

**OPERATIONS BULLETIN #18**

***Subject: Day-to-Day Maintenance and Emergency Repairs  
OES Fire Apparatus***

In accordance with the terms set forth in the Agreement for Temporary Transfer of Vehicular Equipment, the assignee agrees to pay for all repairs up to \$100.00, provided such repairs do not directly result from the dispatch of such apparatus by the State through regular established channels. Repair costs exceeding \$100.00 will be assumed by the State.

The State of California agrees to furnish certain contract items for replacement on assigned fire apparatus. Contract items (TIRES, BATTERIES, WINDSHIELDS and/or FIRE HOSE) must be obtained through and approved by the Office of Emergency Services.

The following procedures apply in all cases where State funds are necessary for replacement of equipment or repairs to apparatus.

***In no case shall the assignee purchase any item involving State funds, or authorize repairs in excess of \$100.00, without prior approval of the State of California; Office of Emergency Services and/or Department of General Services, Office of Fleet Administration. Failure to comply with the listed instructions may result in the State not approving the expenditure and assignee being held responsible for the entire amount of the repairs.***

***Day-to-Day repairs of any amount shall not include changing or modifying of the apparatus. Any modifications that require holes drilled, welding or fabrication must be pre-approved by the Fire Chief, Office of Emergency Services, Fire and Rescue Branch.***

**I. PROCEDURE**

**General:**

**Towing and Emergency Roadside Services**, 24-hour emergency roadside service is provided by the State of California by contract with National Automobile Club roadside service (800) 600-6065. OES Fire and Rescue Branch should be notified (916) 845-8711 of any significant situation or extended out of service event.

**Regular service, maintenance and reporting**, Maintenance and service shall follow Maintenance Bulletin #32. **Reporting**; service repair documents, inspections, pump test records, hose test records, and opacity test results shall be submitted to OES Fire and Rescue Branch, Sacramento once each year.

**Authorization/Cost Estimate**, all repairs to be reimbursed by State OES shall require a FIRE AUTHORIZATION NUMBER (**FAN**) be issued prior to any repair work. To receive a **FAN** call (916) 845-8711, and ask for the Dispatch Clerk or secondly the Fleet Manger. The **FAN** is valid for 30 days. The assignee must be prepared to provide the following information to receive a **FAN**; OES engine number, license number, mileage, year, make, and model. Include the Vendors name, address, contact information (phone, fax, and address) and a contact name. A **Cost Estimate** will be required including parts, labor, tax and the proposed completion date. All work authorized by the OES **FAN** must be completed within 30 days. Major or complex repairs or service work may be granted additional repair time on a case-by-case basis. Additionally, repairs over \$350 or in the case of utilizing an approved vendor -\$500, will require an Auto Inspector Authorization Number.

- Unauthorized vendor, (repair work up to \$350.00) qualified, experienced, insured, recognized repair facility or agency shop not listed on the Department of General Services approved list.
- Authorized Vendor, pre-approved vendor listed with Department of General Services, Vendors Book, list available at [www.dgs.ca.gov](http://www.dgs.ca.gov) web site, or at (916) 327-2085.

#### A. **Routine and Normal Operations**

##### 1. **For Repairs of Less than \$100.00, the Assignee shall:**

- a. In those cases where normal repairs and no expenditure of State funds are anticipated (less than \$100.00), the assignee shall proceed with such repairs at their own discretion.
- b. Notify the OES Fire and Rescue Assistant Chief (page or phone) assigned to the Region in which the apparatus is assigned (list attached) whenever apparatus is placed "out of service" for repairs (unavailable for response).
- c. Notify Local and Operational Area Fire and Rescue dispatch center to advise the status of anytime the apparatus is placed "in and out of service". Remember to prompt your dispatch to notify the Region Fire and Rescue dispatch center who shall relay the information to OES Fire and Rescue Branch, Sacramento.

