

## 15 - Administration



BLM has adopted the National Wildfire Coordinating Group (NWCG) Interagency Incident Business Management Handbook as the official procedures for handling administrative matters relating to fire management. Periodic supplements will be issued based on Bureau needs and/or changes agreed on by the interagency community making up NWCG. This handbook replaced and updated BLM Manual Section 1111.

### Policy

#### Purpose

Since the uniform application of interagency policies and guidelines is essential, appropriate procedures in the Interagency Incident Business Management Handbook (NWCG Hbk2) should be followed. The BLM Manual will provide a bridge between Manual Sections and the Interagency Incident Business Management Handbook, so that continuity of the BLM Manual System is maintained and all additions, changes and supplements are filed in a uniform manner. Field offices may supplement the Handbook (see Manual 1221) to provide additional clarification or information as long as policy or conceptual data is not changed.

#### Objectives

The objectives are to assure that fire operations include:

- Maintaining proper finance, property, procurement, and personnel records and forms in a consistent manner.
- Properly classifying emergency fire personnel, and paying such personnel according to classification.
- Applying specific regulations applicable to pay, leave, travel, hazard, pay, etc., in a uniform manner.
- Acquiring necessary equipment and supplies from appropriate sources in accordance with applicable procurement regulations.
- Maintaining adequate property records and accountability procedures.

## Responsibility

*Agency Administrator* It is the responsibility of the local Agency Administrator assigned staff to provide fire business management information, support to the Incident Commander, and oversee the fire business management activities and their compliance with Bureau policy.

*Incident Commander* The Incident Commander (IC) has responsibility for establishing and maintaining a sound business management practices for all activities related wildland fire management. The Incident Commander and assigned staff are responsible for carrying out business management activities as identified in the Interagency Incident Business Management Handbook.

## Hazardous Fuel Reduction Operations

### Subactivity 2823

All obligations must be charged to a specific project number. Includes the costs of implementing prescribed fire projects and mechanical treatments to reduce hazardous fuels and to restore fire to ecosystems. This includes mechanical treatments necessary to reduce fuels as a precursor to the introduction of fire. The intent of this funding source is to focus on implementation.

Includes the costs of implementing prescribed fire projects and mechanical treatments to reduce hazardous fuels and to restore fire to ecosystems. This includes mechanical treatments necessary to reduce fuels as a precursor to the introduction of fire. The intent of this funding source is to focus on implementation.

Excludes treatment of fuels generated in conjunction with commodity production activities, such as timber stand improvement and slash. Also excludes type conversions where the principal purpose is for commodity production. Annual maintenance of landscaping, transportation corridors, and right-of-ways cannot be funded as a fuels management project.

Includes salaries for seasonal and career seasonal personnel who are hired specifically for hazardous fuel reduction operations project implementation.

Includes overtime, premium pay, and travel and per diem for all personnel, fire and non-fire, permanent or seasonal, who are involved in project implementation.

Includes regular planned salaries for all fuels management permanent full time personnel who are dedicated for the full year to non-commodity production fuels management activities. Permanent full time fuels or forest management

personnel that also have responsibility for treatment of fuels associated with commodity production must pro-rate their salary.

Excludes regular planned salaries for all fire and non-fire permanent full time personnel other than permanent full time fuels management personnel and forest management personnel that also have responsibility for treatment of non commodity fuels. Career seasonal and seasonal personnel hired under another fire subactivity or a non fire appropriation may not charge their base salary to the hazardous fuel reduction operations subactivity. However, career seasonal and seasonal employees' appointments may be extended under the hazardous fuel reduction operations authority when dedicated to fuels projects, regardless of the original purpose of hire.

Includes temporary hire, project-dedicated support personnel such as archeological clearance personnel, but not permanent compliance personnel that are already fully funded for general activities, and non-fire project purposes. Permanent compliance personnel who are not base funded and are paid on a project by project basis may charge to fuels management activities when working on those projects.

