

CHAPTER 40 - EQUIPMENT AND SUPPLIES

EQUIPMENT AND SUPPLIES OVERVIEW

All equipment and supply orders will follow established ordering procedures, except for the redistribution of supplies within the National Fire Equipment System (NFES). Cache orders will be filled to meet timeframes specified, using the most economical service. All NFES items are shipped ready for fire line use.

See *National Interagency Mobilization Guide*

EQUIPMENT/SUPPLIES MOBILIZATION

All equipment requests will be processed using IROC. Requests for supplies and equipment will be ordered in two specific categories: "E" for Equipment and "S" for Supplies.

Contracted resources awarded under a competitive solicitation process shall be mobilized using established Dispatch Priority Lists (DPLs) within their local dispatch area before at-incident agreements are issued. All requests for contracted equipment shall be ordered through the host dispatch centers identified in the agreement and using established dispatch ordering channels. Contracted resources shall not be held in reserve as a contingency force in a non-pay status when that resource is available.

When receiving a request for which Incident Blanket Purchase Agreement (I-BPA) resources may be utilized, the dispatcher will use the DPL within their host dispatch center. Dispatchers and Contracting Officers will not call/dispatch Contractors from other host dispatch centers' DPLs. To utilize Contractors from other host dispatch centers' DPLs, the ordering dispatcher must follow established dispatch ordering channels. Available Contractors on the DPL must be contacted in the order of their DPL ranking and availability status corresponding with their available area.

Examples of Contracted Equipment resources are:

- National Contracted Mobile Food Services – Caterers
- National Contract Mobile Shower Facilities
- Rolling Stock – Engines, Water Tenders, Dozers, etc.

All efforts should be made to fill equipment requests with federal and state personnel/equipment first, followed by cooperators, then contractors.

Supplies are identified as materials or goods not defined in any other resources or service category.

Example of Supplies are:

- NFES Items
- Mobile Cache Vans
- Local Purchases
- Services

EQUIPMENT/SUPPLIES DEMOBILIZATION

When demobilizing contracted equipment, vendors awarded IBPAs, as a result of competitive solicitations, should be given priority to remain on the incident over resources with Incident-Only agreements, unless the IC determines it necessary to deviate based on a specific incident need or objective.

NATIONAL INTERAGENCY SUPPORT CACHE (NISC) ORDERING PROCEDURES

See *National Interagency Mobilization Guide*

• NFES Items in Short Supply

The NICC, in cooperation with the National Incident Support Cache (NISC) Coordinator, will advise all incident support agencies (NMAC) of those items in high demand with limited quantities. This

information will be distributed through established communication and ordering channels. See *National Interagency Mobilization Guide*

- **Field Office Replenishment Outside of Fire Season**

Whenever possible, local units must order directly from Defense Logistics Agency (DLA) for those items stocked in the Federal Supply System. All other items will be ordered directly from suppliers unless individual agency instructions prevail.

- **Replenishment During Fire Season**

Agency dispatch centers will use IROC to place restock orders to GBK. Restock orders must be the result of fire management activities and have the appropriate financial code. Miscellaneous “ABCD” fires may be consolidated for ordering purposes to facilitate unit and cache procedures. Resource orders must be submitted no later than 30 days after fire closeout. The cache will make every effort to fill all restock orders prior to the end of each calendar year; however, back orders for cache restock will be canceled at the end of the calendar year. This will allow for close-out of incident specific fiscal charges.

- **Incident Replacement of NFES Items**

Prior to release from an incident, personnel may request replacement of equipment and supplies that were consumed, lost, damaged, or rendered unserviceable on the incident.

Authorized IMT members and/or host unit agency officials may approve replacement of items at the incident, if available, or by approving an *Incident Replacement Requisition* (OF-315 - NFES 001300) for replacement of NFES items by the incident's servicing NISC (i.e., the NISC with primary responsibility to support the incident). Approval of replacement requests are based on Engine Accountability sheets or other fire equipment inventory documents approved by the requesting resource's home unit.

- If local policy allows for direct ordering between incidents and NISCs, request numbers should be assigned to *Incident Replacement Requisitions* by incident personnel and the requisitions placed directly with the servicing NISC. A block of request numbers from S-100,000 to S-199,999 is reserved for “incident-to-cache” ordering.
- For replacement of NFES items not carried by the NISC responsible for supporting the incident, replacement must be authorized using the *Incident Replacement Requisition* and should be accomplished by ordering the item from DLA or approved vendor.
- The *Incident Replacement Requisition Form*, with preassigned request numbers within the “incident to cache” block (S-100,000 to 199,999), will be faxed to the servicing NISC for processing. NISC personnel are required to enter any supply request in ICBS. The request numbers must fall within this range of “incident-to-cache” request number blocks that are set aside for this purpose. Also, no request numbers in this range can be entered in IROC.
- If a resource was unable to get an *Incident Replacement Requisition* signed or submitted prior to leaving an incident, the form should be filled out and sent to the incident dispatch office for request number assignment, approval and placement with the servicing NISC.
- Completed forms may be taken back to the requestor's home unit and submitted to their Geographic Area NISC for processing.
- Replacement orders should be placed within 30 days of control of the incident, and by November 30, the end of the calendar year ordering cut-off.

