



September 29, 2010

Dear Chief,

California Emergency Management Agency (Cal EMA) is reiterating, reminding, and reengaging all organizations to submit via fax, or mail the Form-101 **“Apparatus Use Report”** on assigned apparatus/vehicles (engines/water tenders/communications/US&R/swift water) which parties have an agreement. Apparatus and vehicles can be defined as agency owned (Cal EMA) not leased. The Operations Bulletin 34 provides directions on the process and use of the form.

The documentation is required by the State of California and will be due within ten days of the end of the month. Please fax or mail the required monthly apparatus/vehicle mileage F-101 **“Apparatus Use Report”** information to Cal EMA, Fire & Rescue Division, at the address or fax listed below. As an assignee, I recommend your organization retain a copy for your records as well.

Thank you in advance for your attention to this matter and we appreciate your cooperation in assisting Cal EMA, Fire & Rescue Division in achieving the mandated mileage reporting requirement.

Sincerely,

KIM ZAGARIS
State Fire and Rescue Chief

KZ/ad

Enclosures

cc: