

## **How does my agency become an OES apparatus assignee?**

The California Governor's Office of Emergency Services (Cal OES) manages a statewide fire and rescue program, providing apparatus on loan to local fire departments for use in their districts, while requiring those departments to staff the vehicles for the state when needed.

Cal OES purchases the apparatus fully equipped, then assigns them to local governments and fire agencies on temporary-use agreements where the state never relinquishes control of the vehicles

The agencies agree to staff the vehicles anywhere and anytime that are needed, whether in state or across the nation.

The program has been around since 1950, when it was run under the federal Civil Defense Program. California is the only state in the country still running this program-it is the cornerstone of California's fire and rescue mutual aid system.

## **Process for becoming an OES assignee**

1. Review Apparatus agreement and insure that you are able to comply with the requirements applicable to the type(s) of apparatus you are considering. Agreement is non-negotiable and the assignee must agree to it in its entirety
2. Fire Chief submits a formal letter to the OES State Fire and Rescue Chief requesting to become an assignee and indicating that the department can comply with ALL of the requirements in the applicable apparatus agreement
3. OES Chief and staff will review all submittals and determine best placement for apparatus
4. Prospective assignees will be notified and if selected an agency specific agreement drafted
5. Agreement is sent to city, district or governing entity of assignee fire department for signature
6. Signed agreement is returned to OES Headquarters for state signatures and execution of documents
7. Coordination of appointment for apparatus orientation and delivery is scheduled at OES HQ with the new assignee representatives and Region Assistant Chief
8. OES staff conduct orientation, complete an initial equipment inventory and inspection with the assignee and upon acceptance delivers the apparatus/equipment to assignee
9. Assignee travels to home destination and places apparatus in service (Coordination with Op Area, Region Chiefs and Dispatch)

## **How does my agency return OES apparatus/equipment?**

1. Agency Chief coordinates with OES Region Assistant Chief and drafts a formal letter to OES State Fire and Rescue Chief indicating desire to terminate agreement
2. Region Assistant Chief will coordinate and conduct an inspection and inventory of the apparatus at its assigned location
3. Any necessary repairs, maintenance, or equipment replacement identified is completed by assignee
4. An appointment to return the apparatus to OES Headquarters and complete a final inventory and inspection is coordinated via the Region Assistant Chief
5. Upon completion of inventory and inspection OES accepts the apparatus and thanks the former assignee for their participation.