NISCs may only fill requests for NFES items. For this reason, requests for non-NFES items should be recorded on a separate *Incident Replacement Requisition* for processing by a home unit, and not placed with a NISC. Refer to the *NWCG Standards for Interagency Incident Business Management (SI/IM)*, Chapter 30, for procedures dealing with replacement of non-NFES supplies and equipment.

• Incident-to-Incident Transfer of Equipment and Supplies

Transfer of supplies between incidents is not encouraged due to the increased possibility of accountability errors. However, in special instances, when determined to be economically and operationally feasible and advantageous, the following must be accomplished by the SPUL from the incident that is releasing the items:

Documentation will be completed on the *Interagency Incident Waybill* (NFES 001472) and must include the following:

- NFES number
- Quantity
- Unit of issue
- Description
- Property number, if item is trackable
- Receiving incident name, incident number and resource request number

The SPUL will send the waybill transfer information to the servicing NISC to maintain proper accountability.

• Accountability by Categories

Great Basin supply categories for return and accounting purposes include trackable, durable, and consumable.

○ Trackable

Items with high dollar value, sensitive property classification, limited availability, or other criteria set by each NISC. Trackable items are usually engraved or tagged with a cache identification number and must be returned to the issuing cache at the end of incident use, or documentation must be provided to the issuing cache as to why it was not returned.

If the equipment is not operating in a satisfactory manner, a repair tag is to be affixed to the equipment with possible cause of the problem identified. The expectation of accountability is 100 percent.

○ Durable

Items considered having a useful life expectancy greater than one incident. Durable items in usable condition or economically repairable should be returned. Acceptable loss rates for the following durable goods have been established:

- 10% for water handling accessories, helicopter accessories, tents, and camp items (heaters, lights, lanterns, tables, chairs, etc.)
- 20% for hose, tools, backpack pumps, sleeping bags, pads, etc.
- 30% for personal protective equipment

○ Consumable

Items normally expected to be consumed during a single incident. Examples include; batteries, plastic canteens, cubitainers, forms, MREs, fusees, petroleum products, and medical supplies.

Do not return used consumables.

• Great Basin Cache Procedures (GBK)

GBK is the primary NISC for all Great Basin units. Dispatch centers within the Great Basin can place orders for NFES items directly with GBK.

GBK will process orders in the following priority:

- Initial attack
- Extended attack
- Restock of local caches

Orders should be consolidated and prioritized by ordering offices. Expanded dispatch organizations should consider placing consolidated orders to GBK **2 times per day** to assist GBK workload. Priority/critical requests, primarily to meet an extreme need, should be noted on the resource order in "Special Needs", or fax cover sheet.

Orders will be sent to GBK via IROC, hard copy, or fax at **(208) 387-5573/5548**.

All supply ordering questions should be directed to **GBK Supply Office at (208) 387-5104**.

Phone notification of all NFES supply orders placed with GBK, via fax or IROC, is essential to ensure receipt and timely processing.

Resource order requests that GBK are unable to fill will be forwarded by GBK to the closest National Interagency Support Cache (NISC). Requested items may be replaced with a suitable NFES substitute, cancelled, or filled locally.

Resource orders to GBK shall include:

- Incident/Project Name, Incident Order Number, and Fire Code or complete BLM FBMS financial code for non-suppression orders. All USFS financial codes require an override code.
- Complete billing and shipping address with the zip code should be included in the "Ship To:" box in IROC, **no P.O. Boxes will be used for shipping**.
- Incident Base phone number, jurisdiction or agency and ordering office.
- Request number with realistic date and time needed.
- Correct unit of issue (ordered by standard pack when practical), NFES number and description of item as identified in the *NFES Catalog*.
- Delivery instructions and mode of transportation preferred. If there is not a physical address associated with the delivery point (i.e., ICP, Helibase, etc.), driving instructions and/or a map may be required.

• Great Basin Incident Ordering

Great Basin dispatch centers' expanded dispatch organizations may order directly to GBK for NFES supply items. GBK will retain responsibility for tracking and accounting of supplies that are sent to these incidents, through incident summary reports at GBK. The appropriate BLM FBMS financial code must be assigned by the ordering dispatch center before GBK can process these orders.

○ Incident to GBK orders:

Type 1, 2 and Type 3 IMTs, may order directly to GBK using IROC and the established dispatching ordering procedures with prior approval from the agency administrator and/or local center manager.

A block of "S" numbers from the "incident-to-cache" section (S-100,000 to S-199,999) will be assigned by the incident so GBK can initiate the order in ICBS. For long duration incidents, coordination between transitioning IMTs must take place to ensure "S" number duplication is avoided.

○ Incident to Local Dispatch orders:

The host unit dispatch will initiate the "S" numbers between S-1 and S-99,999 in IROC. NFES supply orders will be sent through IROC and the IROC/ICBS interface will push the orders through

to GBK for processing.

- **Great Basin Cache Restock Orders**

Restock orders are established to replenish local cache stocks. Issuing, tracking and accounting of these items will be the responsibility of the ordering unit. A financial code specific to the ordering unit will be used throughout the fiscal year for these types of orders.

At Great Basin preparedness levels 4 and 5, GBK may, in concurrence with GBCC Center Manager, discontinue filling orders other than those directly related to emergency incident support.

If an incident moves the Incident Command Post (ICP) or Base Camp, GBK must be notified immediately and provided new driving directions and/or map, as well as an incident phone number, to facilitate timely planning and delivery.

