

ODF

*Federal Excess Personal Property*

# FEPP HANDBOOK



*Oregon Department of Forestry*

*July 2008*

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# Section A – Introduction to Federal Excess Property Program

The Federal Excess Personal Property Program (FEPP) enables the Oregon Department of Forestry (ODF) to acquire federal equipment for fire protection use by ODF districts, rangeland associations, forest protective associations (FPA) and local fire districts (RFD's & city fire departments). Our privilege to acquire and use the federal equipment is a significant benefit to the public we serve, but program rules must be followed so that we can continue to enjoy the benefits of the program. The purpose of this handbook is to communicate to the users of the program what the program is, the operating procedures and the rules that must be followed.

## *FEPP Defined*

The Federal Excess Personal Property (FEPP) Program IS:

- For wildland fire protection and rural fire program use
- For fire agencies only
- Loaned federal equipment, ownership remains with the US Forest Service
- Accountable
- Based on cooperative agreements
- Congressionally authorized

The FEPP Program IS NOT:

- Federal Surplus Property or part of the Surplus Property Program
- A grant or donation
- For personal use

## *FEPP History and Authorities*

The FEPP Program was begun in 1956 and encourages the loan of excess federal property for fire protection to states and through the states to local fire protection agencies. The US Forest Service administers the program nationally and maintains a strong oversight role of the states which participate in the program. Oregon's FEPP program is managed by ODF and provides fire equipment for the approximately two hundred and fifty fire districts that use the program.

The FEPP Program is authorized by the Federal Property and Administrative Services Act of 1949, as amended (P.L. 94-519) and section 7 of the Cooperative Forestry Assistance Act of 1978 (P.L. 95-313).

## ***FEPP Information***

Information on the FEPP Program can be found in the following:

- The ODF FEPP Handbook, which will be updated as necessary.
- The FEPP Desk Guide, USDA Forest Service is available on line.
- The US Forest Service Property Acquisition Assistance Handbook - FSH 3109.12

If anything is in conflict between these sources, FSH 3109.12 shall be the primary authority, followed by the Forest Service FEPP desk guide and lastly by this manual.

## ***FEPP Versus Surplus Equipment***

There has been much confusion in the past about the differences between the FEPP Program and the Federal Surplus Property Program. The two programs are very different, the key differences are:

### FEPP IS:

- \* For fire protection agencies, ODF districts and Forest Patrol associations only.
- \* Loaned federal equipment
- \* Ownership remains with the USFS
- \* Remains on federal inventory
- \* For fire protection purposes
- \* Obtained through the USFS & ODF
- \* Federal & ODF rules apply
- \* Remember the FEPP program is NOT associated with state or federal surplus.

### SURPLUS PROPERTY IS:

- \* For many types of public/non-profit agencies
- \* Purchased by the user
- \* Title goes to user (after a specified period)
- \* Not on the federal property inventory
- \* Not exclusively for fire protection
- \* Obtained through Oregon DAS
- \* Federal & Oregon DAS rules apply
- \* Has lower screening priority

## ***ODF FEPP Organization***

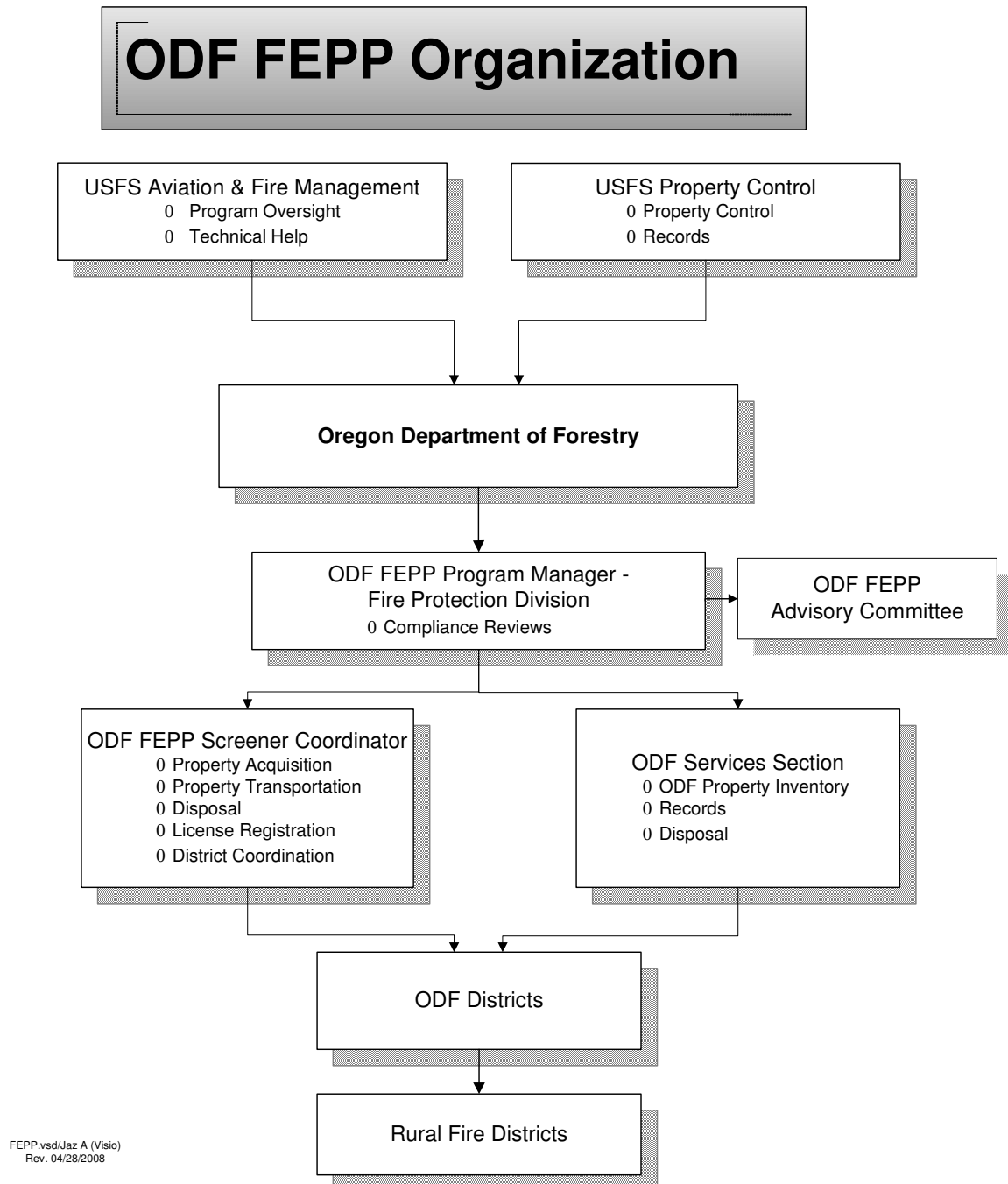
The ODF organization is shown in Figure 1. This organizational structure takes into account the federal GSA and USFS roles and the strong mandate to acquire, use, account for and dispose of FEPP property and the large number of participating fire agencies. It is desirable to separate the acquisition and accountability functions.

ODF Districts and Associations are key in administering the program and are responsible that their district and their assigned rural fire districts meet program standards. Proper acquisition, accountability, use and disposal is critical. Districts shall designate a district/unit FEPP "coordinator" that is very knowledgeable about the program and acts as the contact person for the local rural fire districts. All RFD's should work through their local ODF district or association coordinator, no RFD orders for acquisition or disposal will be accepted without the approval of the appropriate ODF district or association. A name and phone list of the ODF district/association coordinators is in the appendix.

## Eligibility

The ODF FEPP program is aimed at helping local fire districts by loaning equipment for wildland fire control and structural fire control for rural communities. The program also loans equipment to fire districts for Hazmat control, as well as Search and Rescue when those functions are performed by the fire district.

FIGURE 1



All ODF districts and associations are eligible to acquire FEPP equipment, but they must ensure it is used and maintained following program rules. A rural fire district, city fire district or volunteer fire district or volunteer fire fighting association is eligible for the FEPP program when it has a board of directors or public oversight, has a fire chief, and meets either of the following eligibility criteria:

- The district has direct wildland fire responsibilities, or has a mutual aid agreement with ODF, or has contractual wildland responsibilities with another jurisdiction such as county wide mutual aid agreements. Fire districts do not have to be within ODF district boundaries to qualify for the program.

"For Profit" fire districts are not eligible for FEPP (*see pages 39 & 40 of USFS Manual*). Universities or Community Colleges that teach wildland fire science are not eligible.

Any single user can lose ODF FEPP program eligibility by failing to comply with USFS or ODF FEPP Program standards or rules. FEPP equipment must be used for fire protection purposes, must be put into service within one year, and is on loan from the USFS and cannot be used for personal uses. Equipment that is not put into service within one year is subject to immediate relinquishment of the equipment back to ODF for reallocation.

## *Responsibilities*

### ODF SALEM PROTECTION DIVISION

1. Develop program policies, handbooks, training materials and budgets
2. Conduct program reviews
3. Train ODF districts and associations in program rules, standards and procedures
4. Initiate annual needs-list preparation. Develops annual acquisition plan for ODF.
5. Screen and acquire FEPP. Maintain acquisition files.
6. Arrange for Transportation of equipment to Salem as necessary
7. Send out equipment availability lists top districts. Administer allocation of equipment.
8. Coordinate ODF program with the Forest Service and GSA
9. Approve FEPP acquisition and disposal documents and cannibalization requests
10. Report accidents, damage and theft to the Forest Service
11. Conduct disposal activities, including sales
12. License vehicles and trailers
13. Prepare cannibalization request federal forms, inform districts when approved
14. Administer processing of new and turn-in equipment

### ODF SALEM SERVICES SECTION

1. Maintain central inventory, reconcile inventory
2. Maintain files: Inventory, agreements, cannibalization and disposal records
3. Ensure acquired equipment is tagged, marked and inventoried
4. Enter equipment into restoration records (liability insurance) for districts and association used FEPP equipment
5. Assist in training, program reviews, compliance checks and the Advisory Committee
6. Coordinate and conduct touch inventories every two years

### ODF DISTRICTS AND ASSOCIATIONS

1. Develop and maintain ODF/RFD cooperative agreements. Keep agreements on file and current.
2. Develop and prioritizes local RFD/ODF needs-lists
3. Train local RFD's in program standards, rules and operating procedures
4. Review equipment availability lists. Allocate equipment to FEPP equipment users.
5. Ensure proper equipment restoration, use and maintenance for District and RFD's
6. Maintain inventory of equipment and document property transfer
7. Conduct compliance reviews annually
8. Participate in touch inventories
9. Coordinate the acquisition and disposal with FEPP equipment users.

### FEPP EQUIPMENT USERS

1. Submit annual acquisition needs-list to local ODF district
2. Transport equipment from Salem (or other location) to their use area
3. Provide property liability insurance coverage
4. Place equipment in service within 1 year of acquisition.
5. Paint vehicles as necessary, see section "C"
6. Use and maintain equipment properly. Report all accidents, theft and damage.
7. Return equipment to Salem or other disposal point when necessary
8. Coordinate FEPP equipment returns with local ODF district contact

## Section B – FEPP Acquisition

### *Acquisition Guidelines*

The ODF FEPP Program will generally acquire larger, more expensive types of equipment. FEPP equipment acquisition will only be allowed when all of the following conditions are met:

- A FEPP cooperative agreement is in effect and current
- Screening is done by an approved screener and all acquisition rules are followed
- The user has demonstrated proper use and accountability in the past
- The equipment will be restored and ready for use within 1 year
- Restoration, use, maintenance, and accountability rules will be followed

All acquisition must be approved in advance by the ODF FEPP Program Manager, the USFS and usually the GSA. Special care must be taken to avoid problems associated with direct transfer of FEPP equipment from a National Forest to a local district or RFD, in these cases the ODF district coordinator should contact the ODF Program Manager. Instructions for acquiring FEPP property from a local USFS office are on page 7:

- Equipment that is not put in service within 12 months of placement is subject to immediate relinquishment to ODF for reallocation.

**USFS FIELD PROCESS FOR LOANING  
FEPP PROPERTY TO THE STATES  
(EXCEPT WCF FIRE ENGINES)  
INCLUDING 100% DEPRECIATED VEHICLES**

Process:

1. USFS Property coordinator or custodian completes form SF-120 (Report of Excess Personal Property, see page 31) for the property the Oregon Dept. of Forestry (ODF) or Rural Fire Department (RFD) is interested in obtaining. Do not promise any of this property to any particular RFD. See item 4 below.
  - a. Block 5: Enter the appropriate State:
    - i. Oregon:  
FEPP Coordinator (see Appendix 4, Contact List)  
Oregon Dept. of Forestry  
2600 State St., Bldg. D  
Salem, OR 97310  
Ph: 503-359-7467, Fax: 503-357-4548  
- Or -  
FEPP Manager  
Ph: 503-945-7444, Fax: 503-945-7454
  - b. Block 7: Enter Name of Person and Unit making report
  - c. Block 8: Approving signature of Accountable Property Officer (District Ranger, Forest Supervisor, or Program Leader – Actings are acceptable)
  - d. Block 9: Enter contact information, including name, address, phone number, fax, and email.
  - e. Block 11: Leave Blank
  - f. Block 14: Enter Location of the Property (include complete street address)
  - g. Block 18a: Item No. (4-digit sequential number)
  - h. Block 18b: Enter Description, including make, model, serial number, property number, and detailed condition. Just below this, enter the name of the ODF person or RFD person that is interested in acquiring the property. Be sure to include their mailing address, email, phone and fax number.
  - i. Block 18c: Condition Code if known, otherwise described in block 18b.
  - j. Block 18d: Unit (e.g. lot, each, etc.)
  - k. Block 18e: Number of Units
  - l. Block 18f: Acquisition Cost per Unit (Cost at the time of purchase; use estimate if unknown. This is a mandatory entry when excessing property.)
  - m. Block 18g: Total (unit cost times number of units)
2. Send or fax the signed SF-120 to the USFS Property Management Specialist (PMS).
3. PMS will fax to the State FEPP coordinator with a cc to the FEPP PMS.
4. **At this point, it is up to the State FEPP Coordinator or State FEPP Manager to determine if the excess property will go to the Rural Fire Department (RFD) or ODF field office that has requested it. There is a chance the State will have an RFD that has a greater need.**
5. The State will create an SF-122 form via FEPMIS and the Regional Property Management Officer (PMO) will approve.
6. The PMO will fax an approved copy to the State, the PMS, and the FEPP PMS.

7. The Salem FEPP coordinator will contact the requesting ODF district or RFD with approved paperwork.
8. When the property is ready to be transferred, have the requesting RFD sign that they have received the property. This can be done at the bottom of the SF-122. (Be sure you have the approval signatures on the SF-122 before the property is removed.)
9. Fax a signed copy to the FEPP PMS.
10. **Note:** *All equipment, whether consumable or accountable, needs to be submitted to ODF prior to transfer to a fire district. The State Forester, ODF, will determine the highest priority for where equipment shall be placed. Recommendations for placement are generally honored*

## ***Needs-Lists***

RFDs shall work with local district to identify equipment needs. Give as much detail as necessary.

- RFD users should list needs in priority order, sign and send to the local ODF district or association.
- The ODF district will then give each item a priority, sign and send to the FEPP Program Manager. Districts and associations should keep a copy of each list. Program staff will send a reminder to the field units to begin the list development process.
- Completed needs-lists are due in to the FEPP manager by December 1 each year. If an item that is on your needs-list is not obtained for that year and you still need it, you should include the item on the following year needs-list (Items are not carried forward automatically).

The needs-lists are used for three purposes: (1) To let the local district know the type and amount of equipment that local users need, (2) To inform the ODF screener of the demand for different types of equipment, and (3) To enable the annual acquisition plan to be accurately developed. The needs-list is not used in allocating equipment.

## ***Annual Acquisition Plan***

ODF should submit to the USFS an annual acquisition plan for each calendar year. The annual plan provides details on the general types of equipment and estimated amounts desired for acquisition for the year. Those items on the approved plan are pre-authorized for acquisition. FEPP Coordinator will complete and submit Form 122 to USFS to provide justification for acquisition of items not on the annual acquisition plan.

## ***Acquisitions for ODF Districts and Associations***

FEPP may be acquired and must be used in direct support of the fire program, with the exceptions noted in the section above. ODF has written permission from the USFS to acquire and use road construction and maintenance equipment for use on fire protection roads, even though the roads serve a variety of purposes. Care must be taken to follow the “90% use

restriction<sup>1</sup> with the equipment (using only on key fire protection roads) and it should never be used in support of an active timber sale or reforestation practices.

## ***Acquisitions for Rural Fire Districts and Inmate Work Camps Supporting Wildfire Suppression***

ODF is permitted to loan to RFD's and inmate camps only that type of FEPP equipment which can be directly used in fire suppression programs and activities. All acquisitions will be coordinated by ODF districts.

The following are specifically allowed for acquisition for RFD's and inmate camps:

- |   |                            |
|---|----------------------------|
| * Trucks / Suppression Related Vehicles         | * Water tanks              |
| * Fire tools                                    | * Hose                     |
| * Nozzles                                       | * Winches                  |
| * Pumps   | * Air Compressors          |
| * Generators                                    | * Trailers                 |
| * Radio Equipment Communications                | * Fire Protective Clothing |
| * Tires   | * Sirens & Light Bars      |
| * Vehicle Parts                                 | * Breathing Apparatus      |
| * Forcible Entry Tools                          | * Forklifts                |
| * Materials to Fabricate & Maintain these items |                            |

Acquisition of equipment for search and rescue operations and for Hazmat control is also allowed, if that is a function of the fire district. Shop tool and equipment acquisitions for RFD's are allowed if the RFD has a shop area and ODF district has determined it's an appropriate placement.

The following FEPP may NOT be acquired by RFD's and inmate camps (In addition to the general list of "Non-Permitted Acquisitions), without permission from the USFS:

- |                      |                               |
|----------------------|-------------------------------|
| * Furniture          | * Office Supplies & Equipment |
| * Building Materials | * Small Shop and Hand Tools   |

Care must exercised to loan only those items which the ODF district or association believes will be used, accounted for and disposed of properly. Items that a RFD wants to acquire which are not on the above list can be discussed with the program manager.

## ***Other Special Acquisition Requirements***

The following special acquisition rules apply to HUMVEE's:

- These vehicles may only be acquired when the primary use will be transporting water and/or foam in rough terrain
- A special certification statement must be included on the form 122 (acquisition form)

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<sup>1</sup> Equipment must be used in support of wildland fire suppression activities at least 90% of the time.

- Special training must be provided all drivers of the HUMVEE's. A training video tape may substitute.
- Humvees will may be placed with ODF districts, Associations and RFDs.

### ***FEPP Allocation Procedures***

1. ODF will acquire FEPP equipment until there is enough for an efficient allocation, generally a minimum of once per year in the fall. The individual items for allocation will be described, posted on the ODF website and marked with a reference number.
2. Program staff will notify all ODF districts and associations and other ODF units indicating that FEPP is available. A description of the equipment will be included on the website. A month to six weeks will be generally be allotted between advertisement and allocation, so that districts can contact RFD's and users can view equipment. If a user wishes to view the equipment, please contact the FEPP coordinator to arrange a time....don't just "show up". If users have technical questions about the equipment, please contact the FEPP coordinator. Their phone numbers are in an appendix of this manual.
3. ODF districts and associations and the other ODF users must send their requests on or before the allocation ending date to the FEPP program manager or coordinator. The requests may be sent by e-mail, fax or US postal mail on the fire departments letter head, indicating the quantity and reference number. The ODF district requests should include all requests from the RFD's that they approve. If a user has very special circumstances and a very high priority need, it is helpful to send that information in with the request.
4. The allocation will be made soon after the cut-off date. Equipment will be allocated to the ODF district or association, who then allocates it to the various RFD'S within the district. Districts and associations will then notify their RFD's whether their requests were filled.
5. The allocated items may be picked up immediately, but should be picked up within 30 days. If not picked up within 30 days or it will be returned to the allocation pool. Transportation is the responsibility of the user and the property technician or FEPP coordinator must be notified when the user is coming....don't just "show up". The user may decline to accept the equipment if the condition is not acceptable to them, but once the user has transported the property from Salem, they are responsible for the equipment use or its return to Salem. Please note that we will give our best estimate of the running condition of vehicles and equipment, but we do not guarantee that you will make it all the way home if you chose to try to drive it.

**NOTE:** It is recommended that the user truck the vehicle home and have it completely checked by a mechanic before trying to drive it.

### ***Acquisition from ODF Inventory***

ODF will at times have FEPP items left in stock after allocation. These items will generally be offered for an additional month after the allocation. If the potential user is a RFD, the district will be contacted for approval.

## *Vehicle Registration*

Vehicle registration for all FEPP vehicles (state, association, RFD) will be completed by the FEPP coordinator, all FEPP vehicles are registered at the Salem ODF address. FEPP Coordinator will also assign an ODF vehicle identification number when appropriate. If a user receives a Form 97 for a vehicle registration, they should forward it to the FEPP coordinator. License plates will be given out when the equipment is picked up, or mailed to the ODF district office for issuance to FEPP user. (*Form 97: Federal Application for Title*)

### **Liability Insurance**

- ODF will provide property and vehicle liability insurance for ODF districts and associations through the state self insurance program for the use of FEPP equipment and vehicles .
- RFD's must carry general liability insurance covering bodily injury and property damage with a combined single limit per occurrence of at least \$500,000. RFD's must also carry vehicle liability insurance with a combined single limit per occurrence of at least \$500,000 or to the limits described by Oregon's financial responsibility law, whichever is greater. Higher limits are also acceptable .
- The insurance shall include liability coverage for the indemnity provided under the ODF FEPP Property Loan Agreement .
- Name State ODF as additional insured.
- Insurance certificate shall be submitted to ODF district/units on an annual basis.

### **Collision/Comprehensive/Replacement Insurance**

- ODF does not cover FEPP with restoration insurance for ODF districts, associations or RFD's. FEPP property lost or damaged when being used by an ODF district or association is replaced by other FEPP property or through district/association funds.
- RFD's may choose to cover FEPP equipment with restoration insurance to cover loss or damage. Keep in mind that FEPP is federal property (this does not apply to items added to the FEPP equipment owned by the RFD). The USFS may choose to keep or use the restoration insurance proceeds to repair the damage. Whenever insurance collection is pending on a piece of FEPP equipment, contact the FEPP manager or FEPP coordinator for instructions immediately.

# Section C – Managing and Using FEPP Equipment

## *General FEPP Use Rules*

If a user cannot meet the following FEPP use rules, they shall not acquire FEPP and they should immediately return all FEPP to the local ODF district or association:

- No personal use of FEPP is allowed.
- FEPP is intended for fire protection use. FEPP must be devoted at least 90% to fire protection purposes, except for shop machinery (which must be primarily in support of fire protection).
- Emergency (non-fire) use of FEPP is allowed when life or property is threatened. such as during floods, earthquakes and severe weather events. This use should be documented and saved in the local district file.
- Search & Rescue equipment, Hazmat control equipment are not bound by the 90% fire use rule, but they must be used only for these specific purposes or fire protection.
- All FEPP must be restored and in service within 12 months of user acquisition.
- FEPP should be maintained and protected to the same level as the users other equipment, in order to avoid excessive deterioration. FEPP should be serviced in accordance with manufacturer's specifications. If funds are not available for adequate maintenance, do not acquire it.
- FEPP should be protected from theft, vandalism, weather damage and excessive wear and tear.
- FEPP should be used in a manner that will not increase the level of risk or liability to users or others beyond that which is considered normal for that type of equipment

## *Restoration and Painting and Agency Logos*

All FEPP equipment should be in service within 12 months of acquisition. Military numbers and markings must be removed or covered on all equipment. Painting and other maintenance should be done when needed to prevent rust and premature deterioration. In addition, the following painting policy applies to newly acquired military vehicles:

### Vehicles: (Pickups, trucks, buses, vans)

- Olive Drab or camouflage vehicles - Repainted with user agency color, attach logo.
- Other colored vehicles such as USFS green, Navy commercial vehicles white in color or Air force blue - Remove or cover military markings and numbers, attach logo.

### Other Equipment: (Trailers, mobile homes, backhoes, graders, forklifts)

- Remove or cover military markings & military numbers, attach logo.
- Drinking water trailers commonly known as a water buffalo that are camouflage color must also be painted ODF or fire district colors.

- Modification will be coordinated through ODF districts.
- Is considered cannibalization and pre-approval from ODF.

## *Equipment Modification*

Modification of FEPP equipment is often necessary and may be done if it stays within the design, and GVW limits of the equipment. The following guidelines apply to modification of FEPP:

- The use of FEPP parts on non-FEPP equipment is allowed (or visa-versa), but the FEPP parts must still be tracked in the ODF inventory system if over \$1,000 original value.
- All FEPP parts will have to be removed when selling a user owned piece of equipment, unless prior permission is given by the ODF FEPP Coordinator, contact the FEPP coordinator for details. User owned parts on FEPP equipment turned in for disposal cannot be credited to the user when sold with the FEPP, but may be removed in advance of disposal by the user.
- RFD's and Rangeland Associations need to contact their ODF district/association coordinator before any major modification is begun. The request is then forwarded to the FEPP coordinator in Salem "with useful or cash value."

## *Cannibalization*

Cannibalization is the practice of removing parts for FEPP modification or to be used as parts on a different piece of equipment. The process of cannibalization can lead to many problems unless the following guidelines are followed:

- Prior approval is necessary before cannibalization can begin. Contact the FEPP coordinator for instructions.
- Once approval is granted, the process should be complete within 12 months. Items worth \$1000 or more must continue to be tracked in ODF inventory.
- Cannibalized items tracked in ODF inventory must eventually be disposed of properly.
- Promptly and properly dispose of any remaining carcass and unusable parts. Do not allow "bone-yards" to develop (see disposal rules), contact the FEPP coordinator as soon as cannibalization is completed.
- Accountable FEPP acquired for cannibalization must state "Parts Only - For Cannibalization Purposes" when acquired by ODF, this decision will generally be discussed by the requesting ODF office and the FEPP coordinator before the item is screened.

The process for cannibalization is for the user to contact the local ODF district for coordination with Salem FEPP coordinator who will fill out the forms electronically and forward to the Forest Service for approval. When final approval is granted, which usually occurs within a few working days, the user will be notified and may begin work on the cannibalization.

## *Reporting Accidents, Damage, Loss, and Theft*

Report all accidents, where there might be liability claims, as soon as possible to the district FEPP coordinator and the FEPP manager in Salem. Report all other accidents and all theft, damage and loss within three business days. Reporting of vehicle accidents must also be performed in accordance with Oregon's driver financial responsibility laws.

## *Renting or Leasing FEPP*

1. It is not generally permissible to rent or lease FEPP equipment on a regular, planned basis. FEPP may be loaned, however, to other fire or emergency organizations during an emergency situation. When used by another party and fees are charged the user, FEPP amortization, depreciation or replacement cannot be included as part of the charges. Generally, the only recoverable costs are "out-of-pocket" costs for equipment and fuel. Outside of a RFD'S mutual aid agreement area, which includes project fires, they may charge no more than 50% of the ODF emergency equipment rental rate for that type of vehicle. The personnel operating the vehicle may be paid at the current rate for their qualifications.
2. If a State of Oregon Conflagration Act mobilization has been authorized and FEPP equipment is moved to another fire district, the rates published by the Oregon State Fire Marshal may be used for reimbursement.

