

## WILDFIRE PROTECTION BUSINESS MANAGEMENT MANUAL

### **34 - Fire Cache Supplies.**

#### 34.1 - Ordering.

1. Suppression – On-going Incidents:
  - a. Supplies: All DNR orders for supplies are to be placed directly from Areas to the cache using NFES form 2215 (ICS-259-15). (Supplies include NFES catalog items.)
  - b. Equipment: All DNR orders for equipment are to be placed through the Regions with the MIFC equipment dispatcher. (Equipment includes rolling stock, radios, trailers, etc.) The Region should assess its regional equipment situation prior to forwarding an equipment order to MIFC. For equipment, use NFES 2208 (ICS259-9).
  - c. Incident Management Teams: Wildfire suppression orders are also accepted from an incident management team that has been assigned to a wildfire.
  - d. Documentation: Forms must have an incident/project order number to which the equipment and supplies may be charged. Telephone orders are accepted but each order must be documented by a hard copy faxed or mailed to MIFC. It is extremely important that resource orders be properly completed. Errors and/or missing information may delay orders or result in incomplete or improperly filled orders. MIFC will notify the unit that placed the order regarding anticipated delivery times or problems in filling the order. Every order is to be documented on a shipping list prepared by the fire cache. Two copies are provided to the ordering unit. Upon receipt, one copy is to be signed by the person receiving the order and returned to MIFC. The other copy is retained by the ordering unit for its own records.
2. Presuppression. Presuppression resource orders may be submitted directly from the Area to the fire cache, provided that the Area inventory has been completed and approved. (See Section 32.2 for requirements on supplies ordering.) Orders will be filled to extent possible according to the availability and/or presuppression budgets for supplies.

In general, presuppression cache orders should be used to acquire supplies up to necessary levels, and to outfit firefighters with PPE and Nomex clothing. Stock supply items from the cache can also be ordered. Office supplies and items not normally stocked at the cache should be purchased locally. Presuppression supplies and locally purchased supplies may be paid for from area presuppression funds.

- 1 Replacement. Replacement orders are used to replace items damaged or lost on incidents or no longer serviceable due to aging.
- 2 Pre-positioning. Preposition orders are used to place equipment and supplies at strategic locations temporarily.
- 3 Ordering authority – Approvals. Fire suppression orders require the approval of the incident commander or a person designated by him/her. All other (non-emergency) orders require the approval of the area forest supervisor. An informational copy of all resource orders will be faxed by the cache to the appropriate regional offices as they are received.

34.2 - Accountability. All equipment and supplies shipped from the fire cache are to be documented on a resource order and on the cache inventory system. Property and/or serial numbers are to be recorded on the resource order and the Equipment Transaction Record at the time of issue. The receiving copy of the resource order is to be signed by the receiving official and returned to MIFC. The receiving official also signs the Equipment Transaction Record for accountable property. These signed forms verify that the equipment was delivered to the proper destination and that the receiving unit has assumed responsibility for the fixed asset equipment ordered.

34.3 - Returns. Equipment and supplies designated as returnable by the fire cache must be returned to the fire cache. Expendable items, when used, should not be returned. Details are provided in the Fire Cache Catalog. To avoid delays in reconditioning and reissue, return all unused or returnable items to the fire cache as soon as the items can be released. Notify the fire cache before returning supplies and equipment. Box returned items and prepare a release manifest on an Equipment Transaction Record prior to shipment. Detailed information is contained in the Fire Cache Catalog.

Generally, expectations for returns are as follows:

- 1       Suppression Orders – returnable items shall be returned immediately after an incident is closed out.
- 2       Pre-suppression Orders – no returns are expected. Items will be accounted for on local pre-suppression inventories.
- 3       Replacement Orders – Broken or missing items will be accounted for. Items being replaced because they are no longer serviceable will be returned or disposed of as the cache manager directs.
- 4       Pre-Position Orders – All items will be returned at the end of the designated pre-positioning period.