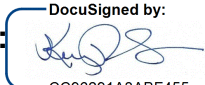
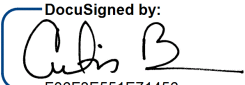




FOR FIRM USE ONLY.

TRACKING NUMBER: \_\_\_\_\_

## TEMPORARY DIRECTIVE

<b>SUBJECT:</b> Hired Equipment Fuel Surcharge	<b>DATE ISSUED:</b> June 17, 2022
<b>APPROVING AUTHORITY:</b> Kerry Garcia, Deputy Director, Fiscal Services; Curtis Brown, Deputy Director, Fire Protection	<input checked="" type="checkbox"/> <b>ORIGINAL EXPIRES:</b> December 17, 2022  <input type="checkbox"/> <b>EXTENSION EXPIRES:</b>
<b>SIGNATURE:</b> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <div style="text-align: center;"> <small>DocuSigned by:</small>    <small>CC96291A3ABF455...</small> </div> <div style="text-align: center;"> <small>DocuSigned by:</small>    <small>F06F3E551E71456...</small> </div> </div>	
<b>REFERENCES:</b> N/A	<b>ISSUING PROGRAMS:</b> Fiscal Services and Fire Protection

**DISTRIBUTION:** All CAL FIRE Employees

**PURPOSE:** Provides statewide direction on the temporary fuel surcharge authorized for CAL FIRE Hired Equipment suppliers.

**BACKGROUND:** CAL FIRE relies on the hired equipment supplier community to play a key role in providing critical operational and support equipment to incidents statewide, maintaining the availability of this equipment is critical to the operational readiness of the Department. Current fuel costs, and the likelihood of their continuance through the remainder of 2022, may adversely impact the availability of hired equipment suppliers to respond to CAL FIRE incidents.

### TEMPORARY POLICY AND/OR PROCEDURE:

Effective immediately, CAL FIRE is instituting a temporary fuel surcharge for its Hired Equipment supplier rates. This will provide a temporary equipment rate surcharge to account for the increase in fuel costs to assist in ensuring that the capability of hired equipment resources to respond is not hampered by the fuel costs the state is currently experiencing.

This financial adjustment window will be monitored weekly, and based on changes in the state's fuel markets, will be updated accordingly. See Exhibit A, "Hired Equipment Fuel Surcharge Rates" for rates and applicability.

Temporary Directives shall be effective for up to six months, with possible renewal in additional six months increments. Temporary Directives that are not incorporated into a permanent policy or procedure within 12 months of issuance shall require executive level approval for further renewal.

**Fuel Surcharge Application Procedures:**

1. Finance personnel will determine whether to apply a fuel surcharge based on the weekly fuel average as posted by CAL FIRE each Friday. This average will be used to determine fuel surcharge rates for the following week (i.e. Saturday - Friday).

The weekly fuel average is available on the Business Services Office (BSO) intranet webpage, under Procurement, Emergency/Incident Procurement: <https://inside.fire.ca.gov/offices-programs/fiscal-services/business-services-office/#procurement>. It is also available under the Hired Equipment section of the CAL FIRE internet: <https://www.fire.ca.gov/resources/hired-equipment/>

2. Using the rates as detailed in Exhibit A, finance personnel will add the surcharge to the Emergency Equipment Use Invoice (CAL FIRE-61) as a flat amount under "Special Rates". To assist with the flat amount rate determination, a detailed table has been created: Exhibit B Hired Equipment Fuel Surcharge Flat Rates. This is available in pdf format attached to this Temporary Directive, or in Excel format on the Business Services Office (BSO) intranet webpage under Procurement, Emergency/Incident Procurement: <https://inside.fire.ca.gov/offices-programs/fiscal-services/business-services-office/#procurement>. Finance personnel will note that days in which a second special rate (other than the fuel surcharge) is incurred, a second row on the CAL FIRE-61 shall be completed for that day. Finance personnel shall include language to explain the Fuel Surcharge special rates within the "Remarks" section of the CAL FIRE-61.

To assist Finance personnel with the completion of the CAL FIRE-61 to include a fuel surcharge, four examples have been provided:

Dozer - 25% fuel surcharge applied each day

Office Trailer, 960 sq ft - 25% fuel surcharge applied to travel days

Portable Toilets, Standard - 25% fuel surcharge applied to each unit each day

Special Vehicle - 25% fuel surcharge applied to each day and mileage applied on some days

**OTHER HANDBOOK(S) AFFECTED:** 3800 Incident Fiscal Management

**HANDBOOK OWNER:** Fire Protection - Hired Equipment Program and Fiscal Services

Temporary Directives shall be effective for up to six months, with possible renewal in additional six months increments. Temporary Directives that are not incorporated into a permanent policy or procedure within 12 months of issuance shall require executive level approval for further renewal.

**EXHIBIT A: Hired Equipment Fuel Surcharge Rates**

Surcharge is indicated as a percentage of the daily equipment rate. Each tier below is based on the average fuel price in California at the time the equipment is ordered. <https://gasprices.aaa.com/?state=CA>. BSO will provide and post the average fuel price on a weekly basis.

<b>Equipment Type</b>	<b>4.51 - 6.99</b>	<b>7.00 - 9.50</b>	<b>9.51 - 11.99</b>	<b>Notes</b>
Bull Dozers	25%	30%	35%	
Tractors and Transport Combinations	25%	30%	35%	
Water Tenders	25%	30%	35%	
Fuel Tenders	25%	30%	35%	
Faller Modules	25%	30%	35%	
Special Vehicle Modules	25%	30%	35%	
Service Vehicle Module	25%	30%	35%	
Refrigerator Trucs and Trailers	25%	30%	35%	
Mobile Kitchen Support A	25%	30%	35%	
Mobile Kitchen Support B	25%	30%	35%	
<b>Mobile Kitchen Support C</b>	<b>25%</b>	<b>30%</b>	<b>35%</b>	<i>If ordered independently, recieves surcharge on <b>travel days only</b>.</i>
Mobile Kitchen Support D	25%	30%	35%	
Mobile Laundry Units	25%	30%	35%	
Shower Units	25%	30%	35%	
Portable Toilets	25%	30%	35%	Issued per each piece of equipment daily.
Toilet Pumper Trucks	25%	30%	35%	Receives surcharge daily <b>only when ordered independently</b> .
Hand Wash Trailers	25%	30%	35%	
Hand Wash Stations	25%	30%	35%	
Potable Water Trucks	25%	30%	35%	
Grey Water Trucks	25%	30%	35%	
Generators 20+ Kilowatt	30%	35%	40%	
Tent Module	25%	30%	35%	
<b>Tent</b>	<b>25%</b>	<b>30%</b>	<b>35%</b>	<i>If ordered independently, receives surcharge on <b>travel days only</b>.</i>
HVAC Units	25%	30%	35%	Receives surcharge on travel days only.
GIS Support Module (All)	25%	30%	35%	
Command Trailers	25%	30%	35%	Receives surcharge on travel days only.
Office Trailers	25%	30%	35%	Receives surcharge on travel days only.
Medical Support Modules/Dispensaries	25%	30%	35%	Receives surcharge on travel days only.
Chain Saw Repair Modules	25%	30%	35%	
Ground Support Modules	25%	30%	35%	
Weed Washing Modules	25%	30%	35%	
Fork Lifts	25%	30%	35%	
Pallet Jacks	25%	30%	35%	Receives surcharge on travel days only.
Hand Trucks	25%	30%	35%	Receives surcharge on travel days only.

**EXHIBIT A: Hired Equipment Fuel Surcharge Rates**

Surcharge is indicated as a percentage of the daily equipment rate. Each tier below is based on the average fuel price in California at the time the equipment is ordered. <https://gasprices.aaa.com/?state=CA>. BSO will provide and post the average fuel price on a weekly basis

<b>Equipment Type</b>	<b>4.51 - 6.99</b>	<b>7.00 - 9.50</b>	<b>9.51 - 11.99</b>	<b>Notes</b>
Lighting System/ 180 Degree	25%	30%	35%	
Lighting System/Ballon Type	25%	30%	35%	Receives surcharge on travel days only.
Traffic Safety Modules	25%	30%	35%	Receives surcharge on travel days only.
UTV/Golf Cart	25%	30%	35%	Receives surcharge on travel days only.
Forestry Mulcher	25%	30%	35%	
Excavators	25%	30%	35%	
Graders	25%	30%	35%	
Backhoes	25%	30%	35%	
Chipper Modules	25%	30%	35%	
Skidders	25%	30%	35%	
Sid-gines	25%	30%	35%	
Feller Bunchers	25%	30%	35%	
Track Skidsteers	25%	30%	35%	
Mobile Sleeper Trailers	25%	30%	35%	
Clerical Support Modules	25%	30%	35%	
Helicopter Operations Support Module	25%	30%	35%	











STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY  
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

**EMERGENCY EQUIPMENT USE INVOICE**

CAL FIRE-61 (REV. 3/20)

Fi\$cal PO #:

P-Card is not an acceptable payment mechanism for Hired Equipment Services

AGENCY DOC/INVOICE NUMBER

UI

PAGE

1 of 1

CAL FIRE-20 COMPLETED? YES

1. CONTRACTOR (Name and Address)  
EXAMPLE

PHONE:

2. SUPPLIER ID NO.

3. BILLING CODE

4. ADMINISTRATIVE UNIT FOR PAYMENT  
  
EXAMPLE

5. FEIN/EIN/SSN 6. S/B  M/B  DVBE   
CERTIFICATION #

7. EQUIPMENT (List make, model, gross vehicle weight, horsepower, serial number, etc.)

DOZER TYPE 1

--

8. OPERATOR FURNISHED BY  
Contractor  State

9. DATE		10. WORK OR DAILY RATE				11. SPECIAL RATE				12. AMOUNT 10D + 11D
MONTH / DAY	RATE TYPE (R, S, E)	RATE	QTY	AMOUNT (10B X 10C)	UOM (MILES, HOURS, ETC)	RATE	QTY	AMOUNT (11B X 11C)		
	A	B	C	D	A	B	C	D		
5/18	R	\$1,885.00	1.00	1885.00	Fuel	471.250	1.00	471.25	2356.250	
5/19	S	\$3,771.00	1.00	3771.00	Fuel	942.750	1.00	942.75	4713.750	
5/20	E	\$5,657.00	1.00	5657.00	Fuel	1414.250	1.00	1414.25	7071.250	
5/21	E	\$5,657.00	1.00	5657.00	Fuel	1414.250	1.00	1414.25	7071.250	
5/22	E	\$5,657.00	1.00	5657.00	Fuel	1414.250	1.00	1414.25	7071.250	
5/23	E	\$5,657.00	1.00	5657.00	Fuel	1414.250	1.00	1414.25	7071.250	
5/24	E	\$5,657.00	1.00	5657.00	Fuel	1414.250	1.00	1414.25	7071.250	
5/25	E	\$5,657.00	1.00	5657.00	Fuel	1414.250	1.00	1414.25	7071.250	
5/26	E	\$5,657.00	1.00	5657.00	Fuel	1414.250	1.00	1414.25	7071.250	
5/27	R	\$1,885.00	1.00	1885.00	Fuel	471.250	1.00	471.25	2356.250	

NOTE: Contract release for and in consideration of receipt of payment in the amount shown on line 17. Contractor hereby releases the State from any and all claims arising under this agreement except as reserved below (Item 18).

13. SUB TOTAL ALL PAGES 58925.00

14. TAXES 0.0000%

18. REMARKS **NO DAMAGE/NO CLAIM \_\_\_\_\_ INITIAL**  
25% fuel surcharge added due to high fuel costs per HE Fuel Surcharge TD

19. EQUIPMENT WAS  
Released   
Withdrawn

15. GROSS AMOUNT DUE 58925.00

16. DEDUCTIONS 0.00

17. NET AMOUNT DUE 58925.00

20. INDICATE STATE PURPOSE  
To provide emergency fire line construction for "GOING FIRE"

21. INCIDENT NAME  
SAMPLE FIRE

AMOUNT	APPROPRIATION	FUND	ENY	ACCOUNT	ALT ACCOUNT
58925.00	006	0001	2021	5390890	53908900003
PROGRAM	PROJECT ID / INCIDENT #	ACTIVITY	RPTG STRUCTURE	SVC LOC	REQ #
2465046	F21CAXXXXXXXXXX	01	354099XX	00900	

22. CONTRACTOR'S SIGNATURE

PRINT NAME AND TITLE

DATE

23. PURCHASER'S SIGNATURE

PRINT NAME AND TITLE

DATE

24. AUTHORIZING SIGNATURE

PRINT NAME AND TITLE

PHONE





STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY  
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

**EMERGENCY EQUIPMENT USE INVOICE**

CAL FIRE-61 (REV. 3/20)

Fi\$cal PO #:

P-Card is not an acceptable payment mechanism for Hired Equipment Services

AGENCY DOC/INVOICE NUMBER

UI

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1 of 1

CAL FIRE-20 COMPLETED? YES

1. CONTRACTOR (Name and Address)  
EXAMPLE

PHONE:

2. SUPPLIER ID NO.

3. BILLING CODE

4. ADMINISTRATIVE UNIT FOR PAYMENT  
  
EXAMPLE

5. FEIN/EIN/SSN 6. S/B  M/B  DVBE   
CERTIFICATION #

7. EQUIPMENT (List make, model, gross vehicle weight, horsepower, serial number, etc.)  
Office Trailer, Type I, 328+ useable sq. ft.  
Sizing 960 sq ft

8. OPERATOR FURNISHED BY  
Contractor  State

9. DATE MONTH / DAY	10. WORK OR DAILY RATE				UOM (MILES, HOURS, ETC)	11. SPECIAL RATE			12. AMOUNT 10D + 11D
	RATE TYPE (R, S, E)	RATE	QTY	AMOUNT (10B X 10C)		RATE	QTY	AMOUNT (11B X 11C)	
	A	B	C	D	A	B	C	D	
5/18	E	\$5,280.00	1.00	5280.00	Fuel	1.380	960.00	1324.80	6604.800
5/19	E	\$5,280.00	1.00	5280.00				0.00	5280.000
5/20	E	\$5,280.00	1.00	5280.00				0.00	5280.000
5/21	E	\$5,280.00	1.00	5280.00				0.00	5280.000
5/22	E	\$5,280.00	1.00	5280.00				0.00	5280.000
5/23	E	\$5,280.00	1.00	5280.00				0.00	5280.000
5/24	E	\$5,280.00	1.00	5280.00				0.00	5280.000
5/25	E	\$5,280.00	1.00	5280.00				0.00	5280.000
5/26	S	\$3,504.00	1.00	3504.00				0.00	3504.000
5/27	R	\$1,728.00	1.00	1728.00	Fuel	0.450	960.00	432.00	2160.000

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13. SUB TOTAL ALL PAGES 49228.80

14. TAXES

18. REMARKS **NO DAMAGE/NO CLAIM INITIAL**  
25% Fuel Surcharge added to travel-in and travel-out days due to high fuel rates per HE Fuel Surcharge TD

19. EQUIPMENT WAS  
Released   
Withdrawn

15. GROSS AMOUNT DUE 49228.80

16. DEDUCTIONS

17. NET AMOUNT DUE 49228.80

20. INDICATE STATE PURPOSE  
To provide administrative & incident intelligence support for firefighters for "GOING FIRE."

Command / Office Trailer 21. INCIDENT NAME  
SAMPLE FIRE

AMOUNT	APPROPRIATION	FUND	ENY	ACCOUNT	ALT ACCOUNT
49228.80	006	0001	2021	5390890	5390890001

PROGRAM	PROJECT ID / INCIDENT #	ACTIVITY	RPTG STRUCTURE	SVC LOC	REQ #
2465046	F21CAXXXXXXXXXX	01	354099XX	00900	

22. CONTRACTOR'S SIGNATURE

PRINT NAME AND TITLE

DATE

23. PURCHASER'S SIGNATURE

PRINT NAME AND TITLE

DATE

24. AUTHORIZING SIGNATURE

PRINT NAME AND TITLE

PHONE



STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY  
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

**EMERGENCY EQUIPMENT USE INVOICE**

CAL FIRE-61 (REV. 3/20)

Fi\$cal PO #:

P-Card is not an acceptable payment mechanism for Hired Equipment Services

AGENCY DOC/INVOICE NUMBER

UI

PAGE

1 of 1

CAL FIRE-20 COMPLETED? YES

1. CONTRACTOR (Name and Address)  
EXAMPLE

PHONE:

2. SUPPLIER ID NO.

3. BILLING CODE

4. ADMINISTRATIVE UNIT FOR PAYMENT  
  
EXAMPLE

5. FEIN/EIN/SSN 6. S/B  M/B  DVBE   
CERTIFICATION #

7. EQUIPMENT (List make, model, gross vehicle weight, horsepower, serial number, etc.)

Portable Toilet, Standard

--

8. OPERATOR FURNISHED BY  
Contractor  State

9. DATE		10. WORK OR DAILY RATE				11. SPECIAL RATE				12. AMOUNT 10D + 11D
MONTH / DAY	RATE TYPE (R, S, E)	RATE	QTY	AMOUNT (10B X 10C)	UOM (MILES, HOURS, ETC)	RATE	QTY	AMOUNT (11B X 11C)		
	A	B	C	D	A	B	C	D		
5/18	R	\$23.00	4.00	92.00	Fuel	5.750	4.00	23.00	115.000	
5/19	S	\$45.00	8.00	360.00	Fuel	11.250	8.00	90.00	450.000	
5/20	E	\$68.00	8.00	544.00	Fuel	17.000	8.00	136.00	680.000	
5/21	S	\$68.00	18.00	1224.00	Fuel	11.250	18.00	202.50	1426.500	
5/22	E	\$68.00	21.00	1428.00	Fuel	17.000	21.00	357.00	1785.000	
5/23	E	\$68.00	21.00	1428.00	Fuel	17.000	21.00	357.00	1785.000	
5/24	E	\$68.00	21.00	1428.00	Fuel	17.000	21.00	357.00	1785.000	
5/25	E	\$68.00	21.00	1428.00	Fuel	17.000	21.00	357.00	1785.000	
5/26	E	\$68.00	10.00	680.00	Fuel	17.000	10.00	170.00	850.000	
5/27	R	\$45.00	10.00	450.00	Fuel	5.750	10.00	57.50	507.500	

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13. SUB TOTAL ALL PAGES 11169.00

14. TAXES 7.2500% 809.75

18. REMARKS **NO DAMAGE/NO CLAIM INITIAL**

25% fuel surcharge added for each unit due to high fuel costs per HE Fuel Surcharge TD.

19. EQUIPMENT WAS

Released

Withdrawn

15. GROSS AMOUNT DUE 11978.75

16. DEDUCTIONS

17. NET AMOUNT DUE 11978.75

20. INDICATE STATE PURPOSE  
To provide for the health and safety of firefighters for "GOING FIRE."

21. INCIDENT NAME  
Portable Toilets  
SAMPLE FIRE

AMOUNT	APPROPRIATION	FUND	ENY	ACCOUNT	ALT ACCOUNT
11978.75	006	0001	2021	5390890	53908090001
PROGRAM	PROJECT ID / INCIDENT #	ACTIVITY	RPTG STRUCTURE	SVC LOC	REQ #
2465046	F21CAXXXXXXXXXX	01	354099XX	00900	

22. CONTRACTOR'S SIGNATURE

PRINT NAME AND TITLE

DATE

23. PURCHASER'S SIGNATURE

PRINT NAME AND TITLE

DATE

24. AUTHORIZING SIGNATURE

PRINT NAME AND TITLE

PHONE



STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY  
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

**EMERGENCY EQUIPMENT USE INVOICE**

CAL FIRE-61 (REV. 3/20)

Fi\$cal PO #:

P-Card is not an acceptable payment mechanism for Hired Equipment Services

AGENCY DOC/INVOICE NUMBER

UI

PAGE

1 of 1

CAL FIRE-20 COMPLETED? YES

1. CONTRACTOR (Name and Address)  
EXAMPLE

PHONE:

2. SUPPLIER ID NO.

3. BILLING CODE

4. ADMINISTRATIVE UNIT FOR PAYMENT  
  
EXAMPLE

5. FEIN/EIN/SSN 6. S/B  M/B  DVBE   
CERTIFICATION #

7. EQUIPMENT (List make, model, gross vehicle weight, horsepower, serial number, etc.)  
Special Vehicle (Runner)  
--

8. OPERATOR FURNISHED BY  
Contractor  State

9. DATE		10. WORK OR DAILY RATE				11. SPECIAL RATE				12. AMOUNT 10D + 11D
MONTH / DAY	RATE TYPE (R, S, E)	RATE	QTY	AMOUNT (10B X 10C)	UOM (MILES, HOURS, ETC)	RATE	QTY	AMOUNT (11B X 11C)		
	A	B	C	D	A	B	C	D		
5/18	E	\$1,025.00	1.00	1025.00	Fuel	256.250	1.00	256.25	1281.250	
5/18	E			0.00	Mileage	0.580	100.00	58.00	58.000	
5/19	E	\$1,025.00	1.00	1025.00	Fuel	256.250	1.00	256.25	1281.250	
5/20	E	\$1,025.00	1.00	1025.00	Fuel	256.250	1.00	256.25	1281.250	
5/20	E			0.00	Mileage	0.580	56.00	32.48	32.480	
				0.00				0.00	0.000	
				0.00				0.00	0.000	
				0.00				0.00	0.000	
				0.00				0.00	0.000	
				0.00				0.00	0.000	

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13. SUB TOTAL ALL PAGES 3934.23

18. REMARKS **NO DAMAGE/NO CLAIM INITIAL**  
25% fuel surcharge added due to high fuel costs per HE Fuel Surcharge TD  
Mileage in excess of 150 each day paid for at IRS rate

19. EQUIPMENT WAS  
Released   
Withdrawn

14. TAXES

15. GROSS AMOUNT DUE 3934.23

16. DEDUCTIONS

17. NET AMOUNT DUE 3934.23

20. INDICATE STATE PURPOSE  
To provide for logistical support of firefighters for "GOING FIRE."

21. INCIDENT NAME  
Special Vehicle  
SAMPLE FIRE

AMOUNT	APPROPRIATION	FUND	ENY	ACCOUNT	ALT ACCOUNT
3934.23	006	0001	2021	5390890	5390890002

PROGRAM	PROJECT ID / INCIDENT #	ACTIVITY	RPTG STRUCTURE	SVC LOC	REQ #
2465046	F21CAXXXXXXXXXX	01	354099XX	00900	

22. CONTRACTOR'S SIGNATURE

PRINT NAME AND TITLE

DATE

23. PURCHASER'S SIGNATURE

PRINT NAME AND TITLE

DATE

24. AUTHORIZING SIGNATURE

PRINT NAME AND TITLE

PHONE