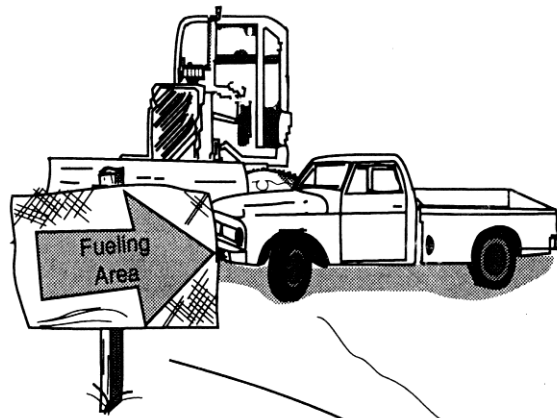


EQUIPMENT MANAGER

J-255



Job Aid

October 1997

NFES 1558





CERTIFICATION STATEMENT

on behalf of the

NATIONAL WILDFIRE COORDINATING GROUP

The following job aid material attains the standards prescribed for job aids developed under the interagency curriculum established and coordinated by the National Wildfire Coordinating Group. The job aid is certified for interagency use and is known as:

EQUIPMENT MANAGER J-255
Certified at Level I


Member NWCG and Training Working Team Liaison

Date 10/2/97


Chair, Training Working Team

Date 9/15/97

Description of the Performance Based System

The Wildland Fire Qualifications System is a “performance based” qualifications system. In this system, the primary criterion for qualification is individual performance as observed by an evaluator using approved standards. This system differs from previous wildland fire qualifications systems which have been “training based.” Training based systems use the completion of training courses or a passing score on an examination as a primary criteria for qualification.

A performance based system has two advantages over a training based system:

- Qualification is based upon real performance, as measured on the job, versus perceived performance, as measured by an examination or classroom activities.
- Personnel who have learned skills from sources outside wildland fire suppression, such as agency specific training programs or training and work in prescribed fire, structural fire, law enforcement, search and rescue, etc., may not be required to complete specific courses in order to qualify in a wildfire position.

1. The components of the wildland fire qualifications system are as follows:

- a. Position Task Books (PTB) contain all critical tasks which are required to perform the job. PTBs have been designed in a format which will allow documentation of a trainee’s ability to perform each task. Successful completion of all tasks required of the position, as determined by an evaluator, will be the basis for recommending certification.

IMPORTANT NOTE: Training requirements include completion of all required training courses prior to obtaining a PTB. Use of the suggested training courses or job aids is recommended to prepare the employee to perform in the position.

- b. Training courses and job aids provide the specific skills and knowledge required to perform tasks as prescribed in the PTB.
- c. Agency Certification is issued in the form of an incident qualification card certifying that the individual is qualified to perform in a specified position.

2. Responsibilities

The local office is responsible for selecting trainees, proper use of task books, and certification of trainees, see the Task Book Administrators Guide 330-1 for further information.

INTRODUCTION

The Equipment Manager J-255 has been identified as a position within the National Wildfire Coordinating Group's (NWCG), Wildland Fire Suppression Curriculum. The courses within the performance based curriculum may be administered by either an instructor led formal training course or by the use of "job aids".

Job aids are "how to" books that assist an individual in performing specific tasks associated with the position. They may be used by an individual, in a trainee position, who has met all of the prerequisites, but has not completed the position task book for that position. They are also used after the individual has become qualified, as an aid or refresher for doing the job.

The performance based training system stipulates that an individual must complete a Position Task Book prior to becoming qualified for that position. Refer to the "Wildland Fire Qualification Subsystem Guide, 310-1" for the established standards for this position.

This job aid was developed by an interagency development group with guidance from the National Interagency Fire Center, Fire Management Training Group under authority of the NWCG, with coordination and assistance of personnel from the following agencies:

United States Department of the Interior

Bureau of Land Management

We appreciate the efforts of those people associated with the development and review of this package.

Equipment Manager J-255

Job Aid
October 1997
NFES 1558

Sponsored for NWCG publication by the
NWCG Training Working Team, October
1997.

Comment regarding the content of this
publication should be directed to: National
Interagency Fire Center,
BLM National Fire & Aviation Training
Support Group, 3833 South Development
Avenue, Boise, ID 83705.
email:nwcgstnd@nifc.blm.gov or
DG:nwcg@nifc:x400a

Additional copies of this publication may be
ordered from: National Interagency Fire
Center, ATTN: Great Basin Cache Supply
Office, 3833 S. Development Avenue,
Boise, Idaho 83705. Order NFES #1246.

GENERAL

1. Obtain and assemble Information and Materials Needed for Kit.

Kit will be assembled and prepared prior to receiving an assignment. Kit will contain critical items needed for the assignment and items needed for functioning during the first 48 hours. Kit will be easily transportable and within agency weight limitation (per National Interagency Mobilization Guide). Items that may be included:

- Fireline Handbook 410-1
- ICS Form 211, Check-in List
- ICS Form 213, General Message
- ICS Form 214, Unit Log
- ICS Form 218, Support Vehicle Inventory
- ICS Form 219, assortment of cards and file
- “T” card holder (sorter card “T”)
- Emergency Equipment Shift Ticket OF 297 pad
- Vehicle/Heavy Equipment Inspection Checklist OF 296 pad
- Agency specific forms
- Rental agreements
- Crew Time Reports SF 261
- Gas and oil delivery forms
- Work order forms and faulty equipment report
- Shoe polish in squeeze bottles or with applicator brush (white)
- Poster paint with a broad brush
- Equipment inspection forms
- Rental equipment use record book
- Assorted pens, pencils, felt tip markers, thumb tacks, string tags, pads of paper, clipboard, masking tape
- Flashlight
- Calculator
- Seals (used to seal the rear door on a cargo trailer)

