

**AGREEMENT FOR  
TEMPORARY ASSIGNMENT OF MODULE**

**THIS AGREEMENT**, entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by and between the Department of Forestry and Fire Protection, hereinafter "**CAL FIRE**" acting by and between its duly appointed and qualified Director and the County of \_\_\_\_\_, acting by and through its duly appointed, qualified and acting officers, hereinafter called "**ASSIGNEE**"; referred to collectively as "parties" and individually as "party."

**WITNESSETH:**

**WHEREAS**, the State of California has purchased air curtain burners, wheel loaders and compact track loaders and deployed them in groups (Modules) for the purpose of responding to tree mortality in furtherance of the Governor's Proclamation of a State of Emergency, dated October 30, 2015; and

**WHEREAS**, **CAL FIRE** is authorized to assign these Modules to impacted counties throughout the State under written agreements to be staged for **CAL FIRE** purposes and for use by impacted counties for the purposes described below; now, therefore,

**IT IS HEREBY MUTUALLY AGREED** between the parties as follows:

1. ASSIGNMENT. **CAL FIRE** hereby transfers possession to **ASSIGNEE** and **ASSIGNEE** hereby accepts possession from **CAL FIRE** of the specific equipment identified in the Module, as provided in Exhibit A to this Agreement, to remove and process wood waste locally in high hazard zones. Exhibit A shall be incorporated by reference into this Agreement. The specific equipment of the Module identified in Exhibit A may by mutual agreement of **CAL FIRE** and **ASSIGNEE** be changed during the term of this Agreement.
2. TERM. The term of this Agreement shall be for a \_\_\_\_\_ period unless terminated pursuant to the terms of this Agreement. The term of this Agreement may be extended for an additional \_\_\_\_\_ period upon written mutual consent of the parties.
3. CONSIDERATION. Consideration for this Agreement is the mutual benefit the parties will enjoy by having the Module locally available for use as provided in this Agreement.
4. HOUSING, MAINTENANCE, REPAIR, AND REPLACEMENT. During the term of this Agreement, **ASSIGNEE** agrees to adequately house, staff, and operate the Module at its sole cost and expense except as otherwise expressly provided in this Agreement. The Module shall be housed on property of the **ASSIGNEE**, or property **ASSIGNEE** has a right to use, in a manner to provide reasonable protection against inclement weather, sabotage, theft, or malicious damage. The Module shall be maintained in such condition that it is available for immediate use and at the same standard as other apparatuses operated by **ASSIGNEE**, as outlined in Pamphlet 6805, which shall be

attached to each piece of equipment in the Module. A copy of Pamphlet 6805 is attached as Exhibit B to this Agreement, which shall be incorporated by reference.

a. During certain times, **CAL FIRE** may provide 48 hours written notice to **ASSIGNEE** that it intends to operate the Module in lieu of operators hired and managed by **ASSIGNEE**. During such time that **CAL FIRE** operates the Module, **CAL FIRE** shall be deemed to be in sole possession of the Module and shall be solely responsible for its condition, maintenance, repair, and use, including any and all injury to person or property that may result from such its maintenance, repair, and use.

b. All maintenance and repairs greater than \$1,500 shall be the responsibility of **CAL FIRE**, unless in the judgment of **CAL FIRE** the need for repair results from misuse or negligence on the part of **ASSIGNEE** in the maintenance or use of the Module, in which event the cost of each such item of repair shall be the responsibility of **ASSIGNEE**. In no event shall **ASSIGNEE** arrange for repairs without first obtaining written authorization from **CAL FIRE**.

c. **ASSIGNEE** must request from **CAL FIRE**, in writing, permission to make any and all changes to the assigned Module using the "Modification Request Form," a copy of which is attached as Exhibit C to this Agreement, which shall be incorporated by reference. Furthermore, **ASSIGNEE** shall not make modifications, changes, adjustments, or additions, including decals or stickers, to the Module without prior written approval from **CAL FIRE**.

5. INSPECTION OF MODULE. **ASSIGNEE** agrees that representatives of **CAL FIRE** and other authorized State personnel may inspect the Module at any time with 24 hours notice by phone, email or FAX. For purposes of this Section, **CAL FIRE** shall notify **ASSIGNEE** as follows:

PHONE:

FAX:

EMAIL:

6. STAFFING. Reasonable and continual efforts shall be made so that the Module is consistently and regularly utilized by designated personnel. If at any point during the term of this Agreement staffing is inadequate to operate the Module for an extended period of time, the **ASSIGNEE** shall notify **CAL FIRE**.

7. TRAINING. Personnel designated by **ASSIGNEE** shall not operate any piece of equipment of the assigned Module unless they have completed the specific training required for each piece of equipment. **CAL FIRE** shall provide the training to the personnel designated by **ASSIGNEE**. **CAL FIRE** will work with **ASSIGNEE** to determine the qualifications needed for each operator and shall provide **ASSIGNEE** with a list of qualifying or disqualifying factors in writing before **ASSIGNEE** begins the selection process. **CAL FIRE** will maintain a list of qualified operators who have completed the required training.

8. RELOCATION. **CAL FIRE** shall transport and provide all movement of the Module. This includes any movement of an air curtain burner and relocation of other pieces of the Module. **ASSIGNEE** shall make written requests to **CAL FIRE** if relocation of the Module is needed. **CAL FIRE** reserves the right to immediately dispatch, direct the dispatch of, or temporarily reassign the Module, or any piece of equipment thereof, whenever, in the opinion of the Director of **CAL FIRE** or his representatives, the Module, or any piece of equipment thereof, is essential to the protection of life and property in another jurisdiction or in the best interest of the State. If this determination is made, relocation will be immediate and the need to provide written notice in Section 14a below does not apply.