- **Great Basin Cache Return Procedures**

Cache item returns should be made in the most expeditious manner available based on cost. Timely returns increase the logistical capabilities of the cache.

GBK will process returns for NFES items and credit the appropriate incident. Returns for credit should be received within 30 days after the control date of an incident.

All NFES items must be identified with the following information:

- The returning agency and/or office name.
- Incident Name and Incident Number to ensure credit is applied appropriately.
- Use of the *OF-316 Interagency Incident Waybill* (NFES 001472) will be utilized.
- Returns for credit to specific project accounts will be accomplished within the same calendar year that items were issued.
- Items returned after the calendar year of issue will be credited to the agency's multiple fire account, unless accompanied by documentation of issue to specific project accounts.
- Items returned after the calendar year will affect fire loss/use reporting.
- Reports may be requested from GBK to assist in identifying outstanding supplies for return.
- Hazardous material shipping regulations are to be strictly enforced when returning hazmat items to GBK. See *NFES Catalog, Section: Hazmat Shipping Guide*.
- Recycling is the responsibility of the incident or host agency and is strongly encouraged.
- Medical waste must be transported to a licensed facility for proper disposal.
- **Do not return medical waste to GBK.**

PROPERTY RETURN PROCEDURES FOR LOCAL PURCHASE

Supplies and equipment ordered with suppression funds will be returned to the ordering unit at the end of the incident. Locally purchased property may be dispersed in the following ways:

- Items meeting NFES standards will be returned to the local cache or servicing NISC for re-use within the fire supply system.
- Items will be delivered to the unit's excess property program for disposal.

INCIDENT SUMMARY AND LOSS USE REPORT

The *Incident Summary and Loss Use Report* is provided to agency administrators, and, to Type 1 and Type 2 IMTs regarding NFES supply item use for all Type 1 and 2 incidents. This form has been accepted by the NWCG as a tracking mechanism for all wildland fires by the interagency community. Guidelines and procedures for this accountability are provided in the *NWCG Standards for Interagency Incident Business Management (SIIBM)*, Chapter 30.

These reports are compiled by the NISC and are forwarded to the responsible Agency Administrator by December 1st. The responsible Agency Administrator reviews the report and recommends appropriate

follow-up action if losses are excessive. Such actions are documented and filed with the final incident records. The reports may not include late returns which could affect year-end fire loss/use calculations.

The loss tolerance use rate is defined as all property and supplies lost, damaged or consumed on an incident. This rate is reported as a percentage that is calculated from the total dollar amount for items issued compared to items returned. The reasonable anticipated fire loss use rate is 15 percent for trackable and durable items only. Consumable items are not included in this total.

Great Basin Mobile Cache Support Van

There are two different configurations of cache vans within the Great Basin. The National Standard NFES 002069 provides the minimum standard of supplies and equipment identified in the cache catalog. Great Basin Cache Van, NFES 008667, has a supplemented inventory designed to meet the initial support and incident base needs of Type 2 or larger incidents for one to two operational periods within the Great Basin.

Cache vans are not intended to be an all-inclusive tactical resource, or to be used in multiple initial or extended attack situations. If a cache van is available and deemed to be a necessary resource for tactical requirements in other situations, discussion and negotiation may take place between the unit FMO and GBCC for possible assignment.

- **GBK Ordering Procedures**

Great Basin Cache Vans should be ordered as NFES 008667 on a Supply resource order in IROC. All trailer electrical systems will be 12 volts with standard ICC 7-prong plug configuration and wired to DOT standards.

All cache van commitments require a Supply resource order to be placed by the local dispatch to GBK. Units with vans prepositioned at their location will fill incident requests with that prepositioned van, noting the location mobilized from and/or the cache van number under the resource requested (i.e., NFES 008667, Winnemucca, GBK-20) in IROC.

Receipt of the resource order for the cache van from the local dispatch center enables GBK to commit the van and issue the contents and their value to the appropriate incident and to begin the back-fill process of another prepositioned van to the correct location.

When determining date and time needed, ensure that appropriate lead time is considered to allow team personnel or an agency representative to be in place at the delivery point to unload the contents.

If GBK is unable to fill an order for a cache van, GBK will forward the order to the nearest NISC that is able to fill the request.

When the cache van arrives at the incident, it should be unloaded in anticipation of retrieval by GBK. For planning purposes, IMTs can anticipate that GBK will retrieve a committed GBK cache van within 24-36 hours of commitment. Any deviation from this procedure must be negotiated in advance with GBK.

- **Replacement of GBK Cache Vans**

Replacement of committed GBK prepositioned cache vans will be automatically performed by GBK. **A resource order is NOT required for replacement vans.** Vans will be prepositioned at the same location from which the dispatch was made, unless GBCC requests a different location.

Costs will be charged to the incident that ordered the van from its originating location to the incident, to GBK for rebuild and back to its assigned location.

Local Cache vans may be available for use within the local dispatch area. Make inquiries with the hosting dispatch office or local agency duty officer.

Great Basin Mobile Cache Support Van Locations

State	Location	Catalog Item Number	Number	Type
IDAHO	GBK - Boise	NFES 8667	2	Great Basin
	Salmon	NFES 8667	1	Great Basin
	Idaho Falls	NFES 8667	1	Great Basin
NEVADA	Winnemucca	NFES 8667	1	Great Basin
	Carson City	NFES 8667	1	Great Basin
	Elko	NFES 8667	1	Great Basin
	Ely	NFES 8667	1	Great Basin
	Las Vegas	NFES 2069	1	Prescott
UTAH	Color Country	NFES 2069	1	Prescott
	Moab	NFES 8667	1	Great Basin
	Salt Lake City	NFES 8667	1	Great Basin
	Richfield	NFES 8667	1	Great Basin

NATIONAL INTERAGENCY INCIDENT COMMUNICATIONS DIVISION (NIICD) See *National Incident Radio Support Cache User's Guide* (NFES 000968), or the *NWCG National Fire Equipment System Catalogs: Part 1: Fire Supplies and Equipment* (NFES 000362), Incident Communications Section.

• **ORDERING FROM NIICD**

Requests for NIICD resources, which include all NFES 004000 series, will be placed to GBCC and forwarded to NICC / NIICD. All orders for NIICD shall include the following:

- Incident/Project Name, Incident Order Number, and Fire Code or complete BLM FBMS financial code for non-suppression orders. All USFS financial codes require an override code.
- Complete billing and shipping address with the zip code should be included in the "Ship To:" box in IROC, **no P.O. Boxes will be used for shipping.**
- Incident Base Phone Number, Jurisdiction/Agency and Ordering Office.
- NFES number and description of item as identified in the NFES Catalog.
- A realistic date and time needed.

- Delivery instructions and mode of transportation preferred. If there is not a physical address associated with the delivery point (i.e., ICP, Helibase, etc.), driving instructions and/or a map may be required.
- The contact name and telephone number of the Communication Technician who will be receiving the order.

- **NFES 004150 SLA Battery Kit**

Due to 7.5V alkaline battery shortages, NIIICD is replacing all 7.5V alkaline batteries with 12V sealed lead acid batteries. Shipping and weight regulations do not allow the SLA batteries to be shipped in each kit. A separate kit (NFES# 004150 SLA Battery Kit) will be shipped and is required to properly operate the NIIIRSC equipment.

When ordering a standalone NFES 4248, 4330, 4330EX, 4312, 4281 or a 4370, you must also order a NFES 004150 SLA Battery Kit.

Due to airline shipping weight restrictions, the NFES 4248, 4330, 4330EX, 4312, 4281 and 4370 will be shipped as 2 separate kits each.

With these NFES 004150 SLA Battery Kits, an NFES 004100 Mountain Top Accessory Kit will **NO LONGER** need to be ordered in addition to a VHF Repeater/Links NFES 004312 or Ground Aircraft Radio/Link Kits NFES 004370.

- **Radio Ordering**

Requests for NIIICD radio systems and kits will be placed with NIIICC through established ordering channels. To ensure proper frequency coordination, the ordering office must include Date/Time Needed, Latitude and Longitude of the incident, shipping address and receiving incident phone number.

For shipping purposes, a physical address, which includes a street name and number, city, state, and zip code, is required. For emergency air charter, a local Fixed Base Operator (FBO), airport and receiver contact information must be included.

Each Geographic Area may order up to four Starter Systems for preposition during their established fire season. The NIIICD CDO must be contacted when an order for a Starter System is received for an incident. NIIICD CDO: (208) 387-5644

- **Returning Radio Kits**

Prepositioned radio systems and kits will be returned to NIIICD for rehabilitation immediately after each assignment. The incident or unit charged with custody of the radio equipment is responsible for a complete inventory of that equipment upon return from the incident.

All 004000 series must be returned to NIIICD at the National Interagency Fire Center as soon as an incident or the requirement has ended. Before sealing the kit boxes, ensure the contents will not be damaged in transit. Damages will be charged to the incident.

Accountable property reports are included in the communications kits and should be used, as necessary, to report lost or damaged equipment.

REMOTE AUTOMATIC WEATHER STATIONS

See *National Interagency Mobilization Guide*

INCIDENT REMOTE AUTOMATIC WEATHER STATION, (IRAWS – NFES 005869)

See *National Interagency Mobilization Guide*

PROJECT REMOTE AUTOMATIC WEATHER STATIONS, (PRWAS – NFES 005870)

See *National Interagency Mobilization Guide*

SMOKE MONITOR KIT (Kit – Smoke Monitor – E-Sampler, NFES 005840 / NFES 005841 – EBAMs)

These kits are available for deployment to wildland incidents and prescribed burns upon request from appropriate federal/state agencies and must have an appropriate USFS financial code. These kits are housed and maintained at the Rocky Mountain Interagency Support Cache (RMK) in Lakewood, CO. A National Smoke Monitor Coordinator will be available for technical support throughout the year.

For a complete list of kit components, refer to the *NWCG Fire Supplies and Equipment Catalog*, Part 1, NFES 0362. <https://www.nwcg.gov/catalogs-ordering-quicklinks>

For technical support contact information and program history, refer to the National Smoke Monitoring Program. <https://www.wildlandfiresmoke.net/smoke-monitor-ordering>

The E-Sampler Kits (NFES 005840) are designed to be used with no or limited modification. A limited number of EBAM kits (NFES 005841) are available for qualified users. EBAM kits require a significant amount of additional maintenance and calibration and should only be requisitioned by experienced personnel.

The National Smoke Monitor Coordinator must be contacted, at 720-595-4901 or 303-736-9246, prior to placing an order for an EBAM kit.