MOBILIZATION

2. Gather Information from Dispatch Upon Initial Activation.

Gather all available information necessary to accurately assess incident; prior to dispatch the following information may be obtained:

- Check-in location
- Reporting time (Requested and ETA)
- Order number
- Assigned Incident Commander's name/location
- Type of incident
- Terrain
- Weather (current and expected)
- Phone/radio contact procedures during travel
- Incident name/number
- Transportation arrangements and routes

INCIDENT ACTIVITIES

3. Arrive at Assigned Location, Properly Equipped, and Check In (Within Acceptable Time Limit) According to Agency Guidelines.

The individual will have:

The proper resource order number ("O" number),
proof of incident qualifications, a "Red Card",
frameless soft pack, personal gear, not to exceed 45 lbs.,
brief case, equipment manager kit, not to exceed 20 lbs.,
proper PPE for the job,
proper location for the check-in at the incident.

4. Obtain Initial Briefing from Ground Support Unit Leader

Your briefing should include:

Duty Assignment/Responsibilities.

Possible equipment manager assignments, e.g., dozers, engines, transportation scheduling, etc. Will you have or will you need a staff?

Operational work periods.

What is your work schedule?

Ordering procedures/authority.

Who is authorized to order equipment, supplies and personnel? Are the orders to be OK'd by the ground support unit leader prior to giving them to supply?

Equipment numbering system

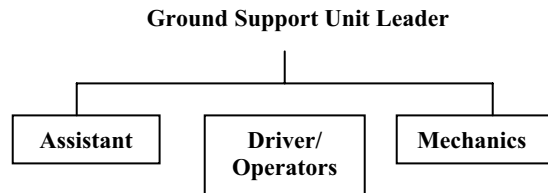
What is the numbering system for equipment? Is numbering system compatible with resource order number, or is there another system in place?

Work locations.

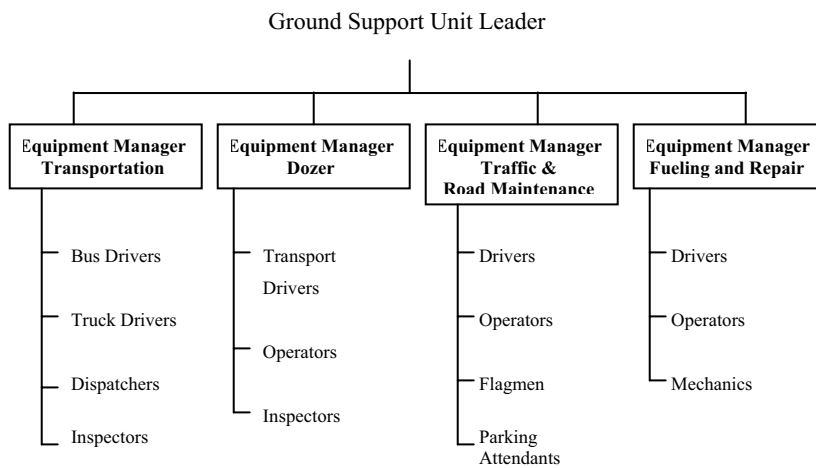
Where to set up shop?

Ground support organization.

Depending on the size and complexity of the incident, the ground support unit will vary in size. It may be that on smaller incidents, the ground support unit leader will handle the whole job. If there is a need, an equipment manager will be ordered to assist and the organization may look like the one below.



As the need and the incident grow and become larger and more complex, it may look like the one below. Since the Incident Command System builds from the bottom up, there could be any number of variations and organizations between the two shown here. (Mechanics may be used as equipment inspectors if needed.)



Resource advisor and/or individual familiar with local area.

These individuals can help with the road system, travel routes and access. Will have knowledge of any special concerns (environmental and/or political constraints).

Current and anticipated resource commitments.

The expected size and resources committed to the incident.

Current situation status.

What is going on currently?

Expected duration of incident.

How long will the incident last?

Local maps.

Find out if local maps are available. Procure if possible to familiarize yourself with the area.

5. Coordinate with Ground Support Unit Leader to Determine and Obtain Needed Equipment and Supplies.

Use the following table a **GUIDE** when ordering supplies for equipment.