9. SITE CONDITIONS. Reasonable use of an air curtain burner shall only occur when the Unit Chief of the **CAL FIRE** Unit where the site is located, or his or her designee, has completed an inspection of the site and verified it is appropriate for an air curtain burner operation.

10. REPORTS AND RECORDS. **ASSIGNEE** shall maintain daily and monthly reports on the details of Module use on the **CAL FIRE** ME104 Form, a copy of which is attached as Exhibit D to this Agreement, which shall be incorporated by reference. All reports shall be sent to **CAL FIRE** on a monthly basis or as often as requested by **CAL FIRE**.

11. REPORT OF ACCIDENTS AND DAMAGE. **ASSIGNEE** shall immediately notify **CAL FIRE** by phone following any and all accidents involving the Module and any time damage occurs to the Module.

12. INDEMNIFICATION. **ASSIGNEE** shall defend, indemnify, and hold harmless **CAL FIRE**, its officers, employees, and agents from and against any and all liability, loss, expense (including reasonable attorney's fees), or claims for injury or damages arising out of the performance of this Agreement, but only in proportion to and to the extent such liability, loss, expense, attorney's fees, or claims for injury or damages are caused by, or result from, the negligent or intentional acts or omissions of **ASSIGNEE**, its officers, agents, or employees. The duty of **ASSIGNEE** to indemnify and hold harmless includes the duty to defend as set forth in Civil Code Section 2778. This Agreement supersedes **ASSIGNEE's** right as a public entity to indemnity (see Government Code Section 895.2) and contribution (see Government Code Section 895.6) as set forth in Government Code Section 895.4.

13. INSURANCE PROTECTION.

a. **ASSIGNEE** agrees to furnish evidence of insurance protecting the legal liability of the **ASSIGNEE** and **CAL FIRE** for liability and/or property damage with a combined single limit of \$2,000,000.00 per occurrence, by means of a Certificate of Insurance naming the State of California as Additional Insured. Said certificate shall contain an Agreement by the insurance company that it will not cancel said policy without 15 days prior written notice to **CAL FIRE** and that **CAL FIRE** is not liable for the payment of any premiums or assessments thereon. Said certificate must include the description of the Module including serial numbers and **CAL FIRE** X number.

b. In the event the **ASSIGNEE** is self-insured, **ASSIGNEE** in lieu of a certificate of insurance shall furnish **CAL FIRE** a written statement of such fact.

c. Physical damage insurance, including collision coverage and comprehensive coverage, shall be obtained. The State of California will be named as a loss payee. In the event of a non-total loss, **ASSIGNEE** is responsible for returning the Module to original standard at the direction of **CAL FIRE** consistent with Section 4 of this Agreement. The description of the Module and the necessary amount of insurance required is outlined in attached Exhibit E, which shall be incorporated by reference.

14. TERMINATION OF AGREEMENT.

a. Either party may terminate this Agreement upon thirty (30) days written notice to the other party, or **ASSIGNEE** may relinquish or **CAL FIRE** may repossess, any portion of the Module upon like notice to the other party, except that **CAL FIRE** may repossess any portion of the Module without written notice whenever it deems the same is not being maintained in accordance with this Agreement.

b. Upon the termination of this Agreement, **ASSIGNEE** agrees to return said Module in the same condition as received, excepting reasonable wear and tear, acts of God, and conditions over which it has no control.

c. Nothing in this Agreement shall be construed to create a new property interest or right of action for **ASSIGNEE**.

15. UNAUTHORIZED USE OF CAL FIRE MODULE. Use of the Module other than as specified in Paragraph 1 will be considered a breach of this Agreement. Additionally, no sub-assignment of any piece of equipment in the Module is allowed.

16. CEQA. If required, **ASSIGNEE** shall comply with the California Environmental Quality Act (CEQA) (Public Resources Code, Section 21000, et. seq. Title 14, California Code of Regulations, Section 15000 et. seq.) and all other local, State, and federal environmental laws. A copy of the certified CEQA document, if required for the activity, must be provided to **CAL FIRE** before any activity that may directly impact the environment (e.g. cutting, piling or burning bush, masticating, dozer work, etc.) begins.

17. BURN PERMIT. All necessary burn permits must be received before any use of the air curtain burner may occur.

18. AIR QUALITY PERMITS. All necessary air quality permits must be received before any use of the air curtain burner may occur.

19. Agency Notification of Transfer or Processing Site. The Enforcement Agency Notification (Title 14, California Code of Regulations, Section 18103) must be filed and all other legal requirements followed (i.e. record keeping and effective period of operation) if it is determined the air curtain burner is co-located at a landfill or other permitted waste facility.

20. NOTICES. All correspondence and notices required or contemplated other than in Section 5, or which may be given by either party to the other, shall be deemed to have been fully given when made in writing and deposited in the U.S. mail, registered and postage prepaid, and addressed as follows: To the **ASSIGNEE** at \_\_\_\_\_ County Administrative Office, \_\_\_\_\_, and to the **CAL FIRE** at Chief \_\_\_\_\_, Unit Chief of \_\_\_\_\_ Unit, \_\_\_\_\_. The address to which notices shall or may be mailed to either party shall or may be changed by written notice given by such party to the other, but nothing herein contained shall preclude the giving of any such notice by personal service.

21. ALTERATION. It is mutually understood and agreed that no alteration or variation of the terms of this Agreement shall be valid unless made in writing and signed by the parties.

22. WAIVER. **CAL FIRE** may in its sole discretion and for such good cause as it determines waive in writing, in whole or in part, any requirement of this Agreement that any piece of the Module shall be maintained in operating condition, or repaired, or replaced, provided that any such waiver shall be applicable only to the specific equipment of the Module to which it refers.

23. JURISDICTION AND VENUE. This Agreement, and any dispute arising from the relationship between the parties to this Agreement, shall be governed by the laws of the State of California.

24. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties with respect to the subject matter contained in the Agreement. No party has been induced to enter into this Agreement by, nor is any party relying on, any representation or warranty outside those expressly set forth in this Agreement.

**IN WITNESS WHEREOF** the parties have executed this Agreement upon the date first above written.

**ASSIGNEE:**

**CAL FIRE:**

\_\_\_\_\_

\_\_\_\_\_

**EXHIBIT A  
EQUIPMENT IN MODULE**

**AIR CURTAIN BURNER**

SERIAL NUMBER:

X NUMBER:

**AIR CURTAIN BURNER (if applicable)**

SERIAL NUMBER:

X NUMBER:

**WHEEL LOADER**

SERIAL NUMBER:

X NUMBER:

**COMPACT TRACK LOADER**

SERIAL NUMBER:

X NUMBER:

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REMARKS:

ACCEPTED BY:

DEPARTMENT:

TITLE:

DATE:

**EXHIBIT B  
Pamphlet 6805**

**Please see following pages.**

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## **24-HOUR EMERGENCY ROADSIDE SERVICE**

In the event of a breakdown of a state vehicle (one ton or lighter) on a public street or highway, or a public parking garage, within the State of California, the OFA offers emergency 24-hour roadside service through the contracted State of California Automobile Club.

Services include:

- Mechanical first aid.
- Battery service.
- Tire change.
- Gasoline, oil, and water delivery.
- Lockout – does not include key making or locksmith service.
- Towing.

In the event of such an emergency, state drivers shall:

- Call the designated phone number, and;
- Provide year, make, model, and color of vehicle and the California Official State Fuel Credit Card account number to the contracted State of California Automobile Club operator.

For further information regarding the 24-hour emergency roadside service, refer to California Official Fuel Card.

## **CALIFORNIA OFFICIAL STATE FUEL CARD**

The California Official State Fuel Credit Card is used for the following services:

- Purchase of fuel at authorized contract vendors.
- Purchase of a battery, tire, tube, spark plug, fan belt, wiper blades, radiator cap or gas tank cap **in emergencies only.**
- Oil changes at Office of Fleet Administration approved vendors;
- 24-hour Emergency Roadside Service.

**MOBILE EQUIPMENT VEHICLE DATA**

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License \_\_\_\_\_   X   \_\_\_\_\_ PM Group \_\_\_\_\_  
Make \_\_\_\_\_ Chassis Model \_\_\_\_\_ Year \_\_\_\_\_  
Serial No. \_\_\_\_\_  
Eng. Mfr/Model \_\_\_\_\_ Crankcase Cap. Qts. \_\_\_\_\_  
Coolant Capacity Qts. \_\_\_\_\_ Water Filter \_\_\_\_\_  
Air Filter (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_  
Fuel Filter (Primary) \_\_\_\_\_ (Secondary) \_\_\_\_\_  
Oil Filter \_\_\_\_\_ Battery Group \_\_\_\_\_  
Tire Size \_\_\_\_\_ Ply Rating \_\_\_\_\_ Pressure \_\_\_\_\_  
Fan Belts \_\_\_\_\_ P/S Belt \_\_\_\_\_  
Alternator Belt \_\_\_\_\_ Air Comp. Belt \_\_\_\_\_  
Other Belts \_\_\_\_\_  
Transmission Type \_\_\_\_\_ Serial No. \_\_\_\_\_  
Diff. Type and Ratio \_\_\_\_\_  
Buildup Mfg \_\_\_\_\_ CDF Model \_\_\_\_\_  
Date Placed in Service \_\_\_\_\_

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**PUMP UNIT DATA**

Pump Make (Main) \_\_\_\_\_ Model \_\_\_\_\_  
CDF Rating \_\_\_\_\_ GPM @ 150 PSI Serial # \_\_\_\_\_  
Pump Make (Aux.) \_\_\_\_\_ Model \_\_\_\_\_  
CDF Rating \_\_\_\_\_ GPM @ 150 PSI Serial # \_\_\_\_\_  
Aux Pump engine Mfg \_\_\_\_\_ Model \_\_\_\_\_  
Crankcase Cap. \_\_\_\_\_ Qts. Cooling Cap. \_\_\_\_\_ Qts.  
Oil Filter \_\_\_\_\_ Air Filter \_\_\_\_\_  
Fan Belts \_\_\_\_\_ Other Belts \_\_\_\_\_

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## ACCIDENT PROCEDURE GUIDE

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Render reasonable assistance to the injured, effect traffic control until officer arrives.

- A. Advise nearest Department of Forestry and Fire Protection Emergency Command Center of:
  - 1. Accident and location.
  - 2. Extent of injuries and/or property damage.
  - 3. Need for ambulance, traffic control, tow truck, etc.
- B. Obtain names and addresses of witnesses.
- C. Complete Form 269 and exchange required information with other driver or property owner.
- D. *Do not* discuss accident with anyone except:
  - 1. Investigating Officer.
  - 2. Your Supervisor.
  - 3. Authorized State Officers.
  - 4. State Insurance Adjuster.
- E. Compile information to complete Form 270. Refer to current Form 269 for reporting contact phone numbers.

All motor vehicle accidents involving a state-owned vehicle or any vehicle being used on state business must be reported within 48 hours to the Office of Risk and Insurance Management, utilizing Std. Form 270, Report of Vehicle Accident. If the accident resulted in bodily injury or significant property damage to a non-state party, the accident must be reported by a preliminary copy of the Std. Form 270. If an accident involving bodily injury or significant property damage occurs on a weekend, refer to contact number on form 269.

For reporting purposes, an accident is defined as one that involves a state-owned vehicle (or non state-owned vehicle operated by a state employee while on state business) where there is damage caused to the person or property of another. If the state-owned vehicle was damaged during an event involving no other party, it should be reported to the ORIM if the damage to the state vehicle is more than \$1,000.

