



Region 5

Expanded Dispatch Guide

VIPR DPL, IBPA, Incident Only/EERA Equipment

2012

Introduction

This guide is intended for the use of dispatchers and expanded support dispatchers in Region 5. The guide will supplement the Regional Mobilization Guide and serve as a quick reference. It is not intended to be all inclusive just as a reference for the most common equipment orders.

Incident contracted equipment falls into two categories:

- Incident Blanket Purchase Agreements (IBPA)/VIPR - Dispatch Priority List (DPL)
- Non-Solicited equipment – Incident Only/Emergency Equipment Rental Agreements

Initial Attack

Deviating from the VIPR DPL will occur **ONLY** under the following circumstances:

- Immediate Need – Initial Attack
- During extreme fire conditions when host and neighboring units DPL'S are exhausted or the IBPA equipment cannot meet date and time needed. Under those conditions, private resources **not** on the DPL can be hired.
- Those resources will be hired on "Incident Only" Emergency Equipment Rental Agreements.
- Equipment hired on an "Incident Only" should be replaced with equipment from the local centers DPL as soon as practical. This will be based on the decision of the Incident Commander to meet specific incident objectives or operational needs for additional planned shifts.
- **Document all calls and actions in ROSS and or Call Documentation form.**

Planned Need

- Use the VIPR DPL before going to the Incident Only/ Emergency Equipment Rental Agreements. (Reference the *California Mobilization Guide 2012* chapter 70)
- If host lists are exhausted, use neighboring lists and follow up with a courtesy call.
- Date and time needed must be adhered to unless ordering allows a change.
- If contractor cannot be reached, leave a message, wait 10 minutes before moving to the next contractor.
- If 4X4 is requested for a water tender or engine, the first water tender or engine on the DPL with these attributes will be called.
- **Document all calls and actions in ROSS and or Call Documentation form.**

National Contracts for 2012

- http://www.nifc.gov/nicc/logistics/equipment_supplies/equipment_supplies.htm
 - Mobile Shower Facilities
 - Mobile Food Unit
 - Fire Retardant

Equipment List

The following is a brief listing of the most frequently used equipment and information associated with such. **ALWAYS check the most recent dispatch priority list.**

DPL websites:

<http://www.fs.fed.us/business/incident/dispatch.php>

http://www.fs.fed.us/r5/fire/management/incident_procurement/dispatch_priority/index.php

Orders for contract equipment from these categories will be placed utilizing VIPR Dispatch Priority Lists.

- Buses (Crew)
- Engines – Types 3 & 6
- Faller Modules (2 fallers)
- Single Fallers
- Mechanics w/Service Truck – Type 1 & 2
- Clerical Units
- Refrigerated Trailers
- Tents – Types 1-4
- Mobile Laundry Units – Types 1 & 2
- GIS Units – Types 1 & 2
- Trailer Mounted Hand Washing Stations
- Communication Trailer
- Vehicle w/Driver
- Potable Water Trucks – Types 1-4
- Gray Water Trucks – Types 1-4
- Support Water Tenders – Types 1-3
- Helicopter Support Trailers
- Mobile Sleeper Units
- Weed Washing Units
- Aircraft Rescue Firefighting Apparatus
- Fuel Tender
- Chainsaw and Small Engine Repair Service
- Portable Toilets
- Portable Hand Washing Stations
- Heavy Equipment – Dozers, Excavators, Transports
- Tractor (Caches)

NOTE: CHECK VIPR DPL UPDATES BEFORE ORDERING EQUIPMENT!

Aircraft Rescue Firefighting Apparatus – ARFF (Crash Rescue)

1. Considerations to Create Request

Typing

- **Crash Rescue (Aircraft), Type 1**
- **Crash Rescue (Aircraft), Type 2 (VIPR)**
- **Crash Rescue (Aircraft), Type 3**

Ordering Attributes

- **None**

2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: Miscellaneous

CATALOG ITEM: Crash Rescue (Aircraft), Type 1
Crash Rescue (Aircraft), Type 2
Crash Rescue (Aircraft), Type 3

3. Fill with agreement. (ex: CRASH RESCUE – T1 – Company Name - Unit Identifier (If applicable) – last 6 of Vin #)

Ambulance (Incident Only)

1. Considerations to Create Request

Typing

- **Ambulance, Type 1**
- **Ambulance, Type 2**
- **Ambulance, Type 3**
- **Ambulance, Type 4**

Ordering Attributes

- **None**

2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: All

CATALOG ITEM: Ambulance, Type 1
Ambulance, Type 2
Ambulance, Type 3
Ambulance, Type 4

3. Fill with agreement. (ex: AMBULANCE – T1 – Company Name - Unit Identifier (If applicable) – last 6 of Vin #)

Buses

1. Considerations to Create Request

Typing

- **Buses, Crew Carriers** (school type buses), appropriate for gravel or mountain roads for short duration travel, typical for transportation of 22-person crews (Resources Item in ROSS) (DPL List)
- **Buses, Coach**, 40+ passenger with bucket type seating, toilet (Incident Only/EERA)
- **Buses, Shuttle**, 16+ passenger, does not include 15-passenger vans, appropriate for incident shuttle use (Incident Only/EERA)

2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: Transportation

CATALOG ITEM: Transportation, Bus Crew Carrier
Transportation, Bus, Coach
Transportation, Bus, Shuttle

3a. Fill from pending screen – fill from “Contracts/Agreements” tab (Transportation, Bus Crew Carrier). (ex: BUS – CREW CARRIER – Company Name - Unit Identifier (If applicable) – last 6 of Vin #))

3b. Fill with agreement (Transportation, Bus, Coach, Transportation, Bus, Shuttle)

(ex: BUS – COACH – Company Name - Unit Identifier (If applicable) – last 6 of Vin #)

or

(ex: BUS – SHUTTLE – Company Name - Unit Identifier (If applicable) – last 6 of Vin #)

#)

Camp in a Box (Incident Base Units)

1. Considerations to Create Request

Typing

- Type 1 (full configuration with 10 trailers)
- Type 2 (reduced configuration with 5 trailers)

The full complement of equipment for each type can be viewed on:

