel: As used in Policy Handbook 10,000, incident staff assigned to complete Hired Equipment Program tasks other than supervising hired equipment.

Planned Need: Begins after 24 hours have passed since the time of the initial dispatch. Planned Need is based on the requested report time, not when the resource order was placed. Incident Commanders have the discretion to return to Immediate Need hiring practices when necessary.

Reduced Shift: Up to eight (8) hours in service in a calendar day.

Small Business (SB): A California small business in possession of current and valid Small Business certification from the California Department of General Services (DGS).

Standard Shift: Greater than eight (8) hours and up to sixteen (16) hours in service in a calendar day.

Statewide Hired Equipment Coordinator: Sacramento Headquarters Chief responsible to support the Hired Equipment Program, Chair the Hired Equipment Committee, and provide guidance to Unit Hired Equipment Coordinators and Incident Personnel.

Tier 1: Hired Equipment Suppliers with current and valid DGS-issued SB and DVBE certifications. This is the priority tier for preferential hiring.

Tier 2: Hired Equipment Suppliers with current and valid DGS-issued either SB or DVBE certification. This is the second priority tier for preferential hiring.

Tier 3: Hired Equipment Suppliers without either certification. This tier is not offered preferential hiring.

AUTHORITY AND RESPONSIBILITIES

Authority	Responsibilities
Statewide Hired Equipment Coordinator	Review requests for exceptions from the use of air miles to determine the closest resource and communicate determinations.

Authority	Responsibilities
<p>Incident Commander</p>	<p>Determine the type and number of hired equipment resources to be ordered. Determine the equipment need date and time.</p> <p>Determine and document if there is a need to transition from Planned Need to Immediate Need based on incident activity. Notify Command Center of this change.</p> <p>Obtain request numbers for Incident Only Hired Equipment from the Command Center.</p>
<p>Command Center Personnel</p>	<p>Select and order Suppliers to fill hired equipment requests.</p> <p>Notify the Statewide Hired Equipment Coordinator (via telephone or email) within 24 hours of ordering immediate need resources during the Planned Need period.</p>

RELATED FORM(S) / LINK(S)

[Policy 10,060: Emergency Equipment Rental Agreement](#)
[Hired Equipment Program Supplier Participation Manual](#)
[Emergency Equipment Rental Agreement \(EERA\) \(CAL FIRE-294\)](#)

AUTHORITY

[Executive Orders D-37-01 and D-43-01](#)
[Government Code §14835](#)
[Government Code §14843](#)
[Public Contract Code §10115c](#)

REFERENCE(S)

[Policy Handbook 8100 Command and Control: Procedure 345 Resource Ordering Hired Equipment](#)

SUBJECT MATTER EXPERT(S)

Statewide Hired Equipment Coordinator
 10,000 Policy Handbook Workgroup

Hired Equipment Program Committee

REVISION DATE

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