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FIRE PROTECTION AGREEMENT EXHIBIT G

2016/2017
OPERATING PLAN

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY
AND FIRE PROTECTION

LOS ANGELES COUNTY
FIRE DEPARTMENT

This Operating Plan has been approved by the following STATE and COUNTY administrators and is authorized as Exhibit G to be attached to the AGREEMENT.

Daryl L. Osby, Fire Chief
Los Angeles County Fire Department

05/24/16
Date

Glenn Barley, Fire Chief
CAL FIRE San Bernardino Unit

5/11/16
Date

EXECUTIVE SUMMARY

Through contractual agreement (authorized by California Public Resources Code Section 4129) the County Fire Departments for Marin, Kern, Santa Barbara, Ventura, Los Angeles, and Orange, collectively known as "Contract Counties", providing wildland fire protection to lands designated by the State Board of Forestry as State Responsibility Area (SRA). Those areas designated as SRA that fall in a Contract County's SRA Protection Area (CPA) are covered by this agreement.

Gray Book, E-Fund

Each year, State funding is allocated to the Contract Counties to support an initial attack organization for wildland fires, as outlined in the "Gray Book." This funding is based on the objective of suppressing 95% of SRA wildland fires, which occur within County CPA at 10 acres or less. "Gray Book" funding represents compensation to the Contract Counties for fire prevention activities, pre-suppression force preparedness, and basic initial attack actions to protect SRA in lieu of CAL FIRE having duplicate services/facilities in a Contract County. The State's Emergency Fund (E-Fund) is made available to the Contract Counties to support fire suppression efforts that exceed the budgeted allocation for initial attack wildland fires.

Under State policy governing the use of the State E-Fund in a Contract County, incident expenditures must be approved by a CAL FIRE official. An operating plan, specific to each Contract County, has been developed and annually updated to provide operational and administrative guidelines to Contract County Incident Commanders, Agency Administrators, and CAL FIRE approving officials (Agency Representatives, Region Duty Chiefs, Region Duty Officers, and Administrative Units) on what State assistance can be made available through this emergency fund.

Initial & Extended Attack Incidents

To be considered for State reimbursement, a wildland fire must be either burning on or threatening SRA within the Contract County CPA. For initial attack resources to be eligible for reimbursement, these resources must be (1) used to protect State interests and (2) identified in Appendix “A” of each Contract County/CAL FIRE Operating Plan as pre-approved first and second alarm initial attack resources, and/or (3) approved by a CAL FIRE Agency Representative.

For a wildland fire to be considered as extended attack, the Contract County Incident Commander is responsible for making this determination using the following criteria:

1. Fire cannot be contained within 2 hours from report of fire; and/or

2. Number of resources assigned exceeds the pre-approved first and second alarm initial attack response level; and/or

3. Fire cannot be controlled within the first burning period.

Move-Up & Cover, Special Staffing Pattern

Contract County resources may be eligible for reimbursement in support of move-up and cover for "Gray Book" funded fire stations or special staffing pattern activation. Conditions that will allow for reimbursement are as follows:

- Multiple SRA wildland fires and/or an extended attack SRA wildland fire is burning in and/or outside a Contract County.

- Number of Contract County resources assigned to SRA wildland fires has caused a significant drawdown on Contract County resources available to support additional initial attack and/or extended attack incidents within a Contract County.

- Fire weather and fuel conditions exist or forecasted to exist within a Contract County that could significantly increase the chance of multiple SRA wildland fire starts that will escape initial attack containment.

- CAL FIRE is unable to meet the operational resource needs of the Contract County as determined by the respective Duty Chiefs.

Reimbursement

Through agreement between CAL FIRE and the Contract Counties that went into effect on July 1, 2001, any Contract County resource, including engines, handcrews, bulldozers, aircraft, specialized equipment, and personnel may be eligible for reimbursement when used on or supporting an SRA initial or extended attack wildland fire within Contract County CPA, including move-up and cover and special staffing pattern activation.

When Contract County resources, equipment and/or personnel, are assigned to an initial attack or extended attack SRA wildland fire within County CPA, it is the responsibility of the Contract County Incident Commander to identify those resources that are being used to protect State interests. For move-up and cover or special staffing pattern activation, it shall be the responsibility of the COUNTY Duty Chief and STATE Administrative Unit Duty Chief to identify those COUNTY resources that will be requested and the duration of the move-up and cover or special staffing pattern requests, final approval of those identified COUNTY resources that will be eligible for reimbursement will be by the STATE CSR Duty Chief. Once identified and approved by CAL FIRE, the following costs incurred by these Contract County resources will be eligible for State reimbursement:

Initial Attack Incident:

COUNTY personnel - *Unscheduled overtime as a result of incident (Cost not to include overtime incurred as the result of scheduled post coverage)*

COUNTY volunteers - *When assigned for more **than two** hours on an incident, actual personnel cost from initial dispatch*

COUNTY hand crew- *When assigned for more than **two hours** on an incident, actual personnel cost from initial dispatch*

COUNTY aircraft - *Actual personnel and aircraft operating cost from initial dispatch*

COUNTY equipment –

- Engines- *not eligible for reimbursement**
- Dozers - *not eligible for reimbursement**
- Specialized Equipment - *actual operating cost on file with CAL FIRE*
- Services and Supplies - *actual costs*

<u>Extended Attack/Multi-Operational Period Incident</u>:

COUNTY personnel - *Same as an Initial Attack Incident*

COUNTY volunteers - *Same as an Initial Attack Incident*

COUNTY hand crew - *Same as an Initial Attack Incident*

COUNTY aircraft - *Same as an Initial Attack Incident*

COUNTY equipment - *engines, dozers, specialized equipment based on actual operating costs on file with CAL FIRE*

<u>Move-Up and Cover, Special Staffing Pattern:</u>

COUNTY personnel - *Unscheduled overtime as a result of move-up and cover or special staffing pattern*

COUNTY equipment - *Engines, dozers, aircraft, specialized equipment-actual operating cost on file with CAL FIRE*

I. IDENTIFICATION

This Operating Plan is between the California Department of Forestry and Fire Protection (CAL FIRE) (hereinafter called STATE) and the County of Los Angeles (hereinafter called COUNTY).

II. AUTHORITY

This Operating Plan is an integral part of the Fire Protection Agreement (hereinafter called the AGREEMENT) between the STATE and COUNTY dated July 1, 2014 and is described as Exhibit G within the Agreement. This Operating Plan shall be updated annually and shall be attached to and become part of the AGREEMENT as Exhibit G upon signature of all parties. Effective dates of this Operating Plan are July 1, 2016 to June 30, 2017.

III. PURPOSE

This Operating Plan provides the officers and employees of STATE and COUNTY guidelines and information necessary to properly execute the terms of the AGREEMENT.

A. Pre-plan the STATE's response to requests from COUNTY for assistance on wildfires burning on or threatening State Responsibility Area within COUNTY SRA Protection Areas. The application of these guidelines is intended for a wildfire incident which COUNTY resources are used in support of the STATE mission.
B. Provide officers of both STATE and COUNTY guidelines for developing integrated management organization and operational / financial decision making at the scene of a STATE mission wildfire incident.
C. Ensure advance mutual understanding of the financial obligations and responsibilities of the COUNTY and the STATE.
D. Ensure that both COUNTY and STATE commit the appropriate resources necessary to control incidents at the earliest possible time consistent with current availability.

IV. DEFINITIONS

A. State Responsibility Area (SRA)

Lands exclusive of cities and federal lands, regardless of ownership, which are classified by the State Board of Forestry and Fire Protection (Public Resources Code Section 4126*)* as areas in which the primary financial responsibility for preventing and suppressing wildfires is that of the STATE or its agent (reference Appendix R of Operating Plan for State Responsibility Area Classification Criteria).

B. Local Responsibility Area (LRA)

Lands exclusive of a State Responsibility Area classification or federal ownership that COUNTY or other local jurisdiction is responsible for providing fire protection services. Local Responsibility Area can include cities, fire districts, and unincorporated county areas as well as some unincorporated areas classified as wildland.

C. COUNTY SRA Protection Area (CPA)

Those areas classified as State Responsibility Area within COUNTY, which fall outside a FEDERAL Direct Protection Area and that by law and pursuant to the terms of the AGREEMENT are provided wildland fire protection by COUNTY. Areas protected by COUNTY under this AGREEMENT remain as STATE DPA and have been delineated on State Responsibility Area Direct Protection Maps and will be kept on-file with STATE and COUNTY.

D. FEDERAL Direct Protection Area (FEDERAL DPA)

For the purpose of this Operating Plan, those areas classified as State Responsibility Area that by law and agreement are provided wildland fire protection by a Federal Forest Agency within COUNTY. Areas protected by a Federal Forest Agency within COUNTY have been delineated on State Responsibility Area Direct Protection Maps and will be kept on-file with STATE.

E. WILDFIRE

For the purpose of this Operating Plan, any wildland fire that burns on or threatens State Responsibility Area within COUNTY SRA Protection Areas. Fire types, such as but not limited to vehicle and structure, when in proximity to State Responsibility Area (**Within ½ mile**) and in the reasonable judgment of COUNTY are deemed a threat to the SRA may be considered as a wildfire. <u>Threat response activity must be reported to the OSFM under FDID 19555 or as “Aid given or received” to FDID 19555.</u>

F. INITIAL ATTACK

Wildfires in the judgment of COUNTY that (1) are contained normally within **2** hours from report of fire; and/or (2) the number of COUNTY resources dispatched remains within pre-approved first and second alarm response levels (This does not preclude the ordering of a small number of resources beyond the pre-approved list if the additional resources result in a successful initial attack).

G. EXTENDED ATTACK

Wildfires in the judgment of COUNTY that (1) cannot be contained within **2** hours from report of fire; and/or (2) require additional COUNTY resources which exceed the first and second alarm initial attack response level, or (3) cannot be controlled

within the first burning period.

H. STATE Mission

Any activity or assignment engaged by COUNTY on a wildfire within COUNTY SRA Protection Area for the protection of STATE interests. Resources that may be ordered by COUNTY in support of the STATE Mission and eligible for STATE reimbursement consideration may include, but are not limited to, equipment, aircraft, hand crews, overhead, and supplies.

Resource ordering systems available to COUNTY in support of the STATE Mission are (1) resource orders placed direct to STATE through provisions set forth by this Operating Plan and (2) resource orders placed through the California Fire and Rescue Mutual Aid System under provisions set forth by the **California Fire Assistance Agreement (CFAA)**. Any resource ordered must be approved by the STATE prior to its use. For augmented initial attack, these approvals have already been provided to the COUNTY (See Appendix A). Resources needed to support the STATE Mission beyond those listed in Appendix A must be approved by the STATE (CSR Duty Officer, CSR Duty Chief, or STATE AREP).

I. COUNTY Mission

Any activity or assignment engaged by COUNTY on a wildfire within COUNTY SRA Protection Area for the protection of COUNTY interests. Resources that may be ordered by COUNTY in support of the COUNTY Mission and non-eligible for STATE reimbursement consideration may include, but are not limited to, equipment, aircraft, hand crews, overhead, and supplies.

Resource ordering systems available to COUNTY in support of the COUNTY Mission are resource orders placed through the **California Fire and Rescue Mutual Aid System** under provisions set forth by the California Master Mutual Aid Agreement.

J. COUNTY Local Responsibility Area (LRA) COUNTY Mission Identification

Resources ordered for a State Responsibility Area wildfire within COUNTY SRA Protection Areas in support of the COUNTY Mission, that are not eligible for STATE reimbursement consideration, will be identified by the three-letter COUNTY Mission Identifier prefixed to the incident number. For COUNTY, this COUNTY Mission Identifier will be LAC.

Example: CA-LAC-123456, request O-12

K. COUNTY State Responsibility Area (SRA) STATE Mission Identification

Resources ordered for a State Responsibility Area wildfire within COUNTY SRA Protection Area in support of the STATE Mission, for which STATE may be billed (CFAA or Assistance-by-Hire), will be identified in the resource order's special needs field as ordered for the STATE Mission using the COUNTY three-letter STATE Mission Identifier. For COUNTY, this STATE Mission Identifier will be (LAU).

Example: CA-LAC-123456, request O-12
Special Needs Field: LAU Mission

L. County Resources

Personnel and equipment that are directly assigned to COUNTY.

M. Overhead

Staff positions required to provide command and management on an incident.

N. Trainee

An individual who has met all required training and pre-requisite experience for a specified ICS position to qualify for a position performance assignment in order to become position certified.

O. Support

Support shall mean those logistical services and expendable commodities that may be required to support wildfire suppression efforts.

P. Wet Equipment Rate

Equipment rates developed by COUNTY for STATE reimbursement shall include fuel cost for operating COUNTY equipment. When assigned to a State Responsibility Area incident, fuel used by COUNTY equipment as covered by the equipment rate will not be separately invoiced or charged to STATE.

Q. IMT Hard Cover Status

Those COUNTY personnel assigned to a CAL FIRE Incident Management Team in which a team not scheduled for coverage has been placed on 24 hour immediate response status by STATE, are to be considered on hard cover status. When on hard cover status based on a STATE issued incident order and request number, COUNTY may bill STATE for COUNTY personnel providing team coverage beyond scheduled work hours adhering to local MOU / Department policies.

R. Region Duty Chief

Responsible for final approvals of move-up and cover, backfill, special staffing pattern activation, and additional trainee positions.

S. Region Duty Officer

Point contact at the Southern / Northern Operations Command Centers. Provides incident resource approvals prior to the CAL FIRE agency representative arrival,

approver of logistical needs during travel to and from incidents while under hire by state.

T. Administrative Unit Duty Chief (BDU)

Point contact for conversations regarding requests to support approvals of additional staffing specific to the Contract Counties SRA needs.

U. Administrative Unit (BDU)

The CAL FIRE unit assigned as point contact for routine administrative communications between the Contract County and CAL FIRE, including mutual threat zone (MTZ) development and signatory authority, regular dialog and training with Agency representative's (AREP) and dialog to support additional staffing in support of the STATE mission.

V. ROSS Reconciliation

The process of reviewing resource orders identified within an incident ROSS report prior to a closeout. Typically administered by the incident commander, the CAL FIRE agency representative, the incident ROSS dispatch supervisor, state and county fiscal staff, and an incident demob representative, for the purpose of auditing approved state resources to expedite the invoicing process.

W. Incident Close Out

The process of reviewing all aspects of an incident close.

X. Morning Reports

Morning reports assist the Southern Region OCC with County resources available to the STATE Mission, identify resources committed to CSR Staffing patterns, and will further support invoicing for those identified resources Appendix T.

V. OPERATING PROCEDURES

A. Notification and Reports

Notification of fire ignition of any type, burning within or threatening State Responsibility Area (within ½ mile) of COUNTY SRA Protection Areas regardless whether COUNTY will be billing STATE for reimbursement shall be made to STATE in a timely manner. For the purpose of this Operating Plan, timely manner shall be defined as notification taking place **within one (1) hour after dispatch of initial attack** resources (first and/or second alarm vegetation or brush assignment). Notification that occurs beyond one **(1)** hour due to unforeseen circumstances shall

be considered handled in a timely manner. Every effort will be made to make this notification in the immediate timeframe of the original time of dispatch.

Notification shall be **via email to the CSR Duty Officer**. COUNTY shall forward a copy of incident's call history or resource ordering information as soon as possible after dispatch of initial attack resources. Refer to Exhibit 5 for CSR Duty Officer E-mail address.

IF SUPPRESSION RESOURCES ARE SUBSTANTIALLY AUGMENTED:

2nd notification shall be via telephone from COUNTY's Fire Dispatch Center to STATE Southern Region (CSR) Command Center, attention: CSR Duty Officer (refer to Exhibit 5). The STATE Southern Region (CSR) Command Center will verify with COUNTY that the fire has/has not qualified as a State Responsibility Area fire, and determines the need for a STATE Agency Representative (AREP). The COUNTY will enter all reimbursable resource orders into the STATE approved Resource Ordering and Status System (ROSS). Once an incident is entered into ROSS, all resources ordered or assigned to the fire will be statused in ROSS until released, whether or not they are to be billed to the State.

Once a wildfire has been confirmed as burning on or threatening State Responsibility Area within COUNTY Direct Protection Area, the STATE CSR Command Center will advise the San Bernardino Unit (BDU) Emergency Command Center, the CSR Contract County Deputy Chief and Cost Analyst (refer to Exhibit 5). COUNTY Fire Dispatch Center will notify COUNTY Financial Management Division of any wildfire that has qualified as a State Responsibility Area fire within COUNTY Protection Area and eligible for STATE reimbursement consideration. COUNTY shall forward to CSR OCC a copy of incident's call history or resource ordering information as soon as possible after dispatch of initial attack resources Exhibit 8. For those fires being tracked through ROSS, dispatch information for reimbursable initial attack resources, including aviation assets and crews, **shall be entered within 30 minutes** from time of initial dispatch. Information will include but not be limited to the following:

- Incident Name and Number
- Incident Location
- Starting Date and Time
- Type of Incident and Size
- STATE Mission Resource Commitment
- Potential / Containment
- COUNTY Contact for Additional Information

COUNTY shall make notification to **STATE** using the following telephone numbers:

Business Hours	see Exhibit 5
After Hours (CSR Duty Officer)	see Exhibit 5
CSR Duty Chief	see Exhibit 5
CSR Duty Officer (EMAIL)	see Exhibit 5
BDU Duty Chief	see Exhibit 5

STATE shall confirm receipt of incident information via telephone contact or email confirmation to **COUNTY** using the following telephone numbers:

Business Hours	see Exhibit 5
After Hours	see Exhibit 5
County Fax Number	see Exhibit 5
COUNTY Command / Control Expanded	see Exhibit 5
County Duty Officer email	see Exhibit 5
County Duty Officer	see Exhibit 5
COUNTY DUTY CHIEF	see Exhibit 5

B. Initial Attack Response

STATE funding is annually allocated to COUNTY to support an initial attack organization for wildfires, as outlined in the "Gray Book". This funding is based on the department's mission statement objective of suppressing **95%** of State Responsibility Area wildfires at **10 acres** or less. Funding has been provided for COUNTY to cover one engine at each of the COUNTY **23** Gray Book fire stations with 3-person staffing during the budgeted fire season which covers a period of April 15th through December 14th.

Only fire station locations, configurations, apparatus and personnel locations authorized in the Gray Book are recognized by the STATE for purposes of administration of the AGREEMENT and payment of Gray Book invoices.

STATE has pre-approved, up to a second alarm assignment, reimbursement for eligible COUNTY resources on initial attack wildfires on State Responsibility Area within COUNTY SRA Protection Areas when used in support of the STATE Mission as determined by the COUNTY Incident Commander**.** COUNTY pre-approved first and second alarm wildland responses are listed in Appendix A of this Operating Plan. When dispatching suppression resources and equipment the COUNTY will adhere to the **closest available resource concept**. A reasonable effort will be made to

determine if STATE or FEDERAL resources other than LAC are closer and available. When a known STATE or FEDERAL resource is the closest available resource it will substitute for the pre-approved like resource listed in Appendix A.

STATE shall provide aircraft as needed for State Responsibility Area incidents within COUNTY SRA Protection Areas to the extent that appropriate aircraft are available (reference Appendix B Air Tactical / Tanker Schedule). **Pre-approved fixed wing and rotor wing aircraft are identified in Appendix A**. State and Federal aircraft are controlled by the Southern Region Geographical Coordination Center (GAC); requests will be via the region intercom system. COUNTY may utilize its own aircraft and personnel assigned to those aircraft provided the aircraft are properly certified for interagency use, and are currently rostered by CAL FIRE as described in Appendix W.

Only aircraft certified for interagency use and rostered by CAL FIRE are eligible for CAL FIRE reimbursement.

The COUNTY can seek aircraft and pilot certification assistance through the STATE Aviation Management Unit (AMU) Deputy Chief of Flight Operations (refer to Exhibit 5). CAL FIRE will accept aircraft and pilot CARDING performed by the U.S. FOREST SERVICE FIRE AND AVIATION in lieu of the CAL FIRE Aviation Management CARDING, provided the required carding documents have been submitted to CAL FIRE. See Appendix W.

NIGHT FLYING FIREFIGHTING OPERATIONS

SEE APPENDIX W FOR CURRENT CAL FIRE NIGHT FLYING MOU

It is recognized that COUNTY routinely utilizes its aircraft for night flying firefighting missions, and that the STATE does not normally firefight with its aircraft during hours of darkness. Under specific circumstances outlined in Appendix W, night flying COUNTY aircraft can be utilized for the STATE firefighting mission. Under these narrow circumstances, COUNTY night flying resources MAY be eligible for STATE reimbursement:

- A signed, current helicopter night operations MOU is on file with the State
- PER APPENDIX A COUNTY IS AUTHORIZED TO INITIATE IA NIGHT FLIGHTS AT STATE EXPENSE
- Flight mission or point to point flight is approved by the STATE AREP prior to the flight taking place
- Due to critical nature of the mission, assignment cannot wait until daylight hours
- Pilot and aircraft certification, and night flying equipment specifications all meet CAL FIRE Aviation and Fire Protection standards established for night flying firefighting operations, per MOU

- A risk assessment and GO/NO GO checklist have been completed and approved by AOBD, CAL FIRE AREP, and IC
- Proposed flight is mission critical and all other means have been explored and are unavailable

STATE shall provide hand crews as needed based on their availability. STATE hand crews that are located within COUNTY on regular work assignments will be considered "under COUNTY control" for the purpose of initial attack dispatching. COUNTY may directly dispatch up to four of these hand crews and then notify the STATE BDU Command Center.

Any CONSERVATION CAMP supplying crews within Los Angeles County will ensure that the COUNTY is advised of STATE hand crew status each day by faxing crew status to the COUNTY ECC (refer to Exhibit 5). The COUNTY in adherence with the closest available resource concept will ensure that STATE hand crews substitute for COUNTY hand crews outlined in Appendix A when STATE hand crews are the closest available resource.

Requests for additional aircraft and hand crews beyond those under COUNTY control will be placed with the STATE CSR Command Center. For aircraft requests involving CWN Specialized Aircraft, the STATE CSR Duty Chief will serve as the COUNTY point of contact for STATE approval. When COUNTY has STATE assigned aircraft assigned on a wildfire incident within their COUNTY SRA Protection Area, those aircraft may be diverted by South OPS to new wildfire starts unless an aircraft “No Divert” has been declared for direct and immediate threat to firefighting and/or civilian personnel (Refer Appendix C on STATE Diverting of Aircraft).

Requests for initial attack forces between COUNTY and adjoining counties, including STATE units, within pre-designated mutual aid dispatch areas, such as SOLAR, the Santa Susana Pass IAZ, PROS, and LABER are considered regular mutual aid and will be handled using pre-determined notifications and direct communications between the involved command/dispatch centers for initial attack. Augmented resources beyond Appendix A such as helicopters, hand crews, engines, water tenders, and overhead from adjoining counties must be ordered through South OPS. For a wildfire that is located in two or more jurisdictions, the COUNTY Incident Commander needs to determine when COUNTY resources are protecting SRA within COUNTY Protection Area and when COUNTY resources are no longer protecting SRA within COUNTY Protection Area.

When COUNTY negotiates local mutual aid agreements, these mutual aid agreements shall not deviate from provisions set forth in this Operating Plan. For those mutual aid agreements that could alter or involve the movement of STATE resources or the expenditure of STATE funds, a STATE endorsement of these agreements shall occur. State endorsement will be by the **BDU, SLU,** and/or **TUU**

Unit Chief, as appropriate.

C. Extended Attack Incidents

COUNTY will keep STATE informed of changes in incident potential when a State Responsibility Area wildfire extends beyond initial attack. When activated, incident related information can be provided to STATE CSR Intel Unit via phone or email (refer to Exhibit 5).

For updated incident information CSR Intel may contact the LAC Duty Officer (refer to Exhibit 5).

In support of the CSR Intel Unit intelligence reporting to STATE Director's Office, COUNTY may be requested by STATE to provide a point of contact for incident updates. For a wildfire located within COUNTY SRA Protection Area that qualifies for Incident Status Summary (ICS-209) reporting, COUNTY will ensure that the ICS-209 is available at **0600** hours and **1800** hours, or as needed, to support Governor Intel reporting and that the information is current and accurate.

Special Note: When a wildfire within COUNTY SRA Protection Area is a threat to the state power grid infrastructure, COUNTY will advise the STATE CSR Duty Officer of the threat. For a wildfire to be a power grid infrastructure threat, the wildfire location must be **within 2 miles of transmission lines rated 60 KV or greater.**

It is the responsibility of the COUNTY Incident Commander to determine when a State Responsibility Area wildfire qualifies as extended attack per Operating Plan definition and which resources are being used in support of the STATE Mission and which resources are being used in support of the COUNTY Mission. It is the responsibility of the COUNTY Incident Commander to ensure that all orders placed by an incident to the incident's ordering point that are going to be billed to STATE are identified as being ordered for the incident's STATE Mission.

Special Note: For State Responsibility Area wildfires occurring within COUNTY SRA Protection Areas that meet FEMA Fire Management Assistance Grant Program (FMAG) criteria for reimbursement eligibility, COUNTY will advise STATE with the initial point of contact being the STATE CSR Duty Chief. The FMAG application must be submitted while the State Responsibility Area wildfire is **(1)** uncontrolled and **(2)** directly threatening life and property, in order for the fire to qualify for reimbursement consideration (reference Appendix E on FMAG Notification, Application, and Conference Call Protocols).

COUNTY may request a STATE AREP or STATE may choose to send an Agency Representative (AREP) to State Responsibility Area wildfires within COUNTY SRA Protection Areas that extend beyond initial attack. As representative of the STATE CSR Region Chief, the STATE AREP reports to the STATE CSR Duty Chief and will

be responsible for ensuring that all interests of the STATE are satisfied for a specific incident. A STATE AREP will normally be classified at the Division Chief level.

For COUNTY SRA wildfire incidents that have a STATE AREP assigned, the STATE CSR Duty Officer will advise the STATE CSR Deputy Chief for Fire Prevention.

Resources ordered beyond the Appendix A "pre-approved initial attack response resources" for which the STATE will be invoiced require STATE approval prior to use. The STATE CSR Command Center Duty Officer will serve as the point of contact for resource approval until such time a STATE AREP arrives on scene. Once a STATE AREP arrives at the incident, the STATE AREP will advise the STATE CSR Duty Officer that resource approvals will occur at the incident.

When a STATE AREP request has been filled, the STATE CSR Command Center will advise COUNTY and provide the name and cell phone number contact of the STATE AREP. In turn, COUNTY will provide STATE with name and cell phone number contact of COUNTY Incident Commander and STATE CSR Command Center to provide this information to the STATE AREP.

While assigned to a wildfire within COUNTY SRA Protection Area, the STATE AREP shall serve as the STATE authority for approving on-incident resources orders placed by COUNTY in support of the incident's STATE Mission that will be submitted for STATE reimbursement. For those incidents in which a cost share agreement is required, the STATE AREP will serve as the STATE authority for negotiating and approving cost share agreements that involve commitment of STATE funds. The STATE AREP will advise the STATE CSR Duty Chief when a wildfire within COUNTY SRA Protection Area has qualified for cost sharing.

ROSS RECONCILIATION: **Prior to incident close out**, the STATE AREP and COUNTY Incident Commander will ensure that a review takes place of incident resource orders placed by COUNTY to approve those resources that will be eligible for STATE reimbursement and those resources that are non-STATE reimbursable. This review will take place with both a representative from the CSR Contract County office and a member of the COUNTY Financial Management Division. This review of resource orders will identify resources eligible for STATE reimbursement. At minimum, the review will include the following items. The actual review process will be determined at time of review.

- Name of CAL FIRE person who authorized each STATE expenditure
- Order and Request Number Validation
- Assistance-By-Hire (ABH) and California Fire Assistance Agreement (CFAA)
- Appendix A pre-approved resources
- In-County and Out-of-County Assignment
- ROSS Resource Position Coding

The goal of this review is to **reconcile resource ordering history** in support of incident invoicing and in preparation for any litigation and/or auditing inquiries. Representatives from STATE and COUNTY Financial Management Division and dispatch should be in attendance to assist with resource order review. During this review, if any discrepancies are discovered in Ross (resources, dates, times, supplies etc.) they are to be corrected using the Ross Resource Voucher or Ross Supply Voucher Exhibit 6 and signed by both the COUNTY and STATE representatives. Upon completion of resource ordering review, a copy of the resource ordering documentation which identifies resources eligible for STATE reimbursement shall be forwarded to the STATE Deputy Chief, Contract Counties.

If a cost share agreement has been negotiated, the STATE AREP will provide a copy of this agreement to the STATE Contract Counties office.

When requesting resource approval through the STATE CSR Duty Officer, information required by STATE CSR Duty Officer for review and approval shall include: **(1)** request number with COUNTY State Responsibility Area STATE Mission identification that indicates the resource request is being placed in support of the STATE Mission, **(2)** kind and type of resource with appropriate resource position code (reference Appendix F for Listing of Resource Position Codes) and **(3)** date/time when resource order was placed by COUNTY. Once contact has been made with the STATE CSR Duty Officer, this resource information will be entered into ROSS.

For reimbursement approvals involving off-incident resource needs (move-up and cover, special staffing patterns, mobilization centers, trainee assignments, fire investigation, expanded dispatch support), the **STATE CSR Duty Chief** will serve as the COUNTY's point of contact for final STATE approval.

COUNTY may request or the STATE may decide to send a STATE technical specialist on resource ordering procedures to the COUNTY dispatch or command center. This individual, normally a battalion chief, will assist COUNTY in the coordination of requests for resources in support of an incident's STATE Mission and may authorize the expenditure of STATE funds in support of dispatch or command center operations when expenditures are supporting the STATE Mission.

D. Incident Management

COUNTY will establish an integrated management organization designed to meet the complexity of the incident. The COUNTY Duty Chief and State CSR Duty Chief will maintain regular contact as the incident size or complexity increases to coordinate incident support and resource availability. This organization shall be established under the Incident Command System. COUNTY will staff positions in the Incident Command System, as requested by the STATE Agency Representative (AREP), to support the proper and efficient expenditure of STATE funds.

As an incident escalates in complexity and cost, STATE or COUNTY may choose to

increase the STATE's level of authority on the incident by either sending a **STATE Agency Administrator, Line Officer,** or assigning a **STATE Deputy Incident Commander**. When the need has been identified to increase the STATE level of authority, the STATE CSR Duty Chief and COUNTY Duty Chief will serve as the initial point of contact in addressing this need. The STATE Deputy Incident Commander will normally be a Deputy Chief or higher in rank and be able to provide assistance and guidance to the COUNTY Incident Commander. The STATE Agency Administrator will be a Unit Chief or higher in rank and will work with the COUNTY Fire Chief or designee in providing direction on incident objectives and strategies. This increase in the STATE's level of authority will ensure that the interests of STATE are being met.

When a STATE Deputy Incident Commander is assigned, the STATE AREP position may be eliminated. When a STATE Agency Administrator or line officer is assigned, the STATE AREP may continue to provide the remaining functions of that position for the incident. The COUNTY Incident Commander will be the incident commander unless it is otherwise agreed to have the STATE Deputy IC assume that role.

When agreed to by COUNTY and STATE, COUNTY may request a STATE Incident Management Team (IMT) to assume incident management responsibilities or to provide incident management support to the COUNTY incident organization. Prior to assuming incident management, STATE IMT Incident Commander will meet with COUNTY Fire Chief or designee to receive a COUNTY Agency Administrator Incident Briefing (reference Appendix G for Agency Administrator Incident Briefing Checklist)) and COUNTY Agency Administrator Letter of Authority (reference Exhibit 1). While assigned, STATE IMT Incident Commander will report directly to the COUNTY Agency Administrator.

When agreed to by COUNTY and STATE, COUNTY may request or the STATE may choose to send a STATE ECC SUPPORT TEAM to the COUNTY dispatch or command center. This team, normally led by a Captain, will assist COUNTY in the coordination and processing of requests for resources in support of an incident's STATE MISSION.

E. COUNTY Resources Eligible for Reimbursement

COUNTY resources (equipment and personnel) listed in Appendix H of Operating Plan may be eligible for STATE reimbursement when used on a State Responsibility Area wildfire within COUNTY SRA Protection Areas. For COUNTY resources to be eligible for reimbursement, COUNTY resources must be pre-approved for initial attack response (reference Appendix A of Operating Plan) or approved by STATE prior to use on the incident.

STATE may reimburse COUNTY for COUNTY resources in support of move-up and

cover for STATE-funded COUNTY fire stations or special staffing pattern activation. Approval must be obtained from STATE prior to any mobilization taking place. **Approval level for these mobilization actions is the CSR Region Duty Chief**. The STATE AREP, the IMT, Unit Duty Chief, or IC / Deputy IC are not authorized to approve mobilization actions by contract counties. This would include move up and cover, back fill, and call backs. STATE-funded COUNTY fire stations are identified in Appendix I of this Operating Plan.

Conditions that allow STATE to reimburse COUNTY for move-up and cover and special staffing patterns are when:

1. *Multiple wildfires and/or an extended attack wildfire involving State Responsibility Area is burning within and/or outside COUNTY; and*

2. *The number of COUNTY resources assigned to State Responsibility Area wildfires has caused a significant drawdown on COUNTY resources available to support additional initial attack and/or extended attack incidents within COUNTY; and*

3. *STATE is unable to meet the operational resource needs of COUNTY as determined by the respective STATE and COUNTY Duty Chiefs*

Special Staffing Patterns

When fire weather conditions and fuel conditions exist or are forecasted within COUNTY that could significantly increase the chance of multiple wildfire starts occurring that will escape initial attack containment, COUNTY may request STATE to approve a special staffing pattern to supplement COUNTY's initial attack capabilities. Staffing augmentation decision point criteria will be used in support of COUNTY and STATE actions for requesting and approving of COUNTY special staffing pattern (reference Appendix J Southern Region Augmentation Staffing Decision Points). Point of contact for COUNTY to receive special staffing pattern approval and to determine staffing pattern duration will be the **STATE Administrative Unit Duty Chief**; final approval will be by the **STATE CSR Duty Chief.**

State Resources Augmenting County

When COUNTY has requested staffing augmentation from STATE and STATE provides STATE resources (engines, crews, dozers) in support of COUNTY, STATE resources will be under COUNTY command and control. COUNTY will have authority to directly dispatch STATE resources assigned to COUNTY to a wildfire within COUNTY SRA Direct Protection.

State Resources Pre-Positioned for the State Mission

When STATE is pre-positioning STATE resources within COUNTY in support of STATE pre-position planning, STATE resources are under STATE command and control. For COUNTY to utilize pre-positioned STATE resources within COUNTY, COUNTY will place an order/request with STATE CSR Command Center.

Mobilization Centers

In support of regional and statewide mobilization of fire suppression resources, COUNTY has agreed to provide logistical support, when available, to the mobilization center that STATE activates at the Los Angeles County Fair Grounds. Cost incurred by COUNTY when supporting the STATE activated mobilization center may be eligible for STATE reimbursement. Approvals will be by the CSR Duty Officer or the assigned STATE AREP; final approval will be by the CSR Duty Chief.

If COUNTY believes that conditions exist that allow for STATE reimbursement for COUNTY resources assigned to protect State Responsibility Area within COUNTY SRA Protection Areas, it will be the responsibility of COUNTY to contact STATE and request for reimbursement approval. Contact point for COUNTY to request incident reimbursement approval will be the STATE OCC Duty Officer or the assigned Agency Representative (AREP).

For reimbursement approval in support of move-up and cover, mobilization centers, expanded dispatch, fire investigation, and trainee assignments, final approval will be by the STATE CSR Duty Chief.

When off-incident staffing is approved by STATE, there is an expectation of COUNTY that positions approved for STATE reimbursement shall be filled with COUNTY personnel of the appropriate civil service classification and in accordance with COUNTY policy.

The STATE will not arbitrarily deny a COUNTY request for reimbursement consideration and shall consider the operational needs of COUNTY and STATE's ability to provide operational support to COUNTY when approving such requests. Criteria found in the STATE's Emergency Fund Use Policy (Appendix K of Operating Plan) shall be used when determining what COUNTY resources may be eligible for reimbursement.

Suppression Repair

When approved by STATE, costs incurred by COUNTY in conducting temporary repairs of damage caused directly by wildfire suppression activities on State Responsibility Area within COUNTY SRA Protection Areas may be eligible for STATE reimbursement.

When COUNTY resources are assigned to a State Responsibility Area wildfire within COUNTY SRA Protection Areas, it shall be the responsibility of the COUNTY Incident Commander to identify those COUNTY resources that are being used in support of the STATE Mission. Once identified and approved by STATE, the following costs

incurred by COUNTY resources assigned to an initial attack or extended attack/multi-operational incident within COUNTY SRA Protection Areas are eligible for STATE reimbursement:

<u>COUNTY Initial Attack Incident:</u>

- COUNTY personnel - *Unscheduled overtime (cost not to include overtime incurred as the result of scheduled post coverage)*
- COUNTY paid call - *When assigned for more than two hours on an incident, actual personnel cost from initial dispatch*
- COUNTY handcrew - *When assigned for more than two hours on an incident, actual personnel cost from initial dispatch*
- COUNTY aircraft – *Actual personnel and aircraft operating cost from initial dispatch*
- COUNTY equipment - *(Not to include COUNTY personnel costs)*
    - *Engines - not eligible for reimbursement **
    - *Dozers - not eligible for reimbursement **
    - *Specialized Equipment - actual operating cost on file with STATE*

**For initial attack incidents, engine and dozer operating costs are covered through Gray Book funding*

<u>COUNTY Extended Attack/Multi-Operational Period Incident:</u>

- COUNTY personnel - *Same as an Initial Attack Incident*
- COUNTY paid call - *Same as an Initial Attack Incident*
- COUNTY handcrew - *When assigned for more than two hours on an incident, actual personnel cost from initial dispatch*
- COUNTY aircraft - *Same as an Initial Attack Incident*
- COUNTY equipment - *(Not to include COUNTY personnel costs)*
    - Engines - *actual operating cost on file with STATE*
    - Dozers - *actual operating cost on file with STATE*
    - Specialized equipment - *Same as an Initial Attack Incident*

COUNTY Move-Up & Cover/Special Staffing Pattern

For move-up and cover or special staffing pattern activation, it shall be the responsibility of the COUNTY Duty Chief and STATE Administrative Unit Duty Chief to identify those COUNTY resources that will be requested and the duration of the move-up and cover or special staffing pattern requests (Reference Appendix U Move-up and Cover Guidelines), final approval of those identified COUNTY resources that will be eligible for reimbursement will be by the STATE CSR Duty Chief. To accommodate the STATE approved resource ordering system business practice, move-up and cover or special staffing pattern authorization ordered against a STATE CSR incident, a order number will be provided to COUNTY Fire Dispatch Center through email notifications. To assist with capturing the identified resources under a staffing pattern, COUNTY will provide a Morning Report (Appendix S) identifying those resources prior to 0830 hours daily.

Once approved by STATE, the following costs incurred by these COUNTY resources will be eligible for STATE reimbursement:

- COUNTY personnel - *Unscheduled overtime as a result of move up & cover or special staffing pattern*

- COUNTY equipment - *(Not to include COUNTY personnel costs)*

  - *Engines - actual operating cost on file with STATE*
  - *Dozers - actual operating cost on file with STATE*
  - *Specialized equipment - actual operating cost on file with STATE*

When COUNTY is staffing Cal OES Engines assigned to COUNTY, resource will be considered as a Cal OES resource and will be reimbursed under the California Fire Assistance Agreement (CFAA) provisions.

Once conditions have improved that will allow an early termination of COUNTY move-up and cover and special staffing pattern authorization, it will be the responsibility of COUNTY to advise STATE CSR Duty Officer that COUNTY no longer needs move-up and cover and special staffing pattern authorization.

COUNTY will submit equipment rate schedules for review and approval by STATE. Rates on file with STATE at time of initial dispatch will be used to reimburse COUNTY. Rates submitted by COUNTY will be developed to address reimbursement for State Responsibility incidents within COUNTY SRA Protection Area and for STATE requests as Assistance-by-Hire to COUNTY for COUNTY resources responding to a State Responsibility Area wildfire outside COUNTY. Reimbursement will be based on a "wet" rate. County ABH rates will be the same as (No higher than) CFAA rates with the exception that beginning with incidents occurring on or after

November 14, 2013, rates shall include charges for 24 hours per day for both personnel and equipment. Billing period definitions will be as described within the CFAA agreement.
NOTE: ABH 24 HOUR PAYMENT WILL ONLY APPLY TO RESOURCES ORDERED BY AND/OR AUTHORIZED BY THE STATE.

F. Out-of-County Assignments

COUNTY resources (equipment and personnel) requested directly by STATE CSR Command Center for out-of-county assignments will be Assistance-by-Hire. Assistance-by-Hire requests to COUNTY will be limited to those resources that are considered wildfire applicable (Engines normally used by County for wildland firefighting, Type III & VI engines, water tenders, bulldozers, hand crews, helicopter's, specialized equipment, and overhead) County ABH rates will be the same as (No higher than) CFAA rates (With 24 hour rate exception noted above).
When COUNTY resources are ordered through the California Fire Assistance Agreement (CFAA), reimbursement will be based on those rates established by the current CFAA Agreement (Reference Appendix L for Resource Ordering Guidelines).

When COUNTY fills ABH resource requests from STATE for COUNTY engine strike teams, COUNTY may assign the following STATE authorized numerical strike team identifiers to assist with identification of COUNTY engine strike team as a STATE resource:

LAU 9326 – 9327

If needed, additional STATE authorized numerical strike team identifiers may be issued by the STATE CSR Duty Officer.

For those out-of-county assignments that require transportation support (vehicle rental, air transportation, etc.), transportation authorization and coordination shall occur with the **STATE CSR Duty Officer** and require ROSS documentation.

When requested by STATE for an out-of-county State Responsibility Area wildfire as **assistance-by-hire** (ABH), meals and lodging incurred by COUNTY personnel traveling to and from the wildfire may be eligible for STATE reimbursement. Cost of meals and lodging will be reimbursed based on COUNTY per diem rates and policies. COUNTY will advise STATE through the STATE CSR / CNR OCC Duty Officer to authorize meals and/or lodging, the STATE CSR /CNR Duty Officer will document in ROSS.

When COUNTY resources are traveling to and from a SRA incident and need to make contact with STATE, the following STATE telephone numbers are to be used:

CAL FIRE Northern Region (CNR)

CNR Duty Officer – see Exhibit 5
CNR Hotline – see Exhibit 5

CAL FIRE Southern Region (CSR)

CSR Duty Officer – see Exhibit 5
CSR Expanded – see Exhibit 5

Once COUNTY personnel arrive at the incident, meals and lodging in motels or hotels, when available, will be the responsibility of the STATE to provide.

For COUNTY to be eligible for per diem cost reimbursement while on incident, STATE Incident Commander or STATE Agency Representative (AREP) must approve such expenses.

For COUNTY personnel assigned to CSR / CNR Command Center, STATE will be responsible for providing feeding and lodging.

When COUNTY personnel are expending COUNTY funds to support feeding and lodging and COUNTY will be requesting reimbursement from STATE, COUNTY personnel shall coordinate feeding and lodging expenditures with STATE CSR Duty Officer or STATE Agency Representative (AREP).

Prior to release from an incident, COUNTY may request STATE Incident Commander or STATE AREP authorization for COUNTY equipment refurbishment and rehabilitation up to a maximum of 2 hours as appropriate.

When a STATE CSR Command Center ordered resource is re-assigned to another State Responsibility Area wildfire within COUNTY SRA Protection Areas in support of the STATE Mission, COUNTY shall re-assign through STATE CSR Command Center as a STATE ordered resource. In those situations where a COUNTY engine strike team has been ordered under CFAA and is being re-assigned as a STATE ordered resource, the COUNTY engine strike team identifier shall be changed to one of COUNTY's STATE authorized numerical strike team identifiers to assist with identification of COUNTY engine strike team as being a STATE resource.

For COUNTY engine strike teams ordered by STATE, COUNTY may include a strike team leader "trainee" position. Reimbursement by the STATE is pre-authorized. When a "trainee" is assigned, COUNTY will advise STATE that a trainee position has been added to the engine strike team order/request number, with required ROSS entries performed by County. Individuals serving as strike team leader trainee shall be qualified under California Incident Command Certification System guidelines that govern trainee assignments. All other trainee assignments will require STATE approval with the STATE CSR Duty Chief serving as the COUNTY point of contact for requesting trainee assignment approval.

COUNTY resources not ordered through the Mutual Aid System will be reimbursed based on COUNTY rate schedules as agreed to by STATE and COUNTY. Reimbursement for staffing on engine companies will be limited to three persons unless an ICS Type I engine with four-person staffing is specifically requested and approved by STATE. If COUNTY engine staffing standards require a fourth person on COUNTY Type II and III engines, STATE will reimburse COUNTY for this additional engine staffing. STATE must be provided a copy of the COUNTY policy requiring four person staffing. COUNTY policy must provide that ANY similar

response (MMA, CFAA, Automatic Aid, Mutual Aid, or Contract County) must be staffed at four persons, irrespective of reimbursement by the STATE.

G. Trainees

Operating Plan provisions pre-authorize COUNTY to assign a Strike Team Leader "Trainee" as part of a COUNTY engine strike team when ordered in support of the STATE Mission. Trainee assignments not pre-authorized by STATE will require STATE approval with the STATE CSR Duty Chief serving as the COUNTY's point of contact for requesting trainee authorization. COUNTY shall consider the criteria stated in the Operating Plan definition for "Trainee" when assigning COUNTY personnel as trainees.

H. California Fire Assistance Agreement (CFAA) Resources Request

As the STATE's agent in providing wildfire protection to State Responsibility Area within COUNTY SRA Protection Areas, provisions set forth in the California Fire Assistance Agreement will apply for the use of local agency resources (excluding COUNTY resources) by COUNTY when responding to State Responsibility Area incidents within COUNTY SRA Protection Areas. When COUNTY is staffing Cal OES engines assigned to COUNTY, resource will be considered as a Cal OES resource and will be reimbursed under CFAA provisions when responding to State Responsibility Area incidents within COUNTY SRA Protection Areas. Resources ordered through this agreement will have documented in the resource order's special needs field that the resource is being ordered for the incident's State Mission, using the COUNTY State Responsibility Area STATE Mission Identifier (LAU).

Example: CA-LAC-012345, request E-12

Special Needs Field: LAU Mission

Under the California Fire Assistance Agreement, there is a specified mutual aid or "no cost" time period (12 hours) with time beyond that period being eligible for reimbursement per established rates. Requests for resources used beyond the mutual aid period will require STATE approval. CFAA requests shall be limited to those resources identified in the agreement (Type I-VI engines, water tenders, and overhead).

Prior to release from a wildfire incident within COUNTY SRA Protection Area, the STATE Agency Representative (AREP) and COUNTY Incident Commander will be responsible for ensuring that the **Cal OES Form 42** being prepared by CFAA ordered resources in support of the STATE Mission are properly signed off by STATE and COUNTY as approved for STATE reimbursement.

When a CFAA ordered resource is re-assigned to another State Responsibility Area wildfire within COUNTY SRA Protection Areas in support of the STATE Mission,

COUNTY shall re-assign that resource through the California Fire & Rescue Mutual Aid System as a CFAA ordered resource.

CFAA ordered resources may be reassigned to another SRA Incident or Move Up and Cover Assignment (In County or Out of County) as Assistance by Hire (ABH) resource. To accomplish this, CFAA resources must first be released back to the COUNTY through normal incident demobilization procedures. Once released from the incident back to the COUNTY, the COUNTY will reassign the resource as an ABH resource. For Engines Strike Teams, the COUNTY will assign the Strike Team a new Order and Request Number utilizing the appropriate CAL FIRE 9300 series identifier. The COUNTY will notify the CSR Command Center when the process is complete and advise of the appropriate designator.

I. MutualAid/Automatic Aid Agreements

STATE supports COUNTY in the use of "**closest forces**" to achieve successful initial attack on a wildfire burning on or threatening State Responsibility Area within COUNTY SRA Protection Areas. For those mutual aid and/or automatic aid agreements entered into by COUNTY with local cooperators (federal, state, and local government) in which COUNTY resources will be eligible for STATE reimbursement per STATE/COUNTY Operating Plan, a STATE endorsement of these agreements shall occur. The STATE point of contact for this operating plan requirement shall be the STATE San Bernardino Unit Chief.

J. Local Government Interaction

For any wildfire occurring on State Responsibility Area (SRA) within COUNTY Protection Areas in which Local Government has jurisdictional responsibility for protecting Local Government interests (public safety, structures, improvements, etc.), <u>STATE does not have the authority to reimburse Local Government for resources ordered when providing protection to their interests.</u> When Local Government jurisdictional responsibilities are no longer present on a SRA wildfire within COUNTY Protection Areas, Local Government ordered resources may be re-assigned to COUNTY in support of the incident's STATE Mission and will be eligible for STATE reimbursement consideration when approved by STATE.

Local Government resources re-assigned to COUNTY in support of the STATE Mission will be documented by the incident in order to be identified for STATE reimbursement verification. Unless a STATE endorsed agreement exists between COUNTY and Local Government that identifies method of reimbursement, engines, water tenders and overhead will be reimbursed under provisions set forth by the California Fire Assistance Agreement (CFAA).

K. Hired Equipment

Whenever it is determined necessary to hire private equipment in support of an incident, approvals for such hires will be obtained prior to hiring through the STATE Agency Representative (AREP) or the STATE CSR Duty Officer pending the arrival of the STATE AREP. In all cases, COUNTY will assure that procedures for hired equipment found in the STATE Handbook **3833** on Incident Fiscal Management and STATE Handbook Section **7761.3.5** which requires the hiring of private equipment from disabled veteran-owned business enterprises (DVBE) and certified small business are followed if billing for equipment is to be through STATE.

COUNTY will ensure that private equipment operators hired by COUNTY for State Responsibility Area incidents within COUNTY SRA Protection Areas that are to be reimbursed by STATE are capable of safely operating their equipment while on the fire line and that privately owned equipment is safe for incident use. Requests for bulldozers and water tenders placed through the STATE CSR Command Center must specify **fire line** or **support** mission, and **immediate** or **planned** need as defined in Appendix M of this Operating Plan.

Private equipment hired by COUNTY shall have an agreement in-place which lists reimbursement methodology, including rates for reimbursement. For technical support on private equipment agreement preparation and negotiation, COUNTY can contact the STATE San Bernardino (BDU) Unit Hired Equipment Coordinator (see Exhibit 5).

If an on-incident agreement is to be prepared, agreement shall only cover the duration of the incident and must be approved by the STATE AREP. For resources listed in the STATE Handbook Section 3934 on California Interagency Emergency Hire of Equipment Rental Rates, reimbursement methodology and rates will apply.

When a STATE Incident Management Team (IMT) is assigned to a COUNTY SRA wildfire, STATE IMT will establish ordering protocols with COUNTY on private hired equipment and incident support ordering.

L. Incident Support

STATE will directly provide, or reimburse the COUNTY for all necessary support costs for an incident covered by the AGREEMENT. Support costs may include meals and lodging in motels or hotels for all personnel assigned to the incident. Approval for these costs must be obtained from the STATE Agency Representative in advance. STATE purchasing rules and regulations shall be a determining factor for approving COUNTY purchases for STATE reimbursement. Proper accounting documentation must be assured for reimbursement if the COUNTY is to pay the provider directly and then seek payment from the STATE.

The STATE will assume the financial responsibility for providing the tools, materials, foodstuffs, and supplies necessary to properly support incident operations. When feasible and in coordination with COUNTY, STATE **shall** make payments directly to

vendors providing such services and commodities using the following STATE accounting index and PCA coding that has been assigned for COUNTY SRA incidents:

Index 3010 / PCA 00904

Invoices should be presented directly to the STATE Agency Representative (AREP) at the incident with vendor invoices and purchase documents turned into the STATE San Bernardino (BDU) Unit for processing.

STATE rules and regulations governing incident retrograde will be followed when addressing surplus supplies and foodstuffs (reference Appendix N for Retrograde Guidelines). The STATE will only be responsible to replace COUNTY property or equipment lost or damaged on an incident to the extent allowed in STATE policy on the Emergency Fund found in STATE 3821.8 HB.

Prior to incident demobilization, property/equipment damaged or lost needs to be identified and agreement reached with STATE on how to address damage or loss. Once a resource leaves a wildland fire within COUNTY SRA Protection Area, STATE may not have authorization to address damage or loss.

STATE (AREP) or STATE CSR Duty Officer (see Exhibit 5) will serve as point of contact in resolving damaged or lost property/equipment issues. For property/equipment damage involving COUNTY aviation assets (helicopters and fixed wing aircraft), the STATE Form-119 (Exhibit 2 for CDF Aircraft Accident/Incident Reporting) will be completed by an on-scene STATE official and forwarded to the STATE CSR Command Center, attn: Duty Officer.

When on a wildfire incident burning on or threatening State Responsibility Area within COUNTY SRA Protection Areas the State AREP or County IC becomes aware of a potential private property damage claim against the State of California, the STATE AREP, if assigned, or COUNTY will advise the STATE CSR Duty Officer. For private property damage that resulted from firefighting activities and could not be repaired by the incident (refer Appendix O for Private Property Damage Repair Guidelines), the property owner can contact the California Victim Compensation and Government Claims Board at 1-800-955-0045 or www.governmentclaims.ca.gov to request a claim form.

After incident close out and COUNTY becomes aware of a potential private property damage claim against the State of California, COUNTY will make contact with the STATE CSR Duty Chief.

M. Communications

In support of this Operating Plan, a Communications Plan, Appendix P lists radio

frequencies that may be used by COUNTY on State Responsibility Area incidents within COUNTY SRA Protection Areas. The Plan will include STATE radio frequencies that are pre-approved or available for use within the COUNTY. Requests for use of STATE frequencies and other available frequencies must be processed through the STATE CSR Command Center.

For COUNTY point of contact to review and update Communications Plan and coordinate communication activities please refer to Exhibit 5 (Contact Information).

For STATE point of contact to review and update Communications Plan and coordinate communication activities please refer to Exhibit 5 (Contact Information).

COUNTY will ensure that all resources assigned to an incident have direct radio communications with their immediate supervisor on the incident. The STATE Agency Representative will be responsible to ensure that an adequate interagency radio system is functioning to provide safe and efficient use of STATE resources assigned to the incident. STATE and COUNTY agree to allow the joint use of radio frequencies under their control for incident operations. If a Mutual Threat Zone planning committee such as SOLAR or PROS, or LABER exists, the communications protocols and ICS-205 communications plan developed in conjunction with and approved by COUNTY AND STATE therein shall be used. See Appendix P.

N. STATE Incident Management / COUNTY Incident Management Teams

COUNTY personnel assigned to a STATE and/or COUNTY Incident Management Team (IMT) shall meet the training and/or experience requirements for their assigned position. STATE and COUNTY IMT trainees shall have the prerequisite knowledge, skills, and abilities for their trainee assignment. Trainees must bring their position taskbook to trainee assignments.

STATE IMT and COUNTY IMT members are required to stand-by on an assigned rotational basis during the declared fire season period as determined by STATE and COUNTY. **There is no compensation by STATE for STATE IMT and COUNTY IMT members while on stand-by status**. STATE IMT member availability during the non-fire season period will be on “as available” basis.

Appendix Q of this Operating Plan outlines STATE IMT rotation schedule for fire and non-fire season periods. Appendix QQ of this Operating Plan lists those COUNTY IMT positions, including trainees, which are **pre-approved for STATE reimbursement** when a COUNTY IMT is activated for a State Responsibility Area wildfire within COUNTY Direct Protection Area in support of the STATE Mission. When a COUNTY IMT is activated for a State Responsibility Area wildfire the County IMT will complete an After Action Report (AAR) consistent with the STATE IMT After Action Report Format.

Upon team activation during declared fire season period, STATE IMT and COUNTY IMT members are required to respond within 60 minutes after being contacted by their respective dispatch center. STATE IMT and COUNTY IMT members will be expected to remain available for the entire duration of an incident. When a STATE IMT or COUNTY IMT is placed on **"hard cover"** status by STATE awaiting an assignment, time spent by STATE IMT and COUNTY IMT members **beyond normal work hours are eligible for STATE reimbursement.**

Reimbursement to COUNTY for ICT/IMT members shall be in accordance with reimbursement procedures of this Operating Plan. Cost incurred by COUNTY for ICT/IMT members placed on "hard cover" status will be reimbursed in accordance with COUNTY MOU and policy governing employee compensation for availability beyond normal work hours.

STATE IMT activation can occur in support of a non-wildfire incident (e.g., flood, earthquake, etc.). Participation for non-wildfire incidents is optional for COUNTY ICT members, as STATE reimbursement through the STATE Emergency Fund cannot be guaranteed in support of team activation. COUNTY will be responsible for all costs associated with STATE IMT training and team meetings. STATE requests that COUNTY members on STATE IMT be made available to attend training and team meetings when scheduled.

VI. BILLING

Gray Book Billing

Prior to approving Gray Book invoices, STATE will confirm that County SRA NFIRS reporting is current up to the month prior to the month being billed. If COUNTY cannot meet this approval time frame, CAL FIRE will hold back **25 percent** of the Gray Book payment due until COUNTY is able to achieve full NFIRS reporting compliance.

Incident Billing

Billing for State Responsibility Area incidents within COUNTY SRA Protection Areas and out-of-county assignments at the direct request of STATE will be handled through the COUNTY and STATE administrative sections. When billings are submitted for reimbursement, the following itemized information shall be provided: SEE INCIDENT INVOICE CHECKLIST Exhibit 7.

- Invoice with list of all resources being billed along with request numbers,times, dates,rates etc.
- Aircraft cost, Helicopter Daily Cost Summary and any other aircraft back up documentation.
- Supporting Emergency Activity Records, supporting documentation of employee work schedules.

- Supplies being billed, copy of receipts and any other supporting documentation (logs, sign up sheets, 213's, ROSS documentation etc.) with name of whom from CALFIRE approved (include "S"#'s)
- Complete Matching Reconciled Ross Reports.
- Copy of complete CAD incident report.
- If in County incident and resources above appendix A are being billed; CAL FIRE name / supporting documentation of approvals.
- Narratives or any other backup documentation necessary to support resources/supplies being billed.
- Copy of NFIRS report for incident.
- If Staffing Pattern Resources are being billed copy of Staffing Pattern Request from CALFIRE, copy of Appendix T with identified resources.

Billing for State Responsibility Area incidents within COUNTY SRA Protection Areas and STATE requested out-of-county assignments shall be submitted to STATE **within 180 days** of the incident control date. STATE shall approve invoices submitted by COUNTY within 60 days of receipt. If COUNTY or STATE, with good cause, cannot meet this approval time frame, COUNTY or STATE may request an extension that will be done in writing. Once an invoice is approved and processed by STATE for payment, STATE will advise COUNTY. Administrative charges may be added to the invoice to State. Standard business practices as are routinely followed at County when invoicing State agencies will apply. With one exception, the rate and method of application charged will not be higher than when COUNTY invoices under the CFAA agreement. Exception: For incidents occurring on or after November 14, 2013, equipment may be billed for up to 24 hours per day, rather than the 16 hour per day maximum.

When STATE advises COUNTY that STATE has approved and processed for payment a COUNTY invoice, COUNTY should receive reimbursement within 60 days from date of STATE notification. For those COUNTY invoices that do not receive payment after 60 days, COUNTY can contact STATE to advise of the non-payment with the STATE point of contact (see Exhibit 5 contact information)

MONTHLY ROSS ACTIVITY REPORT

To assist the COUNTY in meeting the incident billing timelines described below, the Contract County Deputy Chief will assemble and distribute the following information:
Each month, the ROSS database will be queried for all fire activity to which COUNTY resources have been assigned in ROSS. This report Exhibit 3 will be produced and distributed on or before the last business day of the first week every month, and will include incidents for the month prior to the print date. Example: On January 4, 2016, the ROSS Monthly Activity Report will be run for the month of December, 2015. Because this report will include all activity in ROSS for any given jurisdiction,

COUNTY will need to determine which of the incidents listed are billable to the STATE under the Contract County Agreement. Once that billable subset of incidents is known, invoices for those incidents must be prepared and transmitted to STATE within the identified timeframes.

FMAG APPROVAL NOTICE

As Fire Management Assistance Grants (FMAG) are approved from time to time, the approval is transmitted to the CAL FIRE Deputy Chief of State and Federal Programs within COOP Fire Sacramento. State and Federal Programs will distribute the FMAG approval to the CAL FIRE Contract County Deputy Chief who will immediately distribute by email to COUNTY AOP and Finance contacts.

Billing for those State Responsibility Area wildland fires within COUNTY SRA Protection Areas and STATE requested Out of County assignments that have qualified for Fire Management Assistance Grant (FMAG) reimbursement shall be submitted to STATE within **90 days** of the FMAG Eligibility Close Date in order to meet STATE and Federal Emergency Management Agency (FEMA) requirements. If County with cause is unable to meet the deadline, COUNTY may request in writing to the CAL FIRE Contract County Deputy Chief for a **30 day** extension.

The STATE further reserves the right to reduce the COUNTY incident invoice reimbursement by seventy-five percent (**75%**) if COUNTY without reasonable cause fails to meet the agreed upon submission deadline resulting in a reduced reimbursement to the STATE by FEMA.

When STATE advises COUNTY that STATE has approved and processed for payment an FMAG based COUNTY invoice, COUNTY should receive reimbursement within **90 days** from date of STATE notification. For those COUNTY invoices that do not receive payment within 90 days, COUNTY can contact STATE to advise of non-payment with the STATE point of contact (refer to Exhibit 5).

For COUNTY point of contact to advise of incident approval and payment processing by STATE, refer to Exhibit 5.

Correspondence and invoice submittal to STATE for incident reimbursement should be mailed to the following address:

California Department of Forestry and Fire Protection
2524 Mulberry Street
Riverside, California 92501
Attn: Deputy Chief, Contract Counties

Correspondence to COUNTY regarding incident billings should be mailed to the below address:

Los Angeles County Fire Department
Financial Management Division
1320 North Eastern Avenue
Los Angeles, California 90063-3924

VII. MAINTENANCE OF SPATIAL DATA

State Responsibility Areas (SRA)

Areas protected under the AGREEMENT are maintained in the official SRA data available at;

http://frap.fire.ca.gov/projects/sra_mapping/index.php

SRA data is continuously updated by the State Mapping Coordinator to capture automatic changes that do not require Board approval, and new versions are released twice a year, usually in April and November.

This update process includes;

Annexations

CAL FIRE receives official notification of every annexation from the State Board of Equalization.

Changes affecting federal ownership

An annual comparison to county assessor roll data is performed to identify parcels that have transferred in or out of federal ownership.

Other automatic changes

This typically involves error corrections or boundary adjustments to improve the accuracy of the data and/or to make it consistent with county parcel data.

COUNTY should conduct a review of each SRA data release to verify that STATE has identified and properly captured annexations, federal ownership changes, and other automatic changes. If problems are identified the Region SRA Coordinator should be notified.

COUNTY should also monitor land use changes, as part of the official five year SRA review process (or for designated special reviews). Changes in land use (densification, conversion to permanent crops, or crops reverting back to wildland) which potentially impact SRA status under Public Resources Code Section 4126 (Appendix R of Operating Plan) require Board of Forestry and Fire Protection approval before a change in SRA classification occurs. The SRA Tracker must be used to initiate, track, and document the official process for a proposed SRA change.

Facilities and Resources Mapping

Firefighting facilities information is maintained as CAL FIRE enterprise data in a multi-user geodatabase accessible from the Internet at http://webgisprdint1/Frap_Facilities_Editor/ to authorized data stewards logged into the CDF Domain. Instructions and user credentials needed to access the web service can be obtained by sending a request to FRAPdatacontact@fire.ca.gov with the data steward's name and contact information. Facilities data should be verified annually so as to be complete and accurate by **April 1st**. Facilities include all fire stations, air attack bases, Helitack bases, conservation camps, lookouts, operation centers, and

headquarters that support the wildland fire mission in the State Responsibility Area. Each facility is attributed with the number of various suppression resources it hosts (engines, dozers, etc.) by ICS Type, as appropriate.

Fire Perimeters

Wildfire and prescribed fire data is maintained as a file geodatabase (http://frap.cdf.ca.gov/data/frapgisdata-sw-fireperimeters_download.php) through an annual process of data submission by Federal, State, and Local agencies. Each December data is requested via letter from CAL FIRE that contains a blank geodatabase and instructions on populating and submitting the data. Data is due by the first Monday in February. If data is submitted that does not meet standards, CAL FIRE will request that data be resubmitted correctly.

Communities and Community Planning Efforts

Community planning information is maintained as CAL FIRE enterprise data in a multi-user geodatabase accessible from the Internet at http://webgisprdint1/community_planning/ to authorized data stewards logged into the CDF Domain. Instructions and user credentials needed to access the web service can be obtained by sending a request to FRAPdatacontact@fire.ca.gov with the data steward's name and contact information. Community data should be verified annually so as to be complete and accurate by **April 1st**. A "community" is any point location representing a geographically definable area (Census Populated Place, sub-division, neighborhood, etc.) that is at risk from wildland vegetation fires. Communities are attributed to indicate participation in one or more Community Wildfire Protection Plans (as defined in Title I of the Healthy Forests Restoration Act of 2003), and identifies each publisher (community, county, etc.). Other attributes include Communities at Risk designation http://osfm.fire.ca.gov/fireplan/fireplanning_communities_at_risk.php and Firewise program participation (http://www.firewise.org/).

VIII. FIRE PREVENTION

Through the AGREEMENT, STATE has conveyed to COUNTY as the duly authorized agent of the STATE the enforcement of state forest and fire laws on lands within the COUNTY that have been classified as State Responsibility Area within COUNTY SRA Protection Areas.

As the STATE provides funding to COUNTY for wildfire prevention services, COUNTY will conduct an aggressive wildfire prevention program directed at fire causes common on State Responsibility Area lands within COUNTY SRA Protection Areas, monitor fire cause trends, and maintain fire cause statistics.

County shall provide monthly statistics outlining fire prevention inspections. Fire prevention inspections will include but not limited to defensible space inspections (LE-100 NOTICE OF DEFENSIBLE SPACE INSPECTION). Fire prevention inspection details are outlined in Appendix V.

When a wildfire cause trend has been identified (e.g. arson series), COUNTY shall contact the STATE Southern Region Fire Prevention / Law Enforcement Deputy Chief (see Exhibit 5) to advise of such activity. Depending on the type of fire cause trend, STATE may be able to provide fire cause mitigation assistance and direction with the type of STATE assistance and direction to be jointly determined by the COUNTY Fire Chief or designee and the STATE Fire Prevention / Law Enforcement Deputy Chief or designee.

COUNTY may adopt ordinances, rules and regulations that may be more restrictive than state regulations to meet local conditions of climate, vegetation, and other hazards. Those local ordinances, rules, and regulations that apply to State Responsibility Area lands shall be reviewed by the Southern Region Fire Prevention / Law Enforcement Deputy Chief (see Exhibit 5) prior to implementation. As STATE agent, COUNTY has authorization for issuing burning permits for all legal burning activities on SRA lands within the COUNTY SRA Protection Areas.

COUNTY shall submit complete and accurate incident reports using a compliant software version of the National Fire Incident Reporting System (NFIRS) for ignitions in SRA within COUNTY SRA Protection Areas using the STATE assigned Fire Department Identification (FDID) number 19555. A monthly export file from the COUNTY NFIRS software shall be submitted by the 15th of the following reporting month as an attachment to an email and sent to CAIRSCDF@fire.ca.gov. **A final submission of NFIRS reports for the entire year which will include all updated reports from prior monthly submissions is due to the STATE by February 15 of the following reporting year.**

COUNTY reporting requirements for NFIRS Incident Types 140-143, 170-173, and 561 with fire origin in SRA are as follows (for information on NFIRS incident types, please refer to the NFIRS Complete Reference Guide located at https://www.nfirs.fema.gov/system/guidelines.shtm

FDID 19555

Complete all NFIRS required fields in the Basic Module.

Complete all NFIRS and STATE required fields in the Wildland Module. STATE required fields are as follows:

Alternate Location Specification in specified format, Human Factors Contributing to Ignition, Factors Contributing to Ignition, Heat Source, Mobile Property Type, and Equipment Involved in Ignition, Property Management, Person Responsible for Fire, and Age or Date of Birth.

Total acres burned for the entire perimeter of the fire will be completed in the Total Acres Burned Field and the percentage of total acres burned by jurisdiction will be defined by completing the Property Management field as follows:

State = SRA

County = COUNTY

Federal = Federal Responsibility Area

When the fire did not originate in SRA but includes SRA acres burned, the percentage of SRA acres burned will be defined by completing the Property Management field.

General fire cause will be reported as described in Appendix D.

When COUNTY receives aid for NFIRS Incident Types 100, 110-118, 120-123, 130-138, 150-155, 160-164 because of a threat to SRA, COUNTY is required to complete the NFIRS Aid Received field and include STATE FDID in NFIRS Remarks field.

For COUNTY point of contact for coordinating COUNTY fire reporting statistics activities please refer to Exhibit 5 (contact information) for the primary AOP contact.

For STATE point of contact for coordinating COUNTY Fire reporting activities please refer to Exhibit 5 (contact information).

For those wildland fires within COUNTY SRA Protection Area that have an STATE Agency Representative assigned, the STATE Agency Representative is responsible for completing the STATE required fire report through the STATE BDU Unit.

IX. LAW ENFORCEMENT

Under the AGREEMENT, COUNTY as STATE agent for enforcing state forest and fire laws on State Responsibility Area lands within COUNTY SRA Protection Areas will investigate for origin and cause and document investigation findings, determine potential for cost recovery reimbursement, and appropriate corrective and/or mitigation action(s) on all wildfires which occur on State Responsibility Area protected by COUNTY. For all fires that escape the initial attack, the fire investigator assigned must be qualified in ROSS as WILDLAND INVESTIGATOR. For AOP purposes, the investigator must have attended FI-210, must have initiated and completed a task book, and must be listed in ROSS as a wildland fire investigator. For technical support on fire investigator qualifications, COUNTY can contact the Southern Region Fire Prevention / Law Enforcement Deputy Chief (see Exhibit 5).

When a State Responsibility Area wildfire within COUNTY SRA Protection Areas occurs as a result of a violation of law or because of negligence and/or a responsible party is identified, the COUNTY and/or STATE Agency Representative (AREP) will immediately notify the STATE through the Southern Region Fire Prevention / Law Enforcement Duty Chief (see Exhibit 5) who will in turn advise the Civil Cost Recovery Officers involved.

For large or unusually complex investigations, COUNTY may request STATE or STATE may choose, upon consultation with COUNTY, to provide fire investigation support with the level of support based on availability of STATE personnel and equipment. It will be the responsibility of the COUNTY to contact the Southern Region Fire Prevention / Law Enforcement Deputy Chief to determine the level of

STATE support required for a wildfire investigation involving State Responsibility Area within COUNTY SRA Protection Areas. For joint jurisdictional incidents, there shall be an agreement between involved agencies as to the handling of investigational documentation and evidence.

When COUNTY has conducted an investigation for origin and cause and documents investigation findings, COUNTY shall use an investigative reporting format that is compatible to that used by STATE. For technical support on documenting investigation findings, COUNTY can contact the Southern Region Fire Prevention / Law Enforcement Deputy Chief (see Exhibit 5).

It will be the responsibility of the STATE AREP to prepare the STATE ARC package and submit to the STATE CSR Cost Recovery Battalion Chief (see Exhibit 5). For those incidents that require a STATE ARC package, which a STATE AREP was not assigned, the STATE BDU Unit will have the responsibility for preparing the STATE ARC package.

State Responsibility Area wildfires within COUNTY SRA Protection Areas that have been approved for FMAG reimbursement must be investigated for fire cause, negligence and/or code violation, and responsible party. Fire Suppression Cost Recovery must be pursued against the responsible party(s) when FEMA costs are involved through FMAG reimbursement and negligence and/or code violation has been determined. On all billable incidents, fire cause and origin investigator(s) assigned must possess WILDLAND FIRE INVESTIGATOR qualifications. (See AOP page 31).

For those State Responsibility Area wildfires within COUNTY SRA Protection Areas in which STATE or COUNTY plan to seek reimbursement for STATE or COUNTY suppression costs from a third party, a joint-investigation between STATE and COUNTY may occur to avoid duplication of effort and a joint cost collection package may be developed through a written agreement. Procedural details for civil cost recovery are outlined in Appendix S. The initial STATE contact will be Southern Region Fire Prevention / Law Enforcement Deputy Chief (see Exhibit 5) who will in turn notify the Contract County Civil Cost Recovery Officer.

If COUNTY does not pursue Fire Suppression Cost Recovery for a State Responsibility Area wildfire within COUNTY Protection Areas, STATE may decide to pursue cost recovery. In such cases, STATE will advise COUNTY of such actions and determine if COUNTY wants to jointly participate with STATE in said cost recovery efforts. Upon request of STATE, COUNTY shall provide copies of applicable investigational information, documentation, reports, interview records, and evidence that COUNTY has obtained through an investigation for fire origin and cause that the STATE requires in support of cost recovery efforts.

For those Fire Suppression Cost Recovery incidents pursued by either STATE and/or COUNTY in which STATE or COUNTY are representing both STATE and COUNTY interests, a pre-settlement conference shall be held between STATE and COUNTY prior to entering into any cost recovery settlement agreement.

For those Fire Suppression Cost Recovery incidents pursued by either STATE and/or COUNTY in which STATE and COUNTY are not jointly pursuing cost recovery, STATE or COUNTY must advise each other before entering into any cost recovery action.

For those investigations conducted by COUNTY or STATE which determine that sufficient evidence exists to file civil and/or criminal action, COUNTY will advise STATE or STATE will advise COUNTY before taking appropriate legal action. Immediate notification to STATE can be made through the Southern Region Fire Prevention / Law Enforcement Deputy Chief (see Exhibit 5).

X. FIRE PLAN

STATE has provided funding to COUNTY to help reduce total wildfire costs and associated losses within the COUNTY by protecting assets at risk identified in the California Strategic Fire Plan through focused pre-fire management prescriptions and increasing initial attack success on State Responsibility Area wildfire incidents within COUNTY SRA Protection Areas. In support of this effort, a position to coordinate vegetation management activities and a position to implement pre-fire management planning objectives as identified in the California Strategic Fire Plan have been authorized.

For COUNTY point of contact for coordinating COUNTY vegetation management and pre-fire management activities, please refer to Exhibit 5 (contact information)

In support of the California Strategic Fire Plan, COUNTY is required to maintain a Unit Fire Plan, following the STATE-approved format, on State Responsibility Area land within the COUNTY SRA Protection Areas. Following STATE Fire Plan requirements as posted on the STATE Fire Plan Intranet Web-Site, COUNTY shall submit Unit Fire Plan Assessment Validations and updates annually by **May 1st**. Updates will include at a minimum annual accomplishments reporting following the guides posted on STATE Fire Plan Web-Site. Unit Fire Plans will be updated at a minimum every five years to meet the changing goals of the COUNTY or the Fire Plan Program.

COUNTY is required to maintain current and accurate data in CalMAPPER (CAL FIRE Management Activity Project Planning & Event Reporter). CalMAPPER is a component of the Unit Fire Plans that tracks spatial location, activities, costs and cooperators for Pre-Fire projects. CalMAPPER reporting deadlines will be set by STATE related to specific Programs, and Grants and provided to COUNTY. STATE

will provide support and data monitoring for CalMAPPER.

STATE and COUNTY shall hold periodic training sessions and conference calls in order to provide COUNTY with the most current information to maintain currency on Fire Plan practices and requirements. STATE will hold an annual Fire Plan Workshop and will provide COUNTY with changes in Program direction, training opportunities and Annual Reporting deadlines. The COUNTY is required to send at least one representative.

STATE will provide each COUNTY with two CAL FIRE Domain accounts for the STATE funded positions for the COUNTY to access items related to the California Strategic Fire Plan reporting requirements.

For those vegetation management burns that occur on State Responsibility Area within COUNTY SRA Protection Areas and will be reimbursed by STATE, COUNTY will advise the STATE at least 24 hours prior to burning. COUNTY's point of contact for this notification will be the STATE CSR Duty Officer (see Exhibit 5).

XI. GENERAL PROVISIONS

A. Periodic Review

STATE and COUNTY will make staff available during fire season for an on-the-ground inspection of this Operating Plan.

B. Updating of Plan

STATE and COUNTY will meet at least annually prior to May 15th or more often if necessary, to review the entire Operating Plan and update as necessary.

C. Public Information

STATE and COUNTY will attempt to provide only current, accurate information on their own activities to the public or media. Each agency will refer inquiries to the appropriate agency and will develop a joint response when the topic relates to cooperative efforts under this Operating Plan.

D. Augmentation or Reduction of Resources

If, during the effective period of this Operating Plan, STATE or COUNTY receives a budget change (increase or decrease) that could significantly modify the provisions of this Operating Plan, a revision to the Operating Plan may be jointly negotiated.

E. Training

The department and Contract County training programs will hold periodic training meetings for the purpose of acquainting personnel with the provisions of the Contract

Counties agreement, annual operating plan and the operational procedures of each agency.

Contract County employees are treated as CAL FIRE employees per CAL FIRE HB 4009.1. The department will afford Contract County employees opportunities in formal department training sessions and or workshops based on annual training assesment needs and allocations. Those requests will be facilitated through the Region Training Coordinators. Classes of multiple week durations will be identified and cost schedules provided by the CAL FIRE Academy. i.e. HFEO, ECC, RBC, etc.

Whenever practical, joint training sessions between the department, Contract Counties and other local cooperators are encouraged.

CAL FIRE and Contract County point of contacts for coordinating department sponsored training activities are located in Exhibit 5 (contact information) of the Contract Counties agreement. The CSR / CNR Region Training Deputy Chief will assist with annual training assesment needs.

F. Joint Projects

COUNTY and STATE may jointly conduct appropriate mutual interest projects to maintain or improve the fire protection capability of either agency. Such projects will be properly documented and will set forth the objectives of each undertaking and the role each agency will play in accomplishing that objective. Anticipated cost and the amount of each agency's share of the cost will be shown and itemized.

G. Capital Outlay

Capital outlay funding has not been reinstated to the contract counties as of 1/2015, at that time direction will be provided on how it will be disiminated to the Contract Counties.

H. Online Access to CAL FIRE Policy Handbooks

Current versions of CAL FIRE Handbooks referenced in this Annual Operating Plan can be accessed through public computers not connected to the STATE network. The hyper link to this site is: http://calfireweb.fire.ca.gov/library/handbooks/

Los Angeles County / CAL FIRE
Appendix A 1st and 2nd Alarm Response Plan
2016 / 2017

PRE-APPROVED RESOURCE ORDER:

BURN INDEX 0-152	
1ST Alarm	2nd Alarm
7 ENGINES	5 ENGINES
4 CREWS (CLOSEST AVAILABLE)	4 CREWS (CLOSEST AVAILABLE)
3 HELICOPTER'S (2 W/CREWS)*	1 SQUAD
4TH HELICOPTER (HELCO)	1 WATER TENDER
3 SUPERINTENDENTS	1 SUPERINTENDENT
1 PATROL	1 DOZER TEAM
1 DOZER TEAM	1 HELITENDER
1 WATER TENDER	1 HELITANKER
2 BATTALION CHIEFS	2 BATTALION CHIEFS
2 SUPER SCOOPERS (When Available)	1 ASSISTANT CHIEF
	2 FIXED WING AIR TANKERS
	1 ATGS

BURN INDEX 153 OR HIGHER	
1ST Alarm	2nd Alarm
7 ENGINES	5 ENGINES
4 CREWS (CLOSEST AVAILABLE)	4 CREWS (CLOSEST AVAILABLE)
3 SUPERINTENDENTS	1 WATER TENDER
3 HELICOPTERS (2 W/CREWS)*	1 DOZER TEAM
4TH HELICOPTER (HELCO)	1 CONSTRUCTION SUP
2 DOZER TEAMS	1 SQUAD
1 WATER TENDER	1 HELITENDER
1 PATROL	1 HELITANKER
2 BATTALION CHIEFS	2 BATTALION CHIEF
2 SUPER SCOOPERS (when available)	1 ASSISTANT CHIEF
2 FIXED WING AIR TANKERS	
1 ATGS	

- *The Prado Helicopter w/crew must be considered as the 3rd helicopter under the closest resource concept as appropriate.*

CATALINA	
1 ATGS	2 FIXED WING AIR TANKERS
3 HELICOPTERS (2 W/CREWS)	

2016 DI/CAL FIRE Air Tactical & Airtanker Deployment Schedule

BASE	TYPE	N number	TAIL #	CREW	Start	END	Day Off	Relief	Base Mech. & Day Off
ROHNERVILLE FOT	OV10	N413DF	A120	Jim Merryfield	6/14	10/15	Mon	Rick Haagenson	Ron Goepfert Tue
	S2T	N440DF	T96	Erik Hakenen	6/14	10/15	Sun/Mon	Jim Cook (12&2)	
REDDING RDD	OV10	N421DF	A240	Del Schulte	6/14	10/15	Thu	Rick Haagenson	Jon Sortomme Mon
	S2T	N442DF	T94	Tim Daly	6/14	10/15	Thu	Jim Cook	
	S2T	N448DF	T95	Jason Carter	6/14	10/15	Wed	Jim Cook	
	ASM OV10	N470DF	A505	Bob Coward	6/14	10/15	Thu/Fri	12 & 2	
	A200CT	N461DF	A503	Dean Talley	6/14	10/15	Sun/Mon	12 & 2	
UKIAH UKI	OV10	N410DF	A110	Dane Hackler	6/14	10/15	Tue	Rick Haagenson	Arvin Guico Thu
	S2T	N434DF	T90	Cynthia Anderson	6/14	10/15	Thu	Bill Buckley	
	S2T	N428DF	T91	John Butts	6/14	10/15	Fri	Bill Buckley	
SANTA ROSA STS	OV10	N414DF	A140	Rand Sterrett	6/14	10/15	Wed	Rick Haagenson	Toby Anderson Tue
	S2T	N433DF	T85	Jerome Laval	6/14	10/15	Sat	Bill Buckley	
	S2T	N438DF	T86	Bob Valette	6/14	10/15	Sun	Bill Buckley	
	S2T	Tanker Trainee*							
CHICO CIC	OV10	N402DF	A210	Stef Kudar	6/14	10/15	Mon	Jimmie Bryant	Bill Burnard Sun
	S2T	N450DF	T93	Gary Thomas	6/14	10/15	Sat	Jim Barnes	
GRASS VALLEY GOO	OV10	N408DF	A230	Kirk Chaney	6/14	10/15	Sun	Jimmie Bryant	Ed Lamanna Sat
	S2T	N426DF	T88	Colin Rogers	6/14	10/15	Sun	Jim Barnes	
	S2T	N425DF	T89	Joe Satrapa	6/14	10/15	Mon	Jim Barnes	
COLUMBIA O22	OV10	N401DF	A440	Ken Lancaster	5/9	10/15	Sat	Jimmie Bryant	Butch Hall Fri
	S2T	N422DF	T82	Rich Schlink	5/9	10/15	Thu	T Haagenson/J Kerpa	
	S2T	N424DF	T83	Brian Combs	5/9	10/15	Wed	T Haagenson/J Kerpa	
	S2T	Tanker Trainee*							
HOLLISTER CVH	OV10	N415DF	A460	Scott Fisher	5/9	10/31	Fri	Jimmie Bryant	Kim Myers Sun
	S2T	N445DF	T80	Jim Ferreira	5/9	10/31	Thu	Vito Orlandella	
	S2T	N445DF	T74	Dan Rieger	5/9	10/31	Thu	Vito Orlandella	
PORTERVILLE PTV	OV10	N400DF	A410	Henry Fierro	4/25	10/31	Mon	Chris McGuire	Karl Kiaser Fri
	S2T	N431DF	T76	Brad Baker	4/25	10/31	Tue	T Haagenson/J Kerpa	
	S2T	N436DF	T78	Tom Voorhees	4/25	10/31	Mon	T Haagenson/J Kerpa	
PASO ROBLES PRB	OV10	N418DF	A340	Mark Donnelly	4/25	10/31	Sun	Chris McGuire	Frank Vasquez Wed
	S2T	N444DF	T75	Bob Pixton	4/25	10/31	Mon	Vito Orlandella	
	S2T-OV10	Reserve Pilot		Anne Lebris	5/30	10/31	Tue/Wed	12 & 2	
	A200CT	N463DF	A504	Todd Deline	5/9	TBD	Sat/Sun	12 & 2	
HEMET HMT	OV10	N429DF	A310	Steve Schweizer	4/4	11/30	Tue	Chris McGuire	Travis Bailey/ Scott Stillwell (Prado)
	S2T	N435DF	T72	Phil Johnston	4/4	11/30	Mon	Billy Hoskins	
	S2T	N437DF	T73	Mike Venable	4/4	11/30	Sun	Billy Hoskins	
RAMONA RNM	OV10	N409DF	A330	John Schaures	4/4	11/30	Wed	Chris McGuire	Rick Schondel Mon
	S2T	N427DF	T70	Cameron Douglas	4/4	11/30	Sat	Billy Hoskins	
	S2T	N432DF	T71	Doug Baker	4/4	11/30	Fri	Billy Hoskins	
McCLELLAN MCC	S2T-OV10	Reserve Pilot		Dave Kelly	6/14	10/15	Sat/Sun	12 & 2	
	S2T	N441DF	T100	SPARE		Airtankler LEAD		Chuck Lees	
	OV10	N403DF	A500	SPARE		Air Tactical LEAD		Todd Deline	

RELIEF PILOT	TYPE	BASES COVERED	START	END	DAY OFF	
Rick Haagenson	**OV10**	**STS-RDD-FOT-UKI**	**6/14**	**10/15**	**Sat**	
Jimmie Bryant	**OV10**	**CVH-O22-GOO-CIC**	**5/9**	**10/31**	**Wed**	
Chris McGuire	**OV10**	**PRB-PTV-HMT-RNM**	**4/4**	**11/30**	**Fri**	
Jim Cook	**S2T**	**RDD-FOT**	**6/14**	**10/15**	**Thur/Fri**	**12 & 2**
Bill Buckley	**S2T**	**UKI-STS**	**6/14**	**10/15**	**Tue**	
Jim Barnes	**S2T**	**CIC-GOO**	**6/14**	**10/15**	**Wed**	
Trevor Haagenson/John Kerpa	**S2T**	**PTV-O22**	**4/25**	**10/31**	**Sat**	
Vito Orlandella	**S2T**	**PRB-CVH**	**4/25**	**10/31**	**Sat**	
Billy Hoskins	**S2T**	**HMT-RNM**	**4/4**	**11/30**	**Wed**	

AIR TANKER TRAINEES	BASES COVERED	START	END	DAY OFF
Jesse Jenks		**6/14**	**10/15**	
Jeff Sheftal		**6/14**	**10/15**	
Jason Vogt		**6/14**	**10/15**	

*NOTE: Air tanker trainees will be required to train at several bases throughout the fire season-a separate schedule will be provided

DISPATCHING AND DIVERTING AIRCRAFT 8342

(Revised September 2001)

DISPATCHING AIRCRAFT 8342.1

(Revised September 2001)

See Section 8333 Aircraft Dispatching

DIVERTING OF AIRCRAFT 8342.2

(Revised September 2001)

GENERAL 8342.2.1

(No. 9 July 2003)

The most advantageous and efficient use of CDF firefighting aircraft is the initial attack of new fires. Consistent with the concept of primary use of aircraft for initial attack; CDF aircraft will be diverted to new fires whenever their proximity is closer/faster from the extended/major fire to the new initial attack fire than other like uncommitted aircraft. Policies regarding the diversion of aircraft should be **well understood** by all administrators, incident commanders, and cooperating agencies. Incident Commanders will be advised by the ATGS when aircraft committed to their fires have been diverted to new incidents. Thorough communication regarding aircraft divert will be made between the Incident Commander and the entire operational line staff as defined in §8342.2.3. It is most important that all involved understand that an aircraft divert has taken place.

'NO DIVERT' POLICY 8342.2.2

(No. 9 July 2003)

When an incident commander recognizes critical fire advances, and has urgent need for continued air support for the direct and immediate threat to life of a firefighter or a civilian by the approaching fire front, the incident commander shall immediately contact the ECC and request **"NO DIVERT"** of a specified number of aircraft. When the critical phase has passed, the incident commander shall immediately advise the ECC.

The "NO DIVERT" status will be reevaluated every 30 minutes for its appropriate use by the ECC direct contact with the Incident Commander or ATGS. This procedure shall be used for genuine emergencies only. A hot, running fire is not, in itself, enough justification to request, **"NO DIVERT".**

DIVERTING AIRCRAFT-AUTHORITY AND RESPONSIBILITIES 8342.2.3

(No. 16 September 2004)

Unit ECC's may divert aircraft assigned to going fires within that Unit to new fires within the unit. The region ECC shall divert aircraft between units within their region, to fires on other-agency lands or other-region lands which fall within the zone-of-influence of aircraft based within that region. Inter-region diversions of aircraft beyond the zone-of-influence of an air base, as well as move-up of aircraft between regions, will be under the control of the Region CC's.

The responsible ECC will contact the ATGS by radio, announcing that this is an "Aircraft DIVERT" and will instruct the ATGS controlling the aircraft to immediately divert the closest specified types of aircraft to the new fire. The ECC will give the bearing and distance to the new fire , a Latitude and Longitude for GPS navigation, a well known landmark, the contact, contact frequencies and any known hazards to flight.

The ATGS will at their discretion identify and divert available attack-ready aircraft considering fuel and retardant loads as well as flight time needed for effective action. The ATGS will notify the ECC of the radio identifiers and estimated times of arrival (ETA) of the diverted aircraft.

The responsible ECC/CC may contact pilots or air bases directly to divert aircraft not in immediate contact with the controlling ATGS. It is the region CC's responsibility to notify all affected units of all aircraft diverts made by the region CC. The Responsible unit ECC will notify the air ATGS of the diversion time and the aircraft diverted.

It is the responsibility of the CC/ECC that initiates any aircraft divert to confirm that divert, including radio identifiers through channels to effected ATGS's, ECC's/CC's, bases, and incident commanders. Incident Commanders shall verify that all operational personnel are notified of the divert status.

All aircraft diverts shall comply with 8100 Procedure No. 405, "Aircraft "No Divert'" Notification and any other applicable procedures.

(see next section)

(see HB Table of Contents)

(see Forms and Forms Samples)

8100 PROCEDURE 405
Aircraft "No Divert" Notification
(April 2010)

(See Policy 8342.2.2 "No Divert" Policy)

A "No Divert" notification of air support is for the direct and immediate threat to life of a firefighter or a civilian. The incident commander shall contact the ECC and advise of a "No Divert". When the threat has passed, the incident commander shall immediately advise the ECC that the "No Divert" is lifted. This procedure shall be used for genuine emergencies only. An advancing fire or structure threat is not, in itself, enough justification to request a "No Divert".

Establishing a "No Divert" Notification

Responsibilities and Action

ECC

1. Receive notification from the incident commander (IC) for a "No Divert" of a specified number of aircraft. A brief justification for the "No Divert" will be provided by the IC.

2. Record information in dispatch system of record.

3. Communicate the "No Divert", number of aircraft, and a brief justification to the Region OCC.

4. Notify Unit Duty Chief.

5. At 30 minute intervals, the "No Divert" is to be re-evaluated by the IC. Communication to justify the continuation of the "No-Divert" shall occur between the IC and ECC. Once the threat is abated, the "No-Divert" shall be lifted by the IC and communicated to the ECC.

6. Notify Region OCC of updates promptly. Advise of any changes in the "No-Divert".

Region OCC

1. Receive the "No Divert" information.

2. Notify Region Duty Chief.

3. Validate "No Divert" information. Advise Unit ECC if modifications are required.

4. Receive updates from Unit ECC.

Lifting (cancellation) of a “No Divert” Notification

Responsibilities and Action

ECC

1. Receive notification that the “No Divert” has been lifted by the IC.
2. Notify Region OCC
3. Notify Unit Duty Chief

Region OCC

1. Receive notification that the “No Divert” has been lifted.
2. Notify Region Duty Chief.

Next Procedure

Handbook Table of Contents

Forms and Forms Samples

A

FDID ☆ | State ☆ | Incident Date (MM DD YYYY) ☆ | Station | Incident Number ☆ | Exposure ☆

☐ Delete
☐ Change
☐ No Activity

NFIRS–1 Basic

B Location Type ☆

☐ Check this box to indicate that the address for this incident is provided on the Wildland Fire Module in Section B, "Alternative Location Specification." Use only for wildland fires.

Census Tract ___ - ___

☐ Street address
☐ Intersection
☐ In front of
☐ Rear of
☐ Adjacent to
☐ Directions
☐ U.S. National Grid

Number/Milepost | Prefix | Street or Highway | Street Type | Suffix

Apt./Suite/Room | City | State | ZIP Code

Cross Street, Directions or National Grid, as applicable

C Incident Type ☆

Incident Type

D Aid Given or Received ☆ ☐ None

1 ☐ Mutual aid received
2 ☐ Auto. aid received
3 ☐ Mutual aid given
4 ☐ Auto. aid given
5 ☐ Other aid given

Their FDID | Their State

Their Incident Number

E1 Dates and Times

Midnight is 0000

Check boxes if dates are the same as Alarm Date.

	Month	Day	Year	Hour	Min
☐ Alarm ☆ (ALARM always required)					
☐ Arrival ☆ (ARRIVAL required, unless canceled or did not arrive)					
☐ Controlled (CONTROLLED optional, except for wildland fires)					
☐ Last Unit Cleared (LAST UNIT CLEARED, required except for wildland fires)					

E2 Shifts and Alarms

Local Option

Shift or Platoon | Alarms | District

E3 Special Studies

Local Option

Special Study ID# | Special Study Value

F Actions Taken ☆

Primary Action Taken (1)

Additional Action Taken (2)

Additional Action Taken (3)

G1 Resources ☆

☐ Check this box and skip this block if an Apparatus or Personnel Module is used.

	Apparatus	Personnel
Suppression		
EMS		
Other		

☐ Check box if resource counts include aid received resources.

G2 Estimated Dollar Losses and Values

LOSSES: Required for all fires if known. Optional for non-fires.

		None
Property	$ ___,___,___	☐
Contents	$ ___,___,___	☐

PRE-INCIDENT VALUE: Optional

Property	$ ___,___,___	☐
Contents	$ ___,___,___	☐

Completed Modules

☐ Fire–2
☐ Structure Fire–3
☐ Civilian Fire Cas.–4
☐ Fire Service Cas.–5
☐ EMS–6
☐ HazMat–7
☐ Wildland Fire–8
☐ Apparatus–9
☐ Personnel–10
☐ Arson–11

H1 ☆ Casualties ☐ None

	Deaths	Injuries
Fire Service		
Civilian		

H2 Detector

Required for confined fires.

1 ☐ Detector alerted occupants
2 ☐ Detector did not alert them
U ☐ Unknown

H3 Hazardous Materials Release ☐ None

1 ☐ **Natural gas:** slow leak, no evacuation or HazMat actions
2 ☐ **Propane gas:** <21-lb tank (as in home BBQ grill)
3 ☐ **Gasoline:** vehicle fuel tank or portable container
4 ☐ **Kerosene:** fuel burning equipment or portable storage
5 ☐ **Diesel fuel/fuel oil:** vehicle fuel tank or portable storage
6 ☐ **Household solvents:** home/office spill, cleanup only
7 ☐ **Motor oil:** from engine or portable container
8 ☐ **Paint:** from paint cans totaling <55 gallons
0 ☐ **Other:** special HazMat actions required or spill > 55 gal (Please complete the HazMat form.)

I Mixed Use Property ☐ Not mixed

10 ☐ Assembly use
20 ☐ Education use
33 ☐ Medical use
40 ☐ Residential use
51 ☐ Row of stores
53 ☐ Enclosed mall
58 ☐ Business & residential
59 ☐ Office use
60 ☐ Industrial use
63 ☐ Military use
65 ☐ Farm use
00 ☐ Other mixed use

J Property Use ☆ ☐ None

Structures

131 ☐ Church, place of worship
161 ☐ Restaurant or cafeteria
162 ☐ Bar/Tavern or nightclub
213 ☐ Elementary school, kindergarten
215 ☐ High school, junior high
241 ☐ College, adult education
311 ☐ Nursing home
331 ☐ Hospital
341 ☐ Clinic, clinic-type infirmary
342 ☐ Doctor/Dentist office
361 ☐ Prison or jail, not juvenile
419 ☐ 1- or 2-family dwelling
429 ☐ Multifamily dwelling
439 ☐ Rooming/Boarding house
449 ☐ Commercial hotel or motel
459 ☐ Residential, board and care
464 ☐ Dormitory/Barracks
519 ☐ Food and beverage sales
539 ☐ Household goods, sales, repairs
571 ☐ Gas or service station
579 ☐ Motor vehicle/boat sales/repairs
599 ☐ Business office
615 ☐ Electric-generating plant
629 ☐ Laboratory/Science laboratory
700 ☐ Manufacturing plant
819 ☐ Livestock/Poultry storage (barn)
882 ☐ Non-residential parking garage
891 ☐ Warehouse

Outside

124 ☐ Playground or park
655 ☐ Crops or orchard
669 ☐ Forest (timberland)
807 ☐ Outdoor storage area
919 ☐ Dump or sanitary landfill
931 ☐ Open land or field
936 ☐ Vacant lot
938 ☐ Graded/Cared for plot of land
946 ☐ Lake, river, stream
951 ☐ Railroad right-of-way
960 ☐ Other street
961 ☐ Highway/Divided highway
962 ☐ Residential street/driveway
981 ☐ Construction site
984 ☐ Industrial plant yard

Look up and enter a Property Use code and description only if you have NOT checked a Property Use box.

Property Use ___ Code

Property Use Description

A

FDID ☆ | State ☆ | Incident Date (MM DD YYYY) ☆ | Station | Incident Number ☆ | Exposure ☆

☐ Delete
☐ Change

NFIRS–8 Wildland Fire

B Alternate Location Specification

Enter Latitude/Longitude OR Township/Range/Section/Subsection Meridian if Section B on the Basic Module is not completed.

Latitude ___ . ___ Longitude ___ . ___

OR

Township ___ . ___ ☐ North ☐ South Range ___ ☐ East ☐ West

Section ___ Subsection ___ Meridian ___

C Area Type ☆

1 ☐ Rural, farms >50 acres
2 ☐ Urban (heavily populated)
3 ☐ Rural/Urban or suburban
4 ☐ Urban-wildland interface area

D1 Wildland Fire Cause ☆

1 ☐ Natural source
2 ☐ Equipment
3 ☐ Smoking
4 ☐ Open/Outdoor fire
5 ☐ Debris/Vegetation burn
6 ☐ Structure (exposure)
7 ☐ Incendiary
8 ☐ Misuse of fire
0 ☐ Other
U ☐ Undetermined

D2 Human Factors Contributing to Ignition

☐ None

Check as many boxes as are applicable.

1 ☐ Asleep
2 ☐ Possibly impaired by alcohol or drugs
3 ☐ Unattended person
4 ☐ Possibly mentally disabled
5 ☐ Physically disabled
6 ☐ Multiple persons involved
7 ☐ Age was a factor

D3 Factors Contributing to Ignition

☐ None

#1 ___ #2 ___

D4 Fire Suppression Factors

☐ None

Enter up to three factors

#1 ___
#2 ___
#3 ___

E Heat Source

F Mobile Property Type

☐ None

G Equipment Involved in Ignition

☐ None

H Weather Information

NFDRS Weather Station ID

Weather Type | Wind Direction

Wind Speed (mph) | Air Temperature F° ☐ Check if negative

Relative Humidity % | Fuel Moisture % | Fire Danger Rating

I1 Number of Buildings Ignited

☐ None

Number of buildings that were ignited in Wildland fire.

I2 Number of Buildings Threatened

☐ None

Number of buildings that were threatened by Wildland fire but were not involved.

I3 Total Acres Burned ☆

___ , ___ , ___ . ___

I4 Primary Crops Burned

Identify up to 3 crops if any crops were burned.

Crop 1
Crop 2
Crop 3

J Property Management

Indicate the percent of the total acres burned for *each* ownership type then check the ONE box to identify the property ownership at the origin of the fire. If the ownership at origin is Federal, enter the Federal Agency Code.

Ownership		% Total Acres Burned
U	☐ Undetermined	%
Private		
1	☐ Tax paying	%
2	☐ Non-tax paying	%
Public		
3	☐ City, town, village, local	%
4	☐ County or parish	%
5	☐ State or province	%
6	☐ Federal (Federal Agency Code)	%
7	☐ Foreign	%
8	☐ Military	%
0	☐ Other	%

K NFDRS Fuel Model at Origin

Enter the code and the descriptor corresponding to the NFDRS Fuel Model at Origin.

L1 Person Responsible for Fire

1 ☐ Identified person caused fire
2 ☐ Unidentified person caused fire
3 ☐ Fire not caused by person

If person identified, complete the rest of Section L.

L2 Gender of Person Involved

1 ☐ Male
2 ☐ Female

L3 Age or Date of Birth

Age in Years ___ **OR** Date of Birth ___ Month ___ Day ___ Year

L4 Activity of Person Involved

Activity of Person Involved

M Type of Right-of-Way

☐ None

Required if less than 100 feet.

___ Feet Horizontal distance from right-of-way | Type of right-of-way

N Fire Behavior

These optional descriptors refer to observations made at the point of initial attack.

___ Feet Elevation

Relative position on slope

Aspect

___ Feet Flame length

___ Chains per Hour Rate of spread

CONTRACT COUNTY
FMAG NOTIFICATION, APPLICATION, CONFERENCE CALL PROTOCOLS

Notification:

When a wildland fire incident is occurring within a Contract County's SRA Protection Area and is determined to meet FMAG criteria, the following notification steps will be taken:

1) Contract County will contact the Region Duty Chief to advise of a pending FMAG application:

   - *Southern Region* ***CSR (951) 782-4236***
   - *Northern Region* ***CNR (530) 224-4944***

2) Region Duty Chief will advise CALFIRE Headquarters Duty Chief on the pending FMAG application who in turn will pre-alert OES Warning Center that an application will be forth coming.

Application:

Once a FMAG application has been completed by the Contract County, the following processing steps will take place:

1) The Contract County will then email or Fax the application directly to the OES Warning Center, ***Attn: Fire & Rescue Duty Officer*:**

   - *warning.center@oes.ca.gov*
   - ***fax (916) 845-8910***

2) After the application has been sent to the OES Warning Center, a phone call ***(916) 845-8911*** will be made to the OES Warning Center to confirm that the application has been received and delivered to the OES Fire & Rescue Duty Officer.

**** The Contract County Duty Chief or designee needs to be readily available to the OES Fire & Rescue Duty Officer to clarify any issues involving the FMAG application.**

3) A copy of the FMAG application will be sent to the Region Command Center (CC) by either email;

   * *South.OPSDutyOfficer@fire.ca.gov or fax* ***(951) 782-4900***
   * *NorthOps.DutyOfficer@fire.ca.gov or fax* ***(530) 224-4308***

4) A phone call will be made to the **Region Duty Officer** to advise that the application has been sent to OES Warning Center and confirm that Region CC has received the copy.

- ***CSR (951) 782-4236***
- ***CNR (530) 224-4944***

5) Region Duty Officer will forward a copy of the FMAG application to the Sacramento Command Center and provide a copy to the Region Duty Chief.

Conference Call:

In preparation for an OES meeting with FEMA to present the FMAG application, it may be required that a conference call take place to clarify FMAG issues prior to this meeting. Conference call attendees will normally be the Duty Chiefs for OES Fire & Rescue, CALFIRE Headquarters, CALFIRE Region, and Contract County. Depending on information needs, the CALFIRE Agency Representative and/or Contract County Incident Commander or designee may be asked to participate on this conference call. The following steps will be taken to schedule a FMAG conference call:

1) OES Fire & Rescue will notify the CALFIRE Headquarters Duty Chief of the need to schedule a FMAG conference call and provide any questions that will be asked during the call.

2) The CALFIRE Headquarters Duty Chief will be responsible for reserving a conference call number and contacting the Region Duty Chief to advise of the conference call, conference call starting time, and FMAG questions.

3) The Region Duty Chief will make contact with the Contract County Duty Chief on conference call start time, telephone number, and provide FMAG questions that will be asked during the call.

Application Status:

Once the determination has been made by FEMA to accept or reject the FMAG application:

1) OES Fire & Rescue Duty Chief will contact the CALFIRE Headquarters Duty Chief to advise of the FEMA determination.

2) The CALFIRE Headquarters Duty Chief will make contact with the Region Duty Chief to advise of the FEMA determination whom in turn will advise the Contact County Duty Chief of the FEMA decision on the FMAG application.

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Category: CALIFORNIA ONLY

Catalog Item Name	Alias	Code	Created By
AIR AMBULANCE COORDINATOR		MCAC	National Interagency Coordination Center (ID-NIC)
AIR TACTICAL PILOT (CALFIRE)		ATPC	National Interagency Coordination Center (ID-NIC)
AIR TACTICAL SUPERVISOR (CALFIRE)		ATSC	National Interagency Coordination Center (ID-NIC)
AIRCRAFT MECHANIC (CALIFORNIA ONLY)		AIRM	National Interagency Coordination Center (ID-NIC)
ARSON BOMB INVESTIGATOR (CALIFORNIA ONLY)		ABII	National Interagency Coordination Center (ID-NIC)
ASSISTANT MAFFS LIAISON OFFICER		AMLO	National Interagency Coordination Center (ID-NIC)
ASSISTANT MAFFS LIAISON OFFICER (CALIFORNIA ONLY)		MAFA	National Interagency Coordination Center (ID-NIC)
CALIFORNIA NATIONAL GUARD LIAISON (CALIFORNIA ONLY)		CNGL	National Interagency Coordination Center (ID-NIC)
CALL TAKER (CALIFORNIA ONLY)		CALT	National Interagency Coordination Center (ID-NIC)
CHAPLAIN (CALIFORNIA ONLY)		CHAP	National Interagency Coordination Center (ID-NIC)
CHIEF OFFICER (CALIFORNIA ONLY)		CHFO	National Interagency Coordination Center (ID-NIC)
COST ANALYST SPECIALIST (CALIFORNIA ONLY)		COSP	National Interagency Coordination Center (ID-NIC)
COST APPORTIONMENT TECHNICIAN (CALIFORNIA ONLY)		CATS	National Interagency Coordination Center (ID-NIC)
DECISION SUPPORT SYSTEM ADVISOR (CALFIRE)		DSSA	National Interagency Coordination Center (ID-NIC)
DECISION SUPPORT SYSTEM TECHNICAL SPECIALIST (CALFIRE)		DSTS	National Interagency Coordination Center (ID-NIC)
DELAYED TREATMENT MANAGER		MCDM	National Interagency Coordination Center (ID-NIC)
DEMOBILIZATION UNIT LEADER, INCINET (CALIFORNIA ONLY)		DMOI	National Interagency Coordination Center (ID-NIC)
DOZER LEADER		DOZL	National Interagency Coordination Center (ID-NIC)
DROWNING ACCIDENT RESCUE TEAM, TECH SPECIALIST (CALIFORNIA ONLY)		DART	National Interagency Coordination Center (ID-NIC)
DUTY CHIEF (CALIFORNIA ONLY)		DCHF	National Interagency Coordination Center (ID-NIC)
DUTY OFFICER (CALIFORNIA ONLY)		DUTY	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
EMERGENCY OPERATIONS CENTER MANAGER (CALIFORNIA ONLY)		EOCO	National Interagency Coordination Center (ID-NIC)
EMERGENCY WORKER, DECON (CALIFORNIA ONLY)		DCON	National Interagency Coordination Center (ID-NIC)
EMERGENCY WORKER, DECON FACILITY UNIT LEADER (CALIFORNIA ONLY)		DFUS	National Interagency Coordination Center (ID-NIC)
EQUIPMENT TECHNICAL SPECIALIST (HIRED) (CALIFORNIA ONLY)		EQTS	National Interagency Coordination Center (ID-NIC)
FINANCE TECHNICAL SPECIALIST (CALIFORNIA ONLY)		FTSC	National Interagency Coordination Center (ID-NIC)
FIRE AND LIFE SAFETY INSPECTOR (CALIFORNIA ONLY)		FLSI	National Interagency Coordination Center (ID-NIC)
FIRE BEHAVIOR TECHNICAL SPECIALIST (CALIFORNIA ONLY)		FBTS	National Interagency Coordination Center (ID-NIC)
FIRE SUPPRESSION REPAIR TECHNICAL SPECIALIST		FSRS	National Interagency Coordination Center (ID-NIC)
FIRELINE EMT (CALIFORNIA ONLY)		FEMT	National Interagency Coordination Center (ID-NIC)
FIRELINE PARAMEDIC (CALIFORNIA ONLY)		FEMP	National Interagency Coordination Center (ID-NIC)
GROUND AMBULANCE COORDINATOR		MCGC	National Interagency Coordination Center (ID-NIC)
HAZARDOUS LIQUID PIPELINE SAFETY ENGINEER (CALIFORNIA ONLY)		HLPS	National Interagency Coordination Center (ID-NIC)
HAZMAT DECON LEADER (CALIFORNIA ONLY)		DLDR	National Interagency Coordination Center (ID-NIC)
HAZMAT ENTRY LEADER (CALIFORNIA ONLY)		ELDR	National Interagency Coordination Center (ID-NIC)
HAZMAT GROUP SUPERVISOR (CALIFORNIA ONLY)		HMGS	National Interagency Coordination Center (ID-NIC)
HAZMAT INCIDENT COMMANDER (CALIFORNIA ONLY)		HZIC	National Interagency Coordination Center (ID-NIC)
HAZMAT SAFE AREA REFUGE MANAGER (CALIFORNIA ONLY)		SRAM	National Interagency Coordination Center (ID-NIC)
HAZMAT SAFETY OFFICER (CALIFORNIA ONLY)		HZSO	National Interagency Coordination Center (ID-NIC)
HAZMAT SITE ACCESS CONTROL (CALIFORNIA ONLY)		SACL	National Interagency Coordination Center (ID-NIC)
HAZMAT TECHNICAL SPECIALIST (CALIFORNIA ONLY)		HZSP	National Interagency Coordination Center (ID-NIC)
HELICOPTER BOSS (CALIFORNIA ONLY)		HELB	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
HELICOPTER MANAGER, CWN (CALIFORNIA ONLY)		HCWN	National Interagency Coordination Center (ID-NIC)
HONOR GUARD (UNION) (CALIFORNIA ONLY)		HNRG	National Interagency Coordination Center (ID-NIC)
IMMEDIATE TREATMENT MANAGER		MCIM	National Interagency Coordination Center (ID-NIC)
IMT LINE OFFICER (CALIFORNIA ONLY)		LIOF	National Interagency Coordination Center (ID-NIC)
INCINET ADMINISTRATOR (CALIFORNIA ONLY)		INCA	National Interagency Coordination Center (ID-NIC)
INCINET ADVISOR (CALIFORNIA ONLY)		INCO	National Interagency Coordination Center (ID-NIC)
INCINET OPERATOR, EXPANDED (CALIFORNIA ONLY)		INCE	National Interagency Coordination Center (ID-NIC)
INCINET ORDERING MANAGER (CALIFORNIA ONLY)		ORDI	National Interagency Coordination Center (ID-NIC)
INCINET RECORDER (CALIFORNIA ONLY)		INCR	National Interagency Coordination Center (ID-NIC)
INCINET RESOURCE UNIT LEADER (CALIFORNIA ONLY)		RESI	National Interagency Coordination Center (ID-NIC)
INCINET STATUS/CHECK-IN RECORDER (CALIFORNIA ONLY)		SCKI	National Interagency Coordination Center (ID-NIC)
INCINET SUPPORT DISPATCHER (CALIFORNIA ONLY)		EDSI	National Interagency Coordination Center (ID-NIC)
INCINET, DEMOB UNIT LEADER (CALIFORNIA ONLY)		DEMI	National Interagency Coordination Center (ID-NIC)
INCINET, EQUIPMENT TIME RECORDER (CALIFORNIA ONLY)		EQTI	National Interagency Coordination Center (ID-NIC)
LAND SURVEYOR (CALIFORNIA ONLY)		LDSR	National Interagency Coordination Center (ID-NIC)
LAW ENFORCEMENT DISPATCHER (CALIFORNIA ONLY)		LEDP	National Interagency Coordination Center (ID-NIC)
LAW ENFORCEMENT LIASON		LELO	National Interagency Coordination Center (ID-NIC)
LOCAL GOVERNMENT AGENCY REPRESENTATIVE (CALIFORNIA ONLY)		ARPL	National Interagency Coordination Center (ID-NIC)
MEDICAL COMMUNICATIONS COORDINATOR		MCCC	National Interagency Coordination Center (ID-NIC)
MEDICAL DIVISION/GROUP SUPERVISOR		MCDS	National Interagency Coordination Center (ID-NIC)
MEDICAL EMERGENCY RESPONSE TEAM (CALIFORNIA ONLY)		MERT	National Interagency Coordination Center (ID-NIC)
MILITARY HELICOPTER COORDINATOR (CALIFORNIA ONLY)		MLCO	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
MINOR TREATMENT MANAGER		MCMT	National Interagency Coordination Center (ID-NIC)
MOBILE COMMAND CENTER TECHNICAL SPECIALIST (CALIFORNIA ONLY)		MCCT	National Interagency Coordination Center (ID-NIC)
MOBILE KITCHEN UNIT MANAGER (CALIFORNIA ONLY)		KMGR	National Interagency Coordination Center (ID-NIC)
MORGUE MANAGER		MCMM	National Interagency Coordination Center (ID-NIC)
MOTEL TECHNICAL SPECIALIST (CALIFORNIA ONLY)		MOTL	National Interagency Coordination Center (ID-NIC)
MULTI-CASUALTY BRANCH DIRECTOR		MCBD	National Interagency Coordination Center (ID-NIC)
PATIENT TRANSPORTATION GROUP SUPERVISOR		MCTS	National Interagency Coordination Center (ID-NIC)
PAYMENT PROCESS TECHNICAL SPECIALIST (CALIFORNIA ONLY)		PPTS	National Interagency Coordination Center (ID-NIC)
PERSONNEL TIME RECORDER, INCINET (CALIFORNIA ONLY)		PTRI	National Interagency Coordination Center (ID-NIC)
PRESCRIBED FIRE BEHAVIOR ANALYST (CALIFORNIA ONLY)		RXFA	National Interagency Coordination Center (ID-NIC)
PUBLIC SAFETY COMMUNICATIONS TECHNICIAN (CALIFORNIA ONLY)		PSCT	National Interagency Coordination Center (ID-NIC)
PURCHASING TECHNICAL SPECIALIST CAL-CARD (CALIFORNIA ONLY)		PURC	National Interagency Coordination Center (ID-NIC)
RECYCLING TECHNICAL SPECIALIST		RCTS	National Interagency Coordination Center (ID-NIC)
RESCUE SYSTEMS 1 (CALIFORNIA ONLY)		RES1	National Interagency Coordination Center (ID-NIC)
RESCUE SYSTEMS 2 (CALIFORNIA ONLY)		RES2	National Interagency Coordination Center (ID-NIC)
RETROGRADE TEAM LEADER (CALIFORNIA ONLY)		RETG	National Interagency Coordination Center (ID-NIC)
RETROGRADE TEAM MEMBER (CALIFORNIA ONLY)		RETT	National Interagency Coordination Center (ID-NIC)
SART AGENCY ADMINISTRATOR		SAAA	National Interagency Coordination Center (ID-NIC)
SART DOCUMENTATION SPECIALIST (CALIFORNIA ONLY)		SADS	National Interagency Coordination Center (ID-NIC)
SART FIRE BEHAVIOR SPECIALIST (CALIFORNIA ONLY)		SFBS	National Interagency Coordination Center (ID-NIC)
SART LABOR RELATIONS REPRESENTATIVE (CALIFORNIA ONLY)		SLRR	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
SART LEAD INVESTIGATOR (CALIFORNIA ONLY)		SALE	National Interagency Coordination Center (ID-NIC)
SART SAFETY PROGRAM REPRESENTATIVE (CALIFORNIA ONLY)		SASR	National Interagency Coordination Center (ID-NIC)
SART TEAM LEADER		SATL	National Interagency Coordination Center (ID-NIC)
SART TECHNICAL SPECIALIST		SATS	National Interagency Coordination Center (ID-NIC)
SART TECHNICAL SPECIALIST AVIATION (CALIFORNIA ONLY)		STSA	National Interagency Coordination Center (ID-NIC)
SART TECHNICAL SPECIALIST CAMPS (CALIFORNIA ONLY)		STSC	National Interagency Coordination Center (ID-NIC)
SART TECHNICAL SPECIALIST FALLER (CALIFORNIA ONLY)		STSF	National Interagency Coordination Center (ID-NIC)
SART TECHNICAL SPECIALIST GIS (CALIFORNIA ONLY)		STSG	National Interagency Coordination Center (ID-NIC)
SART TECHNICAL SPECIALIST INVESTIGATOR (CALIFORNIA ONLY)		STSI	National Interagency Coordination Center (ID-NIC)
SART TECHNICAL SPECIALIST LOGISTICS (CALIFORNIA ONLY)		STSL	National Interagency Coordination Center (ID-NIC)
SART TECHNICAL SPECIALIST MEDIA (CALIFORNIA ONLY)		STMS	National Interagency Coordination Center (ID-NIC)
SART TECHNICAL SPECIALIST MOBILE EQUIPMENT (CALIFORNIA ONLY)		STSM	National Interagency Coordination Center (ID-NIC)
SART TRAINING PROGRAM REPRESENTATIVE (CALIFORNIA ONLY)		SATR	National Interagency Coordination Center (ID-NIC)
SART TRANSCRIBER		STTR	National Interagency Coordination Center (ID-NIC)
SEARCH AND RESCUE TECHNICIAN, TYPE 4		SRT4	National Interagency Coordination Center (ID-NIC)
SERIOUS ACCIDENT REVIEW TEAM (CALIFORNIA ONLY)		SART	National Interagency Coordination Center (ID-NIC)
SINGLE RESOURCE LEADER - HELICOPTER		HCLR	National Interagency Coordination Center (ID-NIC)
SPECIAL STAFFING, CREWS (CALIFORNIA ONLY)		STFC	National Interagency Coordination Center (ID-NIC)
SPECIAL STAFFING, AIRCRAFT (CALIFORNIA ONLY)		STFA	National Interagency Coordination Center (ID-NIC)
SPECIAL STAFFING, BC STAFFING (CALIFORNIA ONLY)		STFB	National Interagency Coordination Center (ID-NIC)
SPECIAL STAFFING, CDF IC TEAMS (CALIFORNIA ONLY)		STFT	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
SPECIAL STAFFING, CONTRACT COUNTIES (CALIFORNIA ONLY)		STCC	National Interagency Coordination Center (ID-NIC)
SPECIAL STAFFING, DOZERS (CALIFORNIA ONLY)		STFD	National Interagency Coordination Center (ID-NIC)
SPECIAL STAFFING, ECC/EXPANDED (CALIFORNIA ONLY)		STFX	National Interagency Coordination Center (ID-NIC)
SPECIAL STAFFING, ENGINES (CALIFORNIA ONLY)		STFE	National Interagency Coordination Center (ID-NIC)
SPECIAL STAFFING, LOOKOUT (CALIFORNIA ONLY)		SPLO	National Interagency Coordination Center (ID-NIC)
SPECIAL STAFFING, OVERHEAD (CALIFORNIA ONLY)		STFO	National Interagency Coordination Center (ID-NIC)
SPECIAL STAFFING, STRIKE TEAM LEADERS (CALIFORNIA ONLY)		STFL	National Interagency Coordination Center (ID-NIC)
STRIKE TEAM LEADER, RESCUE SYSTEMS (CALIFORNIA ONLY)		STLR	National Interagency Coordination Center (ID-NIC)
SWIFT WATER GROUND TEAM LEADER (CALIFORNIA ONLY)		SWTL	National Interagency Coordination Center (ID-NIC)
TEAM, INTEL SUPPORT UNIT (CALIFORNIA ONLY)		ISUT	National Interagency Coordination Center (ID-NIC)
TECHNICAL RESCUE TEAM MEMBER (CALIFORNIA ONLY)		TRTS	National Interagency Coordination Center (ID-NIC)
TECHNICAL SPECIALIST - CREWS (CALIFORNIA ONLY)		THSC	National Interagency Coordination Center (ID-NIC)
TECHNICAL SPECIALIST - HAZMAT REFERENCE (CALIFORNIA ONLY)		TSHM	National Interagency Coordination Center (ID-NIC)
TECHNICAL SPECIALIST - UNION REPRESENTATIVE (CALIFORNIA ONLY)		THSU	National Interagency Coordination Center (ID-NIC)
TECHNICAL SPECIALIST PERSONAL WATERCRAFT OPERATOR (CALIFORNIA ONLY)		PWOP	National Interagency Coordination Center (ID-NIC)
TECHNICAL SPECIALIST RESCUE OPERATOR (CALIFORNIA ONLY)		RSOP	National Interagency Coordination Center (ID-NIC)
TRANSPORTATION UNIT LEADER (CALIFORNIA ONLY)		TRNL	National Interagency Coordination Center (ID-NIC)
TREATMENT DISPATCH MANAGER		MCTM	National Interagency Coordination Center (ID-NIC)
TREATMENT UNIT LEADER		MCUL	National Interagency Coordination Center (ID-NIC)
TRIAGE UNIT LEADER		MCTL	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
URBAN SEARCH AND RESCUE TECHNICIAN, TYPE 1		USR1	National Interagency Coordination Center (ID-NIC)
URBAN SEARCH AND RESCUE TECHNICIAN, TYPE 2		USR2	National Interagency Coordination Center (ID-NIC)
URBAN SEARCH AND RESCUE TECHNICIAN, TYPE 3		USR3	National Interagency Coordination Center (ID-NIC)
URBAN SEARCH AND RESCUE TECHNICIAN, TYPE 4		USR4	National Interagency Coordination Center (ID-NIC)
VEHICLE SERVICE AND REPAIR TECHNICAL SPECIALIST		VSRS	National Interagency Coordination Center (ID-NIC)
WEBSITE TECHNICIAN, INCIDENT (CALIFORNIA ONLY)		WEBS	National Interagency Coordination Center (ID-NIC)

The following Catalog Items have been removed.

Removed Catalog Item Name	Removed Alias	Removed Code	Removed By
ECC SUPPORT TEAM (CALIFORNIA ONLY)		ECCS	AM-JSKEELS@(ID-NIC)
ECC SUPPORT TEAM (CALIFORNIA ONLY)		ECCS	$JSKEELS@(ID-NIC)
ECC SUPPORT TEAM (CALIFORNIA ONLY)		ECCS	NADELONG@(ID-NIC)

Catalog Category: Positions

Catalog Item Name	Alias	Code	Created By
ACCOUNTANT		ACCO	National Interagency Coordination Center (ID-NIC)
ACCOUNTING TECHNICIAN		ACCT	National Interagency Coordination Center (ID-NIC)
ADMINISTRATIVE PAYMENT TEAM LEADER		APTL	National Interagency Coordination Center (ID-NIC)
ADMINISTRATIVE PAYMENT TEAM MEMBER		APTM	National Interagency Coordination Center (ID-NIC)
ADO TEAM MEMBER		ADOM	National Interagency Coordination Center (ID-NIC)
ADVANCED EMERGENCY MEDICAL TECHNICAN		AEMT	National Interagency Coordination Center (ID-NIC)
ADVANCED EMERGENCY MEDICAL TECHNICIAN (ALL HAZARD)		EMTA	National Interagency Coordination Center (ID-NIC)
ADVANCED EMERGENCY MEDICAL TECHNICIAN, FIRELINE		AEMF	National Interagency Coordination Center (ID-NIC)
AERIAL FUSEE OPERATOR		AFUS	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
AERIAL OBSERVER		AOBS	National Interagency Coordination Center (ID-NIC)
AGENCY ADMINISTRATOR		AADM	National Interagency Coordination Center (ID-NIC)
AGENCY AVIATION MILITARY LIAISON		AAML	National Interagency Coordination Center (ID-NIC)
AGENCY REPRESENTATIVE		AREP	National Interagency Coordination Center (ID-NIC)
AIR OPERATIONS BRANCH DIRECTOR		AOBD	National Interagency Coordination Center (ID-NIC)
AIR QUALITY SPECIALIST		AQSP	National Interagency Coordination Center (ID-NIC)
AIR SUPPORT GROUP SUPERVISOR		ASGS	National Interagency Coordination Center (ID-NIC)
AIR TACTICAL GROUP SUPERVISOR		ATGS	National Interagency Coordination Center (ID-NIC)
AIR TANKER FIXED WING COORDINATOR		ATCO	National Interagency Coordination Center (ID-NIC)
AIRBOAT OPERATOR (ALL HAZARD)		AIRB	National Interagency Coordination Center (ID-NIC)
AIRCRAFT BASE RADIO OPERATOR		ABRO	National Interagency Coordination Center (ID-NIC)
AIRCRAFT DISPATCHER		ACDP	National Interagency Coordination Center (ID-NIC)
AIRCRAFT TIME KEEPER		ATIM	National Interagency Coordination Center (ID-NIC)
AIRTANKER BASE MANAGER		ATBM	National Interagency Coordination Center (ID-NIC)
ALL HAZARDS RESPONSE TEAM LEADER		ARTL	National Interagency Coordination Center (ID-NIC)
ALL HAZARDS SQUAD LEADER		ART1	National Interagency Coordination Center (ID-NIC)
ALL HAZARDS TASK FORCE LEADER		ATFL	National Interagency Coordination Center (ID-NIC)
ALL-HAZARDS HELICOPTER CREWMWNBER		HEAC	National Interagency Coordination Center (ID-NIC)
ALL-HAZARDS INCIDENT COMMANDER TYPE 2		ICA2	National Interagency Coordination Center (ID-NIC)
ALL-HAZARDS INCIDENT COMMANDER TYPE 3		ICA3	National Interagency Coordination Center (ID-NIC)
ALL-HAZARDS OPERATIONS SECTION CHIEF, TYPE 2		OSA2	National Interagency Coordination Center (ID-NIC)
ALL-HAZARDS PLANNING SECTION CHIEF TYPE 2		PSA2	National Interagency Coordination Center (ID-NIC)
ALL-HAZARDS PROJECT HELICOPTER MANAGER		HEAM	National Interagency Coordination Center (ID-NIC)
ALL-HAZARDS PUBLIC INFORMATION OFFICER TYPE 2		PIA2	National Interagency Coordination Center (ID-NIC)
ALL-HAZARDS RESPONSE TECHNICIAN TYPE 2		ART2	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
ALL-HAZARDS SAFETY OFFICER TYPE 2		SOA2	National Interagency Coordination Center (ID-NIC)
ALL-HAZARDS SITUATION UNIT LEADER		SIAL	National Interagency Coordination Center (ID-NIC)
ANTHROPOLOGIST		ANTH	National Interagency Coordination Center (ID-NIC)
ARBORIST		ARBO	National Interagency Coordination Center (ID-NIC)
ARCHAEOLOGIST, MARINE (ALL HAZARD)		ARCM	National Interagency Coordination Center (ID-NIC)
ARCHEOLOGIST		ARCH	National Interagency Coordination Center (ID-NIC)
ARCHITECTURAL CONSERVATOR (ALL HAZARD)		ARCO	National Interagency Coordination Center (ID-NIC)
ARCHITECTURAL HISTORIAN (ALL HAZARD)		ARHS	National Interagency Coordination Center (ID-NIC)
ARCHIVIST (ALL HAZARD)		ARCV	National Interagency Coordination Center (ID-NIC)
AREA COMMAND AVIATION COORDINATOR		ACAC	National Interagency Coordination Center (ID-NIC)
AREA COMMANDER		ACDR	National Interagency Coordination Center (ID-NIC)
ASSISTANT AREA COMMAND, LOGISTICS CHIEF		ACLC	National Interagency Coordination Center (ID-NIC)
ASSISTANT AREA COMMAND, PLANNING CHIEF		ACPC	National Interagency Coordination Center (ID-NIC)
ASSISTANT CACHE MANAGER		ACMR	National Interagency Coordination Center (ID-NIC)
ASSISTANT HOTSHOT SUPERINTENDENT		IHCA	National Interagency Coordination Center (ID-NIC)
ATV OPERATOR		ATVO	National Interagency Coordination Center (ID-NIC)
AVIAN AVIATION BIOLOGIST (ALL HAZARD)		AABI	National Interagency Coordination Center (ID-NIC)
AVIAN AVIATION TASKFORCE LEADER		AALD	National Interagency Coordination Center (ID-NIC)
AVIAN BIOLOGIST (ALL HAZARD)		ABIO	National Interagency Coordination Center (ID-NIC)
AVIATION FUEL SPECIALIST		AFUL	National Interagency Coordination Center (ID-NIC)
AVIATION INSPECTOR		AVIN	National Interagency Coordination Center (ID-NIC)
BAER - BIOLOGIST		BABI	National Interagency Coordination Center (ID-NIC)
BAER - BOTANIST		BABO	National Interagency Coordination Center (ID-NIC)
BAER - CULTURAL RESOURCE SPECIALIST		BACS	National Interagency Coordination Center (ID-NIC)
BAER - DOCUMENT SPECIALIST		BADO	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
BAER - ENVIRONMENTAL SPECIALIST		BAEN	National Interagency Coordination Center (ID-NIC)
BAER - FORESTER		BAFO	National Interagency Coordination Center (ID-NIC)
BAER - GEOLOGIST		BAGE	National Interagency Coordination Center (ID-NIC)
BAER - HYDROLOGIST		BAHY	National Interagency Coordination Center (ID-NIC)
BAER - SOIL SCIENTIST		BASS	National Interagency Coordination Center (ID-NIC)
BAER - TEAM LEADER		BAEL	National Interagency Coordination Center (ID-NIC)
BASE CAMP MANAGER		BCMG	National Interagency Coordination Center (ID-NIC)
BATTALION MILITARY LIASON		BNML	National Interagency Coordination Center (ID-NIC)
BEHAVE SPECIALIST		BHAV	National Interagency Coordination Center (ID-NIC)
BIOLOGICAL SCIENCE TECHNICIAN		BIOT	National Interagency Coordination Center (ID-NIC)
BIOLOGIST		BIOL	National Interagency Coordination Center (ID-NIC)
BIOMETRICIAN (ALL HAZARD)		BIOM	National Interagency Coordination Center (ID-NIC)
BOAT OPERATOR LESS THAN 25' LENGTH		BTOP	National Interagency Coordination Center (ID-NIC)
BOAT OPERATOR OVER 25' LENGTH		BT25	National Interagency Coordination Center (ID-NIC)
BOTANIST		BOTA	National Interagency Coordination Center (ID-NIC)
BURNED AREA RESPONSE SPECIALIST		BAES	National Interagency Coordination Center (ID-NIC)
BUS DRIVER		DRIB	National Interagency Coordination Center (ID-NIC)
BUYING TEAM LEADER		BUYL	National Interagency Coordination Center (ID-NIC)
BUYING TEAM MEMBER		BUYM	National Interagency Coordination Center (ID-NIC)
CACHE DEMOBILIZATON SPECIALIST		CDSP	National Interagency Coordination Center (ID-NIC)
CACHE SUPERVISORY SUPPLY CLERK		CAST	National Interagency Coordination Center (ID-NIC)
CACHE SUPPLY CLERK		CASC	National Interagency Coordination Center (ID-NIC)
CAMP CREW BOSS		CACB	National Interagency Coordination Center (ID-NIC)
CAMP HELP		CAMP	National Interagency Coordination Center (ID-NIC)
CANINE HANDLER		CANH	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
CARPENTER (ALL HAZARD)		CARP	National Interagency Coordination Center (ID-NIC)
CARTOGRAPHER		CART	National Interagency Coordination Center (ID-NIC)
CAVE SEARCH AND RESCUE SPECIALIST		CASR	National Interagency Coordination Center (ID-NIC)
CERTIFIED TOWER CLIMBER		TOWR	National Interagency Coordination Center (ID-NIC)
CERTIFYING OFFICER FOR DISBURSEMENT		ADOC	National Interagency Coordination Center (ID-NIC)
CHEMIST (ALL HAZARD)		CHMI	National Interagency Coordination Center (ID-NIC)
CLAIMS SPECIALIST		CLMS	National Interagency Coordination Center (ID-NIC)
CLIMBER		CLIR	National Interagency Coordination Center (ID-NIC)
COMMISSARY MANAGER		CMSY	National Interagency Coordination Center (ID-NIC)
COMMUNICATIONS COORDINATOR		COMC	National Interagency Coordination Center (ID-NIC)
COMMUNICATIONS UNIT LEADER		COML	National Interagency Coordination Center (ID-NIC)
COMPENSATION FOR INJURY SPECIALIST		INJR	National Interagency Coordination Center (ID-NIC)
COMPENSATION/CLAIMS UNIT LEADER		COMP	National Interagency Coordination Center (ID-NIC)
COMPTROLLER		CMTL	National Interagency Coordination Center (ID-NIC)
COMPUTER COORDINATOR		COCO	National Interagency Coordination Center (ID-NIC)
COMPUTER DATA ENTRY RECORDER		CDER	National Interagency Coordination Center (ID-NIC)
COMPUTER HARDWARE SPECIALIST		CHSP	National Interagency Coordination Center (ID-NIC)
COMPUTER MANAGER		CMGR	National Interagency Coordination Center (ID-NIC)
COMPUTER SPECIALIST - FIRE BEHAVIOR		COFB	National Interagency Coordination Center (ID-NIC)
COMPUTER TECHNICAL SPECIALIST		CTSP	National Interagency Coordination Center (ID-NIC)
CONSERVATOR (ALL HAZARD)		COSV	National Interagency Coordination Center (ID-NIC)
CONSTRUCTION AND CONTRACT INSPECTOR (ALL HAZARD)		INSP	National Interagency Coordination Center (ID-NIC)
CONTRACT REPRESENTATIVE, NORTHWEST		CRNW	National Interagency Coordination Center (ID-NIC)
CONTRACTING OFFICER		CONO	National Interagency Coordination Center (ID-NIC)
CONTRACTING OFFICERS TECHNICAL REPRESENTATIVE		COTR	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
CONTRACTING SPECIALIST - ONE HUNDRED THOUSAND		CS99	National Interagency Coordination Center (ID-NIC)
CONTRACTING SPECIALIST - ONE MILLION		CS1M	National Interagency Coordination Center (ID-NIC)
CONTRACTING SPECIALIST - TWENTY-FIVE THOUSAND		CS25	National Interagency Coordination Center (ID-NIC)
COOK		COOK	National Interagency Coordination Center (ID-NIC)
COST UNIT LEADER		COST	National Interagency Coordination Center (ID-NIC)
CREW BOSS		CRWB	National Interagency Coordination Center (ID-NIC)
CREW REPRESENTATIVE		CREP	National Interagency Coordination Center (ID-NIC)
CRITICAL INCIDENT STRESS DEBRIEFER		CISD	National Interagency Coordination Center (ID-NIC)
CRITICAL INCIDENT STRESS MANAGEMENT TEAM LEADER (ALL HAZARD)		CISL	National Interagency Coordination Center (ID-NIC)
CRITICAL INCIDENT STRESS MANAGEMENT TEAM MEMBER (ALL HAZARD)		CISM	National Interagency Coordination Center (ID-NIC)
CULTURAL SPECIALIST		CULS	National Interagency Coordination Center (ID-NIC)
CURATOR (ALL HAZARD)		CURA	National Interagency Coordination Center (ID-NIC)
County Fire Advisor (Montana State Only)		CFAM	Northern Rockies Coordination Center (MT-NRC)
DAMAGE INSPECTION SPECIALIST		DINS	National Interagency Coordination Center (ID-NIC)
DEBRIS QUALITY ASSURANCE TEAM MEMBER (ALL HAZARD)		UDQA	National Interagency Coordination Center (ID-NIC)
DECK COORDINATOR		DECK	National Interagency Coordination Center (ID-NIC)
DEFENSIVE STRUCTURAL FIREFIGHTER		DFF1	National Interagency Coordination Center (ID-NIC)
DEMOBILIZATION UNIT LEADER		DMOB	National Interagency Coordination Center (ID-NIC)
DISASTER PREPARE/RELIEF SPECIALIST		DPSP	National Interagency Coordination Center (ID-NIC)
DISPLAY PROCESSOR		DPRO	National Interagency Coordination Center (ID-NIC)
DIVER (ALL HAZARD)		DIVR	National Interagency Coordination Center (ID-NIC)
DIVISION/GROUP SUPERVISOR		DIVS	National Interagency Coordination Center (ID-NIC)
DIVISION/GROUP SUPERVISOR (ALL HAZARDS)		DIVA	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
DIVISION/GROUP SUPERVISOR, LAW ENFORCEMENT (ALL HAZARD)		DLEO	National Interagency Coordination Center (ID-NIC)
DIVISION/GROUP SUPERVISOR, SEARCH AND RESCUE (ALL HAZARD)		DSAR	National Interagency Coordination Center (ID-NIC)
DOCUMENTATION UNIT LEADER		DOCL	National Interagency Coordination Center (ID-NIC)
DOZER OPERATOR		DZOP	National Interagency Coordination Center (ID-NIC)
DOZER OPERATOR, INITIAL ATTACK		DZIA	National Interagency Coordination Center (ID-NIC)
DRIVER CLASS A (ALL HAZARD)		DRVA	National Interagency Coordination Center (ID-NIC)
DRIVER CLASS B (ALL HAZARD)		DRVB	National Interagency Coordination Center (ID-NIC)
DRIVER, COMMERCIAL DRIVER LICENSE		DRCL	National Interagency Coordination Center (ID-NIC)
DRIVER, PICKUP		DRVP	National Interagency Coordination Center (ID-NIC)
DRIVER, STAKESIDE		DRVS	National Interagency Coordination Center (ID-NIC)
DRIVER/OPERATOR		DRIV	National Interagency Coordination Center (ID-NIC)
ECOLOGICAL TECHNICIAN		ECOT	National Interagency Coordination Center (ID-NIC)
ECOLOGIST (ALL HAZARD)		ECOL	National Interagency Coordination Center (ID-NIC)
ELECTRICIAN		ELEC	National Interagency Coordination Center (ID-NIC)
EMERGENCY MEDICAL TECHNICIAN - BASIC		EMTB	National Interagency Coordination Center (ID-NIC)
EMERGENCY MEDICAL TECHNICIAN - INTERMEDIATE		EMTI	National Interagency Coordination Center (ID-NIC)
EMERGENCY MEDICAL TECHNICIAN - PARAMEDIC		EMTP	National Interagency Coordination Center (ID-NIC)
EMERGENCY MEDICAL TECHNICIAN, FIRELINE		EMTF	National Interagency Coordination Center (ID-NIC)
EMERGENCY OPERATIONS CENTER COORDINATOR		EOCC	National Interagency Coordination Center (ID-NIC)
ENGINE BOSS		ENGB	National Interagency Coordination Center (ID-NIC)
ENGINE OPERATOR		ENOP	National Interagency Coordination Center (ID-NIC)
ENGINEER		ENGI	National Interagency Coordination Center (ID-NIC)
ENGINEER, PETROLEUM (ALL HAZARD)		ENGP	National Interagency Coordination Center (ID-NIC)
ENGINEER, STRUCTURAL (ALL HAZARD)		ENGS	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
ENVIRONMENTAL SCIENTIST (ALL HAZARD)		SCEN	National Interagency Coordination Center (ID-NIC)
ENVIRONMENTAL SPECIALIST		ENSP	National Interagency Coordination Center (ID-NIC)
EPIDEMIOLOGIST		EPID	National Interagency Coordination Center (ID-NIC)
EQUIPMENT INSPECTOR		EQPI	National Interagency Coordination Center (ID-NIC)
EQUIPMENT MANAGER		EQPM	National Interagency Coordination Center (ID-NIC)
EQUIPMENT TIME RECORDER		EQTR	National Interagency Coordination Center (ID-NIC)
EXHIBIT SPEACIALIST (ALL HAZARD)		EXSP	National Interagency Coordination Center (ID-NIC)
EXPANDED DISPATCH COORDINATOR		CORD	National Interagency Coordination Center (ID-NIC)
EXPANDED DISPATCH RECORDER		EDRC	National Interagency Coordination Center (ID-NIC)
EXPEDITIONARY UNIT WATER PURIFIER OPERATOR (ALL HAZARD)		EUWP	National Interagency Coordination Center (ID-NIC)
EXPLOSIVES ADVISOR		EXAD	National Interagency Coordination Center (ID-NIC)
FACILITIES MAINTENANCE SPECIALIST		FMNT	National Interagency Coordination Center (ID-NIC)
FACILITIES UNIT LEADER		FACL	National Interagency Coordination Center (ID-NIC)
FALLER 1 CERTIFIER		CRT1	National Interagency Coordination Center (ID-NIC)
FALLER CLASS A		FALA	National Interagency Coordination Center (ID-NIC)
FALLER CLASS B		FALB	National Interagency Coordination Center (ID-NIC)
FALLER CLASS C		FALC	National Interagency Coordination Center (ID-NIC)
FALLER, ADVANCED		FAL1	National Interagency Coordination Center (ID-NIC)
FALLER, BASIC		FAL3	National Interagency Coordination Center (ID-NIC)
FALLER, INTERMEDIATE		FAL2	National Interagency Coordination Center (ID-NIC)
FARSITE SPECIALIST		FARS	National Interagency Coordination Center (ID-NIC)
FELLING BOSS (SINGLE RESOURCE)		FELB	National Interagency Coordination Center (ID-NIC)
FEMA ESF #4 ADMINISTRATIVE SUPPORT		ESFA	National Interagency Coordination Center (ID-NIC)
FEMA ESF #4 PRIMARY LEADER		ESFL	National Interagency Coordination Center (ID-NIC)
FEMA ESF #4 STRUCTURE SUPPORT		ESFS	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
FEMA ESF #4 WILDLAND SUPPORT		ESFW	National Interagency Coordination Center (ID-NIC)
FIELD OBSERVER		FOBS	National Interagency Coordination Center (ID-NIC)
FINANCE/ADMINISTRATION SECTION CHIEF TYPE 3		FSC3	National Interagency Coordination Center (ID-NIC)
FINANCE/ADMINISTRATION SECTION CHIEF, TYPE 1		FSC1	National Interagency Coordination Center (ID-NIC)
FINANCE/ADMINISTRATION SECTION CHIEF, TYPE 2		FSC2	National Interagency Coordination Center (ID-NIC)
FIRE BEHAVIOR ANALYST		FBAN	National Interagency Coordination Center (ID-NIC)
FIRE CACHE MANAGER		FCMG	National Interagency Coordination Center (ID-NIC)
FIRE EFFECTS MONITOR		FEMO	National Interagency Coordination Center (ID-NIC)
FIRE FIGHTER TYPE 2		FFT2	National Interagency Coordination Center (ID-NIC)
FIRE HELICOPTER ASSISTANT SUPERVISOR		FHAS	National Interagency Coordination Center (ID-NIC)
FIRE HELICOPTER CREWMEMBER		FHCM	National Interagency Coordination Center (ID-NIC)
FIRE HELICOPTER SQUAD LEADER		FHSL	National Interagency Coordination Center (ID-NIC)
FIRE HELICOPTER SUPERVISOR		FHCS	National Interagency Coordination Center (ID-NIC)
FIRE RAWS TECHNICIAN		FRWS	National Interagency Coordination Center (ID-NIC)
FIREFIGHTER, TYPE 1		FFT1	National Interagency Coordination Center (ID-NIC)
FIRELINE EXPLOSIVE ADVISOR		FLEA	National Interagency Coordination Center (ID-NIC)
FIRELINE EXPLOSIVE BLASTER		FLEB	National Interagency Coordination Center (ID-NIC)
FIRELINE EXPLOSIVE CREW MEMBER		FLEC	National Interagency Coordination Center (ID-NIC)
FIRELINE EXPLOSIVES - INITIAL ATTACK		FLEI	National Interagency Coordination Center (ID-NIC)
FIRING BOSS		FIRB	National Interagency Coordination Center (ID-NIC)
FIRST AID STATION ASSISTANT		FAAS	National Interagency Coordination Center (ID-NIC)
FIRST AID STATION ATTENDANT		FAAT	National Interagency Coordination Center (ID-NIC)
FIRST AID STATION SPECIALIST		FASP	National Interagency Coordination Center (ID-NIC)
FIXED OR ROTOR WING PILOT		PILO	National Interagency Coordination Center (ID-NIC)
FIXED WING BASE MANAGER		FWBM	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
FIXED WING COORDINATOR		FWCO	National Interagency Coordination Center (ID-NIC)
FIXED WING PARKING TENDER		FWPT	National Interagency Coordination Center (ID-NIC)
FLUVIAL STREAM MORPHOLOGIST (ALL HAZARD)		FSMO	National Interagency Coordination Center (ID-NIC)
FOOD UNIT LEADER		FDUL	National Interagency Coordination Center (ID-NIC)
FORESTER		FORS	National Interagency Coordination Center (ID-NIC)
FORK LIFT OPERATOR		FLOP	National Interagency Coordination Center (ID-NIC)
FORWARD LOOKING INFRARED OPERATOR		FLIR	National Interagency Coordination Center (ID-NIC)
FREQUENCY COORDINATOR		FQCO	National Interagency Coordination Center (ID-NIC)
FUELING SPECIALIST		FUEL	National Interagency Coordination Center (ID-NIC)
GENERAL MECHANIC		GMEC	National Interagency Coordination Center (ID-NIC)
GEOGRAPHER (ALL HAZARD)		GEOG	National Interagency Coordination Center (ID-NIC)
GEOLOGIST		GEOL	National Interagency Coordination Center (ID-NIC)
GEOPHYSICIST (ALL HAZARD)		GEOP	National Interagency Coordination Center (ID-NIC)
GEOSPATIAL ANALYST		GSAN	National Interagency Coordination Center (ID-NIC)
GIS SPECIALIST		GISS	National Interagency Coordination Center (ID-NIC)
GLOBAL POSITION SYSTEM SPECIALIST		GPSP	National Interagency Coordination Center (ID-NIC)
GRANT MANAGER (ALL HAZARD)		GRMG	National Interagency Coordination Center (ID-NIC)
GROUND SUPPORT UNIT LEADER		GSUL	National Interagency Coordination Center (ID-NIC)
HAND-HELD INFRARED OPERATOR		HIOP	National Interagency Coordination Center (ID-NIC)
HAZARDOUS MATERIAL SPECIALIST		HAZM	National Interagency Coordination Center (ID-NIC)
HAZARDOUS MATERIALS TECHNICIAN		HAZ1	National Interagency Coordination Center (ID-NIC)
HEAVY DROP SPECIALIST		HDSP	National Interagency Coordination Center (ID-NIC)
HEAVY EQUIPMENT BOSS, SINGLE RESOURCE		HEQB	National Interagency Coordination Center (ID-NIC)
HEAVY EQUIPMENT OPERATOR (ALL HAZARD)		HEQO	National Interagency Coordination Center (ID-NIC)
HELIBASE MANAGER, 1 TO 5 HELICOPTERS		HEB2	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
HELIBASE MANAGER, 6 OR MORE HELICOPTERS		HEB1	National Interagency Coordination Center (ID-NIC)
HELICOPTER CARGO LETDOWN CHECK SPOTTER		HCCS	National Interagency Coordination Center (ID-NIC)
HELICOPTER CARGO LETDOWN SPOTTER		HCLS	National Interagency Coordination Center (ID-NIC)
HELICOPTER COORDINATOR		HLCO	National Interagency Coordination Center (ID-NIC)
HELICOPTER CREWMEMBER		HECM	National Interagency Coordination Center (ID-NIC)
HELICOPTER INSPECTOR		HEIN	National Interagency Coordination Center (ID-NIC)
HELICOPTER LONGLINE/REMOTE HOOK SPECIALIST		HELR	National Interagency Coordination Center (ID-NIC)
HELICOPTER MANAGER, SINGLE RESOURCE		HMGB	National Interagency Coordination Center (ID-NIC)
HELICOPTER OPERATIONS SPECIALIST		HESP	National Interagency Coordination Center (ID-NIC)
HELICOPTER PILOT		HPIL	National Interagency Coordination Center (ID-NIC)
HELICOPTER RAPPEL SPOTTER		HERS	National Interagency Coordination Center (ID-NIC)
HELICOPTER RAPPELER		HRAP	National Interagency Coordination Center (ID-NIC)
HELICOPTER SUPPORT TRUCK DRIVER		HSTD	National Interagency Coordination Center (ID-NIC)
HELICOPTER TIMEKEEPER		HETM	National Interagency Coordination Center (ID-NIC)
HELISPOT MANAGER		HESM	National Interagency Coordination Center (ID-NIC)
HELITORCH CREW MEMBER		HTCM	National Interagency Coordination Center (ID-NIC)
HELITORCH MANAGER		HTMG	National Interagency Coordination Center (ID-NIC)
HELITORCH MIXMASTER		HTMM	National Interagency Coordination Center (ID-NIC)
HELITORCH PARKING TENDER		HTPT	National Interagency Coordination Center (ID-NIC)
HISTORIAN (ALL HAZARD)		HIST	National Interagency Coordination Center (ID-NIC)
HISTORICAL ARCHITECT		HIAR	National Interagency Coordination Center (ID-NIC)
HISTORICAL LANDSCAPE ARCHITECT (ALL HAZARD)		HLAR	National Interagency Coordination Center (ID-NIC)
HOTSHOT SUPERINTENDENT		IHCS	National Interagency Coordination Center (ID-NIC)
HUMAN RESOURCE SPECIALIST		HRSP	National Interagency Coordination Center (ID-NIC)
HYDROLOGIC TECHNICIAN (ALL HAZARD)		HYDT	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
HYDROLOGIST		HYDR	National Interagency Coordination Center (ID-NIC)
INCIDENT BUSINESS ADVISOR		INBA	National Interagency Coordination Center (ID-NIC)
INCIDENT BUSINESS ADVISOR, TYPE 1		IBA1	National Interagency Coordination Center (ID-NIC)
INCIDENT BUSINESS ADVISOR, TYPE 2		IBA2	National Interagency Coordination Center (ID-NIC)
INCIDENT COMMAND SYSTEM ADVISOR		ICSA	National Interagency Coordination Center (ID-NIC)
INCIDENT COMMANDER - DEPUTY		DPIC	National Interagency Coordination Center (ID-NIC)
INCIDENT COMMANDER, TYPE 1		ICT1	National Interagency Coordination Center (ID-NIC)
INCIDENT COMMANDER, TYPE 2		ICT2	National Interagency Coordination Center (ID-NIC)
INCIDENT COMMANDER, TYPE 3		ICT3	National Interagency Coordination Center (ID-NIC)
INCIDENT COMMANDER, TYPE 4		ICT4	National Interagency Coordination Center (ID-NIC)
INCIDENT COMMANDER, TYPE 5		ICT5	National Interagency Coordination Center (ID-NIC)
INCIDENT COMMUNICATIONS MANAGER		INCM	National Interagency Coordination Center (ID-NIC)
INCIDENT COMMUNICATIONS TECHNICIAN		COMT	National Interagency Coordination Center (ID-NIC)
INCIDENT CONTRACT PROJECT INSPECTOR		ICPI	National Interagency Coordination Center (ID-NIC)
INCIDENT DISPATCHER		INDI	National Interagency Coordination Center (ID-NIC)
INCIDENT MEDICAL SPECIALIST ASSISTANT		IMSA	National Interagency Coordination Center (ID-NIC)
INCIDENT MEDICAL SPECIALIST MANAGER		IMSM	National Interagency Coordination Center (ID-NIC)
INCIDENT MEDICAL SPECIALIST TECHNICIAN		IMST	National Interagency Coordination Center (ID-NIC)
INCIDENT METEOROLOGIST		IMET	National Interagency Coordination Center (ID-NIC)
INCIDENT WEBMASTER		WEBM	National Interagency Coordination Center (ID-NIC)
INFRARED COORDINATOR, NATIONAL		IRCN	National Interagency Coordination Center (ID-NIC)
INFRARED COORDINATOR, REGIONAL		IRCR	National Interagency Coordination Center (ID-NIC)
INFRARED DOWNLINK OPERATOR		IRDL	National Interagency Coordination Center (ID-NIC)
INFRARED FIELD SPECIALIST		IRFS	National Interagency Coordination Center (ID-NIC)
INFRARED INTERPRETER		IRIN	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
INFRASTRUCTURE ASSESSMENT; DAM SAFETY INSPECTOR (ALL HAZARD)		IADS	National Interagency Coordination Center (ID-NIC)
INITIAL ATTACK DISPATCHER		IADP	National Interagency Coordination Center (ID-NIC)
INTELLIGENCE LEAD		INTL	National Interagency Coordination Center (ID-NIC)
INTELLIGENCE SUPPORT		INTS	National Interagency Coordination Center (ID-NIC)
INTERAGENCY RESOURCE REPRESENTATIVE		IARR	National Interagency Coordination Center (ID-NIC)
INTERNATIONAL LIAISON OFFICER		INLO	National Interagency Coordination Center (ID-NIC)
INVESTIGATOR, CRIMINAL		INVC	National Interagency Coordination Center (ID-NIC)
INVESTIGATOR, SEARCH		INVS	National Interagency Coordination Center (ID-NIC)
INVESTIGATOR, TORT		INVT	National Interagency Coordination Center (ID-NIC)
INVESTIGATOR, WILDLAND FIRE, TYPE 1		IWF1	National Interagency Coordination Center (ID-NIC)
INVESTIGATOR, WILDLAND FIRE, TYPE 2		IWF2	National Interagency Coordination Center (ID-NIC)
INVESTIGATOR, WILDLAND FIRE, TYPE 3		IWF3	National Interagency Coordination Center (ID-NIC)
LANDSCAPE ARCHITECT (ALL HAZARD)		LAAR	National Interagency Coordination Center (ID-NIC)
LAW ENFORCEMENT ANALYSIS SPECIALIST		LEAS	National Interagency Coordination Center (ID-NIC)
LAW ENFORCEMENT INVESTIGATION SPECIALIST		LEIS	National Interagency Coordination Center (ID-NIC)
LAW ENFORCEMENT OFFICER LEVEL 1 (ALL HAZARD)		LEO1	National Interagency Coordination Center (ID-NIC)
LAW ENFORCEMENT OFFICER LEVEL 2 (ALL HAZARD)		LEO2	National Interagency Coordination Center (ID-NIC)
LAW ENFORCEMENT TEAM LEADER (ALL HAZARD)		LEOL	National Interagency Coordination Center (ID-NIC)
LIAISON OFFICER		LOFR	National Interagency Coordination Center (ID-NIC)
LIBRARIAN (ALL HAZARD)		LIBR	National Interagency Coordination Center (ID-NIC)
LINE SCOUT		LSCT	National Interagency Coordination Center (ID-NIC)
LOADMASTER		LOAD	National Interagency Coordination Center (ID-NIC)
LOGISTICS COORDINATOR - EXPANDED DISPATCH		EDLC	National Interagency Coordination Center (ID-NIC)
LOGISTICS SECTION CHIEF TYPE 3		LSC3	National Interagency Coordination Center (ID-NIC)
LOGISTICS SECTION CHIEF, TYPE 1		LSC1	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
LOGISTICS SECTION CHIEF, TYPE 2		LSC2	National Interagency Coordination Center (ID-NIC)
LONG TERM FIRE ANALYST		LTAN	National Interagency Coordination Center (ID-NIC)
MAC GROUP COORDINATOR		MCCO	National Interagency Coordination Center (ID-NIC)
MAC GROUP INFORMATION OFFICER		MCIF	National Interagency Coordination Center (ID-NIC)
MAC REPRESENTATIVE - NATIONAL		NMAC	National Interagency Coordination Center (ID-NIC)
MAC REPRESENTATIVE - REGIONAL		RMAC	National Interagency Coordination Center (ID-NIC)
MAFFS AIRTANKER BASE MANAGER		MABM	National Interagency Coordination Center (ID-NIC)
MAFFS CLERK		MAFC	National Interagency Coordination Center (ID-NIC)
MAFFS INFORMATION OFFICER		MAFI	National Interagency Coordination Center (ID-NIC)
MAFFS LIAISON OFFICER		MAFF	National Interagency Coordination Center (ID-NIC)
MAFFS TANKER BASE SPECIALIST		MABS	National Interagency Coordination Center (ID-NIC)
MEDICAL UNIT LEADER		MEDL	National Interagency Coordination Center (ID-NIC)
MESSAGE CENTER OPERATOR		MCOP	National Interagency Coordination Center (ID-NIC)
MILITARY AIR OPERATIONS COODINATOR		MAOC	National Interagency Coordination Center (ID-NIC)
MILITARY CREW ADVISOR		MCAD	National Interagency Coordination Center (ID-NIC)
MILITARY HELICOPTER CREWMEMBER		MHEC	National Interagency Coordination Center (ID-NIC)
MILITARY HELICOPTER MANAGER		MHEM	National Interagency Coordination Center (ID-NIC)
MILITARY HELICOPTER MANAGER SUPERVISOR		MHMS	National Interagency Coordination Center (ID-NIC)
MILITARY LIAISON OFFICER		MILO	National Interagency Coordination Center (ID-NIC)
MIXMASTER		MXMS	National Interagency Coordination Center (ID-NIC)
MODULAR AIRBORNE FIRE FIGHTING SYSTEM ASSISTANT LIAISON OFFICER		MALO	National Interagency Coordination Center (ID-NIC)
MOUNTAIN RESCUE - HIGH ALTITUDE		MORE	National Interagency Coordination Center (ID-NIC)
NEPA DOCUMENTATION SPECIALIST		DOSP	National Interagency Coordination Center (ID-NIC)
OCEANOGRAPHER (ALL HAZARD)		OCEA	National Interagency Coordination Center (ID-NIC)
OIL CONTAINMENT SPECIALIST		OCSP	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
OPERATIONS BRANCH DIRECTOR		OPBD	National Interagency Coordination Center (ID-NIC)
OPERATIONS SECTION CHIEF, TYPE 1		OSC1	National Interagency Coordination Center (ID-NIC)
OPERATIONS SECTION CHIEF, TYPE 2		OSC2	National Interagency Coordination Center (ID-NIC)
OPERATIONS SECTION CHIEF, TYPE 3 (ALL HAZARD)		OSC3	National Interagency Coordination Center (ID-NIC)
OPERATIONS SECTION CHIEF, TYPE 3 (WILDLAND FIRE)		OPS3	National Interagency Coordination Center (ID-NIC)
ORDERING MANAGER		ORDM	National Interagency Coordination Center (ID-NIC)
ORTHOPHOTO ANALYST		ORPA	National Interagency Coordination Center (ID-NIC)
PACKER		PACK	National Interagency Coordination Center (ID-NIC)
PARA ANTHROPOLOGIST		ANPA	National Interagency Coordination Center (ID-NIC)
PARA ARCHAEOLOGIST		ARPA	National Interagency Coordination Center (ID-NIC)
PARACARGO SPECIALIST		PCSP	National Interagency Coordination Center (ID-NIC)
PARALEGAL		LGPA	National Interagency Coordination Center (ID-NIC)
PARAMEDIC, FIRELINE		EMPF	National Interagency Coordination Center (ID-NIC)
PARKING TENDER		PARK	National Interagency Coordination Center (ID-NIC)
PERSONNEL TIME RECORDER		PTRC	National Interagency Coordination Center (ID-NIC)
PHOTOGRAMMETRY SPECIALIST		PHSP	National Interagency Coordination Center (ID-NIC)
PHOTOGRAPHER		FOTO	National Interagency Coordination Center (ID-NIC)
PHYSICAL SCIENTIST (ALL HAZARD)		SCPH	National Interagency Coordination Center (ID-NIC)
PILOT INSPECTOR		PTIN	National Interagency Coordination Center (ID-NIC)
PLANNING SECTION CHIEF, TYPE 1		PSC1	National Interagency Coordination Center (ID-NIC)
PLANNING SECTION CHIEF, TYPE 2		PSC2	National Interagency Coordination Center (ID-NIC)
PLANNING SECTION CHIEF, TYPE 3		PSC3	National Interagency Coordination Center (ID-NIC)
PLASTIC SPHERE DISPENSER OPERATOR		PLDO	National Interagency Coordination Center (ID-NIC)
PRESCRIBED FIRE BURN BOSS, TYPE 1		RXB1	National Interagency Coordination Center (ID-NIC)
PRESCRIBED FIRE BURN BOSS, TYPE 2		RXB2	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
PRESCRIBED FIRE BURN BOSS, TYPE 3		RXB3	National Interagency Coordination Center (ID-NIC)
PRESCRIBED FIRE CREW MEMBER		RXCM	National Interagency Coordination Center (ID-NIC)
PRESCRIBED FIRE MANAGER, TYPE 1		RXM1	National Interagency Coordination Center (ID-NIC)
PRESCRIBED FIRE MANAGER, TYPE 2		RXM2	National Interagency Coordination Center (ID-NIC)
PREVENTATIVE SEARCH AND RESCUE TECHNICIAN (ALL HAZARD)		PSAR	National Interagency Coordination Center (ID-NIC)
PREVENTION EDUCATION TEAM LEADER		PETL	National Interagency Coordination Center (ID-NIC)
PREVENTION EDUCATION TEAM MEMBER		PETM	National Interagency Coordination Center (ID-NIC)
PREVENTION TECHNICIAN		PREV	National Interagency Coordination Center (ID-NIC)
PROCUREMENT SPECIALIST		PROS	National Interagency Coordination Center (ID-NIC)
PROCUREMENT UNIT LEADER		PROC	National Interagency Coordination Center (ID-NIC)
PUBLIC HEALTH SPECIALIST		PUSP	National Interagency Coordination Center (ID-NIC)
PUBLIC INFORMATION OFFICER		PIOF	National Interagency Coordination Center (ID-NIC)
PUBLIC INFORMATION OFFICER, TYPE 1		PIO1	National Interagency Coordination Center (ID-NIC)
PUBLIC INFORMATION OFFICER, TYPE 2		PIO2	National Interagency Coordination Center (ID-NIC)
PUBLIC INFORMATION OFFICER, TYPE 3 (ALL HAZARD)		PIO3	National Interagency Coordination Center (ID-NIC)
PUBLIC SAFETY DISPATCHER (ALL HAZARD)		PSDP	National Interagency Coordination Center (ID-NIC)
PUMP MECHANIC		PMEC	National Interagency Coordination Center (ID-NIC)
PUMP OPERATOR		PUMP	National Interagency Coordination Center (ID-NIC)
PURCHASING AGENT - FIFTY THOUSAND		PA50	National Interagency Coordination Center (ID-NIC)
PURCHASING AGENT - TEN THOUSAND		PA10	National Interagency Coordination Center (ID-NIC)
PURCHASING AGENT - TWENTY-FIVE THOUSAND		PA25	National Interagency Coordination Center (ID-NIC)
RADIO AVIONICS TECHNICIAN		RAVT	National Interagency Coordination Center (ID-NIC)
RADIO OPERATOR		RADO	National Interagency Coordination Center (ID-NIC)
RAMP MANAGER		RAMP	National Interagency Coordination Center (ID-NIC)
RAWS TECHNICIAN		RAWS	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
RECEIVING/DISTRIBUTION MANAGER		RCDM	National Interagency Coordination Center (ID-NIC)
RECYCLING / LANDFILL MONITORING SPECIALIST		RECY	National Interagency Coordination Center (ID-NIC)
REHABILITATION SPECIALIST		RESP	National Interagency Coordination Center (ID-NIC)
REMOTE SENSING SPECIALIST		RESE	National Interagency Coordination Center (ID-NIC)
RERAP SPECIALIST		RRAP	National Interagency Coordination Center (ID-NIC)
RESCUE GROUP SUPERVISOR (ALL HAZARD)		REGS	National Interagency Coordination Center (ID-NIC)
RESOURCE ADVISOR		READ	National Interagency Coordination Center (ID-NIC)
RESOURCE ADVISOR COORDINATOR (ALL HAZARD)		REAC	National Interagency Coordination Center (ID-NIC)
RESOURCE CLERK		RESC	National Interagency Coordination Center (ID-NIC)
RESOURCE UNIT LEADER		RESL	National Interagency Coordination Center (ID-NIC)
RETARDANT CREWMEMBER		RTCM	National Interagency Coordination Center (ID-NIC)
RIVER RESCUE SPECIALIST		RIRE	National Interagency Coordination Center (ID-NIC)
SAFETY OFFICER OCCUPATIONAL HEALTH (ALL HAZARD)		SOFO	National Interagency Coordination Center (ID-NIC)
SAFETY OFFICER, LINE		SOFR	National Interagency Coordination Center (ID-NIC)
SAFETY OFFICER, TYPE 1		SOF1	National Interagency Coordination Center (ID-NIC)
SAFETY OFFICER, TYPE 2		SOF2	National Interagency Coordination Center (ID-NIC)
SAFETY OFFICER, TYPE 3 (ALL HAZARD)		SOF3	National Interagency Coordination Center (ID-NIC)
SAIT CHIEF INVESTIGATOR (ALL HAZARD)		SACI	National Interagency Coordination Center (ID-NIC)
SAIT SAFETY MANAGER (ALL HAZARD)		SATM	National Interagency Coordination Center (ID-NIC)
SAIT TEAM LEADER (ALL HAZARD)		SAIL	National Interagency Coordination Center (ID-NIC)
SCUBA DIVER		SCUB	National Interagency Coordination Center (ID-NIC)
SEARCH AND RESCUE GEOGRAPHIC INFORMATION ANALYST (ALL HAZARD)		SRGA	National Interagency Coordination Center (ID-NIC)
SEARCH AND RESCUE TEAM LEADER (ALL HAZARD)		SRTL	National Interagency Coordination Center (ID-NIC)
SEARCH AND RESCUE TECHNICIAN		TRT2	National Interagency Coordination Center (ID-NIC)
SEARCH AND RESCUE TECHNICIAN, TYPE 1(ALL HAZARD)		SRT1	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
SEARCH AND RESCUE TECHNICIAN, TYPE 2 (ALL HAZARD)		SRT2	National Interagency Coordination Center (ID-NIC)
SEARCH AND RESCUE TECHNICIAN, TYPE 3 (ALL HAZARD)		SRT3	National Interagency Coordination Center (ID-NIC)
SEARCH TEAM MEMBER		SRTM	National Interagency Coordination Center (ID-NIC)
SECURITY GUARD		SCRD	National Interagency Coordination Center (ID-NIC)
SECURITY GUARD (NOT LAW ENFORCEMENT)		SECG	National Interagency Coordination Center (ID-NIC)
SECURITY MANAGER		SECM	National Interagency Coordination Center (ID-NIC)
SECURITY SPECIALIST - LEVEL 1		SEC1	National Interagency Coordination Center (ID-NIC)
SECURITY SPECIALIST - LEVEL 2		SEC2	National Interagency Coordination Center (ID-NIC)
SECURITY SPECIALIST - LEVEL 4		SEC4	National Interagency Coordination Center (ID-NIC)
SERVICE BRANCH DIRECTOR		SVBD	National Interagency Coordination Center (ID-NIC)
SEWAGE TREATMENT SPECIALIST		SESP	National Interagency Coordination Center (ID-NIC)
SHOWER MANAGER		SWRM	National Interagency Coordination Center (ID-NIC)
SINGLE ENGINE AIR TANKER MANAGER		SEMG	National Interagency Coordination Center (ID-NIC)
SITUATION UNIT LEADER		SITL	National Interagency Coordination Center (ID-NIC)
SMALL ENGINE MECHANIC		SMEC	National Interagency Coordination Center (ID-NIC)
SMOKEJUMPER		SMKJ	National Interagency Coordination Center (ID-NIC)
SMOKEJUMPER SPOTTER		SPOT	National Interagency Coordination Center (ID-NIC)
SNOW/AVALANCHE SPECIALIST		SASP	National Interagency Coordination Center (ID-NIC)
SOCIAL SCIENCES SPECIALIST		SOCI	National Interagency Coordination Center (ID-NIC)
SOCIAL SCIENCES TECHNICIAN		SOCT	National Interagency Coordination Center (ID-NIC)
SOIL CONSERVATION SPECIALIST		SOSP	National Interagency Coordination Center (ID-NIC)
SOIL SCIENCE SPECIALIST		SOIL	National Interagency Coordination Center (ID-NIC)
SPECIAL AGENT		SPAG	National Interagency Coordination Center (ID-NIC)
SPECIALTY TRACKED EQUIPMENT OPERATOR		STOP	National Interagency Coordination Center (ID-NIC)
STAGING AREA MANAGER		STAM	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
STATUS CHECK-IN RECORDER		SCKN	National Interagency Coordination Center (ID-NIC)
STRATEGIC OPERATIONAL PLANNER		SOPL	National Interagency Coordination Center (ID-NIC)
STRIKE TEAM LEADER, CREW		STCR	National Interagency Coordination Center (ID-NIC)
STRIKE TEAM LEADER, ENGINE		STEN	National Interagency Coordination Center (ID-NIC)
STRIKE TEAM LEADER, HEAVY EQUIPMENT		STEQ	National Interagency Coordination Center (ID-NIC)
STRIKE TEAM LEADER, MILITARY		STLM	National Interagency Coordination Center (ID-NIC)
STRUCTURAL FIRE APPARATUS DRIVER-OPERATOR (ALL HAZARD)		SFDR	National Interagency Coordination Center (ID-NIC)
STRUCTURAL FIRE LINE OFFICER		SFOL	National Interagency Coordination Center (ID-NIC)
STRUCTURAL FIREFIGHTER, TYPE 1		SFF1	National Interagency Coordination Center (ID-NIC)
STRUCTURAL PROTECTION SPECIALIST		STPS	National Interagency Coordination Center (ID-NIC)
SUPERVISORY DISPATCHER		EDSP	National Interagency Coordination Center (ID-NIC)
SUPPLY UNIT LEADER		SPUL	National Interagency Coordination Center (ID-NIC)
SUPPORT BRANCH DIRECTOR		SUBD	National Interagency Coordination Center (ID-NIC)
SUPPORT DISPATCHER		EDSD	National Interagency Coordination Center (ID-NIC)
SWIFT WATER RESCUE TECHNICIAN, TYPE 1		SWR1	National Interagency Coordination Center (ID-NIC)
SWIFT WATER RESCUE TECHNICIAN, TYPE 2		SWR2	National Interagency Coordination Center (ID-NIC)
SWIFT WATER RESCUE TECHNICIAN, TYPE 3		SWR3	National Interagency Coordination Center (ID-NIC)
SWIFT WATER RESCUE TECHNICIAN, TYPE 4		SWR4	National Interagency Coordination Center (ID-NIC)
SWIFTWATER RESCUE - TEAM LEADER		SWRL	National Interagency Coordination Center (ID-NIC)
SWIFTWATER RESCUE SQUAD LEADER (ALL HAZARD)		SWF1	National Interagency Coordination Center (ID-NIC)
SWIFTWATER RESCUE TEAM LEADER (ALL HAZARD)		SWFL	National Interagency Coordination Center (ID-NIC)
SWIFTWATER RESCUE TECHNICIAN (ALL HAZARD)		SWF2	National Interagency Coordination Center (ID-NIC)
TAKEOFF AND LANDING COORDINATOR		TOLC	National Interagency Coordination Center (ID-NIC)
TASK FORCE LEADER		TFLD	National Interagency Coordination Center (ID-NIC)
TECHNICAL ASSISTANCE; ENGINEERING SUPPORT (ALL		TAES	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
HAZARD)			
TECHNICAL MOUNTAIN RESCUE TECHNICIAN		TMRT	National Interagency Coordination Center (ID-NIC)
TECHNICAL RESCUE SQUAD LEADER (ALL HAZARD)		TRT1	National Interagency Coordination Center (ID-NIC)
TECHNICAL RESCUE TEAM LEADER (ALL HAZARD)		TRTL	National Interagency Coordination Center (ID-NIC)
TECHNICAL SPECIALIST		THSP	National Interagency Coordination Center (ID-NIC)
TELECOMMUNICATIONS SPECIALIST		TCSP	National Interagency Coordination Center (ID-NIC)
TEMPORARY ROOFING QUALITY ASSURANCE INSPECTOR (ALL HAZARD)		TRQA	National Interagency Coordination Center (ID-NIC)
TERRA TORCH OPERATOR		TTOP	National Interagency Coordination Center (ID-NIC)
TIME UNIT LEADER		TIME	National Interagency Coordination Center (ID-NIC)
TOOL AND EQUIPMENT SPECIALIST		TESP	National Interagency Coordination Center (ID-NIC)
TOOL ATTENDANT		TOOL	National Interagency Coordination Center (ID-NIC)
TOXICOLOGIST (ALL HAZARD)		TOCL	National Interagency Coordination Center (ID-NIC)
TRACTOR PLOW OPERATOR		TPOP	National Interagency Coordination Center (ID-NIC)
TRACTOR PLOW OPERATOR, INITIAL ATTACK		TPIA	National Interagency Coordination Center (ID-NIC)
TRAINING SPECIALIST		TNSP	National Interagency Coordination Center (ID-NIC)
UNMANNED AERIAL SYSTEMS PILOT (ALL HAZARD)		UASP	National Interagency Coordination Center (ID-NIC)
UNMANNED AIRCRAFT MISSION CONTROLLER (ALL HAZARD)		UAMC	National Interagency Coordination Center (ID-NIC)
UNMANNED AIRCRAFT OBSERVER (ALL HAZARD)		UASO	National Interagency Coordination Center (ID-NIC)
UTILITY TERRAIN VEHICLE OPERATOR		UTVO	National Interagency Coordination Center (ID-NIC)
VEGETATION SPECIALIST		VESP	National Interagency Coordination Center (ID-NIC)
VIDEO CAMERA OPERATOR		VIDO	National Interagency Coordination Center (ID-NIC)
WAREHOUSE MANAGER		WHMG	National Interagency Coordination Center (ID-NIC)
WAREHOUSE MATERIALS HANDLER		WHHR	National Interagency Coordination Center (ID-NIC)
WAREHOUSE MATERIALS HANDLER LEADER		WHLR	National Interagency Coordination Center (ID-NIC)