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### EVIDENCE OF FINANCIAL RESPONSIBILITY

This vehicle is owned or leased by the State of California, a public entity, and operated by employees or agents of the State. California Vehicle Code Section 16028, subsection (b) (1) (d) states that ownership or lease of a vehicle by a public entity establishes evidence of financial responsibility.

## PREVENTIVE MAINTENANCE AND REPAIR OF MOBILE EQUIPMENT

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### INTRODUCTION

This Pamphlet is a regular component of the Department of Forestry and Fire Protection Issuance System. Instructions set forth herein must be regarded as specific directives emanating from the Director.

### GOAL

It shall be the goal of the preventive maintenance and repair program to provide a safe, efficient, dependable fleet of mobile equipment in a cost effective manner.

### POLICY

It shall be the policy of the Department of Forestry and Fire Protection to maintain each piece of mobile 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 state 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 equipment shall not be altered or modified except as outlined in Chapter 6820 MODIFICATIONS, and approval for such modification or alteration is granted in writing by the appropriate level.**

Regular inspections of all mobile 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 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.

## ADMINISTRATIVE RESPONSIBILITY

### DIRECTOR

The Director's Mobile Equipment Management Section will assist the **Region Fleet Managers in setting up a uniform maintenance and repair program adjusted to local conditions.** To determine program effectiveness, periodic staff inspections will be made of all types of mobile equipment. Maintenance and repair guidelines will be provided and frequently reviewed for adjustments to meet the field needs. Information on the maintenance and operation procedures for all specialized equipment, service bulletins, and other literature, which will aid the field, will be disseminated and kept current. Assistance (coordinated by Training Officer) shall be provided to the field in organizing and conducting training programs on maintenance and repair procedures.

### REGION

The Region Chief shall be responsible for managing the mobile equipment within the Region. The Region Fleet Manager shall administer the maintenance and repair program in accordance with established guidelines. Periodic inspections of all types of mobile equipment shall be carried out by the Region Fleet Manager. Chronic problems, inadequacy of equipment, recommendations for improvement, or any other items suspected of having statewide implications shall be reported immediately to the Director's office. A repair cost record shall be established and maintained for each piece of mobile equipment within the Region. The Region Fleet Manager shall review requests for all major repairs and provide technical assistance for major repairs in Department of Forestry and Fire Protection and commercial shops. Formal training shall be provided by the Region in the care and operation of all mobile equipment.

## **ADMINISTRATIVE UNIT**

The Unit Administrator shall assume responsibility for the management of all mobile equipment stationed or assigned in that unit. The Unit or Sub-Unit Administrator shall perform and record regularly scheduled administrative inspections on all equipment in the Unit as outlined in this Pamphlet. The Unit Fleet Manager shall perform and record regularly scheduled safety inspections on all equipment in the unit as outlined in this Pamphlet.

The Unit Fleet Manager shall make arrangements for prompt correction of minor deficiencies in order to preclude unnecessary damage. Mechanical problems which appear to have other than local implications or any inadequacies of equipment shall be reported to the Region Fleet Manager. Technical advice and assistance shall be requested from the Region Fleet Manager for repairs having major implications, or which pose a particular problem.

## **INDIVIDUAL RESPONSIBILITY**

Each individual operator of Department of Forestry and Fire Protection mobile equipment has the primary responsibility for the maintenance, care and condition of the unit being used.

PRIOR TO OPERATING A DEPARTMENT OWNED VEHICLE EACH DRIVER IS REQUIRED TO PERFORM AN EQUIPMENT INSPECTION DAILY. WHEN THE DRIVER ENTERS THEIR NAME ON THE ME-101/ME-102 FORM, THE DRIVER IS CERTIFYING THAT THE INSPECTION PROCEDURE HAS BEEN COMPLETED AND THE VEHICLE IS IN SAFE OPERATING CONDITION.

DEFICIENCIES WHICH ARE LIKELY TO AFFECT THE SAFE OPERATION OF THE VEHICLE ARE TO BE DOCUMENTED ON FORM ME-14/DRIVER'S LOG AND CORRECTED BEFORE THE VEHICLE IS OPERATED OTHER THAN TO OBTAIN NEEDED REPAIRS.

## **VEHICLE SAFETY INSPECTION**

In addition to the regular Preventive Maintenance program, Safety Inspections shall be made on every vehicle by the **Unit Fleet Manager annually**.

Safety Inspections shall include, but not be limited to, the following:

- (A) Brake System & Components – including adjustment.
- (B) Cooling System
- (C) Cab and Chassis.
- (D) Electrical System – including all lights.
- (E) Exhaust System
- (F) Fuel System
- (G) Steering System & Suspension System
- (H) Pump, Plumbing, Tank System
- (I) Tires & Wheels
- (J) Vehicle Connecting Devices
- (K) General Appearance
- (L) Road Test

## **COMPLIANCE INSPECTION**

ECT's, CCV'S, FIRE ENGINES and REGULATED VEHICLES (Ref. Vehicle Code 34505.5) shall receive a Safety Inspection every 90 days. Vehicle Safety Inspections will be completed by approved Unit qualified inspectors. In addition to the regular preventive maintenance program and Vehicle Safety Inspection this inspection shall include, but not be limited to, the following:

- (A) Brake Adjustment, refer to Fix-N-Fax # 52
- (B) Brake system components and leaks.
- (C) Steering and suspension systems.
- (D) Tires and wheels.
- (E) Vehicle connecting devices.
- (F) Two-way check valve in dual air systems, alternately draining and recharging primary and secondary air reservoirs.
- (G) All tank mounting brackets.
- (H) All belts and hoses for wear.

**COMPLIANCE INSPECTIONS WILL BE DOCUMENTED ON FORM ME-15.**



## **ADMINISTRATIVE INSPECTION**

In addition to Vehicle Safety Inspections and the regular Preventive Maintenance Program, Administrative Inspections shall be made on every vehicle by the Unit or Sub-Unit Administrator annually.

Administrative inspections shall include, but not be limited to, the following:

- (A) Vehicle Safety Equipment
- (B) Personnel Safety Equipment
- (C) Fire Tools and Equipment – Inventory and Conditions
- (D) Fire Hose – Records and Conditions
- (E) Records – Maintenance and Safety
- (F) General Appearance

## **WARRANTY AND POLICY ADJUSTMENT**

The warranty varies with each manufacturer and a vehicle may carry several warranties, i.e., tires, batteries, engines, etc. Equipment purchased by the Department will *always* carry the standard vehicle warranty and may carry additional time or mileage as a condition of purchase.

Manufacturers may also assume responsibility for equipment beyond warranty periods under policy adjustment procedures. An effort will be made by the Unit Fleet Manager to receive an adjustment wherever there is a failure, beyond standard warranty, apparently caused by faulty workmanship or material.

Repairs on new vehicles should be carefully appraised to insure full benefit of warranty coverage.

**EQUIPMENT CATEGORIES  
(GROUP 1, 2 AND 3)**

Three separate preventive maintenance categories have been established due to diversity of equipment and operating conditions, dependent on mileage, use, and time.

- GROUP 1: Light equipment operating under normal highway conditions, and relatively high monthly mileage.
- GROUP 2: All vehicles over 1-1/2 ton and any/all regulated vehicles.
- GROUP 3: Construction and miscellaneous field equipment.

**MOBILE EQUIPMENT  
INSPECTION AND SERVICE INTERVALS**

**1. SAFETY INSPECTIONS**

**All Equipment:**

Annually by Unit Fleet Manager.

**2. COMPLIANCE INSPECTIONS**

**Fire Engines, CCV's, ECT's, and Regulated Vehicles  
(Vehicle Code 34505.5):**

At 90 day intervals by a CDF qualified inspector.

**3. ADMINISTRATIVE INSPECTIONS**

**GROUP 1, 2, 3:**

Annually by Unit or Sub-Unit Administrator

**4. SERVICE INTERVAL**

A system of complete service and inspections covering all operating components of each vehicle provides the basic preventive maintenance tool. These inspections and corrective action are designed for an emergency fleet where use dictates maintenance levels at a much higher degree than conventional oil change and lubrication intervals.

**“B” SERVICE:** Group 1 & 2 – 6,000 miles or 6 months, whichever occurs first.

**“C” SERVICE:** All Vehicles – 24,000 miles or 12 months  
whichever occurs first.

**GROUP 3:** Manufacturer's recommendation, annually or 320 hours.

**SERVICE INTERVALS MAY BE ADJUSTED AS NECESSARY FOR OPERATIONAL  
CONDITIONS WITH APPROVAL OF UNIT FLEET MANAGER.**

## **INSPECTION AND SERVICE INTERVALS (CONT.)**

### **WATER TANK (Fire Engine)**

#### **ALL TANKS:**

Shall be inspected internally every four (4) years and prior to expiration of warranty period.

#### **ANODE:**

Replace anodes annually.

#### **Record in Tank Section.**

### **WINTER STORAGE:**

Drain all Pumps, Valves, Water Tank and Plumbing as needed.

**MOBILE EQUIPMENT  
FIRE ENGINE, CREW VEHICLE  
AND OTHER REGULATED VEHICLES**

**DAILY INSPECTION PROCEDURE**

**CHECK:**

1. Engine compartment– Fluid Levels, (oil, coolant, etc.)
2. Radiator, Hoses, Belts, Wires, etc.
3. Lights – High, Low, Turn, Park, Clearance, Stop, Code 3
4. Brake Adjustment, Drums, Brake Chambers, Hoses, Brake Lining
5. Steering Components
6. Wheel, Tires, Lug Nuts, Axle Nuts
7. Suspension, Springs, Shackles, Shocks
8. Driveline and U-Joints
9. Batteries
10. Fuel level
11. Fire Extinguisher, First Aid Kit, Accident Forms, Vehicle Registration
12. Emergency Reflectors and Tire Tools.
13. Ember Protection Screens

**IN CAB:**

1. Seats, Seat Belts, Loose Items, Horn, Rear View Mirrors
2. Windshield, Wiper Blades, Side and Rear Glass
3. Clutch, Accelerator & Brake Pedals
4. Brake System
  - a. Compressor Cut In and Cut Out Procedures
  - b. Low Pressure Warning & Gauges
  - c. Check Air Loss (engine off):
    - i. Parking Brake Applied & Released
    - ii. Brakes applied – Parking Brake Released
  - d. Check Emergency / Parking Brake Operation
5. Hydraulic Brakes, Check Operation with Foot Pedal Application
6. Drive Vehicle 10 Feet, Apply Brakes, Check Operation

## **DAILY INSPECTION PROCEDURES (cont.)**

### **FIRE ENGINES**

Also Check:

1. Water Level in the Tank
2. Tools, Nozzles, Torch, Chain Saw, Floto Pump
3. Valves Operation, Pressure Relief Valve Operation
4. Primer Operation, Primer Oil Level
5. Aux Engine - Check Fluid Levels (oil, coolant, etc.)
6. Aux Engine - Starting and Operation
7. Foam Reservoir Level

### **TRANSPORT/SEMI & 3 AXLE VEHICLE/HAZMAT HAULERS**

Also Check:

1. Trailer Coupling Devices, Fifth Wheel
  - a. Lower and Upper Mountings
2. Air and Electric Connectors
3. Frame and Cross Members
4. Placarding and Shipping Papers
5. Chains and Binders

### **CREW VEHICLES (CCV's, ECT's, 12-Passenger Vans)**

Also Check:

1. Rear Door & Entry Steps
2. Seats, Seat Belts, Upholstery, Seat Backs
3. Emergency Openings & Instructions
4. Windows and Latches
5. Loose Items Not Allowed
6. Passenger Door Alarm & Intercom or Window

## **MOBILE EQUIPMENT PREVENTIVE MAINTENANCE INSTRUCTIONS**

Inspections covered by these instructions include pump engines where applicable and will be recorded as one unit.