## *Safety*

The safe use of FEPP equipment is critical and should be addressed in the safety program of the user. Unsafe practices by a user can be grounds for FEPP program termination. Special consideration should be given to:

- Ensuring operators know operational and safety procedures of all equipment
- Humvee and Gamma-Goat operation
- Large trucks where a Commercial Drivers License (CDL) is required
- Large vehicles where over-width permits are necessary

## *Negligence*

Negligence in using FEPP equipment resulting in loss, damage or theft may subject the FEPP user or an individual, state, and federal penalties.

## Section D – FEPP Accountability

FEPP accountability is critical! All FEPP is federal equipment on loan to us from the federal government. It is subject to the accountability and inventory standards of the USFS and ODF. The three links to ensuring proper accountability and use are:

1. ODF districts and associations will check each user at least once per year, using the form in the appendix, ODF FEPP- RFD annual review. The completed forms should be retained at the district/association office for a minimum of 3 years.
2. ODF staff will monitor program compliance at the district/association level and conduct internal reviews as necessary.
3. The USFS and ODF will conduct program reviews as necessary.

### *Accountability Classification*

We are accountable for all FEPP in the ODF system. The three accountability classes are:

1. Sensitive Property - All FEPP identified as sensitive property by the USFS will be tracked and inventoried within the ODF and federal system, regardless of initial acquisition cost. All sensitive property will be marked with inventory property tags. ODF is not currently screening or acquiring sensitive equipment.
2. Non-Expendable Property - All FEPP equipment with an original acquisition value of \$1000 or greater. This equipment will be tracked and inventoried within both the ODF and federal system.
3. Non-inventory Property - All FEPP not defined as sensitive inventoried property with an original acquisition value of less than \$1,000. This type of property is not on the federal or ODF inventory, but we are still accountable for proper use and disposal. All property of this type shall be tracked by using the "Non-Inventory FEPP Equipment Issue Log" form in this manual. "Consumable" FEPP is a type of non-inventory property having a different disposal process.

### *Paper Trail (Documentation)*

It is very important that we maintain a complete "paper trail" of all FEPP being received, issued, transferred or disposed of. Every time a piece of FEPP equipment moves to a different user, an ODF Property Transfer Memo (for sensitive or non-expendable property) or Non-Inventory Equipment Issue Log (for non-inventory property) should be completed.

The completed Property Transfer Memo should be sent to the ODF Services Section Property Clerk, the completed Non-inventory Equipment issue Log is to be retained by the sending ODF district or association for a minimum of three years. When Salem issues FEPP to a RFD, a copy of the Property Transfer Memo or Equipment Issue Log should be sent to the ODF FEPP coordinator at the district level, ensuring the district is aware the property has been picked up. The responsibilities are detailed below:

### FEPP Transaction

Initial Acquisition

Transfer to Other User

Turn In to Salem

### Responsibility For Property Transfer Memo / Misc. Issue Log

ODF Protection Section, FEPP coordinator.

ODF District/Association representing the giving user.

ODF District initiated then turned in to Salem.

## *Inventory*

ODF districts and associations are responsible for accurate inventory records and timely inventory procedures for their district/association and also for their assigned RFD's. Following are the specific inventory procedures:

- The annual inventory of FEPP will include the total FEPP inventory by user and must be reconciled and certified by the district forester/manager or designate annually. This process will be initiated by the ODF Services Section.
- A "touch inventory" of all district, association and RFD FEPP equipment will be completed at a minimum of every two years by the ODF Services Section, who will report inventory status by ODF district. The touch inventory will involve all FEPP with FEPP inventory number sticker.
- Inventories and Non-Inventoried FEPP Issue Logs will generally be checked in some locations during the USFS/ODF program reviews.
- Inventories and use of FEPP equipment by the RFD's should be checked annually.
- Equipment that has not been put in service within 12 months, or has not been identified in accordance with FEPP procedures will be noted for further review.

## *Inventory and Identification Tags*

The ODF Services Section or the FEPP coordinator will mark and tag equipment prior to allocation when equipment is disbursed from Salem.

The user is responsible to ensure that the tags remain on the equipment or are replaced if necessary

- When equipment goes directly from the federal agency to the user, Salem Services or the FEPP coordinator will work with the local ODF district to ensure tags are put on the equipment.
- The following tags will be on sensitive and non-expendable property whenever practical:
- PMIS Control Tag (federal inventory number)
- ODF Inventory Bar Code tag
- Permanent FEPP Tag (aluminum or vinyl)
- "Federal Property - Fire Use Only" tag in a highly visible location

## Section E – FEPP Disposal

Proper disposal is a very important element of the FEPP program and is the part where we are likely to have the most problems, unless we pay close attention to rules and guidelines. It is important to begin the disposal process promptly when needed, so that large "bone-yards" do not develop. Remember, FEPP is on loan to us from the federal government and remains federal property until proper disposal. Unusable FEPP should be sent through the disposal process promptly. FEPP no longer needed by the current user but could be useful to another ODF user should be transferred.

### *Transfer of FEPP*

When a user no longer needs a piece of FEPP equipment, they should report it to their ODF district or association FEPP coordinator. If the local FEPP coordinator determines there is another user in that district or an adjacent district, the equipment can be transferred immediately. If sending to an adjacent district user, be sure to get approval from the receiving district. If the property is classified as sensitive or non-expendable, a property transfer memo should be completed by the sending district and forwarded to the ODF Salem Property Clerk. If the property is classified as "non Inventory", a miscellaneous issue sheet should be completed. No prior approval is needed for a transfer within-district or to an adjacent district.

If the FEPP equipment is usable, but cannot be used by another user in the district or adjacent district, it should be returned to Salem, the Salem FEPP coordinator may have a list of RFD'S looking for equipment. It will then generally be offered to all during the next general allocation.

### *Disposal of FEPP*

If the equipment is no longer usable or needed by another user within the ODF FEPP system, it should be disposed of in the following manner:

#### **Disposal of Sensitive and Non-Expendable Property**

This property should be reported to the Salem Property Clerk or FEPP coordinator and returned to Salem. A property transfer memo log must be completed. The disposal process is the responsibility of the Salem FEPP coordinator (working through GSA) in this general order:

- Offer to other federal agencies
- Offer to state surplus agencies
- Offer for public sale

Occasionally there is a need to conduct a local sale at the district or RFD. This can be done, but an ODF district representative will have to be available to show the equipment, contact the Salem FEPP coordinator for details.

### **Disposal of Non-Inventory Property (Except "Consumables")**

The process to dispose of non-inventory property, which is not classified as "consumable" (see below) is the same as for non-expendable property (above), except that a non-inventory equipment issue log is completed.

### **Disposal of "Consumable" Non-Inventory Property**

The following FEPP equipment is considered "consumable" and may be disposed of locally, without prior authorization, after their useful life:

- Tires
- Fire hose & hose fittings
- Batteries

If any of the equipment listed as "consumable" has salvage value or has significant useful life remaining, it should be returned to Salem for transfer or sale. It is acceptable to reuse parts of the consumable property (such as hose ends) without authorization. Do not return non-inventory equipment that has no salvage or resale value to Salem. If the equipment is not on the list above, submit a property memo to the Salem FEPP coordinator, requesting local disposal. In this case, do not dispose until authorization is received.

## ***Turning in FEPP Equipment for Transfer or Disposal***

The following applies to FEPP equipment being turned in for disposal or transfer, including local sales:

- You may remove any additions or improvements you made to the equipment, as long as you do not change an operable piece of equipment to inoperable. Examples of equipment you may remove (as long as they belong to you): tanks, pumps, reels, hose, sirens, light bars.
- You may remove, with prior permission, any FEPP equipment that is not needed for the basic operation of the equipment. An example is the removal of a FEPP light bar, siren, tank, pump, hose reel for use on another FEPP vehicle.
- You may not remove, without prior permission, any original parts that will make the equipment unsafe or inoperable. This includes engine parts, mirrors, door handles, shift levers, and other miscellaneous parts.

# Appendix 1 - Forms

## *ODF Forms Used in the FEPP program:*

- ODF FEPP Acquisition "Needs-List" – Prepared by each ODF district, association and fire district wishing to acquire equipment during the next year, send to ODF Salem Protection Section (Exhibit A)
- ODF FEPP Allocation Request Form – Used to request FEPP from the advertised list during a general allocation, send to Salem Protection Section (Exhibit B).
- ODF Cannibalization Request Form – Used to request permission to cannibalize or significantly alter FEPP equipment, send to Salem Protection Section (Exhibit C).
- ODF Property Transfer Memo – Used to notify of change in location or user of inventoried FEPP property, send to Salem Services Section.
- ODF FEPP - Non Inventory FEPP Equipment Issue Log – Used to track and account for FEPP equipment which is not on the inventory, retain at the district/unit for 3 years.
- ODF / RFD FEPP Cooperative Agreement – Model agreement between an ODF district/association and a fire district to enable the fire district to participate in the FEPP program, retain original at ODF district or association, send copy to Salem Services Section.
- ODF FEPP - RFD Annual Review Form – Used by ODF district or association in annual review of cooperating fire districts, retain at ODF district or association for 3 years.

## *Federal Forms Used in the FEPP Program:*

- FS 3100-3. 3A & 36 – "Federal Property - Fire Use Only" – To identify FEPP property.
- SF 120 – "Report of Excess Personal Property" – Used to report excess property available or used to withdraw or amend previous SF-120. USFS Personnel will use this form when requesting a property transfer to ODF.

**ODF FEPP ACQUISITION "NEEDS-LIST"**

**CALENDAR YEAR** \_\_\_\_\_

**RFD or ODF District/Association** \_\_\_\_\_

**Contact Person at RFD or District** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Instructions:**

- (1) In priority order, complete the list of FEPP equipment needed
- (2) Add any detail necessary on reverse side, by line number
- (3) Sign and date form, send to ODF District/Association

<u>Priority</u>	<u>General Description of FEPP Equipment Wanted</u>
_____ 1.	_____
_____ 2.	_____
_____ 3.	_____
_____ 4.	_____
_____ 5.	_____
_____ 6.	_____
_____ 7.	_____
_____ 8.	_____
_____ 9.	_____
_____ 10.	_____
_____ 11.	_____

Fire District Chief \_\_\_\_\_ Date \_\_\_\_\_

District Representative \_\_\_\_\_ Date \_\_\_\_\_

ODF FEPP Manager \_\_\_\_\_ Date \_\_\_\_\_



ODF FEDERAL EXCESS PROPERTY PROGRAM

Request to Cannibalize

RFD \_\_\_\_\_

ODF District \_\_\_\_\_

Requester/Contact Name \_\_\_\_\_ Phone \_\_\_\_\_

ODF Inventory No. \_\_\_\_\_

Item Description (Include License & VIN) \_\_\_\_\_

Cannibalization Class:

- \_\_\_\_\_ 1. Removal of part(s) for conversion of base unit to fire use.
- \_\_\_\_\_ 2. Removal of parts(s) for conversion of the component to fire use.
- \_\_\_\_\_ 3. Removal of part(s) to repair/refurbish other federal excess property.
- \_\_\_\_\_ 4. Removal of part(s) to repair/refurbish other non-federal excess property.

Mechanical Status of Unit Being Cannibalized:

- \_\_\_\_\_ Unit is currently complete and operable.
- \_\_\_\_\_ Unit is inoperable with minor repair needed.
- \_\_\_\_\_ Unit is inoperable with major repair needed.

For inoperable units, estimated repair costs \_\_\_\_\_ and detail repair needs

Specify Parts to be Removed	and	Used How/to What Vehicle
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____
_____		_____

Cannibalization Will be Completed By: \_\_\_\_\_  
(Date)

APPROVED:

RFD CHIEF _____	Date _____
ODF DISTRICT FORESTER _____	Date _____
FEPP PROGRAM MGR. _____	Date _____

INSTRUCTIONS:

- 1. Complete and send to ODF District then ODF FEPP Program Manager.
- 2. Salem will attach with AD-112 and send to USFS PMO.







**OREGON DEPARTMENT OF FORESTRY  
FEDERAL EXCESS PERSONAL PROPERTY PROGRAM**

**PROPERTY LOAN AGREEMENT**

This agreement entered into between the Oregon Department of Forestry (ODF), acting through

\_\_\_\_\_ District or F.P.A.  
and \_\_\_\_\_ (COOPERATOR)

Is for the use, maintenance and protection of all Federal Excess Personal Property (FEPP) loaned by ODF to Cooperator under the Federal Property and Administrative Act of 1949 and Section 7 of the Cooperative Forestry Assistance Act of 1978.

This agreement, and all exhibits and attachments incorporated herein, constitutes the entire agreement between the parties. No waiver, consent, modification or change of terms of this agreement shall bind either party, unless in writing and signed by both parties. Such waiver, consent, modification or change shall be effective only for the specific purpose given. There are no understandings, agreements or representations not specified herein regarding this agreement. Both parties acknowledge that they have read, understand and agree to be bound by this agreement's terms and conditions.

**ODF AGREES TO:**

- \* Loan FEPP to COOPERATOR in accordance with the terms and provisions of this agreement.
- \* Provide COOPERATOR with a user handbook, updates to the handbook, periodic inventories, necessary forms, and marking tags.
- \* Notify COOPERATOR of any future changes in policy or program rules which will affect them.
- \* Offer periodic training, as necessary, to the COOPERATOR.

**COOPERATOR AGREES TO:**

- \* Keep current COOPERATOR'S copy of the ODF FEPP handbook and abide by its rules, provisions and guidance.
- \* Attend FEPP training, if possible, when presented locally.
- \* Pay all transportation costs and surcharges imposed by the ODF FEPP program.
- \* Transport equipment, at the cost of COOPERATOR, from a location within Oregon to COOPERATOR'S location and facilities.
- \* Accept FEPP in "as is, where is" condition without warranty of any kind.

**COOPERATOR AGREES TO: (Continued)**

- \* Remove all military or governmental logos and insignias.
- \* Paint equipment, if necessary, as specified in the ODF FEPP Handbook.
- \* Repair, equip and put into use within 12 months of acceptance and keep in continuous service thereafter.
- \* Install fire district/fire department logos or other identification as specified in the ODF FEPP Handbook.
- \* Carry liability insurance covering personal injury and property damage to third parties on FEPP equipment to comply with the minimum liability coverage required by state law and the ODF FEPP Handbook.
- \* Notify ODF within 48 hours of any loss, theft or damage to FEPP equipment.
- \* Hold the Forest Service, the State of Oregon, ODF and their employees harmless from and against any and all losses, damages, costs, injuries, or claims arising out of or resulting from COOPERATOR'S use, possession or custody of FEPP.
- \* Notify ODF of a change in the accountable person and/or Fire Chief within 30 days.
- \* Agree to pay any charges assessed to COOPERATOR by the federal government for FEPP damage due to misuse or unauthorized disposal.
- \* Instruct all employees using FEPP in the provisions regarding the care and use of FEPP. Cooperator will ensure FEPP is used safely.

Use, maintain and protect FEPP equipment as specified in the ODF FEPP Handbook, including but not limited to:

- \* Use FEPP only for fire protection program purposes only.
- \* Not use FEPP at any time for personal use.
- \* Not sell, lease, transfer, trade, cannibalize, junk or otherwise dispose of without prior written authorization of ODF.
- \* Maintain and store FEPP to avoid excessive wear and deterioration.
- \* Account for FEPP at all times, keep appropriate inventory records, make equipment and records available for inventory or compliance inspection purposes.
- \* Fully participate in any investigations relating to FEPP equipment.
- \* Maintain inventory tags and tags specifying the equipment is federal property and is for fire use only.
- \* Return FEPP, at the cost of COOPERATOR, to location specified by ODF for disposal.

Either party may terminate this agreement by providing 30 days written notice. Termination of this agreement, without consummation of a new agreement, will render COOPERATOR ineligible to participate further in the FEPP Program and all FEPP loaned to COOPERATOR must be returned to ODF within 30 days. Termination of COOPERATOR'S eligibility to participate in this program will only be made for breach of this agreement by COOPERATOR or if ODF loses its eligibility to participate in the program.

This agreement supersedes all other agreements relating to FEPP between ODF and COOPERATOR and will remain in force until all FEPP is returned to ODF or is superseded by another agreement.

The ODF inventory and subsequent updates to that inventory detail the FEPP equipment covered under this agreement. ODF will provide an inventory of FEPP to COOPERATOR, who will sign indicating that the inventory of equipment is complete and correct and return to ODF. The ODF FEPP inventory must be approved by cooperators whenever there is a change in FEPP equipment or a change in the COOPERATOR'S accountable person.

COOPERATOR agrees and understands that all FEPP is on loan to COOPERATOR, remains the property of the federal government, and may be recalled by the federal government at any time the need arises. It is agreed that breach of this agreement by COOPERATOR may result in termination of this agreement and return of FEPP to ODF with no compensation to COOPERATOR.

STATE OF OREGON  
DEPARTMENT OF FORESTRY

COOPERATOR

BY \_\_\_\_\_  
(signature)  
\_\_\_\_\_  
(print name)

BY \_\_\_\_\_  
(signature)  
\_\_\_\_\_  
(print name)

TITLE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

DATE \_\_\_\_\_

- 
- \* Original to ODF District
  - \* Original to COOPERATOR
  - \* Copy to ODF Property Coordinator - Salem

## ODF FEPP – RFD Annual Review Form

\_\_\_\_\_ RFD

Item	OK?	Not OK?	Comments
FEPP Agreement Current?			
Knows FEPP Rules & Procedures?			
Has Current Needs-List?			
Has Liability Insurance?			
Equipment Ready Within 12 Months?			
FEPP Painted & Logo if Applicable			
FEPP Used Properly?			
FEPP Tagged & Marked Properly?			
FEPP Stored & Maintained Properly?			
FEPP Modifications OK?			
Cannibalization Approved & Timely?			
Disposal OK on Unused FEPP & Parts?			
Corrected Past Problems?			
FEPP All Accounted For?			
Other -			
Other -			

Reviewer \_\_\_\_\_ Fire Dist Rep. Attending \_\_\_\_\_

Date Reviewed \_\_\_\_\_

**Note Any Corrective Actions Needed:**

Instructions: Complete Form Every Calendar Year / Keep in District File for 3 Years

- 1 – The Original to be sent to Salem Property.
- 2 – One copy for the sending area/office.
- 3 – And one copy for the receiving area/office.



USDA  
Forest Service

**Federal Property—Fire Use Only**

This unit of Federal Property is under the control of the *USDA, Forest Service* and was acquired for fire protection purposes only. It shall not be sold, traded, exchanged, or otherwise disposed of without the expressed written approval of the State Forester and the USDA, Forest Service.



USDA  
Forest Service

**Federal Property—Fire Use Only**

This unit of Federal Property is under the control of the *USDA, Forest Service* and was acquired for fire protection purposes only. It shall not be sold, traded, exchanged, or otherwise disposed of without the expressed written approval of the State Forester and the USDA, Forest Service.

**No.**



USDA  
Forest Service

**Federal Property—Fire Use Only**

This unit of Federal Property is under the control of the *USDA, Forest Service* and was acquired for fire protection purposes only. It shall not be sold, traded, exchanged, or otherwise disposed of without the expressed written approval of the State Forester and the USDA, Forest Service.

**No.**

These tags come in 2 sizes for aluminum and 3 sizes for yellow vinyl. Available from Salem Services Section.



USDA  
Forest Service

**Federal Property—Fire Use Only**

This unit of Federal Property is under the control of the *USDA, Forest Service* and was acquired for fire protection purposes only. It shall not be sold, traded, exchanged, or otherwise disposed of without the expressed written approval of the State Forester and the USDA, Forest Service.