Catalog Item Listing

Filter Criteria:

Catalog = Overhead
Category = CALIFORNIA ONLY, Positions

Catalog Item Name	Alias	Code	Created By
WAREHOUSE PERSON		WHSE	National Interagency Coordination Center (ID-NIC)
WATER HANDLING SPECIALIST		WHSP	National Interagency Coordination Center (ID-NIC)
WATER TENDER OPERATOR		WTOP	National Interagency Coordination Center (ID-NIC)
WATER TREATMENT SPECIALIST		WTSP	National Interagency Coordination Center (ID-NIC)
WATERSHED MANAGEMENT SPECIALIST		WMSP	National Interagency Coordination Center (ID-NIC)
WEATHER OBSERVER		WOBS	National Interagency Coordination Center (ID-NIC)
WILDLAND FIRE INVESTIGATION TEAM MEMBER		INTM	National Interagency Coordination Center (ID-NIC)
WILDLAND FIRE INVESTIGATOR		INVF	National Interagency Coordination Center (ID-NIC)
WILDLIFE BRANCH DIRECTOR (ALL HAZARD)		WLBD	National Interagency Coordination Center (ID-NIC)
WILDLIFE GROUP SUPERVISOR		WLGS	National Interagency Coordination Center (ID-NIC)
WILDLIFE MANAGER		WMGR	National Interagency Coordination Center (ID-NIC)
WILDLIFE TASKFORCE LEADER		WLLD	National Interagency Coordination Center (ID-NIC)
WRITER/EDITOR		WRED	National Interagency Coordination Center (ID-NIC)
WRITER/EDITOR, TECHNICAL (ALL HAZARD)		WRET	National Interagency Coordination Center (ID-NIC)
XEDAR OPERATOR		XEDO	National Interagency Coordination Center (ID-NIC)

The following Catalog Items have been removed.

Removed Catalog Item Name	Removed Alias	Removed Code	Removed By
GIS TECHNICAL SPECIALIST		GIST	AD.GMPAPKE@(ID-NIC)
STRUCTURAL FIRE PROTECTION SPECIALIST		SFPS	AD.GMPAPKE@(ID-NIC)
GIS TECHNICAL SPECIALIST		GIST	AM-JSKEELS@(ID-NIC)

CAL FIRE INCIDENT MANAGEMENT TEAM TRANSFER OF COMMAND FORM

INCIDENT NAME:	INCIDENT NUMBER:
START DATE:	UNIT:

This form is designed to serve as a briefing and debriefing outline for Incident Management Teams (IMT) during the transfer of command of an emergency incident. The Agency Administrator, Incident Commander or designee, should complete this form prior to the transition of the IMT, so that each item can be discussed at the transfer of command briefing.

Assuming responsibility of an incident by an IMT must be as smooth and orderly as possible. initially, there may be two briefings to the IMT during a transfer of command in-briefing.

- Part 1 should be conducted by the Agency Administrator or designee
- Part 2 should be conducted by the Incident Commander.

When transferring command to another IMT organization, only Part 2 may be used. Upon conclusion of the incident, Part 3 itemizes tasks concluded or still remaining to be completed in order to terminate the incident.

The ordering Unit has completed the following prior to the arrival of the IMT:

☐ Location of the Incident Command Post (ICP) and the Incident Base (including map).

☐ Initiated Supplemental Resource Order

☐ Complete transition briefing and gather supporting documentation including:

☐ ROSS report for the incident.
☐ Incident Status Summary (ICS 209).
☐ One (1) set of topographical maps covering the geographic area of the incident one (1) surrounding area road map
☐ Fire weather forecast and spot forecast.
☐ Local Preplans, Disaster Plans, and other guides or standard operating procedures that are applicable to the incident. (evacuation plans, pre-attack plans, fire history maps, contingency plans etc…)
☐ Unit Emergency Resource Directory (ERD).
☐ Local Operating Plans that may affect incident operations or fiscal management

For incidents other than CAL FIRE State Responsibility Area (SRA) Direct Protection Area (DPA), provide five (5) copies of the following:

- ☐ Letter of Delegation of Authority or Letter of Expectation.
- ☐ Wildland Fire Decision Support System (WFDSS) as necessary.

PART I. AGENCY ADMINISTRATOR - IMT TRANSFER OF COMMAND OUTLINE

BASIC INFORMATION:

1. DATE/TIME OF INCIDENT START:	**2. CAUSE:** **Drop Down**
3. TYPE OF INCIDENT: Drop Down	
4. GENERAL WEATHER CONDITIONS: **LOCAL WEATHER OR BEHAVIOR CONDITIONS:**	**5. ICP LOCATION:** **BASE LOCATION:** **CAMP LOCATION(s):** **HELIBASE LOCATION(S):** **OTHER FACILITY LOCATIONS:**
6. SIZE & SCOPE OF INCIDENT:	
7. FUEL & ENVIRONMENT INVOLVED & VALUES AT RISK:	
8. TOPOGRAPHY:	**9. OTHER INCIDENTS OR EVENTS IN AREA THAT WILL EFFECT INCIDENT:**
10. CURRENT OR PROPOSED OPERATIONAL AND MANAGEMENT STRATEGY & TACTICS:	
11. LOCAL OPERATING PLANS OR AGREEMENTS AND SPECIFIC DIRECTION PROVIDED BY PLAN OR AGREEMENT	

12. CAL FIRE'S ROLE IN LOCAL GOVERNMENT FIRE PROTECTION:

COMMAND AND SEMS INFORMATION:

13. MAC OR AREA COMMAND ESTABLISHED AND CONTACT INFORMATION:	**14. CURRENT PRIORITIES:**
14. LOCAL EOC ESTABLISHED & RELATIONSHIP TO INCIDENT AND CONTACT INFORMATION:	
15. SEMS OPERATIONAL AREA COORDINATOR AND CONTACT INFORMATION:	

SPECIFIC DIRECTION:

16. CURRENT INCIDENT COMMANDER & STAFF & DESIRED ROLES AFTER IMT TRANSITION:
17. LOCAL PLANS INCLUDING EVACUATION, PRE-ATTACK, CONTINGENCY, DISASTER etc…:
18. UNIFIED ORDERING POINT LOCATION, CONTACT INFORMATION & WHAT ORDERING PROCCESS (ROSS OR RIMS) ARE IN PLACE:
19. EXPANDED ECC, DUTY CHIEF PHONE NUMBERS , AGENCY ADMINISTRATOR AND LINE OFFICER CONTACT INFORMATION;

20. FISCAL CONSIDERATIONS:

- **Cost Collection Intelligence**
- **Cost Apportionment**
- **Established PCA's**
- **Local Fire Agency Agreements/ Assistance By Hire Agreements**
- **Sole Source Vendor for MKU**
- **Term Bids for Foodstuffs and Lunches**
- **Copies of Local Unit CAL FIRE 294's**
- **Civil Cost Recovery**

21. LOCAL POLITICAL CONSIDERATIONS (Include names/phone numbers/contact authorities):
Drop Down

22. LOCAL LAW ENFORCEMENT CONTACT FOR INVESTIGATION OR EVACUATION INFORMATION (Include names/phone numbers/contact authorities) :

23. SENSITIVE RESIDENTIAL & COMMERCIAL DEVELOPMENTS, RESOURCE VALUES, ARCHEOLOGICAL SITES, WILDERNESS, ROADLESS & MODIFIED SUPPRESSION AREAS
(Include names/phone numbers/contact authorities)**:**

24. LAND OWNERSHIP STATUS AND DIRECT PROTECTION AREA RESPONSIBILITY , THREATENED OR INVOLVED:

25. PRIVATE REPRESENTATIVES, SUCH AS TIMBER, POWER, INSURANCE OR OTHER COOPERATORS – AREPS (Include names/phone numbers/contact authorities):

26. LOCAL ENVIRONMENTAL REHABILITATION POLICY AND/OR CONCERNS:
27. CLOSEST MEDICAL FACILITIES, TRAUMA CENTERS, BURN CENTERS, & BASIC & ADVANCED LIFE SUPPORT SERVICES:
28. LOCAL OR CURRENT INCIDENT "INCIDENT WITHIN AN INCIDENT", INJURY OR ACCIDENT PROCEDURES:

29. SERIOUS ACCIDENT REVIEW TEAM (Include names/phone numbers/contact authorities):
30. TRAINEES AUTHORIZED:
31. THE FINAL DOCUMENTATION PACKAGE WILL BE DELIVERED TO: ___ PAPER COPIES(S) AND _____ SET OF CD/DVDs

COMMAND DIRECTION:

32. PROPOSED TRANSFER OF COMMAND DATE/TIME FOR IMT:
33. SUPPRESSION/MITIGATION GOALS FOR INCLUSION IN MANAGEMENT AND CONTROL OBJECTIVES (if any):
34. UNIFIED COMMAND (Include names/phone numbers/contact authorities):

PART II. INCIDENT COMMANDER BRIEFING

BRIEFING INFORMATION:

1. FORMS AVAILABLE OR ATTACHED:		2. OTHER ATTACHMENTS:
❑ ICS 201 IAP ❑ ICS 211 Check In ❑ ICS 205 Communications ❑ ICS 206 Medical	❑ ICS 208 Safety ❑ ICS 215 Operational ❑ ICS 209 Incident Status ❑ ICS 220 Air Ops	❑ Incident Action Plan ❑ Incident Map ❑ Operational Briefing Map ❑ Travel Map
3. PAST AND PROJECTED INCIDENT MOVEMENT/SPREAD		
4. VALUES AT RISK; INCLUDE COMMUNITIES, CRITICAL INFRASTRUCTURE, NATURAL AND CULTURAL RESOURCES:		
5. EVACUATIONS WARNINGS AND ORDERS CURRENTLY IN PLACE (Include by issued by which agency/office/department and contact information) AND AMOUNT OF POPULATION AFFECTED BY THE PROTECTIVE ACTION(s) TAKEN. PROVIDE ESTIMATE OF DISTANCE BETWEEN FIRE AND INFRASTRUCTURE:		
6. ESTIMATE OR PROVIDE CURRENT ACREAGE, PERCENTAGE OF CONTAINMENT AND AMOUNT OF LINE TO BUILD (provide date/time of estimation):		
7. CRITICAL RESOURCE NEEDS (list amount, type, kind and number in priority order)		
8. AIR OPERATIONS UPDATE (Success, Challenges And Describe Temporary Flight Restriction In Place, If Any)		
9. HELIBASE & HELISPOT LOCATIONS AND CONTACT INFORMATION:		
10. LOGISTICAL CHALLENGES AND SUCCESS:		
11. MAJOR PROBLEMS AND CONCERNS (Control Problems, Social/ Political/ Economic Concerns Or Impacts Etc…)		

12. STATUS & CONDITION OF UNIT AND INCIDENT PERSONNEL & EQUIPMENT. (Detail Expectation Regarding Incident Personnel & Equipment After Transfer Of Command):
13. CRITICAL INCIDENT STRESS HISTORY & NEEDS:
11. FIRE SUPPRESSION REPAIR AND LOCAL ENVIRONMENTAL OR DAMAGE ASSESSMENT NEEDS:
12. STATUS OF SUPPLEMENTAL RESOURCE ORDER AND OUTSTANDING ORDERS

13. ACCESS & TRANSPORTATION ROUTES:
14. COMMUNICATIONS PLAN, INCLUDING RADIO FREQS & CELL PHONE SERVICE IN USE (List which, if any, frequencies currently being used must be returned to the unit with date and time of release):
15. LIST INCIDENT AND LOCAL SAFETY ISSUES AFFECTING LOCAL UNIT, SUPPRESSION FORCES AND INCIDENT FACILITIES :
16. EMERGENCY MEDICAL SERVICES (EMS) IN PLACE OR AVAILABLE (List Facilities):
17. ICP, BASE AND/OR CAMP SECURITY ISSUES:
18. INCARCERATED FF SECURITY ISSUES:
19. ASSISTING & COOPERATING AGENCIES AT SCENE (Include AREP names/phone numbers/contact authorities):
20. WIRELESS NETWORK/HIGH SPEED INTERNET ACCESS AVAILABILITY. ORDERED? IN PLACE? LIMITATIONS?

21. FMAG APPROVED? DISASTER PROCLAMATION ISSUED? IN PROGRESS AND AT WHAT LEVEL? POTENTIAL?

PART 3 TRANSITION OF INCIDENT BACK TO LOCAL CONTROL

1. The date and time of the demobilization must be approved by the Agency Administrator or his designee. It must be as smooth as possible. Local resources should be assigned and start working with the IMT at the pre-determined time. The local Unit should have at least 24 hours notice of the IMT's intention to transition.

   The IMT should start phasing-in local Unit resources as soon as demobilization begins.

2. The IMT should not be released from the incident until:

   a. The IMT has satisfactorily met the goals of the Agency Administrator or his/her designee.

   b. Most Operations Section personnel have been released that are not needed for overhaul and patrol.

   c. Request for regional property retrograde is made at least 24 hours prior to closing base.

   d. The incident base is closed, reduced, or in the process of either.

   e. The Planning Section Chief has prepared or arranged for the incident/fire-CAIRS-CFLRS/CHIVIRS reports and a narrative of incident activities.

   f. The Finance Section Chief has organized the finance package as completely as possible or to a degree that the Unit agrees to accept it (See #3) and the local Unit has assigned a transition Finance Section Chief or Deputy Finance Section Chief.

   g. There is a rehabilitation plan established and a Rehabilitation Group Supervisor is assigned to ensure that Unit's requirements are met.

   h. Community interests or concerns are addressed and resolved to the Unit's satisfaction.

   i. Performance evaluations for all positions through the manager/leader levels are completed and copies are routed to home Units.

   j. The Incident Commander and Agency Administrator or designee have discussed and agreed upon all labor and/or human relations issues.

   k. The Training Technical Specialist has completed all documentation and forwarded the documentation to the Agency Administrator.

   1. Any continuing safety issues (exposure reports, Comp/claims reports, major accident review reports) of the incident are identified and a course of action is charted for each.

   m. A Unit/IMT debriefing will be held or dates set for the same.

3. To insure completion of required incident documentation and ongoing incident needs, the following individuals have been identified to smoothly transition and carry on with the incident documentation and needs after the release of the IMT in the following areas:

A. Emergency Activities Reporting System-CFIRS and CHMRS		
PSC or designee:	**Local unit person assigned to Planning Section:**	**Unit person if different after transition:**

B. Incident Documentation Package		
PSC or designee:	**Local unit person assigned to Planning Section:**	**Unit person if different after transition:**

C. Standardized Emergency Management System (SEMS) Package		
PSC or designee:	**Local unit person assigned to Planning Section:**	**Unit person if different after transition:**

D. Activity Cost Report (FC-40)		
FSC or designee:	**Local unit person assigned to Finance Section:**	**Unit person if different after transition:**

Los Angeles County Fire Department
Resource Billing Rates - Wildland ABH
Fiscal Year 16-17 Effective Date July 1, 2016
AN ADMINISTRATIVE RATE OF 19.09% WILL BE ADDED WHEN INVOICED

	BASE HRLY RATE	OVERTIME HRLY RATE		W. COMP AMT	UNEMP AMT	Billing Rate
Accounting Officer I	$ 36.230	$ 54.345		$ 5.32	$ 0.04	$ 59.71
Accounting Officer III	52.560	52.560	*	5.15	0.04	57.75
Administrative Assistant III	36.430	54.645		5.35	0.04	60.04
Assistant Chief, Forestry Division	71.170	71.170	*	6.97	0.06	78.20
Assistant Chief, Health Hazardous Materials, Fire	65.460	65.460	*	6.41	0.05	71.92
Assistant Cook	17.450	26.175		2.57	0.02	28.77
Assistant Fire Chief	96.850	96.850	*	9.48	0.07	106.40
Assistant Supply Officer II	33.060	49.590		4.86	0.04	54.49
Battalion Chief	58.460	87.690		8.58	0.07	96.34
Call Fire Fighter	20.710	31.065		3.04	0.03	34.14
Captain, Lifeguard Services, Fire	57.430	86.145		8.43	0.07	94.65
Carpenter	31.660	47.490		4.65	0.04	52.18
Chief Cook	27.890	41.835		4.10	0.04	45.98
Chief Deputy, Emergency Operations, Fire	124.550	124.550	*	12.19	0.09	136.83
Chief, Forestry Division	84.540	84.540	*	8.27	0.07	92.88
Chief, Health Hazardous Materials	86.650	86.650	*	8.48	0.07	95.20
Communication Services Analyst	40.640	60.960		5.97	0.05	66.98
Community Services Liaison	44.230	66.345		6.49	0.05	72.89
Departmental Information Security Officer II	70.680	70.680	*	6.92	0.06	77.66
Departmental Personnel Assistant	22.150	33.225	*	3.25	0.03	36.51
Deputy Fire Chief, Emergency Operations	107.880	107.880	*	10.56	0.08	118.52
Deputy Forester	58.470	87.705		8.58	0.07	96.36
Electrician	39.030	58.545		5.73	0.05	64.33
Equipment Maintenance Helper	17.700	26.550		2.60	0.02	29.17
Equipment Maintenance Worker	25.470	38.205		3.74	0.03	41.98
Fire Captain	48.320	72.480		7.09	0.06	79.63
Fire Chief	150.260	150.260	*	14.70	0.11	165.07
Fire Dispatcher II	33.930	50.895		4.98	0.04	55.92
Fire Equipment Mechanic	34.930	52.395		5.13	0.04	57.57
Fire Fighter	35.230	52.845		5.17	0.04	58.06
Fire Fighter Specialist	39.760	59.640		5.84	0.05	65.53

W. Comp Rate: 9.7806%

Unemp Rate: 0.0722%

* These FLSA Exempt employees do not receive "time and half" paid overtime

Los Angeles County Fire Department
Resource Billing Rates - Wildland ABH
Fiscal Year 16-17 Effective Date July 1, 2016
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	BASE HRLY RATE	OVERTIME HRLY RATE	W. COMP AMT	UNEMP AMT	Billing Rate
Fire Fighting Construction Equipment Operator	$ 55.310	$ 82.965	$ 8.12	$ 0.06	$ 91.15
Fire Prevention Engineering Assistant I	28.800	43.200	4.23	0.04	47.47
Fire Prevention Engineering Assistant II	43.770	65.655	6.43	0.05	72.14
Fire Suppression Aid	19.560	29.340	2.87	0.03	32.24
Forestry Assistant	49.340	74.010	7.24	0.06	81.31
Forestry Technician	22.000	33.000	3.23	0.03	36.26
General Maintenance Worker	23.440	35.160	3.44	0.03	38.63
Geographic Information Systems Manager I	70.110	70.110 *	6.86	0.06	77.03
Geographic Information Systems Technician II	38.430	57.645	5.64	0.05	63.34
Hazardous Materials Specialist II	47.050	70.575	6.91	0.06	77.55
Hazardous Materials Specialist III	52.820	79.230	7.75	0.06	87.04
Helicopter Mechanic	42.190	63.285	6.19	0.05	69.53
Helper, Metal Working	20.680	31.020	3.04	0.03	34.09
Information Systems Analyst I	38.060	57.090	5.59	0.05	62.73
Information Systems Analyst II	42.370	63.555	6.22	0.05	69.83
Information Systems Support Analyst I	41.690	62.535	6.12	0.05	68.71
Information Tech Aide	24.900	37.350	3.66	0.03	41.04
Information Technology Supervisor	56.640	56.640 *	5.54	0.05	62.23
Intermediate Typist Clerk	18.980	28.470	2.79	0.03	31.29
Management Secretary V	38.810	58.215	5.70	0.05	63.97
Medium Truck Driver	22.040	33.060	3.24	0.03	36.33
Ocean Lifeguard	31.160	46.740	4.58	0.04	51.36
Ocean Lifeguard Specialist	46.020	69.030	6.76	0.05	75.84
Patrol Fire Fighter	16.120	24.180	2.37	0.02	26.57
Pilot, Fire Services	65.530	98.295	9.62	0.08	108.00
Plumber	39.450	59.175	5.79	0.05	65.02

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Los Angeles County Fire Department
Resource Billing Rates - Wildland ABH
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AN ADMINISTRATIVE RATE OF 19.09% WILL BE ADDED WHEN INVOICED

	BASE HRLY RATE	OVERTIME HRLY RATE	W. COMP AMT	UNEMP AMT	Billing Rate
Principal Geographic Information Systems Analyst	$ 56.280	$ 56.280	* $ 5.51	$ 0.05	$ 61.84
Procurement Assistant II	28.100	42.150	4.13	0.04	46.32
Procurement Assistant III	31.630	47.445	4.65	0.04	52.14
Rescue Boat Captain	66.200	99.300	9.72	0.08	109.10
Secretary III	24.840	37.260	3.65	0.03	40.94
Section Chief, Lifeguard Services, Fire	69.460	69.460	* 6.80	0.06	76.32
Senior Cook	20.960	31.440	3.08	0.03	34.55
Senior Disaster Services Analyst	48.820	73.230	7.17	0.06	80.46
Senior Fire Equipment Mechanic	36.680	55.020	5.39	0.04	60.45
Senior Fire Fighting Construction Equipment Operator	58.910	88.365	8.65	0.07	97.09
Senior Fire Suppression Aid	22.160	33.240	3.26	0.03	36.53
Senior Geographic Information Systems Analyst	43.730	65.595	6.42	0.05	72.07
Senior Helicopter Mechanic	46.780	70.170	6.87	0.06	77.10
Senior Information System Analyst	52.520	78.780	7.71	0.06	86.55
Senior Network Systems Administrator	49.060	73.590	7.20	0.06	80.85
Senior Pilot, Fire Services	75.350	113.025	11.06	0.09	124.18
Senior Rescue Boat Captain	61.350	92.025	9.01	0.07	101.11
Senior Secretary III	30.240	45.360	4.44	0.04	49.84
Senior Sheet Metal Worker	40.100	60.150	5.89	0.05	66.09
Senior Typist Clerk	20.950	31.425	3.08	0.03	34.54
Staff Assistant II	30.870	46.305	4.53	0.04	50.88
Staff Assistant III	35.470	53.205	5.21	0.04	58.46
Student Worker	11.230	16.845	1.65	0.02	18.52
Supervising Fire Dispatcher	38.560	57.840	5.66	0.05	63.55
Supervising Fire Fighting Construction Equipment Operator	65.990	65.990	* 6.46	0.05	72.50
Supervising Fire Prevention Engineering Assistant	49.790	74.685	7.31	0.06	82.06
Supervising Hazardous Materials Specialist	57.160	85.740	8.39	0.07	94.20

W. Comp Rate: 9.7806%

Unemp Rate: 0.0722%

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Los Angeles County Fire Department
Resource Billing Rates - Wildland ABH
Fiscal Year 16-17 Effective Date July 1, 2016
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	BASE HRLY RATE	OVERTIME HRLY RATE	W. COMP AMT	UNEMP AMT	Billing Rate
Transportation & Services Supervisor	$ 28.870	$ 43.305	$ 4.24	$ 0.04	$ 47.59
Transportation Truck Driver	27.620	41.430	4.06	0.03	45.52
Video Production Technician	32.500	48.750	4.77	0.04	53.56
Warehouse Worker Aid	21.250	31.875	3.12	0.03	35.03
Warehouse Worker I	22.420	33.630	3.29	0.03	36.95
Warehouse Worker II	24.150	36.225	3.55	0.03	39.81
Welder	35.430	53.145	5.20	0.04	58.39

W. Comp Rate: 9.7806%
Unemp Rate: 0.0722%

Los Angeles County Fire Department
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	FEMA EQUIP COST CODE	HRLY RATE FOR BILLING
Engines		
Fire Truck, Pump Capacity 1000 gpm	8690	$ 80.00
Fire Truck, Pump Capacity 1250 gpm	8691	85.00
Fire Truck, Pump Capacity 1500 gpm	8692	91.00
Fire Truck, Pump Capacity 2000 gpm	8693	93.50
Fire Ladder Truck, Ladder Length 75 ft	8694	135.25
Fire Ladder Truck, Ladder Length 150 ft	8695	160.00
Squad/Patrols		
Truck, Pickup (1/2 Ton) F150	8801	19.45
Truck, Pickup (1 Ton) F250	8802	26.00
Truck, Pickup (1 1/4 Ton) F350	8803	26.77
Truck, Pickup (1 1/2 Ton) F450	8804	29.75
Truck, Pickup (1 3/4 Ton) F550	8805	35.88
Bulldozers		
CAT D8R,N,K #FW 1, 2, 3, 4, 5 & 9 (Winch)	8255	285.85
CAT D8H #FW 6 (Winch)	8254	164.85
CAT D8H #FW 7 & 8 (Ripper)	8254	164.85
CAT D8H #FW 10 (Weight)	8254	164.85
CAT D6C #FW20 (Slopeboard)	8251	45.50
Truck Loaders		
CAT 941 #FW19	8382	49.00
CAT 977L #FW17	8384	128.75
Rubber Tire Loaders		
CAT 950H #FW11	8394	60.25
CAT 950E #FW12	8394	60.25
Heavy Tender 1 & Heavy Helitender 1		
Trailer, Tank Capacity 10000 gal	8612	18.00

RETARDANT FOAM - $12.05 per gallon (Rate is subject to change based on L.A. County's supplying vendor rates.)

Equipment rates do not include associated personnel costs and/or dispensed fuel costs.

Los Angeles County Fire Department
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AN ADMINISTRATIVE RATE OF 19.09% WILL BE ADDED WHEN INVOICED

	FEMA EQUIP COST CODE	HRLY RATE FOR BILLING
Water Tender/Helitender 1-7		
Water Truck, Tank Capacity 2500 gal	8780	$ 36.75
Excavator		
CAT 302E, Hydraulic Excavator, Bucket Capacity 1.56 cyd, 153 HP	8282	72.00
Helitender 8		
Tank Capacity 4000 gal	8781	51.25
Water Tender		
Tank Capacity 4000 gal	8781	51.25
Mobile Aid		
Ambulance HP 210	8041	41.50
Motorgraders		
CAT 120 #FW16	8331	54.50
CAT 14G #FW14	8332	84.00
CAT 14M #FW15	8332	84.00
CAT 130G #FW13	8331	54.50
Backhoe		
JCB 1550B #FW22	8571	27.25
Brush Crusher		
CAT D8H #FW21	8254	164.85
Camp Crew Carriers		
Bus HP 300	8182	32.25
Truck Transport		
Tractor Truck, (6x4) 50,000 lbs	8792	62.00
Low Bed		
Equipment Trailer, 60 Ton	8602	17.00

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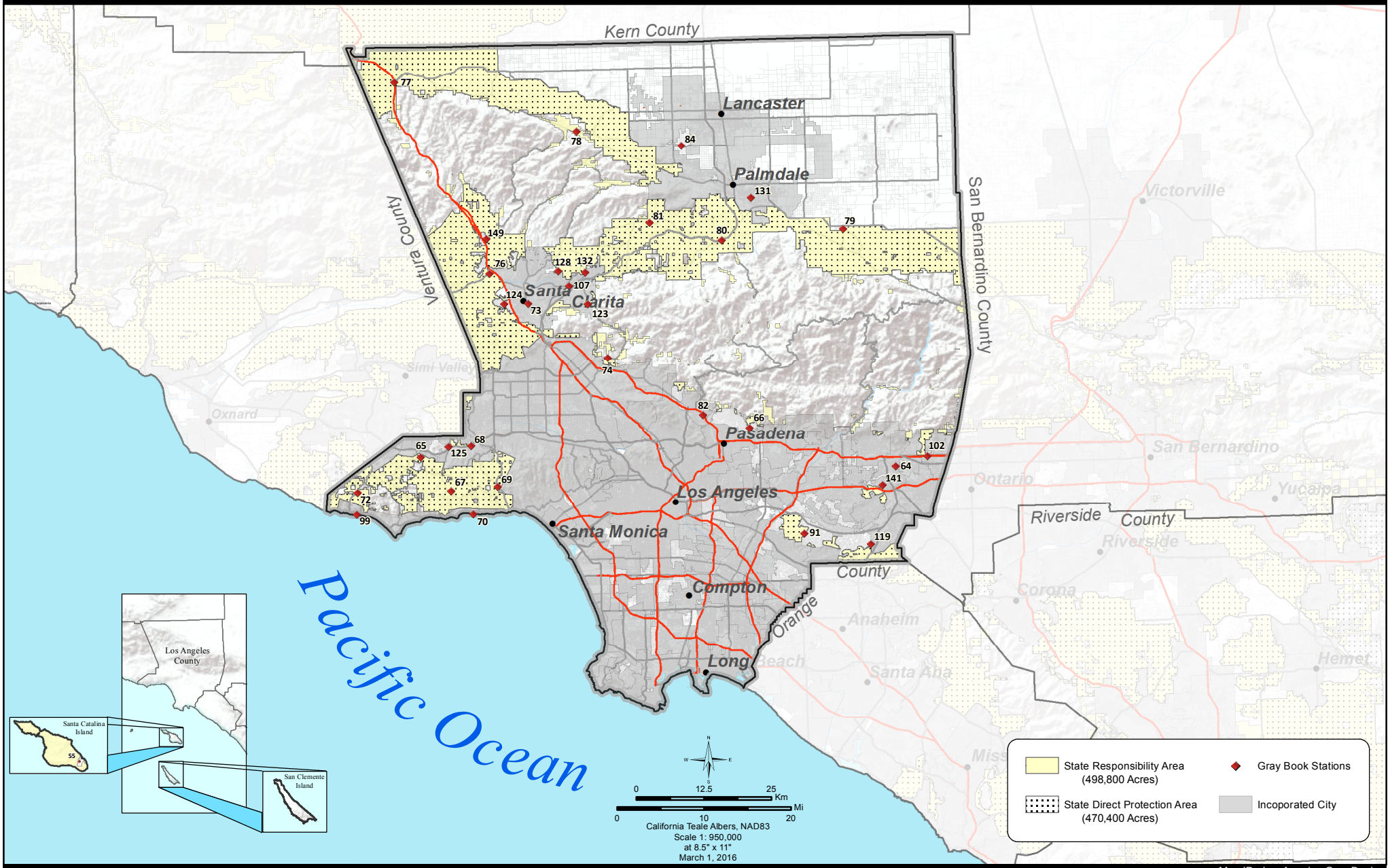
	FEMA EQUIP COST CODE	HRLY RATE FOR BILLING
Aircraft		
Superscooper #1 and #2 **	N/A	$ 3,433.00
Helitanker - Type 1 **	N/A	9,286.70
Bell - Model 412 EP & HP (#11, #12, #14, #17 & #18)	N/A	3,285.22
Sikorsky-FireHawk (#15, #16 & #19)	N/A	5,823.65
Helicopter 20 - Lease **	N/A	2,306.82
Other Equipment		
Food Dispenser	Varies	Varies
Meals (each)	N/A	2.50

RETARDANT FOAM - $12.05 per gallon (Rate is subject to change based on L.A. County's supplying vendor rates.)

Equipment rates do not include associated personnel costs and/or dispensed fuel costs.

** Rates subject to change as a result of annually renewed agreements.

LOS ANGELES COUNTY



The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.

Edmund G. Brown Jr., Governor, State of California
John Laird, Secretary for Resources, The Natural Resources Agency
Ken Pimlott, Director, Department of Forestry and Fire Protection

Map ID: Los Angeles Gray Book
DATA SOURCES:
CAL FIRE Facility (facility14_1)
CAL FIRE Incorporated Cities (Incorp15_2)
CAL FIRE State Responsibility Area (FRAP, SRA15_2)
USFS Direct Protection Areas (DPA15_3)
US Census Tiger Roads (Roads_CA, 2010)

SOUTHERN OPERATIONS
AUGMENTATION STAFFING DECISION POINTS
FOR
CONTRACT COUNTIES OF ORANGE, LOS ANGELES, VENTURA, SANTA BARBARA, KERN

- **WEATHER CONDITIONS (Based on NFDRS 97th Percentile Burning Index (BI) Values)**

  - Orange County (3038' elevation) BI 185 or greater (El Cariso RAWS Station)

  - Orange County (950' elevation) BI 94 or greater (Whittier Hills RAWS Station)

  _____

  - **Los Angeles County (1450' elevation) BI 166 or greater (Saugus RAWS Station)**

  - **Los Angeles County (1575' elevation) BI 152 or greater (Malibu Hill RAWS Station)**

  _____

  - Ventura County (1650' elevation) BI 187 or greater (Cheeseboro RAWS Station)

  - Ventura County (1140' elevation) BI 171 or greater (Temescal RAWS Station)

  _____

  - Santa Barbara County (3200' elevation) BI 131 or greater (Figueroa RAWS Station)

  _____

  - Santa Barbara County (1500' elevation) BI 123 or greater (Montecito RAWS Station)

  _____

  - Kern County (2356' elevation) BI 204 or greater (Democrat RAWS Station)

  (See Attached Map for general location of above-referenced RAWS Sites)

NOTE: The Burning Index values calculated through the National Fire Danger Rating System (NFDRS) for the 97th percentile represent an estimate for potential difficulty in fire containment based on weather, fuels, and topographic data. When a Burning Index of 97th percentile is reached, this rating represent severe burning conditions that occur only 3% of the time in the area which NFDRS data is recorded.

and/or

- **LIGHTNING ACTIVITY LEVEL (LAL) 6**

  LAL 6 – Lightning is infrequent with 6-10 cloud-to-ground strikes in 5 minute period, **except thunderstorms are dry** (no rain reaching ground). This type of lightning has the potential for extreme fire activity and is normally highlighted in fire weather forecasts with a Red Flag Warning.

and/or

- **LOCAL AND/OR REGIONAL FIRE ACTIVITY AT OR APPROACHING FIRESCOPE MACS MODE III LEVEL**

and/or

- **CALFIRE RESOURCES (engines and hand crews) AT OR BELOW LEVEL 2 DRAWDOWN**

and/or

- **TWO OR MORE CONTRACT COUNTIES REQUESTED LOCAL ELEVATED STAFFING**

<u>Note:</u> CALFIRE Southern Region Duty Chief may elect to conduct a 1600 hours Conference Call associated with above criteria to discuss next-day augmented staffing needs. Contract Counties need a minimum of one-hour notice for a conference call to be scheduled.

When current or predicted weather conditions and/or fire activity levels, as defined in augmentation staffing decision points are realized Southern Region wide, the CALFIRE Southern Region Duty Chief may initiate a conference call with the CALFIRE Units of Southern Region and the Contract Counties of Orange, Los Angeles, Ventura, Santa Barbara, and Kern. The purpose of the call will be to advise all conference call participants of the current or predicted conditions and determine what of the following actions need to be taken:

- Authorize the Contract Counties of Orange, Los Angeles, Ventura, Santa Barbara, and/or Kern to implement one or more of CALFIRE approved Optional Strategy Considerations.

- Authorize CALFIRE Units to enact or augment existing Staffing Patterns as strategically appropriate.

Individual Contract Counties may request to implement one or more of their Optional Strategy Considerations in concert with 4-person engine company staffing or separate from engine company staffing augmentation based on local

operational needs. These optional strategy considerations will be discussed, evaluated, and approved/denied by the CALFIRE Southern Region Duty Chief during the conference call or after the conference call depending on the request(s) and the need to discuss staffing requests with CALFIRE upper management.

In addition to the above criteria/process, CALFIRE Units may enact local staffing patterns as defined under separate CALFIRE policy. Contract Counties, on an individual basis, may request approval to augment staffing levels as defined in their respective CALFIRE/Contract County Operating Plans through the CALFIRE Southern Region Duty Chief.

OPTIONAL STRATEGY CONSIDERTATION

LOS ANGELES County Additional Staffing Augmentations

(Individual staffing options in addition to augmented engine company staffing levels on specified "Gray Book" engines to four (4) person staffing. Subject to approval of CALFIRE Southern Region Duty Chief)

<u>Burning Index Related (BI132 or greater (Malibu Hill RAWS) and/or (BI 151 or greater (Saugus RAWS)</u>

- Staff one Type 1 Engine Strike Team w/STLD & Trainee
- Staff four DIVS and one Ops Chief
- Staff one Dozer Team
- Staff one Water Tender
- Staff one Helicopter
- Staff one Hand Crew Strike Team (Saturday and Sunday only)

<u>Red Flag Related</u>

- Staff two Type 1 Engine Strike Teams w/STLD & Trainee
- Staff four DIVS and one Ops Chief
- Staff two Dozer Teams
- Staff two Water Tenders
- Staff two Helicopters
- Staff two Hand Crew Strike Teams (Saturday and Sunday only)

EMERGENCY FUND POLICY 3821

(No. 16 March 2002)

This section, and its subsections, provide instructions on the fiscal management of the Emergency Fund. The governing authority for fiscal policies is found in the annual budget act, state laws and regulations, and departmental policy.

This policy is formulated to assist managers and supervisors with a means to fund the additional incident operational costs associated with managing a wildland fire incident. The policy is to be taken as an operational guide as well as representing CAL FIRE policy.

PURPOSE OF EMERGENCY FUND 3821.1

(No. 16 March 2002)

The Emergency Fund is an expenditure account (sometimes called the E-Fund or "09" Account) authorized in the annual Budget Act. It exists to fund unbudgeted emergency suppression, detection and related emergency re-vegetation costs. It may be used any time of the year for situations where budgeted CAL FIRE initial attack forces are unable to cope with a wildland **fire** emergency, where additional fire detection capability is required to retain minimum initial attack capability during extreme fire conditions, to minimize the greater costs caused by fires escaping initial attack, or to respond to valid requests for mutual aid by another government authority. It may also be used on a reimbursable basis for assistance-by-hire (for fire emergencies). When providing assistance to another agency, CAL FIRE should strive to have the other agency purchase the goods and supplies needed directly using their processes, or if CAL FIRE must do the purchasing, use the other agency purchase documents and authority.

Please note that when CAL FIRE responds to a non-fire incident, the costs associated with that response are chargeable to the Unit's support budget unless a special funding account has been established by Sacramento Headquarters per Section 3820.3.

Costs associated with Schedule A personnel and equipment are not chargeable to the Emergency Fund except in support of wildland fires as discussed in Section 3821.9 (H) and (L).

RESPONSIBILITY OF EMPLOYEES USING THE EMERGENCY FUND 3821.2

(No. 16 March 2002)

The use of the Emergency Fund (and the accompanying departure from normal state business processes) will be guided by the professional judgment and integrity of the responsible CAL FIRE officer authorizing Emergency Fund expenditures.

All employees will be accountable for following the guidelines listed under Section 3821.7 (Expenditure Authorization), Section 3821.8 (Conditions for Use), and Section 3821.9 (Proper Expenditures).

RESPONSIBILITY OF UNIT MANAGERS TO REDUCE COSTS TOTHE EMERGENCY FUND 3821.3

(No. 16 March 2002)

It is the policy of the Director that Unit Chiefs and Incident Commanders will take all reasonable action to reduce costs to the Emergency Fund. Such mitigating action will be consistent with the objectives of the department's Fire Plan and appropriate labor contracts.

RELATIONSHIP OF DEFINITION OF "EMERGENCY" TO MOUs OR LETTERS OF UNDERSTANDING 3821.4

(No. 16 March 2002)

The "Conditions for Use" established in Section 3821.8 of this policy are not intended to replace understandings or definitions of "emergency" found in any labor contract or letter of understanding.

RELATIONSHIP OF EMERGENCY FUND POLICY TO MUTAL AID 3821.5

(No. 16 March 2002)

Nothing in these guidelines should be understood to discourage the use of free and reciprocal mutual aid, nor is this policy intended to change Unit policies which allow exchange of services at a lesser cost than the maximum allowed in this policy. See also Section 3823.1 on mutual aid.

FIELD AUDIT REQUIREMENTS FOR USE OF THE EMERGENCY FUND 3821.6

(No. 16 March 2002)

Unit Chiefs and Region Chiefs are responsible for auditing the use of the Emergency Fund to ensure that expenditures are being made within these policy guidelines. The department auditor is available to provide guidance and assistance.

EXPENDITURE AUTHORIZATION 3821.7

(No. 16 March 2002)

All Emergency Fund expenditures will normally be approved by a CAL FIRE Battalion Chief level or higher officer. Exceptions shall be made for other classes of employees 1) when acting as an Incident Commander, 2) when providing service center support to an extended attack or major fire, 3) when on travel status outside their home Unit en route to or from a going fire, staging area, or a move-up or cover assignment, or 4) when assigned to the logistics section of an incident when such authority has been delegated by the Incident Commander.

Emergency Fund authorization will be limited to those resources ordered by or under CAL FIRE control on the incident. Control is defined as being fully integrated into the incident management process based on resource requirements determined by the Incident Commander or unified command.

The Incident Commander(s) will document such control by obtaining an order and request number(s) for resources under CAL FIRE control. Resources committed to a contract county fire on an approved order and request number are considered to be under CAL FIRE control for Emergency Fund purposes.

Each person authorizing Emergency Fund expenditures is personally responsible for the appropriateness of such expenditures. All personnel authorizing expenditures are personally responsible for complying with established rules and guidelines, even though another employee may make the actual purchase. Additionally, all personnel are subject to the procurement policies of the state even if responsibility for the fire rests with another agency.

CONDITIONS FOR USE 3821.8

(No. 16 March 2002)

Proper conditions for expenditures of the Emergency Fund include the following:

A. When a significant percentage of CAL FIRE initial attack resources in one or more Units are committed to suppression activities and there is a significant need for reinforcements to maintain initial attack strength. (Refer to "K" below).