### **“B” SERVICE**

**GROUP 1 AND 2** – 6,000 miles or 6 months, whichever occurs first.

All items in Daily Inspection, plus the following:

1. **OIL DRAIN / OIL FILTER REPLACEMENT:** Drain main engine, auxiliary engine, and pump gear boxes which use oil. Fill crankcase and gear boxes with correct type and grade of oil.

**Note:** Use manufacturer’s specifications for proper lubricants.

2. **AIR CLEANER:**

(A) With Air Restriction Gauge: Inspect / replace as per restriction gauge reading.

(1) 25” hg or

(2) Indicator in “RED”.

(B) Gauge Operational Test:

(1) Run engine at 1500 RPM. With hood open, slowly seal air inlet at air cleaner housing. Observe gauge reading. Gauge is operational when reading increases.

(C) Ember Protection Screen

3. **FUEL SYSTEM:**

(A) Service water separator as per manufacturer’s recommendations.

(B) Change fuel filters annually or more often under severe conditions.

4. **LUBRICATION**

(A) Lubricate all grease fittings.

5. **WHEEL LUG NUTS**

(A) Torque wheel nuts (stud piloted & hub piloted) to manufacturer’s specifications.

## **“C” SERVICE**

**GROUP 1, 2 AND 3 – 24,000 miles or annually, whichever occurs first.  
To be performed under the direction of the Unit Fleet Manager.**

**Note:** Use manufacturer’s specifications for proper lubricants.

1. **WHEEL BEARINGS:** Clean, inspect and repack wheel bearings as necessary. Check wheel seals for leaks or damage. Perform at intervals recommended by the manufacturer or more often under severe conditions.
2. **BRAKES:** Examine brake lining and drums, pads and rotors, wheel cylinders, master cylinder, brake booster, Accumulock (where applicable), parking brake cable, and parking brake lining. Inspect “S” cam, shaft, and bushings for wear, inspect wedge assemblies and air brake chambers and repair as required. Inspect all brake components and repair as required. Inspect and/or adjust all brakes.
3. **STEERING KNUCKLE and U-JOINTS 4-WHEEL DRIVE:** Clean, inspect, repack bearings, lubricate and replace seals as recommended by the manufacturer or more often under severe conditions.
4. **TRANSMISSION/TRANSFER CASE:** Drain and refill with manufacturer’s specified lubricant. Replace synthetic fluids/filters at manufacturer’s recommended interval.
5. **DIFFERENTIALS:** Drain and refill with manufacturer’s specified lubricants. Synthetic lubricants to be changed at manufacturer’s recommended intervals. Check fluid for contamination.
6. **FINAL DRIVES:** Service as per the manufacturer’s recommendations or as conditions dictate.
7. **DRIVE LINES and U-JOINTS:** Clean, inspect, lubricate or replace as per manufacturer’s recommendations or as severity of conditions dictate.
8. **ENGINE TUNE-UP:** Check emission control systems and repair as required for vehicle compliance. Major engine tune-up to be performed as conditions dictate or as per the manufacturer’s preventive maintenance recommendations. Check fuel delivery systems; clean, overhaul or adjust as required. Replace fuel filters annually or as conditions dictate. Adjust valves as per manufacturer’s recommendation.



**“C” SERVICE (cont.)**

- 9. COOLING SYSTEM:** Examine radiator, hose connections, coolant recovery tank and water pump for leaks. Check fan belt for wear and adjustment. Clean radiator core (external) if dirty. Examine radiator pressure cap. Check condition of coolant. Examine automatic transmission heat exchanger oil lines for leaks or damage. Change coolant filter, if so equipped.

**Identify and use manufacturer recommended coolant when replacing coolant. Replace coolant at manufacturer’s recommended interval.**

- 10. PUMPS:** Test fire pumps for volume and pressure and record in pump records section as per NFPA 1911 specifications.
- 11. PUMP GEAR CASES:** Drain, service, and refill with correct lubricant to the proper level.
- 12. CHELSEA BOX:** Drain, service, and refill with correct lubricant to the proper level.
- 13. FIRE PLUMBING:** Pressurize the fire plumbing with air to 125 PSI to test the system for leaks in the discharge valves and suction valves. Repair all leaks as required.
- 14. AIR FILTER GAUGE:** Test for operation.
- 15. EMBER SCREENS:** Inspect for mounting security and screen condition.
- 16. SMOG INSPECTION / OPACITY TESTING:** Perform smog and opacity inspections as per State Regulatory Agencies. Record in smog/opacity section.
- 17. SPECIALIZED EQUIPMENT:**
- (1) Helitender:
    - Annually inspect as per California Vehicle Code 34060 and record in tank section.
  - (2) Personnel Lift/Crane:
    - Quarterly and Annually and record in maintenance section.

**MOBILE EQUIPMENT  
 SAFETY (S) / COMPLIANCE (C) / DEMOB (D)  
 INSPECTION RECORD**

INSPECTOR	DATE	MILES/HOURS	TYPE INSPECTION	GENERAL CONDITION

**MOBILE EQUIPMENT  
SAFETY (S) / COMPLIANCE (C) / DEMOB (D)  
INSPECTION RECORD**

<b>INSPECTOR</b>	<b>DATE</b>	<b>MILES/HOURS</b>	<b>TYPE INSPECTION</b>	<b>GENERAL CONDITION</b>

**MOBILE EQUIPMENT  
SAFETY (S) / COMPLIANCE (C) / DEMOB (D)  
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<b>INSPECTOR</b>	<b>DATE</b>	<b>MILES/HOURS</b>	<b>TYPE INSPECTION</b>	<b>GENERAL CONDITION</b>

**MOBILE EQUIPMENT  
SAFETY (S) / COMPLIANCE (C) / DEMOB (D)  
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**MOBILE EQUIPMENT  
SAFETY (S) / COMPLIANCE (C) / DEMOB (D)  
INSPECTION RECORD**

<b>INSPECTOR</b>	<b>DATE</b>	<b>MILES/HOURS</b>	<b>TYPE INSPECTION</b>	<b>GENERAL CONDITION</b>

**MOBILE EQUIPMENT  
SAFETY (S) / COMPLIANCE (C) / DEMOB (D)  
INSPECTION RECORD**

<b>INSPECTOR</b>	<b>DATE</b>	<b>MILES/HOURS</b>	<b>TYPE INSPECTION</b>	<b>GENERAL CONDITION</b>





**MOBILE EQUIPMENT  
ADMINISTRATIVE INSPECTION RECORD**

<b>ADMINISTRATOR</b>	<b>DATE</b>	<b>MILES/HOURS</b>	<b>GENERAL CONDITION</b>

**MOBILE EQUIPMENT  
ADMINISTRATIVE INSPECTION RECORD**

<b>ADMINISTRATOR</b>	<b>DATE</b>	<b>MILES/HOURS</b>	<b>GENERAL CONDITION</b>

**MOBILE EQUIPMENT  
SMOG / OPACITY INSPECTION RECORD**

DATE	MILES/ HOURS	PASS	FAIL

## NFPA 1911

### FIRE PUMP TEST PROCEDURE

Check all fluid levels prior to starting test.

- Test 1.** Dry Pump Vacuum Test  
Drain tank and main pump
- Test 2.** Priming Test  
Water level in test pit maximum 10' lift
- Test 3.** 100% Capacity @ 150 PSI (20 minutes)  
Pressure/Volume valve in volume position
- Test 4.** Overload/Spurt Test  
Increase pump discharge pressure to 165 PSI
- Test 5.** Pressure Control Device Test @ 150 PSI
- Test 6.** Pressure Control Device Test @ 90 PSI
- Test 7.** 70% Capacity @ 200 PSI (10 minutes)  
Pressure/Volume valve in volume position
- Test 8.** 50% Capacity @ 250 PSI (10 minutes)  
Pressure/Volume valve in pressure position
- Test 9.** Pressure Control Device Test @ 250 PSI
- Test 10.** Tank to Pump Flow Test  
Tanks 300 to 750 gallons

#### End of Test

1. Check engine for fluid leaks
2. Complete worksheet
3. Turn-in worksheet to Unit Fleet Manager

**MOBILE EQUIPMENT  
FIRE PUMP TEST RECORD**

Actual volume and pressure may vary from CDF rating  
dependent on available power and plumbing arrangement.  
Pump Volume @ 150 psi

DATE	MAIN	PASS / FAIL	AUX	PASS / FAIL

Contact Unit Fleet Manager for Pump Records

**MOBILE EQUIPMENT  
FIRE PUMP TEST RECORD**

Actual volume and pressure may vary from CDF rating  
dependent on available power and plumbing arrangement.  
Pump Volume @ 150 psi

DATE	MAIN	PASS / FAIL	AUX	PASS / FAIL

Contact Unit Fleet Manager for Pump Records

**MOBILE EQUIPMENT  
TANK INSPECTION RECORD**

Department of Forestry and Fire Protection requires all fire engine manufacturers to warranty water tanks to be free from defects in material and workmanship. This warranty period will vary between manufacturers, but will always be a Forestry required minimum of five (5) years, starting with date placed in service. The warranty includes tank coatings as used on mild steel tank interiors to prevent rust and corrosion.

New fire engine water tanks shall be thoroughly inspected just prior to the expiration of the warranty period and every four (4) years thereafter.

All Tanks: Remove lid, inspect for condition of tank coating, loose baffles, damaged strainers, and sediment. Clean, repair coating as required and record tank condition.

NAME	DATE	GENERAL CONDITION	REPAIRS MADE



V - OK X - REPAIRS MADE O - REPAIRS NEEDED																				
	Name/Date	Mileage																		
<b>"B" SERVICE</b>																				
1	BRAKE ADJUSTMENT																			
2	STEERING COMPONENTS																			
3	TIRES & WHEELS																			
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13	COMPLETE ME-107 / ME-15																			

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**MOBILE EQUIPMENT  
REPAIR RECORD**

<b>DATE AND MILEAGE</b>	<b>USE THIS SECTION AS AN INFORMAL LOCAL REPAIR RECORD</b>



**MOBILE EQUIPMENT  
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### MOBILE EQUIPMENT REPAIR RECORD

DATE AND MILEAGE	USE THIS SECTION AS AN INFORMAL LOCAL REPAIR RECORD

**MOBILE EQUIPMENT  
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**EXHIBIT C  
Modification Request Form**

**CAL FIRE EQUIPMENT MODIFICATION REQUEST**

CAL FIRE X NUMBER	LICENSE NUMBER
MANUFACTURER	YEAR MODEL
ASSIGNED LOCATION	RADIO NUMBER

JUSTIFICATION FOR MODIFICATION

Must be accompanied by pictures or diagrams which show the following: Cost, Performance Efficiency and improved safety, per Mobile Equipment Management Procedures Handbook 6820


REQUESTED BY

<i>Unit Fleet Manager</i>	<i>Date</i>
<i>Unit Chief</i>	<i>Date</i>
<i>Region Fleet Manager</i>	<i>Date</i>
<i>Senior Fleet Manager</i>	<i>Date</i>

<b>Approved,</b> YES      NO	<b>Comments</b>
---------------------------------	-----------------

**MODIFICATIONS CAN ONLY BE APPROVED BY AN AUTOMOTIVE FLEET MANAGER**

Submit through appropriate staff for the type of modification. Reference Mobile Equipment Management Procedures Handbook 6820 for routing.



