

A. Enabling Acts

None

B. Policy

All state-funded fire suppression equipment will be assigned to a Forest Management Division inventory and the forest fire control personnel at that location will be responsible for its condition, use, maintenance, and storage.

Good fire planning may require the assignment of state-funded equipment to locations other than the forest management field office responsible for it, such as game areas, parks, or on rare occasions, to local fire control agencies.

Prior to any such assignment, a memorandum of understanding (attached) will be prepared and approved by the appropriate unit, district, region, and division managers.

C. Explanation

The present criteria for assignment of state-purchased equipment or federal excess property that has been converted to fire suppression units at state expense vary greatly from district to district.

The purpose of this policy is to provide uniform guidelines to be followed in the assignment of equipment in these categories.

D. Procedure

Only after receiving an approved memorandum of understanding will the equipment actually be assigned to any location other than the field office upon whose inventory the equipment is carried.

In every case, the forest fire personnel will continue to be responsible for the use and care of the equipment, even though the responsibility may be fulfilled through periodic inspections and follow-up in accordance with a memorandum of understanding.

Procedure for completion of memorandum of understanding:

District Forest Management Supervisor, Regions I and II and Area Fire Supervisor, Region III

1. Prepare four copies of a memorandum of understanding outlining the condition of the placement of the equipment.
2. Obtain signatures indicating understanding and agreement by the responsible forest fire officer and the unit supervisor where equipment is to be placed.

3. Sign and obtain signature of the cooperating district supervisor.
4. Forward to region for approval.

Regional Forest Manager

1. Sign, if approved, and obtain signature of cooperating regional supervisor.
2. Forward approved memorandum of understanding to the division.
3. If not approved, the memo will be returned to the district with letter of explanation.

Forest Management Division

1. Approve or disapprove.
2. Obtain signature of designated staff supervisor of cooperating division.
3. Retain original for file and return remainder through channels.
4. If disapproved, return with letter of explanation.

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Approved Robert J. Compeau  
Robert J. Compeau (date)  
Deputy Director 7-7-81