

**Checklist for Preparing the CAL FIRE  
Emergency Equipment Rental Agreement**  
Required CAL FIRE Forms, Vendor Certifications, and Inspections

In order to assist Department of Forestry and Fire Protection (CAL FIRE) employees in preparing the Emergency Equipment Rental Agreement (EERA), this Checklist has been developed. It is intended to serve as a guide to insure that all of the requirements for the EERA are met.

Numbers in parentheses in the checklist below refer to sections of the CAL FIRE Emergency Equipment Rental Handbook (3833...) and the Hiring and Utilization Guides Handbook (7761...). These handbooks are available on the Internet at the following link:  
<http://webmain02.fire.ca.gov/pubs/issuance/issuance.htm>

The vendor should carry a current copy of the entire agreement on each piece of equipment covered by the agreement. Extra copies to facilitate providing one at each incident are recommended.

**The vendor’s complete EERA package will include:**

√		<b>Document or Requirement</b>
<input type="checkbox"/>	1.a.	The <b>Emergency Equipment Rental Agreement, CAL FIRE-294</b> (3833.2.1)
<input type="checkbox"/>	1.b.	“General Clauses” and “Supplemental General Provisions” (attached to the EERA)
<input type="checkbox"/>	2.	Std Form 204, <b>Vendor Data Record</b> (required for new vendors with CAL FIRE)
<input type="checkbox"/>	3.	CAL FIRE-20, <b>Contractor’s Certification Clauses for Services Up to \$4,999.999</b>
<input type="checkbox"/>	4.	CAL FIRE-157, <b>Equipment Owner or Broker Declaration</b> (3833.3.2)
<input type="checkbox"/>	5.	FC-100, <b>Radio Frequency Use Agreement</b> (if vendor will operate on CAL FIRE frequencies)
<input type="checkbox"/>	6.	<b>One Vendor Dispatch Telephone Number:</b> Vendor will provide CAL FIRE with a single telephone contact number. This will be the sole method used by the Department to contact the vendor to fill incident requests. It is the responsibility of the vendor to provide a contact telephone number where he can be reached 24 hours per day, 7 days per week for use by CAL FIRE to make contact for the dispatch of resources (e.g., telephone pager, paging service, etc.) (3833.4.6)
<input type="checkbox"/>	7.a.	<b>Proof of Worker’s Compensation Insurance:</b> Vendors shall provide proof of coverage of Worker’s Compensation coverage for vendor’s employees in accordance with applicable California State Law.
<input type="checkbox"/>	7.b.	<b>Major Medical Insurance:</b> Owner-operators and independent sub-contractors must provide proof of coverage by major medical insurance if not covered by Worker’s Compensation. (3833.10)
<input type="checkbox"/>	8.a.	<b>Proof of Motor Vehicle Liability Insurance Certificate:</b> Vendor will provide proof of coverage by a policy of Motor Vehicle Liability insurance that covers the vehicle <u>and the use intended</u> under the agreement. As evidence of the required motor vehicle liability insurance coverage, the vendor shall maintain a current certificate of such insurance <u>in each vehicle, as required by law</u> . Certificates will be presented on demand of any CAL FIRE employee. Coverage shall apply to all operators of the vehicle.
<input type="checkbox"/>	8.b.	The vendor’s insurance shall cover all motor vehicle accidents and all of the contractor’s vehicle operators. (3833.10)
<input type="checkbox"/>	8.c.	General minimum coverage requirement: <b>\$300,000</b> , combined single limit, per occurrence.(3833.10)
<input type="checkbox"/>	8.d.	<b>Special minimum coverage requirement:</b> for vehicles 10,000 lbs. Gross Vehicle Weight Rating (GVWR) or greater that are motor carriers transporting property other than hazardous materials, <i>such as transport trucks hauling bulldozers, water tenders transporting water, and privately owned fire engines:</i> minimum <b>\$750,000</b> combined single limit, per occurrence (per Dept. of Motor Vehicles Industry Operations Division) (3833.10)
<input type="checkbox"/>	8.e.	Vendors transporting equipment other than their own must have cargo insurance.