Equipment	Type Fuel	Fuel Use	Fuel Use	Fuel Use	Oil Use
		Rate	Rate	Rate	
		<u>Surface</u>	<u>Dirt Road</u>	<u>Fireline</u>	
Sedan	Gas	5 gal/100 mi	8 gal/100 mi	-----	-----
Pickup-Compact	Gas	4 gal/100 mi	6 gal/100 mi	8 gal/100 mi	-----
Pickup-Compact	Diesel	3 gal/100 mi	5 gal/100 mi	7 gal/100 mi	-----
Pickup-Full size	Gas	5 gal/100 mi	8 gal/100 mi	10 gal/100 mi	-----
Pickup-Full size	Diesel	5 gal/100 mi	8 gal/100 mi	10 gal/100 mi	-----
4X4 – Compact	Gas	4 gal/100 mi	6 gal/100 mi	8 gal/100 mi	-----
4X4 – Compact	Diesel	5 gal/100 mi	7 gal/100 mi	9 gal/100 mi	-----
4X4 – Full size	Gas	8 gal/100 mi	10 gal/100 mi	12 gal/100 mi	-----
4X4 – Full size	Diesel	6 gal/100 mi	8 gal/100 mi	10 gal/100 mi	-----
Heavy Equipment Transport	Gas	20 gal/100 mi	25 gal/100 mi	28 gal/100 mi	-----
Heavy Equipment Transport	Diesel	19 gal/100 mi	24 gal/100 mi	28 gal/100 mi	-----

Dozer		Walking	Medium	Heavy	
Type 3 (light)	Diesel	3.2 gal/hr	4.2 gal/hr	4.7 gal/hr	1.6 pt/hr
Dozer		Walking	Medium	Heavy	
Type 2 (medium)	Diesel	3.4 gal/hr	4.5 gal/hr	5.0 gal/hr	2.7 pt/hr
Type 1	Diesel	4.3/7.3 gal/hr	5.6/8.0 gal/hr	6.3/9.2 gal/hr	3.5/6.5 pt/hr
Pumps					
Gorman Rupp	Gas & Oil	1 gal/hr	-----	-----	.25 pt/hr
Mark III	Gas & Oil	1 gal/hr	-----	-----	.25 pt/hr
Mark 26	Gas & Oil	1 gal/hr	-----	-----	.25 pt/hr
Chainsaw					
	Gas & Oil	.5 gal/hr	-----	-----	.2 pt/hr
Generator					
2 Cycle	Gas & Oil	1 gal/hr	-----	-----	.2 pt/hr
4 Cycle	Gas	1 gal/hr	-----	-----	.2 pt/hr

6. Ensure all Appropriate Safety Measures are Followed.

- Safety training for subordinate personnel (PPE Training e.g. fire shelter use)
- Instruct operators/drivers on safety procedures and road conditions, cleaning windshields daily, lights and seat belt use.

Driver Requirements

All drivers must have:

1. Valid state driver's license or Commercial Drivers License (CDL), as applicable, with appropriate endorsements.
2. Form OF-345 (Physical Fitness Inquiry of Motor Vehicle Operators), available from transportation, filled out and submitted to ground support. (agency specific form)

Safety

Drivers will not drive continuously. A break must be taken every two hours or when appropriate.

Operators will not:

- Exceed posted speed limits,
- Operate a vehicle under the influence of drugs or alcohol,
- Operate a vehicle while suffering from fatigue or stress.

Seat belts will be used by all operators and passengers.

Lights on while operating.

Drivers will inspect each vehicle prior to driving. The inspection will include brakes, steering, windshield wipers, tires, lights and horn. Never drive a vehicle that is unsafe.

Briefings

All drivers will receive a briefing on dispatch procedures, refueling, maintenance and the specific mission.

Driving

The driving limits while engaged in emergency driving will not exceed 12 hours per 15 hour duty day. An operator, after being on duty for 15 hours, must have a full 8 hours off duty (consecutive) prior to beginning a new operational period. These limitations are in accordance with the Federal Motor Carrier Safety Regulations.

Duty Day

A duty day begins when the individual arrives at his or her duty station or begins driving a government vehicle, whichever occurs first. A duty day (the total time driving plus non-driving time) for all drivers, single or double, will not exceed 15 hours. However, that driver may not be permitted to drive:

- 1. For more that 12 hours in the aggregate following 8 consecutive hours off duty;*
- or*
- 2. After he or she has been on duty 15 hours following 8 consecutive hours off duty.*

Misuse

The Departmental Manual states that; "Any officer or employee who willfully uses or authorizes use of a government passenger motor vehicle or aircraft for other than official purposes will be suspended for not less than 1 month and will be suspended for a longer period or removed if circumstances warrant."

Government vehicles are constantly in the public's eye. Any report of speeding, erratic driving or uncourteous driving of a government vehicle that is reported by the public must be and will be investigated and a formal response submitted to the General Services Administration (GSA).

Remember that driving is one of the most hazardous jobs we perform. Although we have an obligation to support national incidents, we have an even greater obligation to public safety and to the safety of our employees. By being well prepared, safe and courteous drivers, we will accomplish all of these obligations.

- Be familiar with the transportation regulations of hazardous materials. (Ensure requirements for hazmat handling are addressed and complied with.)

Hazardous material shipments are regulated by the Department of Transportation (DOT) 49 CFR, part 175. Proper knowledge of shipping documentation is required. Anyone transporting hazardous materials who is not familiar with those shipping requirements should contact the cache for instructions. Non-compliance may result in civil penalties to the individual shipping the hazardous materials.

The operator (driver) should help oversee the loading of vehicles. Check the waybill (Warehouse Supplies Order OF-285, NFES 1866) to ensure the waybill lists each item and quantity loaded. All waybills should be signed by the supply unit leader or receiving and distribution manager indicating the vehicle contains the listed items and is properly loaded. A seal should be placed on the doors of the enclosed trailer or van box if a common carrier is used. The seal number will be recorded on the waybill.

