

GIS UNIT INCIDENT COMPLIANCE CHECKLIST Date: _____ Time: _____

INCIDENT NAME: _____ INCIDENT NUMBER: _____ RESOURCE #: E- _____

COMPANY/CONTRACTOR: _____

AGREEMENT NUMBER: _____

EQUIPMENT MAKE: _____ MODEL: _____

VIN/SERIAL #: _____

OPERATOR NAME: _____

EQUIPMENT and OPERATOR REQUIREMENTS – GIS UNIT

Type 1

Type 2

Type 3

Minimum Requirements

Not all inclusive; for additional clarification refer to agreement (SF-1449 section D)

Yes No

			Yes	No
1	Equipment VIN/Serial # matches resource order (Schedule of Items)	D.6.3.1		
2	Check-In Process Completed	D.6.5.3		
3	Agreement (One complete copy)	D.8		
4	OF-296 Vehicle/Heavy Equipment Pre-use Inspection Checklist completed	D.17		
5	Unit arrived fully self-contained: Operable within 2 hours of arrival at incident.	D.1		
6	Minimum size: 20' length x 7' wide, excluding tongue. Self-propelled units acceptable.	D.2.1.1		
7	Air Conditioning Unit: Self-contained, climate-controlled unit with air conditioning (air conditioned to maintain 70 to 75 F degree temperature in trailer)	D.2.1.1		
8	Heating System: Sufficient to provide heating commensurate with the internal unit dimensions; no free-standing heaters (heating system to maintain 70 to 75 F degree temperature in unit).	D.2.1.1		
9	AC power source (generator): Adequate to provide sufficient power for all onboard systems.	D.2.1.1		
10	All necessary fuel and power	D.2.1.1		
11	Uninterruptable Power Supply (UPS) and line conditioner system	D.2.1.1		
12	Unit meets OSHA work environment requirements	D.2.1.1		
13	Wheel Chocks: Two (2) sets minimum	D.2.1.1		
14	Trailer stabilizers: if unit configured as a trailer	D.2.1.1		
15	Internal Lighting: Sufficient to provide adequate light for nighttime operations	D.2.1.1		
16	Outside Lighting: Sufficient to provide light for all entrance ways (two-way directional security light).	D.2.1.1		
17	Steps: If needed, to provide safe entry/exit from trailer or unit.	D.2.1.1		

Optional

18	Awning	D.2.1.1		
19	Windows	D.2.1.1		

Type 1 (D.2.1.1)**Yes No**

		Yes	No
20	4 computer workstations with Windows based operating systems: Computers configured to accept Dynamic Host Configuration Protocol (DHCP) service for connectivity. All computers configurable for administrative rights for incident personnel.		
21	Workspace: Tables/chairs to accommodate an additional 2 workers, for a total of 6 workstations		
22	Network: Computer workstations, printers and plotters shall be networked, expandable to an additional ten external workstations (i.e., 16-port router).		
23	Minimum Connectivity speed: 100 mbs, up to 1 Gbps		
24	Network cables and power strips		
25	System administrator: For initial setup of systems and network. System administrator must be available as needed within 24 hours, to ensure functionality.		
26	Re-imaging or clone hard drive capability: Required for system failure.		
27	Daily backup capability (or redundancy of all data and products)		
28	DVD+/-CD RW writer: On each workstation/server		
29	ArcGIS 10.7.1 (or most current version). Full install with ArcEditor and ArcInfo functionality		
30	ArcGIS extensions (most recent versions): ArcPress, Fire Incident Mapping Tool (FIMT), Spatial Analyst, 3D Analyst, Xtools, DNRGPS, Minn.DNR Garmin and Customized Style files for Incident Command System (ICS) symbology provided for ArcGIS.		
31	Microsoft Office Suite (or better). Office must include Word, Excel, Access, Power Point, and Front Page		
32	Photo editing software.		
33	1 Color printer: Capable of 11" x 17" prints, networked (not USB) (i.e. HP 1220 or equivalent).		
34	Large format (E size) plotter: (i.e. HP 1055CM, HP 5000, HP 800 or equivalent).		
35	Vendor arrived at the incident with the following supplies: Large format plotter <ul style="list-style-type: none"> • 2 full sets of ink • 20 rolls of paper (a minimum of 5 rolls of 24 lb weight and a minimum length of 150' per roll) Color printer <ul style="list-style-type: none"> • 2 full sets of printer cartridges • 2 reams each of 8 1/2" x 11" and 11" x 17" paper (with a minimum of 30% recycled content); NOTE: <i>The vendor and incident personnel will be responsible for taking an inventory of existing plotter and printer supplies. It may be necessary to estimate ink levels in partially used cartridges.</i> 		
36	White board: (minimum 2' x 3') with dry erase marker		

Type 2 (D.2.1.1)