Includes all travel, per diem, and training costs associated with developing and attending National Wildland fire Coordinating Group's (NWCG) certified prescribed fire curriculum for those employees performing hazardous fuel reduction operations activities.

Includes program support cost allocation (administrative fee) only for the organization level directly responsible for implementing fuels management activities.

Includes project site preparation, cost of public awareness activities for planned treatments, initial treatment effects monitoring plot establishment and post-treatment monitoring on these plots. Long-term fire effects monitoring and analysis should be funded by other functions. The primary purpose of fire behavior and effects monitoring funded by hazard fuel reduction operations must be to determine whether the treatment met the objectives.

Includes the cost of initial construction and maintenance of fuel breaks. Fuels breaks are strategically located linear areas where fuel characteristics are modified to break up continuity of hazardous fuels.

Includes aircraft flight time costs associated with a project.

Includes equipment rental costs for those hours worked on projects.

Includes cost of contracting all or portions of a project.

Includes purchase of capitalized equipment needed for the average annual workload that cannot be economically contracted or rented. Procurement of capitalized equipment requires prior authorization from appropriate bureau's state, regional, or national fire management office. Also includes the costs of replacing equipment destroyed while working on a project and will require a board of survey action.

Excludes all managerial oversight which is normally funded through general administrative or non-fire program management funds.

Excludes administrative surcharges and cross billing for interagency hazard fuels treatments and ecosystem prescribed burning programs.

Excludes administrative surcharges and cross billing for interagency hazard fuels treatments and ecosystem prescribed burning programs.

See AD pay plan for use of Emergency Fire Fighters for hazardous fuel reduction.

## Procurement

### Policy

Procedures for procurement operations in a fire emergency are intended to assure that support of an incident can be accomplished in a cost efficient and timely manner. The Interagency Incident Business Management Handbook—Chapter 20, Procurement—provides procedures to be used on a large incident.

### Planned Procurement

As much as possible a unit should pre-plan and implement the types of procurement and the locations of vendors willing to provide supplies and services to an emergency incident. Planned procurement can follow the normally accepted methods of advertisement, competition, and selection of the best price for the government. Included could be meal agreements, aircraft (OAS), equipment rentals, memoranda of understanding or agreements with cooperators, incident base locations, motel accommodations, and vendor provided services. Blanket purchase agreements are being replaced by use of Visa card, but in some instances may still be viable. Inclusion of contracting officers/procurement agents in the preplanning phase is essential. It is also recommended that units in a geographic area work together with vendors and establish one list for all agencies to use, particularly as it relates to equipment rentals and negotiated prices for goods and services. Better rates can possibly be obtained and prices will be consistent within the area. The more accomplished before an incident occurs, the better the procurement for the emergency. Incident Command teams will

integrate quickly with the local unit and even the small local incidents benefit from preplanning.

## Emergency Procurement

Although most initial attack and smaller incidents don't require extensive immediate need procurement, unplanned situations will occur that require an emergency procurement. Some units have contracting officers and procurement agents that are capable of rapid support using their delegated authority.

- It is suggested that some delegations of authority be in place to allow emergency purchases using imprest, blanket purchase authorizations, or Visa with expanded limitations at appropriate vendors. The delegation must be issued by a Warranted Contracting Officer or Warranted Procurement Agent.
- A local unit should request assistance through the resource order process up to and including incident management teams and buying teams.
- Utilize cooperators as much as possible.
- Recognize procurement limitations:
  - No capitalized equipment purchases.
  - \$25,000 single purchase with some exemptions allowable.
  - Visa card authorized.
  - Imprest purchase limits and cash on hand.

## Injury Compensation

### Policy

It is the policy of the BLM to provide prompt medical attention to all injured or ill employees. On a large incident the injured or ill employee may be from another agency. All forms and documentation needed to protect the employees rights must be completed and sent to appropriate employing offices. It is the responsibility of the employee, supervisor, Incident Commander, and the Agency Administrator to assure policy and procedure are followed.