Some examples of hazardous materials (Hazmat) that may be transported:

*Extinguisher, fire
NFES 2143, NFES 1033, NFES 0319, NFES 0307,
Fuel, lantern, white gas
NFES 1361
Fusee, signal device, Hand*

NFES 0105
Horn, air
NFES 0356
Repellent, insect:
NFES 0153 NFES 0154

If there are any questions as to the loading of a vehicle, the driver should always have the final say.

7. Schedule Transportation to Maximize Use of Available Vehicles and Equipment Resources.

Match the correct vehicle and operator with the job that needs to be accomplished.

- Establish work schedules.
- Attend necessary briefings.
- Make daily assignments.
- Coordinate with other units.

8. Dispatch Vehicles and Equipment in Accordance with Incident Action Plan.

- Assign vehicles to priority positions.
- Assign vehicles for emergency transport of personnel.
- Assign vehicles suitable for required missions.

9. Determine Resources On Hand and When Necessary Order Additional Resources.

- Complete and maintain Support Vehicle Inventory ICS Form 218.
- Complete vehicle and equipment inspections.
- Coordinate with finance/administration to ensure contracts and rental agreements are completed and copies filed.
- Order equipment and supplies through supply unit.

- Coordinate with the supply unit on ordered equipment and supplies (ETAs, fill or kill, or unfilled orders).

Staffing Rules of Thumb

Every piece of heavy equipment – 1 operator per operational period.

1-30 Engines – 1 mechanic per operational period.

31-50 Engines – 2 mechanics per operational period.

Over 50 Engines – 3 mechanics per operational period.

Each Base/Camp – 1 equipment time keeper

Each support vehicle – 1 driver per operational period.

Military involvement

When military units are attached, they will function as a unit.

The equipment managers should determine who the military contact is for job assignments and use that position to assign mission requests. Then allow the military unit to function within itself to accomplish the mission. Generally military units prefer to have their own areas or camp and function best if they are all together.

10. Maintain Equipment Use Records, Service Records and Time Records.

- Maintain fuel and lubricant consumption records.

Emergency Equipment Shift Ticket

1. *Used to record time worked on incident and time to and from point of hire.*
2. *Should be used to record special remarks as to down time, problems with equipment.*

3. *When applicable, provide both hours and mileage information.*

4. *The shift ticket should have the "E" number of the equipment entered on the form.*

- Document repair and service costs (incident or contractor incurred).
- Coordinate with finance/administration to determine costs liability for repairs and service.
- Turn in daily personnel and equipment time to finance/administration section.

11. Establish Areas for Service, Repair and fueling.

- Ensure appropriate safety measures are being followed.
- Comply with agency environmental policies.
Any left over mixed fuel becomes hazardous waste, avoid stockpiling this item.
- Establish maintenance and fueling schedules.
- Sign and flag fuel storage area.
- Provide fuel, lubrication, and oil.
Chainsaws-16:1, 32:1, 40:1
Mark III ®- 16:1
Drip Torch Fuel 3 parts diesel to 1 part gas

Mixing Ratios – 2 Cycle Oil to Gas

Gas	2 Cycle Oil	Ratio
5 gal	1 QT (32 oz)	16:1
5 gal	1/2 QT (16 oz)	32:1
5 gal	1/4 QT (8 oz)	40:1

- Have fire extinguisher available
- Provide servicing area

- ICS Form 218 (Support Vehicle Inventory).
- Accident/Injury forms.
- Specific agency forms.
- Equipment/vehicle inspection forms.
- Other forms as needed.

13. Develop and implement incident traffic plans.

- Physically sign roads and drop points (DP# used only once-don't move).
- Provide input to the development of traffic plan.
- Issue traffic plan maps to all drivers.

14. Provide for maintenance of incident roads.

- Order necessary equipment and supplies.
- Set up maintenance schedules and coordinate maintenance operations.
- Check road and bridge conditions and weight limits.
- Check with local unit for maintenance standards.
- Obtain required permits to move heavy equipment (local knowledge).

DEMOBILIZATION

15. Provide Suggested Demobilization Priorities List to Ground Support Unit Leader.

- Identify agency vehicles assigned to crew(s) for demobilization.
- Coordinate demobilization of crews and vehicles to destinations.
- Coordinate with supply unit leader for return of supplies to storage/cache facilities with demob vehicles.
- Complete vehicle and equipment demobilization inspections and file with finance/administration section.

- Complete all vehicle and equipment use records and file with finance/administration section prior to demobe.

16. Demobilization and check-out.

- Receive demobilization instructions from work supervisor.
- Brief subordinate staff on demobilization procedures and responsibilities.
- Ensure that the incident and agency demobilization procedures are followed. If required, ICS Form 221 Demobilization Check-Out is completed and turned in to the appropriate person.

GLOSSARY

Agency	Any federal, state or county organization participating or with jurisdictional responsibility.
All Terrain Vehicle (ATV)	Any motorized vehicle designed for or capable of cross country travel on or immediate over land, water, sand, snow, ice, marsh, swampland or other terrain (off road vehicle).
Chase Truck	A vehicle that carries crew gear, supplies and operational equipment for initial attack/extended attack.
Demobilization	The release of resources from an incident in strict accordance with a detailed plan approved by the incident commander.
Department of Transportation (DOT)	Federal agency that regulates interstate transportation and commerce.
Dozer	Any tracked vehicle with a blade for exposing mineral soil, with transportation and personnel for its operation.
Dozer Tender	Any ground vehicle with personnel capable of maintenance, minor repairs and limited fueling of dozers.

“E” Numbers

Numbers used by dispatchers, service personnel and logistics (supply unit) to track resources on an incident. “E” stands for equipment. E-107 is assigned to a piece equipment, such as a 4x4 pickup. There is only one E-107 on that incident and it can be tracked from the initial order throughout the incident until that piece of equipment is demobilized.

Equipment Manger

Person responsible to the ground support unit leader for servicing, repairing and fueling all apparatus and equipment on the incident, for obtaining transportation and scheduling its use, and for maintaining records of equipment service and use.

Equipment Time Recorder

Person responsible to the time unit leader for assisting all other units at the incident in properly maintaining a daily record of equipment use time, maintaining current records for charges and credits for fuel, parts services, and commissary items for all equipment, and checking and closing all time record forms before demobilization of equipment.

Fuel Site	Any site where vehicles and equipment can be fueled. Must have all environmental and safety items necessary incase of fuel spill.
Fuel Tender	Any vehicle capable of supplying engine fuel to ground or airborne equipment. An older description of a fuel tender. (May be the vehicle that supplies the fuel tender.)
Grey Water Tender	A vehicle capable of hauling grey (gray) water used kitchen, shower water).
Ground Support Unit Leader	Person responsible to the support branch director for (1) supporting out of service resources, (2) transporting personnel, supplies and equipment, (3) servicing and repairing vehicles and other ground support equipment and (4) developing and implementing the incident traffic plan.
Gross Vehicle Weight (GVW)	Actual vehicle weight including chassis, body, cab, equipment, water, fuel, crew and all other load.

Hazardous Materials (Hazmat)	Substances that are identified, classified and regulated in the Code of Federal Regulations, Title 49 and Hazardous Material Regulation 175. A hazardous material is a substance or material which has been determined by the DOT to be capable of posing an unreasonable risk to health, safety and property when transported in commerce and which has been so designated.
Inspection	A method of checking vehicles and equipment, to ensure that they can be used effectively by the incident. A pre and post inspection must be completed on each vehicle and piece of equipment.
Inspection Area	Any area where vehicles and equipment can be inspected and either passed or rejected for use by the incident.
Inspection Form	A form used as a checklist to inspect vehicles and equipment that will be used by the incident. The form should have a column for pre and post inspections.
Magnesium Chloride	A chemical (liquid) applied to a gravel/dirt road surface as a dust abatement.

“O” Numbers	Numbers used by dispatchers, service personnel and logistics (supply unit) to track resources on an incident. “O” stands for overhead. O-107 is assigned to a resource, such as safety officer. There is only one O-107 on that incident and it can be tracked from the initial order throughout the incident until that resource is demobilized.
Personal Protective Equipment (PPE)	The items of clothing, tools and apparatus issued to individuals assigned to an incident that protects them from injury. Examples: hard hat, fire resistant shirt and pants, goggles, hearing protection, boots, gloves, etc.
Potable Water Tender	A vehicle with sanitary (drinking water) water hauling capabilities. The tank has been certified to transport water that is fit for human consumption.
Resource Advisor	An individual assigned to the incident by the host agency, who has delegated authority to make decisions on matters affecting that agency. The individual also gives direction(s) and answer questions about environment concerns and policy of the local agency.

Resource Order	<p>The form used by dispatcher, service personnel and logistics coordinators to document the requests, ordering or release of resources and the tracking of those resources on an incident.</p> <p>Resource orders are split into categories of equipment (E), aircraft (A), supplies (S), crews, (C) and overhead (O).</p>
Tractor Plow	<p>Any tractor or dozer with a plow for exposing mineral soil, with transportation and personnel for its operation.</p>
Transport	<p>A vehicle for transporting heavy equipment, usually a tractor and trailer.</p>
Type	<p>The capability of a fire fighting resource in comparison to another type. Type 1 usually means a greater capability due to power, size or capability. Resource typing managers with additional information in selecting the best resource for the task.</p>
Water Tender	<p>Any ground vehicle capable of transporting specific quantities of water.</p>

Optional Forms

The following forms are used by the (ground support unit) equipment manager to track each contracted piece of equipment during an incident. These forms are used specifically by the Equipment Manger, and should be part of their kit. State, local and federal equipment may have different ways of tracking costs.

The EMERGENCY EQUIPMENT RENTAL-USE ENVELOPE, OF-305 lists the documents (forms) that are needed for each piece of contracted equipment.

EMERGENCY EQUIPMENT RENTAL-USE ENVELOPE, OF-305
EMERGENCY EQUIPMENT RENTAL AGREEMENT, OF-294
VEHICLE/HEAVY EQUIPMENT INSPECTION CHECKLISTS, OF-296
EMERGENCY EQUIPMENT SHIFT TICKET, OF-297
EMERGENCY EQUIPMENT USE INVOICE, OF-286
EMERGENCY FIREFIGHTER TIME REPORT, OF-288
EMERGENCY EQUIPMENT FUEL AND OIL ISSUE, OF-304

The EMERGENCY EQUIPMENT RENTAL AGREEMENT, OF-294, may be completed by incident personnel but must be signed by a warranted contracting officer. This form will contain all of the information necessary to complete the headings for all of the other forms associated with that piece of equipment.

The equipment manager may use other forms on an incident, i.e., ICS forms, Agency specific form. Training on the correct use of these forms is presented either in ICS or agency training courses.

