

AGENCY SPECIFIC DUTY STATEMENTS **7755**
(No. 21 March 1999)

**AGENCY REPRESENTATIVE (CAL FIRE)
ICS DEFINITION** **7755.1**
(No. 21 March 1999)

An agency representative is an individual assigned to an incident from an assisting or cooperating agency who has been delegated full authority to make decisions on all matters affecting that agency's participation at the incident.

EMERGENCY COMMAND CENTER DISPATCH POLICY **7755.2**
(No. 21 March 1999)

If CAL FIRE's commitment (to a non-CAL FIRE incident) is small (i.e., one or two single resources or strike teams) and/or the anticipated duration is short (less than one day), the ranking CAL FIRE officer responding may be designated the agency representative by the sending ECC. Whenever CAL FIRE's commitment is greater than one or two single resources or strike teams and/or the commitment of CAL FIRE resources is expected to last longer than one day, a separate individual will be dispatched as the CAL FIRE agency representative.

CAL FIRE AGENCY REPRESENTATIVE **7755.3**
(No. 21 March 1999)

Part of the definition for an agency representative includes ICS 420-1 1-5: ". . . has been delegated full authority to make decisions on all matters. . . broad knowledge of CAL FIRE's policies and procedures. This person should be preselected and fully trained. ECC policy is to select the ranking person at the incident site as agency representative when our commitment is small and of short duration. As the commitment expands in numbers or duration, a trained person should be assigned.

The rank of the person assigned should be commensurate with the level of commitment. The rank of State Forest Ranger II is **suggested** as a minimum. The individual must be trained and qualified to fill the assignment.

DELEGATION **7755.4**
(No. 21 March 1999)

The decision on when to dispatch a CAL FIRE agency representative to a non-CAL FIRE incident shall remain with the Region Chief. This delegation is sometimes modified to meet commitments of prior agreements and director's policy; i.e., (1) when contract counties are expending emergency funds, an agency representative **must** be assigned, (2) agreement with Department of Water Resources (DWR) specifies that a

flood coordinator **will** be assigned. Each Region Chief will select and train adequate personnel.

**CHECKLIST OF MAJOR RESPONSIBILITIES AND
TASKS OF THE CAL FIRE AGENCY REPRESENTATIVE 7755.5**
(No. 21 March 1999)

Represent CAL FIRE in all matters specific to an incident or series of incidents.

- Interpret proper use of emergency funds.
- Authorize emergency fund expenditures.
- Interpret regional agreements and understandings.
- Interpret interagency agreements - California Conservation Corps (CCC), DWR, National Guard, etc.
- Interpret contract county agreements.
- Interpret applicable Memorandum of Understanding (MOU).
- Maintain close liaison with the Region Chief.

Establish and maintain communications with the Region Chief's office by radio, telephone, or other means.

The level of communications required is dictated by the magnitude of the current problem. The occasional use of a telephone may constitute adequate communications. A very large commitment could require dedicated phone lines and radio facilities with full-time operators. Minimum contact required is once every 12 hours.

Assure that special agency needs are met.

- Assure that CAL FIRE's policies regarding demobilization are met.
- Assure that proper custodial care of California Department of Corrections (CDC) inmates and California Youth Authority (CYA) wards is provided.
- Arrange for repair or return of disabled CAL FIRE equipment.
- Develop relief schedules for CAL FIRE personnel.

- Coordinate the reassignment or release of equipment ordered by CAL FIRE that is no longer needed to protect SRA lands (OES, mutual aid).

Monitor the safety, well-being, and performance of all CAL FIRE personnel and equipment assigned to the incident.

- Ensure that all CAL FIRE safety policies and procedures are complied with.
- Ensure that all CAL FIRE equipment is secure and accounted for.

Investigate and report on injuries to personnel and accidents involving CAL FIRE equipment.

- Ensure adequate first-aid or emergency care.
- Ensure that appropriate reports are completed.
- Assign liaison at hospitals treating injured CAL FIRE personnel.
 - a. If incident staff conducts an investigation, their results can constitute adequate investigation. However, a separate investigation may be required to comply with CAL FIRE policy.
 - b. Any major vehicle accident requires a vehicle accident review team.
 - c. Any serious injury or fatality to CAL FIRE personnel requires a CAL FIRE investigation team.
 - d. Aircraft crashes require separate investigation.