**No.**



**REPORT OF  
 EXCESS PERSONAL  
 PROPERTY**

1. REPORT NO.

2) DATE MAILED

3) TOTAL COST  
 \$

4) TYPE OF REPORT (CHECK ONLY ONE ; A, B, C, OR D)	<input type="checkbox"/> A. ORIGINAL	<input type="checkbox"/> C. PARTIAL W/D	(ALSO CHECK E and/or F if APPLICABLE )	<input type="checkbox"/> E. OVERSEAS	
	<input type="checkbox"/> B. CORRECTED	<input type="checkbox"/> D. TOTAL W/D		<input type="checkbox"/> F. CONTRACTORS INV.	
5) TO (NAME & ADDRESS of AGENCY to which report is made) THRU			6) APPROP. Or FUND to be REIMBURSED (if any)		
7) FROM (Name & Address of Reporting Agency)			8) REPORT APPROVED BY (name & title)		
9) FOR FURTHER INFORMATION CONTACT (Title, Address & Telephone #)			10) AGENCY APPROVAL (If applicable)		
11) SEND PO's or DISPOSAL INSTRUCTIONS TO (Title, Address & Telephone #)			12) GSA CONTROL #		
13) FSC Group #	14) LOCATION of PROPERTY (If location is to be abandoned give data)	15) Reim/Reqd YES <input type="checkbox"/>	NO <input type="checkbox"/>	16) AGENCY CTL #	17) Surplus Release Date

18) EXCESS PROPERTY LIST					ACQUISITION COST		FAIR VALUE %
Item # (a)	DESCRIPTION (b)	COND. (c)	UNIT (d)	NUMBER of Units (e)	PER UNIT (f)	TOTAL (g)	

# APPENDIX 2 – Summary of Federal Excess Property Rules

(Page 1 of 2)

## General:

- All Federal Excess Personal Property is loaned by the federal government.
- Title stays with the federal government and must be returned to them following use or disposed using federal procedures.
- FEPP equipment must be accounted for from acquisition until it is returned or properly disposed of.
- Most FEPP Is maintained on both the federal and state property inventories. A current FEPP cooperative agreement must be in effect between the ODF District/Association and the Rural Fire District (RFD). A fire department or district must meet certain eligibility requirements to have FEPP.
- The local ODF District or Association will administer FEPP for local RFD's.

## Acquisition:

- RFD's cannot acquire FEPP without prior approval of ODF or Association. All new FEPP acquisitions must follow the procedures outlined in the ODF FEPP handbook.
- Certain types of equipment may not be acquired, as outlined in the ODF FEPP handbook.

## Use:

- FEPP equipment must be used a minimum of 90% for direct fire protection program purposes. The exception to this rule is when life or property is threatened. Search & Rescue, HAZMAT control and ambulance equipment must be used 90% of the time for those functions.
- No personal use of FEPP is allowed (no exceptions).
- FEPP must be maintained and stored to avoid excessive deterioration.
- FEPP must be painted and tagged in accordance with the ODF Handbook. Inventory tags and serial numbers must be remain on FEPP property.
- FEPP cannot be sold, loaned or transferred without prior permission.
- FEPP equipment must be restored and ready for use within 12 months.

## Cannibalization: (Stripping for parts)

- Cannibalization must be approved in advance and completed within 12 months after approval.
- Stripped parts must be maintained separately in the inventory.
- All unusable parts must be disposed of through approved procedures.

Accountability:

- All FEPP must be continuously accounted for.
- "Touch" inventories will be done a minimum of every 2 years by ODF.
- Any time FEPP property changes hands, procedures in the ODF handbook must be followed, including completion of a property transfer memo.

Disposal:

- ODF FEPP handbook disposal procedures must be followed.
- All disposal of FEPP property must be approved in advance.

Reviews:

- Fire district cooperator FEPP programs will be reviewed a minimum of once per year by the ODF district or association. Any problems noted must be immediately corrected.
- Repeated or major violations of the program rules can result in loss of acquisition privileges or complete program termination.

# APPENDIX 3 - ODF District / Association FEPP Coordinators (as of February 2008)

District	Unit Location	FEPP Coordinator	Office Phone	Office Fax
Astoria	All	Neal Laugle	(503) 325-5451	(503) 325-2756
Central Oregon	All	Gordon R. Foster	(541) 447-5658	(541) 447-1469
North Cascade	Molalla	Christian Paul	(503) 829-2216 X232	(503) 829-4736
South Cascade	Santiam Unit	Greg Pettinger	(503) 859-4331	(503) 859-2158
Coos FPA	All	Brett Weidemiller	(541) 267-3161	(541) 266-8452
Douglas FPA	All	Randy Leming	(541) 672-6507	(541) 672-0379
South Cascade	Springfield	Greg Wagenblast	(541) 726-3588	(541) 726-2501
Forest Grove	Forest Grove	Greg Juber	(503) 357-7447	(503) 357-4548
Forest Grove	Columbia City	Rolf Erlandson	(503) 397-2636	(503) 397-6361
Klamath-Lake	Klamath Falls	Alvin Lawver	(541) 883-5690	(541) 883-5555
Klamath-Lake	Lakeview	Joe Reif Rob Wood	(541) 947-3311	(541) 947-3078
South Cascade	Sweet Home	Kevin Crowell	(541) 367-6108	(541) 367-5613
Northeast Oregon	Baker City	Keith Shollenberger	(541) 523-5831	(541) 523-5874
Northeast Oregon	La Grande	Mitch Williams	(541) 963-3168	(541) 962-1058
Northeast Oregon	Pendleton	David King	(541) 276-3491	(541) 276-0710
Northeast Oregon	Wallowa	Matt Howard	(541) 886-2881	(541) 886-9085
Southwest Oregon	Grants Pass	Karl Witz	(541) 474-4255	(541) 474-3158
Southwest Oregon	Medford	Bill Smith	(541) 664-3328	(541) 776-6184
Tillamook	All	Ed Wallmark	(503) 815-7050	(503) 842-3143
Walker Ranger FPA	All	RD Buell	(541) 433-2451	(541) 433-2215
Western Lane	All	Phil Hunter	(541) 935-2283	(541) 935-0731
West Oregon	Dallas	Allison Blair	(503) 623-8146	(503) 623-9034
West Oregon	Philomath	Ted Erdmann	(541) 929-9156	(541) 929-5549
West Oregon		Kyle Williams	(541) 336-2273	(541) 336-5261
Salem Fire Cache	Salem	Jim Liesch	(503) 945-7465	(503) 945-7301
Salem Motor Pool	Salem	Paul Koreiva	(503) 945-7309	(503) 945-7320
Salem Radio	Salem	Jenny Soloman	(503) 945-7327	(503) 945-7320
Salem Services Unit	Salem	Betsy Kelly	(503) 945-7209	(503) 945-7377

## APPENDIX 4 – Salem FEPP Personnel

Name	Voice Phone	FAX Number	Cell Phone	General Responsibilities
Michelle Remmy	503-945-7444	503-945-7454	503-508-3217	Program Management
Don Sohler	503-945-7341	503-357-4548	503-931-8382	Screening Transport FEPP from Screen Site Mechanical Questions Equipment Distribution to Users Licensing & VIN Inspections Disposal & Public Sales
Sam Hoover	503-945-7342	503-945-7402		Equipment Intake, Central Files Equipment Tagging, Inventory Entry & Changes.