**EMERGENCY EQUIPMENT RENTAL-USE ENVELOPE
OF-305 (Add E# of vehicle to envelope)**

ADMINISTRATIVE FOLLOWUP NEEDED:
YES NO

REMARKS: _____
CONTINUE ON REVERSE IF NECESSARY

NOTICE TO CONTRACTOR
REPORT TO: _____
INCIDENT: _____
BEFORE LEAVING AN INCIDENT, FINAL INSPECTION AND EQUIPMENT-USE INVOICE MUST BE COMPLETED. YOU ARE NOT CONSIDERED RELEASED UNTIL THE FINANCE SECTION VOICE DOCUMENTS ARE COMPLETED AND SIGNED. CHECK WITH FINANCE SECTION CHIEF.

EMERGENCY EQUIPMENT RENTAL - USE ENVELOPE

CONTRACTOR	
RESOURCE ORDER NO.	ORDERED BY
ARRIVED AT MOBILIZATION POINT DATE	TIME
OPERATOR(S)	LOCATION
EQUIPMENT TYPE	SIZE
DATE RELEASED	NUMBER
	TIME RELEASED

- FORMS:**
- OF-284 EMERGENCY EQUIPMENT RENTAL AGREEMENT
 - OF-286 VEHICLE/HEAVY EQUIPMENT INSPECTION CHECKLIST (PREUSE)
 - OF-297 EMERGENCY EQUIPMENT SHIFT TICKET(S)
 - OF-286 EMERGENCY EQUIPMENT - USE INVOICE
 - OF-288 EMERGENCY FIREFIGHTER TIME REPORT (IF APPLICABLE)
 - COMMISSARY ISSUES (IF APPLICABLE)
 - OF-304 EMERGENCY EQUIPMENT FUEL AND OIL ISSUE (IF APPLICABLE)
 - OF-296 VEHICLE/HEAVY EQUIPMENT INSPECTION CHECKLIST (RELEASE)
 - ALL GOVERNMENT-ISSUED SAFETY EQUIPMENT RETURNED (APPLIES TO DOZER OPERATORS AND SWAMPERS ONLY)

ALL FORMS ARE INCLUDED IN THIS ENVELOPE. ALL SIGNATURES HAVE BEEN OBTAINED AND THE ENCLOSED INVOICE IS COMPLETE AND READY FOR PAYMENT. ALL FUEL, OIL, PARTS AND COMMISSARY ISSUES HAVE BEEN POSTED.

EQUIPMENT TIME RECORDER _____ DATE _____ FINANCE SECTION CHIEF OR PROCUREMENT UNIT LEADER _____ DATE _____
NSN 7540-01-3177367
50305-101
OPTIONAL FORM 305 (7-90)
USDA/USDI

CONTRACTOR: _____

EMERGENCY EQUIPMENT RENTAL AGREEMENT, OF-294

This is a legal document which obligates the government for payment of services rendered. The form must be signed by a warranted Contracting Officer.

1. ORDERING OFFICE (name and address)		AGREEMENT NUMBER MUST APPEAR ON ALL PAPERS RELATED TO THIS AGREEMENT			
		2. AGREEMENT NUMBER			
		3. EFFECTIVE DATES a. beginning _____ b. ending _____			
4. CONTRACTOR a. name and address		5. POINT OF HIRE (location when hired)			
b. EIN/SSN		6. THE WORK RATE IS BASED ON ALL OPERATING SUPPLIES BEING FURNISHED BY <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT			
c. telephone number (day)		d. telephone number (night)		7. OPERATOR FURNISHED BY <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT	
8. TYPE OF CONTRACTOR (check appropriate boxes) <input type="checkbox"/> SMALL BUSINESS <input type="checkbox"/> LARGE BUSINESS <input type="checkbox"/> SMALL DISADVANTAGED OWNER <input type="checkbox"/> WOMAN OWNED <input type="checkbox"/> LABOR SURPLUS AREA <input type="checkbox"/> GOVERNMENT EMPLOYEE					
9. ITEM DESCRIPTION <small>Include make, model, year, serial number, and accessories</small>		10. NUMBER OF OPERATORS	11. WORK OR DAILY a. rate b. unit		12. SPECIAL a. rate b. unit
13. GUARANTEE <small>(if or more hours)</small>					
a.					
b.					
c.					
d.					
e.					
f.					
g.					
14. SPECIAL PROVISIONS					
15. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE		16. DATE	17. CONTRACTING OFFICER'S SIGNATURE		18. DATE
19. PRINT NAME AND TITLE			20. PRINT NAME AND TITLE		

FORM 7400-1 (REV. 8-90)
PREVIOUS EDITIONS ARE NOT USABLE

OPTIONAL FORM 294 (REV. 8-90)
USDA/USDA

EMERGENCY EQUIPMENT SHIFT TICKETS OF-297
 Examples of documentation for hours and miles. (Add E# of vehicle to form)

