



## Lake County Fire Safe Council (LCFSC) Mobile Tool Cache Program Process Overview

---

**Overview:** This document includes a step-by-step overview of the process required to enroll and participate in the Lake County Fire Safe Council (LCFSC) Mobile Tool Cache Program. This program is meant to provide residents of Lake County with tools and equipment to provide necessary vegetation management and defensible space services to ensure resilience to wildfire events.

### 1. Program Enrollment

- **Register as a participant in the Mobile Tool Cache Program.**
  - Complete and submit the [Mobile Tool Cache Waiver & Indemnification Form and Mobile Tool Cache Renter Application](#).
    - In doing so potential renters will be asked to provide their contact information, date of birth, and other key identifying information.
  - Submit the Application Form via email to [john.vandervort@lakercd.org](mailto:john.vandervort@lakercd.org) or [laurie.hutchison@lakercd.org](mailto:laurie.hutchison@lakercd.org) or in-person at the LCRCD office (889 Lakeport Blvd, Lakeport, CA 95453).

### 2. Confirmation of Eligibility

- **Confirm eligibility and ensure participants understand program guidelines.**
  - Once the application is received LCFSC staff will review the submitted enrollment form and reach out to those who have submitted applications with any questions. Please allow for up to 7 days from submission of the application for processing.

### 3. Tool Reservation

- **Reserve tools for the specified period.**
  - After enrollment and agreement submission, participants will receive a tool inventory list that includes available equipment as well as a Rental Request Form.
  - Program participants may call or email LCFSC staff with any questions about available tools or equipment.
  - LCFSC staff will confirm tool availability and schedule a pick-up time.

### 4. Tool Pickup

- **Collect the tools from the designated location.**
  - Participants will reach via email ([john.vandervort@lakercd.org](mailto:john.vandervort@lakercd.org) OR [laurie.hutchison@lakercd.org](mailto:laurie.hutchison@lakercd.org)) to schedule a time to pick up reserved tools at 2570 South Main Street, Unit #1, Lakeport, CA.
  - Upon arrival, LCFSC staff will conduct a tool inspection with the participant to ensure the equipment is in good working condition.
  - Participants will be instructed on the safe and proper use of the tools by LCFSC staff or will be provided with written guidelines where necessary.

- At this time a date, time, and location will be confirmed for drop-off after the equipment's rental period has ended.

## **5. Use of Tools**

- **Safely use tools for vegetation management on the participant's property.**
  - Participants are responsible for the proper use of the tools during the rental period.
  - All tools must be used in accordance with safety guidance provided by LCFSC.
  - Where appropriate, protective gear (e.g., gloves, goggles, chainsaw chaps, etc.) must be worn at all times when using the equipment.
  - Tools are to be used only for their intended purpose as outlined by the LCFSC program guidelines.

## **6. Tool Return**

- **Return the tools to LCFSC after use.**
  - Tools must be returned by the agreed-upon date to avoid late fees or penalties.
  - LCFSC staff will inspect the tools for damage, wear, and cleanliness.
  - Any damage to the tools beyond normal wear and tear will be documented, and the participant may be charged for repairs or replacement.
  - If the participant needs additional tools for another project, they may repeat the reservation process.

## **7. Final Evaluation and Feedback**

- **Evaluate the rental experience for improvement.**
  - Participants will be asked to provide feedback on their experience with the tool rental process, including the condition of the tools, the helpfulness of the staff, and the overall satisfaction with the program.
  - This feedback helps LCFSC improve the program and make any necessary adjustments.