

8100 PROCEDURE 600

Out of State Use of CAL FIRE Personnel and Equipment

(April 2009)

[\(See Policy 8167 – Out of State Response of CAL FIRE Resources\)](#)

[\(See Out of State Use of CAL FIRE Personnel and Equipment Statewide Spreadsheet\)](#)

Some units have approved initial attack operating plans with jurisdictions in Out-of-State (OOS). In those cases, dispatch resources in accordance with those plans. Whenever possible have the requesting out-of-state agency make travel arrangement (as needed) for CAL FIRE personnel through their own agency travel agents so bill can be paid directly by requesting agency. In all cases, it is vital a CAL FIRE Agency Representative (AREP) is assigned as soon as possible.

Some Units have pre-approved out-of-state agreements with bordering states. These agreements identify a specified number of initial resources that may respond out-of-state without Sacramento HQ or Region OCC approval, but do require Region OCC notification.

Responsibilities and Action

Region OCC

1. Receives request for personnel or equipment to respond out of state using the resource ordering system of record, from:
 - a) National Interagency Coordination Center (NICC) via USFS Northern or Southern GACC, or
 - b) The headquarters of the appropriate agency of any state which is signatory to the Western States Forest Fire Compact (Idaho, Nevada, Oregon, Utah, Washington, or Wyoming), or
 - c) Sacramento CC (who received the requests through Cal EMA).
2. Receives permission to place requests from Region Duty Chief, who will:
 - a) Determine that response will not compromise CAL FIRE's ability to perform its protection responsibilities.
 - b) Obtain approval from the Sacramento Duty Chief if requests came from non-federal or non-compact state agencies.
 - c) Obtain approval from the Sacramento Duty Chief if requests exceed the aggregate totals outlined (#3) below.

3. Attempt to fill all or part of the requests using the closest resource concept, includes placing requests with other Region OCC, or other appropriate source (i.e. Sacramento CC), up to the following aggregate totals (per each Region), or strategic ordering based on planned need:
 - a) (10) Engine companies.
 - b) (12) Hand crews (**Nevada only**). See note.
 - c) (15) Overhead employees (in addition to any strike team leaders).
 - d) (1) CAL FIRE Air Tactical.
 - e) (2) Initial attack air tankers-if closest resource.
 - f) (1) Initial attack helicopter-if closest resource.
 - g) CAL FIRE employees assigned to a National Fire Team.
 - h) (1) CAL FIRE Agency Representative.

4. Obtain request number from requesting agency for a CAL FIRE Agency Representative (AREP).

NOTE: California Department of Corrections and Rehabilitation (CDCR) hand crews may respond [outside of California] to the State of Nevada and only. If hand crews are part of request, determine that both the incident and route of travel are within 25 air miles of the California border. (CDCR peace officers as well as CAL FIRE Captains retain their custodial powers within 25 air miles of the California border. They may not drive past that point traveling to the incident.)

5. Obtain personnel information (#1 and 2 below) electronically from the sending Unit(s) and update the Out of State Use of CAL FIRE Personnel and Equipment Statewide Spreadsheet. Ensure release and closeout information is updated as well upon return.
6. Notify Sacramento CC of out-of-state responses and changes made to the statewide HB 8100p600 spreadsheet.

Any CC

1. Whether dispatched by local agreement, or on request from the Region OCC, use the statewide Out of State Use of CAL FIRE Resources and Equipment Spreadsheet to initiate a list of personnel assigned out-of-state. This data is used for media, legislative and management information as well as allowing Sacramento staff to complete the request [STD-257](#) (Out-of-State Travel Approval Request) to facilitate payment of Out-of-State travel expense claims for the employees. For each individual, include the following information, and forward electronically, via email, to the Region Duty Officer:
 - a) Order and Request number for each person (including individual assigned to Engines).
 - b) Resource kind requested (Eng, DIVS, AREP, Crew, A/A, etc).
 - c) Name, title, and 3-letter unit ID.
 - d) Date and Time committed.
 - e) Method of travel.
 - f) [If travel by commercial air] Who is paying for air travel.
 - g) Departure point (station, unit, or airport ID if by commercial air)
 - h) Arrival point (nearest town)
 - i) Date when 14-day limit will be reached (may be different than committed date + 14 if coming from another incident).

2. When the order is closed out for each individual, complete the rest of the form and forward electronically via email to the Region Duty Officer for further processing:
 - a) Town released from.
 - b) Released Date and Time.
 - c) Departure point.
 - d) Arrival point.
 - e) Method of travel.
 - f) [If travel by commercial air] Who is paying for air travel.
 - g) If hand crews are committed, advise custodial agency at camp.
 - h) notify/update Unit Duty Chief of resources committed out-of-state.

Sacramento CC

1. Receive information of out-of-state response, including personnel information in sections 1 and 2, items a – o above and forward it to the Headquarters Fire Protection Administrative Officer with a request to prepare and transmit form [STD-257 \(Out-of-State Travel Approval Request\)](#) to cover the incident.
2. Notify/Update Sacramento Duty Chief.

[\(Next Procedure\)](#)

[\(Handbook Table of Contents\)](#)

[\(Forms and Forms Samples\)](#)