37	2 computer workstations with Windows based operating systems: Computers configured to accept Dynamic Host Configuration Protocol (DHCP) service for connectivity. All computers configurable for administrative rights for incident personnel.		
38	Workspace: Tables/chairs to accommodate an additional 2 workers, for a total of 4 workers.		
39	Network: Computer workstations, printers and plotters shall be networked, expandable to an additional ten external workstations (i.e., 16-port router).		
40	Minimum Connectivity speed: 100 mbs, up to 1 Gbps		

Type 2 - continued

Yes No

41	Network cables and power strips			
42	System administrator: For initial setup of systems and network. System administrator must be available as needed within 24 hours, to ensure functionality.			
43	Re-imaging or clone hard drive capability: Required for system failure.			
44	Daily backup capability (or redundancy of all data and products)			
45	DVD+/-CD RW writer: On each workstation/server			
46	ArcGIS 10.7.1 (or most current version). Full install with ArcEditor and ArcInfo functionality			
47	ArcGIS extensions (most recent versions): ArcPress, Fire Incident Mapping Tool (FIMT), Spatial Analyst, 3D Analyst, Xtools, DNRGPS, Minn.DNR Garmin and Customized Style files for Incident Command System (ICS) symbology provided for ArcGIS.			
48	Microsoft Office Suite (or better). Office must include Word, Excel, Access, Power Point, and Front Page			
49	Photo editing software			
50	1 Color printer: Capable of 11" x 17" prints, networked (not USB) (i.e. HP 1220 or equivalent).			
51	Large format (E size) plotter: (i.e. HP 1055CM, HP 5000, HP 800 or equivalent).			
52	Vendor arrived at the incident with the following supplies: Large format plotter <ul style="list-style-type: none"> • 2 full sets of ink • 20 rolls of paper (a minimum of 5 rolls of 24 lb weight and a minimum length of 150' per roll) Color printer <ul style="list-style-type: none"> • 2 full sets of printer cartridges • 2 reams each of 8 1/2" x 11" and 11" x 17" paper (with a minimum of 30% recycled content); NOTE: <i>The vendor and incident personnel will be responsible for taking an inventory of existing plotter and printer supplies. It may be necessary to estimate ink levels in partially used cartridges</i> 			
53	White board: (minimum 2' x 3') with dry erase marker			

Type 3 (D.2.1.1)

54	Workspace: Tables/chairs to accommodate a minimum of five (5) workers			
55	Network cables and power strips			
56	1 Color printer: Capable of 11" x 17" prints, networked (not USB) (i.e. HP 1220 or equivalent)			
57	Large format (E size) plotter: (i.e. HP 1055CM, HP 5000, HP 800 or equivalent).			
58	Ancillary network hardware: Such as Cat 5e cables			
59	Network Switch or Router that meets the following specs: <ol style="list-style-type: none"> i. Standards: Draft 802.11n, 802.11g, 802.11b, 802.3, 802.3u ii. Ports: Power, Internet, Ethernet iii. Buttons: Reset, Wi-Fi Protected Setup iv. LEDs: Ethernet (1-4), Wi-Fi Protected Setup, Wireless, Internet, Power v. Cabling Type: CAT 5e vi. # of Antennas: 1 or 2 vii. Detachable (Y/N): No viii. RF Pwr (EIRP) in dBm: 14 dBm ix. UPnP able/cert: Able x. Security Features: WEP, WPA, WPA2 xi. Security Key Bits: 128-Bit, 256-Bit 			

Type 3 - continued

Yes No

60	White board: (minimum 2' x 3') with dry erase marker.		
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Additional Items (D.2.1.1)

61	<p>Internet Capability (to establish a minimum level of service for satellite internet access and is for government use only)</p> <ol style="list-style-type: none"> 1. KA System Minimum bandwidth: 5Mbps Download speed, 1 Mbps Upload speed 2. KU System Minimum bandwidth: 5Mbps Download speed, 1 Mbps Upload speed 3. Wireless 802.11 n/ac router with DHCP enabled <ol style="list-style-type: none"> a. Min. 4 LAN ports/ 1 WAN port b. Browser Admin enabled c. Admin username and password protected 4. Minimum 4 Port POE 10/100 unmanaged ethernet switch 5. Minimum 4 Port 100/1000 unmanaged ethernet switch 		
62	<p>GIS Specialist (GISS): If required to provide one or more GIS Specialist(s), personnel will be trained in accordance with NWCG Wildland Fire Qualifications Systems Guide PMS 310-1 for this position</p>		

Equipment meets agreement specifications
 Equipment does not meet agreement specifications

Inspector: _____ Date: _____
(Print and sign)

Contractor: _____ Date: _____
(Print and sign)

Contractor given the opportunity to correct noted deficiencies (*See Remarks*)

Contactor successfully corrected noted deficiencies

Inspector: _____ Date: _____

REMARKS: _____
