

RESPONSIBILITIES OF TELECOMMUNICATIONS OFFICER (TCO)

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8002

Typically, a new ECC Chief or OCC Chief will not come to the job with a professional telecommunications background. It will normally require at least a year in the position to become reasonably competent in the telecommunications aspects of the job. It is perfectly natural to ask: *What does a TCO need to know?* The following list identifies the major items:

- Basic understanding of the CAL FIRE radio and microwave systems, basic radio theory, and operation of current communications hardware and software. References include: local radio technicians; radio operator's manual, programmed text on radio theory; local dispatch staff; CAL FIRE training videos.
- Role of the CAL OES, Public Safety Communications Office (PSC) in design, repair, engineering and maintenance of CAL FIRE systems and hardware. [{HB section 8005}](#); local PSC Area Supervisor; PSC HQ engineers assigned to CAL FIRE projects; and familiarization with the User's Handbook published by PSC.
- Knowledge of CAL FIRE and cooperating agency radio frequencies. Reference: [{HB section 8020}](#); local frequency sharing agreement files; local radio call plans. Knowledge of Federal Communications Commission (FCC) rules and regulations applicable to CAL FIRE.
- Procedures for repairing and maintaining CAL FIRE telecommunications equipment. Reference: [{HB section 8040}](#); [{HB section 8060}](#); (COM-207); local radio technicians; PSC User's Handbook.
- Preparing documents to license new radio sites, change licenses, share radio frequencies with other agencies. Reference: [{HB section 8060}](#) local PSC radio technicians.
- Determining the need for installation or modification of equipment, writing work orders and inspecting completed projects. Reference: [{HB section 8060}](#) form TDe-207 and TDe207PA; local radio technicians; CAL FIRE HQ Senior Telecommunications Officer.
- Budgeting and preparing purchasing documents for local government telecommunications equipment as per local Unit policy and agreements. Reference: local Unit administrative officer; local government officials; and local files.

- Inventory / accountability of all CAL FIRE owned telecommunications equipment and local government equipment where applicable. This includes surveying old equipment for removal from service and proper disposal of surveyed electronic equipment. Reference: [{HB section 8050}](#); CAL FIRE computerized radio inventory program Telecommunications Systems and Inventory System - TRAIS [{HB section 8051}](#) and radio assignment plan, [{HB section 8006}](#); forms [{HB section 8060}](#).
- Complying with rules and regulations in the State Administrative Manual (SAM) governing telecommunications systems. Reference: SAM part 4500 [{see exhibit SAM 4500}](#).
- Managing telecommunications vault space. This includes initiating and renewing vault space lease agreements, maintenance and modifications of radio vaults, towers and allied equipment, and maintaining a list of tenants and their contact information who lease vault space. Reference: [{Chapter HB 8030}](#); CAL FIRE HQ staff analyst assigned to radio vault management; forms Section [{HB 8060}](#)
- Remote Automated Weather Stations (RAWS): licensing new sites, coordinating repair, maintenance and modification. Reference: local PSC radio technicians; CAL FIRE HQ RAWS coordinator.

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