http://www.fs.fed.us/r5/fire/management/incident_procurement/ibu/index.php

Ordering Attributes

- None

2. How to Create Request in ROSS

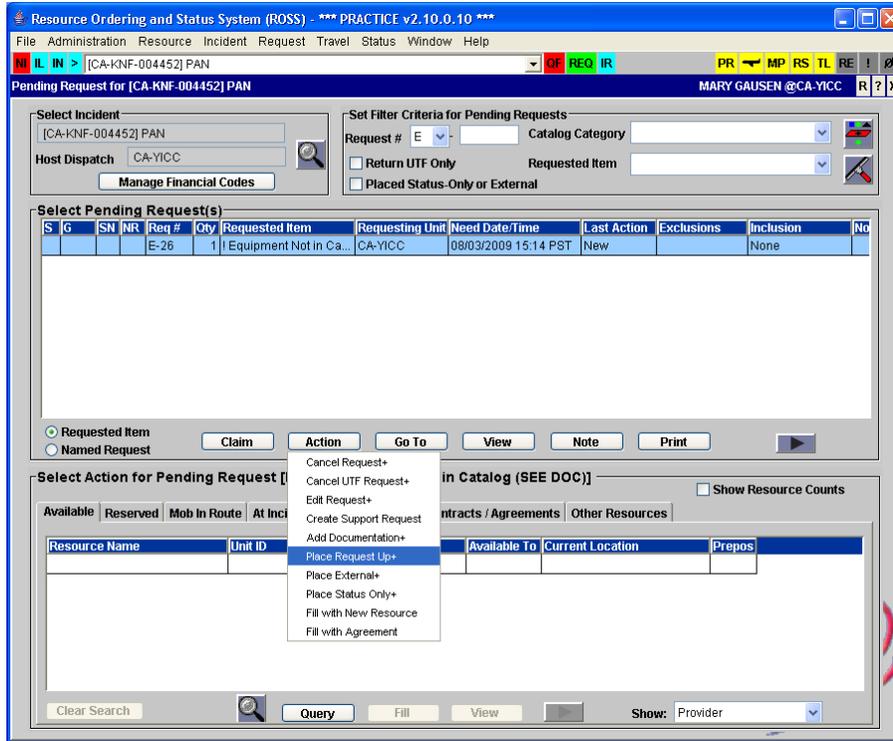
CATALOG: Equipment

CATEGORY: All

CATALOG ITEM: !Equipment Not in Catalog

Note in “Special Needs” on “New Request” screen “Camp in the Box” and Type 1 or 2. Requests will be placed to the GACC.

3. Place Request Up and alert GACC.



GACC Information - 2009 Zones

- Riverside – (Cleveland, San Bernardino and Angeles and Inyo)
- Fresno – (Los Padres, Sequoia, Sierra and Stanislaus)
- Sacramento – (Eldorado, Tahoe, Plumas and Mendocino)
- Redding – (Lassen, Modoc, Shasta-Trinity, Klamath and Six Rivers)

TYPE 1

<u>ZONE (DDP)</u>	<u>COMPANY</u>	<u>CONTACT</u>
Redding	Expeditors	800-255-3119
Riverside	Brookstone	800-232-2575
Sacramento	El Dorado	888-622-8995
Fresno	Western Fire	800-313-9377

TYPE 2

<u>ZONE (DDP)</u>	<u>COMPANY</u>	<u>CONTACT</u>
Redding	Expeditors	800-255-3119
Riverside	Brookstone	800-232-2575
Sacramento	El Dorado	888-622-8995
Fresno	El Dorado	888-622-8995

Caterers

1. Considerations to Create Request

Typing

- Minimum 150 meals and 72 hours

Ordering Attributes

- None

Ordering requirement

- Food Service Request Form – fax to GACC

2. How to Create Request in ROSS

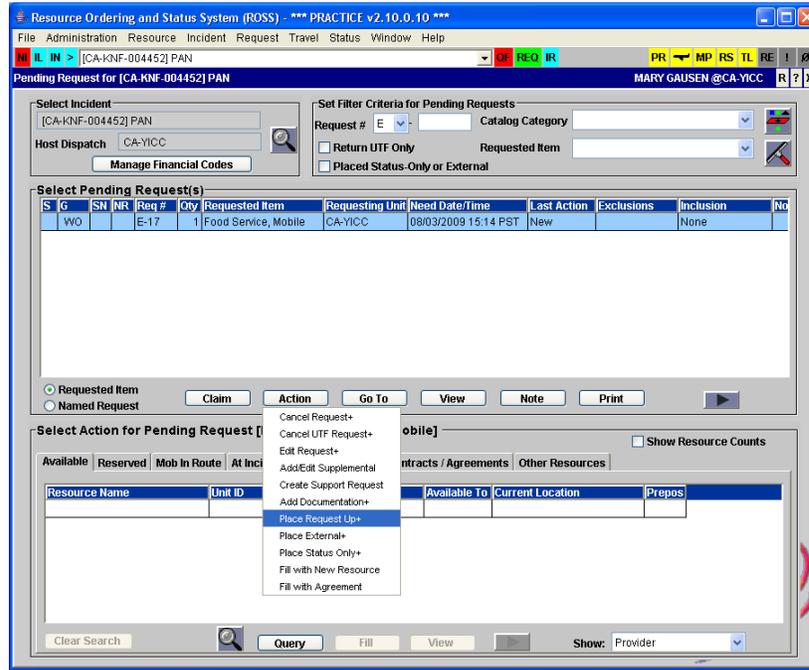
CATALOG: Equipment

CATEGORY: Food Service, Mobile

CATALOG ITEM: Food Service, Mobile

3. Place request up and fax Food Service Form to GACC – National Mobile Food Services Contract

Note: Consider ordering a gray water and potable water truck in addition. Upon Demob give 15 minute travel.



Chainsaw and Small Engine Repair Service

1. Considerations to Create Request

Typing

- Regular

Ordering Attributes

- None

2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: *Service, Category Not Listed

CATALOG ITEM: !Service, Equipment, not in Catalog

3. Fill with agreement.

(ex: SERVICE – CHAINSAW AND SMALL ENGINE – Company Name)

Note: Requests will utilize GACC DPL List and will be processed by host unit.

Clerical Support Unit

1. Considerations to Create Request

Typing

- None

Minimum Requirements

- 24-hour office service – comes staffed with personnel.
- Fax Machine
- 4-Line Telephone
- 2 Computer workstations with DVD/CD Writer
- Scanner
- Laminator
- Basic office supplies
- Capability to produce 400 copies of 40 pages twice per day in three hours or less
- 3 Photocopiers
- Color Printer, 36"- Format Plotter
- Basic word processing capability with Microsoft Office
- Self-contained climate controlled unit with 7 days supplies

Note: Optional equipment, such as internet capability via satellite internet access, **CANNOT** be used as ordering criteria.

2. How to Create Request in ROSS

CATALOG: Equipment

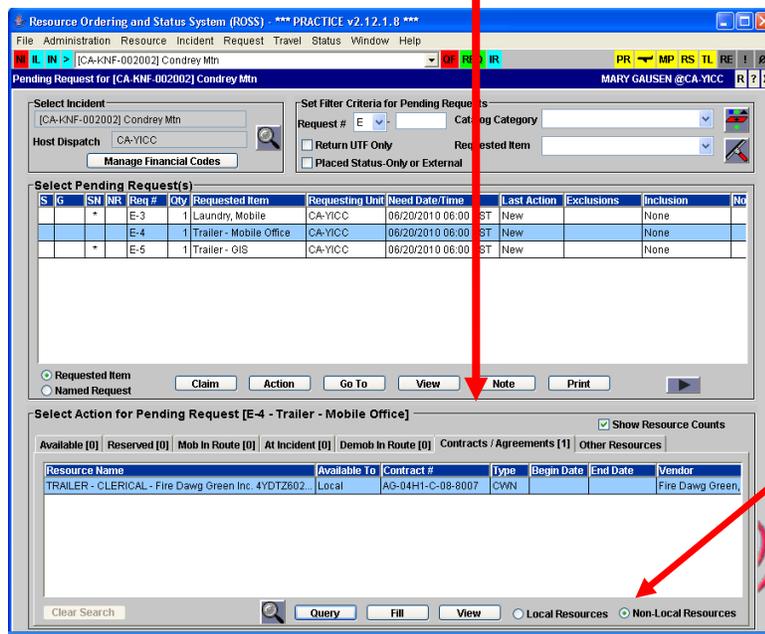
CATEGORY: Trailer

CATALOG ITEM: Trailer – Mobile Office

Note: Requests will utilize GACC DPL List and will be processed by host unit.

3. Fill from pending screen – query on “Contracts/Agreements” tab.

(ex: TRAILER – CLERICAL – Company Name - last 6 of Vin #)



Communication Trailer

1. Considerations to Create Request

Typing

- Regular

Ordering Attributes

- None

2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: Trailer

CATALOG ITEM: Trailer – Communications

Note: Requests will utilize GACC DPL List and will be processed by host unit.

3. Fill with agreement.

(ex: TRAILER – COMMUNICATIONS – Company Name - last 6 of Vin #)

Computers

1. Considerations to Create Request

Typing

- None

2. How to Create Request in ROSS

CATALOG: Supply

CATEGORY: Service, Office Support

CATALOG ITEM: Service, Computer Rental

Some areas order as Equipment – check with local unit

CATALOG: Equipment

CATEGORY: **ALL**

CATALOG ITEM: !Service, Equipment, Not in Catalog (SEE DOC)

Note: Computer orders will be “Incident Only”, they cannot be reassigned to another incident and Region 5 BPA is only for use in Region 5.

3. Fill with agreement – (Region 5 BPA) - Indicate serial number in description

(ex: Computers – Company Name)

Dozers – (Private)

1. Considerations to Create Request

Typing

- Type 1 – Heavy – minimum 200 HP and greater - D-8H, D-7H, JD-850
- Type 2 - Medium – minimum 100 HP – D-5H, JD-650
- Type 3 – Light – minimum 50 HP – D-46, JD-550, D-3

Ordering Attributes

- Single or Double shift
- Type 1 282 HP+
- Grapple
- Rippers
- Low Ground Pressure

Note: Dozer contractor are required to provide transport, pilot cars and any required permits under one request number (E#).

2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: Dozer

CATALOG ITEM: Dozer, Type 1

Dozer, Type 2

Dozer, Type 3

3. Fill from pending screen – fill from “Contracts/Agreements” tab.

(ex: DOZER – T1 - Company Name - last 6 of Vin #)

Engines

Region 5 has awarded agreements for Type 3 & 6 engines.

1. Considerations to Create Request

Typing

- Type 6 - 150 gallon min. (must be 4x4)
- Type 3 – 500 gallon min. – if additional staffing request, document in ROSS.

Ordering Attributes

- All-Wheel Drive or 4X4
- Staffing: Single shift, Double Shift

2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: Engine

CATALOG ITEM: Engine, Type (requested)

3. Fill from pending screen – fill from “Contracts/Agreements” tab.

(ex: ENGINE – T6 - Company Name - Unit Identifier (if applicable))

Excavators

1. Considerations to Create Request

Typing

- Type 1 – 156 + HP
- Type 2 – 111-155 HP
- Type 3 – 81-110 HP
- Type 4 – 60-80 HP

Ordering Attributes

- Clamshell Bucket
- Dozer type – up/down Blade
- Steep Ground (self-leveling cab – Timco, etc)

2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: Miscellaneous

CATALOG ITEM: Excavator

Note: In “Special Needs” on “New Request” screen indicate Type 1, 2, 3, or 4.

3. Fill with agreement.

(ex: EXCAVATOR – T1 - Company Name - last 6 of Vin #)

Faller, Single - Module, Faller

1. Considerations to Create Request

Typing

- Faller, Single (1 faller w/ all equipment and vehicle)
- Module, Faller (2 fallers w/ all equipment and vehicle)

Note: Only agency fallers are ordered as FALA, FALB, FALC.

Ordering Attributes

- None

Work/Rest

- Companies with multiple fallers may replace fallers on the same request.

2. How to Create Request in ROSS

Single Faller

CATALOG: Overhead

CATEGORY: Groups

CATALOG ITEM: Faller, Single

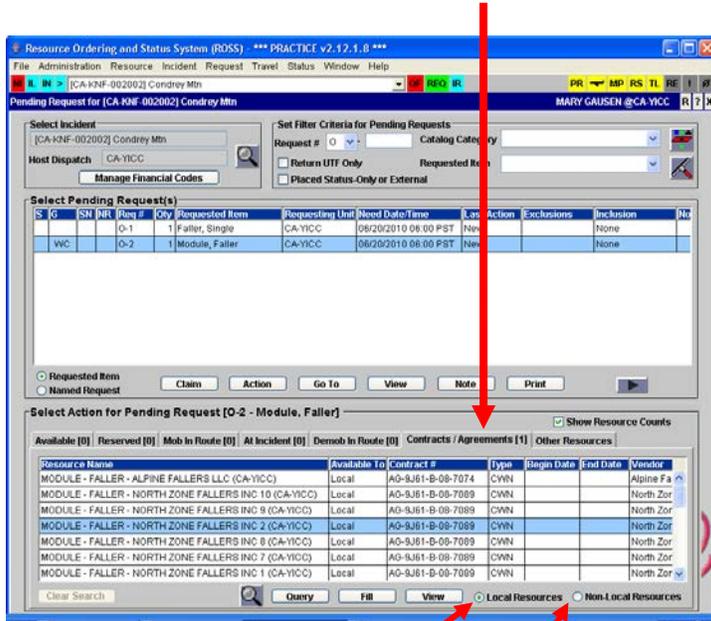
Faller Module

CATALOG: Overhead

CATEGORY: Groups

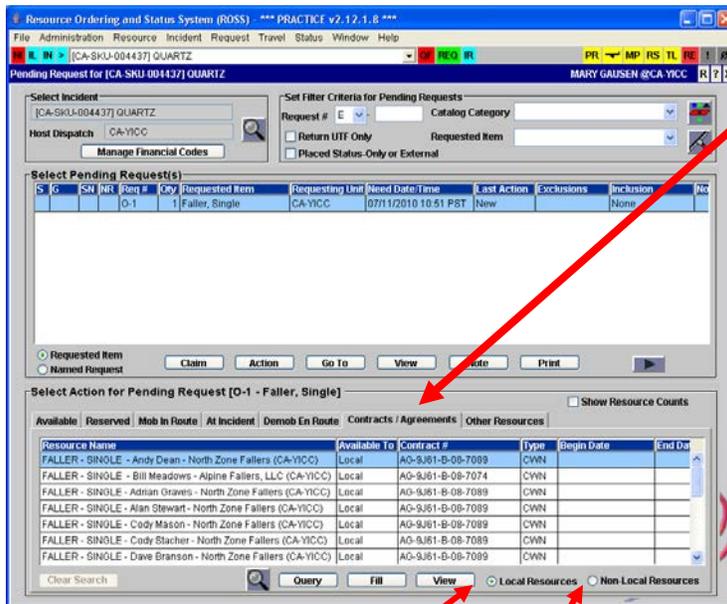
CATALOG ITEM: Module, Faller

3. Fill from pending screen – fill from “Contracts/Agreements” tab.
 (ex: MODULE – FALLER - Company Name and module number)
 (ex: FALLER – SINGLE – Faller’s Name - Company Name)



For local resources click on “Local Resources”

For Neighbors click on “Non-Local Resources”



For local resources click on “Local Resources”

For Neighbors click on “Non-Local Resources”

Fuel Tender

1. Considerations to Create Request

Typing

- Type 1 – 3500 + gallons
- Type 2 – 2500-3499 gallons
- Type 3 – 500-2500 gallons

Ordering Attributes

- None

2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: Miscellaneous

CATALOG ITEM: Tender, Fuel

Note in “Special Needs” on “New Request” screen indicate Type 1, 2 or 3.

3. Fill with agreement.

(ex: FUEL TENDER - Company Name - last 6 of Vin #)

GIS Units

1. Considerations to Create Request

Typing

- Type 1 – Workstations for 5 personnel
- Type 2 – Workstations for 2 personnel
- Type 3 - No Computers or GIS software

Ordering Attributes

- None

2. How to Create Request in ROSS

CATALOG: Equipment

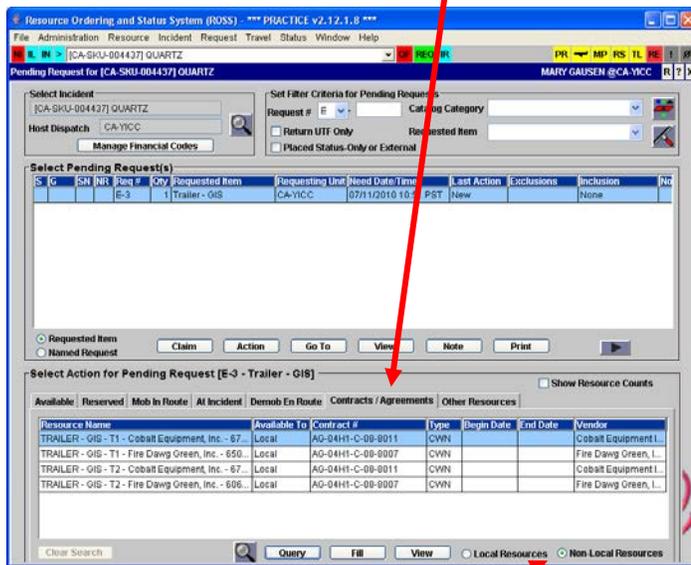
CATEGORY: Trailer

CATALOG ITEM: Trailer – GIS

Note in “Special Needs” on “New Request” screen indicate Trailer is Type 1, 2, or 3.

Requests will utilize GACC DPL List and will be processed by host unit.

3. Fill from pending screen – fill from “Contracts/Agreements” tab.
 (ex: TRAILER – GIS - T1 - Company Name - last 6 of Vin #)



For the GACC click on “Non-Local Resources”

Gray Water Truck

1. Considerations to Create Request

Typing

- Type 1 - 4000 gallon +
- Type 2 - 2500-3999 gallon
- Type 3 – 1000-2499 gallon
- Type 4 – 400-999 gallon

Ordering Attributes

- None

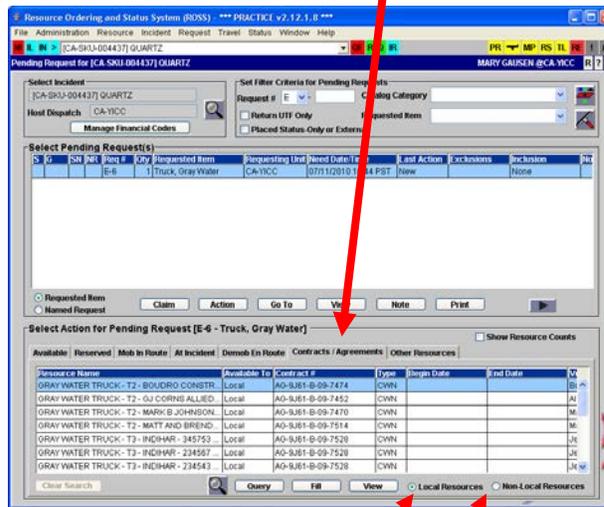
2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: Gray Water Truck

CATALOG ITEM: Gray Water Truck – T1 (T2, T3 or T4)

3. Fill from pending screen – fill from “Contracts/Agreements” tab.
(ex: GRAY WATER TRUCK – T1 - Company Name - last 6 of Vin #)



For local resources click on “Local Resources”
For Neighbors click on “Non-Local Resources”

Handwash Units – Portable

1. Considerations to Create Request

Typing

- None

Ordering Attributes

- None

2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: Miscellaneous

CATALOG ITEM: Handwashing Station

Note in “Special Needs” on “New Request” screen indicate trailer portable.

3. Fill with Agreement

(ex: HANDWASHING STATION – PORTABLE - Company Name)

Handwashing Stations - Trailer Mounted

1. Considerations to Create Request

Typing

- None

Ordering Attributes

- Minimum 8 sinks

2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: Miscellaneous

CATALOG ITEM: Handwashing Station

Note in “Special Needs” on “New Request” screen indicate trailer mounted.

3. Fill with agreement.

(ex: HANDWASHING STATION – TRAILER MOUNTED - Company Name)

Helicopter Operations Support Trailers

1. Considerations to Create Request

Typing

- None
- Ordered by specific incident needs – ie. radios, workstations, etc.

Ordering Attributes

- None

2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: Trailer

CATALOG ITEM: Trailer – Helicopter Operations Support

3. Fill with agreement.

(ex: TRAILER – HOS - Company Name - last 6 of Vin #)

Infra-red Systems (Incident Only/EERA)

1. Considerations to Create Request

Typing

- Regular

Ordering Attributes

- None

2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: All

CATALOG ITEM: !Equipment Not in Catalog (See Doc)

Note: Requests will utilize GACC DPL List and will be processed by host unit.

3. Fill with agreement.

(ex: INFRA-RED SYSTEMS - Company Name – Serial # or last 6 of Vin #)

Note: This is not the process for ordering Infra-red flights or FLIRS. This is for supplemental Infra-red equipment.

Laundry Units - Mobile

1. Considerations to Create Request

Typing

- Type 1 – Minimum production 2500 lbs. per day
- Type 2 – Minimum production 1500 lbs. per day

Ordering Attributes

- None

2. How to Create Request in ROSS

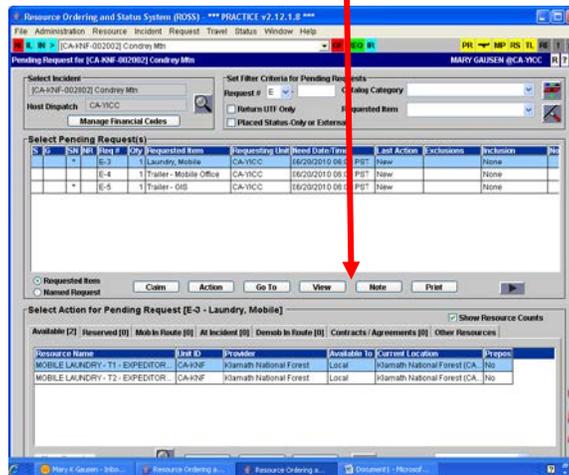
CATALOG: Equipment

CATEGORY: Miscellaneous

CATALOG ITEM: Laundry, Mobile

Note in “Special Needs” on “New Request” screen indicate Type 1, 2.