B. When the potential for extended attack or major fires exists due to extreme predicted or existing fire weather conditions or available initial attack resources are depleted and there is a need for additional personnel and equipment for incident response, move-up and cover, or assignment to staging areas or regional mobilization centers.

C. When rental equipment located close to the fire can be used advantageously. Upon arrival of additional CAL FIRE Units, continued use of rental equipment should be reevaluated in light of current fire conditions.

D. When special equipment, such as water tenders, bulldozers, or fuel tenders is needed to support CAL FIRE personnel and equipment.

E. When CAL FIRE air tankers, helicopters, and/or fixed wing utility aircraft are used on a fire.

F. When move-up or cover aircraft are necessary and aircraft are dispatched for this purpose. The rule in "E" above shall apply once move-up aircraft arrive at an air attack base.

G. All landing fees, which are fire related, are charged to the Emergency Fund.

H. When intermittent helicopters or fixed wing utility aircraft are used and contract Aircraft are not available, or when the planned mission cannot be accomplished within an existing contract.

I. When providing fire protection emergency mutual aid or assistance-by-hire to another governmental authority. This would include both fire control and fire suppression related activities. Activities not directly related to the suppression effort must be charged to the support budget. Non-fire incidents are not chargeable to the Emergency Fund, whether or not reimbursed. In cases of major non-fire emergency assistance (flood, earthquake, and human-caused disasters), the Sacramento accounting office may assign a PCA code other than 00900 and reimbursement may be made available to the Units per Section 3820.3. PCA 00900 is restricted to emergency fire suppression.

J. When contract county resources (personnel and equipment as identified in the CAL FIRE/Contract County Operating Plan) are used on SRA fires within the contract county.

K. When a special staffing pattern order number has been issued to provide SRA coverage.

PROPER EXPENDITURES 3821.9

(No. 33 December 2006)

Expenditures from the Emergency Fund can include:

A. Rental of motorized equipment to scout a fire, transport personnel and equipment, work the fire line, or to perform other closely related incident activities.

B. Rental of other firefighting equipment such as bulldozers, water tenders, or chain saws.

C. Rental of helicopter or fixed wing utility aircraft for suppression, supplemental detection, transportation of personnel and supplies, reconnaissance, or medical evacuation.

D. Rental of aircraft as outlined under Section 3821.8 (Conditions for Use), items E, F, G, H and J above.

E. Purchase of fire retardants and/or fire suppression foams. The cost effluent product removal from airbases caused by aircraft wash-off.

F. Payment of wages to non-state funded organized crews and personnel needed for fire suppression; payment of wages to emergency workers for fire suppression and support directly related to the fire suppression effort. **(NOTE:** emergency workers must be tied to an incident through an **order and request number** and may not be used to augment either the budgeted length of fire season or engine staffing standards. See also Section 3836.2.

For fires inside CAL FIRE jurisdiction or that threaten State DPA, Schedule "C" volunteers and paid call firefighters may be paid from the Emergency Fund after the period of time beginning with the dispatch of the resource until (1) two hours have elapsed, or (2) it is obvious (if less than two hours) that the fire will expand beyond initial attack. The Director may grant exceptions to the two-hour rule when properly justified. (See also Section 3821.11.)

G. Payment of unplanned overtime (1-1/2 time) to applicable CAL FIRE employees needed for incident control activities, determination of origin and cause of the fire, a required ICS trainee assignment, an approved special staffing pattern, a move-up and cover assignment, or for other support activities directly related to the specific incident and always authorized by an order and request number. Overtime limits or accumulation criteria shall be governed by the Memorandum of Understanding for the employee or (if non-represented) by department policy.

NOTE: Base salaries for CAL FIRE employees are never charged to the Emergency Fund. Planned overtime for CAL FIRE employees (during budgeted fire season) is never charged to the Emergency Fund. However, planned overtime for switching to incident response pay status for fire emergencies occurring outside declared fire season is chargeable to the Emergency Fund. Time sheets must be documented with an order number or the charge will be assessed to the employee's home index.

ALSO NOTE: For Firefighters I, all unplanned overtime has been budgeted and is paid from the Emergency Fund since FY 1985-86, whether or not it is related to a fire. Whenever a Firefighter I works overtime and is not on an order and request number, the overtime is coded on the time sheet to the Emergency Fund using the "generic" order number for the Unit which is provided annually by Sacramento Accounting (See Section 3762.2.1). But remember, the ONLY authorized use of the generic order number is for FFI non-fire overtime. See also Section 3831.2.8.

Whenever unplanned overtime is charged to the Emergency Fund, the entry on the time sheet must be documented with an order number. Any overtime not coded with the incident's order number or with the generic order number will be charged to the employee's home Unit normal operating funds. Additionally, the Emergency Fund cannot be used to change authorized Blue Book staffing levels.

H. Schedule 'A' Reimbursement for Employees and Equipment Assigned to Wildland Fires:

(1) Schedule 'A' non-post employees:
The Unit Chief has authority to reimburse the base salary, planned overtime, staff benefits and equipment cost for Schedule 'A' non-post employees and equipment assigned to wildland fires outside the contract area when operating under a CAL FIRE or other agency order and the standard mutual aid time period has elapsed.

Schedule 'A' non-post employees assigned to wildland fires within their respective contract area will not normally be reimbursed. The Unit Chief may authorize reimbursement for Schedule 'A' non-post employees within the respective contract area only when operating under a CAL FIRE or other agency order (incident number) and the respective contract area agency has no jurisdictional responsibility for mitigation of the fire or the threat to their jurisdictional responsibility has been abated, and the standard mutual aid time period has elapsed.

Local agency invoices shall be issued to reimburse Schedule 'A' non-post employees salaries under these provisions and shall be prepared at the same salary, planned overtime, staff benefit, and administrative rates which were used in the preparation of the Schedule 'A' billing for the employees at the time of their participation on the incident. On a Form CAL FIRE-93, expenses will be coded (FY – Index# of home Unit – **418.07** – 00900 – Amount – Incident #) to the Emergency Fund and the incident number to which the employee was assigned and shall include a contract agency AO-17 referencing to the original funding of the base salary and supporting FC-33's for the time period the employee was assigned to the wildland fire for documentation of costs. Unplanned overtime WILL NOT

be shown on the agency invoice for it should be captured during the normal overtime reporting and processing system currently in place to capture the correct funding source for wildland fires (Emergency Fund 00900 PCA).

(2) Schedule 'A' / Schedule 'C' equipment:
The Schedule 'A' equipment (aka: Schedule 'C' equipment) shall be reimbursed at the FC-40 rate for like CAL FIRE vehicles via the CAL FIRE 61 Emergency Equipment Use Invoice. This process should be done in accordance with the Hired Equipment Policy 3833 and prior to demobilization from wildland fire assignment.

(3) Schedule 'A' Employees Unplanned Overtime:
Unplanned emergency overtime for Schedule 'A' employees on wildland fires is chargeable to the Emergency Fund (00900), except as defined in Section "L" below that refers to Schedule 'A' personnel assigned to a staffing pattern (00908).

Personnel required to maintain minimum required post coverage behind a Schedule 'A' employee assigned to a wildland fire (as noted above in H(1)) will charge unplanned overtime to the Emergency Fund using the same incident and request number of the resource that is being covered behind. However they should use PCA 00907 code that represents move-up and cover costs. This should be done during the regular overtime reporting and processing system currently in place. Unit Chiefs and managers must minimize these costs through such means as using other available on shift Schedule 'A' employees or by rotating personnel station assignments.

NOTE: The Emergency Fund will not be used for FILLING IN BEHIND non-post positions, such as fire safe planner, fire marshal, training officer, etc., nor will it be used for COVERING with Schedule 'A' personnel behind Schedule 'A' engines assigned to wildland fires within the engine's respective contract area.

I. Purchase of subsistence items, supplies, and other costs (such as domestic water, facility rental, firefighter hygiene, items needed for proper resting, safety items, etc.) necessary for incident support.

J. Cost of providing and installing additional communications for extended attack and major fires, such as temporary telephone circuits, radio communications facilities, and overtime costs of telecommunications engineers and technicians necessary for installation and maintenance. When additional equipment is not installed, the monthly service charge or normal recurring operational charges

shall not be charged. However, toll charges tied to a specific incident or series of incidents may be charged. DGS Telecommunications Division personnel will be documented on COM-207.

K. Purchase of gasoline, jet fuel, oils, greases, diesel fuel and liquefied petroleum gas delivered by the vendor to extended attack or major fires, and staging areas. These products must be obtained from a contract vendor unless that person cannot or will not supply fuels and lubricants.

Tires, batteries and other items associated with the "normal wear and tear" repair and maintenance of CAL FIRE equipment shall not be charged. When normal "wear and tear" criteria are exceeded because of the emergency nature of the incident, and with the prior approval of the Sacramento Mobile Equipment Section, these expenses may be charged to the Emergency Fund. Also, during major fires expendable maintenance items such as fuel, air or oil filters associated with an on-scene maintenance program may be charged to the Emergency Fund. (See also Section 3821.11.)

Replacement of minor equipment items, such as fire hose, hand tools, nozzles, etc., is not chargeable to the Emergency Fund unless the damage occurs as a result of the fire or the fire suppression activity. The replacement purchase must be justified in a FC-315 Incident Replacement Requisition (Formerly Optional Form), and/or Property Loss and Damage Report or Material Requisition Transfer form, and then only upon approval of the CAL FIRE Incident Commander or their designee authorizing Emergency Fund expenditures. (See also Section 3821.11.)

Note: Any Emergency Funds purchases regarding replacement items from the fire incident must be processed within 30 days of Control of the Incident. A copy of the FC-315 needs to be attached to all pay documents charged against an incident number according to CAL FIRE Policy.

L. Payment for unplanned emergency overtime for Schedule "A" employees providing coverage to staff reserve or Schedule "A" engines at state-funded fire stations, but only when the conditions as stated in 3821.8 "K" exist. Such indirect costs will be charged to the special staffing pattern order number, not to the fire.

M. Rental of special equipment and services such as cold storage refrigerators, latrines, and showers.

N. Reimbursement for services rendered to CAL FIRE by local government equipment or personnel, beyond mutual aid when requested by CAL FIRE.

O. Reimbursement to other state, federal, and local agencies (such as CDC, Cal Trans, CCC, CYA, USFS, and BLM) with whom CAL FIRE has cooperative fire

protection agreements which include payment for "assistance by hire" under specified conditions. See Section 3823.2 Indirect and direct costs for emergency overtime will be paid for work performed by employees, wards, corps members and inmates when such overtime accrues at the request of CAL FIRE, or, in the case of the Department of Corrections, as deemed necessary by that agency pursuant to the State Administrative Manual, Section 8752.

P. Purchase of restaurant meals, motels and incidental per diem for personnel during fire suppression and related support activities. Restaurant meals may be purchased for personnel even on initial attack when they are unable to return to a CAL FIRE mess facility within a reasonable time period or their normal meal time, or when they are unable to leave their assigned work location during expanded operations to obtain meals (e.g., ECC and air bases). "Reasonable" means generally within two hours of normal meal time unless operational needs dictate otherwise. Other than meals purchased en route, restaurant meals will not be purchased when it is reasonable and efficient to provide steam table meals for personnel or when the incident base provides meals or lunches. Authorization from the Incident Commander is required for purchase of restaurant meals. For procedures on meal costs, see Section 3847.1. Motels must be procured in accordance with the appropriate MOU and fiscal provisions in Section 3847.2.

Q. Damage claims (other than as noted below) will be processed and forwarded to the Board of Control for approval prior to payment from the Emergency Fund. This includes claims based on the taking of private property for fire suppression, where such claims could not be satisfied through compensatory action outlined in Sections 3825 or 3842.7. In discussing such claims, no liability will be admitted on behalf of the department.

Payment of fire suppression damage claims to federal cooperators may be directly payable from the Emergency Fund without requiring Board of Control action provided specified criteria are met. Criteria are set by separate policy memo. The department's staff counsel will determine those claims that qualify under the criteria.

NOTE: Employee's personal property loss claims, if approved, are payable from the Units' operating funds.

R. Purchase of emergency revegetation and rehabilitation materials (i.e., rye grass seed, preparatory work associated with emergency revegetation, including contract labor).

S. Payment of expenses incurred in approved extended arson investigations. The Deputy Director for Fire Protection or his/her designee shall approve investigations qualifying for the Emergency Fund and in accordance with departmental policy (See Section 9425).

T. Payment for remote sensing imagery when approved by Sacramento Fire Protection. This does not include purchase of imagery sensing equipment.

U. Conditions for use of and proper expenditures from the Emergency Fund other than those identified above will require prior approval by the Deputy Director for Fire Protection or his/her designee on a case-by-case basis.

V. Payment of expense relating to employee injuries that are approved and are a direct result of the fire.

W. Conditions for use of and proper expenditures from the Emergency Fund other than those identified above will require prior approval by the Deputy Director for Fire Protection or his/her designee on a case-by-case basis.

CODING POLICY FOR EMERGENCY FUND 3821.10

(No. 23 June 2004)

In order to be accepted as a charge to the Emergency Fund, all expenses must be documented with an incident/order number. See Exhibit 11 "Emergency Fund (Efund) Coding Matrix" to clarify when to use which incident number in conjunction with the appropriate Emergency Fund PCA. See Section 1050 of the Personnel Handbook for instructions on how to code Emergency Fund overtime on the timesheet, and Section 3762 of the Accounting Procedures Handbook for instructions on coding of all other expenses.

PROCEDURES FOR REQUESTING EXCEPTIONS 3821.11

(No. 16 March 2002)

A Unit request to exceed the two-hour rule for emergency workers shall be sent to the region office for review. Approved region office requests shall be sent to the Director for review. He/she will approve/disapprove the request and respond by memorandum to the requesting Region/Unit.

Requests for approval to charge excess repair and maintenance of CAL FIRE equipment due to emergency shall be made initially by telephone request and followed up by memorandum to the Manager of Mobile Equipment in the Sacramento Mobile Equipment Section. He/she will approve/disapprove the request and responds by memorandum to the requesting Region/ Unit.

CHART: SUMMARY OF ALLOWABLE STAFFING CHARGES 3821.12

(No. 16 March 2002)

The chart displays what is and what is not allowable as a staffing expense for the Emergency Fund (see Exhibit 1 “Allowable Staffing Charges to the Emergency fund), based on the type of resource (primarily by "ownership" of the resource) versus the type of fire response (initial attack, extended attack, etc.). Please note all qualifications and footnotes.

(see next section)

(see HB Table of Contents)

(see Forms or Forms Samples)

APPENDIX L
CALFIRE/LAC
SRA Wildland Fire Resource Ordering Guidelines

	Master Mutual Aid (Local Gov't to Local Gov't)	**CFAA** (CALFIRE/Contract County to Local Gov't)	**Assistance by Hire** (CALFIRE to Contract Counties)
Mission Use	COUNTY or Local Gov't	STATE	STATE
Ordering System	Mutual Aid System **"Not Through CALFIRE or Federal Forest System"**	Mutual Aid System **"Not Through CALFIRE or Federal Forest System"**	CALFIRE or Federal Forest **"Not Through Mutual Aid System"**
Ordering Office	Mutual Aid System Region/Ops Area (CROI, XORC, XVEC, XKEC, XBOC, XLBC)	Mutual Aid System Region/Ops Area (CROI, XORC, XVEC, XKEC, XBOC, XLBC)	CALFIRE Region, Unit, Federal Forest, Contract CO. (OSCC, BDCC, ORCC, KNCC, VNCC, LACC,ANFC)
ROSS Order & Request **And**	3-Letter COUNTY Identifier (LAC) without SNF Notation (LAC-1234, E-11)	3-Letter COUNTY Identifier (LAC) with SNF Notation (LAC-1234, E-11) (SNFN: LAU Mission)	3-Letter COUNTY Identifier (LAC) with SNF Notation (LAC-1234, E-11) (SNFN:LAU Mission)
Special Needs Field Notation (SNFN)	3-Letter COUNTY Identifier (LAC) with SNF Notation (LAC-1234, E-11) (SNFN: VNC Mission) 3-Letter Non-COUNTY Identifier with SNF Notation (LFD-1234, E11) (SNFN: LAC Mission)	3-Letter CALFIRE Unit Identifier (BDU) without SNF Notation (BDU-1234, E11) 3-Letter Federal Forest Identifier with SNF Notation (ANF-1234, E-11) (SNFN: LAU Mission)	3-Letter CALFIRE Unit Identifier (BDU) without SNF Notation (BDU-1234, E11) 3-Letter Federal Forest Identifier with SNF Notation (ANF-1234, E-11) (SNFN: LAU Mission)
Resources:			
Engines	Yes	Yes	Type III/IV *
Water Tenders	Yes	Yes	Yes *
Dozers	Yes	No	Yes *
Hand Crews	Yes	No	Yes *
Specialized Equip	Yes	No	Yes *
Aircraft	Yes	No	Yes *
Overhead	Yes	Yes	Yes * *Use Contract County Equipment/Personnel Only
Bill Sent To:	No Bill	OES/F-42 Process	CALFIRE

USE OF PRIVATELY OWNED EQUIPMENT ON INCIDENTS

(No. 56 April 2014)

Hiring privately-owned equipment to perform work for CAL FIRE in emergencies is permitted under Public Contract Code Sections 10302 and 10340, authorizing exception from contracting. Rental of "non-state" equipment for fire control use will be reported to the Department of General Services after its use. The reporting process will be handled directly through the Director's Mobile Equipment section in conjunction with the Departmental Accounting Office and will not require field input.

The Incident Commander decides what kind and type of equipment should be hired for an incident, and also when it will be released. All employees are responsible to ensure that hired equipment is being properly utilized. Suppression costs can be minimized by careful management of hired equipment resources, including releasing equipment not being utilized, replacing expensive equipment with less expensive equipment, and by making managers aware of equipment or services that are underutilized. Equipment may be rented from any **owner,** (except one protecting his own property or interests) who is willing to rent. There is no practical provision for forcing a vendor to rent equipment for emergency use.

Because wildland firefighting is complex and inherently dangerous, the primary operational concern of CAL FIRE is to provide the safest possible work environment for hired equipment operators. The department has adopted policies that define our commitment to provide adequate supervision and accountability. CAL FIRE recognizes that it is impractical for hired equipment vendors to provide comprehensive wildland firefighting training to their employees that would bring them to the level that CAL FIRE requires its permanent employees to reach and maintain. Commensurate with the safety training CAL FIRE requires of hired equipment vendors and operators, the following operating procedures apply while vendors are employed in firefighting operations.

Most agreement requirements for complement, capacity, and capability are listed in Section 3833 of the Incident Financial Management Handbook. Rates and specific payment requirements are listed in Section 3934 of the Rates Handbook.

HIRING AND UTILIZATION INDEX

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COORDINATION AND SUPERVISION 7761.1

(No. 39 July 2011)

Go to Hiring and Utilization Index

DIRECT SUPERVISION 7761.1.1

(No.56 April 2014)

All incident commanders must provide direct supervision for all hired resources. Division and Group supervisors are responsible for the safety, proper deployment, and time keeping of their assigned resources. They will prepare shift tickets and vendor evaluations for all hired equipment resources assigned to their supervision.

When forming a functional group, strike team, or task force containing hired equipment,

the functional Group Supervisor or Strike Team/Task Force Leader shall perform the following duties:

1. Determine equipment readiness and conformance to requirement standards.
2. Respond to the incident with the group or task force.
3. Act as group supervisor or task force leader under direction of Operations Section personnel.
4. Initiate shift ticket process.
5. Prepare vendor evaluations

The ratio of supervisors to resources should be as follows:

Dozer Strike Team:	2 dozers, 1 dozer tender	1 Strike Team Leader
Water Tender Strike Team:	5 tenders	1 Strike Team Leader
Task Force or Functional Group:	1-5 resources	1 Leader/Supervisor
	5-10 resources	1 Leaders/Supervisors 1 Tech. Spec. or Hired Equipment Coordinator
	10-15 resources:	1 Leaders/Supervisors 1 Tech. Spec. and a Hired Equipment Coordinator

Bulldozer: Privately owned bulldozers under agreement to CAL FIRE shall have a fully trained and qualified fire line supervisor available in the immediate area who is assigned to direct the private bulldozer operator at all times during any suppression activities. These private operators **will not** work on the fire line without such supervision.

Water Tenders: Privately owned water tenders under agreement with CAL FIRE shall not be engaged in direct fire suppression efforts on any active fire line (line where the fire could continue to spread, flare-up, or spot over the line). Water tenders assigned to support firefighting activities shall be positioned in areas that provide an immediate safe exit route. Safe placement of these vehicles shall be the responsibility of the Fire Line Supervisor under whose supervision the water tender was placed. Water tender operators must insure that their radio is operating properly in order to maintain communications with their fire line supervisor.

Go to Hiring and Utilization Index

HIRED EQUIPMENT COORDINATOR 7761.1.2

(No.56 April 2014)

To assist in the routine process of pre-planning the emergency use of hired equipment, all Unit Chiefs will designate a Hired Equipment Coordinator for their Unit.

The Unit Hired Equipment Coordinator should be Incident Command System (ICS) qualified in at least one of the following positions in the Finance and Logistics Sections: Equipment Manager, Ground Support Unit Leader, Logistics Section Chief, Equipment Time Recorder, Time Unit Leader, or Finance Section Chief.

The name of this designee shall be forwarded to the Region Hired Equipment Coordinator for inclusion on the region-wide coordinator list. A suggested list of duties for the coordinator is shown in the exhibit to this handbook: "Hired Equipment Coordinator Responsibilities."

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TECHNICAL SPECIALIST, HIRED EQUIPMENT 7761.1.3

(No.56 April 2014)

The complexities inherent with hiring privately owned equipment on a large fire are many and varied, and will usually require the full-time attention of competent individuals. It is therefore quite important, that the position of Technical Specialist - Hired Equipment be filled whenever a large amount of equipment is to be hired. This position works for the Logistics Section in coordination with the Finance Section. The Technical Specialist – Hired Equipment should be ICS-qualified as an Equipment Time Recorder, Equipment Manager, or Ground Support Unit Leader. A suggested duty statement for this position is shown in the exhibit to this handbook: "Technical Specialist – Hired Equipment."

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GENERAL HIRING GUIDE - GROUND EQUIPMENT 7761.2

(No.56 April 2014)

Equipment may be rented from any **owner** (except one protecting his own property or interests) who is willing to rent. There is no practical provision for forcing a vendor to rent equipment for emergency use.

Public entities such as cities, counties, and state agencies may be willing to make their equipment available to CAL FIRE in emergencies. See Section 7762 for detailed information on working with organized fire departments.

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CAL FIRE AGREEMENTS 7761.2.1

(No.63 July 2015)

The Emergency Equipment Rental Agreement (EERA) (CAL FIRE-294) with its General Provisions and General Clauses will be used to establish the terms and conditions of the agreement.
The CAL FIRE agreement number is generated by combining the CALSTARS vendor number preceded by the three letter identifier of the Unit from which the agreement was

generated. If the vendor does not have a CALSTARS number, a STD 204 Payee Data Record form shall be submitted to the Controller's Office with the vendors CAL FIRE 61 Emergency Equipment Use Invoice. Until this process has been completed, the EERA may indicate "pending" in the agreement number field.

When preparing an EERA at an incident the agreement must only cover the duration of the incident. Long-term agreements must be prepared by the Unit Hired Equipment Coordinator.

Each piece of equipment can be under the control of only **ONE** vendor and can only be covered by **ONE** Emergency Equipment Rental Agreement (EERA). However, that agreement is good for hiring in all CAL FIRE units. Bulldozers and water tenders may only be shown in the hired equipment ordering system of record of ONE CAL FIRE unit.

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HIRED EQUIPMENT FORMS 7761.2.2

(No.63 July 2015)

CAL FIRE uses the following State forms to complete the equipment agreement process:

- CAL FIRE-294, a document that includes the agreement, CAL FIRE's "General Clauses", and CAL FIRE's "General Provisions".
- CAL FIRE-290, Checklist for preparing the CAL FIRE EERA
- CAL FIRE -157, Equipment owner or broker declaration form.
- CAL FIRE-20 "Vendor Certification Clauses for Services up to $4,999.99"
- FC-100R, "Radio Frequency Use Agreement"
- Std. 204, "Vendor Data Record," for new vendors
- CALSTARS 14, "Vendor Edit Table Maintenance" form
- FC-291, Faller, Bulldozer/Transport and Water Tender Equipment Requirements Checklist, for use during check-in.
- CAL FIRE-297, Emergency Shift Ticket and Evaluation form

See Handbook 3833 for detailed instructions on the use of these forms.

In addition to the State forms listed above, CAL FIRE also uses the following Federal form:

- OF-304 Emergency Equipment Fuel and Oil Issue

The OF-304 form may be ordered from the "National Wildfire Coordinating Group Fire Equipment System Catalog, Part 2: Publications," PMS 449-2/NFES 3362. The catalog contains order forms and instructions, and payment can be made via CALCARD. It is suggested that forms used on fire incidents be immediately replaced and charged to the appropriate PCA code.

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HIRING DOCUMENTATION 7761.2.3

(No.63 July 2015)

1. The vendor must enter into a pre-hire Emergency Equipment Rental Agreement (EERA) establishing terms of employment, rate and method of payment, and equipment conditions. The vendor will enter into the pre-hire agreement with their local CAL FIRE Unit. The terms of this pre-hire agreement will apply to incidents at any location where CAL FIRE hires the vendor. Vendor equipment may only be covered by one CAL FIRE-294 agreement at a time.

2. The CAL FIRE-294, Emergency Equipment Rental Agreement (EERA) is a 3-part form which includes a detail page, CAL FIRE's "General Clauses" and "General Provisions." All pages of the EERA should be completed and signed well before the beginning of the fire season. The vendor must carry a current copy of the entire agreement on each piece of equipment covered by the agreement.

3. When a pre-hire EERA has not been prepared by the Unit, one must be completed at the incident. **Instructions for completing the EERA agreement are found in Section 3833 of the Incident Fiscal Management Handbook 3800.**

4. Requirements for Vendors proof of licensing, ownership or legal control and insurance are detailed in Section 3833.9 and 3833.10. Prior to completion of the CAL FIRE-294, the vendor must provide evidence that the types of insurance listed are in force:

Certificates of insurance will be presented on demand when requested by any CAL FIRE employee. When preparing the EERA, the CAL FIRE employee shall verify that the policy covers use of the vehicle for the type of work to be performed under the agreement. Some insurance carriers exclude coverage for the vehicle when it is rented or used for commercial purposes, but others do not. This is a common problem in the hiring of light vehicles, such as pickup trucks to be used as recon or supply vehicles.

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EQUIPMENT CATEGORIES 7761.2.4

(No.56 April 2014)

Fireline Equipment refers to equipment that meets the minimum equipment, performance and response time requirements detailed in Section 7761.7.4.

Support Equipment refers to equipment that is not used for fire suppression operations work, but rather is used to meet other incident needs.
This equipment and other equipment types not otherwise referenced in this policy are not subject to the fireline equipment and performance requirements for bulldozers and water tenders. Response time requirements are detailed in Section 7761.7.5 of this policy.

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RENTAL RATES 7761.2.5

(No.56 April 2014)

Rate Policies and Procedures are detailed in Section 3833 of the Incident Fiscal Management Handbook.

Specific Equipment rental rates are listed in Section 3934 of the Rates Handbook.

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REQUEST AND DISPATCH PROCEDURES 7761.3

(No.56 April 2014)

The hired equipment ordering system of record will be used by CAL FIRE personnel any time CAL FIRE orders resources for itself or for contract counties.

There must be a genuine need for the equipment hired. The selection of the most appropriate resource to assign to (fill) a request must be based on time frame as well as specific mission requirements and equipment capabilities. It is the responsibility of the Incident Commander (IC) to determine the appropriate resource and the time it is needed at the incident and to communicate that information to the Incident Ordering Point.

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TIME UNDER HIRE 7761.3.1

(No.63 July 2015)

Time under hire begins at the time the resource is needed at the incident, plus travel time. Example: The resource is contacted at 2200 but is not needed at the incident until 0600 and has a travel time of two hours. The time under hire will begin at 0400 and stop when the equipment has returned to its point of hire.

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IMMEDIATE AND PLANNED NEED DEFINITIONS 7761.3.2

(No.56 April 2014)

Immediate Need is defined as those times when, due to the threat to life and/or property, there is a need for a resource(s) to be available without delay. The minimal acceptable response criteria are detailed in Section 7761.7.4.

Planned Need is defined as the period beginning after 24 hours have passed since the time of the initial dispatch and is based on the requested report time, not when the resource order was placed. For example, the fire starts at 1400 on Tuesday: any resource orders placed with a **report time** after 1400 hours on Wednesday are planned need, and will be filled from the planned need list.

The maximum allowable response time for each resource will be specified by CAL FIRE. Planned need resources that cannot meet the specified time because of distance will be bypassed but not rotated. If the vendor can reasonably make the time frames and declines the assignment, then the vendor will be rotated to the bottom of the list. This practice does not restrict CAL FIRE from hiring any locally available resources to fill immediate need requests. If the request is deemed as immediate need after the 24 hours have passed since the time of initial dispatch, then the wording “Immediate need” will be documented in the special needs request. Example “Immediate need request because the fire is making significant runs in Division A. Structures are threatened.”

NOTE: For Extended Attack and Major fire strategy situations, Incident Commanders are reminded to plan for future resource requirements and to place requests soon enough to allow for timely response by Planned Need resources that will be hired from the Statewide lists. For further information on the Planned Need concept, see Section 7761.3.4.

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HIRING OF "IMMEDIATE NEED" RESOURCES: "CLOSEST RESOURCE" CONCEPT 7761.3.3

(No.63 July 2015)

A. In hiring equipment to fill requests for assistance on emergency incidents, it is CAL FIRE's intent to utilize the closest available resources that meet the needs of the incident, without regard for administrative boundaries. When the hired equipment resources in the Unit's hired equipment ordering system of record have been exhausted, the unit ECC will place the request for additional hired equipment with the Region Command Center.

B. In filling resource requests, if hired equipment resources are closer and available in an adjoining unit and are within a one-hour activation time and a one-hour travel time of the incident (maximum total of two hours from contact to arrival at scene), the ECC may place the order for the resource with their Region CC following 8100 Command and Control Procedures Handbook, Procedure 345.

C. CAL FIRE will attempt to place resources appropriate for the assignment at the scene of the incident when they are needed. To meet this goal, **ALL** requests for resources to fill Immediate Need requests, as defined in Section 7761.3.2, will be placed with vendors that can best meet these criteria.

D. Each vendor will be assigned as many requests as they can fill for the type of resource being ordered and will then rotate to the bottom of that list. Vendors unable to meet response time requirements will be bypassed to access other vendor(s) who can be on scene and available within the required time frame. The minimum acceptable response requirements are detailed in Section 7761.7.4.

HIRING OF "PLANNED NEED" RESOURCES 7761.3.4

(No.63 July 2015)

Executive Orders D-37-01 and D-43-01 from the California Governor's office dictate that all State agencies have a goal of conducting at least 3% of their business with Certified Disabled Veteran Businesses (DVBEs) (Public Contracts Code section 10115 [c]).The Executive Orders also dictate that State agencies have a goal of conducting at least 25% of their business with Certified Small Businesses (CSB's) (Government Code sections 14835 – 14843.)

In order to meet these goals, CAL FIRE makes a special effort to hire DVBE and CSB vendors for bulldozer and water tender firefighting assignments that are needed at the incident 24 hours after the initial dispatch.

These hires will be made regardless of whether there is other non-DVBE or non-CSB vendor equipment available closer to the fire. This practice does not restrict CAL FIRE from hiring any locally-available resources to fill Immediate Need requests.

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CERTIFIED SMALL BUSINESS AND DISABLED VETERAN BUSINESS ENTERPRISES 7761.3.5

(No.56 April 2014)

The intent of the Department is to maximize the utilization of Certified Small Business and Disabled Veteran Business Enterprise resources as defined in this policy to meet the goals as stated herein.

- Command Centers shall attempt to hire local Certified Small Business (CSB) and Disabled Veteran Business Enterprises (DVBE) local support resources prior to hiring non CSB or DVBE resources.
- Command Centers will document in the hired equipment ordering system of record the reason why they did not hire CSB or DVBE support resources.

By law, if a vendor who is a CSB and another vendor who is both a CSB and a DVBE are competing for the same State government business opportunity, and all other factors are equal, the business opportunity should be awarded to the contactor who is both CSB and DVBE. CAL FIRE will apply the following policy when hiring equipment on a Planned Need basis.

1. Vendors who are both CSB and DVBE are placed on a statewide rotational list identified as **Tier 1**. Vendors, who are either CSB or DVBE, but not both, are placed on a separate statewide rotational list identified as **Tier 2**. Per Incident Fiscal Management Handbook Section 3833.4, vendors who do not meet the criteria for Tier 1 or Tier 2 are not placed on the statewide rotational lists.

2. Whenever the Sacramento Command Center receives requests for Planned Need bulldozers or water tenders, the dispatcher will go to the appropriate list and contact the vendors in Tier 1 in the order they are shown on the rotational list to fill all the current requests. This process will continue until all requests are filled or until the Tier 1 list has been exhausted.

3. When the Tier 1 list is exhausted, the dispatcher will then follow the above procedure in Tier 2, until all requests are filled, or until the Tier 2 list has been exhausted.

4. When Planned Need resources are exhausted from the Tier 1 and Tier 2 statewide lists, the dispatcher will then return the unfilled requests to the appropriate Region, who will then return those requests to the requesting Unit to be filled from the Unit's local Immediate Need list.

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EQUIPMENT DISPATCH 7761.4

(No.63 July 2015)

When ordering support equipment CAL FIRE uses the "closest available resource" concept. Therefore, local equipment, under agreement, should be used prior to ordering other hired equipment resources from outside the zone of influence of that particular Unit. It is also important that CAL FIRE attempts to use all vendors equally. Dispatchers will attempt to share the fire assignments with as many different vendors as possible. Hiring preference will be given to CSB and DVBE vendors that can meet the needed date and time at the incident.

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NO HIRING UNLESS REQUESTED 7761.4.1

(No.63 July 2015)

Vendors must not respond to emergency incidents without being requested. ICs will not hire equipment of any kind that arrives at an incident without a request number, unless in the judgment of the IC (or other Department representative) there is clearly an imminent threat to life and/or property and other appropriate resources are not available to meet the immediate need.

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RENTAL AT INCIDENT 7761.4.2

(No. 39 July 2011)

Hiring equipment at an incident should only be done when the normal equipment ordering process cannot meet the immediate need. Investigations have shown that some vendors attempt to bypass the dispatch system by arriving at an incident with one legitimate Resource Order Number then marketing additional equipment at the site. This deprives legitimate vendors of hiring opportunities.

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RENTAL AT SCENE 7761.4.3

(No. 39 July 2011)

Equipment rented at scene is un-requested equipment, and will be released within 7 hours of hire. If the equipment rented at scene is already covered by an existing EERA, the 7 hour release requirement will still apply, and the vendor will be rotated to the bottom of the hiring list.

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EERA'S NOT CONSISTENT WITH STANDARDS 7761.4.4

(No.63 July 2015)

The rate schedule shown in the Rates Handbook Section 3934, details the standard rates payable for each of the types of equipment listed. These rates represent maximum rates to be paid and may not be exceeded without prior written approval from the Deputy Director of Fire Protection.

A rental agreement presented by an ordered vendor that is not consistent with the standard EERA rate structure does not have to be accepted by the receiving incident. An Example would be: an EERA requiring that the transport remain on the clock and not be released without the dozer it brought. In this case, since the vendor is not responsible for the error, the incident command staff can do any of the following:

A. Continue to use the vendor for the assignment for which they were hired, pay them in accordance with the original EERA, and then advise the issuing unit of the error in the EERA and request them to cancel and re-issue it with the correct rates; or

B. Offer to issue a new EERA for the correct rate, thus allowing the vendor to remain on the incident for the duration of the determined need and advise the issuing unit of the error in the EERA and request they cancel the EERA and issue a new EERA with the correct rates.; or

C. Immediately release the vendor, pay the vendor for the time assigned to the incident. Advise the issuing unit of the error in the EERA and request they cancel the EERA and issue a new EERA with the correct rates.

EQUIPMENT HIRED BY A FEDERAL AGENCY 7761.4.5

(No. 39 July 2011)

If the vendor was ordered by a federal agency to fill a request placed with them by CAL FIRE, the rates, terms, and conditions of the vendor's federal EERA will apply only if their rate of payment is not higher than that found in the CAL FIRE 3900 Rates Handbook.

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ROTATIONAL DISPATCH OF RESOURCES 7761.4.6

(No.63 July 2015)

The hired equipment ordering system of record will utilize rotational hiring lists that include all fireline bulldozer and fireline water tender vendors, with whom CAL FIRE has agreements. Utilization of equipment from these groups will also be based on incident need - whether the need is "Immediate" or "Planned" See Section 7761.3.2. All equipment must be hired in accordance with the Incident Fiscal Management Handbook (3800), Section 3833 "Emergency Equipment Rental Agreements."

All other resource types will be hired from EERA vendors listed in the hired equipment ordering system of record. This hiring will not necessarily be done in a rotational manner.

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FIRELINE BULLDOZER AND WATER TENDER ROTATION 7761.4.7

(No.63 July 2015)

Utilization of the Statewide Fireline Bulldozer and Water Tender Lists will be requested by the Units (following 8100 Handbook Procedure 345) to fill incident requests for resources where the criteria set forth in the definition of Planned Need (Section 7761.3.2) is met.

All hired equipment resources will be ordered through the hired equipment resource ordering system of record. Fireline bulldozer and water tender vendor contact and hiring will be done from the appropriate list on a rotational basis. When fireline bulldozers or fireline water tenders are needed, **all pending requests for the type of equipment requested, will be placed with the first-up vendor on the list**. It is not acceptable to order water tenders and dozers from the same vendor at the same time unless the vendor is at the top of both lists being used. If the vendor is **NOT** able to fill any or all of the request(s), unfilled requests will be placed with the next vendor on the list. If the vendor **is** able to fill all request(s), then the next request, or group or requests, will be placed with the **next** vendor on the list. This sequence will continue until a) all requests have been filled, or b) no vendor on the list is able to fill the requestVendors will be **rotated** to the bottom of a list for the following reasons:

- **Unanswered calls:** An unanswered call is considered a call. If the vendor calls back within ten minutes, and there is still an unfilled order, the vendor may be given the opportunity to fill the order. If the vendor does not return the call in the allotted ten minutes, then the vendor will be rotated to the bottom of the list.
- **Equipment unavailable:** A vendor's equipment is unavailable at the time of request.
- **Vendor declines:** If the vendor declines the opportunity to be hired for any reason, unless committed to a CAL FIRE incident as outlined below.
- **Vendor accepts:** When a vendor accepts a request.
- **Failure to comply:** Violation(s) of any part of Section HB7761 or HB3833.

Vendors may be **bypassed** but will not be rotated to the bottom of the list:

- When their equipment does not meet the ICS type requirements of the request.
- Vendor is currently assigned to a going CAL FIRE incident and can provide Incident and request number at the time originally contacted by the command center.
- Vendor has made prior contact with their Unit Hired Equipment Coordinator during the vendor sign-up period and has placed specific equipment as “Restricted” or “Out of Service” until the next sign-up period.

- Vendor cannot reasonably meet the needed date and time due to travel distance.

NOTE: See the 8100 Command and Control Handbook, Procedure 345, for details on this process.

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DOZER-TRANSPORT REQUEST AND DISPATCH PROCEDURES 7761.4.8

(No.63 July 2015)

Dozers and transports: To facilitate resource tracking and payment, the dozer and transport will each be ordered under separate request numbers. The dozer and transport shall be logged on separate Emergency Shift Ticket and Evaluation form CAL FIRE-297, to verify vehicle use, and shall be posted on separate data lines of the Emergency Equipment Use Invoice (CAL FIRE-61). Transports will be released at the discretion of the Incident Commander..

A. The ECC will issue a separate request number for each piece of equipment. The transport may be acquired in one of two ways, at the option of the ordering office:

   1. The preferred method; CAL FIRE will provide the bulldozer operator with one request for the bulldozer and a separate request number for the transport. The bulldozer vendor may then contact a transport vendor who has cargo insurance and is covered by a current EERA with CAL FIRE, provide the transport vendor with the request number, and arrange for hauling services as requested by CAL FIRE.

   2. Depending on resource ordering workload, CAL FIRE may agree to contact a transport vendor that is covered by a current EERA and has cargo insurance, provide the transport vendor with the request number, and arrange to have the transport vendor haul the other vendor's bulldozer to the incident.

B. Pilot Vehicles: Vendors must provide pilot vehicle(s) when required by permitting agencies. Transport rates include the cost of using pilot vehicle(s) when required by permitting agencies.

C. Station Coverage Assignments: CAL FIRE has the option to hire a vendor to provide a bulldozer, transport, and two operators, each qualified to operate both the dozer and the transport, to stand-by at a CAL FIRE fire station or other location in order to provide for an immediate response, “initial attack” firefighting capability. In this situation, each operator must be “off duty” and away from the equipment for 12 hours, and then “on duty” with the equipment for 12 hours. This will allow the drivers to have sufficient driving time available when dispatched to a fire.

D. a bulldozer, transport, and two operators, each qualified to operate both the dozer and the transport, to stand-by at a CAL FIRE fire station or other location in order to provide for an immediate response, “initial attack” firefighting capability. In this situation, each operator must be “off duty” and away from the equipment for 12 hours, and then “on duty” with the equipment for 12 hours. This will allow the drivers to have sufficient driving time available when dispatched to a fire.

   Bulldozer/transport units hired for station coverage and initial attack: CAL FIRE also has the option to hire the unit with one operator qualified to operate both for 12 hour coverage. If actual use later meets the conditions described above, a second operator must be ordered. When a Transport /Dozer has been hired for a station coverage assignment, and is subsequently dispatched to an incident (initial attack or extended attack), it will retain and be compensated in the configuration in which it was originally ordered for station coverage.

E. Hired Bulldozers and Transports in Strike Team Assignments: Occasionally CAL FIRE may hire a vendor to provide a bulldozer, transport, and operators to work with a CAL FIRE bulldozer and transport in a “bulldozer strike team” assignment. In this situation CAL FIRE will require 2 operators that are each qualified to operate both the transport and the bulldozer. Transports ordered for strike team assignments will be compensated for the entire duration of hire until the strike team assignment is terminated and the transport/dozer combination has returned to its point of hire.

Note: Not all bulldozer operators possess a Class A CDL. Not all Comercial drivers can operate a bulldozer. Latitude should be given to the vendor to fill dozer/transport requests due to their operators’ qualifications and availability.

NOTE: ICS Type 1A and Type 1B dozers should not be used for strike team and station coverage.

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PERMITS AND DRIVING REGULATIONS 7761.5

(No.63 July 2015)

Vendors are responsible for obtaining any transportation permits required by regulatory agencies. Consideration for the cost of such permits is factored into the rates paid by CAL FIRE. If a vendor is unable to secure the necessary permits due to permit offices being closed, the hiring CAL FIRE Unit will first advise the vendor of the 24 hour permit office contact numbers. CALFIRE has an option to contact the permitting agency and facilitate the emergency issuance of the required permits. It is the vendor's responsibility to follow-up with the permitting agency on the next business day to submit the necessary documentation and to pay any permit fees.

The CalTrans 24-hour permit office telephone numbers are:

Inquiries: **916-653-3442**
Fax: **916-653-3291**

CAL FIRE will also contact the local CHP office and advise them of the emergency movement of the hired equipment, and of permits issued by the permitting agency.

Drivers of hired equipment are not exempt from the limitations on driving hours or the logbook requirements of the Federal Motor Carrier Regulations and the California Motor Carrier Regulations, Title 13, Section 1212.

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HIRING CONTACTS 7761.6

(No. 39 July 2011)

REQUEST NUMBERS 7761.6.1

(No. 39 July 2011)

When filling hired equipment requests, the vendor will be provided with one request number for each resource being requested. "Assigning" an issued order and request number to another vendor, or accepting such an order and request number from another vendor (except as specifically allowed below) is not permitted. CAL FIRE will not conduct business with “brokers”. All requests will be placed with vendors who have a current EERA covering the listed equipment.

DEPARTMENTAL CONTACT TELEPHONE NUMBER 7761.6.2

(No. 39 July 2011)

At the time of dispatch, the vendor will be provided with a contact telephone number to utilize when contacting the Department.
This number will be used to make **ALL** contacts and notifications concerning changes in resource status or for any other communication concerning the response.

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VENDOR CONTACT 7761.6.3

(No.63 July 2015)

Vendors must not telephone or otherwise contact CAL FIRE personnel at any CAL FIRE command center, facility, incident, or other location for the purpose of offering their equipment for immediate hire for on-going incidents. This is a time of intense emergency activity when dispatchers are following established procedures, including contacting vendors with EERA's as described in this policy.

Unsolicited contact slows down and disrupts the dispatching process. This is the main reason for the existence of the pre-hire EERA and the rotational hiring lists.

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EQUIPMENT LOCATION 7761.6.4

(No. 39 July 2011)

At the time of a contact by CAL FIRE, it is the vendor's responsibility to notify the Department of the resource's location and any condition that may affect its availability or ability to meet the response time requirement.

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RECORD OF CONTACT 7761.6.5

(No.63 July 2015)

All CAL FIRE Command Centers will utilize the Hired Equipment Ordering System of record to record ALL transactions made in furtherance of this policy. Refer to Command and Control Handbook Procedure 345. These records will provide documentation of CAL FIRE actions that can be used in investigation of vendor complaints about CAL FIRE performance. Information to be recorded will include as a minimum:

1. Each attempted contact, whether or not actual contact was made, and the vendor's name and I.D. number.
2. What type of contact it was; personal contact, pager, answering machine, answering service, voice mail, etc.
3. Whether or not there was a response.
4. If a contact was made or there was a response to the attempt, the name of the individual contacted or returning the call.
5. If there was no response to the attempted contact.
6. The number called.
7. Date and time of every transaction.
8. Name of the Department employee making the contact.
9. Disposition of the contact; accepted, declined, unable to fill, etc.
10. Order and request number.
11. Kind and Type of equipment requested: dozer, water tender, etc.

In the event that the automated software program is not functioning, use form FC-292 "Record of Contact."

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RESPONSE REQUIREMENTS 7761.7

(No. 39 July 2011)

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VENDOR COMPLIANCE WITH ALL DEPARTMENT POLICIES 7761.7.1

(No. 56 April 2014)

Once a vendor accepts an assignment, they must comply with all subsections of this policy. The vendor is required to notify the Department **IMMEDIATELY** in any instance in which they cannot comply with this policy or any requirements of the assignment.

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ABILITY OF PERSONNEL TO PERFORM UPON ARRIVAL 7761.7.2

(No. 56 April 2014)

Vendor personnel must arrive at the incident by the required report time in a condition to safely and legally operate their equipment and perform their assigned mission. This condition must be maintained any time the personnel are on duty and performing their assignment.

Substance Abuse: The vendor is responsible to ensure compliance with applicable drug testing requirements for his or her employees. When under hire with CAL FIRE, vendor employees are subject to CAL FIRE rules of conduct and policies of reasonable suspicion and testing for substance abuse.

It shall be the operator's responsibility to recognize the capabilities and limits of the equipment he/she is operating. Assignments beyond the mechanical capability of the equipment should be refused by the operator. Operators should refuse those assignments beyond their ability to perform.

ENGLISH SPEAKING REQUIREMENT 7761.7.3

(No. 56 April 2014)

Clear communications are essential for safe and effective performance. All vendor personnel shall be able to fluently communicate in English (both written and verbal).

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FIRELINE EQUIPMENT RESPONSE REQUIREMENT 7761.7.4

(No.56 April 2014)

All immediate need fireline equipment covered by a CAL FIRE EERA is required to initiate a response within one (1) hour of notification. If the vendor cannot meet the response criteria for the particular incident, e.g., the required ETA to the incident, or if the vendor does not have equipment of the size and type needed for the mission, CAL FIRE may bypass but not rotate the vendor for that incident and proceed to contact the next vendor on the rotational list.

The dispatch of vendors covered by this section will be consistent with the criteria set forth in Section 7761.4, and specifically Section 7761.4.6.

It is the responsibility of the vendor to provide a single dispatch contact telephone number that is available 24 hours per day, 7 days a week, to be used by CAL FIRE to make contact for the dispatch of resources (e.g., telephone, pager, radio paging service, etc.)

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SUPPORT EQUIPMENT RESPONSE REQUIREMENT 7761.7.5

(No. 56 April 2014)

Incident support resources must be able to arrive at the incident location within the time prescribed by the agency dispatcher at the time of contact. If the vendor cannot meet

the response criteria for the particular incident, e.g., the required ETA to the incident, or if the vendor does not have equipment of the size and type needed for the mission, CAL FIRE will place the request with another vendor.

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RESPONSE AND ARRIVAL AT SCENE 7761.7.6

(No. 39 July 2011)

A vendor must make notification of any change in their status or ability to meet the assigned report time to the incident or other reporting location.
Notification will be to the Department at the contact number provided at the time of dispatch. See Section 7761.6.2 for further details.

The Incident Commander or his/her designee shall have the authority to release any resource not arriving at the incident by the required report time. This release may occur prior to arrival (upon phone contact) or upon arrival at the incident. If it is determined that there is still a need for the resource, the resource may be given another assignment on the incident.

Any open assignments on an incident caused by resources not reporting on time may be filled with any appropriate resource to meet operational needs as determined by the Incident Commander.

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ACCEPTANCE OF EQUIPMENT 7761.8

(No. 39 July 2011)

IDENTIFICATION NUMBER 7761.8.1

(No.63 July 2015)

All hired equipment will display their request number on their equipment for the duration of the incident. Ground Support Unit personnel or the Hired Equipment Technical Specialist should apply this number as soon as the equipment arrives at the incident, in a highly visible location with water-based paint, or with a temporary placard.

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FIRE EMERGENCY PLACARDS 7761.8.2

(No.63 July 2015)

CAL FIRE does not endorse the use of “Fire Emergency” or a CAL FIRE insignia by vendors and shall request that any such signs be removed while under hire with CAL FIRE. The California Vehicle Code section 27905 states that fire department vehicles can display such signs. CAL FIRE cannot legally require vendors to remove these signs, however, CAL FIRE will release equipment that refuses to remove such placarding and terminate the appropriate agreement. .

PRE USE INSPECTION 7761.8.3

(No.63 July 2015)

An inspection of each piece of equipment should be made by the Ground Support Unit or the Hired Equipment Technical Specialist prior to assignment, or as soon as possible thereafter, using Form FC-291, “Minimum Equipment Requirements Checklist”. **The purpose of this inspection is to verify equipment complement, capability, and capacity. It is not a safety inspection.** Only equipment that is judged by CAL FIRE to be capable of doing the assigned job should be hired. All equipment that does not pass initial inspection **may** be afforded the opportunity for a second inspection. The cost for the second inspection, $150.00 per hour, pro-rated in ½ hour increments, will be borne by the vendor. If the equipment arrives at the incident without the required minimum complement items, and does not meet the specified CAL FIRE performance specifications, **the equipment will be rejected**.

Although not a safety inspection, if during the complement and capability inspection the inspector finds that the equipment is **obviously** mechanically defective or unsafe, it shall be rejected.

No payment will be made for rejected equipment for any time incurred by the vendor, and the equipment will not be hired on the incident.

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RADIO FREQUENCY USE AGREEMENT 7761.8.4

(No.63 July 2015)

In order for hired equipment vendors to operate on CAL FIRE radio frequencies, both the vendor and a CAL FIRE representative must complete Form FC-100R "Radio Frequency Use Agreement." Proof of annual frequency and deviation inspection by a manufacturer’s authorized warranty repair technician is no longer required. The Radio Frequency Use Agreement should be renewed every EERA agreement period or as required when CAL FIRE makes changes to the authorized frequencies.

PERFORMANCE DURING INCIDENT 7761.9

(No. 39 July 2011)

Go to Hiring and Utilization Index

DOCUMENTATION OF VENDOR WORK HOURS (SHIFT TICKETS) 7761.9.1

(No.63 July 2015)

Work hours will be documented on form CAL FIRE-297 "Emergency Shift Ticket and Evaluation Form." The CAL FIRE (or other agency) employee supervising the equipment is responsible for recording the vendor work hours on the CAL FIRE-297 (shift ticket form), and for ensuring that the vendor signs the form. This is done at the end of the shift or work day (whichever is appropriate).The State employee completing the form is responsible for delivering the original copy of the CAL FIRE-297 to the appropriate Time Recorder.
Division/Group Supervisors are responsible to see that the work hours of hired equipment assigned to their supervision have been properly recorded and reported to the Time Recorder.

REMINDER: PAYMENT TO THE VENDOR CANNOT PROCEED UNTIL THE SUPERVISOR PROVIDES THE APPROPRIATE TIME RECORDER WITH A COMPLETED SHIFT TICKET.

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PERFORMANCE EVALUATIONS 7761.9.2

(No.63 July 2015)

A vendor performance evaluation **must** be completed by the immediate supervisor of all vendors and operators at the end of each operational period to document exemplary, standard, or substandard performance. The “Emergency Shift Ticket and Evaluation Form” (CAL FIRE-297) shall be used for this purpose.

Substandard performance should be discussed with the vendor/operator no later than the end of the shift, so that the vendor/operator has the opportunity to improve their performance during their next shift. These discussions should be documented to include date, time, with whom discussed, and detail of the discussion. If additional pages are required for documentation, the ICS 230 Vendor Evaluation form should be used.
For fireline resources, supervisors will forward these evaluations to the Time Unit Leader or his/her designee. At the time the vendor/operator is released from the incident, the Time Unit Leader should provide them with copies of all performance

evaluations. If that is not possible, the Time Unit Leader will mail copies of the evaluations to the vendor. The Time Unit Leader will also forward these evaluations to the Hired Equipment Coordinator of the Unit that issued the Agreement with the vendor, for inclusion in that vendor's file.

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PROBLEM RESOLUTION AND APPEALS 7761.9.3

(No.63 July 2015)

Incident supervisors are responsible to take immediate action to resolve any issues that involve safety, productivity, operational effectiveness or any other issue that in any way compromises the Department's operations. All violations of policy by vendors and their employees will be referred, with documentation, to the Unit Chief and the Hired Equipment Coordinator of the Unit issuing the EERA for review and possible action. The Unit Chief issuing the EERA is authorized to implement sanctions against vendors. Actions, and/or sanctions, by the Department may result from a single action, or a combination of actions on the part of the vendor. Sanctions may be appealed to the Region Chief within 10 days of the Unit Chief's decision.

All disputes between CAL FIRE and vendors or their employees will be resolved as soon as possible in a manner consistent with CAL FIRE policy based on the violation.

If immediate resolution is not possible, the dispute must be documented in writing and sent to the Statewide Hired Equipment Coordinator, Unit Chief and Hired Equipment Coordinator for the Administrative Unit that generated the vendor's EERA within 10 days of the incident. The Unit Chief will review the documentation and render a decision with 10 days.

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The Unit Chief's decision may be appealed to the Region Chief within 10 days of the Unit Chief's decision.

The Region Chief or his/her designee will be the final appeal point for any sanctions or other dispute resolution administered by the Unit Chief. Notice of any action upheld, modified, or dismissed will be forwarded to the vendor within 15 days of the appeal being received. Notice will also be provided to the Unit Chief and Hired Equipment Coordinator of the Unit issuing the EERA as well as the CAL FIRE Statewide Hired Equipment Program Coordinator for documentation purposes.

The maximum time allowed for the decision and appeals process will therefore be a total of 45 days from the original dispute.

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NON-COMPLIANCE AND SANCTIONS 7761.9.4

(No. 56 April 2014)

Failure to comply with any of the requirements in this policy may result in sanctions against the vendor. Non-compliance includes, but is not limited to the following:

- Contacting any Unit, incident or other location soliciting hiring by the Department.
- Responding to the incident without being requested.
- Misrepresentation of response time.
- Failure to arrive at requested time without making contact.
- Misrepresentation of condition or location of equipment.
- Arrival or operation at the incident without protective gear or any other required equipment.
- Unsafe or negligent equipment operation.
- Failure to follow directions or complete assignments or any other failure in performance.
- Any brokering of equipment or equipment cooperatives of any type or manner that circumvents the intent of any part of this policy.
- "Assigning" an issued order and request number to another vendor, or accepting such an order and request number from another vendor except as specifically allowed in section 7761.4.8.
- Misrepresentation of Small Business and Disabled Veteran-owned business status.
- Operating equipment on fire ready assignments without the required training.
- Willful violation of fair hiring practices.
- Any other action that violates the intent of this policy.
- Misrepresentation of time worked on the incident.

Vendor non-compliance may result in any of the following actions, as deemed appropriate by the Department.

- Placement at the end of rotation.
- Vendor sanction and removal from list(s) for a specified period of time.
- Removal from list(s) indefinitely.
- Cancellation of the EERA
- Civil and/or criminal action.

Action by the Department may result from a single action or a combination of actions on the part of a vendor. Unit Chiefs are authorized to implement sanctions against vendors. The Region Chief or his/her designee will be the final appeal point as per policy in Section 7761.9.3. Notice of any action will be forwarded to the vendor in writing.

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EQUIPMENT OPERATORS 7761.10

(No. 39 July 2011)

EQUIPMENT WITH OPERATORS 7761.10.1

(No. 39 July 2011)

Operators of equipment listed in Section 3833 "Emergency Equipment Rental Agreements" of the 3800 Incident Financial Management Handbook will be hired with their equipment on a CAL FIRE-294 and remain employees of the vendor or independent sub-vendors. The following equipment categories are normally contracted with operators and signed up on a CAL FIRE-294 Agreement:

- Bulldozers
- Water tenders
- Transports
- Fallers

Vendor personnel must meet all training and safety requirements stated in this policy.

When an incident base or camp is established, meals and bedding for the vendor's operator(s) will be furnished without charge at the incident base. When en-route to and from the incident, meals and lodging are the responsibility of the vendor.

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ANNUAL TRAINING FOR OPERATORS OF EQUIPMENT USED ON THE FIRELINE 7761.10.2

(No.63 July 2015)

CAL FIRE requires specific annual firefighter safety training for all operators of equipment that is hired for fireline work. This includes operators of Fireline Dozers, Dozer Transports, Fireline Water Tenders, Faller/Swampers, Specialized Module/ Pickup Drivers and Relief/Bus Drivers and all other personnel assigned to fireline assignments. Specific requirements can be found in the Office of State Fire Marshal's training program, FSTEP Course – Fireline Safety Awareness for Hired Vendors. Each operator who successfully completes the required annual training will receive a course completion card valid for one year. While operating equipment on a fireline or cover assignment under hire to CAL FIRE, all operators will have a copy of the safety training completion card in their possession (or immediately available) and present it upon request by a representative of the Department.

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OPERATOR HOURS 7761.10.3

(No.63 July 2015)

The number of operators and hours worked per shift, per piece of hired equipment are solely determined by the operational needs of the incident.

Bulldozers: Bulldozers will be ordered with one operator unless the work shifts are expected to exceed 16 hours, then a second operator should be requested. A single operator will not work more than 16 hours in a calendar day except in unusual circumstances, which must be clearly justified in writing by the fireline supervisor responsible for the work of the equipment. If a second operator has been used and the operational needs no longer require 2 operators, then CAL FIRE should advise the vendor that we are releasing the second operator for the next day's shift. If the vendor objects, then he should be released as soon as conditions allow.

Bulldozer/transport units: The number of operators required to operate transports will be determined by the Incident Commander. At no time will two operators be paid for the same hours of work on the same piece of equipment. Payment for overlapping travel time to and from the incident base, motel, etc. is not allowed.

Water Tenders: Even though they are hired to assist CAL FIRE in fire control work, privately-owned water tenders are not exempt from the driving hour limitations contained in CVC 34501 or CCR Title 13, section 1212.While it may appear that the firefighting exemption in CVC 34501.2(b)(4) would apply, there is no companion regulation in Title 13 that applies that exemption, and therefore drivers of regulated vehicles must adhere to the applicable commercial driving restrictions.

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EQUIPMENT WITHOUT OPERATORS 7761.10.4

(No.63 July 2015)

When equipment without operator is hired under a daily rate, it is hired "dry" and CAL FIRE will furnish all operating supplies in order to provide more equitable compensation to the vendors.

Example: On a rented generator 19KW or less, for ease of maintaining the unit without an operator, the responsible agency will service the trailer as necessary and the State will provide the fuel.

Deductions: When hired dry, the State furnishes **only** fuel, oil and lube at no cost. Mechanic's services or parts are chargeable back to the vendor and the transaction must be posted on the Forestry Mobile Equipment Work Order, ME-107, and transferred to the Emergency Equipment Use Invoice, CAL FIRE-61, at the end of the incident.

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GENERAL EQUIPMENT REQUIREMENTS 7761.11

(No.39 July 2011)

All personnel and resources must arrive with all required safety equipment and other equipment in good repair and operating condition. For personal protective equipment see Section 3833.11.2 for operators of fireline equipment and Section 3833.11.3 for operators of support equipment. For equipment safety equipment, see Sections 3833.13 – 3833.15.

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SUFFICIENT QUALIFIED OPERATORS: 7761.11.1

(No.56 April 2014)

Vendors will provide qualified operators, and relief operators, when requested by CAL FIRE. For safety reasons, if the use of a piece of hired equipment is expected to be operated for more than 16 hours, a second operator must be requested from the vendor and driving/operating duties should be divided between the two operators.

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MAINTENANCE, REPAIR AND DAMAGE 7761.11.2

(No.63 July 2015)

1. Unless ordered dry, the Vendor will be responsible for all maintenance (oil change, oil and air filters, lubrication and fueling). If fuel and oil are acquired from the State at the incident, the cost of fuel and/or oil will be deducted from payment to the vendor at the established incident rate, recorded on the OF-304 Fuel Use Invoice and documented on the CAL FIRE form ME-107.

2. All repairs and replacement are the responsibility of the Vendor and shall be made at the Vendor's expense. Repair or replacement shall be completed within 24 hours of breakdown. Out-of-service time for repairs of one hour or less within a 24 hour period will not be considered as "off-shift" hours.

3. The State may, at its option, elect to make such repairs when necessary to keep the equipment operating. The cost of such repairs will be deducted from payment to the Vendor.

4. Per Clause 8 (C) of the General Clauses attached to the CAL FIRE 294, CAL FIRE will bear all costs to return equipment that becomes inoperable to the point of hire as promptly as emergency conditions allow. Time that equipment is inoperable/out of service at an incident is not compensable.

5. **Damage:** Damage to hired equipment resulting from exposure to the fire or from firefighting activities will be investigated by the Compensation and Claims Unit at the incident. The documented damage will be addressed through appropriate action at the incident or through the California Victim Compensation and Government Claims Board claims process.

6. **Inspection Upon Release:** The purpose of this inspection is to document any damage that might have occurred while the vehicle was under hire to CAL FIRE. **This is not a safety inspection. Operators are required by law to perform their own safety inspections.** A demob inspection is not required if the vendor states "No Damage No Claim" in box 19 on the CAL FIRE 61 Emergency Equipment Use Invoice at finance during the demobilization process.

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HIRING OF CERTAIN EQUIPMENT TYPES 7761.12

(No.39 July 2011)

The requirements of complement, capacity, and capability for each type of equipment are described in Section 3833 of the Incident Fiscal Management Handbook. Additional considerations for hiring at the incident are listed below.

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TRANSPORTS REQUIREMENTS 7761.12.1

(No.63 July 2015)

Transports are an incident resource. The incident may require the transport to remain available for equipment hauls. Transports retained for incident operations use should be identified in the Incident Action Plan and identified by their request number. Signed shift tickets are adequate documentation for this purpose. Transports that are retained shall have cargo insurance that covers other vendors' equipment being transported..

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FIRELINE WATER TENDER REQUIREMENTS 7761.12.2

(No. 39 July 2011)

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INSPECTIONS FOR FIRELINE WATER TENDERS 7761.12.2.1

(No.63 July 2015)

Inspection at Incident: Upon arrival at the incident, or at any time thereafter, CAL FIRE will conduct an inspection of the equipment to ensure that the vehicle and operator meet all requirements for complement, capacity and capability, and that the vehicle and operator are in a condition to work safely. Any pre-existing damage will be documented at this time. See 3833.12.2 for more details.

Rejection at Incident: Any vehicle arriving at an incident without proof of successful completion of the annual safety inspection referenced in 3833.13.5.3 along with proof that noted defects have been corrected will be rejected and will not be hired until such documentation is produced. No payment will be made for any time incurred by the vendor.

NOTE: An exception is made for imminent threat situations when in the judgment of the IC (or other Department representative) there is clearly an imminent threat to life and/or property and other appropriate resources are not available to meet the immediate need. This type of hiring does not exempt the vehicle from the required inspection process necessary for listing in the Unit Hired Equipment Ordering System of Record.

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METHODS OF HIRE FOR FIRELINE WATER TENDERS/DOZERS/TRANSPORTS 7761.12.2.2

(No.63 July 2015)

1. Water tenders, dozers and transports have two separate daily rates: 1) single operator and 2) two operators. It is essential that information is retrieved from the original resource order and request number identifying how the equipment was ordered (i.e., one or two operators). It is equally important to monitor the services provided to ensure that, if two operators are ordered, two operators are utilized over a 24-hour period.

2. Hiring fireline equipment with two operators does not mean that both operators must be on-site 24 hours a day. It does mean that, if that piece of equipment is expected to be operated for more than 16 hours, a second operator will be ordered by CAL FIRE and provided by the vendor.

   (See Section 7761.10.3 for policy on water tender operator hours.) Fireline supervisors must ensure that equipment operators are not working excessively long shifts.

3. The one-operator Daily Rate for fireline equipment includes compensation for 8 hours of straight time and 8 hours of time and one-half. The two-operator rate adds compensation for another 8 hours of straight time, for a total of 24 hours: 16 hours of straight time and 8 hours of overtime. This means that compensation for 8 hours straight time and 4 hours overtime for each operator is included in the rate.

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COMPRESSED AIR FOAM SYSTEMS (CAFS) 7761.12.2.3

(No.63 July 2015)

Compressed Air Foam Systems shall be used as directed by the fire line supervisor. The vendor shall be compensated for foam agent as listed in Rates Handbook Section 3934.2.1.5 or shall be replaced "In Kind" by the government. "In Kind" replacement foam agents may or may not be from the same manufacturer as provided by the vendor.

FALLER MODULE 7761.12.3

(No.63 July 2015)

Faller Module will be made up of two people; either a faller and a swamper or two fallers. Incident Commanders will determine the most appropriate Faller Module configuration.

REFRIGERATOR AND DRY STORAGE TRAILERS 7761.12.4

(No. May 2015)

Agencies will only pay for transport charges for haul-in and haul-out of refrigerator and dry storage trailers. Unless requested in writing by CAL FIRE,,the hauling tractor will not remain on the clock after delivery. The tractor will be compensated for haul in and the return trip to its point of hire. When the trailer is released from the incident, the tractor shall be compensated for another round trip to return the trailer to its point of hire.

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HIRED EQUIPMENT FROM THE CALIFORNIA NATIONAL GUARD (ARMY) (CNA) 7761.13

(No.63 July 2015)

The use of California National Guard (CNA) equipment will be conducted in accordance with the Cooperative Fire Management Agreement among the CNA, CAL FIRE, United States Forest Service, Bureau of Land Management (BLM) and the National Park Service (NPS) and in accordance with the following policy:

A. An inspection will be conducted on all CNA equipment assigned to an incident upon its arrival at the incident. The OF-296 (Vehicle/Heavy Equipment Inspection Checklist) will be used to record this inspection. In addition, all CNA equipment will be recorded and tracked via the CAL FIRE-297 use record. Retain the CAL FIRE-297 in the Emergency Use envelope for verifying and auditing CNA invoices when received.

B. Only qualified CNA personnel shall operate CNA equipment.

C. CNA shall be responsible for the maintenance and repair of CNA equipment while such equipment is assigned to a supported agency. The supported agency shall provide reimbursement for all CNA maintenance and repair costs incurred as a direct result of supporting the wildland fire operations. CNA will bill for post incident aircraft and equipment maintenance at established Department of Defense emergency rates based on the number of hours of flight time or equipment use attributable to the incident. CNA will not bill for personnel time performing post incident aircraft or equipment maintenance.

D. The supported agency (CAL FIRE, Forest Service, BLM or NPS) is responsible for providing fuel for CNA aircraft and equipment while at an incident.

E. The agency managing the maintenance operations for the incident is responsible for the proper collection, storage, packaging, manifesting and disposal of all hazardous waste generated as a result of CNA maintenance operations at the incident, command post, base camp, staging area or mobilization center.
Such collection, storage, packaging, manifesting and disposal shall be in conformance with all applicable federal, state and local laws, rules and regulations.

F. Prior to the release of military vehicles, a joint inspection will be conducted by CNA and supported agency personnel. The Vehicle/Heavy Equipment Inspection Checklist, Form OF-296 or R5-5100-2T, will be used to record this inspection and signatures, with clearly printed names of those inspecting the equipment, will be shown on the form.

G. Supported agencies shall reimburse CNA only for damages to equipment directly caused by the wildland fire being suppressed and where CNA, its employees, and/or operational failures in the equipment are not a contributing factor to such damage, upon which there will be mutual agreement between CNA and supported agency.

H. Supported agencies will reimburse CNA for all expendable materials and services procured by CNA in support of specific wildfire operations. This includes fuel costs for CNA equipment deploying to or from home bases to incidents. Any procurement of materials, supplies or services made by CNA while at an incident will be coordinated with the incident logistics function. No direct payments will be made to CNA from the incident for any of the above mentioned items. Expenses incurred by the military for fuel or authorized repairs will be billed to the Departmental Accounting Office in Sacramento and payment issued directly from Sacramento.

I. The supported agency pays an hourly flight rate for all CNA aircraft. CNA bills the supported agency a wet (CNA provides fuel) or a dry (supported agency provides fuel) rate depending upon who purchased the fuel used.

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HIRING AIRCRAFT 7761.14

(No. 39 July 2011)

Emergency hiring of aircraft is authorized, as necessary, to meet emergency fire situations. This privilege must be administered judiciously to avoid unnecessary expenditure of public funds. (See 8300 Aviation Management Procedures Handbook.)

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LAND AND FACILITY RENTAL AGREEMENTS 7761.15

(No.63 July 2015)

When negotiating land use and facility rental agreements, agreed upon rates must be fair to both the Vendor and CAL FIRE. The Procurement Unit Leader should work closely with the Logistics Section regarding incident needs. The Procurement Unit Leader, or other Contracting Officer negotiating the agreement, should be involved before any commitments are made by CAL FIRE for use of the land. Consideration should be given to the use of a sliding scale (i.e. daily-weekly-monthly rates) in order to lower the overall cost, especially on incidents of long duration.
Some of the factors to consider in negotiating land use agreements are:

- Fair market rental rates for the land in use
- Costs to the landowner
  - Moving of stock
  - Loss of rental fees from other sources
  - Disruption
  - Alterations needed, and who will make them
  - Loss of crops
- Cost of Utilities

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EMERGENCY HIRE OF PERSONNEL 7761.16

(No. 39 July 2011)

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SUPERVISION AND DIRECTION 7761.16.1

(No.63 July 2015)

- Paid pickup laborers hired by CAL FIRE must be supervised commensurate with their position and qualifications the same as regular CAL FIRE employees.
- In order to operate CAL FIRE equipment, laborers must possess the same type license as required for regular CAL FIRE employees. Normally, they should be certified by the local Unit Chief as being qualified to operate the equipment.

- In case of injury, the same reports and treatment are required as for regular CAL FIRE employees. (Refer to Incident Fiscal Management Handbook 3800 and refer to instructions on SCIF 3301.)

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HIRING GUIDES – PERSONNEL 7761.16.2

(No. 39 July 2011)

The following applies to employment for fire suppression on a temporary or emergency basis:

- No one under 18 years of age shall be hired. (See Labor Code, 1285, et seq.) See also Section 3836, Incident Fiscal Management Handbook.
- Agricultural workers should not be hired during harvesting season except in extreme emergency.
- No one convicted of arson shall knowingly be hired.
- No person should be hired to protect their own property or property bearing their interests.
- Volunteers requested by or receiving specific instructions from CAL FIRE officials may be hired.
- Volunteers must be properly clothed, physically qualified, properly trained, and experienced.

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EMPLOYMENT PROCEDURE 7761.16.3

(No. 39 July 2011)

A person who is hired as paid pickup labor should sign an FC-42 at the time of employment, or as soon after as is reasonable. See Section 3836 of the Incident Fiscal Management Handbook.

NOTE: For CAL FIRE Emergency Workers, overtime is paid for all hours worked in excess of 40 hours during the workweek. The workweek is defined as starting at 0001 on Sunday and ending at 2400 on Saturday. (See Incident Fiscal Management Handbook Section 3836.7.1 for additional details.)

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I-9 FORMS 7761.16.4

(No. 39 July 2011)

I-9 Forms, required by the Immigration and Naturalization Service (INS), are to be completed for all new employees, including US citizens. As this applies to individuals signed up at the EW rates, vendors under agreement for equipment without operator should be notified that individuals hired at EW rates will be required to complete these forms. INS has not authorized an exemption from this requirement during emergencies.

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EMERGENCY WORKER DRUG TESTING 7761.16.5

(No. 39 July 2011)

When under hire with CAL FIRE, employees are subject to CAL FIRE rules of conduct and our policies of reasonable suspicion and testing for substance abuse.

Emergency Worker (EW) drivers required to have a Commercial Driver's License (CDL) are subject to the controlled substance and alcohol testing rules under the Omnibus Transportation Employee Testing Act of 1991. A CDL is required for drivers operating a vehicle in excess of 26,000 pounds GVW designed to carry 16 or more passengers (including driver), or of any size if used in the transportation of a placard-able amount of hazardous material. These drivers are subject to pre-employment alcohol and controlled substance testing, random testing, reasonable suspicion test, post-accident testing, return to duty testing and follow-up testing.

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EMERGENCY WORKER CLASSIFICATIONS 7761.16.6

(No. 39 July 2011)

Emergency Worker I: Includes runners/messengers, drivers of vehicles requiring a Class C license, temporary (unskilled) office workers, fire crew members and emergency medical technicians. **Also, ICS positions**: receiving helpers, communications unit messenger, and drivers (Class C).

Emergency Worker II: Includes skilled office workers, telephone operators/receptionists, food service workers, office assistants, computer data operators, fire lookouts, fire engine firefighters and emergency medical technicians (Level II).

Also, ICS positions: assistant cooks, supply unit recorders and helpers, security personnel, ground support equipment timekeepers, status recorders, check-in recorders, documentation unit assistants, demobilization recorders, kitchen helpers, message center operators and weather observers.

Emergency Worker III: Includes stock clerks, drivers of vehicles requiring a Class B license, laborers, LVNs, tool sharpeners, barbers, fire engine operators, assistant fire crew supervisors, emergency medical technicians-paramedics, weather observers, information technicians, and swampers.

Also, ICS positions: incident dispatchers (including head dispatcher) cooks (kitchen crew), tool attendants, drivers (Class B), display processors, equipment time recorders, personnel time recorders, helispot managers, staging area managers, facilities maintenance specialists, field observers, cost unit analysts, comp/claims unit analysts, tool and equipment specialists and procurement unit specialists.

Emergency Worker IV: Warehouse worker, driver of vehicle requiring Class A license, boat operator, mechanic's helper, base maintenance worker, assistant equipment worker, heavy fire equipment operator (dozer), fire crew supervisor, fire engine captain; Deputy Information Officer (responsible for assisting with or managing a center [main, field, community]) or similar duties; Field Information Manager; Community Information Manager.

Also, ICS positions: driver (Class A), equipment operator, staging area manager, air attack supervisor, helicopter coordinator, air tanker coordinator, division/group supervisor, strike team leader, task force leader, helispot manager, assistant safety officer, communications unit leader, food unit leader, supply unit leader, receiving and distribution manager, facilities unit leader, security manager, base manager, camp manager, ground support unit leader, equipment manager, mechanic, air support supervisor, helibase manager, fixed wing base manager, resource unit leader, situation unit leader, documentation unit leader, demobilization unit leader, time unit leader, comp/claims unit leader, cost unit leader, procurement unit leader.

Emergency Worker V, ICS positions: Incident commander, safety officer, liaison officer, information officer, logistics section chief, service branch director, support branch director, operations section chief, air operations director, branch director, planning section chief, finance section chief, chainsaw operator.

Emergency Worker VI: Heavy equipment mechanic, electrician, carpenter, archeologist, registered nurse, **drivers of Type I buses requiring a Class B license with "P" endorsement**. **Also, ICS positions:** medical unit leader, Information Officer (lead).

Emergency Worker VII: Civil engineer (licensed), nurse practitioner (licensed). **No ICS positions at this pay level.**

Emergency Worker VIII: Faller. **No ICS positions at this pay level**.

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RETROGRADE **7585**
(No.4 July 2014)

Sound financial management requires that excess items purchased through the emergency fund shall be retrograded (i.e. inventoried, documented, credited) to the incident and charged off to the appropriate account(s) upon closure of the incident base, camp or staging area.

It is important to understand that the intent of retrograde is to count property items and account for their disposition. Retrograde should not be confused with the audit process. Retrograde is the process to inventory, document and abate property items.

When should a Retrograde Take Place?

1. When purchases are made against Emergency Fund accounts, including local government and federal incidents.

2. When a National Fire Cache was used.

3. When it is a CAL FIRE Contract County incident. Note: the CAL FIRE Agency Representative is responsible to place the order for a retrograde team.

4. When an incident goes from suppression to rehab and a new Incident # is given to the rehab effort.

5. When durable sensitive or capitalized property was purchased.

6. When an Incident Management Team turns the incident over to a local CAL FIRE unit.

7. When incident changes to / from CAL FIRE responsibility.

Retrograde procedures and Holding Accounts:

A Holding Account is defined as "a cache of surplus fire equipment and supplies, purchased by the Emergency fund, which is held at a location determined by the Region Chief or their representative. The costs of this equipment and supplies are tracked with a 00999 PCA code Holding Account within the CALSTARS accounting system". The items in these Holding Accounts remain the property of and under the control of the Region Chief or their representative.

It is departmental policy that such materials be redistributed and utilized as quickly as possible to keep the holding account to the minimum dollar level possible. Region Chiefs are responsible to see that this occurs.

ACTION TO BE TAKEN UPON CLOSURE OF INCIDENT BASE OR CAMP **7585.1**
(No.4 July 2014)

When the decision is made to close the Incident Base, a retrograde team shall be ordered. This notification shall be made at least 72 hours before the anticipated closure. The retrograde team shall be requested to arrive at least 48 hours prior to the anticipated closure of the Incident Base. The retrograde team shall consist of a minimum of 3 representatives:

- One representative of the Region Chief, typically the Region Business Services Officer (BSO), who serves as Team Leader (RETG)
- One representative from the responsible CAL FIRE Units involved in the incident, typically the Unit's FLO (Retrograde Team Member - RETT).
- One representative from the Incident, typically the Logistics Section Chief or their representative.

The Incident shall request the retrograde team through expanded dispatch. This will normally generate two overhead request numbers:

- One for the Region representative
- One for the Unit representative.

PRE-INVENTORY ACTIONS TO BE TAKEN AT BASE 7585.2
(No.4 July 2014)

The Logistics Section Chief will provide directions for the Demobilization Plan to provide replacement supplies for released crews and engines. Every effort should be made to accommodate the needs of released resources as this will maintain the resource's emergency readiness in cases of diversion to other incidents.

Examples of replacement items include rations, batteries, hose, fusees, water handling equipment, personal protective equipment, coffee, cups and condiments.

The retrograde team should complete the Retrograde Team Plan Checklist. (See Exhibits)

Retrograde Team Responsibilities:

At the Local Unit:
- Meet with Local Unit RETG member(s).
    - Advice the Local Unit(s) that they are responsible to complete retrograde for all request numbers issued after the retrograde inventory begins.
        - Region Chief's Representative will continue to have final approval of all retrograde transactions and inventories.
- Reviewed resource order cards (or reports) in local ECC.
- Obtain copies of Supply Request Numbers 001-199 resource order cards (or printed reports) from local ECC.
    - Record last supply Request Number issued prior to retrograde.
- Identify and list the target items purchased or ordered at the Local Unit that should be included in the retrograde plan.
- Identify items shipped from the Local Unit to the incident that needs to be replaced.
- Identify items shipped from other 00999 Holding Accounts to the Incident.

At the Incident Base:

- Initial meeting with the LSC and FSC to review process and establish schedule

Ordering Manager:
- Review Resource Orders for target item purchases.
- Obtain copies of Supply Request Number logs.

- Highlight target item purchases.
- Record last Supply Request Number issued prior to retrograde.

Finance Section:

- Review target item payment documents for details.
- Obtain a Copy of documents for the purchase of Capitalized Property.
- Review, with Finance section, purchase documents that do not have supply or other request number for target items.
    - List target items identified from review of the Finance section.

Receiving and Distribution:

- Review Cache and non-Cache Orders for Target Items.
- Location of Target items.
- Has Cache DEMOB Specialist been ordered?

Food Unit:

- Review perishable food distribution plan using priorities found in 7585.4.
- Check for any durable target items purchased.
- Establish last meal to be served.

Other Logistics Units (Medical, Communications, Facilities and Ground Support)

- Give Unit Leaders copies of the Retrograde Checklist that covers their Unit.
- Advise that inventories of any Agency owned trailers are to be inventoried against their pre-incident inventory.

Establish date and time for individual unit inventories.

PROCEDURE FOR PHYSICAL INVENTORY **7585.3**
(No.4 July 2014)

The retrograde team shall count each item of their inventory and all members shall be in agreement on the final inventory for each item. The Region representative shall have the final decision in any disagreements on these totals. Any items counted prior to the retrograde team beginning the inventory shall be recounted by the retrograde team to confirm the totals and the appropriateness of the items for inclusion in the Holding Account.

A Retrograde Team Inventory Checklist is provided as an exhibit to this handbook, for completion by the retrograde team. (See Exhibits)

RECEIVING AND DISTRIBUTION **7585.3.1**
(No.4 July 2014)

- Reconcile Waybills to the Cache against orders from the Cache.

    1. The total number of an item accounted for on the Waybills to the Cache, STD 152's or MRT's lacing the item in a Holding Account should match the total number of the item issued on the Cache Summary. When these two numbers match, retrograde for this item is completed.

    2. Consumable items will only need to be reconciled if there is concern for the amount ordered or the issuing procedures at the incident.

- Reconcile PL or D's (CAL FIRE-101) and / or STD 152's against Cache Summary and Waybills.

  1. Items listed on a PL or D should be accounted for on the final retrograde inventory. I.E. Items left on the line or damaged must either be returned to the Cache and a waybill completed, placed in a holding account and documented on an MRT, or documented on a STD 152 as either lost, destroyed or stolen whichever applies.

  2. Inventory and complete F72-Y and / or F72-O (Nomex MRT) for retrograde of CAL FIRE Nomex.
     a. Nomex listed on PL or D's, MRT's, loan slips or T-Cards should be accounted for on the final inventory.
     b. The final inventory needs to be reconciled with all of the incoming F72-Y and F72-O (Nomex MRT) received from CAL FIRE Warehouse.

- Ensure Receiving and Distribution Manager (RCDM) has completed STD 152's for property that has been stolen, lost or destroyed on the incident.
- Ensure Supply Unit Leader (SPUL) or RCDM has faxed STD 152's to Sacramento Property Office.
- MRT or waybill for restocking of items supplied by Local Unit / Camp(s) completed.
- Locate identified target items
- Inventory and complete MRT for other items to be retrograded.
- Mark all boxes of retrograde items identifying the contents, Incident name, Incident Number and date.
- Include copies of MRT's, Waybills, STD 152s, ICS 213s, CAL FIRE 101 and F72 Y&O in the retrograde package.
- Identify the location of storage or dispositions of retrograded items.
- Compile a list of outstanding items that will need to be returned or retrograded by the Local Unit after this retrograde inventory is completed.
- Review and copy "S" log.

MEDICAL UNIT **7585.3.2**
(No.4 July 2014)

- Locate identified target items.
- Has the agency owned, private owned, MERT or CALMAT trailer been restocked against its written inventory?
- Inventory and complete MRT for items to be retrograded.
- Mark all boxes of retrograded items identifying the contents, incident name incident number and date.
- Include copies of MRT's and Waybills in retrograde package.
- Identify the location of storage or disposition of retrograde items.
- Compile a list of outstanding items that will need to be returned or retrograded by the Local Unit after this retrograde inventory is completed.
- Review and copy "S" log.

GROUND SUPPORT UNIT **7585.3.3**
(No.4 July 2014)

- Locate identified target items
- Has the Demobilization Trailer been restocked against its written inventory?
- Inventory and complete MRT for items to be retrograded
- Mark all boxes of retrograde items identifying the contents, incident name, incident number and date.
- Include copies of MRT's, Waybills and STD 152 in retrograde package.
- Identify the location of storage or disposition of retrograde items.
- Compile a list of outstanding items that will need to be returned or retrograded by the Local Unit after this retrograde inventory is completed.
- Review and copy "S" log.

COMMUNICATION UNIT **7585.3.4**
(No.4 July 2014)

- Locate identified target items
- Has the MCC been restocked against its written inventory?
- Inventory and complete MRT for items to be retrograded.
- Mark all boxes of retrograde items with tags identifying the contents, incident name, incident number and date.
- Include copies of MRT's, Waybills, ICS 213s and STD 152 in retrograde package.
- Identify the location of storage or disposition of retrograde items.
- Compile a list of outstanding items that will need to be returned or retrograded by the Local Unit after this retrograde inventory is completed.
- Review and copy "S" log.

FOOD UNIT **7585.3.5**
(No.4 July 2014)

- Locate identified target items.
- Has the MKU been restocked against its written inventory?
- Review invoices from Food Vendors for non-food items and review the Credit Invoice(s).
    - CAL FIRE-101 and STD 152 completed for damaged, destroyed or replacement equipment.
- Obtain copies of MRT's for transfer of perishable and broken lot non-perishable foods.
    - Include copies with retrograde package.
- Mark all boxes of retrograde items identifying the contents, incident name, incident number and date.
- Include copies of MRT's and Waybills in retrograde package.
- Identify the location of storage or disposition of retrograde items.
- Compile a list of outstanding items that will need to be returned or retrograded by the Local Unit after this retrograde inventory has been completed.
- Review and copy "S" log.

FACILITIES UNIT **7585.3.6**
(No.4 July 2014)

- Locate identified target items.

- Inventory and complete MRT for items to be retrograded.
- Mark all boxes of retrograded items with tags identifying the contents, incident name, incident number and date.
- Include copies of MRT's and Waybills in retrograde package.
- Identify the location of storage or disposition of retrograde items.
- Compile a list of outstanding items that will need to be returned or retrograded by the local unit after this retrograde inventory is completed.
- Review and copy "S" log.

DISPOSITION OR STORAGE LOCATION OF RETROGRADE 7585.4
(No.4 July 2014)

Excess items shall be reutilized as quickly as possible. The retrograde team is responsible to determine the ability for immediate reutilization. Items that cannot be immediately reutilized shall be distributed or stored per the following guidelines:

Perishables: Because of non-existent or limited storage facilities, distribute perishable and broken lot non-perishable food items as per the following priority list.

- Other incidents – Document on an MRT.
- Fire stations – Document on an MRT.
- Neighboring CAL FIRE Unit Fire Stations – Document on an MRT.
- Conservation camps – Document on a STD 158, approval is required by DGS through the CAL FIRE Sacramento Property Office.
- State Institutions (correctional or hospitals) – Document on a STD 158, approval is required by DGS through the CAL FIRE Sacramento property Office.
- Donations to Non-Profit organizations – Requires an approved STD 158. Approval is granted by DGS through the CAL FIRE Sacramento Property Office. Recipient must be on the approved DGS registered Donee List. Applications are available on the CAL FIRE Intranet.

Non-Perishables: Foam, fire hose, pumps, saws, drills, broken cases of canned goods, paper goods, sleeping bags, etc.

- Excess items shall be shipped to other going incidents if needed. Document on an MRT.
- Unbroken case lots to be returned to vendor for credit and copies of credit Memo should be forwarded to the finance section.
- Remaining items to be returned to a designated service center and transfer to the 09 Holding Account.

Fire Cache Items: Unused Consumables or used and unused Durable items which were supplied from the USFS Zone Cache(s) during the mobilization of the incident must be returned to the Cache(s) for credit to the incident. Fire hose, sleeping bags and other durable items can be returned in used condition: the incident will be credited with the difference between lost recondition, and / or repair and the purchase price.

- Receive assurance from the Incident Commander that all supplies and equipment are off the incident and returned to the Service Center. The IC is responsible to ensure that any missing or un-accounted property has been documented on the proper form.
- All Cache items must be returned to the Cache for credit no later than 45 days after incident is declared "Controlled".
    - See California Mobilization Guide
- Complete unfinished tasks of the Retrograde Team
    - Obtain a copy of the final Cache Issuance Summary.
        - Forward copy to the Region Business Services Officer
    - Reconcile outstanding Target Items identified in the original inventory process.
        - Forward MRT's or STD 152's to Region BSO.
    - Review Resource Orders and Finance Documents (Charged against the 00900 Account) for additional purchases after closure of the Incident Base,
        - Identify any additional Target Items added since the close of the Incident Base and / or original retrograde inventory.
        - Locate and make determination of disposition of Target Items.
            - Forward MRT's and STD 152's to Region BSO.
    - Complete MRT's for items to be transferred to Holding Account.
        - Forward original MRT's to Region BSO.
        - Copies of MRT's to local Finance Clerk.
    - Complete Waybills to Cache for items being returned.
        - Forward copies of Waybills to Region BSO.
    - Complete MRT's for perishables or other items transferred to Stations or Camps.
        - Forward copes of MRT's to Region BSO.
    - Reconcile Cache orders against:
        - Return Waybills
        - STD 152's
        - Shortages should be accounted for utilizing a STD 152.
            - Incident Commander should sigh as "officer Supervising Disposal of the Property" in the "Certification of Disposition".
            - Unit Retrograde Representative signs on Line 3, "Approved by Property Survey Board".
            - Forward copies of final STD 152 to Region BSO.
    - **A STD 152 must be completed for all durable and property items not accounted for**.
- The complete and updated retrograde information is due to the Region BSO no later than 45 days after the incident is declared "Controlled".
- Region Chief Representatives will continue to have final approval of all retrograde transactions and inventories.
- Copies of MRT's charging or abating the incident will be forwarded to the Finance Section Chief or the Responsible CAL FIRE Unit Finance for inclusion in the final CAL FIRE Finance Package.

Retrograde is complete when all property is accounted for, all documentation has been processed to the correct locations and the final retrograde packages distributed per HB 7585.6. Documentation is

required to support all Durable, Sensitive and Accountable Property. Documentation shall be a Waybill, MRT or STD 152.

RETROGRADE PACKAGE **7585.6**
(No.4 July 2014)

Upon its completion, the Retrograde Package will be addressed and sent to:

- Region Chief, Attention: Staff Chief Administration
- An additional copy will be sent to the responsible Unit Forestry Logistics Officer.

Copies of the Executive summary will be sent to:

- Incident Commander
- Incident Logistics section Chief
- Responsible Unit chief

The Retrograde Package is due no later than 60 days after the incident is declared "Controlled". It shall consist of:

1. The Executive Summary
   - **a.** The Incident order number and Incident name.
   - **b.** Participants of the retrograde team.
   - **c.** A brief overview of the retrograde findings.
   - **d.** List of STD 152ed Property Items.
   - **e.** List of excessive STD 152ed Durable items.
   - **f.** List of excessive STD 152ed Consumable items.
   - **g.** Notation of excessive amount of 00900 purchases moved to Holding Account.
   - **h.** Notation of good utilization of existing Holding Account inventory on Incident.
2. A copy of the Retrograde Team Plan.
3. List of all Target Items identified by the retrograde Team.
4. Copies of the purchase documents for Capitalized Property.
5. Copies of all inventories taken and MRT's for distribution transactions.
6. Copies of all STD 152's used to account for property being or having been disposed of.
7. Copies of any MRT's generated to the Holding Account.

It will be the responsibility of the Regional Business Services Officer to notify their Unit Service Centers of any retrograde materials that exist for the purposes of reutilization. The Region BSO shall post all retrograde inventories to the Retrograde Folder on the CAL FIRE Logistics Bulletin Board.

HOLDING ACCOUNT FOR EXCESS (RETROGRADED) EMERGENCY FIRE MATERIAL **7585.7**
(No.4 July 2014)

A Holding Account is defined as "a cache of surplus fire equipment and supplies purchased by the Emergency Fund that is held at a location determined by the Region Chief or their representative. The cost of this equipment and supplies is tracked with a 00999 PCA code Holding Account within the CALSTARS accounting system". The items in these Holding Accounts remain the property of and under the control of the Region Chief or their representative.

It is Departmental policy that such materials be redistributed and utilized as quickly as possible to keep the Holding Account to the minimum dollar level. Region Chiefs are responsible to see that this occurs.

The Region BSO shall maintain an inventory to be posted on the Retrograde Bulletin Board, containing all items currently in their respective region Holding Accounts. (Inventory dollar value recorded in CALSTARS)

PROCEDURE FOR USE OF HOLDING ACCOUNT **7585.7.1**
(No.4 July 2014)

Regions must use the following procedures to properly manage material held in the 00999 Holding Account. All items deemed by the retrograde team as qualifying for retrograde shall be placed into a Holding Account at the close of the incident.

An MRT shall be completed for all items to be included in the 00999 Holding Account. The MRT shall include the CALSTARS coding for originating incident number on the abatement line of coding and the Holding Account Incident Number on the charge line of coding. The MRT shall include the charge information. (Index, Object Code and PCA Code)

Movement of supplies between Regions and / or Units is authorized and encouraged in lieu of open market procurement as long as there is proper documentation on the MRT that includes the Holding Account Incident Number. The Holding Account Incident Number is CACDF900999.

Any MRT Charging or abating any incident must have a document number assigned to it by the responsible CAL FIRE Unit (Generally by the Unit FLO). The Region Chief, prior to the transfer, must grant approval for these transfers. Reassignments of these items shall be documented on an MRT. The Region BSO is responsible for insuring that the MRT's are entered into the CALSTARS systems. The Region BSO shall forward the original copy of the MRT to Departmental Accounting Office (CAO) and a courtesy copy to the responsible CAL FIRE Unit Finance Clerk.

Ship by whatever means is expedient. Do not overlook the use of Common Carriers. Shipping cost shall be charged to the receiving Unit and / or incident. If shipping to another incident shipping costs will be charged to the requesting incident.

HOW TO TRANSFER TO A HOLDING ACCOUNT **7585.7.1.1**
(No.4 July 2014)

- The retrograde team shall confirm the quantities of the items to be transferred to a Holding Account.
- The retrograde Team is responsible for completing the MRT abating the incident and charging the Holding Account.
    - The Abatement coding shall be the CALSTARS coding for the incident.
    - The charge coding shall be the CALSTARS coding for the CAL FIRE Unit storing the items and included the Holding Account incident Number.
    - The incident number for the abated incident will appear on BOTH the Abatement coding line AND the Holding Account Charge coding line.
    - The PCA code will be 00999 for all fiscal years.
- The original MRT shall be sent to the Region BSO.
    - The BSO will include the items in the Holding Account on the inventory posted on the Bulletin Board.
- The BSO shall send the original copies to DAO and a copy to the responsible CAL FIRE Unit Finance Clerk.
- See Exhibit "From CAL FIRE Incident to Holding Account MRT".

RESPONSIBILITIES FOR STORING A HOLDING ACCOUNT **7585.7.1.2**
(No.4 July 2014)

- Items must be available for timely reutilization or transfer
- Items must be stored in a location safe from the elements and secure
- Unit will be held responsible for items lost, damaged or stolen due to negligence.

REUTILIZATION OF ITEMS FROM A HOLDING ACCOUNT **7585.7.1.3**
(No.4 July 2014)

- Obtain permission from the responsible BSO to move items out of a Holding Account.
- A MRT is completed abating the Holding Account and charging either a new incident or an operating fund.
    - The Abatement coding shall be the CALSTARS coding for the Holding Account and include the Holding Account incident number.
    - The Charge coding shall be the CALSTARS coding for the new incident or to charge the CAL FIRE Unit purchasing the items from the Holding Account. The original MRT shall be sent to the Region BSO. The Region BSO will send the original copies to DAO and a copy to the responsible CAL FIRE Unit Finance Clerk.
    - If 00999 Holding Account items are being charged to PCA 02350, no incident number will appear on the coding line 02350, but the holding account incident number will appear on the abatement line.
- If shipping to another incident, shipping costs shall be charged to the requesting incident.
- The Region BSO shall adjust inventory records and post them on the Retrograde Bulletin Board as soon as possible.
- See Exhibit “From Holding Account to CAL FIRE Incident MRT” and “From Holding Account to Unit Operating Account MRT”.
- Note: Use the appropriate object code (e.g. subsistence food items “506”, fire hose “226”, fuses and batteries, “238”, etc.)

APPENDIX:

A: Holding Account Coding
B: Holding Account PCA Coding

Exhibits:

From CAL FIRE Incident to Holding Account MRT.
From Holding Account to CAL FIRE Incident MRT.
From Holding Account to Unit Operating Account MRT.
Retrograde Team Plan
Retrograde Team Inventory Checklist

HOLDING ACCOUNT CODING **APPENDIX A**

Holding account numbers assigned to each area are:

Business Services 9416-00999 Sacramento Headquarters Coast Area	1001-00999	Region Headquarters
	1100-00999	Mendocino
	1200-00999	Humboldt-Del Norte
	1400-00999	Sonoma-Lake-Napa
	1600-00999	Santa Clara
	1700-00999	San Mateo-Santa Cruz
-	-	-
Cascade Area	2100-00999	Butte
	2200-00999	Lassen-Modoc
	2300-00999	Nevada-Yuba-Placer
	2400-00999	Shasta-Trinity
	2500-00999	Tehama-Glenn
	2600-00999	Siskiyou
	2700-00999	Amador-El Dorado
-	-	-
South Area	4001-00999	Region Headquarters
	3100-00999	Riverside
	3300-00999	San Diego
	3400-00999	San Luis Obispo
	3500-00999	San Bernardino
-	-	-
Sierra Area	4100-00999	Tulare
	4200-00999	Madera-Mariposa
	4300-00999	Fresno-Kings
	4400-00999	Tuolumne-Calaveras
	4600-00999	San Benito-Monterey

FORMS AND / OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS / FORMS SAMPLES SITE LINK.

(See Table of Contents)

Private Property Damage Repair
&
State Victim Compensation and Government Claims Guidelines

- Contract Counties, when acting as the State’s agent in suppressing State Responsibility Area wildland fires within Contract County SRA Direct Protection Areas, may receive authorization for performing damage repairs to private property when the following conditions are met:

  - ✓ Damage occurred as the direct result of fire suppression operations and not due to the fire burning through private property.

  - ✓ Damage repairs will prevent further problems from occurring (e.g.: repairing of damaged water line to allow irrigation of crops which would die if not watered, repair fence to prevent livestock from escaping, etc…).

  - ✓ Damage repairs will not exceed quality standards of damaged private property (e.g.: replacing damaged wire fencing with wood fencing, etc…).

- Costs to perform damage repairs to private property may be chargeable to the incident provided that (1) the Contract County advises CAL FIRE of the situation and (2) receives approval from CAL FIRE to expend funds to make needed repairs.

- Private property owners within a Contract County may submit a damage claim to the State Victim Compensation and Government Claims Board for damages that may have occurred from an SRA wildland fire. Contract County personnel are only required to provide information when requested on how to contact the Claims Board.

- If a situation exists where a private property damage claim will be or may be filed, CALFIRE will need to be advised to determine if an investigation will be required to support the State’s position when a claim is reviewed by the State Victim Compensation and Government Claims Board.

- Link to current forms: http://www.vcgcb.ca.gov/claims/

Government Claim Filing Instructions

Government Claims Program
California Victim Compensation and Government Claims Board
P.O. Box 3035
Sacramento, CA 95812-3035

1-800-955-0045 ▪ www.governmentclaims.ca.gov

Filing Fee Requirement: The Government Code requires a $25.00 filing fee for all claims presented to the Victim Compensation and Government Claims Board (VCGCB). Materials submitted without a filing fee will not be processed. Checks or Money Orders should be made out to the State of California. If you cannot afford the filing fee, you may request a waiver. For most claim types, the filing fee is refunded if the claim is paid.

Claims against VCGCB: Though the Government Code requires a claim be filed with the VCGCB prior to pursuing most litigation against state governmental entities within the jurisdiction of the VCGCB, **please note that it is neither necessary nor proper to include the VCGCB in your lawsuit unless the VCGCB was a named defendant in your claim**. Please consult Government Code section 955.4.

What types of claims can be filed with Government Claims? Claims can be filed for losses you believe were caused by the action, or inaction, of a state agency. Claims may include:

- Damage to real or personal property
- Reimbursement for state employee property loss, benefits, salary, or travel expenses
- Refund of a tax, fee, or penalty
- Contract disputes

What types of claims should not be filed with Government Claims?
Claims against local government agencies must be filed with the responsible local agency. Claims against a University of California (UC) campus must be filed with the UC Regents. Claims against a California State University (CSU) campus must be filed with the campus itself. Claims against school districts or community college districts must be filed with the responsible district. Claims against judicial branch entities must be filed with the Judicial Council.

Delegated Authority Claims: The VCGCB grants some agencies delegated authority to resolve claims under $1,000.00. If you have a claim for less than $1,000.00, you may file directly with the following entities: California State Teachers' Retirement System, Department of State Hospitals, Department of Motor Vehicles, California Highway Patrol, Department of Consumer Affairs, and Department of General Services.

The Delegated Authority of the California Department of Transportation (Caltrans): By law, Caltrans has delegated authority to resolve claims for dollar amounts within the jurisdiction of the small claims courts. The current jurisdiction of the small claims courts is $10,000.00. Therefore, you may file claims for damages less than $10,000.00 directly with Caltrans.

Claims for Subrogation: Claims for subrogation should name the insurance company seeking compensation as the claimant. The insurance company employee handling the claim should be named the representative. Please provide the name of your insured in the space provided (section 7).

What are the time limits for filing a claim?
Claims relating to the death or injury of a person, or damage to personal property or crops, must be filed no later than six months after the date of the incident. Other claims must be filed no later than one year after the date of the incident. You can request permission to file a late claim. You may want to consult an attorney if you are not sure how the time limits apply to your claim.

Instructions for filling out this form:

1	Provide the full name of the person claiming damage or injury. If the claimant is a business or entity other than an individual, put the name of the entity here.
2	Provide a daytime telephone number.
3	Provide an email address. *(Optional)*
4	Provide a complete mailing address.
5	If you are an inmate or a patient at a state hospital, please provide your identification number.

6	If the claim is being filed on behalf of a minor (someone younger than 18), please give the minor's birth date.
7	If you are an insurance company claiming subrogation, please provide your insured's name here.
8	If your claim relates to another claim or claimant, please provide the claim number or claimant's name here.
9	You may wish to consult an attorney for assistance with filing a claim, however it is not required. If an attorney or other person (such as the parent or legal guardian of a minor or conservator of an adult) is representing you, please complete this section. If this section is completed, all correspondence regarding this claim will be sent to the representative.
10	Provide a daytime telephone number, including area code, for the attorney or representative.
11	Provide an email address for the attorney or representative. *(Optional)*
12	Provide a complete mailing address for the attorney or representative.
13	Describe the relationship of the attorney or representative to the claimant.
14	If this claim is regarding a stale-dated warrant (an uncashed check) more than three years old, provide the date of issue, amount, and the name of the agency that issued it. **Attach a copy of the front and back of the warrant.** For warrants that are less than three years old, contact the agency that issued the warrant directly to obtain payment.
15	State the exact date of the incident that you believe caused the damage or injury. If the incident took place over more than one date, provide both the beginning and ending dates. If the incident is ongoing, please provide the beginning date and the most recent date it occurred. **Late Claims:** The Board must receive claims relating to the death or injury of a person, or damage to personal property or growing crops, no later than **six** months after the date of the incident. If your claim is for equitable indemnity, the filing deadline is six months after the date you were served with the underlying lawsuit. If such a claim is filed more than six months from the date of the incident, **attach a written explanation for filing late.** Other claims with deadlines must be received no later than one year after the incident date.
16	Provide the name of the state agency that you believe caused the damage or injury. "State of California" alone is not sufficient. Please spell out the name of the agency and include the names of any state employees that were involved.
17	Enter the total dollar amount being claimed. If you believe the damages are continuing, or anticipated in the future, show a "+" after the dollar amount. If the total dollar amount exceeds $10,000, note whether the claim is a limited civil case or a non-limited civil case. Provide an explanation of how you computed the total amount. You may declare expenses incurred as well as expenses you expect to have in the future. Attach copies of all bills, payment receipts, and cost estimates.
18	For all claims involving real property, state-owned buildings or parking lots, and roadway- or vehicle-related claims, provide the street address, city, county, state highway number, road numbers, and/or post mile markers where you believe the damage or injury occurred. Real property includes land, buildings and other fixed structures. Roadway- or vehicle-related claims occurred on a state road or involved a state vehicle.
19	Describe the specific damage or injury that you believe resulted from the incident. Feel free to attach additional information.
20	Describe the circumstances that led up to the damage or injury. State all the facts that support your claim. If it applies, describe the dangerous condition of the public property. If a law enforcement or insurance Collision/Incident Report is submitted with the claim, this section must **still** be completed in your own words.
21	Explain why you believe the state agency is responsible for the damage or injury.
22	Provide the vehicle license number and any other identifying information if the claim involves a state vehicle.
23	This section must be completed if the claim involves a motor vehicle. Indicate whether a claim has been filed with your insurance carrier. If a claim has been filed with your insurance carrier, provide the name, telephone number, and mailing address of the insurance carrier. Also include your policy number and the amount of the deductible. If you have received payment, please indicate when and the dollar amount.
24	The claimant or the claimant's attorney or representative must sign this form.
25	Be sure to attach the $25 filing fee. Please make your check or money order payable to the State of California. If you cannot afford the filing fee, you can fill out a "Filing Fee Waiver Request", and attach it to this form. You obtain the filing fee waiver request form at http://www.governmentclaims.ca.gov/ or by calling 1-800-955-0045.

Government Claim Form

Government Claims Program
California Victim Compensation and Government Claims Board
P.O. Box 3035
Sacramento, CA 95812-3035

1-800-955-0045 ▪ www.governmentclaims.ca.gov

State of California

For Office Use Only
Claim No.:

Is your claim complete?

☐	**Include a check or money order for $25 payable to the State of California.**
☐	Complete all sections relating to this claim and sign the form. Please print or type all information.
☐	Attach copies of any documentation that supports your claim. Please do not submit originals.

Claimant Information *Use name of business or entity if claimant is not an individual*

1		**2**	Tel:
	Last name *First Name* *MI*	**3**	Email:

4				
	Mailing Address	*City*	*State*	*Zip*

5	Inmate or patient number, if applicable:	
6	Is the claimant under 18?	If Yes, please give date of birth:
7		

*If you are an insurance company claiming subrogation, please provide your insured's name in section **7**.*

8	

*If your claim relates to another claim or claimant, please provide the claim number or claimant's name in section **8**.*

Attorney or Representative Information

9		**10**	Tel:
	Last name *First Name* *MI*	**11**	Email:

12				
	Mailing Address	*City*	*State*	*Zip*

13	Relationship to claimant:

Claim Information

14	Is your claim for a stale-dated warrant (uncashed check)? ☐ Yes ☐ No	*If No, skip to Step **15**.*
	State agency that issued the warrant:	
	Dollar amount of warrant:	Date of issue: *MM* *DD* *YYYY*
15	Date of Incident:	
	Was the incident more than six months ago?	☐ Yes ☐ No
	If YES, did you attach a separate sheet with an explanation for the late filing?	☐ Yes ☐ No
16	State agencies or employees against whom this claim is filed:	
17	Dollar amount of claim:	
	If the amount is more than $10,000, indicate the type of civil case:	☐ Limited civil case ($25,000 or less) ☐ Non-limited civil case (over $25,000)
	Explain how you calculated the amount:	

18	Location of the incident:
19	Describe the specific damage or injury:
20	Explain the circumstances that led to the damage or injury:
21	Explain why you believe the state is responsible for the damage or injury:
22	Does the claim involve a state vehicle? ☐ Yes ☐ No
	If YES, provide the vehicle license number, if known:

Auto Insurance Information

23				
	Name of Insurance Carrier			
	Mailing Address	*City*	*State*	*Zip*
	Policy Number:	Tel:		
	Are you the registered owner of the vehicle?		☐ Yes	☐ No
	If NO, state name of owner:			
	Has a claim been filed with your insurance carrier, or will it be filed?		☐ Yes	☐ No
	Have you received any payment for this damage or injury?		☐ Yes	☐ No
	If yes, what amount did you receive?			
	Amount of deductible, if any:			
	Claimant's Drivers License Number:	Vehicle License Number:		
	Make of Vehicle:	Model:	Year:	
	Vehicle ID Number:			

Notice and Signature

24	I declare under penalty of perjury under the laws of the State of California that all the information I have provided is true and correct to the best of my information and belief. I further understand that if I have provided information that is false, intentionally incomplete, or misleading I may be charged with a felony punishable by up to four years in state prison and/or a fine of up to $10,000 (Penal Code section 72).	
		Date:
	Signature of Claimant or Representative *Printed Name*	
25	Mail this form and all attachments with the $25 filing fee or the "Filing Fee Waiver Request" to: Government Claims Program, P.O. Box 3035, Sacramento, CA, 95812-3035. Forms can also be delivered to the Victim Compensation and Government Claims Board, 400 R Street, 5th Floor, Sacramento 95811.	

Privacy Notice on Collection

1. VCGCB collects this information based on California Government Code sections 13952 et seq. and 13954.
2. All information collected from this site is subject to, but not limited to, the Information Practices Act. See http://vcgcb.ca.gov/media/pra.aspx.
3. This information is collected so government claims can be filed.
4. VCGCB may disclose your personal information to another requestor, only if required to do so by law or in good faith that such action is necessary to:
    a. Conform to the edicts of the law or comply with legal process served on VCGCB or the site;
    b. Protect and defend the rights or property of VCGCB; and,
    c. Act under exigent circumstances to protect the personal safety of users of VCGCB, or the public.
5. Individuals are to provide only the information requested.
6. The information provided is voluntary.
7. The consequences of not providing the requested information could delay filing the claim or the claim not being filed.
8. You have the right to access only the records containing the personal information that you provided.
9. The information collected is used by the Government Claims staff to process your claim.
10. Any questions about the information collected, please write to the following address: P.O. Box 3035, Sacramento, CA 95812-3035, email gcinfo@vcgcb.ca.gov, call (800) 955-0045, or contact the VCGCB Privacy Coordinator at InfoSecurityandPrivacy@vcgcb.ca.gov.
11. For additional information regarding privacy, please see VCGCB's Privacy Notice. See http://vcgcb.ca.gov/privacy.aspx.
12. For information regarding consumer information on security, please visit https://oag.ca.gov/privacy/online-privacy.

Los Angeles/ San Bernardino

LABER

MUTUAL THREAT ZONE RESPONSE PLAN

2014

Introduction

The mountain range that stretches from the 138 freeway north to the 18 freeway and divides Los Angeles and San Bernardino counties east and west has created significant wildland fire control challenges in recent years. This area is protected by several agencies including the CAL FIRE San Bernardino Unit, L.A. County FD, USFS Angeles National Forest and the San Bernardino County Fire Department. This Mutual Threat Zone (MTZ) is also the dividing line between two Cal-EMA Regions.

With the tangle of the jurisdictional lines within the MTZ, it is often difficult to determine the direct protection area (DPA) on which a fire is burning and historically, the surrounding agencies have sent large wildland responses into the area until DPA is determined. On the surface this would appear to be advantageous in that there would be no lack of resources. In fact though, there was often too much equipment responding, and more importantly, responders from different agencies have been unable to communicate with each other due to incompatible radio systems.

In August of 2011 the communications problem was highlighted at the Oasis Fire where the responding agencies established command independent of one another until a unified command structure was organized and a unified order point was finally established hours into the incident. While the fires were extinguished with little damage, incompatible radio systems increased the hazard to firefighters. In October of 2011 CAL FIRE San Bernardino Unit with Los Angeles County Fire started discussions in regards to the issues of the MTZ to try to work out a solution to the lack of coordination and communications. The following year the Oasis 2 fire broke out and again, the lack of communications and coordination were major issues resulting in several potential "near miss" events.

LABER Plan is Born

The issues of this particular MTZ have been recognized and there were previous attempts at developing coordinated response plans. Unfortunately, none of the previous plans were fully implemented. The two agencies adjacent to the MTZ met again to develop a workable plan. This joint effort of agencies representing Los Angeles, and San Bernardino (LABER) resulted in the LABER Mutual Threat Zone Response Plan.

The center piece of the LABER Plan was intended to be a preapproved or "preflighted" Communications Plan (ICS-205) that responding firefighters could easily refer to as they responded into the MTZ. Simple enough idea on the surface, but several complications soon

emerged and it was evident that a more comprehensive effort would be required as seen in the Oasis 2 fire.

Communications

Before a preflighted ICS 205 could be developed, coordination between all of the communications centers (comm centers) needed to occur. Previously, very little "communication" was happening between all of the comm centers and this needed to be resolved. Representatives from all the comm centers (BDU and LAC and South Ops), developed a protocol for reported fire starts in the MTZ. In essence, with any reported fire within the MTZ all of the comm centers advise each other of the reported fire, its approximate location, and resources being responded. If it is clear as to which jurisdiction the fire is in, or which jurisdiction has the greatest exposure, a Unified Ordering Point (UOP) will be identified. South Ops will be notified of the fire and they will assign the initial radio frequencies to be used from the LABER ICS-205 Communications Plan. The initial frequencies will include one command, one air to ground, and two tactical frequencies. Additional frequencies maybe added if the incident continues to grow.

The most important feature of the LABER Plan is the use of VHF radios for all responding LABER partner resources. Switching all communications away from incompatible 400 and 800 MHz systems allows all resources to communicate effectively in the first operational period of the incident. If the incident continues to grow to the point that an Incident Command Team is required, a new comm plan will be developed reflecting the size and complexity of the incident.

Air Attack

With several fixed and rotary wing aircraft from different agencies located in close proximity of the MTZ, establishing immediate aircraft to aircraft communications is essential for the safety of both aircraft and ground resources. This is a potential issue where an agency's helicopter could not communicate with other assigned aircraft thus forcing the other aircraft not to engage the fire and to orbit high above the fire for safety.

To help remedy this situation, aircraft entering the MTZ will check in on AM VICTOR 130.00 and coordinate their actions with other assigned aircraft. Air to ground frequencies will be assigned to the incident from South Ops utilizing the SOLAR communications plan.

Maps and Pre-Determined Facilities

Part of the LABER Plan is a map book with pre-identified incident facilities such as locations for incident bases, drop points, water points etc. Along with the maps are descriptions of historic fire behavior in specific areas that may not be familiar to some initial responders.

Organizational Structure

The LABER Plan is a regional partnership to provide the best response possible into the MTZ. All partner agencies have a vested interest in the success of the Plan and that success is directly dependent on active participation. Each year as with the SOLAR plan, there will be committees and events that will require full engagement by all of the partners. Those committees and events shall include:

- Communications Working Group

  The Communications Working Group is responsible for all technical and procedural aspects of the LABER Communications Plan. This will include any radio issues and the update of the LABER ICS 205 Communications Plan. A final Draft ICS 205 will be ready for final approval by the Partners Working Group prior to the end of January each year. The Chairman of the Communications Working Group shall be the South Ops OCC Chief.

- Partners Working Group

  The Partners Working Group will be made up of agency representatives that have the authority to commit resources to the support of the LABER Plan. The responsibilities of the Partners Working Group will be to approve the Draft ICS 205 from the Communications Working Group, resolve response issues identified from the previous fire season's experience, and identify topics to be presented in the annual LABER Commander's Workshop. The Chairman of the Partners Working Group will be determined by the Partners membership.

- LABER Commander's Workshop

  The Commander's Workshop is designed for command officers to get the latest LABER Plan updates and review current issues in wildland fire control and safety. The workshop may include lectures and/or simulations to promote a common knowledge base and teamwork between all partner agency command personnel. The training classroom will be determined annually by the partners working group.

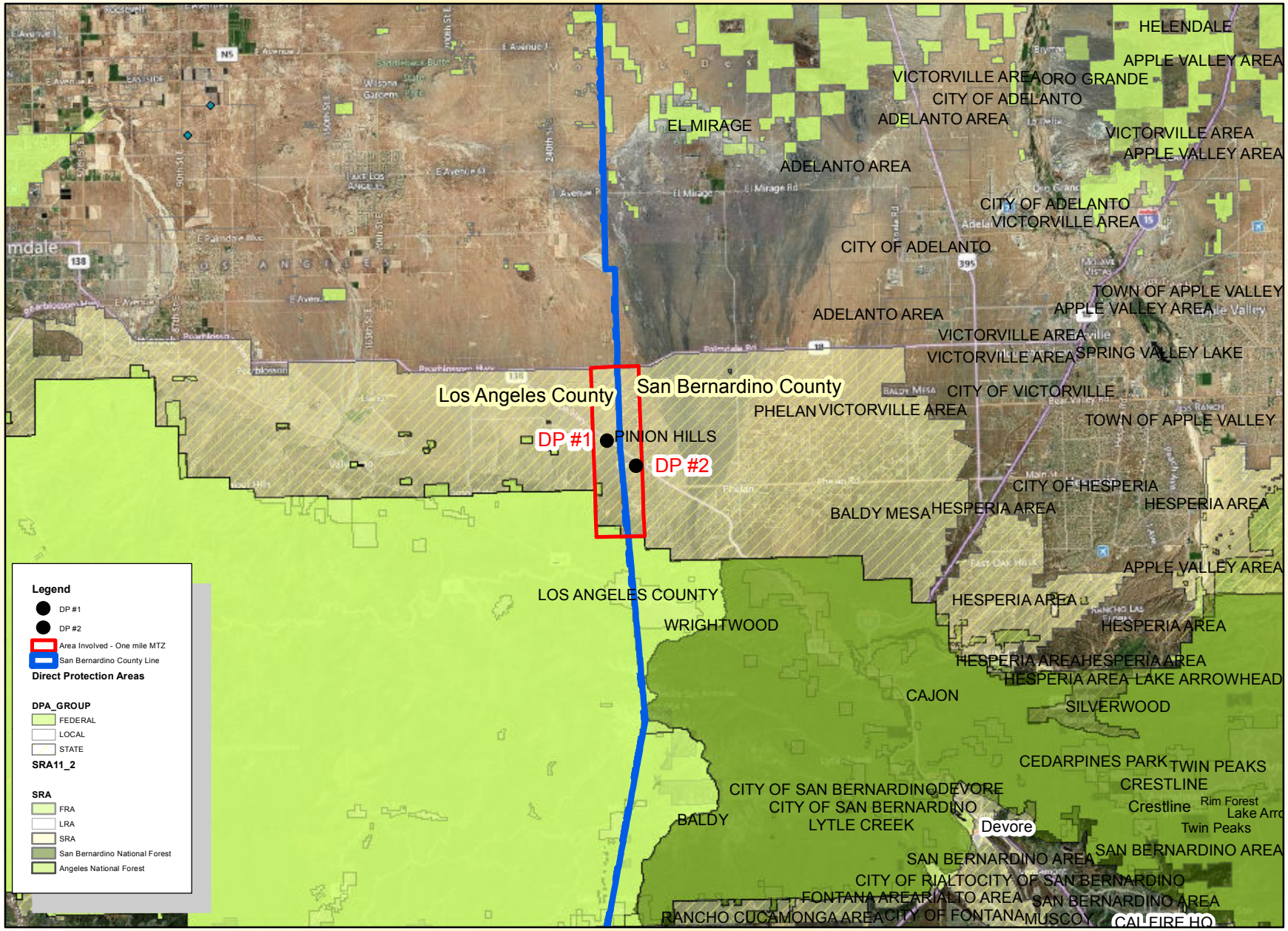
Agreements

It is the intent of this Plan that all future Automatic/Mutual Aid agreements concerning wildland fires within or that are a threat to the MTZ will include a commitment by all signatory agencies to implement the LABER Plan on such incidents.

Summary

The LABER Plan has been is a great effort in cooperation by all of the Partner Agencies. The success of this Plan will continue to improve and grow in scope as shown with the cooperative intergraded fire protection partnership we have established with these agencies. With the continued support of all of the Partner Agencies the Plan will be a model like the SOLAR Plan for the many other areas around southern California that face similar challenges.

LABER PLAN



Prepared by: Debbie Chapman
BDU Pre-Fire Engineer
February 11, 2013
T/GISLIB/ARCMAPPROJECTS/LABER_PLAN

INCIDENT RADIO COMMUNICATIONS PLAN	Incident Name	Date/Time Prepared	Operational Period Date/Time
	LA BERDU	**2/4/14 1730**	**2014 DRAFT**

Zn Ch	Function	Channel Name/Trunked Talkgroup	Assignment	RX Freq	RX Tone/NAC	TX Freq	Tx Tone/NAC	Dev	Pwr	Mode A, D, M	Remarks
Zn Ch1	**COMMAND**	**ANF**	**OPERATIONS**	172.3750	Tone 8 103.5	169.9500	**MPL**	N	H	A	T-2 Santiago, T-4 Frost Pk, T-5 Table Mtn, T-13 Johnstone
Zn Ch2	**COMMAND**	**BDC 1**	**OPERATIONS**	151.1450	Tone 7 167.9	151.4750	Tone 8 103.5	N	H	A	T-8 Aerojet
Zn Ch3	**COMMAND**	**BDC 3**	**OPERATIONS**	151.1525	Tone 7 167.9	158.8875	**MPL**	N	H	A	T-1 El Paso Pk, T-3 Rodman Mtn, T-7 Quartzite Mtn
Zn Ch4	**COMMAND**	**CDF C-1**	**OPERATIONS**	151.3550	Tone 8 103.5	159.3000	**MPL**	N	H	A	T-1 Santiago Pk, T-5 Strawberry Pk, T-7 Frost Pk
Zn Ch5	**COMMAND**	**CDF C-2**	**OPERATIONS**	151.2650	Tone 8 103.5	159.3300	**MPL**	N	H	A	T-1 Santiago Pk, T-2 Ord Mtn, T-5 Strawberry Pk
Zn Ch6	**COMMAND**	**CDF C-3**	**OPERATIONS**	151.3400	Tone 8 103.5	159.3450	**MPL**	N	H	A	T-2 Carbon Cyn, T-4 Sierra Pk, T-5 Strawberry Pk
Zn Ch7	**COMMAND**	**LAC V-5**	**OPERATIONS**	152.7800	Tone 14 151.4	158.0400	Tone 14 151.4	N	H	A	
Zn Ch8	**TACTICAL**	**CDF T-5**	**DIV/GRP**	151.2500	Tone 16 192.8	Simplex	Tone 16 192.8	N	L	A	Valley
Zn Ch9	**TACTICAL**	**CDF T-8**	**DIV/GRP**	151.3700	Tone 16 192.8	Simplex	Tone 16 192.8	N	L	A	Desert
Zn Ch10	**TACTICAL**	**VFIRE22**	**DIV/GRP**	154.2650	Tone 6 156.7	Simplex	Tone 6 156.7	N	L	A	
Zn Ch11	**TACTICAL**	**NIFC T-3**	**DIV/GRP**	168.6000	CSQ	Simplex	NONE	N	L	A	
Zn Ch12	**AIR-to-GROUND**	**CDF A/G**	**ALL PERSONNEL**	151.2200	CSQ	Simplex	NONE	N	L	A	**TBD @ TIME OF DISP**
Zn Ch13	**AIR-to-GROUND**	**R5 AG-59**	**ALL PERSONNEL**	169.1125	CSQ	Simplex	NONE	N	L	A	**TBD @ TIME OF DISP**
Zn Ch14	**AIR-to-GROUND**	**R5 AG-53**	**ALL PERSONNEL**	168.4875	CSQ	Simplex	NONE	N	L	A	**TBD @ TIME OF DISP**
Zn Ch15	**AIR-to-GROUND**	**LAC A/G**	**ALL PERSONNEL**	154.4000	**Tone 14 151.4**	Simplex	Tone 14 151.4	N	H	A	**TBD @ TIME OF DISP**
Zn Ch16	**EMERGENCY**	**AIR GUARD**	**ALL PERSONNEL**	168.6250	CSQ	Simplex	Tone 1 110.9	N	L	A	**EMERGENCY ONLY**

Prepared By (Communications Unit Leader)

Stephen Weston, LAC COMC/COML (213) 999-2540 Cell

Incident Location **ANF / LAC / BDC / BDU MTZ**

County State **CA** Latitude N Longitude W

The convention calls for frequency lists to show four digits after the decimal place. The letter "U", "N", or "W" in the deviation (Dev) column reflects whether the frequency is ultranarrow, narrow, or wide band. Mode refers to either "A" indicating Analog, "D" indicating Digital (e.g. Project 25) or "M" indicating Mixed Mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeaters (and depending on use, base stations) must be programmed with the Rx and Tx reversed.

San Bernardino/Orange/Los Angeles/Riverside Counties

SOLAR

MUTUAL THREAT ZONE RESPONSE PLAN

2016

Introduction

The mountain range that stretches from the 91 freeway north to the 57 freeway and divides Orange and San Bernardino counties east and west has created significant wildland fire control challenges for decades. This area is protected by several agencies including the Anaheim FD CalFire Riverside Unit, CalFire San Bernardino Unit, Chino Valley Fire District, Corona FD, Fullerton/Brea FD, L.A. County FD, and the Orange County Fire Authority. This Mutual Threat Zone (MTZ) is also the dividing line between two Cal-EMA Regions.

With the tangle of the jurisdictional lines within the MTZ, it is often difficult to determine the direct protection area (DPA) on which a fire is burning and historically, the surrounding agencies have sent large wildland responses into the area until DPA is determined. On the surface this would appear to be advantageous in that there would be no lack of resources. In fact though, there was often too much equipment responding, and more importantly, responders from different agencies have been unable to communicate with each other due to incompatible radio systems.

In May of 2008 the communications problem was highlighted at the Carbon Canyon Fire where two fires were burning simultaneously on either side of the mountains in Carbon Canyon. While the fires were extinguished in a couple of hours with little damage, incompatible radio systems increased the hazard to firefighters. In October of 2008 a group representing all of the MTZ agencies met to try to work out a solution to the lack of coordination and communications. Two weeks following the initial meeting the Freeway fire broke out and consumed 29,000 acres and destroyed or damaged 368 structures. Again, the lack of communications and coordination were major issues resulting in several “near miss” events and the burn-over of Corona Engine 5.

SOLAR Plan is Born

The issues of this particular MTZ have been long recognized and there were previous attempts at developing coordinated response plans. Unfortunately, none of the previous plans were fully implemented. In 2009 the group representing the agencies adjacent to the MTZ met again to develop a workable plan. This joint effort of agencies representing San Bernardino, Orange, Los Angeles, and Riverside counties (SOLAR) resulted in the SOLAR Mutual Threat Zone Response Plan.

The center piece of the SOLAR Plan was intended to be a preapproved or “preflighted” Communications Plan (ICS-205) that responding firefighters could easily refer to as they responded into the MTZ. Simple enough idea on the surface, but several complications soon emerged and it was evident that a more comprehensive effort would be required.

Communications

Before a preflighted ICS 205 could be developed, coordination between all of the communications centers (comm centers) needed to occur. Previously, very little "communication" was happening between all of the comm centers and this needed to be resolved. Representatives from all the comm centers including (BDU, LAC, ORC, ONT, RRU, and South Ops), developed a protocol for reported fire starts in the MTZ. In essence, with any reported fire within the MTZ all of the comm centers advise each other of the reported fire, its approximate location, and resources being responded. If it is clear as to which jurisdiction the fire is in, or which jurisdiction has the greatest exposure, a Unified Ordering Point (UOP) will be identified. South Ops will be notified of the fire and they will assign the initial radio frequencies to be used from the SOLAR ICS-205 Communications Plan. The initial frequencies will include one command, one air to ground, and two tactical frequencies. Additional frequencies maybe added if the incident continues to grow.

The most important feature of the SOLAR Plan is the use of VHF radios for all responding SOLAR partner resources. Switching all communications away from incompatible 400 and 800 MHz systems allows all resources to communicate effectively in the first operational period of the incident. If the incident continues to grow to the point that an Incident Command Team is required, a new comm plan will be developed reflecting the size and complexity of the incident.

Air Attack

With several fixed and rotary wing aircraft from different agencies located in close proximity of the MTZ, establishing immediate aircraft to aircraft communications is essential for the safety of both aircraft and ground resources. This was an issue on the Carbon Canyon Fire where one agency's helicopter would not communicate with other assigned aircraft thus forcing the other aircraft not to engage the fire and to orbit high above the fire for safety.

To help remedy this situation, aircraft entering the MTZ will check in on AM VICTOR 130.00 and coordinate their actions with other assigned aircraft. Air to ground frequencies will be assigned to the incident from South Ops utilizing the SOLAR communications plan.

Maps and Pre-Determined Facilities

Part of the SOLAR Plan is a map book with pre-identified incident facilities such as locations for incident bases, drop points, water points etc. Along with the maps are descriptions of historic fire behavior in specific areas that may not be familiar to some initial responders.

Organizational Structure

The SOLAR Plan is a regional partnership to provide the best response possible into the MTZ. All partner agencies have a vested interest in the success of the Plan and that success is directly dependent on active participation. Each year there will be committees and events that will require full engagement by all of the partners. Those committees and events shall include:

- Communications Working Group

  The Communications Working Group is responsible for all technical and procedural aspects of the SOLAR Communications Plan. This will include any radio issues and the update of the SOLAR ICS 205 Communications Plan. A final Draft ICS 205 will be ready for final approval by the Partners Working Group prior to the end of January each year. The Chairman of the Communications Working Group shall be the South Ops OCC Chief.

- Partners Working Group

  The Partners Working Group will be made up of agency representatives that have the authority to commit resources to the support of the SOLAR Plan. The responsibilities of the Partners Working Group will be to approve the Draft ICS 205 from the Communications Working Group, resolve response issues identified from the previous fire season's experience, and identify topics to be presented in the annual SOLAR Commander's Workshop, approve an AOP, and identify key contact staff to facilitate any training plans. The Chairman of the Partners Working Group will be determined by the Partners membership.

- SOLAR Commander's Workshop

  The Commander's Workshop is designed for command officers to get the latest SOLAR Plan updates and review current issues in wildland fire control and safety. The workshop may include lectures and/or simulations to promote a common knowledge base and teamwork between all partner agency command personnel. The training classroom will typically be provided by Chino Valley Fire.

- SOLAR Wildland Exercise

  Originally started by LAC, the Tonner Brush Exercise has evolved into a large multi-agency SOLAR exercise. Because the exercise has evolved into such a large event requiring extensive planning and logistics, the SOLAR Partners have agreed to rotate the lead responsibility of planning and hosting the exercise annually between the larger agencies with the smaller agencies providing additional support.

Lead Agency	Support Agencies	Years
L.A. County	Fullerton/Brea	2012, 15, 18
Orange County	Orange, Anaheim	2013, 16, 19
Cal Fire	Chino Valley, Corona	2011, 14, 17

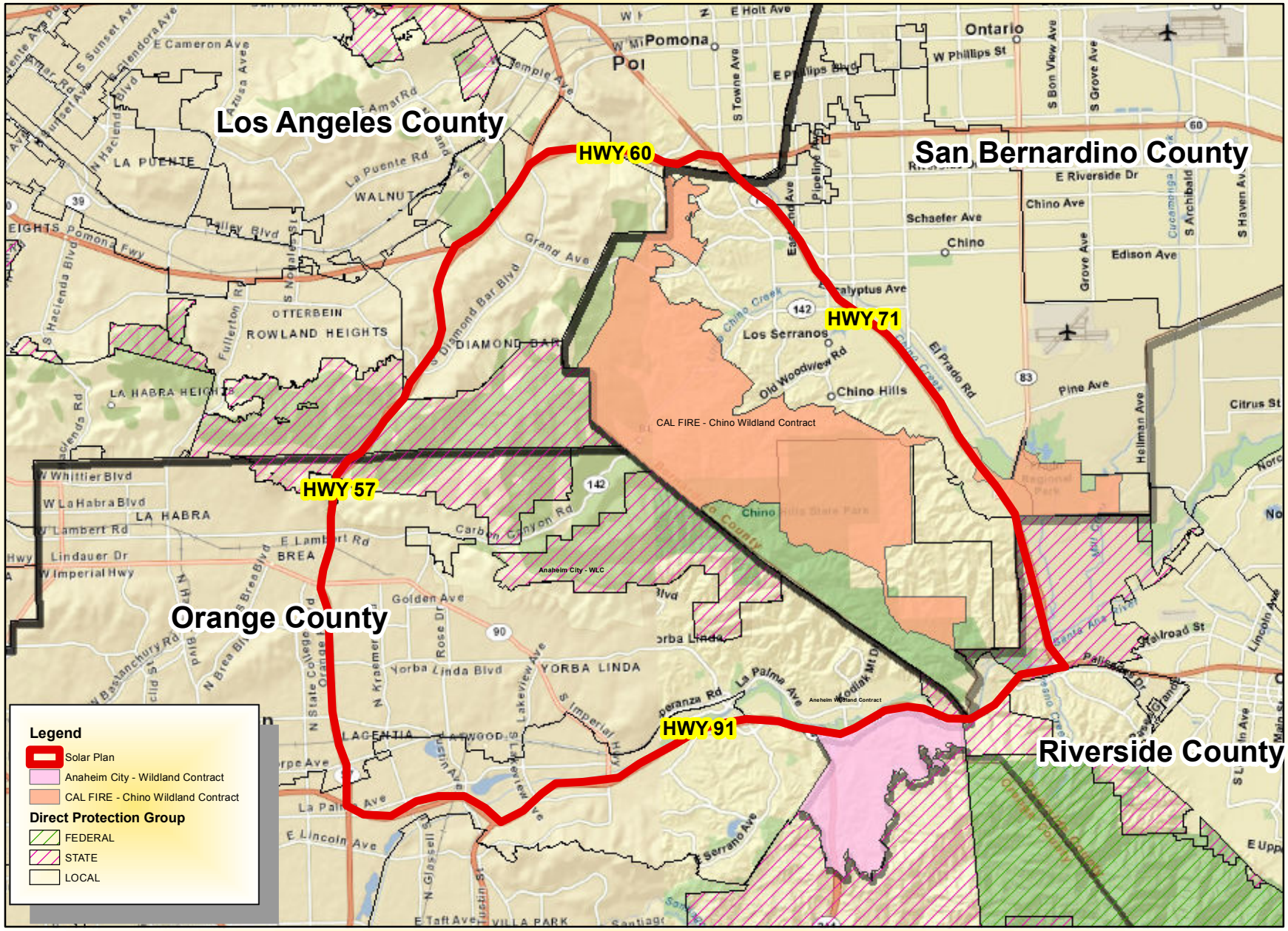
Agreements

It is the intent of this Plan that all future Automatic/Mutual Aid agreements concerning wildland fires within or that are a threat to the MTZ will include a commitment by all signatory agencies to implement the SOLAR Plan on such incidents. The need to establish an Annual Operations Plan is imperative for the SOLAR plan to remain successful and ever evolving. Parties must recognize the need to meet annually for the ever changing need to maintain communications, commitments to annual training and a strategic planning process, collaborated acceptance of updated material and communication plans, and most important the need for the primary agencies to support and maintain the SOLAR partners.

Summary

The SOLAR Plan has been a great effort in cooperation by all of the Partner Agencies. Each year since its inception in 2008, the Plan has continues to improve and grow in scope. With the continued support of all of the Partner Agencies the Plan will be a model for the many other areas around the state that face similar challenges.

SOLAR PLAN



Prepared by: Debbie Chapman
BDU Pre-Fire Engineer
February 20, 2013
T/GISLIB/ARCMAPPROJECTS/SOLAR_Boundary

SOLAR VICTOR 130.200 MHz

INCIDENT RADIO COMMUNICATIONS PLAN	Incident Name	Date/Time Prepared	Operational Period Date/Time
	SOLAR	12/4/2015 0930	2016 FINAL

Zn Ch	Function	Channel Name/Trunked Talkgroup	Assignment	RX Freq	RX Tone/NAC	TX Freq	Tx Tone/NAC	Dev	Pwr	Mode A, D, M	Remarks
Zn Ch1	COMMAND	CDF C-1	IC & OPS	151.3550	Tone 8 103.5	159.3000	OST	N	H	A	T-1 Santiago Pk, T-5 Strawberry Pk
Zn Ch2	COMMAND	CDF C-2	IC & OPS	151.2650	Tone 8 103.5	159.3300	OST	N	H	A	T-1 Santiago Pk, T-5 Strawberry Pk
Zn Ch3	COMMAND	CDF C-3	IC & OPS	151.3400	Tone 8 103.5	159.3450	OST	N	H	A	T-2 Carbon Cyn, T-4 Sierra Pk, T-5 Strawberry Pk
Zn Ch4	COMMAND	CNF	IC & OPS	168.7500	Tone 8 103.5	171.4250	OST	N	H	A	*** T-1 - Sierra Pk, T2 - Santiago Pk, T-12 Sitton Pk ***
Zn Ch5	COMMAND	FIRE OC	IC & OPS	151.0100	Tone 2 123.0	154.9650	Tone 2 123.0	N	H	A	
Zn Ch6	COMMAND	LAC V-1	IC & OPS	152.1500	Tone 14 151.4	158.6100	Tone 14 151.4	N	H	A	
Zn Ch7	COMMAND	RRU 2	IC & OPS	151.1750	Tone 1 110.9	159.2850	OST	N	H	A	T-1 Santiago Pk, T-9 El Cariso
Zn Ch8	TACTICAL	VFIRE22	DIVS/GRP	154.2650	Tone 6 156.7	154.2650	Tone 6 156.7	N	L	A	
Zn Ch9	TACTICAL	VFIRE23	DIVS/GRP	154.2950	Tone 6 156.7	154.2950	Tone 6 156.7	N	L	A	
Zn Ch10	TACTICAL	VFIRE24	DIVS/GRP	154.2725	Tone 6 156.7	154.2725	Tone 6 156.7	N	L	A	
Zn Ch11	TACTICAL	VFIRE25	DIVS/GRP	154.2875	Tone 6 156.7	154.2875	Tone 6 156.7	N	L	A	
Zn Ch12	TACTICAL	VFIRE26	DIVS/GRP	154.3025	Tone 6 156.7	154.3025	Tone 6 156.7	N	L	A	
Zn Ch13	TACTICAL	VTAC11	DIVS/GRP	151.1375	Tone 6 156.7	151.1375	Tone 6 156.7	N	L	A	
Zn Ch14	AIR-to-GROUND	LAC A/G	ALL PERSONNEL	154.4000	Tone 14 151.4	154.4000	Tone 14 151.4	N	H	A	TBD @ TIME OF DISP
Zn Ch15	AIR-to-GROUND	CDF A/G 1	ALL PERSONNEL	151.2200	Tone 16 192.8	151.2200	Tone 16 192.8	N	L	A	TBD @ TIME OF DISP
Zn Ch16	EMERGENCY	AIR GUARD	ALL PERSONNEL	168.6250	NONE	168.6250	Tone 1 110.9	N	L	A	

Prepared By (SOLAR Communications Group)

Neil Eaton - South OPS (951) 320-6127

Incident Location **SOLAR Mutual Threat Zone**

County State **CA** Latitude **N** Longitude **W**

The convention calls for frequency lists to show four digits after the decimal place. The letter "U", "N", or "W" in the deviation (Dev) column reflects whether the frequency is ultranarrow, narrow, or wide band. Mode refers to either "A" indicating Analog, "D" indicating Digital (e.g. Project 25) or "M" indicating Mixed Mode. All channels are shown as if programmed in a control station, mobile or portable radio. Repeaters (and depending on use, base stations) must be programmed with the Rx and Tx reversed.

***** The USFS is changing "CNF" in November 2016. After the change has been made this channel will not work. *****

CAL FIRE GROUP 3 2016

GROUP 3: CAL FIRE STATEWIDE 2016 VER:16D

Ch	RX FREQ	RX CTCSS	TX FREQ	TX CTCSS	PWR	W/N	DISPLAY	NOTES
1	151.3550	103.5	159.3000	OST	H	N	1 CDF C1	CDF COMMAND 1
2	151.2650	103.5	159.3300	OST	H	N	2 CDF C2	CDF COMMAND 2
3	151.3400	103.5	159.3450	OST	H	N	3 CDF C3	CDF COMMAND 3
4	151.4000	103.5	159.3750	OST	H	N	4 CDF C4	CDF COMMAND 4
5	151.3175	103.5	159.3525	OST	H	N	5 CDF C5	CDF COMMAND 5
6	151.2500	103.5	159.3600	OST	H	N	6 CDF C6	CDF COMMAND 6
7	151.4600	103.5	159.3900	OST	H	N	7 CDF C7	CDF COMMAND 7
8	151.4450	103.5	159.3450	OST	H	N	8 CDF C8	CDF COMMAND 8
9	151.1750	103.5	159.4500	OST	H	N	9 CDF C9	CDF COMMAND 9
10	151.1900	103.5	159.2250	OST	H	N	10 CDF C10	CDF COMMAND 10
11	151.3850	110.9	159.2700	OST	H	N	11 MEU L	MEU LOCAL NET
12	151.2500	110.9	159.4050	OST	H	N	12 HUU L	HUU LOCAL NET
13	151.3400	136.5	159.3150	OST	H	N	14 LNU EAST	LNU EAST NET
14	151.4600	136.5	159.3900	OST	H	N	14B LNU WEST	LNU WEST NET
15	154.4150	131.8	154.8600	OST	H	N	14C XNA FIRE	NAPA CO FIRE
16	151.0400	146.2	159.1800	OST	H	N	15 MRN	MARIN CO. MU AID NET
17	151.4450	156.7	159.3450	OST	H	N	16 SCU L	SCU LOCAL
18	151.1225	156.7	159.1650	OST	H	N	16B SCC CMD	SANTA CLARA CMD
19	151.3700	167.9	159.2850	OST	H	N	17 CZU L	CZU LOCAL
21	151.4000	110.9	159.3750	OST	H	N	21 BTU L	BTU LOCAL NET
22	154.4150	123.0	159.0000	OST	H	N	21B BUT SUPP	BUTTE CO SUPPORT NET
23	151.2500	0.0	159.4050	OST	H	N	22 LMU L	LMU LOCAL NET
24	151.3250	131.8	159.3600	OST	H	N	23 NEU WEST	NEU LOCAL NET
25	154.1300	131.8	159.4950	OST	H	N	23B NEU EAST	NEU EAST NET
26	156.2400	110.9	159.1200	OST	H	N	23C XPL CMD	PLACER CO COMMAND
27	153.9650	100.0	156.3300	OST	H	N	23D NEV CO	NEVADA COUNTY FIRE
28	155.9850	186.2	154.0100	OST	H	N	23E FOOTHILL	FOOTHILL FIRE
29	151.1600	136.5	159.2700	OST	H	N	24 SHU L	SHU LOCAL NET
30	154.4300	136.5	159.0150	OST	H	N	24B SHA CMD	Shasta Co. Command
31	151.3700	146.2	159.2850	OST	H	N	25 TGU L	TGU LOCAL NET
32	151.3250	156.7	159.3600	OST	H	N	26 SKU L	SKU LOCAL NET
33	151.1900	146.2	159.2250	OST	H	N	27 AEU L	AEU LOCAL NET
34	155.9025	186.2	159.2775	OST	H	N	27B XED CMD	El Dorado OA CMD Net
35	153.9350	123.0	158.8800	OST	H	N	27C XAM CMD	Amador OA CMD Net
36	151.3850	110.9	159.3600	OST	H	N	31 RRU 1 W	RRU LOCAL NET West 1
37	151.1750	110.9	159.2850	OST	H	N	31B RRU 2	RRU LOCAL NET # 2
38	151.1300	0.0	158.9250	OST	H	N	31C RRU 3 E	RRU LOCAL NET East 3
39	154.1000	0.0	156.0000	OST	H	N	31D RVC C1	RVC COMMAND 1
40	151.1900	131.8	159.2250	OST	H	N	33 MVU 1	MVU LOCAL NET
41	151.3325	131.8	159.2775	OST	H	N	33B MVU 2	MVU LOCAL 2
42	158.9700	103.5	155.5500	103.5	H	N	33C SND CMD	SAN DIEGO CITY CMD
43	154.1750	103.5	158.8650	OST	H	N	33D XSD CMD 1	San Diego Co. CMD 1
44	156.2250	107.2	159.0150	OST	H	N	33E XSD CMD 2	San Diego Co. CMD 2
45	153.9950	110.9	159.1125	110.9	H	N	33F XSD CMD 3	San Diego Co. Old: Border CMD
46	153.8900	0.0	150.8050	OST	H	N	33G XSD CMD 5	San Diego Co.old XSD NCMD(Pendleton)
47	151.3250	136.5	159.3150	OST	H	N	34 SLU L	SLU LOCAL NET
48	154.3850	82.5	156.0300	82.5	H	N	34B SLC	SLC/SLU DISPATCH
49	151.0550	192.8	156.0450	192.8	H	N	34C XSL C4	SLC COUNTY COMMAND 4
50	151.4450	146.2	159.3900	OST	H	N	35 BDU 1	BDU LOCAL NET # 1
51	151.3250	146.2	159.3150	OST	H	N	35B BDU 2	BDU LOCAL NET #2
52	151.2500	146.2	159.4050	OST	H	N	35C BDU 3	BDU LOCAL NET #3
53	159.1200	167.9	156.0600	OST	H	N	35D BDC V 2	SAN BERNARDINO CO 2
54	151.1525	167.9	158.8875	OST	H	N	35E BDC V 3	SAN BERNARDINO CO 3
55	151.1900	110.9	159.2250	OST	H	N	41 TUU L	TUU LOCAL NET
56	154.0100	131.8	155.8950	OST	H	N	41B TLC	TULARE CO FIRE NET
57	151.4600	123.0	159.3900	OST	H	N	42 MMU 1	MMU LOCAL NET
58	151.1525	123.0	159.3375	OST	H	N	42B MMU 2	MMU LOCAL NET #2
59	153.1850	123.0	158.4300	OST	H	N	42C XMA CMD	MADERA COMMAND
60	151.3850	131.8	159.2700	OST	H	N	43 FKU 1	FKU LOCAL 1 NET
61	151.1600	131.8	159.3600	OST	H	N	43B FKU 2	FKU LOCAL 2 NET
62	154.4450	131.8	159.1950	OST	H	N	43C FCO DST1	FKU / FCO DISPATCH

Mobile Radio TK790

CAL FIRE GROUP 3 2016

Ch	RX FREQ	RX CTCSS	TX FREQ	TX CTCSS	PWR	W/N	DISPLAY	NOTES
63	151.1750	136.5	159.4500	OST	H	N	44 TCU L	TCU LOCAL NET
64	151.1300	136.5	158.6925	OST	H	N	44B TLU CMD	TUOLUMNE COMMAND
65	151.6625	136.5	158.7075	OST	H	N	44C CAL CMD	CALAVERAS COMMAND
66	151.2500	156.7	159.4050	OST	H	N	46 BEU E	BEU LOCAL NET EAST
67	151.3325	156.7	159.2775	OST	H	N	46B BEU W	BEU LOCAL NET WEST
68	151.2575	192.8	151.2575	192.8	L	N	47 CDF T1	CDF TAC 1
69	151.1600	192.8	151.1600	192.8	L	N	48 CDF T2	CDF TAC 2
70	151.1750	192.8	151.1750	192.8	L	N	49 CDF T3	CDF TAC 3
71	151.1900	192.8	151.1900	192.8	L	N	50 CDF T4	CDF TAC 4
72	151.2500	192.8	151.2500	192.8	L	N	51 CDF T5	CDF TAC 5
73	151.3250	192.8	151.3250	192.8	L	N	52 CDF T6	CDF TAC 6
74	151.3400	192.8	151.3400	192.8	L	N	53 CDF T7	CDF TAC 7
75	151.3700	192.8	151.3700	192.8	L	N	54 CDF T8	CDF TAC 8
76	151.3850	192.8	151.3850	192.8	L	N	55 CDF T9	CDF TAC 9
77	151.4000	192.8	151.4000	192.8	L	N	56 CDF T10	CDF TAC 10
78	151.4450	192.8	151.4450	192.8	L	N	57 CDF T11	CDF TAC 11
79	151.4600	192.8	151.4600	192.8	L	N	58 CDF T12	CDF TAC 12
80	151.3775	192.8	151.3775	192.8	L	N	59 CDF T13	CDF TAC 13
81	159.2250	192.8	159.2250	192.8	L	N	60 CDF T14	CDF TAC 14
82	159.2700	192.8	159.2700	192.8	L	N	61 CDF T15	CDF TAC 15
83	159.2850	192.8	159.2850	192.8	L	N	62 CDF T16	CDF TAC 16
84	159.3150	192.8	159.3150	192.8	L	N	63 CDF T17	CDF TAC 17
85	159.3450	192.8	159.3450	192.8	L	N	64 CDF T18	CDF TAC 18
86	159.3600	192.8	159.3600	192.8	L	N	65 CDF T19	CDF TAC 19
87	159.3750	192.8	159.3750	192.8	L	N	66 CDF T20	CDF TAC 20
88	159.3900	192.8	159.3900	192.8	L	N	67 CDF T21	CDF TAC 21
89	159.4050	192.8	159.4050	192.8	L	N	68 CDF T22	CDF TAC 22
90	159.4500	192.8	159.4500	192.8	L	N	69 CDF T23	CDF TAC 23
91	151.3175	192.8	151.3175	192.8	L	N	70 CDF T24	CDF TAC 24
92	159.3525	192.8	159.3525	192.8	L	N	71 CDF T25	CDF TAC 25
93	159.2925	192.8	159.2925	192.8	L	N	72 CDF T26	CDF TAC 26
94	159.3075	192.8	159.3075	192.8	L	N	73 CDF T27	CDF TAC 27
95	151.1825	192.8	151.1825	192.8	L	N	74 CDF T28	CDF TAC 28
96	151.3475	192.8	151.3475	192.8	L	N	75 CDF T29	CDF TAC 29
97	151.3925	192.8	151.3925	192.8	L	N	76 CDF T30	CDF TAC 30
98	159.3825	192.8	159.3825	192.8	L	N	77 CDF T31	CDF TAC 31
99	151.1675	103.5	159.3975	0.0	L	N	78 CDF C11	CDF COMMAND 11 (PORTABLE)
100	168.0500	0.0	168.0500	0.0	L	N	79 NIFC T1	NIFC TAC 1
101	168.2000	0.0	168.2000	0.0	L	N	80 NIFC T2	NIFC TAC 2
102	168.6000	0.0	168.6000	0.0	L	N	81 NIFC T3	NIFC TAC 3
103	166.7250	0.0	166.7250	0.0	L	N	82 NIFC T5	NIFC TAC 5
104	166.7750	0.0	166.7750	0.0	L	N	83 NIFC T6	NIFC TAC 6
105	168.2500	0.0	168.2500	0.0	L	N	84 NIFC T7	NIFC TAC 7
106	166.5500	0.0	166.5500	0.0	L	N	85 R5 T4	USFS RGN 5 TAC 4
107	167.1125	0.0	167.1125	0.0	L	N	86 R5 T5	USFS RGN 5 TAC 5
108	168.2375	0.0	168.2375	0.0	L	N	87 R5 T6	USFS RGN 5 TAC 6
109	168.7000	0.0	170.9750	OST	L	N	88 NIFC C1	NIFC CMD 1
110	168.1000	0.0	170.4500	OST	L	N	89 NIFC C2	NIFC CMD 2
111	168.0750	0.0	170.4250	OST	L	N	90 NIFC C3	NIFC CMD 3
112	166.6125	0.0	168.4000	OST	L	N	91 NIFC C4	NIFC CMD 4
113	167.1000	0.0	169.7500	OST	L	N	92 NIFC C5	NIFC CMD 5
114	168.4750	0.0	173.8125	OST	L	N	93 NIFC C6	NIFC CMD 6
115	169.5375	0.0	164.7125	OST	L	N	94 NIFC C8	NIFC CMD 8
116	170.0125	0.0	165.2500	OST	L	N	95 NIFC C9	NIFC CMD 9 - IR1
117	170.4125	0.0	165.9625	OST	L	N	96 NIFC C10	NIFC CMD 10 - IR2
118	170.6875	0.0	166.5750	OST	L	N	97 NIFC C11	NIFC CMD 11 - IR3
119	173.0375	0.0	167.3250	OST	L	N	98 NIFC C12	NIFC CMD 12 - IR4
120	172.3750		169.9500	OST	H	N	99 FS ANF	USFS Angeles NF
121	171.4750		169.8750	OST	H	N	100 FS BDF	USFS San Bernardino NF
122	168.7500	103.5	171.4250	OST	H	N	101 FS CNF	USFS Cleveland NF
123	171.5250	156.7	169.9500	OST	H	N	102 FS ENF	USFS El Dorado NF
124	169.8750		170.4750	OST	H	N	103 FS HTF	USFS Toiyabe NF

Mobile Radio TK790

CAL FIRE GROUP 3 2016

Ch	RX FREQ	RX CTCSS	TX FREQ	TX CTCSS	PWR	W/N	DISPLAY	NOTES
125	168.1250		173.8000	OST	H	N	104 FS INF N	USFS Inyo NF North
126	168.7250		173.8375	OST	H	N	105 FS INF S	USFS Inyo NF South
127	171.5250		165.4125	OST	H	N	106 FS KNF	USFS Klamath NF
128	172.2250		171.4750	OST	H	N	107 FS LNF	USFS Lassen NF
129	170.4625		164.9125	OST	H	N	108 FS LPF	USFS Los Padres NF
130	170.7375		164.9875	OST	H	N	109 FS MDF	USFS Modoc NF
131	169.1750		169.9750	OST	H	N	110 FS MNF	USFS Mendocino NF
132	170.5500		169.9000	OST	H	N	111 FS PNF	USFS Plumas NF
133	171.5750		169.1000	OST	H	N	112 FS SHF	USFS Shasta-Trinity NF
134	172.2250		169.9250	OST	H	N	113 FS SNF	USFS Sierra NF
135	168.7250		170.1250	OST	H	N	114 FS SRF	USFS Six Rivers NF
136	170.5000		168.7500	OST	H	N	115 FS STF	USFS Stanislaus NF
137	168.7750		170.6000	OST	H	N	116 FS SQF	USFS Sequoia NF
138	172.3750	156.7	164.9625	OST	H	N	117 FS TMU 1	USFS Lake Tahoe MU Basin 1 Net
139	168.7750		170.5750	OST	H	N	118 FS TNF	USFS Tahoe NF
140	168.3000		168.3000	0.0	H	N	119 BLM SOA	BLM SCENE OF ACTION
141	172.6125		166.3750	OST	H	N	120 BLMNODW	BLM ADMIN NET North West
142	171.6250		164.2500	OST	H	N	121 BLMNODEF	BLM FIRE North East
143	169.7750		163.0250	OST	H	N	122 BLMCND-F	BLM FIRE Bakersfield
144	166.4875		167.0750	OST	H	N	123 BLMCDD-F	BLM FIRE NET South
145	151.2200	192.8	151.2200	192.8	L	N	124 CDF A/G 1	CDF Air to Ground #1
146	159.2625	192.8	159.2625	192.8	L	N	125 CDF A/G 2	CDF Air to Ground #2
147	159.3675	192.8	159.3675	192.8	L	N	126 CDF A/G 3	CDF Air to Ground #3
148	155.7000	192.8	155.7000	192.8	L	N	127 RVC A-G	RVC AIR TO GROUND
149	154.4000	151.4	154.4000	151.4	H	N	128 LAC A/G	LA CO Air to Ground
150	154.2350	167.9	154.2350	167.9	L	N	129 VNC A/G	VENTURA CO. Air to Ground
151	156.1650	107.2	156.1650	107.2	L	N	130 XSD A/G	SAN DIEGO CO. Air/Ground
152	154.8900	167.9	154.8900	167.9	L	N	131 KRN A/G	Kern Co Air/Ground
153	167.6000	0.0	167.6000	0.0	L	N	131 AG-43	IA Air/Ground Primary CAO1
154	166.8750	0.0	166.8750	0.0	L	N	132 AG-08	IA Air/Ground Secondary CAO1
155	167.5000	0.0	167.5000	0.0	L	N	133 AG-14	IA Air/Ground Primary CAO2
156	169.1125	0.0	169.1125	0.0	L	N	134 AG-59	IA Air/Ground Secondary CAO2 &CAO4 PRI
157	167.4750	0.0	167.4750	0.0	L	N	135 AG-41	IA Air Ground Primary CAO3
158	168.6375	0.0	168.6375	0.0	L	N	136 AG-24	IA Air/Ground Secondary CAO3
159	168.4875	0.0	168.4875	0.0	L	N	137 AG-53	IA Air/Ground Secondary CAO4
160	154.1600	0.0	159.1350	OST	H	N	138 OES 1A	OES FIRE 1A
161	154.1600	0.0	159.1950	OST	H	N	139 OES 1B	OES FIRE 1B
162	154.2200	0.0	159.1350	OST	H	N	140 OES 2A	OES FIRE 2A
163	154.2200	0.0	159.1950	OST	H	N	141 OES 2B	OES FIRE 2B
164	156.0750	156.7	156.0750	156.7	H	N	142 CALCORD	CALCORD
165	151.1375	156.7	151.1375	156.7	L	N	143 VTAC 11	VHF INTEROP National
166	154.4525	156.7	154.4525	156.7	L	N	144 VTAC 12	VHF INTEROP National
167	158.7375	156.7	158.7375	156.7	L	N	145 VTAC 13	VHF INTEROP National
168	159.4725	156.7	159.4725	156.7	L	N	146 VTAC 14	VHF INTEROP National
169	154.2800	156.7	154.2800	156.7	H	N	147 VFIRE 21	NAT INTEROP
170	154.2650	156.7	154.2650	156.7	L	N	148 VFIRE 22	NAT INTEROP
171	154.2950	156.7	154.2950	156.7	L	N	149 VFIRE 23	NAT INTEROP
172	154.2725	156.7	154.2725	156.7	L	N	150 VFIRE 24	NAT INTEROP
173	154.2875	156.7	154.2875	156.7	L	N	151 VFIRE 25	NAT INTEROP
174	154.3025	156.7	154.3025	156.7	L	N	152 VFIRE 26	NAT INTEROP
175	153.7850	167.9	158.8950	167.9	H	N	153 KRN 1	Kern Co FD Dispatch
176	152.1500	151.4	158.6100	151.4	H	N	154 LAC V-1	LA CO Command 1
177	151.0100	123.0	154.9650	123.0	H	N	155 FIREOC	Orange County Fire Channel
178	153.7700	110.9	154.2500	136.5	H	N	156 SBC CH1	Santa Barbara CO DISPATCH
179	153.9050	110.9	154.9950	127.3	H	N	157 SBC C2	S.B. CO. CMD 2
180	153.9800	110.9	155.7150	127.3	H	N	158 SBC C3	S.B. CO. CMD 3
181	154.3250	79.7	155.8350	79.7	H	N	159 VNC C 2	VENTURA CO. CMD 2
182	155.9850	186.2	154.7250	186.2	H	N	160 VNC C 8	VENTURA CO. CMD 8
183	153.7550	0.0	154.9800	OST	H	N	161 CESRS	CA TRAVEL NET / Version 176 CH
184	168.6250	0.0	168.6250	110.9	L	N	162 GUARD16D	AIR GUARD - emerg. use only

Mobile Radio TK790

CAL FIRE GROUP 3 2016

Ch	RX FREQ	RX CTCSS	TX FREQ	TX CTCSS	PWR	W/N	DISPLAY	NOTES

Legend: Red are changes For This Year. ALL CHANNELS ARE NARROW BAND. OST = Operator Selectable Tone on TX to hit desired Repeater input.