Collect and route all CAL FIRE fiscal documents generated by CAL FIRE personnel en route to, working on, and returning from an incident.

- Travel Expense Claim, STD-262
- For incidents in contract counties where emergency fund use is authorized, the following must be done:
 - a. Ensure that all outstanding charges to CAL FIRE are paid; and
 - b. Ensure that all excess supplies and foodstuffs are disposed of according to policy.

Collect data and complete agency specific reports and records.

- Fire Report, FC-18
- Fire Cost Report, (FC-40 Activity Cost Report)
- FC-33 A and B, Conservation Crew Activity Record Hired/Vol. Equipment Activity Record
- FC-42, Time Sheet and Pay Voucher, Short-Term, Noncivil Service.

STAFF ASSISTANCE

7755.6

(No. 21 March 1999)

It may be possible for an agency representative on a small incident to handle all the above responsibilities and tasks alone. However, as the commitment grows, he/she may be required to request assistance. As the need for communication intensifies, a CAL FIRE radio and operators may be needed for 24-hour coverage. The volume of fiscal work could require special assistance. The amount of CAL FIRE equipment assigned may require CAL FIRE maintenance specialists, etc. An agency representative must foresee the level of assistance required and request adequate staff.

REGIONAL SUPPLEMENT REQUIRED

7755.7

(No. 21 March 1999)

Each Region Chief shall insert after this page those special instructions and conditions required of an agency representative in that region. Such special instructions will be in the form of a regional supplement to this section.

TECHNICAL SPECIALISTS, CREWS

7755.8

(No. 21 March 1999)

Position Statement

Technical Specialists - Personnel with special skills who are activated only when needed. Technical Specialists may be needed in the areas of fire behavior, water resources, environmental concerns, resource use and training, fire crew and engine crew utilization.

Technical Specialists, Crews - A Division Chief, Battalion Chief or an experienced Fire Crew Captain assigned to the camp program, or with recent camp experience within the past 24 months, who reports to the Planning Section Chief, or if the position is not activated to the Incident Commander. The Technical Specialists, Crews must

have current knowledge of Fire crew capabilities, production levels and the rules and regulations governing fire crew utilization. As a general rule of thumb, the position is activated when the number of crews assigned to an incident reaches seven (7), and the fire is expected to actively burn into the next burning period. This number will remain flexible and responsible to special needs such as duration of incident, complexity of incident or custodial problems.

Duties and Responsibilities - Technical Specialists, Crews:

1. Report to and obtain briefing from Planning Section Chief.
2. Establish an identifiable work location and maintain availability or contact.
3. Maintain Unit Log (ICS - 214).
4. Collect and maintain current information regarding:
 - a. work time of fire crews
 - b. relief needs of fire crews
 - c. driving time remaining for Fire Captains
 - d. crew or vehicle limitations
 - e. physical condition of crews
 - f. special needs
 - g. location of resources
 - h. names of Strike Team Leaders
 - i. names of crew leaders
 - j. crew strengths
 - k. special equipment available on CCVs
 - l. CCV driver logs
 - m. staffing of custodial agencies.

5. Be alert for unsafe utilization of fire crews.
6. Exchange information concerning fire crews with Agency Representatives of assisting agencies.
7. Participate in the development of the Incident Action Plan and attend briefings.
8. Work closely with Strike Team Leaders and Fire Crew Captains to assure understanding of assignments, resolve problems such as personnel matters, and coordinate logistic needs such as relief drivers.
9. Coordinate with the Logistics Section Chief and the custodial Agency Representative to assure that logistical needs are being met, such as sleeping areas, toilets, showers and laundry needs.
10. Maintain communication with Liaison Officer and update the Liaison Officer often as to status of fire crews and any interagency problems needing resolution.
11. Assist the Liaison Officer and custodial Agency Representatives in establishing reasonable staffing for custodial agencies.
12. Coordinate feeding, wake up and relief schedules to maximize rest and work times.
13. Advise Food Unit Leader of late arriving fire crews.
14. Advise Demob. Unit Leader of fire crew release priorities.
15. Complete, collect, and process any required forms, reports, or other documentation, both on and off incident, as necessary.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)