##### 2. **Repairs over \$100.00 up to \$350.00 or \$500.00 at a State Department of General Services, Office of Fleet Administration approved vendor, the assignee shall.**

- a. Notify the OES Fire and Rescue Assistant Chief (page or phone) assigned to the Region in which the apparatus is assigned (list attached) whenever the apparatus is placed "out of service" for repairs (unavailable for response).

- b. Notify Local and Operational Area Fire and Rescue dispatch center to advise the status anytime the apparatus is placed "in and out of service". Remember to prompt your dispatch to notify the Region Fire and Rescue dispatch center who shall relay the information to OES Fire and Rescue Branch, Sacramento.
- c. Obtain a **FAN**, contact OES Fire and Rescue Branch (916) 845-8711 ask for the Dispatch Clerk or secondly the Fleet Administrator for a **FAN**. The following information is required to issue a **FAN**; OES engine number, license number, mileage, year, make, model, vendors name, address, contact information (phone, fax, and address) and a contact name for your agency. Also include a cost/repair estimate.

**3. Repairs In Excess of \$350.00 or \$500.00 at an approved DGS vendor.**

- a. Notify the OES Fire and Rescue Assistant Chief (page or phone) assigned to the Region in which the apparatus is assigned (list attached) whenever apparatus is placed "out of service" for repairs (unavailable for response).
- b. Notify Local and Operational Area Fire and Rescue dispatch center to advise the status anytime the apparatus is placed "in and out of service". Remember to prompt your dispatch to notify the Region Fire and Rescue dispatch center who shall relay the information to OES Fire and Rescue Branch, Sacramento.
- c. Contact OES Fire and Rescue Branch at (916) 845-8711 and ask for the Dispatch Clerk or secondly the Fleet Manager, report the repair will be over \$350 or \$500 at an approved vendor. OES personnel will collect the proper information; OES engine number, license number, mileage, year, make, and model. Repairs or service to be accomplished. Assignees recommended vendors contact information phone, fax, address, contact name, and the contact information for your agency. A cost estimate is required.
- d. OES will contact The Department of General Services Auto Inspector and relay the repair situation and repair information to the Auto Inspector. The Auto Inspector will contact the assignees representative, or repair facility, to survey the work to be done, and verify or assign the vendor. Approve the scope and time frame of the work to be completed. If approved the inspector will assign an Authorization Number. The auto Inspector will then notify OES, Fire and Rescue of the Authorization Number.
- e. OES, Fire and Rescue Branch will then contact the assignee representative and issue a **FAN**. No work can be started until the **FAN** has been issued.

- f. Procedures for payment of the \$100.00 deductible will be evaluated on an individual case-by-case basis. State OES, Fire and Rescue Branch reserves the option of waving reimbursement of the deductible by the assignee

**4. Completion of Work/Apparatus Status**

- a. After the work is completed and the apparatus returned to “in service” status, complete the “Fire Apparatus Repair” worksheet (F-161) and fax/mail to Sacramento HQ. The assignee shall notify the Operational Area Dispatch and the Region Assistant Chief.

**5. Replacement of Tools and Equipment**

- a. All lost or damaged equipment shall be recorded on the vehicle log with an explanation of what occurred.
- b. Replacement of equipment or tools, which the assignee is responsible for under the terms of the agreement, shall be made as soon as possible and recorded on the vehicle log and inventory (F-157).
- c. Request for replacement of equipment, which is the responsibility of the State, shall be made in writing to Chief, OES Fire and Rescue Branch, Sacramento.
- d. Assignee shall record loss or damage incurred on mutual aid incidents, on the vehicle inventory (F-157). Damage and/or lost equipment shall be noted on ICS 214 (unit log). Documentation shall be submitted to the Chief, OES Fire and Rescue Branch, Sacramento. Copies of all ICS 214's shall be retained by the Incident, by the responding apparatus (assignee), and by the OES Agency Representative. If no OES Agency Representative is assigned or available, include copies of all paperwork (214's & receipts) with the information sent to OES, Sacramento.