STATE OF CALIFORNIA  
DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
**CHECKLIST FOR PREPARING THE CAL FIRE EERA**  
**CAL FIRE-290 (REV. 2/11) Page 2 OF 4**

√	<b>Document or Requirement</b>	
<input type="checkbox"/>	9.a.	<b>Driver's License:</b> All operators of vehicles covered by the EERA must possess a current driver's license for the type of vehicle being operated. Operators of any motor vehicle having a Gross Vehicle Weight Rating (GVWR) of more than 26,000 lbs. <b>must</b> have a Commercial Drivers License (CDL) (with Tank Endorsement, if appropriate), valid for the State of California. Driver's licenses must be presented on demand of any CAL FIRE employee seeking to verify that the operator is currently licensed to operate the subject vehicle. (3833.9)
<input type="checkbox"/>	9.b.	<b>Vehicle License:</b> All licensed motor vehicles covered by the EERA must be legally licensed or apportioned to operate in the State of California, and must meet the legal requirements for commercial vehicles, non-commercial vehicles, or Special Equipment (SE) vehicles, as licensed.
<input type="checkbox"/>	10.	<b>Proof of Ownership:</b> At the time the agreement is prepared, the vendor will provide proof that he/she legally controls the vehicles to be covered by the agreement. Proof of legal control can include: current vehicle registration showing contractor as registered owner. (3833.3.3)
<input type="checkbox"/>	11.	Proof of Ownership for unlicensed vehicles, such as bulldozers - a copy of a bill of sale or unsecured personal property tax bill will serve as proof of ownership. (3833.3.3)
<input type="checkbox"/>	12.	<b>Out-of-State Vehicles:</b> Vehicles that are currently licensed in other states for the type of use intended in the EERA may be covered by the EERA. (3833.9)
<input type="checkbox"/>	13.	<b>Proof of Safety Inspection:</b> All privately-owned vehicles with a GVWR of 26001 or greater must be inspected annually prior to use. <b>Proof of inspection for the current year must be on file with the Hired Equipment Coordinator prior to listing the vendor in the Emergency Resource Directory for that year.</b> (3833.13.5.3)
<input type="checkbox"/>	14.a.	<b>CAL FIRE Inspection:</b> At the time the EERA is prepared, a CAL FIRE employee shall conduct an inspection of the equipment to insure that it meets all requirements for complement, capacity, and capability contained in CAL FIRE policy. <u>This is not a safety inspection.</u> This inspection should be documented on the FC-291 bulldozer/water tender checklist. Any <u>obvious</u> damage will be noted on the Checklist. Any doubts about these conditions should be addressed and corrected by the vendor BEFORE the EERA is signed. Only equipment that is designed or equipped to do the assigned job should be listed in the EERA. (3833.8)
<input type="checkbox"/>	14.b.	<b>Proof of Performance:</b> If there is any doubt as to the performance capabilities of the equipment in question, employees should ask the vendor to demonstrate that the equipment can perform as the vendor claims it will. (3833.8)
<input type="checkbox"/>	15.a.	<b>GENERAL WATER TENDER EQUIPMENT REQUIREMENTS:</b> (3833.13.5.1) All water tenders, including fireline water tenders, potable drinking water tenders, and "gray" water tenders must be equipped with the following minimum safety items:
		• Reflectors, one set of three
		• Chock blocks of appropriate size for tire diameter
		• Electronic backup alarm, minimum 97 decibels
		• Fire extinguisher, rated 2A10BC or better
		• one axe or Pulaski <u>and</u> 1 shovel
		• Flashlight
<input type="checkbox"/>	15.b.	<b>Vehicle Weight Certificate: Water Tenders:</b> At the time the agreement is prepared, the vendor will provide a <i>current</i> weight certificate ( <i>weighed within the past 3 months</i> ) for the laden and equipped vehicle. An estimated weight of 265 pounds for each crew person (personal and gear weight) will be added to the vehicle DMV legal weight to determine total legal weight. <u>Vendor must demonstrate that the fully-laden vehicle is within legal limits or vehicle will not be hired.</u> (3833.13.5.4)
<input type="checkbox"/>	16.a.	<b>FIRELINE WATER TENDER REQUIREMENTS:</b> (3833.13.5.2) The Fireline Water Tenders will meet or exceed the following requirements: Safety items and Vehicle Weight Certificate listed in 15.a. and 15.b. above.
<input type="checkbox"/>	16.b.	Weigh tickets showing that loaded vehicle will be within designed DMV legal weight.
<input type="checkbox"/>	16.c.	Minimum useable capacity shall be 1,000 gallons.
<input type="checkbox"/>	16.d.	Water tanks are to be baffled.