3. Fill from pending screen – fill from “Contracts/Agreements” tab.
(ex: MOBILE LAUNDRY – T1 - Company Name)



Lowboy (Transport)

1. Considerations to Create Request

Typing

Typing is based on load capability of the transport

- Type 1 – >70,000 lbs.
- Type 2 – 35,001-69,999 lbs
- Type 3 – <35,000 lbs.

Ordering Attributes

- None

Note: Must have Carrier and Cargo insurance

2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: Transportation

CATALOG ITEM: Transportation Lowboy

Note: Is for a single transport only, dozers come with own transportation under DPL.

In “Special Needs” on “New Request” screen indicate Type 1, 2, or 3.

3. Fill with agreement. (ex: LOWBOY - Company Name - last 6 of Vin #)

Mechanic w/ Service Truck

1. Considerations to Create Request

Typing

- Type 1 – Heavy Equipment (Dozer, Excavator, etc.)
- Type 2 – Automotive, Light and Heavy Truck

Ordering Attributes

- None

Work/Rest

- Companies with multiple mechanics may **NOT** replace mechanics. A new request must be placed.

2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: Miscellaneous

CATALOG ITEM: Truck, Service

Note: In “Special Needs” on “New Request” screen indicate Type 1, 2, or 3.

3. Fill with agreement. (ex: SERVICE TRUCK – T1 – Mechanic’s name - Company Name)

Portable Air Traffic Control Tower (2012 Solicit – VIPR)

1. Considerations to Create Request

Typing

- Regular

Ordering Attributes

- None

2. How to Create Request in ROSS

CATALOG: Aircraft

CATEGORY: All

CATALOG ITEM: Service – Temporary Tower

Note: Staffing 2

Requests will utilize GACC DPL List and will be processed by host unit.

3. Fill with agreement. (ex: TEMPORARY TOWER – Company Name)

Portable Dip Tank (Incident Only/EERA)

1. Considerations to Create Request

Typing

- Regular

Ordering Attributes

- None

2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: All

CATALOG ITEM: !Equipment Not in Catalog (See Doc)

3. Fill with agreement (ex: PORTABLE DIP TANK - Company Name)

Portable Mobile Mixing Bases (Water Enhancers) (2012 Solicit – VIPR)

1. Considerations to Create Request

Typing

- Regular

Ordering Attributes

- None

2. How to Create Request in ROSS

CATALOG: Aircraft

CATEGORY: All

CATALOG ITEM: Service – Mobile Retardant Base

Note: Staffing 1 to 3

Requests will utilize GACC DPL List and will be processed by host unit.

3. Fill with agreement. (ex: RETARDANT PLANT - MOBILE - Company Name)

Potable Water Truck

1. Considerations to Create Request

Typing

- Type 1 - 4000 gallon +
- Type 2 - 2500-3999 gallon
- Type 3 – 1000-2499 gallon
- Type 4 – 400-999 gallon
- Can be ordered wet or dry

Ordering Attributes

- None

2. How to Create Request in ROSS

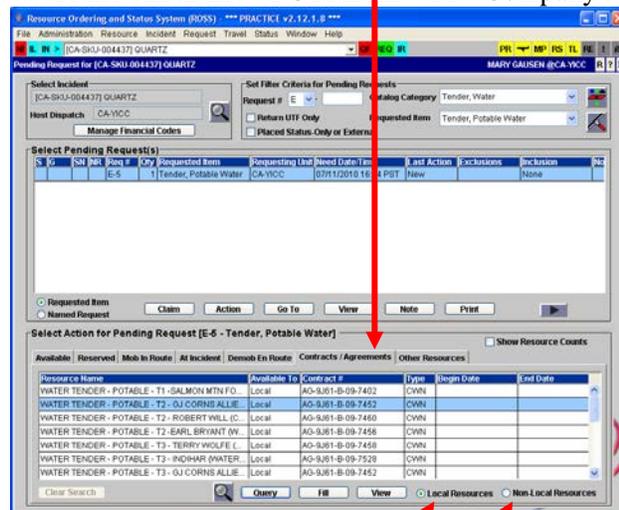
CATALOG: Equipment

CATEGORY: Potable Water Truck

CATALOG ITEM: Potable Water Truck – T1 (T2, T3 or T4)

3. Fill on pending screen – use ““Contracts/Agreements” tab.

(ex: WATER TENDER – POTABLE - T1 - Company Name - last 6 of Vin #)



For local resources click on “Local Resources”
For Neighbors click on “Non-Local Resources”

Radio Kits

1. Considerations to Create Request

Typing

- None

Ordering Attributes

- See specific kits

2. How to Create Request in ROSS

CATALOG: Supply

CATEGORY: NFES Supplies

CATALOG ITEM: [query for specific kit]

- In “Special Needs” add - Deliver to address, Bill to address, and name of person picking up radio kits
- Follow up on ETA in ROSS and be sure the kits will be picked up by someone.

3. Place request to GACC.

Refrigerated Trailer Unit

1. Considerations to Create Request

Typing

- Type 1 – >43 ft
- Type 2 – 29-43 ft.
- Type 3 – 20-29 ft.

Ordering Attributes

- None

2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: Miscellaneous

CATALOG ITEM: Truck/Trailer, Refrigeration

Note: In “Special Needs” on “New Request” screen indicate Type 1, 2, or 3.

Requests will utilize GACC DPL List and will be processed by host unit.

3. Fill with agreement.

(ex: REFRIGERATOR TRAILER – T1 - Company Name - last 6 of Vin #)

Note: Requests will utilize GACC DPL List and will be processed by host unit.

Vehicles Rentals – Follow instructions for Region 5 BPA ordering process.

1. Considerations to Create Request

Typing

- Types-1/2 ton pickup
- ½ ton to ¾ ton pickup
- SUV (small and large)
- Van mini-12 passenger
- Compact car
- medium size car
- 14ft stakebed
- 24ft stakebed
- 16ft box truck
- 24ft box truck

Ordering Attributes

- None
- Contact Enterprise Contract agreement

2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: Transportation

CATALOG ITEM: Transportation– pickup, or Transportation – Vehicle, Sport Utility (SUV), etc (see list in ROSS)

3. Fill with agreement.

(ex: AUTOMOBILE - Company Name – Vehicle model - License #)

(ex: SUV - Company Name – Vehicle model - License #)

Showers

1. Considerations to Create Request

Typing

- None

Ordering Attributes

- None

2. How to Create Request in ROSS

CATALOG: Equipment

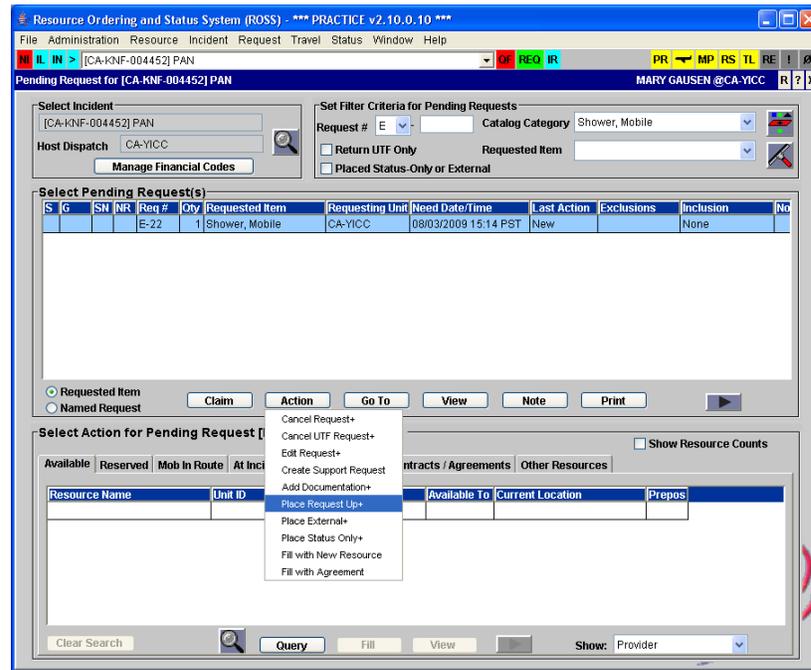
CATEGORY: Shower, mobile

CATALOG ITEM: Shower, mobile

Note: In special needs estimate number of persons and duration.

3. Place request up and alert GACC – fax “Mobile Food and Shower Service Request” form to GACC.

Note: Upon Demob give 15 minute travel.



Sleeping Units -Mobile

1. Considerations to Create Request

Capacity

- 42 to 48 sleeping capacity

Ordering Attributes

- None

Additional Information

- 50+ foot trailers

2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: Trailer

CATALOG ITEM: Trailer

Note in “Special Needs” on “New Request” screen indicate Mobile Sleeping Unit

3. Fill with agreement. (ex: TRAILER - SLEEPING UNIT - Company Name – last 6 of Vin #)

Note: Requests will utilize GACC DPL List and will be processed by host unit.

Tents and Canopies

1. Considerations to Create Request

Typing

- Type 1 Canopy w/o sidewalls (40x40, 40x60,40x80)
- Type 2 Canopy w/o sidewalls (20x40, 20x60)
- Type 3 Tent (500-700 sq. ft.)
- Type 4 Tent (200-500 sq. ft.)

Ordering Attributes

- None

2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: Miscellaneous

CATALOG ITEM: Tent

Note: In “Special Needs” on “New Request” screen indicate Type 1, 2, 3, or 4.

3. Fill with agreement. (ex: TENT – T1 - Company Name)

Toilets - Portable

1. Considerations to Create Request

Typing

- Regular Portable Toilets
- Accessible Toilets

Ordering Attributes

- None

2. How to Create Request in ROSS

CATALOG: Supply

CATEGORY: Service, Sanitation

CATALOG ITEM: Service - Porta Potties

Note: In “Special Needs” on “New Request” screen indicate Regular or Accessible.

No servicing is included in the daily rate. Logistics sets the schedule and number of servicing per day.

3. Fill with agreement. (ex: PORTA POTTIES - Company Name)

Tractors - Caches

1. Considerations to Create Request

Typing

- Tractor only
- Tractor w/ one trailer
- Tractor w/ 2 trailers

Ordering Attributes

- None

2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: Transportation

CATALOG ITEM: Transportation - Tractor

Note: In “Special Needs” on “New Request” screen, indicate Type.

3. Fill with agreement. (ex: TRACTOR - Company Name - last 6 of Vin #)

(ex: TRACTOR/TRAILER - Company Name - last 6 of Vin #)

Water Tender - Support

1. Considerations to Create Request

Typing

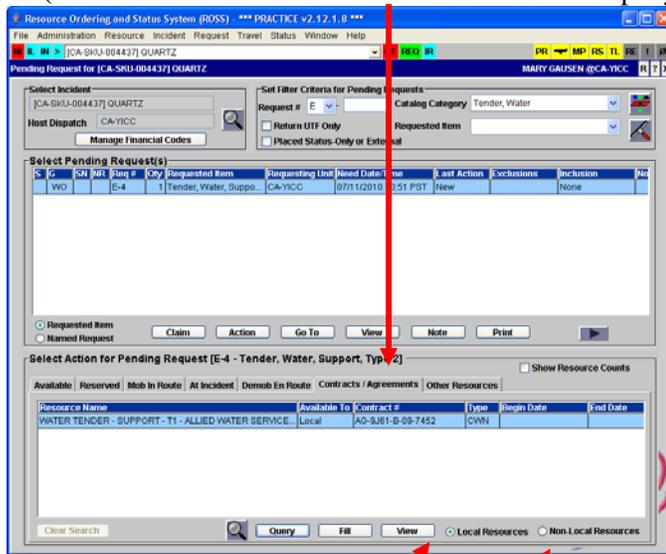
- Type 1 - 4000 gallon +
- Type 2 - 2500-3999 gallon
- Type 3 – 1000-2499 gallon

Ordering Attributes

- All-Wheel Drive or 4X4
- Staffing: Single shift, Double Shift

3. Fill on pending screen – use ““Contracts/Agreements” tab.

(ex: WATER TENDER – SUPPORT – T1 - Company Name - last 6 of Vin #)



For local resources click on “Local Resources”
For Neighbors click on “Non-Local Resources”

Weed Washers

1. Considerations to Create Request

Typing

- Type 1 – Self-contained with recycled water system and underbody wash system.
- Type 2 – Self-contained with non-recycled water system

Ordering Attributes

- None

2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: Miscellaneous

CATALOG ITEM: Weed Washing Unit

Note: In "Special Needs" on "New Request" screen, indicate Type 1 or 2.

3. Fill with agreement. (ex: WEED WASHING UNIT - Company Name)

Vehicle with Driver

1. Considerations to Create Request

Typing

- 1/2 and 3/4 Ton Pickup
- 1 Ton Pickup
- 1-2 Ton Stakeside
- >2 Ton Stakeside
- SUV (5 Passenger)
- Van (7-9 Passenger)

Ordering Attributes

- None

2. How to Create Request in ROSS

CATALOG: Equipment

CATEGORY: Transportation

CATALOG ITEM: Transportation – Pickup

Transportation – Vehicle, All Terrain (ATV)

Transportation – Vehicle, Automobile

Transportation – Vehicle, Sport Utility (SUV)

3. Fill with agreement.

(ex: AUTOMOBILE - Company Name – Vehicle model - License #)

(ex: SUV - Company Name – Vehicle model - License #)

Neighboring Units for VIPR DPLs in ROSS

Below is a listing of the forests and the recommended neighbors (visibility) in ROSS for accessing VIPR DPLs when they run out of resources on their own DPL. If due to activity these neighbors lists are exhausted order should be placed to the GACC. This is only applicable to resources entered into the ROSS database.