## II. EMERGENCY OPERATIONS

- A. Repairs - whether traveling to or from, or working at emergencies, the following shall apply:
1. Contact OES Fire and Rescue Coordinator or Agency Representative working at scene. Most emergencies requiring the use of OES emergency apparatus, OES, Fire and Rescue personnel and emergency repair equipment will be available; or
  2. Contact OES, Fire and Rescue Branch, Sacramento, by telephone (916) 854-8711 as soon as possible; or
  3. Contact the OES Warning Center (916 845-8911) and request a page be sent to the Fire Duty Officer, with reliable contact information.
- B. Voyager Fleet Credit Cards:
1. In no case shall OES credit cards be used for repairs without prior authorization from OES, Fire and Rescue Branch.
  2. Shall not be used to purchase hose, tires or batteries without prior approval of OES, Fire and Rescue Branch.
  3. Use and security of the Voyager Card is the responsibility of the assignee.
  4. Day to day fuel use is the responsibility of the assignee; Voyager Card purchases should be used only on OES mobilizations.
- C. In some cases the agencies/incidents requesting OES apparatus will provide emergency repair personnel and replacement equipment at the scene or incident base. These facilities should be utilized whenever possible. Problems or concerns should be directed to the OES Agency Representative or to OES, Fire and Rescue Branch, Sacramento (916) 845-8711.

**State of California – Office of Emergency Services – Fire Rescue Branch  
Operation Bulletin # 18  
FIRE ENGINE STATUS - REPAIR WORKSHEET**

OES Engine # \_\_\_\_\_ Region \_\_\_\_\_ Operational Area \_\_\_\_\_ Assignee \_\_\_\_\_

License # \_\_\_\_\_ Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

**Assignee Point of Contact:**

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ FAX (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Status Change:  Removed from service, Mileage \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_  
 Returned to service, Mileage \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_

Notified Operational Area dispatch- Date \_\_\_\_\_ By \_\_\_\_\_

Work to be completed by  Assignee Shop  Vendor,

Contact Name \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Vendor Name \_\_\_\_\_ Address \_\_\_\_\_

Cost Estimate: Parts \$ \_\_\_\_\_ Labor \$ \_\_\_\_\_ Tax \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

**NOTE: ENSURE REPAIR/MAINTENANCE IS NOTED IN THE VEHICLE MAINTENANCE LOG**

**1. Repairs under \$100.00** (no reimbursement from OES)

- Notification required if the unit is to be taken out of service
- Contact OES Assistant Chief, date: \_\_\_\_\_ By \_\_\_\_\_
- Contact Operational Area Dispatch Center, date \_\_\_\_\_ By \_\_\_\_\_

**2. Repairs under \$350.00 at a non-approved or under \$500.00 at an approved (DGS Vendor)**

**Notification and Action**

- Assignee needs to Complete Section 1 of this form.
- FAX this completed form (OES F-161), to OES Fire at (916) 845-8396, requesting a \*FAN # \_\_\_\_\_
- OES will contact the assignee with the authorizing \*FAN #. Spoke To: \_\_\_\_\_

**3. Repairs over \$350.00 at a non-approved, or over \$500.00 at an approved (DGS Vendor)**

**Notification and Action**

- Assignee needs to Complete Section 1 of this form.
- FAX this completed form (OES F-161), to OES Fire at (916) 845-8396, requesting a \*FAN # \_\_\_\_\_
- OES will contact the DGS Automotive Inspector \_\_\_\_\_  
Authorization # \_\_\_\_\_
- OES will contact the assignee with the authorizing \*FAN #. Spoke To: \_\_\_\_\_

I, \_\_\_\_\_ (PRINT) do hereby certify that the repairs on Fire Authorization Number, F# \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ were completed and the invoice may be Stock Received by OES personnel and processed for payment.

Signed \_\_\_\_\_ Date: \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Title \_\_\_\_\_ (PRINT)

\* FIRE AUTHORIZATION NUMBER (FAN)

PO# \_\_\_\_\_