



Fire Management Handbook
Policy 818

Federal Excess Personal Property and Firefighter Property Program

This guidance document is not a new law. This document is an agency interpretation of existing law, except as authorized by Idaho Code or incorporated into a contract.

Agency Contact

Logistics Program Manager

Purpose

To provide an overview of, and guidance for participants in the Federal Excess Personal Property (FEPP) and Firefighter Property (FFP) programs within the state of Idaho.

Applicability

All Idaho Department of Lands (IDL) employees and Fire Service Organizations (FSO) who administer or participate in the FEPP and/or FFP program.

1. Associated Policies

FEPP-FFP Desk Guide, USDA Forest Service

2. Definitions

None

3. Policy

These programs enable Idaho Department of Lands (IDL) to acquire federal equipment for fire protection use by IDL Areas/Districts/Associations (A/D/A), Rangeland Fire Protective Associations (RFPA), and Fire Service Organizations (FSO) within Idaho. The privilege to acquire and use federal equipment is a significant benefit to the state of Idaho and its citizens.

4. Procedures

The **FEPP-FFP Handbook, Attachment 1**, was developed to communicate program rules, regulations, and operating procedures. Adherence to rules, regulations, and procedures ensures the FSOs and citizens of Idaho continue to benefit from these programs. It is recommended this document be provided to FSOs participating in these programs.

A. Agreements

A **Memorandum of Agreement between Idaho Department of Lands and Fire Service Organization, Attachment 2**, must be completed prior to acquiring items through either program.

B. Duration and Termination

MOAs must be reviewed every five years. During that period a new MOA must be issued/signed following any change in leadership in the FSO. The most current MOA supersedes any agreement currently in effect between said parties.

The MOA may be cancelled by either party upon serving notice to the other. Such notice of cancellation must be in writing and cancellation will not be effective until all items covered in the FEPMIS inventory records system are returned, at no expense, to the IDL.

C. Acquisition Needs List

Each year, an Acquisition Needs List, will be developed by IDL for items typically received through the FEPP program. The list will be comprised of vehicles, tanks, pumps, slip in/on units and other items deemed accessible and needed by IDL and the FSOs. To be eligible for one of these items, an FSO must fill out and return an **FEPP-FFP Application, Attachment 3**.

D. Property Accountability

Participating in these programs requires IDL and FSOs to meet certain standards. These standards are detailed in the FEPP-FFP Handbook. Audits and physical inventories will be conducted to ensure compliance per program standards.

E. Vehicle Registration

1. For FEPP vehicles, a Transfer Order Excess Personal Property, SF-122, form and an Exempt License Plates Application, ITD 3670, are required. In addition, a Vehicle Identification Number (VIN) inspection is required by Special Licensing in Boise to obtain the vehicle inspection. FEPP vehicles must be registered as a leased vehicle listing the State as the lessee and the USFS as the lessor. The FEPP MOA is between the State and the USFS not the FSO and the USFS. Therefore, the registration has to be listed as USFS/State not USFS/FSO.
2. Registration for FFP vehicles must occur while the item is not owned by a FSO. This includes the in-service year (the time the FSO has to get the equipment operational). For FFP vehicles, an Exempt License Plates Application, ITD 3670, form is required.

In addition, a SF-97 Vehicle Request Form and a VIN inspection are required by Special Licensing in Boise to obtain vehicle registration prior to obtaining the SF-97. Once the SF-97 is obtained, the recipient must take the certificate to the Department of Motor Vehicles (DMV) to obtain title to the vehicle.

5. Exception Authorization

Exceptions to this policy may be granted by the Logistics Program Manager, Chief, Bureau of Fire Management, or designee.