EMERGENCY EQUIPMENT SHIFT TICKET					E-31
<small>NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.</small>					
1. AGREEMENT NUMBER		56-03KO-X-7295		2. CONTRACTOR (name)	
				DoRight Construction	
3. INCIDENT OR PROJECT NAME		4. INCIDENT NUMBER		5. OPERATOR (name)	
Bad Bear		ID-BOF-080		Loose Nut	
6. EQUIPMENT MAKE		7. EQUIPMENT MODEL		8. OPERATOR FURNISHED BY	
Caterpillar		D6C		<input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT	
9. SERIAL NUMBER		10. LICENSE NUMBER		11. OPERATING SUPPLIES FURNISHED BY	
47A19625				<input checked="" type="checkbox"/> CONTRACTOR (wet) <input type="checkbox"/> GOVERNMENT (dry)	
12. DATE MO/DAY/YR	13. EQUIPMENT USE				14. REMARKS (release, down time and cause, problems, etc.)
	START	STOP	HOURS/DAY WORK	MILES (CIRCLE ONE) SPECIAL	
8/5/xx	0830	1600	7.5		0600 under hire at Nampa, ID transported to Bad Bear Fire arrived at 0830. 1800 - down for service 2000 - operator off duty
8/5/xx	1800	2000	2.0		
15. EQUIPMENT STATUS					
<input checked="" type="checkbox"/> a. Inspected and under agreement <input type="checkbox"/> b. Released by Government <input type="checkbox"/> c. Withdrawn by Contractor					
16. INVOICE POSTED BY (Recorder's initials)					
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE			18. GOVERNMENT OFFICER'S SIGNATURE		19. DATE SIGNED
Loose Nut			Tinder Dry		8/6/xx

NSN 7540-01-199-5628
50297-102

OPTIONAL FORM 297 (Rev. 7-90)
USDA/USDI

EMERGENCY EQUIPMENT SHIFT TICKET					E-18
<small>NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.</small>					
1. AGREEMENT NUMBER		56-03KO-X-7295		2. CONTRACTOR (name)	
				DoRight Construction	
3. INCIDENT OR PROJECT NAME		4. INCIDENT NUMBER		5. OPERATOR (name)	
Bad Bear		ID-BOF-080		Max Speed	
6. EQUIPMENT MAKE		7. EQUIPMENT MODEL		8. OPERATOR FURNISHED BY	
Dodge				<input type="checkbox"/> CONTRACTOR <input checked="" type="checkbox"/> GOVERNMENT	
9. SERIAL NUMBER		10. LICENSE NUMBER		11. OPERATING SUPPLIES FURNISHED BY	
		Lic. No 4T-0795B		<input checked="" type="checkbox"/> CONTRACTOR (wet) <input type="checkbox"/> GOVERNMENT (dry)	
12. DATE MO/DAY/YR	13. EQUIPMENT USE				14. REMARKS (release, down time and cause, problems, etc.)
	START	STOP	HOURS/DAY WORK	MILES (CIRCLE ONE) SPECIAL	
8/5/xx	9,156	9,276	120		Point of hire - Nampa, ID Time of hire - 0600
15. EQUIPMENT STATUS					
<input checked="" type="checkbox"/> a. Inspected and under agreement <input type="checkbox"/> b. Released by Government <input type="checkbox"/> c. Withdrawn by Contractor					
16. INVOICE POSTED BY (Recorder's initials)					
CW					
17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE			18. GOVERNMENT OFFICER'S SIGNATURE		19. DATE SIGNED
Max Speed			Chariot Keeper		8/6/xx

NSN 7540-01-199-5628
50297-102

OPTIONAL FORM 297 (Rev. 7-90)
USDA/USDI

VEHICLE HEAVY EQUIPMENT INSPECTION CHECKLIST OF-296

Ensure proper documentation for pre and post inspection. (Add E# of vehicle to form)

