

## EQUIPMENT ADVISORY BOARD

A. Enabling Act

None

B. Policy

The Forest Management Division's "Equipment Advisory Board" will evaluate all types of equipment used by the division. The Board will review and approve all specifications for new equipment and proposed modifications of existing equipment. Changes will have the approval of the Board before implementation.

C. Explanation

The Equipment Advisory Board reviews new equipment needs and performance of present equipment used in all phases of the division programs. Experience has proven that control must be exercised over the purchase and modification of equipment in order to obtain: standardization, cost effectiveness, sound engineering, uniform field application and availability. ease in training and repair. For example, standardization in fire control equipment is extremely important as personnel and equipment may be sent anywhere in the state to work on wildfires, and an experienced operator must be able to operate the equipment with confidence in dense smoke or darkness.

Quantity purchases of equipment meeting uniform specifications results in the best possible price for the division and least cost in maintenance. stocking of parts, etc. It also insures fair and impartial treatment of employees when equipment is purchased from the same specifications.

Modification of equipment must be strictly controlled to maintain uniformity and engineering standards. Improper modification might weaken a piece of equipment, cause excessive wear or default a guarantee. Recommendations for modifications must be carefully reviewed and approved by the Equipment Advisory Board. Modifications agreed to will be implemented statewide.

D. Procedue

The Equipment Advisory Board members will consist of the following:

Section Leader, Resource Protection - Chairperson  
 Supervisor, Forest Fire Experiment Station  
 Supervisor, Equipment and Facilities Unit  
 Regional or Assistant Regional Forest Manager for each region

The supervisors of the regional shops may be requested to attend meetings of the Board because of their expertise and interest in items on the agenda for discussion.

The chairperson will schedule two meetings of the Board each year.

1. One meeting will be scheduled each October to review specifications for passengar cars, pickups and trucks prepared for the current

fiscal year by Standards Section. Purchasing Division, Department of Management and Budget. Additions and deletions to the prepared specifications will be determined for all vehicles to be purchased in that fiscal year by the division.

2. The other yearly meeting will be used for an interchange of ideas and review of suggestions or requests for modifications offered by field personnel.

Field personnel desiring to make requests for modifications, suggestions, desired equipment purchases or performance evaluation reports for the attention of the Board should:

1. Prepare a written report, including all supporting documents, and route through their supervisor to the region. (Need not be a fancy report - only information). Reports should be submitted at the time the employee is concerned or aware of a specialized piece of equipment, etc., as waiting for a certain time of year tends to discourage reporting.
2. The region should indicate any comments along with employee supervisor's comments, and route the material to the division.
3. The division will review suggestions and include on agenda as required and inform the employee in writing of the Board's decision.

This document paid for with State funds

Approved Robert J. Compeau  
Robert J. Compeau (date)  
Deputy Director

7-7-81