**EXHIBIT D  
CAL FIRE ME 104**

**Please see following pages.**

**Portable Equipment Daily Report** (Motorized non-self propelled equipment)

ME 104 PER/IARB (Rev. 4/11) (Chipper, MKU engines, Welder, Compressor, Cement Mixer, etc.)

ASSIGNED LOCATION						MONTH	YEAR		
LICENSE			CAL FIRE NO. X			Air Quality Registration Number			
Previous month ending mileage / hours			<b>NOTE: Daily Safety Inspection Procedure is shown on the reverse side of this form</b>						
DATE	End of Day Location	Starting Meter Hrs	Ending Meter Hrs	Total Hrs	Total Usage* Yards/Hr-Tons/Hr-Pounds/Hr	GALS. FUEL Bulk Card		FUEL TYPE	DRIVER'S CERTIFICATION SIGNATURE
1									
2						B	S		
3						U	T		
4						L	A		
5						K	T		
6							E		
7						F			
8						U	F		
9						E	U		
10						L	E		
11							L		
12									
13							C		
14							A		
15							R		
16							D		
17									
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19									
20									
21									
22									
23									
24									
25									
26									
27									
28									
29									
30									
31									

Total days used

Total hours, Total usage/debris Total fuel gals

\*Total Usage= Amount of debris produced per day in yards, pounds, or tons

End of day location: 1=En route 2=State Facility  
3=On incident

Fuel Type: 1=Gas 2=Diesel 3=LPG  
4=CGN (Compressed Nature Gas) 5=E-85 (Ethanol)

**At the end of each month total columns and ensure they are entered into the Fleet automated system. Submit hard copy to the Unit Fleet Manager or the proper unit program**

**THIS FORM MUST BE KEPT ON FILE FOR 5 YEARS**

(It must be accessible to the Air Resources Board Executive Officer or Local Air Quality Districts upon their Request)

**DAILY EQUIPMENT REPORT**  
**PRE-USE VEHICLE SAFETY INSPECTION**

**CERTIFICATION OF SAFETY INSPECTION:** By signing his/her name in the "Driver's Safety Inspection Certification Signature" blocks on this form, the driver certifies that he/she has performed all of the safety inspection checks listed below, and that any problems affecting Safety have been repaired prior to operating the vehicle each day. Remaining problems must be documented on form ME-14 and routed as necessary to accomplish repairs.

**Equipment**

1. Visually Inspect Tires for Wear and check for proper Inflation.
2. Check wheels, lug nuts, brakes and brake components(where applicable)
3. Turn Signals, Brake Lights, Clearance Lights (where applicable)
4. Check All Fluid Levels, Oil, Water, and Hydraulics.
5. Fire Extinguisher, First Aid Kit, Accident Forms, Vehicle Registration.
6. Properly Secure Outriggers When Disconnected From Tow Vehicle.
7. Check Rubber Flaps, on shroud cover and the In-Feed Chute (chippers).
8. Check Discharge Spout for Damage(chippers).

**Personnel Safety**

1. While running, check Quick-Stop and Reverse-Feed Controls.
2. Ensure All Bystanders are Clear of Area before Starting Power Unit.
3. Ensure proper PPE is used (i.e. hard hats, protective eye wear, correct shoes, hearing protection, etc.
4. Use Proper IIPP's For All Personnel Running this Equipment.

**CAUTION !! ONLY TRAINED PERSONNEL SHOULD BE**  
**OPERATING THIS PIECE OF EQUIPMENT.**

## **EXHIBIT E INSURANCE REQUIREMENTS**

Part of the Agreement through which the State makes a temporary transfer of the Module is the agreement on the part of the **ASSIGNEE** to furnish certain evidence of insurance. Your organization, as an **ASSIGNEE** of the Module, will want to be mindful of these requirements and assure they are complied with. If self-insured, in lieu of a certificate of insurance, a written statement of self-insurance shall be furnished on official letterhead agreeing to hold **CAL FIRE** harmless from any personal injury or property damage claims arising out of the maintenance, use, or operation of the Module.

### **Liability Insurance**

A certificate of insurance shall be furnished to the State providing minimum limits of insurance as follows:

**BODILY INJURY and PROPERTY DAMAGE LIABILITY      \$2,000,000.00      PER  
OCCURENCE**

A certificate of insurance will have the following provisions included:

1. The State of California shall be named Additional Insured.
2. The insurance company shall agree that in the event of cancellation, 15 days prior written notice will be given to the State.
3. The State shall not be responsible for premium or assessments.
4. Certificate of Insurance must include the description of the Module including serial numbers and **CAL FIRE** X numbers for each piece of equipment in the Module.

### **Physical Damage Insurance**

The transfer agreements place certain responsibilities upon your organization for the safekeeping of the Module. The State will look to your organization for reimbursement for repair or replacement cost in the event the Module is damaged by misuse or negligence or by other causes, except normal wear and tear, acts of God, and conditions over which your organization has no control.

**Description of Equipment in Module**

**AIR CURTAIN BURNER**

**VALUE**

Serial Number:  
CAL FIRE X Number:

**AIR CURTAIN BURNER**

**VALUE**

Serial Number:  
CAL FIRE X Number:

**WHEEL LOADER**

**VALUE**

Serial Number:  
CAL FIRE X Number:

**COMPACT TRACK LOADER**

**VALUE**

Serial Number:  
CAL FIRE X Number: