

STATE OF MONTANA

FIREFIGHTER PROPERTY (FFP) PROGRAM STANDARD OPERATING PROCEDURES

2020-2025



TABLE OF CONTENTS

Program Overview	3
Property Requests	3
Requirements & Authorized Use of FFP Equipment.....	3
Nondiscriminatory Fire Departments	4
Unique Acquisitions	5
Specialty Items & Requirements	5
Removal of Property from a Disposition Services Site	5
Markings	6
Insurance	6
Safety	6
Lost or Stolen FFP Property.....	6
Disposal.....	7
Record-Keeping	7
Forms	8
Program Contacts.....	10

Program Overview

The 1706 program, better known as the Fire Fighter Property (FFP) program, is intended to assist state and local firefighting and emergency service agencies in acquiring excess Department of Defense (DoD) property. The DoD authorizes the United States Department of Agriculture, Forest Service, Fire and Aviation Management (USFS), to act as the agent of DoD for the transfer of DoD property through a Memorandum of Agreement. State agencies responsible for fire suppression and pre-suppression are responsible in determining whether property is suitable for use in fire protection and emergency service activities within their states. The Department of Natural Resources and Conservation (DNRC) Fire Protection Bureau is responsible for fire suppression and pre-suppression for the State of Montana and oversees the FFP program.

Property Requests

All FFP property is acquired through the FFP Manager's office in Missoula. Requests for property will be directed to the FFP Manager from the Fire Protection Bureau or any of the DNRC Land Offices throughout the state. These Land Offices will have oversight and approval authority for any FFP items they or their county cooperators might request. The FFP Manager will be responsible for verifying that these requests are within the federal FFP program guidelines and ultimately submitting the requests through the FFP request website.

Requirements and Authorized Use of FFP Equipment

Each cooperator must have an agreement in place with the DNRC addressing the terms and requirements of the FFP program before any property is assigned to the cooperator. The FFP Cooperative Agreement does not prevent local cooperators from acquiring needed property from other agencies such as the State Agency for Surplus Property (SASP) or some other source.

All requests for property must be based on bona fide fire protection, disaster relief or emergency service requirements. Property obtained must be placed into use within one (1) year of receipt. Items that have been acquired and require reconfiguration, refurbishment, painting, maintenance or repair will be considered to have been "placed into use" as long as active steps are being taken to make them available for bona fide fire protection, disaster relief or emergency service requirements. Similarly, items like generators, cots and tents that are obtained to support potential disaster relief or other contingency operations will be considered to have been placed into use, as long as they are readily available to support such contingencies. The agency receiving FFP property shall be responsible for all costs incurred in acquiring, refurbishing, maintaining, and repairing said property. Property that is not placed into use within 1 year will be returned to a DLA Disposition Services field site at the recipient's expense.

FFP property will not be requested nor issued for cannibalization or for speculative use/possible future use. FFP property cannot be obtained for the purpose of warehousing or stockpiling, sale, lease, rent, exchange, barter, to secure a loan, or to otherwise supplement normal state/local governmental entities budgets.

Upon receiving FFP property, the Montana FFP Program Specialist will send the DNRC property form to be completed and returned, along with a copy of the 1348 form from Disposition Services, and a picture of the

equipment. These requirements are federally mandated and time sensitive. Failure to complete these requirements will result in suspension from the FFP program.

All FFP items will have a sticker designating the property as FFP with the associated property number. This sticker will be created by the Montana FFP Program Specialist and will be sent to the recipient of the item who will be expected to attach the sticker to the item. Furthermore, all FFP rolling stock will be identified with a State of Montana exempt license plate.

In an effort to keep from having to assign multiple property numbers to large quantities of items that have a low dollar value or are expendable/consumable, these items will be receipted as a "lot" and one number will be assigned to that lot. The lot can then be held for distribution, and quantities dispersed should be tracked through the use of hand receipts.

Participants should be guided by the knowledge that this program is authorized by the DoD to directly support fire protection, disaster relief and emergency services in the state. All FFP property records, books, papers, or documents may be examined by the DoD, including its Inspector General, the Comptroller Office of Inspector General, or their authorized representatives. FFP property can and will be included in federally sanctioned property reviews.

DNRC Fire Management Officers may acquire FFP property for fire service cooperators, including State conservation camps and inmate crews. Only items that are designed for, or can be modified for, direct use in fire pre-suppression or suppression activities or needed for emergency services associated with the fire service cooperators' responsibilities can be assigned.

Only DEMIL A and Q6 FFP property may be modified without USFS approval, by vocational-technical schools, fire organizations, inmate crews, and commercial contractors. It is acceptable practice to use DEMIL A FFP parts to repair non-FFP fire equipment. The non-FFP equipment could be state-purchased or publicly-owned equipment that is in service by a fire department or fire district. Cooperative Agreement use requirements and accountability standards apply.

All FFP property will be maintained and protected at least to the same standard as self-purchased equipment, implementing maintenance procedures that keep the property in good operating condition for at a minimum of five (5) years after the item has been placed into service for firefighting or emergency service. This should also be required for all equipment received by the State's local cooperators. Protection should be afforded from inclement weather, insects and rodents, vandalism, and theft.

Nondiscriminatory Fire Departments

Fire departments accepting FFP equipment should be strongly encouraged to protect the entire community in a nondiscriminatory manner. This should work to the benefit of all, in reducing fire insurance premiums and providing good community relations. This program is subject to criticism if our equipment is on restricted service.

For-hire fire departments are for-profit operations. With this in mind, FFP property should not be subsidizing free enterprise by issuing FFP property to any fire department that uses it to make a profit; for example, by

leasing or contracting their primary equipment to the State or USFS for a profit while using FFP to "cover" their protection responsibilities.

Unique Acquisitions

The Environmental Protection Agency's definition of hazardous materials contains some items that are allowable for FFP acquisition (antifreeze, motor oil, etc.). Caution is urged in obtaining bulk quantities of any liquid item, since subsequent disposal may be extremely costly and will be the responsibility of the receiving party.

Physical fitness equipment and fit for duty health monitoring devices may be assigned to ensure firefighting health standards and requirements.

Fabrication materials and equipment may be screened for a fire service cooperator with an established maintenance facility, or for those that can otherwise demonstrate effective use of such shop equipment, based on fire program requirements. Materials to fabricate and maintain such equipment include items such as sheet metal, steel, and other fabricating materials. Equipment used in fabrication includes metal brakes, benders, saws, welders, and similar high-cost items.

Specialty Items and Requirements

Some property items have uses that are not clearly identifiable as being needed in the FFP program. Items requested in the categories listed below may require additional documentation or information justifying the need for the item.

Water Craft: Only certain types of water craft are permissible, and the intended use must be justified when a request is made.

Tracked Combat, Assault, and Tactical Vehicles: The limited parts available and the expense of maintaining these types of vehicles should be taken into consideration before requesting them.

Clothing: A Regional USFS Property Management Officer (PMO) must be satisfied that the clothing will directly support the fire program.

Furniture and Household and Commercial Furnishings and Appliances: Items acquired in these Federal Supply Groups (FSGs) should be for the intent of providing essentials, not comforts or extras that are not required in the performance or function of the facility.

Removal of Property from a Disposition Services Site

You must schedule removal of property within 14 days of the requested item being approved for removal. The FFP Manager's office will provide the disposition services site a written authorization via a "Letter of Authorization to Remove (LOAR)" form once we have the name of the person removing the property.

Markings

Where applicable, remove military markings and replace with state/county/fire department logo and markings.

Insurance

Federal mandates require that the State of Montana will maintain or assure that property users/recipients maintain adequate insurance to cover damages or injuries to persons or property relating to the use of the property. At a minimum, liability insurance will be maintained.

To the extent permitted by federal law, the state or recipient of the property shall indemnify and hold the U.S. Government harmless from any and all actions, claims, debts, demands, judgments, liabilities, costs, and attorney's fees arising out of, claimed on account of, or in any manner predicated upon, loss of or damage to property, and from injuries, illness or disabilities to or death of any person or legal or political entity including state, local and interstate bodies, in any manner caused by or contributed to by the state, its agents, servants, employees, or any person subject to its control while in, upon or about the sale site and/or the site on which the property is located, or while the property is in the possession of, used by, or subject to the control of the state, its agents, servants, or employees after the property has been removed from U.S. Government control.

Safety

The USFS and the DNRC have a responsibility to see that all FFP equipment, especially rolling stock, is modified in a safe manner (i.e., trucks fitted with tanks and pumps should not be loaded in excess of the manufacturers' standards; tanks and pumps should not create a high center of gravity or unduly tax the brakes or the steering system). There is a tendency to overload military vehicles under the mistaken belief that they can safely carry twice their gross vehicle weight rating. In converting fuel transport vehicles to water transports consider the weight differences of the materials, a tank designed to transport 4,000 gallons of fuel may not support the same amount of water. Also, all water tanks should be baffled in accordance with NFPA Standard 1901.

Lost or Stolen FFP Property

When FFP property is lost, damaged, or stolen, DNRC can make a recommendation to the USFS or DLA as to whether the State has determined negligence. But the final determination is made by the Regional PMO for non-controlled property, and by the DLA for controlled property as to whether or not there was negligence or gross negligence on the part of an authorized recipient.

Negligence: The failure to abide by Federal rules and regulations.

If it is determined there was negligence the recipient will be suspended from the FFP program until reasons for the negligence are identified and steps are taken to prevent further instances.

Gross Negligence: The intentional, willful, or wanton failure to exercise a reasonable degree of care to protect FFP property in one's custody in reckless disregard of the consequences of the actions.

If it is determined there was gross negligence the recipient will be suspended for 6 months and steps must be taken to prevent further instances. If a second instance occurs the recipient will be suspended indefinitely.

Disposal

After FFP property has been used for firefighting or emergency services for a minimum of five (5) years, the item may be transferred, cannibalized for usable parts, sold, donated, or scrapped. If the property is still in usable condition it is strongly encouraged to offer it to another county/fire department before considering selling it. If it's deemed there are no requests for the property, it can be sold following local government policies and procedures. Under no circumstance will property be sold or otherwise transferred to non-U.S. persons or exported. All costs related to transfer or disposal of the property item will be borne by the recipient of the property.

In rare circumstances property obtained may be held for a minimum time frame due to the item being unserviceable or not economically repairable. USFS PMO approval is required prior to disposal and will be done on a case-by-case basis. A letter by a qualified mechanic, insurance company, and/or a police report authenticating the reason for untimely disposal is required. Once USFS approval is obtained, the property can be sold, scrapped, bartered, exchanged, or traded.

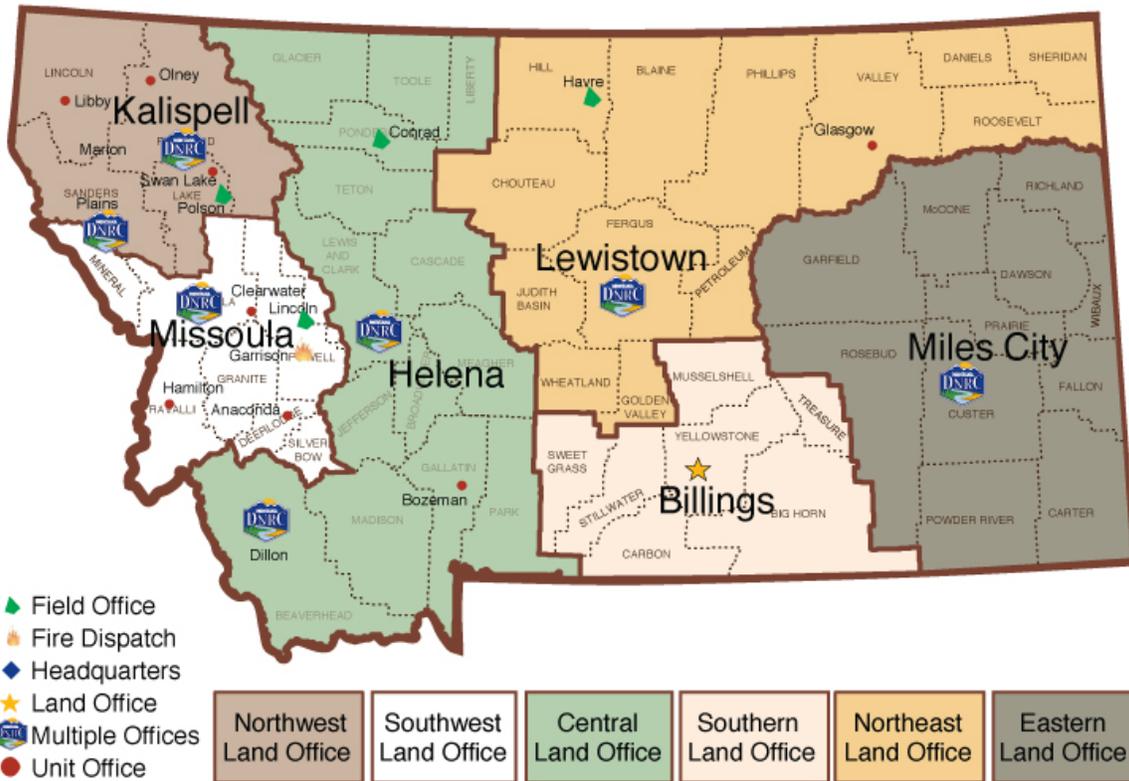
Record-keeping

The recipient of any FFP item shall keep on file any documentation related to the item for a period no less than seven years after the last day that the item was in the recipient's possession. This includes the 1348 form from disposition services, the FFP property form from DNRC, title/registration if applicable, and sales receipt or disposal record.

Below is an example of the FFP Property Form. Upon delivery of an item to the party that requested it, the FFP Program Specialist will email this form to be filled out and returned. This is federally time sensitive and must be completed within 14 days. It is critical that we have this form and that it is filled out with as much accurate, legible information as possible. If paperwork (1348 and FFP Property Forms) and pictures of the item are not returned to the FFP Program Specialist the receiving organization will be suspended from the program until these requirements are met.

FFP Property Form				PLEASE RETURN BY:	
The following information is for the DTID number:					
Name of Organization Receiving Property:					
Point of Contact:		Telephone:			
Fax:		Email:			
Mailing Address:					
Location (Physical or Direction):					
*		*		*	
Signature		Date		Printed Name	
Vehicle Description Form					
Body Style (Sedan; Coupe; Pickup; Truck; Cab/Chassis):					
Year:		Power Brakes:			
Make:		Special Option:			
Model:		Vin #:			
Number of Doors:		Mileage:			
Cylinders:		License # or ID #:			
GVWR:		Condition Code:			
Shipping Weight:		Operable/Inoperable:			
Transmission:		Fuel Type:			
Air Conditioned:		Power Steering:			
Original Acquisition Value:		Color:			
Milstrip Number:		Body Style:			
FFP ID number:		Gradient:			
Acquisition Date:		Drive/Type:			
Title (State or County):		Tonnage:			
Land Office:					
Non Vehicle Form					
Description:					
Quantity:					
Serial Number:					
Make:		Hours:			
Model:		Cylinders:			
Year:		Fuel Type:			
Condition Code:		Color:			
Other:					
Original Acquisition Value :					
Milstrip Number:					
FFP ID Number:					
Acquisition Date:					
Title (State or County):					
Land Office:					
State Use Only					
FFP Form Sent Date		Approach Date Entered			
97 Form Sent Date		FEPMIS Date Entered			
1348 Form Sent Date		Scanned/Archived			

FIREFIGHTER PROPERTY PROGRAM FIELD CONTACTS



Eastern Land Office – Miles City
Randy Sanders
(406) 233-2904

Southern Land Office – Billings
Jeff Brown
(406) 247-4413

Northeastern Land Office – Lewistown
Don Pyrah
(406) 538-7789

Central Land Office – Helena
Curt Miller
(406) 458-3519

Northwestern Land Office – Kalispell
Jesse Best
(406) 751-2243

Southwestern Land Office – Missoula
Dylan Kopitzke
(406) 542-4216