- **Ordering Process**

Smoke monitor kits should be ordered as a Supply Request. Requests will be placed directly to RMK, by placing to external cache. Contact RMK at 303-202-4940 to confirm that the request was received successfully. Each order must include an appropriate USFS financial code, a complete physical shipping address, and a receiving incident phone number.

Subject to kit availability, weekday orders processed by 1400 MT will be shipped that afternoon via Next Day Air. Weekend orders processed prior to 1100 MT on Saturday can expect arrival on Monday; after 1100 MT Saturday, expect arrival on Tuesday. In certain circumstances, arrangements can be made for expedited shipping after these general cut-off times. Contact RMK at 303-202-4940 if this is necessary.

- **Smoke Monitor Demobilization**

All smoke monitoring kits should be returned to RMK for rehabilitation immediately after each assignment. Smoke monitor kits should not be reassigned unless pre-approved by the National Smoke Monitor Coordinator.

The incident or unit charged with custody of the smoke monitor kit is responsible for a complete inventory of that equipment upon return from the incident. NISMSC kits should be packed properly in their shipping cases and returned promptly to RMK. Do not stockpile kits. Incidents are responsible for ensuring all smoke monitor kits are returned or accounted for on a Property Loss Statement.

Return Shipping Address:

Rocky Mountain Interagency Support Cache

Denver Federal Center, BLDG 810, Door N27

Lakewood, CO 80225 Contact number: 303-202-4940

NATIONAL CONTRACT MOBILE FOOD SERVICES AND MOBILE SHOWER FACILITIES

See *National Interagency Mobilization Guide*

• **National Contract Mobile Food Services And Shower Facilities Mobilization** See *National Interagency Mobilization Guide*

All National Contract Mobile Food Service Units and Mobile Shower Facility Units in the lower 48 States are ordered through and mobilized by NICC by using established ordering channels.

Requests for Mobile Food Service Units and Mobile Shower Facilities require a completed *Mobile Food & Shower Service Request Form* (https://www.nifc.gov/nicc/logistics/coord_forms.htm). If an incident has a need for additional mobile food service units or shower facilities units, the request will be placed with NICC through established ordering channels. NICC will determine and assign the appropriate units to all federal wildland fire incidents.

• **National Contract Mobile Food Services And Shower Facilities Demobilization** See *National Interagency Mobilization Guide*

Local units will notify their GACC 24 hours in advance of demobilization. All release information will be entered into IROC within 15 minutes of demobilization. Contractors may take 24 hours to rest and replenish supplies within the local area after release. After 24 hours, contractors must return to the unit's Designated Dispatch Point (DDP).

The National Mobile Food Service and National Shower contracts can be obtained at:
<http://fsweb.wo.fs.fed.us/aqm3/pages/nifc/>
<https://www.fs.usda.gov/managing-land/fire/contracting>

If you cannot access these sites, you may request access by emailing the Forest Service Acquisition Management Service Branch: SM.FS.fsaqmisb@usda.gov

ENGINES AND WATER TENDERS

See *National Interagency Mobilization Guide*

• **Great Basin Guidelines for Engines and Water Tenders**

The following principles and guidelines are set forth to establish some consistency within the Great Basin regarding the hiring, dispatching and use of engines and water tenders. These principles and guidelines are established with the following objectives:

- Promote the use of closest forces, whenever possible.
- Promote the cost-effective use of federal, state, cooperator and private vendor resources.
- Pre-season awarded contracts and local unit inspections are accomplished in order to facilitate efficient use of private resources during fire season.

The guiding principle for dispatching engines and water tenders to an incident is the utilization of the closest forces concept and/or the use DPL lists for the dispatch center. If federal, state, county, and cooperators have been exhausted within a local dispatch area, private equipment may be ordered using DPL or Incident- Only EERAs.

When hiring private equipment for federal incidents, the local DPL will be used.

Once the local DPL is exhausted, the unit shall request from the neighboring dispatch centers or send the order to GBCC via IROC. After all DPLs have been exhausted and/or if the date and time cannot be met, a qualified Contracting Officer may sign up equipment that meets the specifications and inspection requirements. Equipment currently on agreement within the VIPR system should not be signed up on an Incident-Only EERA. See *NWCG Standards for Interagency Incident Business Management (SIIBM)*, Chapter 20.

State incidents have varying procedures and authorities for hiring private equipment and do not have to follow the VIPR DPLs. Buying Teams involved in hiring equipment for state incidents are encouraged to consult with appropriate state personnel and agency-specific guides, prior to hiring.

INCIDENT SERVICE AND SUPPLY PLAN

An updated service and supply plan should be available for each dispatch center to provide for fire readiness. Multiple copies should be available for the local dispatch center, the expanded dispatch and incoming Buying Teams. See the *NWCG Standards for Interagency Incident Business Management (SIIBM)*, Chapter 20, for specific documents that should be included in the service and supply plan.

ORDERING COMPETITIVELY SOLICITED EQUIPMENT

Dispatch priority for contracted resources does not preclude the government from using any agency-owned or agency (federal, state, or local) cooperator resources for initial attack, extended attack and large fire support before mobilizing contracted resources under agreement.

