

INCIDENT SUPPORT OPERATIONS **8334**
(Revised September 2001)

GROUND PERSONNEL DUTY TIME LIMITS **8334.1**
(Revised September 2001)

Ground personnel duty days will normally be longer than the specified operational period due to the time needed for job preparation and support operations, such as equipment maintenance, housekeeping and paperwork.

- Although no maximum duty day limit is specified for ground support personnel, fatigue is a prime consideration in the planning for incident operation staffing.
- Additional ground support personnel should be ordered or hired for situations of high activity.

FUEL MANAGEMENT AND FUELING **8334.2**
(Revised September 2001)

AIRCRAFT FUEL MANAGEMENT **8334.2.1**
(Revised September 2001)

Air attack base and helibase managers need to estimate the amount of fuel that may be needed for extended operations at their base and plan for the timely acquisition of fuel for supporting sustained operations. The operating plan for each base will include an inventory of fuel sources, fuel security and maintenance, as well as the planned procedures for anticipating needs and activating the sources quickly. To accomplish this they should:

- Maintain a list of the approximate fuel consumption rates of the aircraft that may be operating from the base.
- Estimate the possible total fuel consumption for maximum aircraft usage of the base in given periods of time.
- Determine if adequate fuel can be supplied from local base inventories and normal fuel delivery sources.
- Preplan actions to be taken for the timely acquisition of needed fuel:
 - From normal local sources.
 - From other commercial sources in the area.
 - By diverting aircraft to nearby airports.
 - Through the use of emergency civil or military sources.

AIRCRAFT FUELING

(No. 26 August 2011)

8334.2.2

Fueling will be performed with all the necessary safety precautions to prevent fires and other accidents.

- The refueling vehicle will always be bonded to the aircraft before any refueling operations begin. Additionally the aircraft and fuel tender will be connected to a common, effective ground terminal when possible.
- No fueling will be done with aircraft engines running (except for pre-approved closed circuit refueling).
- No fueling will be done with passengers on board the aircraft or people located near or below the aircraft fuel tanks.
- No fueling will be done with any open ignition source within 50 feet of the fueling area, or 100 feet directly downhill and downwind.
- The fuel nozzle will be attended at all times when fueling is in progress and the nozzle NOT locked open.
- A fire extinguisher suitable for extinguishing fuel fires will be placed so as to be quickly accessible to the person responsible for fueling or pad safety.
- No fueling operations will be attempted that require a fuel container to be lifted overhead by hand.
- Only cotton outer garments should be worn by personnel operating fuel nozzles.
- Air tankers shall not be fueled while retardant is being loaded. The only exception will be when loading VLATs when a closed circuit system is being used and the aircraft crew is on board monitoring the operation.

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Pilots will ensure that safe fueling procedures are used and that the fuel to be loaded is of the correct type and grade for the aircraft.

Aircraft fuel credit card procedures will be located in the base operating guide.

All aircraft (CAL FIRE-owned) refueling shall be logged on the Aviation Information Management System program.

MEALS AND OVERNIGHT ACCOMMODATIONS

8334.3

(Revised September 2001)

When advantageous for performing incident operations, meals will be provided for air attack and support personnel including contract pilots, as authorized by state rules and contract provisions, when they:

- Do not have time to prepare adequate meals due to operating requirements, or
- Are away from their home bases and it is advantageous to keep them available for immediate response, or
- Are assigned to remote locations and travel to commercial or home base facilities is not practical.

Personnel, including contract pilots, will normally subsist themselves when on travel status.

- Travel expense claims and contract pilots' overnight expense reimbursements will be made according to contract provisions.
- Claims will not be made for meals and lodging provided by or paid for by the state.
- Lunches provided to pilots during incident related operations will not affect contract overnight cost reimbursements.
- Meals will not normally be provided for contract personnel when they are free to travel to commercial or home facilities and a reasonable means of transportation is available.

Air Attack and helitack base managers are responsible for seeing that overnight sleeping arrangements are made for personnel, including contract pilots, who are away from their home bases.

Sleeping facilities should be selected that will afford an environment conducive to providing the rest needed for safe performance of critical air attack operations. Items to consider in making overnight arrangements are:

- Restful environments free from interruption.
- Proximity to base or work assignment.
- Proximity to eating facilities.

- Transportation needs.
- Notification provisions in case of plan changes or emergencies.

All personnel must be informed of reporting times and planned assignments for the next day's operation, including:

- Transportation arrangements.
- Planning meetings and/or briefings.
- Start-up time(s).
- Probable assignments.

EMERGENCY HIRING (Revised September 2001)

8334.4

Personnel, equipment and services, including aircraft, may be hired or rented when they are needed for the safe, efficient performance of incident-related operations. These needs are most often encountered during:

- Early or late fire season incident operations when adequate resources are not otherwise readily available.
- Multiple or large incident operations when existing resources and services are inadequate to handle operational needs.

The sources and authorized procedures for acquiring needed services and resources will be prearranged and included in base operating plans with references to applicable CDF publications, including unit, emergency resource directories and this handbook.

- Hired ground equipment and services must meet the safety, insurance and pre-inspection requirements specified by CDF directives.
- The hiring and/or use of pilots and aircraft must meet the authorization, qualification and inspection requirements listed in Aviation Management Procedures Handbook 8300, Pilot, Aircraft and Operator Requirements, Section, including:

FAR Part 135 qualification for pilots and aircraft to be used for personnel transport.

Special approval/carding requirements for pilots and aircraft to be used for air attack and related incident operations.

Completed and submitted the CDF Form FC-107 for Intermittent Aircraft Use.

Contract services and material must be ordered and paid for through normal channels when practical.

- Emergency needs for contract materials must be anticipated and purchases made in advance to the extent possible within budget, procurement and warehousing limitations.
- Services needed for emergency-related operations should be procured through normal operating or incident logistics channels to assure the honoring of contracts where they apply and which can meet the requirements for continuation of effective incident operations.

Hired emergency resources are paid with emergency funds upon submission of supporting documents. Detailed instructions regarding procuring and paying for emergency resources and services are located in the:

- [3600 Accounting Procedures Handbook.](#)
- [2600 Material Management Procedures Handbook.](#)
- [2500 Contract Procedures Handbook.](#)
- [7700 Emergency Incident Management Procedures Handbook.](#)
- [3800 Incident Fiscal Management Handbook](#)

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