### Federal Employees

At a minimum, a CA-1 is filled out by the employee and supervisor for any injury. If medical treatment beyond first aid or Agency Provided Medical Care (APMC) is required, a CA-16 is also required. The employee's home unit should receive the CA-1 and a copy of the CA-16, if available from the care provider.

### Non-Federal Employees

Provide for the appropriate level of medical care dependent on the situation. Contact an Agency Representative (if available) or the employee's home unit to determine what forms are required. Use CA-1 and CA-16 lacking any other format.

## Agency Provided Medical Care

When available through a licensed physician or medical center, Agency Provided Medical Care is an option for initial treatment of injuries. Since OWPC bills the agency for all medical costs plus administrative charges, APMC may be less expensive and is directly billable to the activity during which the injury occurred. On a large incident APMC can be provided in base camp or the services can be arranged at a facility in a community.

## EFF/AD Hiring

### Policy

The authority to hire Emergency Firefighters/Administratively Determined (EFF/AD) is updated each year with an instruction memo and a pay plan as an exhibit to the Interagency Incident Business Management Handbook. The conditions for hiring are clearly stated. A local unit or an Incident Management Team may hire additional personnel for an ongoing emergency incident to include rehabilitation. A local unit may also hire additional personnel to deal with an anticipated increase in fire activity, replace suppression personnel currently assigned to other fires, to hire personnel for fire use hazardous fuel reduction activities, and to train fire suppression personnel for up to 80 hours.

### Pay Plan

The pay plan is based on a regional basis for AD-1 to 4 and sets upper limits on AD-5, which is negotiated for specific jobs at the local level. All time as an EFF/AD is straight time with no premium pay authorized. This type of employment is not eligible for unemployment benefits at the conclusion of the employment period. No deductions are made (except commissary or lost property), but the earnings are taxable under Federal and State tax laws.

### Use of Pay Plan for Hazardous Fuel Reduction

The AD pay plan may be used to hire personnel for fire use hazardous fuel reduction projects to provide temporary support due to the unpredictable nature of fire use hazardous fuel reduction activities. The pay plan may not be used to circumvent normal hiring and contracting procedures. The term of hire is restricted to no greater than the period beginning 24 hours prior to planned ignition and extending through 24 hours after the perimeter is secured. The receiving (host) agency is responsible for hiring and paying under the AD pay plan for fire use hazardous fuel reduction.

### Injuries

An employee in EFF/AD status who is injured on the job will be treated utilizing CA-1 and CA-16 procedures. Once the injury is treated the employee may be released from duty with no Continuation of Pay (COP). Medical treatment beyond the initial treatment is continued under OWCP procedures.

## Contracts

### Policy

Use of contractors for support of fire suppression operations is appropriate and in many cases the preferred method of obtaining goods or services. Fire suppression contracts with other agencies are utilized when it is not practical nor economically feasible for BLM to provide its own fire protection. Fire suppression contractors must meet BLM minimum standards for fire equipment, personnel qualifications and training.

### Types of Contracts

The best example of pre-arranged contracts are those for aircraft as provided through Office of Aircraft Services. Another common arrangement is a suppression contract with a state or local government agency for fire protection services on public lands. BLM may also contract to provide services to another agency for suppression activities. Others include meals, lodging, fuel, equipment, and service contracts.

## Buying Unit Teams

### Policy

The use of Buying Unit Teams is encouraged to support large fire incidents which are managed by Type 1 or Type 2 Incident Management Teams.

### Team Composition

A Buying Unit Team can be set up in a local office or pre-planned as part of a Mobilization Plan. The team members are normally procurement personnel with warranted contracting authority. Two or three personnel familiar with local vendors and procurement procedures work at the field office level and support an incident at a remote location. An Incident Management Team may be managing the fire or other type of emergency and the Buying Unit Team would handle orders the IMT.



## Comptrollers

### Policy

Use of comptrollers on large incidents is encouraged as a proactive cost control measure. The department or the agency may send a comptroller to an active incident or as a follow-up to an incident that has been concluded.

### Roles and Responsibilities

The responsibility of the Comptroller is as follows:

- Provide advice to the Agency Administrator on the need for cost-analysis or cost-apportionment personnel.
- Provide general guidelines on cost-effectiveness at the incident briefing to the Incident Management Team (IMT).
- Provide Incident agency specific cost information to the Finance/Administration Section Chief (FSC).
- Determine if the IMT has implemented cost-effective measures.
- Ensure proper business and financial management practices are being followed.
- Assist the IMT in solving difficult or unusual problems.

## Cache Management

The BLM manages two National Interagency Support Caches (NISC), located at NIFC in Boise, Idaho and at AFS in Fairbanks, Alaska. The BLM also serves as an interagency partner in several Local Area Interagency Support Caches, and operates numerous single agency Initial Action Caches. All caches under BLM administration will maintain established stocking levels, receive and process orders from participating agencies, and will follow ordering and fire replenishment procedures as outlined by the National and Geographic Area Cache Management Plans and Mobilization Guides.

*National Interagency Support Caches* The caches located at NIFC and AFS are two of eleven designated National Caches within the National Fire Equipment System (NFES). Each of these caches provides incident support in the form of equipment and supplies to units within their respective geographic areas: the cache at NIFC services the Great Basin geographic area and the cache at AFS services the Alaska geographic area. The only services provided by these caches outside of their geographic areas is for incident support that is

requested through the dispatch coordination channels, and for direct publications management orders to the Great Basin Cache at NIFC.

*Local Interagency Support Caches* These caches directly support more than one agency and, generally, cover more than one administrative unit. They will maintain stocking levels to meet the identified needs of the multiple agencies for whom service is provided. The BLM participates in management of this level of cache support in Billings, MT; Idaho Falls, ID; and Salt Lake City, UT.

*Initial Response Caches* Numerous caches of this level are maintained by the BLM. These caches will establish and maintain stocking levels to meet the initial response needs of the local unit(s).

### Inventory Management

*System Implementation* Each BLM fire cache, regardless of size, should initiate and maintain a cache inventory management system. The Bureau's management system provides a check out/return concept that incorporates a "debit/crediting" for all items leaving the cache. This system is strictly adhered to in the two Bureau National Interagency Support Caches. Please ensure that an inventory management process is implemented for your local interagency support and initial action caches, and that it follows established categories of equipment and supplies.

*Reporting Requirements* By April 1st of each year, all Local Interagency Support and Initial Action Caches will submit to their servicing NISC, available quantities of the following items:

All items reported will conform to refurbishment standards set forth in NFES 2249, *Fire Equipment Storage and Refurbishing Standards*.

NFES #	Description	QTY	Unit of Issue
Fireline Tools			
0146	Pulaski, w/plastic sheath		EA
0159	Saw, Chain, 16" to 24" bar		EA
0340	Kit, Chain saw		KT
0171	Shovel, w/plastic sheath, size #1		EA
Water Handling			

0966	Hose, CSJRL, 1" NPSH x 100'	LG
0967	Hose, CSJRL, 1½" NH x 100'	LG
1016	Hose, Garden collapsible synthetic _" x 50'	LG
1238	Hose, synthetic, lined 1" NPSH x 100'	LG
1239	Hose, synthetic, lined 1½" NH x 100'	LG
0870	Kit, pump, portable	KT
0670	Kit, pump, portable lightweight	KT
0024	Nozzle, twin tip comb. 1" NPSH-F Forester	EA
1081	Nozzle, combination, barrel, 1" NPSH	EA
1082	Nozzle, combination, barrel, 1½" NH	EA
1149	Pump, backpack outfit	EA
0148	Pump, fire portable, (Mark III)	EA
0124	Pump, lightweight, 45 GPM	EA
0010	Reducer, hose, 1½" NH-F to 1" NPSH-M	EA
0661	Tank, folding, 1000 GL capacity	EA
0664	Tank, folding, 1500 GL capacity	EA
0568	Tank, collapsible, 3000 GL capacity	EA
6030	Tank, collapsible, 4800 GL capacity	EA
<b>15</b> 6031	Tank, collapsible, 6000 GL capacity	EA
0731	Tee, hoseline, w/cap & chain, 1½" NH	EA
0230	Tee, hoseline, w/valve, 1½" NH	EA
0231	Valve, wye, gated, 1½" NH	EA
<hr/>		
PPE & Safety		
0169	Shelter, fire, w/case	EA
<hr/>		
Miscellaneous		
0022	Bag, sleeping, cloth, washable 3 lb fill	EA
1309	Longline kit, w/remote hook	KT

## Accountability

Fire Loss/Use Rate is defined as all property and supplies lost, damaged or consumed on an incident. It is reported as a percentage that is calculated in dollars of items issued compared to items returned. The reasonable anticipated fire loss/use rate for all items issued to an incident averages 25 to 30 percent.

Each BLM fire cache will establish a list of accountable property, durable goods, and consumable supplies commensurate with the following guidelines:

*Accountable property* All items with a purchase price greater than \$5,000 or classified as a "sensitive" item. All property items must be returned to the issuing fire cache, or be documented on a Property Loss/Damage Report (OF-289).

*Durable Goods* Non-controlled items that are expected to be used on more than one fire. Specific categories of acceptable incident use loss percentages have been established for these goods:

Water Handling accessories: valves, wyes, nozzles, etc.	10%
Helicopter accessories: nets, swivels, etc.	10%
Tents: 2 person and wall, etc.	10%
Camp items: Heaters, flood lights, lanterns, tables, chairs, etc.	10%
Tools and line items: shovels, pulaskis, hose, backpack pumps	20%
Sleeping bags, pads, cots	20%
Clothing: fire resistant shirts, pants, flight suits	30%

Managers should ensure compliance with guidelines and take follow-up action as necessary when excessive losses are noted.

*Consumable Supplies* Items normally expected to be consumed on the fire. Consumable supplies that are not utilized ( i.e., unopened packages) and which can be used on another fire are to be returned to the issuing fire cache for appropriate credit. These supplies include items such as batteries, MREs, plastic canteens, cubitainers, fusees and medical supplies.

### *Fire Loss Tolerance Reporting for Type 1 and 2 Incidents*

In order to help managers keep incident-related equipment and supply loss to a minimum, incident management teams are required to maintain accountability and tracking of these items. Guidelines and procedures to assist with this accountability are provided in Chapter 30 of the Interagency Incident Business Management Handbook. To further facilitate these procedures and provide

oversight, a fire loss report has been developed that provides detailed information regarding consumable and durable item use. This report has been accepted by the National Wildfire Coordinating Group for all wildland fire agencies and will be compiled for all Type 1 and Type 2 incidents.

These reports are compiled by the geographic area National Fire Equipment System cache servicing the particular incident. Reports will then be forwarded to the responsible field office, with a copy to the State Fire Management Officer, within 60 days of the close of the incident. To meet these time limits, several steps must be followed to facilitate complete data resulting in accurate reports:

- At the close of each incident, all property must be returned to the servicing NFES cache. If accountable property has been destroyed or lost, appropriate documentation must be provided to the cache for replacement and updating property records.
- All property purchased with emergency fire funds for an incident must be returned to the NFES cache system.
- All unused and/or durable NFES items must be returned to the servicing NFES cache within 30 days of control of the incident.

Agency Administrators/Fire Management Officers must review the fire loss report and recommend appropriate follow-up action if losses are excessive. Those actions and recommendations should be documented and filed in the final incident records.

*Incident Supply and Equipment Return Procedures* Supplies and equipment ordered with suppression funds will be returned to the ordering unit at the end of the incident and dispersed in one of three ways:

- Items meeting National Fire Equipment System (NFES) standards will be returned to the local or geographic area cache for re-use within the fire supply system.
- Items **not** meeting the prescribed NFES standards will either be purchased with project funds by the local unit if the items are needed for program use, or
- Will be delivered to the unit's excess property program for dispersement.

*Cache Return and Restock Procedures* All returns for credit and restock of caches to specific incident charges **should** be made within 30 days after the close of the incident. If that time limit can not be met, it is **required** that returns and restock be made during the same calendar year as items were issued. All returns should be either tagged with appropriate incident number, accompanied by an Interagency Waybill identifying the appropriate incident number, or accompanied by issue documents to ensure proper account credit is

given. Any items returned after the calendar year of issue will be returned to multiple-fire charges, unless specific incident charge documentation (issues) can be provided with the return.

## Mobile Fire Equipment Policy

It shall be the policy of the BLM to maintain each piece of mobile fire equipment in a condition consistent with the work it is expected to perform. This shall be accomplished through the intelligent application of a uniform preventive maintenance program and in accordance with all Bureau fiscal requirements. Repairs shall be made and parts replaced as necessary to keep the equipment functional, with priority being given to those items contributing to safety. Mobile fire equipment shall not be altered or modified without BLM National fire operations committee approval.

Regular inspections of all mobile fire equipment shall be made as outlined in the preventive Maintenance Procedure and Record. Accurate records shall be maintained of maintenance and repairs on all mobile fire equipment. As far as possible, major repairs shall be scheduled during the time of least expected activity for each type (e.g., fire apparatus during winter period; construction equipment during summer), thus reducing the possibility of breakdown during its active period. Recurring fire equipment problems/failures should be identified to the state fire equipment representative. This information will be forwarded to the national Office of Fire and Aviation for review and staffing of possible solution

## Fire Equipment Management

### Introduction

This section contains specific guidance on activities, standards, and procedures in the management of the Bureau's fire equipment. Also refer to the Bureau Manual Handbook H-9216-1, "Fire Equipment and Supply Management Handbook."

The Bureau Fire Equipment Program designs, develops, and acquires specialized equipment, cabs, chassis, utility bodies, and pump packages to meet the Bureau's fire use and suppression requirements. Design is accomplished through the analysis of performance needs, survey of new technology, and the development of test models and prototype units. Acquisition of these components is done through a combination of contracting, remanufacturing of existing units, and in-house assembly. The Bureau operates a vehicle program balancing state-of-the-art technology with overall cost efficiency to provide maximum safety for personnel while effectively meeting suppression needs.

### Fire Equipment Committees

*State/Geographic Area Fire Equipment Committee* Each State/Geographic Area maintains a Fire Equipment Committee which, at a minimum, does the following:

- Establishes, coordinates, and standardizes internal (State) fire equipment management practices.
- Identifies equipment needs and problems for national resolution.
  
- Provides a State focal point who can knowledgeably speak for the State on national and local activities.

*Fire Equipment Task Group* This group consists of the State Equipment Committee Chairs (or designated representatives), one National Fire Management Staff, National Equipment Development Lead and the National Business Center (BC) Equipment Management Specialist. Meeting frequency is based on need, but meetings are typically scheduled twice a year. Agenda topics are solicited from the National Office and States through the National Operations Committee. Formal meeting minutes containing recommendations are distributed for review, before adoption. The group focuses on the full fire equipment spectrum.

*The NWCG Fire Equipment Working Team (FEWT)* is the National Interagency Fire Equipment Committee. The BLM has one term position on the FEWT; several employees may be assigned to task forces and work groups. The Working Team meets twice a year and produces official minutes for the NWCG. The Bureau's representative is responsible for timely distribution of these minutes and soliciting Bureau topics to bring to the FEWT meetings.

### Standards and Specifications

Bureau's fire engine program strives for standardization for reasons of economy and efficiency. Standardization produces state-of-the-art equipment, effectively meeting user needs at the lowest possible cost, and with the least impact on the Bureau's work force.

*Management of Standards* Bureau specifications and standards are maintained by the Equipment Development Unit at NIFC. Equipment Standards and Standard Options are managed under the "sealed pattern" concept; changes may only be made once a year, through a formal, documented process. Minor changes to blueprints and specifications are made only with the concurrence of the National Operations Committee. Major changes may be addressed only through the engine development process. Procurement of nonstandard equipment with fire management funds, when standards exist, must have prior written approval by the Director, Office of Fire and Aviation.

*Classes of Standard Units* The Bureau has established standards for engines and pump units. These standards are for Light Engines, Heavy Engines, Water Tenders, and Slip-Ons. Not all of the cab and chassis carrying fire packages are Department of the Interior vehicles; several offices also use GSA vehicles. The BLM's fire vehicle program standards also apply to GSA vehicles.

*Funding Accessories and Upgrades* States and Field Offices are responsible for procuring and funding all accessories and upgrades added to a Bureau fire vehicle that are not part of the standard as defined in detail in the "sealed pattern" for the year the equipment was assembled. If the engine did not have the item on it when received from the Equipment Development Unit, that item is considered an accessory. Charges for accessories (e.g., special painting, supplemental lighting, warning devices, winches) and the maintenance of these items cannot be made against the WCF. They are totally the responsibility of the local unit.

*Property Numbers* The Equipment Development Unit assigns property numbers to completed pump packages. Packages built at a local unit have property numbers assigned by that office. The National Business Center assigns an Interior license plate to the cab and chassis. The number on that plate is the property number by which the cab and chassis will be identified, in both the APPS and the AFMS. A credit card is issued when the vehicle has reached its assigned destination and on receipt of the transfer document. This document shows the license number of the vehicle and the property number of the pump package with complete assignment information on both items.

The heavy engine, water tender, or special purpose vehicle pump package is assigned a single property number. The property number covers all components comprising the pump package, the cab/chassis, and the utility body.

The light engine pump package is considered to be the slip-on type and, therefore, is assigned a separate property number covering all components comprising the slip-on package. The utility body and cab/chassis are considered a unit and have a property number separate from the slip-on pump package.

### Mid-Cycle Maintenance

Field offices perform the maintenance on their fire vehicles. Some wear and tear cannot be resolved through a regular maintenance schedule. To ensure the vehicle's integrity, reliability, and cosmetic value, it is often necessary to perform special maintenance at the mid-cycle point. Mid-cycle is determined as the halfway point in the WCF replacement cycle. All mid-cycle maintenance is chargeable to the WCF and must have written approval in advance by the State Director. All major damage, not from normal use, is chargeable to the appropriate activity(s), not WCF. The cost of mid-cycle activities becomes part of the use



rate, and performance is the responsibility of the field office. The special mid-cycle maintenance is limited to the following:

*Tank Maintenance* Tops removed, (If steel) tank inspected and cleaned; baffles checked and rewelded, if necessary; rust damage repaired, if needed.

#### *Cosmetics*

- Painting – Is done at mid-cycle or if major damage has occurred. Repainting is covered by WCF only at mid-life cycle, where normal deterioration has occurred.
- Body Work – Is limited to damage repair and does not include package or equipment upgrades.
- Pumping System – Does not include upgrades to newer models, but does include rebuilding and repainting, when necessary.
- Hose Reels – Rewind motors and rebuild hose swivels; model/styles remain original.

#### Valid/Invalid Expenditures of WCF Funds

*Add-Ons and Accessories* All equipment added to a fire engine vehicle after delivery such as light bars, tools, radios, and winches are considered “add-on” items and are not funded through WCF. The cost of fire vehicle or fire package modifications, including the replacement/ modification of equipment provided with the vehicle on delivery (such as bumpers), is not funded through the WCF, unless the equipment is in need of replacement due to damage, wear, or defect. All accidents must be charged to benefitting activity.

*Vehicle Repairs, Maintenance* The cost of all vehicle repairs and maintenance may be charged to WCF. Exceptions include the cost of replacement or repair of “add-on” items and accessories, and equipment damage other than normal use.

*Mid-Cycle Maintenance* Mid-cycle is required to ensure a fire vehicle’s reliability, integrity, and cosmetic value. Special maintenance items may be performed halfway into the WCF life cycle. This maintenance is an appropriate WCF charge (see Mid-Cycle Maintenance for details).

*Travel on WCF Funds* Travel using the WCF must be pre-authorized by the WCF Manager and is normally allowed only to NIFC and National Business Center personnel serving as Contracting Officers, Contracting Officer

Representatives, and Project Inspectors on fire vehicle related contracts, and for fire vehicle delivery by NIFC personnel.

### Fixed Ownership Rates (FORs)

These are the annual fees charged monthly against a fire vehicle currently in service that accumulate over the life of a vehicle, which are then applied toward the purchase of the eventual replacement vehicle. The FORs are adjusted annually by WCF to reflect changes in replacement cost due to inflation or specification changes. Sales of outgoing fire vehicles provide approximately 20% of the value of the replacement vehicle.

Slip-on pump packages on light engines are included in the rates charged for class 663 vehicles. Slip-on pump packages not on WCF class 663 vehicles (i.e., GSA vehicles) are charged a separate rate which is collected at the end of each fiscal year. Incomplete or improper disposal of outgoing (replaced) fire engine equipment results in continued charges of FORs until such time as disposal is completed.

### Use Rate Determination

Use rates are independent of the FOR. The use rate is a yearly adjusted rate that is equal to the average cost for the use and maintenance of vehicles in that class the preceding year. The use-rate figure may vary significantly from year to year, particularly in those vehicle classes with a low number of vehicles which are more sensitive to large maintenance or repair charges on a single vehicle.

### Property Classifications

The following vehicle classes comprise the majority of fire engine equipment currently in service.

- 421022 = Slip-on pump package to 300 gallons
- 421042 = Slip-on pump packages from 300–2000 gallons
- 421062 = Slip-on pump packages over 2000 gallons
- 644 = Crew Carrier
- 660 = Light helitack support vehicle
- 662 = Light fire engine, up to 17,500 GVW
- 663 = Light fire engine (with slip-on) up to 12,500 GVW
- 664 = Medium fire engine (under development) 21,000-26,000 GVW
- 665 = Heavy fire engine (Model 14)

- 667 = Heavy fire engine (diesel)
- 668 = Water tender (gas)
- 669 = Water tender (diesel)
- 925 & 926 = Unimog or equivalent special-purpose vehicle

### Property Transfer/Replacement

*Surplus Vehicle/Early Turn-Ins/Transfer* Fire vehicles that are to be replaced may be transferred to another area for continued service with the approval of the appropriate State Directors and WCF Managers. In these instances, the vehicle remains in the same class, and the FOR and Use Rates will continue to be charged to the unit acquiring the vehicle. Districts wishing to dispose of fire engine equipment prior to the normal replacement date may do so. In these instances, no future replacement is provided and there is no accrued credit from the FOR collected on that unit prior to disposal. Districts acquiring this type of equipment continue payment of the FOR and Use Rates.

*Conversions* Offices, in possession of fire engine equipment due for replacement, have the option of replacing that equipment with vehicles of another class, if the change in NUS is covered and in the approved FMP (e.g., conversion of two light engines to one heavy engine). Appropriate State Director and Property Manager approval is required, and sufficient contributions through the FOR or other funds to make up any difference in cost are required.