STATE OF CALIFORNIA  
DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
**CHECKLIST FOR PREPARING THE CAL FIRE EERA**  
**CAL FIRE-290 (REV. 2/11) Page 3 OF 4**

√	<b>Document or Requirement</b>	
<input type="checkbox"/>	16.e.	Pump assembly is to be driven either by power-take-off or auxiliary engine drive. The pump shall be plumbed with a suction outlet so water may be drafted from a water supply such as a pond, river or creek to refill the tank or pump directly to the fire. An auxiliary engine-driven pump assembly is acceptable if the auxiliary unit is permanently mounted and plumbed to the tank, discharge and suction outlets. Portable pump of ICS minimum gpm OK for filling.
<input type="checkbox"/>	16.f.	Pump - minimum 120 gpm
<input type="checkbox"/>	16.g.	Tender shall be equipped with a back flow protection device for hydrant filling.
<input type="checkbox"/>	16.h.	All discharge outlets shall be plumbed to the pump. Gravity discharge outlets, with the exception of the dump valve described below, are not acceptable.
<input type="checkbox"/>	16.i.	A dump valve of a minimum 4" diameter or equivalent is desirable so that water may be discharged into portable tanks. This valve is to be at the bottom rear of the tank to allow complete water discharge and should have a minimum clearance of 34" from the ground to the bottom of the outlet.
<input type="checkbox"/>	16.j.	<u>Discharge fittings:</u> Tender must have one each 2.5" connection with gated wye to two each 1.5" NH connections and one 2.5" discharge connection. <b>The water tender must have road spraying capability, either forward or rear-facing.</b>
<input type="checkbox"/>	16.k.	<u>Suction fittings:</u> one or more 2½" or 3" National Hose (NH) thread connections to allow drafting and filling from a non-pressurized source, or to allow filling under pressure, as from an engine, another tender, or from a pressurized source.
<input type="checkbox"/>	16.m.	minimum 24 feet of 2½" or larger diameter hard suction hose and a screened foot valve or strainer
<input type="checkbox"/>	16.n.	100 ft, 1-1/2 " serviceable cotton jacket or better hose w/ nozzle
<input type="checkbox"/>	16.o.	one 1" combination fog/straight stream nozzle with 1-1/2" NH to 1" NPSH reducer
<input type="checkbox"/>	16.p.	One 2.5" or larger diameter soft suction hose, min. 20 ft. long, with NH couplings
<input type="checkbox"/>	16.q.	one fire hose clamp for 1.5" diameter fire hose
<input type="checkbox"/>	16.r.	one hydrant wrench
<input type="checkbox"/>	16.s.	VHF radio, field programmable to VHF-FM narrowband frequencies. Either portable or fixed-mount is acceptable with outside speaker.
<input type="checkbox"/>	17.	Fireline equipment operators must be equipped with the following <u>minimum</u> personnel safety and equipment items. Operator personal protective equipment will comply with applicable Cal/OSHA requirements, and as a minimum will include: (3833.11.2)
		<ul style="list-style-type: none"> <li>• hard hat: plastic, Class B, ANSI Z89.1, Cal/OSHA approved, with chin strap</li> <li>• goggles: one pair per person, Cal/OSHA approved for wildland firefighting</li> <li>• Firefighter gloves, Cal/OSHA approved</li> <li>• Boots: leather, lace-up type, minimum 8 inches high with lug-type soles in good condition. Steel toe boots are not acceptable</li> <li>• Nomex shirt, trousers, and face shroud: Cal/OSHA approved.</li> <li>• Fire shelter: USFS approved</li> <li>• Head lamp: with batteries and attachment for hard hat</li> <li>• One gallon water per person</li> </ul>

<b>Item</b>	<b>COMPLETING CAL FIRE-294 AGREEMENT FORM</b>
1.	<b>Ordering Office:</b> Enter CAL FIRE Unit name, address, phone number, where equipment is being signed up and inspected.
2.	<b>Vendor Number (EERA Number):</b> The CAL FIRE EERA number will be the vendor's 8-digit Vendor Code Number. For any vendor that has previously done business with CAL FIRE the Vendor Code Numbers can be found on the <b>CAL FIRE Intranet Page</b> by clicking <b>CAL FIRE Vendor Information / Vendor Number Lookup</b> . (This is the number assigned after the Std. 204 and CALSTARS-14 are completed as part of the agreement or payment process.) Use the number in the column <b>Vendor# sfx</b> . Omit leading zeros. <b>If the vendor is not listed in the lookup table,</b> leave the agreement number blank. After the Std. 204 and CALSTARS-14 are submitted through channels following completion of the EERA, the CAL FIRE Accounting Office will assign a vendor number and update the vendor table. After the number is assigned, enter the EERA number on the CAL FIRE copy of the agreement, and mail an updated copy with the newly assigned

	number to the vendor.
--	-----------------------

STATE OF CALIFORNIA  
DEPARTMENT OF FORESTRY AND FIRE PROTECTION  
**CHECKLIST FOR PREPARING THE CAL FIRE EERA**  
**CAL FIRE-290 (REV. 2/11) Page 4 OF 4**