MNF – SRF, SHF, PNF, ENF

SRF – KNF, SHF, MNF

KNF – SRF, SHF, MDF, LNF

SHF – SRF, KNF, LNF, MDF, MNF, PNF

MDF – SHF, KNF, LNF, PNF

LNF – MDF, SHF, PNF, KNF

PNF – LNF, TNF, SHF, MNF, MDF

TNF – PNF, ENF, MNF

ENF – TNF, STF, MNF, INF

STF – ENF, SNF, LPF, INF

SNF – STF, SQF, LPF, INF

SQF – SNF, LPF, BDF, INF, ANF

INF – SQF, BDF, ENF, SNF, STF, ANF

LPF – ANF, SQF, BDF, SNF, STF, CNF

BDF – ANF, CNF, LPF, INF

ANF – BDF, CNF, LPF, SQF, INF

CNF – ANF, BDF, LPF

VEHICLE RENTAL ORDERING AND PAYMENT PROCEDURES FOR REGION 5

1.) Ordering categories are:

- a. Ordered for **Incident Management Teams**
 - i. Duration of the Incident Only
 - ii. Must provide authorization for rental unit on resource order form
 - iii. Based On Round Trip need (Mobilization to incident /re-assignment and return to home base)
- b. Ordered for **Single Resources/AD's**
 - i. Duration of the Incident Only
 - ii. Must provide authorization and or proof of Administratively Determined (AD) casual hire form stating rental is approved per incident
 - iii. Based On Round Trip need (Mobilization to incident /re-assignment and return to home base)
- c. Ordered for use on an Incident – **Ground Support**
 - i. Duration of the Incident Only
 - ii. Specific for Region 5 Incidents Only
- d. Non Region 5 IMT's and or Single Resources while on a Region 5 Incident are to follow the appropriate protocol that is outlined below.
- e. Government personnel shall utilize vehicle rental(s) by either: 1) agency provided units, or 2) ordering vehicle rental units under their agency Government Travel card.

2.) Resource Order shall state the following:

- a. Request Number
- b. Fire Name and Number
- c. Time period for each rental is based on **Incident Only.**
- d. Vehicle Rental Authorization.
 - i. Any unit ordered under this agreement must be noted on the resource order as AUTHORIZED to be rented.
 - ii. Must provide authorization and or proof of AD casual hire form stating rental is approved per incident.
- e. Location of Fire/ Delivery Location
- f. Description of units types to be ordered.
- g. For **ground support** the resource order may read: Vehicles as per Vehicle Rental Agreement.
- h. **Contact Information:**
 - i. **IMT member** that is authorized to obtain a rental including their name and contact information including full name, phone number, and email address. (*Team roster will be on file to verify.)
 - ii. **Single Resource** that is authorized to obtain a rental vehicle, including their name and contact information including full name, phone number, and email address. (*AD casual hire form noting authorized for rental.)
 - iii. **Ground Support:**

VEHICLE RENTAL ORDERING AND PAYMENT PROCEDURES FOR REGION 5

1. Contact name, phone number, and email address of who placed the order at the fire
2. Name of unit/individual who will be in receipt and hold accountability of the units at the fire location

3.) **ORDERING Process for ALL three categories above is as follows:**

- a. Incident Management Teams (IMT)
 - i. Dispatch will provide to the Vehicle Rental Company a copy of the team resource order. (*The team roster will be updated per call up by the Plans Section Chief (PSC)/Logistics Section Chief (LSC) and provided to the Vehicle Rental Company. Vehicle Rental Company will arrange for the rental to fill the resource order and contact the individual requesting the unit within a 2 hour period of the request.
 - ii. The team's designated official may contact the Vehicle Rental Agreement Vendor local contact directly to assist with any clarifications and coordination of delivery and/or pickup of vehicles (see #5, Rental Company Contact Information). This contact may also be applicable for Single Resource and Ground Support vehicle rental coordination.
 - iii. Vehicle Rental Company will arrange for the rentals to fill the resource order and contact individual team members.
 - iv. A copy of resource order and supporting documents will be emailed by dispatch to the Vehicle Rental BPA Company for Region 5 utilizing the unique email identifier for Region 5 to confirm the order.
 - v. A copy of the Commercial Vehicle Rental Agreement and resource order shall remain in glove box of the vehicle at all times.
 - vi. Units for a team are considered a Round Trip Rental on an incident by incident basis. Once picked up at one location must be returned to the originating location for drop off. This will allow for teams to be mobilized and returned back to their base upon completion of each incident.
 - vii. Units are not authorized to be transferred to a new driver or team.
- b. Single Resource orders will be placed by the incident thru dispatch based on Vehicle Rental Authorization noted on Overhead Resource Order.
 - i. The filling dispatch unit will generate support requests for the rental vehicles that are being supplied through the Region 5 Vehicle Rental Agreement. (Casual hires must have an AD form noting vehicle rental approval.)
 - ii. Dispatch will process order through Vehicle Rental Company by sending the R5 BPA to the email address of the Vehicle Rental Company. Unique rental company email address is hosted by each GACC/Forest Dispatch Center.
 - iii. Dispatch will provide to the Vehicle Rental Company with resource order and contact information of individual authorized to obtain rental vehicles. Vehicle Rental Company will arrange for the rental to fill the resource order and contact the individual requesting the unit within a 2 hour period of the request.

VEHICLE RENTAL ORDERING AND PAYMENT PROCEDURES FOR REGION 5

- iv. Resource order shall be forwarded to the Vehicle Rental Company under agreement by email thru the ROSS program
- v. A copy of the AD casual hire form shall be provided to dispatch prior to ordering of the any unit.
- vi. Resource order form shall include items noted under (2).
- vii. A copy of the Commercial Vehicle Rental Agreement and resource order shall remain in glove box of the vehicle at all times.
- viii. Units are not authorized to be transferred to a new driver or team.
- c. Ground Support- place order thru ordering manager for units needed to support the incident.
 - i. The Incident Dispatch Center/Expanded will generate requests for the rental vehicles that are being supplied through the Region 5 Vehicle Rental Agreement.
 - ii. Resource order with information under (2) shall be forwarded to the Vehicle Rental Company by email for processing.
 - iii. Resource order shall include the Ground Support principle individual who will hold **accountability** of the units to be ordered and returned to the Vehicle Rental Company.
 - iv. Resource order shall include delivery and pickup requests, timeframes, and quantities of units being requested.
 - v. A copy of the Commercial Vehicle Rental Agreement and resource order shall remain in glove box of the vehicle at all times.
 - vi. Units ordered will remain at the particular incident until released from that incident.
- d. End of Incident: Vehicles are to be processed as follows:
 - i. At the time of Demobilization, the Incident (team) designated representative or Dispatch will notify the local Rental Company Representative at least 24 hours in advance (via telephone and/or email) of the anticipated demobilization of vehicles. If any deviation in this requirement is necessary contact Incident Procurement Contracting Officer Paulette Gordon or Steven Teves. The demobilization information will be documented in ROSS.
 - ii. **IMT's /Single Resources –**
 1. Units are to be returned to point of pickup for final processing, inspection, and billing. (Round Trip)
 2. Payment documentation, inspections, etc. shall be forwarded to: Incident Contracting, 3237 Peacekeeper Way, Suite 101, McClellan, CA for processing payment through Albuquerque Service Center (ASC) for the Vehicle Rental Company.
 3. **No purchase card payments are allowed.**
 4. Damages or claims will be process by Incident Contracting.
 5. Payment is made by utilizing the commercial invoice.
 6. Payment package to be forwarded shall contain:
 - Vehicle Rental Company Commercial Rental Agreement

VEHICLE RENTAL ORDERING AND PAYMENT PROCEDURES FOR REGION 5

- Signed Incident Only (I/O) Emergency Equipment Rental Agreement (EERA)
- Vehicle Inspection Forms (Completed and signed)
- Resource Order
- Any and all supporting information including Damage Documentation.

iii. Ground Support-

1. Units are to be returned to point of pickup.
2. All vehicles shall receive a pre-use and post-use inspection.
3. Vehicles will be tracked thru ISUITE and processing of the payment at the Incident.
4. Finance payment package shall include inspection forms, shift ticket, I/O EERA and OF-286.
 - The OF-286 must have the Vehicle Rental Company's BPA number noted on the OF-286
 - The Equipment ID Field shall have the Commercial Rental Agreement Number for the unit.
5. The OF-286 shall be faxed to the Vehicle Rental Company for review.
6. Delivery/Pick-Up fees and Detail fees may be added according to the predetermined Commercial rates of the Agreement.
7. After review and signature receipt from the Vehicle Rental Company, process the same as other equipment thru ISUITE at the incident.
8. Claims and damages will be settled by the Designated Service Area Contracting Officer of signature.
9. **No purchase card payments are allowed.**

- 4.) The **BPA Price list** used for the Vehicle Rental BPA has been negotiated by the Regional Supervisory Incident Contracting Officer including all terms, conditions, and payment processes for the Incident Only EERA's in Region 5. This BPA Price List shall be used for R5 vehicle rentals.
 - a. Any deviation from this process and or pricing shall be concurred by Regional Incident Contracting prior to executing.
 - b. **Reassignment of IMT Teams or Individuals** – If an IMT team, single resource or group of vehicles, need to be reassigned to a new incident. This above ordering process shall be repeated in its entirety to assure proper accountability and payment for the individual incidents has occurred. These agreements are ONLY for usage for the duration of an incident.
 - c. **If an IMT team is traveling OUT of Region 5.** The team shall place the order for vehicles needed thru the same process and return all units to the point of pick-up. NOTE: THIS BPA MAY NOT BE USED IF FLYING INTO ANOTHER REGION AND THEN NEEDING TO PICK UP A UNIT. ONLY IF THE TEAM IS DRIVING TO THE OUT OF REGION LOCATION AND RETURNING TO REGION 5.

VEHICLE RENTAL ORDERING AND PAYMENT PROCEDURES FOR REGION 5

- d. The services described in the Region 5 BPA are VALID for ONLY those rentals being paid for by Region 5 and are not set up for a national pricing.
- e. Only designated Region 5 individuals or dispatch are authorized to place orders against this BPA.

5.) Rental Company Contact Information

ENTERPRISE HOLDING INC. (AG-9J61-B-12-0002)

Contact: (Lisa Holmes)

O: 916-787-4500 (Direct: 916-787-4733)

C: 916-240-1169

F: 866-827-4694

Email: lisa.m.holmes@ehi.com

RYDER TRUCK INC (AG-9J61-B-12-0003)

Government Ordering Team

O: 508-259-5267

F: 315-451-7402

Southeast Region

O: 407-851-4800 x 41

F: 407-857-2765

C: 407-234-1367 (Blaine Sitzmann)

Email: www.ryder.com

6.) For assistance contact Incident Contracting/Operations Team Contact Info:

Paulette Gordon – Supervisory Incident Contracting Officer

pjgordon@fs.fed.us

916-640-1064 (office)

530- 320-9300 (cell)

Steven Teves – Incident Contracting Officer

steves@fs.fed.us

VEHICLE RENTAL ORDERING AND PAYMENT PROCEDURES FOR REGION 5

916-640-1057

Sue Zahn – Fire Contract Operations Program Manager

szahn@fs.fed.us

909-382-2786 (office)

951-217-5146 (cell)

Dave Marion – Fire Contract Operations Assistant

dpmarion@fs.fed.us

530-543-2859 (office)

530-414-5013 (cell)

1.) Ordering categories are:

- a. Ordered for use on an Incident – (Duration of the Incident Only)
- b. Equipment noted on Computer/Printer,(Fire Laptops-I-suite Server- GIS Computers, Printers, Consumables, etc.)
- c. Orders can be placed by extended authority given in BPA. (Includes: CO of signature, Incident Contracting (Regional), Dispatch, Designated CO from Service Areas, and Buying Teams).

2.) Resource Order will state the following:

- a. Resource Order Number
- b. Fire Name and Number
- c. Time period for the rental is stated as **duration of the incident.**
- d. Location of Fire/ Delivery Location
- e. Description of equipment types to be ordered and quantity requested.
- f. Contact name, phone number, and email address of who placed the order at the fire and or who will receipt and hold accountability of the equipment at the fire location.
- g. Contact name, phone number, and email address for individual placing the order.
- h. Contact information for Contractor including phone, fax, e-mail address.

3.) ORDERING Process for ALL categories above is as follows:

- a. Place order thru dispatch for number and types of equipment needed.
- b. Dispatch will process order thru Contractor under Region BPA.
- c. Contractor will arrange for the rentals to fill the resource order and contact Dispatch regarding the shipment information and contents of shipment. A copy of the shipping log shall be forwarded to the ordering individual for supporting documentation.
- d. Resource order executed shall include items noted under (2).
- e. A copy of resource order and supporting documents will be forwarded to the FSC or designated individual on the IMT.
- f. Information regarding the resource order placed shall be shared with team members such as CTSP and COML for final receipt and accountability.
- g. Full documentation including packing slips and confirmation of order placed, location of each piece of equipment is to be provided to the FSC and maintained current throughout the incident.
- h. Any unit missing or received damaged and not in working order shall be returned and the contractor notified immediately. Supporting documentation of the return of any equipment is to be supporting in written format and put in the file for FSC and Designated Service Area CO of the host agency.

4.) End of incident/Team transfers:

- a. ALL Equipment returns to vendor. This is the responsibility of the IMT / Host Unit-Agency/Designated Service Area CO.
- b. If a new team is transitioned in under the INCIDENT NAME /FIRE NUMBER AS ORDERED ALL Equipment shall be transferred to the new team on a property transfer form. This form is to be put into the FSC packet for payment and documentation.
- c. Equipment shall be closed out and payment processed from the original team if a transfer of property is done.
- d. Transfer of equipment shall only occur if the Incident is ON GOING and the location, fire number and fire name, remain unchanged.
- e. **Important: Any order for Computer/Printers** requires a transfer of property from one team to another on the same incident. Payments remain based on a monthly invoice, however, the transfer of property between teams must be included in the payment package and the contractor notified of new key team contact(s) information.
- f. Host agency/IMT Teams shall utilize the most cost-efficient method to return units.

5.) Invoicing/Payment Process:

- a. Final invoice done-I suite. (Weekly/Monthly rates-MOH) **Payment ASC ONLY – NO P-CARD!**
- b. Units returned to vendor noting receipt at vendor end.
- c. Ultimately, host unit or agency is responsible to finalize all payments to the vendor.
- d. Claims shall be dealt at Service Area Level.

6.) Teams going out of Region will need to place order thru contact in that Region.

This Blanket Purchase Agreement is established for Region 5 - Pacific Southwest Region only.