VEHICLE/HEAVY EQUIPMENT INSPECTION CHECKLIST		1. INSPECTION TYPE (X one) <input type="checkbox"/> a. Sign-up <input checked="" type="checkbox"/> b. Pre-use <input type="checkbox"/> c. Release		2. AGREEMENT, P.O. OR CONTRACT NO. 56-03KO-X-7295		3. CONTRACT DATE 5 /XX	
4. UNIT Boise National Forest		9. MILEAGE (Start) 9 356		10. DATE 8 /5 /XX		4. FIRE NAME Bad Bear	
8. OWNER (Name) DoRight Construction		14. MILEAGE (End)		15. DATE		7. EQUIPMENT TYPE 3994 1/2 Ton Pickup	
13. VENDOR (if other than owner)		14. MILEAGE (End)		15. DATE		5. FIRE NO. D-BOF-080	
16. SERIAL NO. LIt. No. 4T-0795B (if criteria)		12. MAKE Dodge		11. MODEL J50		12. MAKE Dodge	
Section I - Tractor and/or Motor Patrol		SATISFACTORY YES NO		Section II - Trucks, Sedan, Jeep, Pick-up, etc.		SATISFACTORY YES NO	
1. Canopy, roll-over protection system, frame, 360° or 270° protection, 27.5" or 30" interior to rear frame of tractor.				1. Steering. Over 2" free play, check to side ends.		X	
2. Daily plate and radiator guard. Securely mounted.				2. Clutch. Proper adjustment, 3/4" free travel.		X	
3. Lights mounted and working. Operating.				3. Brakes, foot and hand. Must hold firm.		X	
4. Cables and hydraulic system. Not frayed, have seals, no dips in hydraulic system.				4. Gauges. All gauges must be working.		X	
5. Brake hold brake holding. Operate smoothly, hold at any point.				5. Horn. In working order.		X	
6. Master clutch. Operator under load, (check for slippage).				6. Restroom signs and signs in working order.		X	
7. Steering clutches. Must have 3/4" free play.				7. Seats and cushions, seat belts. If not satisfactory, report conditions under Section V Remarks.		X	
8. Brakes. Must hold at half travel.				8. Cooling system. Check radiator and hoses.		X	
9. Gauges working. All gauges must be working.				9. Engine. Check for leaks and leaks.		X	
10. Fuel system. Must be free of dips and full tank.				10. Oil level and condition. Full and clean.		X	
11. Cooling system. Free of leaks.				11. Electrical system. Generator and motor working.		X	
12. Fan and fan belts. Check for frayed condition.				12. Battery. Check for corrosion on terminals.		X	
13. Battery. Check for corrosion on terminals.				13. Transmission. Check for leaks.		X	
14. Engine supports, equalizer bar, springs, main springs. Check shock bolts, wheel spring lines.				14. Drive line-U-joints. Check for looseness.		X	
15. Muffler and spark arrester. Must be approved type, check with state.				15. Differential. Check for leaks.		X	
16. Engine. Run, check oil pressure, and knock.				16. 4 Wheel drive. Check rear hoses, dips.		X	
17. Front drive, transmission and differential. Check for slipping.				17. Springs and shocks. Check hangers.		X	
18. Tires and wheels. Gross weight under 1,140" loose rollers, broken fenders.				18. Tire fluid. Looseness and bent.		X	
19. Dozer and assembly. Turnover bolts missing, cracks.				19. Frame. Cracks and bent.		X	
20. Prepare lubrication. Check for dry fittings.				20. Lubrication. On time.		X	
21. Tires. Check depth of tread, cuts, flat under remarks.				21. Tires, wheels, lug nuts. Depth of tread and cut.		X (1)	
22. Sprocket and idlers. Cracks in spokes, sprocket teeth sharp.				22. Lights. Must be all working.		X (2)	
23. Dozer. Serviceable, safe.				23. Glass. Report all cracks, shattered.		X (2)	
24. Test run. Cover 5, 6, 7, 8, and 9.				24. Body condition. Report all dents and scratches.		X (2) (REPAIRS)	
Section III - Power Saw and/or Pumps				Section IV - Accessories (Mark "x" if in vehicle)			
1. Clean.				<input type="checkbox"/> 1. Accident Forms		<input checked="" type="checkbox"/> 3. Mud Flap	
2. Visible parts broken.				<input type="checkbox"/> 4. Log Book		<input type="checkbox"/> 5. Tow Chain	
3. Oil in gear case.				<input type="checkbox"/> 7. First Aid Kit		<input checked="" type="checkbox"/> 8. Pumps (A30)	
4. Oil in chain oiler.				<input type="checkbox"/> 8. Jack		<input checked="" type="checkbox"/> 9. Shovel	
5. Mfr. tools, kerosene & gas can.				<input type="checkbox"/> 10. Fire Extinguisher		<input type="checkbox"/> 11. Wheel Wrench	
6. Visible bolts and nuts tight.				<input type="checkbox"/> 13. License Plates (if Govt operator)		<input type="checkbox"/> 14. Tire Chains	
7. Chis and all properly mounted.				<input type="checkbox"/> 16. Reflectors		<input type="checkbox"/> 17. Other	
8. Cutting bar straight.							
9. Exhaust system & spark arrester.							
10. Motor oil viscosity & run smoothly.							
11. Satisfactory power.							
12. Chain condition.							
17. VENDOR (Signature) <i>Dudley DoRight</i>		18. TITLE Contractor		19. DATE 8 /5 /XX			
20. INSPECTOR (Signature) <i>Ralph Racket</i>		21. TITLE Inspector		22. DATE 8 /5 /XX			

*Safety items Do not accept until repaired.

(OWNER) NSN 7540-01-120-0607

OPTIONAL FORM 296 (8-81)
USDA/USDI
50296-101

CONTRACTING OFFICER

Back of Form

Section V-Pickup and Sedan Body Condition	
Lightweight Inspection (Below)	Patrol Weight Inspection (Above)
<p>Small crack Dent Small scratches</p>	
Section V-Remarks by Exam No. (Optional)	

EMERGENCY EQUIPMENT FUEL AND OIL ISSUE OF-304

EMERGENCY EQUIPMENT FUEL AND OIL ISSUE						SEE COVER FOR INSTRUCTIONS.						
INCIDENT OR PROJECT NAME			OWNER OF EQUIPMENT: Name			<input type="checkbox"/> CONTRACTOR		<input type="checkbox"/> GOVERNMENT				
AGREEMENT NUMBER			TYPE OF EQUIPMENT			LICENSE OR IDENTIFICATION NUMBER						
COMMODITY <small>(circle appropriate items)</small>			QUANTITY			UNIT		UNIT PRICE		AMOUNT		
REGULAR GAS UNLEADED GAS DIESEL												
OIL <small>(specify)</small>												
DATE AND TIME ISSUED			REMARKS			TOTAL						
ISSUING AGENT'S SIGNATURE						PRINT NAME AND TITLE						
RECEIVING AGENT'S SIGNATURE						PRINT NAME AND TITLE						
POSTED TO EQUIPMENT INVOICE (FINANCE USE ONLY):						INITIALS		DATE				

OPTIONAL FORM 304 (7-90)
USDA/USDI

NSN 7540-01-317-7386
50304-101