3.	<b>Effective Dates:</b> Beginning date the agreement is signed, extending to the official ending date signed on the multi-year agreement, April 30, 2014.
4.a.	<b>Vendor:</b> Fill in contractor's name and address.
4.b.	<b>EIN/SSN:</b> Contractor's social security number, federal employer ID number or other federally recognized identification number. For example, a tribal "A" number for American Indians
4.c.	<b>One Vendor Dispatch Telephone Number:</b> Vendor will provide CAL FIRE with a single telephone contact number. This will be the sole method used by the Department to contact the vendor to fill incident requests. It is the responsibility of the vendor to provide a contact telephone number where he can be reached 24 hours per day, 7 days per week for use by CAL FIRE to make contact for the dispatch of resources (e.g., telephone pager, paging service, etc.) (3833.4.6)
4.d.	Vendor business telephone number.
5.	<b>Point Of Hire:</b> On pre-season sign-up agreements, this block may either indicate vendor's address where the rental equipment will normally be located, or merely state "Location at the time of hire." For equipment hired during an incident, this block should indicate the actual address or location of the equipment at the time of order and hire.
6.	<b>The Work Rate Is Based On All Operating Supplies Being Furnished By:</b> Indicate vendor (for WET) with exceptions as noted in the hired equipment general instructions and emergency equipment rental rates. Normally check one block. If both blocks are checked, specify in Block 14, Special Provisions, and the conditions which apply.
7.	<b>Operator Furnished By:</b> Indicate if operator is furnished by vendor or by CAL FIRE.
8.	<b>Type Of Vendor:</b> If vendor is a State-certified Small Business (CSB) or Disabled Veteran Business Enterprise (DVBE), check the applicable block or blocks, followed by the vendors' certification number. Otherwise, leave this space blank.
9.	<b>Item Description:</b> This information must be of sufficient detail to fully identify the equipment to be hired. <b>Enter Vehicle Identification Number (VIN) or serial number</b> for each piece of equipment to be covered by the agreement. <b>For licensed motor vehicle, also enter license number.</b> Description of equipment should include enough information to identify the ICS Type, plus any relevant capability information.
10.	<b>Number Of Operators:</b> If agreement is for a specific incident, specify the number of operators per operational period. If an operator is to be paid on an FC-42, show the Paid Pickup Labor rate to be used (i.e., EW-II for a light pickup.) Note any exceptions in Block 14, Special Provisions.
11.	<b>Work Or Daily Rate And Unit:</b> Enter appropriate EERA rate from section 3934. Do not enter a daily rate if the rate in (3934...) contains a guarantee.
12.	<b>Special Rate And Unit:</b> Enter the special rate and identify in detail in Block 14, Special Provisions, when and how these special rates apply.
13.	<b>Guarantee:</b> Enter guarantee rate from section 3934 if there is one. Do not enter a guarantee if Block 11 unit of measurement is a Daily Rate.
14.	<b>Special Provisions:</b> Detail any agreement made with the vendor and not specified elsewhere on the form. Include any supplements to the general provisions.
15.	<b>Contractor's Signature:</b> This must contain the signature of the vendor's authorized representative agreeing to the rates and conditions of hire.
16.	<b>Date:</b> Date the contractor signed by the contractor.
17.	<b>Contracting Officer's Signature:</b> This is the signature of the CAL FIRE employee preparing the agreement.
18.	<b>Date:</b> The date the agreement was signed by CAL FIRE.
19.	<b>Printed Name And Title:</b> Legible printed Name and Title of contractor or authorized representative.
20.	<b>Printed Name And Title:</b> Legible printed Name and Working Title of CAL FIRE employee.
<b>Page 2</b>	<b>General Clauses:</b> Contractor must initial and date his agreement with the General Clauses on the lines in the lower right corner.
<b>Page 3</b>	<b>Supplemental General Provisions:</b> Contractor must initial and date his agreement with the Supplemental General Provisions on the lines in the lower right corner.

**Distribution:** of the completed CAL FIRE-294 and attachments is as follows:

1. **Copy** of all pages to the Vendor.
2. **Original** of all pages to the Unit's Hired Equipment Coordinator.
3. **If prepared at an incident:** Copy of all pages to the Finance Section and to the Ground Support Unit Leader.
4. **For CSB and DVBE contractors:** Copy of the EERA CAL FIRE-294 to the CAL FIRE Department Hired Equipment Coordinator at CAL FIRE Headquarters, for verification of the CSB and/or DVBE status of the vendor.