All requests for contract equipment hired from Competitive Solicitation Templates will be statused in IROC and ordered by utilizing the best value dispatch priority listing (DPL) for each equipment type. The first resource on the DPL, that is available, will be ordered. Upon release, the resource will return to the original place on the DPL. No other rotations will be used. Each dispatch center should be provided a DPL by the Contracting Officer for that competitively solicited equipment. DPLs for each piece of equipment can be found on the Great Basin Coordination Center's website. Specifications for these agreements will be strictly adhered to.

The use of vendors and/or equipment arriving at incidents without being ordered should be discouraged. Some situations may dictate the use of this resource to meet an immediate need. However, these resources should be replaced as soon as practical with equipment provided through established dispatch and hiring process using DPL.

DPL, IBPA and Incident-Only EERA contracted resources **SHALL NOT BE HELD AS A CONTINGENCY** unless ordered and placed under hire.

IBPA equipment that has been competitively bid may be used to fill severity requests normally at 75% of the work rate.

Transports that arrive with heavy equipment will have the same resource order number as the heavy equipment. The transport is considered released once the heavy equipment is delivered and unloaded at the incident, unless one of the following exceptions apply:

- If approved by the government, the contractor may keep the transport at the incident, after it has been released, at no additional cost to the government.
- Incident may retain transport under hire for the sole purpose of transporting the heavy equipment that was originally ordered; the mileage rate or 65% of the minimum daily guarantee, whichever is greater, will be paid until the transport is released. The decision to retain the transport must be documented on the Resource Order and shift ticket.

Stand Alone Transports will be ordered under a separate resource order number by the government to remain at the incident and transport other vendor's equipment.

INCIDENT ONLY AGREEMENTS

Incident-Only Agreements are not on a national template or dispatch priority list. Resources will be ordered and hired by using the established rates in the Great Basin Chapter 20 supplement of the *NWCG Standards for Interagency Incident Business Management (SIIBM)*.

Once the local DPL is exhausted, the unit shall request from the neighboring dispatch centers or send the order to GBCC via IROC. After all DPLs have been exhausted and/or if the date and time cannot be met, a qualified Contracting Officer may sign up equipment that meets the specifications and inspection requirements. Equipment currently on agreement within the VIPR system should not be signed up on an Incident-Only EERA. See *NWCG Standards for Interagency Incident Business Management (SIIBM)*, Chapter 20.

When hiring with "Fill with Agreement", an "agency identifier" will be used, designating the state and private ownership (e.g. NV-PRI). This will serve to identify the resource as privately-owned equipment rather than an agency resource.

NATIONAL EMERGENCY RENTAL VEHICLE (NERV)

The NERV program is a single portal for placing rental vehicle orders, nationwide. <https://nerv.firenet.gov/>

NERV allows for a centralized billing, payment, and claims office for incident rented vehicles. Rentals are paid directly by the NERV program, and individual travel cards are not utilized through NERV.

Vehicles rented through NERV are meant for:

- Incident use only (resource order required)
- ¾ Ton and 1 Ton 4X4 pickups and SUVs for off-road use
- Pool/Ground Support vehicles
- Vans, stake sides, and box trucks
- Vehicles for employees who are not self-sufficient such as ADs and State Cooperators

For additional information and Geographic Area SOPS, see NERV web site.

SPECIALIZED EQUIPMENT AND SUPPLY PERSONNEL

• Cache Demobilization Specialist (CDSP)

CDSP may be ordered by the IMT or local cache unit and must be coordinated with GBK prior to ordering. The CDSP will report to the Logistics Section Chief or unit Fire Management Officer. A CDSP should be in place at the incident a minimum of 2 days prior to the demobilization date. However, they can be requested at any time to assist in the return of supplies, as needed.

A CDSP will assist in the return of supplies and provide advice in the handling of sensitive items and hazardous materials. Use of this position can help reduce costs associated with sorting and marking supplies, with documentation and to place supplies in an available status quickly. CDSP is recommended on all incidents with more than 500 personnel at full mobilization.

• Contract Equipment Specialist

The Fire Contract Equipment Administrator (FCEA) works directly with the Intermountain Regional Fire Equipment Contracting Officer and all other Contracting Officers associated with IBPAs under an interagency agreement from the Great Basin Coordinating Group.

The FCEA duties include the following:

- Provides fire contracting support within the Great Basin, including Forest Service, Intermountain Region 4, and Bureau of Land Management, Idaho, Nevada, and Utah.
- Coordinates and/or conducts inspections and reviews of contractor equipment, and personnel qualifications ensuring compliance to contracts and NWCG standards.
- Performs site visits after coordinating with local dispatch centers and fire management personnel to identify and evaluate contractor performance or other issues conducting formal and informal communications with GBMAC group, State FMOs, IMTs or local Fire Management officials.

- Serves as a point of contact for the Incident Contract Project Inspector (ICPI) and affected Contracting Officers dealing with contract compliance issues. Provides Contracting Officer with proper documentation and coordinates corrective actions with Contractor and IMT.
- Acts as representative for the Great Basin for national policy and procedural discussions as it relates to fire equipment and contract training.
- Will follow up with local FMOs and IMTs providing written feedback regarding site visits addressing specific issues and recommendations.

• Incident Contract Project Inspector (ICPI)

ICPIs may be ordered to provide support to the local unit and IMT with inspections and documentation of contracted resources. ICPI will work closely with Operations, Logistics, Finance and the local unit conducting contract compliance inspections. ICPIs coordinate actions with the IMT, Contracting Officers and/or the Regional Fire Contract Equipment Administrator for non-compliance issues.

• Great Basin Specialized Equipment and Supplies

○ ATV / UTV Guidance for Use and Ordering

All-Terrain/Utility Task Vehicles will be ordered through normal dispatch procedures upon approval by the IC or Safety Officer (SOF). Crews, Overhead or other personnel who arrive at an incident with an ATV or UTV should have the equipment documented on an initial Resource Order. If there is not proper documentation, and the incident wishes to operate the equipment, permission must be obtained from the IC or SOF and the equipment must be placed on a Resource Order, either in documentation or through a Support Request. All ATVs/UTVs (including agency machines) will be inspected upon approval for use.

ATV or UTV equipment that incurs damages on incidents without proper order/documentation from the incident is not covered by the incident and the home unit is responsible for costs.

Operation personnel requesting ATV or UTV equipment should consider the mission requirements to meet the needs of the incident. The *Great Basin ATV/UTV Order Form* will be utilized for all ATV/UTV rental requests. The order form can be found at:

<https://gacc.nifc.gov/gbcc/business.php>.

Incomplete order forms will not be accepted, and the order will not be placed until the form is completed by the ordering unit.

Inspections of ATVs/UTVs will be completed utilizing the *Great Basin ATV/UTV Inspection form* found at <https://gacc.nifc.gov/gbcc/business.php>.

Damages will be documented on the *Property Loss or Damage Report* (OF-289) with the *Great Basin Attachment*. The OF-289 and attachment can be found at

<https://gacc.nifc.gov/gbcc/business.php>.

• Handheld Infrared Systems

Handheld infrared equipment and operators can be ordered through normal dispatch channels utilizing an Equipment and Overhead resource order. Many units require trained personnel to accompany the infrared equipment off unit. Ordering dispatch centers will need to coordinate with the sending unit to ensure personnel are qualified to operate infrared equipment.

Handheld infrared equipment can be requested through the following dispatch centers:

Boise Interagency Dispatch Center: 208-984-3400 and
Payette Interagency Dispatch Center: 208-634-2757

- **Heavy Equipment Task Force (HETF)**

HETFs are solicited through VIPR only within the Great Basin and intended for use in forested terrain. The HETF can be ordered using the standard configuration or established options:

- **Standard Configuration**

- Job Site Foreman with 4-wheel drive transportation
- One leveling Feller Buncher (bar or rotating disc) capable of bunching several stems in a bundle
- One rubber-tired Skidder equipped w/ grapple and light duty piling blade
- One Type 2 Dozer w/ 6-way (PAT) blade or manual angle w/ hydraulic tilt
- One drop tank Skidgine or Pumpercat capable of skidding logs
- One Transport w/ operator that remains w/ the Task Force
- Second Transport – may be un-operated
- Additional Transports – Optional

- **Alternative Options**

- 2nd Leveling Feller Buncher may be added if vendor has capability.
- Option 1 – Excavator (min 85 HP, 25,000 lbs.) may be added or replace the dozer (only dozer may be exchanged for an excavator)
- Option 2 – Boom Mounted Masticator (min 111 HP) may be added

When ordering, define in Special Needs which configuration is needed. The HETF will be rostered under one E#, using subordinate requests (E-dots) for each piece of equipment, not to exceed 6 components. The Job Site Foreman will not have their own resource order, and the name and phone number MUST be put in the documentation of each fill.

Each piece of equipment must come with an operator, including the transport that will be remaining at the incident.

It is strongly encouraged that the HETF get a pre-use inspection at the incident. Each piece of equipment will likely be coming from different directions and could delay mobilization if required to be inspected at the local unit.

HETFs must be kept together and must always be working on the same operation. Breaking the HETF into individual resources is out of the scope of the agreement.

Examples of out-of-scope practices are as follows:

- One piece of the HETF (excluding transport) stays in camp while others are working on the line
- Some pieces are working Night Shift, while others are working Day Shift
- Some pieces of HETF assigned to the opposite side of the fire as others (they must be on consecutive line of the fire)

Once the mission is complete, the entire HETF will be released and demobed.

If the IMT determines that an individual resource within the HETF is needed to complete the mission, the contractor must agree to allow the individual resource to remain under hire. A new resource order or agreement (VIPR or Incident-Only EERA) must be issued for that resource for the remainder of the time under hire. That piece of equipment can then be reassigned to the new resource order or Filled with Agreement in the case of an EERA. The entire HETF Resource Order will then be released and demobed, minus the single reassigned resource.

• **Great Basin AD HOC HETF**

Ad Hoc HETFs can be assembled, with the understanding that they will take additional time to build and mobilize. The methods for hiring include:

- Assemble by a CO with an Incident-Only EERA, modeled from the VIPR solicitation, which will include the equipment and the Job Site Foreman. Order will be Filled with Agreement.
- Assemble using existing single resource VIPR agreements. Equipment cannot be used outside the scope of its VIPR agreement.

No Job Site Foreman will be included, so greater government oversight will be required. The following Overhead must be assigned for the task force, per the HETF CO, due to being individual VIPR resources:

- One TFLD
- One HEQB for each piece of equipment

When filling, HETF must be rostered under one E#, using subordinate requests (E-dots) for each piece of equipment. The parent request will use the following naming convention

HETF – Dispatch ID – Three Digit Sequential Number

Example: HETF – BDC – 005

Great Basin Mobilization Centers

The two primary Mobilization Centers (MC) identified within the Great Basin are the Boise Mob Center and the Salt Lake City Mob Center. Any local dispatch center, coordination center or the NICC may request the activation of a MC for moving overhead and/or crews inside and/or outside of the Great Basin. The requesting center will place a Supply Order as “Service-Mob Center” and will include the appropriate incident management code (FS and BLM) following standard dispatch ordering procedures and channels. The host center will generate an incident (i.e. Boise Mob Center) with incident type being Preparedness /Preposition. All associated ordering for that Mob Center will be completed on this incident.

The local center manager may activate their local MC based on movement of resources within their jurisdiction. In this case, the local unit will initiate the appropriate supply order and provide supporting management codes as necessary.

The local center manager will coordinate with the Mob Center Manager or Staging Area Manager to order supplies and fill staffing needs according to the local operations plan. The MC will not assume the responsibilities of screening and outfitting resources (i.e., boots, gloves, etc.), as this is the responsibility of the sending unit.

Units activating and utilizing the MC will need to review and comply with the MC Mobilization Operating Plan, including timely notification and communication with the local dispatch center manager and/or the Mob Center/Staging area manager for coordination efforts.

• **Mobilization Center Operations**

Each mobilization center is unique with the lay out and number of personnel that it can support.

The requesting unit will coordinate with the MC and GBCC to provide specific information as to the number and type of personnel in transit, arrival/departure information, and support services requested. This could include requests for ground transportation to the incident, hand tools, PPE, chain saws, etc.

MCs will not automatically arrange transportation and tooling to or from an incident without a resource order. Transportation needs to be coordinated between the sending and receiving units.

Crews requiring air transit are requested to arrive at the MC fully equipped with personal gear, PPE

and double-lunched by the home unit at a specific time, no more than six (6) hours prior to, and not less than three (3) hours prior to scheduled departure when traveling by air. If crews require lunches or meals prior to departure, the MC requires six (6) hours notification.

- **Boise Mobilization Center Notification**

Boise Dispatch Center Manager will be notified a minimum of 48 hours prior to the arrival of personnel, crews, and aircraft, including notification of arrival and departure times. If transportation is needed for arriving personnel, 72 hours is suggested.

- **Salt Lake City Mobilization Center Notification**

Northern Utah Center Manager will be notified a minimum of 48 hours prior to the arrival of personnel, crews, and aircraft including notification of arrival and departure times. If transportation is needed for arriving personnel, 72 hours is suggested.

Staging Areas and Support

Staging areas are a pre-assigned location or at an incident, where resources can be placed while awaiting a tactical assignment. Resources at a Staging Area are on-duty, available and expected to mobilize within 15 minutes.

Staging Areas managed by IMTs are assigned to the team within the IMT Operations Section.

Staging Areas assigned by local units, or GBCC, are managed by the local center manager or staging area manager.

Resources assigned to a Mob Center or Staging Area are guaranteed eight hours of time daily. They may be requested to work a longer day depending on need and/or based on fire weather forecast. See *NWCG Standards for Interagency Incident Business Management (SIIBM)* for information on duty day regulations.

Demobilization of Staging area and Mobilization Centers

Orderly demobilization of equipment, personnel, and resources from the incident to the place of origin must follow the reverse order of mobilization and remain within established communication channels. Emphasis will be placed on having personnel home no later than 2200 local time during all demobilization, whenever possible. It must be recognized that occasionally the availability of large transport aircraft will dictate the time frames of the demobilization of resources.

Local dispatch centers will work with GBCC to establish priorities for releases. Demobilization information shall specify the last days off, and how many days left, before end of commitment and final demobilization. GBCC will coordinate and facilitate reassignments as resources become available.

If a resource is released for disciplinary reasons, no reassignment will be considered. The home unit and GBCC will be informed of disciplinary action and documentation will be provided.

The local unit or IC will complete performance evaluations for all sub-standard performances based on qualification levels or the ability to do the job for suppression/support resources. These evaluations shall be immediately filled out and sent to the local line officer, to the Great Basin Operations Committee Chair, and to the responsible agency representative.

AERIAL DELIVERY OF EQUIPMENT/SUPPLIES

The McCall (USFS) and Great Basin (BLM) Smokejumper bases can deliver nearly all types of equipment. Special requests can usually be airborne within several hours. Many items, such as chainsaws, pumps, hose, and fuel, are pre-rigged and ready for immediate dispatch.

Other cargo delivery needs can be met by moving the cargo aircraft, equipped with cargo rigging materials, chutes, and cargo kicking crew to any location with a suitable runway. The cargo can then be rigged and

- 1 loaded on the aircraft for delivery.
- 2
- 3 McCall Smokejumpers operate 2 Twin Otters with 2500-3500 lb. capacity.
- 4
- 5 Great Basin Smokejumpers operate between a Twin Otter with 2500-3500 lb. capacity, a Dornier 228 with
- 6 3000-4000 lb. capacity, and a DHC-8 (Dash-8) with 6000-7000 lb. capacity.
- 7
- 8 To order aerial delivery, an Aircraft request will be created in IROC and sent to GBCC for processing. GBCC
- 9 will coordinate with the available smokejumper resources for delivery.

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