REVISED: Jan 21, 2016

Changes for 2016 are in RED

"PWR" - TX Power level

H = Normal
L = Lowest power setting
X = No TX authorized

CAL FIRE CTCSS TONES:

T1=110.9 Hz	T17=67.0 Hz
T2=123.0 Hz	T18=71.9 Hz
T3=131.8 Hz	T19=74.4 Hz
T4=136.5 Hz	T20=77.0 Hz
T5=146.2 Hz	T21=79.7 Hz
T6=156.7 Hz	T22=82.5 Hz
T7=167.9 Hz	T23=85.4 Hz
T8=103.5 Hz	T24=88.5 Hz
T9=100.0 Hz	T25=91.5 Hz
T10=107.2 Hz	T26=94.8 Hz
T11=114.8 Hz	T27=97.4 Hz
T12=127.3 Hz	T28=118.8 Hz
T13=141.3 Hz	T29=173.8 Hz
T14=151.4 Hz	T30=179.9 Hz
T15=162.2 Hz	T31=186.2 Hz
T16=192.8 Hz	T32=203.5 Hz

CAL FIRE Local Units

Unit #	Name w/ Call Sign	
27	AEU	Camino
35	BDU	San Bernardino
46	BEU	Monterey
21	BTU	Oroville
17	CZU	Felton
43	FKU	Fresno
12	HUU	Fortuna
22	LMU	Susanville
14	LNU	St. Helena
11	MEU	Howard Forrest
42	MMU	Mariposa
33	MVU	Monte Vista
23	NEU	Grass Valley
31	RRU	Perris
16	SCU	Morgan Hill
24	SHU	Redding
26	SKU	Yreka
34	SLU	San Luis
44	TCU	San Andreas
25	TGU	Red Bluff
41	TUU	Visalia

Total Channels Group 3: 183

(Avail Local use: 71 Channels)

2016 IMT SCHEDULE

IMT 1	IMT 2	IMT 3	IMT 4	IMT 5	IMT 6
GOUVEA	PATTERSON	LAWSON	DERUM	BRAVO	ESTES
SEE	LINDGREN	KENDALL	MATTESON	REEDER	VEIK

JANUARY

S	M	T	W	T	F	S
	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

FEBRUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29					

MARCH

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

APRIL

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JUNE

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

JULY

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

OCTOBER

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

NOVEMBER

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

DECEMBER

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

CAL FIRE INCIDENT MANAGEMENT TEAM ROSTER
JANUARY 16, 2016

	Team Position		IMT 1		IMT 2		IMT 3		IMT 4		IMT 5		IMT 6	
Command	Incident Commander	ICT1	BRET GOUVEA	SHU	GLENN PATTERSON	RRU	KEVIN LAWSON	MVU	TODD DERUM	LNU	RON BRAVO	SKU	BRIAN ESTES	AEU
	Deputy Inc. Commander	DPIC	BILLY SEE	FKU	SCOTT LINDGREN	NEU	MARK KENDALL	SHU	PHIL MATTESON	BEU	STEVE REEDER	SLU	JEFF VEIK	BDU
	Safety Officer	SOF1	BARAKA CARTER	BEU	STEVE WALKER	LMU	CURTIS BROWN	RRU	BRENT STANGELAND	CDF	RICK GRIGGS	RRU	GABRIEL SANTOS	CDF
	Liaison Officier	LOFR	DAVE SCHLOSS	SMC	MIKE MARTIN	SCU	DENNIS CARREIRO	BEU	MIKE BRADLEY	SKU	PETE DALEY	YUB	MITCH VILLAPANDO	SYC
	Information Officer	PIO1	MICHAEL MOHLER	CSR	SCOTT McLEAN	CNR	MIKE SMITH	RRU	STEVE KAUFMANN	VNC	CHRIS CHRISTOPHERSON	MMU	RICK VOGT	SMC
Operations	Operations Section Chief	OSC1	STEVE SPINHARNEY	CFA	MIKE SHORROCK	BTU	MARK BRUNTON	AEU	MARK BROWN	MRN	MIKE OLIVARRIA	AEU	POLO RODRIQUEZ	SLU
	Operations Section Chief	OSC1	TONY BROWNELL	BTU	CHARLIE BLANKENHEIM	AEU	JEFF OHS	LOB	GEORGE GONZALEZ	MEU	MIKE PARKES	LNU	MIKE WEBB	AEU
	Operations Section Chief	OSC1	GREG EVERHART	RRU	SEAN DAKIN	RRU	NICK TRUAX	SHU	BILL WEISER	RRU	ERICH SCHWAB	NEU	MIKE VAN LOBEN SELS	MMU
	Branch Director	OPBD	MIKE WINK	LNU	JOHN MESSINA	BTU	SEAN NORMAN	BTU	SHANE LAUDERDALE	CHI	NICK SCHULER	MVU	DAVE HAWKS	BTU
	Branch Director	OPBD	DERRICK DAVIS	KRN	ABDUL AHMAD	RRU	VACANT		STEVE BEACH	RRU	FELIX BERBENA	TGU	SILVIO LANZAS	RRU
	Air Ops Branch Director	AOBD	TIM STEPANOVICH	MVU	ROB SONSTENG	BTU	MATT STANFORD	RRU	MARK GRADEK	LNU	FRANK PODESTA	TCU	SCOTT PACKWOOD	LMU
	Air Support Group Sup	ASGS	MATT HILL	SKU	STACY HAMILTION	TCU	SHEM HAWKINS	BTU	GREG BRADSHAW	ORC	JON CHIN	RRU	TOM SWANSON	SLU
	Helibase Manager	HEB1	THOMAS SMITH	***	CHRIS JAUREGUI	BEU	VACANT		TIM PERKINS	ORC	DAVE ITO	AEU	SCOTT CORN	SHU
Plans	Planning Section Chief	PSC1	JOSH TAYLOR	SLU	JEFF JOHNSON	LNU	JEFF ADAMS	ORC	CHRIS BURCH	PFD	SEAN GRIFFIS	NEU	CHRIS POST	TCU
	Deputy Planning Section Chief	PSC1	JON LOVIE	LNU	IAN LARKIN	CZU	VACANT		JASON MARTIN	LNU	STEVE WARD	MMU	MIKE MILLS	MMU
	Situation Unit Leader	SITL	ERIC SCOVEL	MRN	ROBERT CLARK	RRU	DAVID SHY	TUU	AJ JOHANSSON	COR	PHILLIP SELEGUE	RRU	ADAM MITCHELL	SAC
	Resource Unit Leader	RESL	PAUL CARLOS	BTU	ROGER NOON	PFD	CHRIS SAUER	AEU	DANIEL ARBGAST	RRU	CHRIS CARRERA	MVU	GABRIEL GARCIA	MRN
	Resource Unit Leader	RESL	LOUIS ERMIGARAT (t)	SLU	JUSTIN PETERSEN	CZU	JOSH BLACK	MVU	JONATHAN PANGBURN	BEU	RYAN DAVIS	MMU	STEVE OAKS	SBC
	Demobilization Unit Leader	DMOB	VACANT		NICK LAWLOR	FOL	STEVE DEBENEDET	AEU	TERRY MCGOVERN	GGV	DAVE PUCCI	RWC	THOMAS SHEVENELL	MMU
Finance	Fin./Admin. Sec. Chief	FSC1	RICHARD BROWNE	TUU	BILL WINTER	SLU	RODGER RAINES	FKU	PETER PEISCH	CSR	STEVEN HAWKS	LNU	HARPER KEENE	SKU
	Deputy Fin/Admin Sec. Chief	FSC1	ABIGAIL O'LEARY	MVU	VACANT		TERRY EASTWOOD	CDF	GEOFF MONEY	SLU	DARREN DOW	SKU	SHAWN HOGAN	FKU
	Time Unit Leader	TIME	SHANNON THOMPSON	LMU	DENISE EHNAT	CDF	PATRICK AGUADA	BDU	LESLIE DREXEL	NEU	TIFFANY TRACY	CZU	ANDREW CORPUZ	BEU
	Procurement Unit Leader	PROC	BOB COUNTS	AEU	JASON McDERMOTT	MVU	JAMES LOPEZ	RRU	DAVID IRION	MMU	EVELYN GLENN	LMU	JULIE FREEMAN	BEU
	Cost Unit Leader	COST	PATTI ROYER	CDF	SANDRA JEWEL	CNR	JOHN FORSBERG	SLU	GEORGE HUANG	SLU	MIKE KENEFICK	BTU	GREG BELK	RRU
	Compensation/Claims Unit Ldr	COMP	SUZI CAIN	SLU	JOE EKBLAD	MVU	LAURA GERMANY	RRU	KAREN GULLEMIN	MMU	DAVE REESE	NEU	JOE TAPIA	BTU
Logistics	Logistics Section Chief	LSC1	CRAIG WHITE	LFD	KEN LOWE	SHU	PETE GALLEGOS	NEU	JIM CRAWFORD	SCU	MIKE JARSKE	SCU	DUSTY MARTIN	AEU
	Deputy Logs Section Chief	LSC1	JESSE MORRIS	LNU	LARRY WILLIAMS	VNC	GEOFF PEMBERTON	RRU	ROBERT WOOD	RRU	VACANT		EDDY MOORE	RRU
	Facility Unit Leader	FACL	MATT REICH	NEU	GARRETT RADOVICH	NEU	VACANT		SHAWIN BURRIS	RRU	TOBIN RILEY	MVU	ERNIE SOLIS	SCU
	Communications Unit Leader	COML	TOM WEBB	NEU	JOHN AGUILERA	SLU	KYLE JOHNSON	SHU	AUSTIN BROWNE	MVU	KEN PARKER	RVC	TIM MCGUIRE	CNT
	Medical Unit Leader	MEDL	JESSE WINNEN	SCU	VACANT		KEVIN FOURTNEY	RRU	DARIN NELSON	NEU	BARYIC HUNTER	ORC	JORGE SEGURA	RRU
	Supply Unit Leader	SPUL	LON STORY	MVU	BRIAN ROBBINS	CZU	AMBER HENDERSON	SLU	MATTHEW BRANDT	RRU	AMBER STOREY	FKU	PAUL LEE	SLU
	Ordering Manager	ORDM	RON DRAGOO	BDU	RICH RICE	RRU	DANIEL WILLIAMS	RRU	MIKE ESPARZA	RRU	ADAM AMARAL	MMU	STEVE DOHMAN	ORC
	Ordering Manager	ORDM	JARAD TOMPKINS	***	JESSE TORRES	MEU	STEVEN BERKERY	LFD	EVA TICHY	CZU	MIKE WORFORD	VNC	VACANT	
	Ground Support Unit Leader	GSUL	ROBERT TOOKER	CZU	TOM STROING	TGU	STEVE LANGSTON	FKU	BRENT LEE	SLU	OWEN STARKWEATHER	FKU	JASON WARDEN	AEU
	Motel Tech Spec	MOTL	STAN OWENS	BDU	NICK MIFSUD	TGU	RANDY DIAZ	RRU	DAWN MUSHETTO	CDF	DENNIS MIRANDA	SAC	SHANE COOK	BTU
Specialists	GIS Technical Specialist	GISS	TIM WERLE	LFD	FRED POSTLER	MEU	CHRIS INGRAM	CNT	DAN DRESSELHAUS	SHU	DARIN McFARLIN	AEU	TOM GIKAS	LFD
	Hired Equipment Tech Spec	EQTS	DOUG GRANDBOIS	AEU	JASON MARSH	RRU	ANDY WHITLOCK	MEU	LEN NIELSON	HUU	MATT SULLY	LNU	JASON LUCKENBACH	FKU
	Fire Behavior Analyst	FBAN	DON WATT	CNR	TODD HOPKINS	RRU	JOHN HEGGIE	MVU	TIM CHAVEZ	RRU	SCOTT JONES	CNR	JEFF WILSON	LAC
	Training Tech Spec	TNSP	VACANT		CLAUDIA SOIZA	LAC	JIM MOBLEY	SHU	VACANT		CORY CISNEROS	WCV	SHANE VARGAS	LMU
	Law Enforcement Tech Spec	LELO	SCOTT BLACK	SDSO	JOHN McCAMMON	SBSO	PHILIP FONTANETTA	LAPD	SHANNON BARNEY	MCS	JOHN DAVIS	LAPD	SCOTT McCARTNEY	SCSO
	Law Enforcement T/S- CHP	LELO	RAYMOND DIGGINS	CHP	MARK LOVELESS	CHP	SVEN MILLER	CHP	ERIC PHIPPS	CHP	KENNETH ROBERTS	CHP	TODD JENNINGS	CHP

	TRAINEES		IMT 1		IMT 2		IMT 3		IMT 4		IMT 5		IMT 6	
CAL FIRE	Incident Commander Trainee	ICT1 (T)	KEITH CALLISON	SKU	SEAN KAVANAUGH	SHU	VACANT		DAVE RUSSELL	TGU	VACANT		JIM FERGUSON	SHU
	Incident Commander Trainee	ICT1 (T)	STEVEN SHAW	BDU	MARC HAFNER	CSR	BARRY BIERMANN	LNU	VACANT		DONNA MCCAIN	SHU	DAVID FULCHER	CSR
			STEVE CRAWFORD (OSC1)	SLU	ANDY MURHPY (PSC1)	TCU	PAM LINSTEDT (LOFR)	MEU	GEORGE RANDAR (FACL)	MEU	JOHNNY MILLER (PIO1)	RRU	VACANT	
			JACK FRANKLIN (FSC1)	RRU	KEITH TSUDAMA (RESL)	BEU	N. CHRIS WATERS (OPBD)	AEU	ROBERT REYNOLDS (LSC1)	MVU	SUZI BRADY (PIO1)	SKU	BUDDY BLOXHAM (PSC1)	BEU
			JANET LEWIS (COMP)	LMU	MILFORD FERGUSON (LSC1)	RRU	SCOTT HENRY (LOFR)	CNR	ROB JENKINS (COST)	SLU	ANALE BURLEW (PSC1)	NEU	JONATHON COX (PIO1)	CNR
			MATT BRABO (ORDM)	TGU	JENNIFER FAGAN (COST)	RRU	TODD WILLIAMS (OSC1)	RRU	JOE FLAGG (PROC)	BTU	RICH BOHN (LSC1)	MMU	KYLE LUNSTED (TIME)	LNU
			ED SIMPSON (FACL)	FKU	ANDRE SCHMIDT (PROC)	RRU	GREG BERTELLI (OSC1)	LNU	TIM PERSON (PSC1)	MEU	MATT REA (TIME)	LNU	VACANT	
			DENNIS LANGE (SOF1)	SHU	BYRON VANCE (ASGS)	TGU	RICHARD BRUNING (PURC)	BDU	SHANE BECK (TIME)	FKU	NATE HOEHN (ORDM)	FKU	JOE BUCHMEIER (SOFR)	LNU
			VACANT		TOM SMITH (FACL)	BDU	RICHARD CORDOVA (PIO)	CSR	BOB ELLIS (LSC1)	HUU	JIM DAY (SITL)	ORC	VACANT	
LOCAL GOV'T			MIKE HARDY (LOFR)	ECF	RON OATMAN (PIO1)	VNC	TODD TUGGLE (GISS)	FRN	BILL MURPHY (PIO1)	CNT	MICHAEL URQUIDES (LOFR)	MCF	CARL SIMMONS (FACL)	SAC
			MIKE PETRO (PSC1)	ORC	MIKE INMAN (OSC1)	LAC	DAVID SARGENTI (RESL)	MCF	JACK PICCININI (SOFR)	SRS	BRIAN NORTON (OPBD)	ORC	TIM ERNST (OPBD)	LFD
			ROB DECAMP (RESL)	NCF	CHAD THOMPSON (SOF1)	ANA	JEFF DAPPER (RESL)	LFD	JASON TAYLOR (SITL)	ORC	JIM DAY (SITL)	ORC	SHANE SHERWOOD (SITL)	ORC
			ANTHONY STORNETTA (SOF1)	SBC	JEREMY HENDERSON (SITL)	VEN	VACANT		VACANT		SCOTT HANSEN (SOF1)	SMC	VACANT	
			VACANT		BRAD IDOL (HEB1)	LAC	JOHN RUEDY (SPUL)	LFD	RON KARLEN (RESL)	VAC	DANNY MCNAMARA (SOF1)	SRM	RON ROBERTS (OSC1)	ORC

Los Angeles County / CALFIRE
Appendix "Q" LAC Incident Management Team Pre-Approved Positions
2016 / 2017

COMMAND STAFF

(1) Incident Commander
(1) Deputy Incident Commander
(1) Safety Officer
(2) Public Information Officers
(1) Liaison Officer
(1) Safety Officer (trainee)

OPERATIONS

(1) Operations Sections Chiefs
(1) Planning/Operations Section Chief
(1) Deputy Operations Section Chief
(2) Division/Group Supervisors
(1) Air Operations Branch Director
(1) Air Support Group Supervisor
(1) Operations Section Chief (trainee)
(1) Division/Group Supervisor (trainee)

PLANNING

(1) Planning Section Chief
(1) Situation Unit Leader
(1) Resource Unit Leader
(1) Demobilization Unit Leader
(1) GIS Specialist
(1) Fire Behavior Analysis
(1) Training Specialist
(1) Planning Section Chief (trainee)
(2) Situation Unit Leader (trainee)
(1) Resource Unit Leader (trainee)

LOGISTICS

(1) Logistics Section Chief
(1) Communication Unit Leader
(1) Supply Unit Leader
(1) Ordering Manager
(1) Facilities Unit Leader
(1) Ground Support Unit Leader
(2) Medical Unit Leaders

FINANCE/ADMIN

(1) Finance/Admin Section Chief
(1) Cost Unit Leader
(1) Procurement Unit Leader
(1) Finance/Admin Section Chief (trainee)

SRA CLASSIFICATION CRITERIA

LEGAL BASIS **7292.4**

This classification system which defines land for which the state assumes primary financial responsibility for protecting natural resources from fire damages is based on existing law (PRC §4125-4128).

It is important to understand that the system is not based on the ability to protect an area from fire but rather on the vegetative cover and natural resource values enumerated in PRC §4126:

- "The board shall include within state responsibility areas all of the following lands:

  "(a) Lands covered wholly or in part in forests or by trees producing or capable of producing forest products.

  "(b) Lands covered wholly or in part by timber, brush, undergrowth, or grass, whether of commercial value or not, which protect the soil from excessive erosion, retard runoff or water or accelerate water percolation, if such lands are sources or water which is available for irrigation or for domestic or industrial use.

  "(c) Lands in areas which are principally used or useful for ranger or forage purposes, which are contiguous to the lands described in subdivisions (a) and (b)."

Lands which do not qualify as SRA are defined in PRC §4127:

"The board shall not include within SRA any of the following lands:

"(a) Lands owned or controlled by the federal government or any agency of the federal government.

"(b) Lands within the exterior boundaries of any city.

"(c) Any other lands within the state which do not come within any of the classes which are described in Section 4126."

In addition, PRC §4128, states the following:

- "The board may, for purposes of administrative convenience, designate roads, pipelines, streams, or other recognizable landmarks as arbitrary boundaries."

These definitions provide the basis for the field evaluation of SRA.

FIRE SUPPRESSION CIVIL COST RECOVERY
Joint Civil Cost Recovery Cases

The following procedure shall be implemented for all Civil Cost Recovery (CCR) cases, involving State Responsibility Area fires within the COUNTY Direct Protection Areas where the Emergency Fund was expended and/or suppression cost recovery is reasonably anticipated.

Notifications

The COUNTY shall notify the Region Fire Prevention / Law Enforcement Deputy Chief once they determined that a fire involving State Responsibility Area within County Protection Area has qualified for fire suppression CCR actions. The Region Fire Prevention / Law Enforcement Deputy Chief will assign a Region Case Manager to the case.

Fire Investigation

The COUNTY shall complete the Fire Investigation as described within section "IX Fire Investigation."

The COUNTY shall provide a draft Fire Investigation Report (LE-80) to the Region Prevention / Law Enforcement Deputy Chief for review no later than **90 days** after the incident end date.

The COUNTY Case Officer (Lead Investigator) may request an extension of this time from the Region Prevention / Law Enforcement Deputy Chief. The COUNTY will maintain the original LE-80.

The COUNTY shall make the Lead Investigator (Case Officer) reasonably available to the STATE for the duration of the CCR case.

Case Viability

The Region Case Manager will assist the COUNTY in determining if the case is a viable Civil Cost Recovery (CCR) case using the same criteria as describe in CAL FIRE Handbook 9400.

If the case is deemed viable, the Region Case Manager will work with the COUNTY to collect the necessary documents and information so Region CCR staff can prepare to proceed with the CCR process.

CCR Litigation Agreement

Where the COUNTY and STATE decide to enter into a joint CCR case, with the STATE providing case management, a Joint Litigation Agreement (JLA) shall utilized. The JLA should be initiated prior to sending out any LOD's, but it shall be required prior to filing a civil complaint with the court.

The JLA should include, but not limited to the following items:

- *Authority to represent in settlement and or litigation*
- *Litigation fees cost share*
- *Cooperation and assistance in litigation*

- *Settlement or Judgment recovery share*
- *Termination of JLA*

Fire Cost Packages

The COUNTY will be required to complete a fire cost package with supporting documentation no later than six months after the incident end date. The COUNTY may request an extension of this time from the Region Prevention / Law Enforcement Deputy Chief. The COUNTY is required to provide a Person Most Knowledgeable (PMK) for the cost package for the duration of the case.

The COUNTY will maintain the origin cost package and provide a copy to the Region Case Manager.

Letter of Demand

The STATE Region Case Manager, will prepare a Letter of Demand (LOD) on behalf of the COUNTY for their unreimbursed costs.

Settlement Agreement and Release

The Region Case Manager will notify the COUNTY when the case is closed, and provide a copy of the case closure package to the COUNTY.

Daily Report for South Ops

Please email daily to csr.occ@fire.ca.gov by 0800

Los Angeles County Fire Department
1320 North Eastern Avenue
Los Angeles, CA
90036
Phone: (323) 881-6183
http://fire.lacounty.gov

Date:	July 1, 2016	
AM Duty Chief:	CD1 Richardson	(213) 259-3889
PM Duty Chief:	CD1 Richardson	(213) 259-3889
ECC Supervisor:	Andre Gougis	(323) 881-6183
ECC Supervisor's Phone:	(323) 881-6183	
ECC 24 Hour Emergencies:	(323) 262-2111	
Aircraft Availability:	Type 1 copter	
Dispatch Level:	Normal	

Expanded Operations

Expanded Overhead Desk Phone:	Closed
Expanded Equipment Desk Phone:	Closed
Expanded Crews Desk Phone:	Closed
Expanded Aircraft Desk Phone:	Closed

Resources Available for the State Mission/Comments:

Type here

Resources Assigned to CSR Staffing Pattern:

Type here

CONTRACT COUNTY MOVE-UP AND COVER GUIDELINES

In support of move-up and cover within a Contract County, it is the responsibility of the Contract County, CALFIRE Administrative Unit Duty Chief, and the CALFIRE Northern/Southern Region Duty Chief to identify **(1***) the level of move-up and cover required in a Contract County;* **(2)** *availability of Contract County engines to provide move-up and cover support outside a Contract County; and* **(3***) duration of the move-up and cover assignment(s).*

Station coverage and engine requests for move-up and cover consideration and reimbursement eligibility shall be limited to Contract County stations and number of engines listed in the Gray Book.

IN-COUNTY MOVE-UP AND COVER

- When a Contract County has one or multiple wildfires occurring within the SRA protected by a Contract County, resulting in Gray Book stations being left uncovered, a request for move-up and cover can be made to CAL FIRE.

- A minimum level of coverage to Gray Book assigned fire stations need to be maintained within the Contract County to support additional initial attack wildfire within a Contract County. Minimum coverage will maintain **40%** of Gray Book assigned fire stations with one engine coverage.

- For the Contract County, the minimum level of station coverage may be determined based on a countywide level and/or geographic level of coverage. Adjustment in the minimum level of coverage may occur in response to existing fuel conditions and predicted fire weather conditions.

- Move-up and cover options available to a Contract County are as follows:

  - ✓ *Call back Contract County personnel to cover available engines with reimbursement based on Contract County / CALFIRE Operating Plan.*

  - ✓ *Request move-up and cover support through CAL FIRE.*

  - ✓ *Order engine resources from outside a Contract County to support the planned release of Contract County engines assigned to a SRA wildfire within the Contract County; re-assigning released Contract County engines to cover open Gray Book stations.*

- When move-up and cover is provided by resources outside the Contract County, a Contract County liaison may be assigned to each engine strike team/task force providing Gray Book station coverage with position eligible for reimbursement based on Contract County / CAL FIRE Operating Plan. When a move-up and cover engine strike team/task force is covering multiple fire stations, depending on the distance and remoteness between stations, an additional liaison may be authorized.

REGIONAL AND STATEWIDE MOVE-UP AND COVER

- When CAL FIRE places an order for Contract County Gray Book engines to provide move-up and cover support outside the Contract County, orders will be placed as an Assistance-by-Hire (ABH) request in strike team / task force configuration with strike team / task force staffed with only Contract County engines and personnel. Reimbursement will be based on Contract County / CAL FIRE Operating Plan.

- When a Contract County is providing an engine strike team for CAL FIRE move-up and cover support, the Contract County will utilize its state strike team numerical identifiers to identify the strike team as a state ordered resource.

- Each Contract County will establish a resource level that identifies the number of engines that can be available for an out of county assignment. This level can be adjusted to reflect current and forecasted fire weather conditions and the number of Contract County resources currently assigned to incidents. These resources will be identified daily within the contract county "Morning Report Appendix T".

- When a Contract County engine strike team/task force is providing move-up and cover support to another Contract County or CAL FIRE unit, the Contract County or CAL FIRE unit requesting move-up and cover support may provide a unit liaison to serve as a strike team / task force technical resource. When a move-up and cover strike team / task force is covering multiple fire stations, depending on the distance and remoteness between stations, an additional liaison may be authorized.

MOVE-UP AND COVER COORDINATION

- When a Contract County engine strike team / task force is providing regional and/or statewide move-up and cover support, Contract County resources will be considered as a state resource; reimbursed by CAL FIRE for all incident assignments regardless of using agency.

- When requested for a regional and / or statewide move-up and cover assignment, there will be a CAL FIRE expectation that the Contract County resource will be available for a ***(14) fourteen day assignment period.*** If there is the need to extend the assignment period, the CAL FIRE Region Duty Chief will make contact with the appropriate Contract County Duty Chief to request an assignment extension. This request for an assignment extension shall be made no later than four days prior to the fourteen day assignment period being reached.

- When a Contract County engine strike team / task force has been identified for re-assignment, ***CAL FIRE will contact the Contract County and advise of the re-assignment*** and determine if the re-assignment can be supported by the Contract County. The Contract County will have final approval on requests for move-up and cover re-assignments.

- When assigned to a move-up and cover assignment, rotation of personnel will be coordinated with CAL FIRE through the appropriate CAL FIRE Region Duty Chief. During a (14) fourteen day assignment period, CAL FIRE can support (1) one rotation of personnel for CAL FIRE reimbursement.

- There will be a CAL FIRE expectation that a rotation of personnel may occur ***no earlier than (7) seven days*** into a move-up and cover assignment. Any additional personnel rotations will be considered on a case by case basis with no guarantee that requests will be eligible for CAL FIRE reimbursement.

Notice of Defensible Space Inspection

Document

The Contract County may utilize the CALFIRE LE-100 NOTICE OF DEFENSIBLE SPACE INSPECTION form. The Administrative Unit Fire Prevention Bureau Chief (see exhibit 5) will provide the Contract County the CALFIRE LE-100 forms as needed. Any Contract County Defensible Space Inspection form used in lieu of the LE-100 shall be reviewed and approved by the Southern Region Fire Prevention Deputy Chiefs.

Reporting Procedures

The Contract County will be responsible for reporting the following information monthly:

- *Number of STATE defensible space inspections*
- *Number of STATE defensible space violations*
- *Number of STATE defensible space citations*
- *Number of hours fire prevention related education*

The reports will be sent electronically by the 13th of each month to:

Southern Region Fire Prevention Office Technician
Nancy Kubota Nancy.Kubota@fire.ca.gov

Northern Region Fire Prevention Office Technician
Sierra Salquero Sierra.Salguero@fire.ca.gov

Training

CALFIRE LE-100 NOTICE OF DEFENSIBLE SPACE INSPECTION training will be made available annually. Contract Counties can contact the Region Fire Prevention Deputy Chiefs to meet the needs of individual contract counties.

*Southern Region (**CSR**)* – ***Deputy Chief Ron Eldridge*** (559) 243-4117
*Northern Region (**CNR**)* – ***Deputy Chief James Engel*** (530) 226-3477 ext. 120

Appendix W
Aircraft Rostering Procedures for Contract Counties
2016/2017

SCOPE: This Appendix specifically addresses rostering of fire suppression and rescue aircraft and associated personnel and equipment operated by or for the Contract Counties in support of the **STATE Mission**. The question of any particular aircraft being appropriate for use in the State mission will continue to be decided as it has been, by CAL FIRE Management. Further, this appendix does not address the dispatching and engagement or tactical use of aircraft for the State mission, which is addressed within command and control and aviation channels.

AUTHORITY: Contracting by CAL FIRE with the Contract Counties in support of the fire suppression mission is enabled by Public Resources Code Sections 4129 and Government Code Section 55607.

ANNUAL OPERATING PLAN (AOP): The AOP and associated Appendices are specifically authorized by the Contract between the California Department of Forestry and Fire Protection (CAL FIRE) (the **State**) and the counties of Kern, Santa Barbara, Marin, Los Angeles, Ventura, and Orange (the **Counties**). The term of these Contracts is three years. The Annual Operating Plan(s) (AOP) are renewed each year, coincidental with the State fiscal year.

The State mission is dramatically enhanced by utilizing appropriate and properly staged aircraft for firefighting. The primary effect is that initial attack efforts are enhanced and accelerated through the use of this aircraft. Firefighting aircraft arrive at remote wildland fires well before ground resources can. They assist the initial attack effort by confirming or correcting access information and the actual location of the fire, provide a detailed, eyes on the fire, constantly updated report on conditions, greatly improve communications, apply water and fire retardant to the fire, slowing the spread until ground resources can arrive and contain and extinguish the fire.

This appendix details the steps required of Contract Counties (**County**) to roster their aircraft for use on behalf of CAL FIRE (**State**).

Two documents fully describe the several elements that must be fulfilled by the County in order to roster, and invoice the State for aircraft used on behalf of the State:

1). **FC-107CC AUTHORIZATION FOR THE INTERMITTENT USE OF CONTRACT COUNTY AIRCRAFT:**

The FC-107CC consists of a list of aircraft to be utilized by the County for the State mission. The list is organized by ICS Type, and includes tail number, location, rates, and all other pertinent information collected in the CWN program utilized for private aircraft.

2). **Carding letter:** A current letter issued by either CAL FIRE AMU, or, USFS R5 Fire and Aviation Unit declaring aircraft compliance and current pilot certification. The referenced letter must do the following, at minimum:

- ✓ Must be issued by USFS R5 Fire and Aviation or CAL FIRE Aviation Management Unit
- ✓ Cover pilots and aircraft for the same calendar period as the AOP it is contained within.
- ✓ Cover all aircraft for which a flight time billing may be presented to the State.
- ✓ Include the names of every pilot for whom a flight time billing may be presented to the State.

The above properly executed documents must be delivered to the State Contract Counties Deputy Chief **prior to May 1 each year**. The Contract Counties Deputy Chief will receive and process these documents and will include them as exhibits in Appendix WW within the AOP for the County in question. CAL FIRE Tactical Aviation Operations (TAO) will confirm that the aircraft rostered on the FC-107CC are appropriate for fire suppression or rescue services for the State mission. The documents will then be filed by the Contract Counties Deputy Chief. The affected Contract County will be notified, and the listed aircraft and pilots may be billed to the State for authorized firefighting or rescue flight time, in compliance with the Contract and the AOP.

OPERATING AGREEMENT FOR AIDED LOW LEVEL HELICOPTER NIGHT OPERATIONS BETWEEN CALIFORNIA DEPARTMENT OF FORESTRY AND FIRE PROTECTION AND UNITED STATES FOREST SERVICE AND THE LOS ANGELES COUNTY FIRE DEPARTMENT

Purpose: To establish procedures regarding night operations for the following missions:

- Fire suppression drops using only fixed tank aircraft that utilize ground fill operations.
- Aerial Supervision
- Emergency hoist/rescue operations

This agreement shall be renewed annually and is expressly intended to augment any other agreement for firefighting in effect at the time it is executed. The purpose of this agreement is to address how low level, night flying helicopter operations will be conducted. Nothing in this agreement shall limit either the Los Angeles County Fire Department, referred as "Cooperator" hereafter, and CAL FIRE/USFS, referred to as "Agency" hereafter, from participating in separate agreements with other fire jurisdictions and shall have no effect upon any other already existing mutual aid agreements.

All flights conducted below 1000 feet above ground level (AGL) at night will be considered low-level. Missions conducted above 1000 AGL, including but not limited to reconnaissance and fire mapping, are not addressed in this agreement.

Cooperator may conduct night flying operations outside of its geographic jurisdiction and into the geographical jurisdiction of Agency State Responsibility Areas (SRA) /Federal Responsibility Areas (FRA). The Cooperator shall provide the equipment and personnel necessary to perform the Mission.

Any resource not ordered by the Agency will not be considered for reimbursement.

General

Flight Operation Prerequisites.

- A risk assessment must be completed and approved by the Agency Incident Commander.
- A Go/No Go checklist must be completed and signed by the Cooperator and the Agency Incident Commander
- An Air Operations Branch shall be established for nighttime operations and staffed appropriately, based on the complexity and the needs of the incident.

Flight Operation Requirements.

- Flight operations shall be conducted pursuant to weather minimums contained in Federal Aviation Regulation (FAR) 91.155 (Basic VFR Weather Minimums),

- Inadvertent Instrument Meteorological Conditions [IIMC] procedures must be in place and briefed prior to any launch.
- With the concurrence of the Agency, NVG helibases and NVG fill-points shall be approved by Cooperator NVG-trained personnel.
- Positive communications with appropriate ground resources shall be established

Procedures: The following procedures shall be utilized for all Missions performed pursuant to this agreement.

The Incident Commander must request the night air assets. The Agency must assess a high probability of mission success prior to any decision to request the aircraft.

Required Conditions: One of the following conditions must exist before the Agency may consider ordering night flying operations under this agreement:

- Lives are or will be threatened.
- Structures are or will be threatened.
- Resources of significant economic value are or will be threatened.
- Excessively high suppression cost will be prevented.
-

Cooperator may perform the Missions within Agency FRA/SRA during night hours. Operations shall be conducted in accordance with the following references, all of which are attached hereto, and incorporated herein by this reference:

- Meet or exceed the current FIRESCOPE Night Flying Guidelines (Attachment A)
- Interagency Helicopter Operations Guide (IHOG), Chapter 3. (Attachment B)
- CAL FIRE/ USFS Go/No-Go checklist. (Attachment C)
- Current FAA Notice on Night Vision Imaging Systems (Attachment D)

Aircraft.
Aircraft to be utilized shall be limited to helicopters with NVG-compatible lighting that meet FAA Type Certification (TC) or Supplemental Type Certification (STC) minimums. Modifications made to un-certificated aircraft shall meet the same standard as though there was a STC available. Aircraft shall possess current interagency certification with NVG qualification.

Equipment.
Aircrew equipment shall include flight helmets properly modified for NVG usage and ANVIS-9 or better NVGs.

Aircrew requirements.
All personnel participating in NVG operations will, at a minimum, meet the requirements contained in Cooperator NVG Operations Manual.

Pilots.

Pilots shall possess current interagency certification with NVG qualification. Pilots must conduct all operations in accordance with the following references, attached hereto and incorporated herein by this reference:

- Current FIRESCOPE Night Flying Guidelines (Attachment A)
- Interagency Helicopter Operations Guide (IHOG), Chapter 3 (Attachment B)
- CAL FIRE/USFS Go/no-go Checklist (Attachment C)
- Cooperator NVG Operations Manual (Attachment E)
- FAA Notice N8900/100 (10/30/09) National Policy RE: FAR 61.31(k)

Flight and Duty Limitations
For planning purposes, ordering Agency night flying flight and duty limitations will be adhered to after the first burning period.

Aviation Ground Support Personnel
All aviation ground support personnel will receive annual training per Cooperator's NVG Operations Manual

Missions

Fire Suppression Drops

- Restricted to fixed tank helicopters.
- Two or more airborne aircraft will require aerial supervision which could be a working HLCO depending on the complexity of the incident.
- Missions that commence prior to sunset may be carried into darkness. Missions that commence 30 minutes after sunset or when a pilot exchange has taken place must have ordering Agency specific briefings performed prior to the mission.
- Pilots should not be expected to fly at night in terrain that they are not intimately familiar with. Cooperator will define what is considered pilot familiarity.
- Ground crews need to be easily identifiable and have positive communications with aerial assets.

Reconnaissance
All reconnaissance flights will be operated above 1000 AGL, and are not limited by the terms of this agreement.

Aerial Supervision
Aerial Supervision shall be performed by a qualified Aerial Supervision Module, Air Tactical Group Supervisor, or Helicopter Coordinator.

Hoist/Rescue
Cooperators are authorized to perform hoist and rescue missions, providing they have a current night rescue program in place which has been reviewed and approved by the Agency. This approval shall be noted on the interagency certification documents.

Prohibited Missions

- All Missions that require cargo to be slung under the helicopter
- Personnel transport
- Equipment and supply transportation

Where any terms and/or procedures referenced differ from and/or conflict with any terms of this agreement, the terms and/or procedures contained in this agreement shall apply to the extent permitted by law and any existing agreements of either the Cooperators or Agency.

This agreement shall become effective as of the date signed by both Cooperator and Agency.

Los Angeles County Fire Department	6/21/2012 Date
CAL FIRE/USFS	6/27/12 Date

Definitions:

Fire Suppression Drops: Water or any other product listed on the Qualified Product List, approved for delivery by fixed-tank helicopters.

First Burning Period: The time between the first report of the fire until 10:00 a.m. the next day

Mission Flight: These flights are defined by exclusion as all flights not meeting the definition of "point-to-point" flight. As such, mission flight requires work to be performed in the air (for example, retardant or water delivery, reconnaissance, etc.), or through a combination of ground and aerial work (for example, delivery of personnel and/or cargo from helibases to helispots or unimproved landing sites, repelling or cargo letdown, horse herding, etc.)

Personnel Transport: A flight for the sole purpose of delivering personnel to or from the fire line.

Point-To-Point Flight: Typically, the flight originates at one developed airport or permanent helibase, with flight route being direct to another developed airport or permanent helibase. The Flight is conducted solely for the purpose of transportation or persons or cargo for administrative travel purposes, and does not involve mission-type flight. See Mission Flight.

Risk Assessment: Part of the risk management process. Risk assessment can range from simple to complex, but must be detailed. The process of assessing hazard causes personnel to analyze the degree of risk associated with each threat, and place these in perspective relative to the objectives of the mission and organization. Go/No-Go Checklists (Attachment C) have been developed to assist in this process. The Pilot-In-Command always has the authority to decline the mission.

State of California
Department of Forestry and Fire Protection (CAL FIRE)

AUTHORIZATION FOR THE INTERMITTENT USE OF CONTRACT COUNTY AIRCRAFT

FC-107CC (Rev. 04/14)

PLACE AN APPROVED COPY IN EACH HELICOPTER

FAILURE TO DO SO MAY RESULT IN THE LOSS OF PAYMENT AND IMMEDIATE RELEASE FROM THE INCIDENT

Name and Address of Contract County:	Phone Number (day):
	Phone Number (night):

AIRCRAFT SPECIFICATIONS AND RATES

ICS Type	Agency Card	Aircraft Make & Model	FAA Reg. Number	Passenger Seats	Cargo Weight	Bucket/ Tank Gal.	Foam Y/N	Rate w/Pilot	Standby Rate	Aircraft Location (City)

Remarks

APPROVED FOR USE

Signature of CAL FIRE/USFS Authorized Inspector	Title:	Date:

FC-107CC INSTRUCTIONS

ENTRIES

1. **NAME/ADDRESS** - Contract County's name and mailing address.
2. **PHONE NUMBER** - Contract County's day time and emergency night phone number.
3. **ICS TYPE** - I, II, III.
4. **AGENCY CARD** - Indicate the agency that has issued the current aircraft data card, i.e., USFS, OAS or CAL FIRE.
5. **AIRCRAFT MAKE & MODEL, FAA REG NUMBER** – Self-explanatory.
6. **PASSENGER SEATS** - Enter number of seats, not including pilot.
   Enter "**R**" if aircraft is restricted category.
7. **CARGO WEIGHT** - Enter useful load.
8. **BUCKET/TANK GALLONS** - Enter bucket/tank capacity.
9. **FOAM** - Enter Y/N (Yes/No) for foam/retardant capability.
10. **RATE W/PILOT** - Includes fuel being provided by operator.
11. **STANDBY RATE** - ICS Type Helicopter: I II III IV
    Standby Rate (Hours): 4 3 2 1
13. **AIRCRAFT LOCATION (CITY)** - Indicate the city the aircraft will be located in this fire season.

OPERATOR'S INSTRUCTIONS

1. If aircraft have been approved by another agency, complete this authorization form and attach copies of all aircraft data cards and pilot approval cards or Letter Of Authorization issued by that agency. Submit documents to the CAL FIRE Contract Counties Deputy Chief at Southern Region Headquarters (Riverside).

2. **PLACE A COPY OF THIS APPROVED AUTHORIZATION IN EACH AIRCRAFT ALONG WITH THE DATA CARD. FAILURE TO DO SO MAY RESULT IN RELEASE FROM THE INCIDENT AND/OR LOSS OR SUBSTANTIAL DELAY OF PAYMENT.**

DEPARTMENT OF FORESTRY AND FIRE PROTECTION
(Unit Identifier)
(Unit Address)
(City, State and Zip Code)
(Unit Phone Number)
Website: www.fire.ca.gov

File Code: XXXX **Date:**
Route To: XXXX

Subject: Delegation of Authority for the (Incident Number and Name)

To: (Incident Commander's Name), Incident Commander of (IMT Identifier), you are hereby assigned as the Incident Commander for the (Incident Name) CAL FIRE Unit.

I, (Unit Chief Name and contact information), Agency Administrator, expect you to take command of the incident no later than (Date) at (XXXX) hours.

I, delegate authority for the command, leadership, and management of the (Incident Name) within the (Unit Name) CAL FIRE Unit State Responsibility Areas to you. You have full authority and responsibility for managing incident operations within the framework of legal statute, current policy and the broad direction provided in both your oral and written briefing materials. You are accountable to me. A formal evaluation may be followed up within sixty days after your departure once the Unit has had an opportunity to review accountability, claims, financial matters, and other items, which require time to evaluate.

I assign (Name and Contact information) as the CAL FIRE Unit Line Officer.

You are expected to do a complete and efficient job, while providing for SAFETY. Safety is and will remain a major concern of mine throughout the incident. I expect access to the Incident Commander as needed.

Through the use of doctrinal principles you must ensure that all actions and consequences have been analyzed against risk to human life and other values. You are expected to provide clear leader's intent at all levels of your organization, use your experience and judgment, make timely and prudent decisions as the best course of action. You are expected to maximize opportunities for success through mindful decision making and heightened situation awareness, while minimizing exposure to risk.

This document can be updated to address any issues arising that need to be added to address incident activity.

SAFETY

Safety will be the number one consideration in determining strategies and tactics to suppress this fire. Protection of life and property is your first priority. The Unit Line Officer is available to provide local information if needed, additionally, I expect you to keep them updated on a daily basis on incident injuries and accidents.

Promptly notify me should any significant accident(s) occur. Initial on-site investigations by incident personnel must be conducted according to the CAL FIRE policy. Incident resources will be made available as needed to assist. We may retain the authority to do our own accident investigations.

As Incident Commander, please take the appropriate actions to insure that everyone involved in suppressing the (Incident Name) know and follows these **Safety Principles:**

- Safety Comes First on Every Fire
- The Ten Standard Fire Orders and Eighteen Situations that Shout Watch out.

Cost Accountability:

Fiscal Integrity is a high priority in management of the incident. It is the goal of CAL FIRE, (Unit Name) to manage the incident in the most cost-effective manner possible. Currently the single point of ordering is through (Location of Ordering Point). A Finance Section Chief is provided to your Incident Management Team for clarification of CAL FIRE policy. I ask that you document the measures your team takes for cost containment. Emphasize accountability for supplies orders. Keep the incident loss tolerance within 15%. Please provide the Agency Administrators or my Representative with daily costs by 10:00 a.m. each morning or as agreed upon.

Law Enforcement:

The Law Enforcement point of contact for CAL FIRE is (Agency Representative's name and contact information).

Public Information:

Work closely with the CAL FIRE Public Information Officer (PIO) (Employee's name and contact information) and representatives of other agencies and jurisdictions.

You are responsible for information, but I expect you to keep the CAL FIRE PIO informed of news releases.

Your team is to handle local and national media contacts in the coordination with the agency or JIC if established. All political contacts are to be forwarded to the CAL FIRE Agency Representative (name and number). In addition to the Agency Representative, provide information as necessary to, and coordinate with, CAL FIRE Sacramento Communications.

The Incident Commander or designee may need to provide information to the Region Duty Chief for Report on Conditions (ROC) in order to report current incident status to the CAL FIRE Director.

CONSERVATION IS WISE-KEEP CALIFORNIA GREEN AND GOLDEN

PLEASE REMEMBER TO CONSERVE ENERGY. FOR TIPS AND INFORMATION, VISIT "FLEX YOUR POWER" AT WWW.CA.GOV.

Suppression Considerations:

As the Incident Commander you will set the priorities for the suppression actions. The CAL FIRE Line Officer will be available to work closely with you to resolve problems and seek local fire management expertise.

When establishing suppression actions attempt to minimize the fire impact to private timberlands.

Sensitive resource and land management issues include the necessity to minimize long-term watershed damage, minimize the adverse impacts to threatened and endangered habitat. Please coordinate closely with the assigned CAL FIRE Resource Management contact (employee's name). A CAL FIRE Archeologist (name and contact number) has been notified of the IMT activation and will be able to address any archeological considerations during suppression operations. Considerations are; historical or cultural sites, fire-line placement, road damage and other suppression actions that could cause disturbance to watershed values.

Other suppression considerations: (example - BIA lands protected by the state)

A fire suppression repair plan will be developed and repair work initiated prior to transition of the incident back to the Unit. Those tasks to be completed by the Incident Management Team will be negotiated with the Line Officer and will consider cost containment measures.

Incident Base:

The Incident Command Post and Base is located at (Location).

Ordering Point:

The ordering point is located at (name, address and contact information)

Hired Equipment:

I expect the IMT to use local vendors when available using the local CAL FIRE Unit Hired Equipment Emergency Response Directory and to adhere to the Department's Hired Equipment Policies.

Human Resources:

I expect that all Human Resource issues will be reported to the Line Officer as soon as possible after learning of the alleged incident (normally within 24 hours). The incident is to be managed with Zero Tolerance for Sexual Harassment. Incident personnel who demonstrate any type of inappropriate behavior should be released immediately with appropriate follow-up documentation. Inappropriate behavior would include alcohol use, drug use, sexual harassment, or any violation of personnel or laws.

You are responsible for following the CAL FIRE policy on drug and alcohol use on fires. I expect you to take immediate action with any violations of the policy.

If a Union Representative is needed as described in the Bargaining Unit 8 MOU please notify me or the Line Officer immediately to have someone assigned.

CONSERVATION IS WISE-KEEP CALIFORNIA GREEN AND GOLDEN

PLEASE REMEMBER TO CONSERVE ENERGY. FOR TIPS AND INFORMATION, VISIT "FLEX YOUR POWER" AT WWW.CA.GOV.

Incident Transition Briefing:

You are responsible for preparing a Transition Plan for transition of the incident back to the Unit. All standards for the transition of the incident will be negotiated with the Line Officer and will consider cost containment measures.

Through the use of doctrinal principles you must ensure that all actions and consequences have been analyzed against risk to human life and other values. You are expected to provide clear leader's intent at all levels of your organization and use your experience and judgment and make timely and prudent decisions as to the best course of action. You are expected to maximize opportunities for success through mindful decision making and heightened situational awareness, while minimizing exposure to risk.

Your expertise and assistance is greatly appreciated.

Unit Chief Name
Unit Chief, (Name of the Unit)
Phone: (Contact information)

CONSERVATION IS WISE-KEEP CALIFORNIA GREEN AND GOLDEN

PLEASE REMEMBER TO CONSERVE ENERGY. FOR TIPS AND INFORMATION, VISIT "FLEX YOUR POWER" AT WWW.CA.GOV.

Exhibit #2

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

CAL FIRE AIRCRAFT ACCIDENT/INCIDENT REPORT

FC-119 (REV. 3/89)

INSTRUCTIONS: *See Air Attack Handbook 8300*		DATE:
REGION, RANGER UNIT & BASE:		DATE & TIME OF ACCIDENT/INCIDENT:
AIRCRAFT DEPARTED FROM:	WHERE DID ACCIDENT/INCIDENT OCCUR (LOCATION)	POINT OF INTENDED LANDING:
MISSION: (PURPOSE OF FLIGHT)		

CONDITIONS AT ACCIDENT/INCIDENT SITE

TERRAIN:	ELEVATION:
WEATHER:	TEMPERATURE (F):

AIRCRAFT IDENTIFICATION

MAKE:	MODEL:	CALL SIGN:	REGISTRATION NO.
OPERATOR'S NAME:		OWNER'S NAME (IF DIFFERENT):	
EXTENT OF DAMAGE:			

PERSONNEL

LIST NAMES OF PILOT AND PASSENGERS:

DEATHS AND INJURIES

LIST NAMES OF PERSONS KILED OR INJURED AND INDICATE EXTENT OF INJURIES:

ACCIDENT DESCRIPTION

BRIEF RESUME AND POSSIBLE CAUSE OF ACCIDENT/INCIDENT:

REMARKS:

REPORTED BY (NAME AND TITLE)	PILOT'S SIGNATURE

ROSS Monthly Activity Report

Enclosed you will find the ROSS monthly activity report for your department, covering the calendar month of _____, 2016. This report lists all fire activity for which resources from your department have been assigned in ROSS. If your department intends to bill CALFIRE per the Contract County AOP for any incidents listed on this report, the invoice is due at the Contract County office within **180 days of the control date**, no later than _____, 2016. Please note that billable fire activity not shown on this report has not been properly recorded in **ROSS**, and cannot be billed to CALFIRE until the **ROSS** record is corrected. Any activity your department intends to bill CALFIRE for must be properly recorded in **ROSS**.

Finally, any fire activity for the month of _____ recorded on this report which may be covered by an FMAG Grant is due in the Contract County Office no later than **90 days after the control** date. Your department receives CALFIRE notification of FMAG approvals and closing dates separately from this report, as that information becomes available.

If you should have questions regarding this report, please address them to Mary Paramo at (951) 782-4418.

2016 AOP Incident Billing

Billing for State Responsibility Area incidents within COUNTY SRA Protection Areas and STATE requested out-of-county assignments shall be submitted to STATE within 180 days of the incident control date.

Billing for those State Responsibility Area wildland fires within COUNTY SRA Protection Areas and STATE requested Out of County assignments that have qualified for Fire Management Assistance Grant (FMAG) reimbursement shall be submitted to STATE within 90 days of the FMAG Eligibility Close Date in order to meet STATE and Federal Emergency Management Agency (FEMA) requirements.

If COUNTY or STATE, with good cause, cannot meet this approval time frame, COUNTY or STATE may request an extension that will be done in writing.

Monthly Activity Reports are published each month through the Contract Counties on the last business day of the 1st week of each month.

Distribution: Fire Chief, AOP Contact person, AOP Finance Contact person, Deputy Chief Johnson, Deputy Chief Lange.

EXHIBIT #4

ACC Contract County Represented Postions

Updated 4/18/2016

Committee/Working Group	Name	Bus. Phone	Fax No.	Cell Phone	E-mail
CWCG	Jason Weber (MRN)	415-473-6717	415-473-2969	415-717-1500	jweber@marincounty.org
CWCG Ops	Christie Neill (MRN)				cneill@marincounty.org
CWCG Prevention	Kevin Johnson (LAC)	323-890-4330	323-890-4335	323-855-0090	kevin.johnson@fire.lacounty.gov
CIIFA	Steve Long (KRN)	661-391-7054	661-399-2915	661-330-0127	slong@co.kern.ca.us
CFAA	Mark Lorenzen (VNC)	805-389-9704	805-383-4787	805-469-3170	mark.lorenzen@ventura.org
CICCS Level 5	Gary Monday (VNC)	805-388-4502	805-604-1458	805-504-5874	gary.Monday@ventura.org
USFS/Cal Fire Serious Accident Team	Jason Weber (MRN)	415-473-6717	415-473-2969	415-717-1500	jweber@marincounty.org
USFS/Cal Fire Serious Accident Team	Brian Marshall (KRN)	661-391-7011	661-391-7013	661-330-0121	bmarshall@co.kern.ca.us
CDF Aviation Work Group (AWG)	David Steffen (ORC)	714-527-0537	714-527-5339	714-349-6306	davidsteffen@ocfa.org
CDF Mobile Equip Planning Advisory Committee	Rick O'Borny (ORC)	714-573-6651	714-368-8825	714-351-0651	rickoborny@ocfa.org
CDF PPE Group (PPE)	Dan Ertel (LAC)	562-865-7804	562-860-9106		dan.ertel@fire.lacounty.gov
CDF Logistics (LOGS)	Vacant				
CDF Statewide Training Committee (STC)	Ray Navarro (SBC)	805 681-5533	805 681-5563	805 896-6403	Ray.Navarro@sbcfire.com
CDF Health & Training Committee (OSTAC)	Mark Brown (MRN)	415 473-6717	415 473-7820	415 717-1501	mbrown@marincounty.org
Statewide Safety Committee (SAFECo)	Barry Parker (VNC)	805-371-1111 ext 51	805-278-9113	805 479-5959	barry.parker@ventura.org
CDF Incident Finance Committee (IFC)	Valerie Gonzales (KRN)				vgonzalez@co.kern.ca.us
SRA Fee	Scot Alderete (SBC)	805 686-5066	805 686-5071	805 896-6350	Scot.Alderete@sbcfire.com
SRA Review Rep	Brian Norton (ORC)	714-573-6171	714-368-8843	714-293-9241	briannorton@ocfa.org

EXHIBIT #5

2016 KERN COUNTY CONTACTS

Kern County HQ mailing address: 5642 Victor Street Bakersfield, Ca 93308

Kern County Contacts **Updated 4/18/2016**

Position Contact	Name	Bus. Phone	Fax No.	Cell Phone	E-mail
FIRE CHIEF	Brian S. Marshall	661-391-7011	661-391-7013	661-330-0121	bmarshall@co.kern.ca.us
PRIMARY AOP CONTACT	Michael S. Miller	661-391-7024	661-391-7021	661-330-0124	mmiller@co.kern.ca.us
TRAINING CONTACT	Vacant	661-391-7111	661-399-5763		
COMMUNICATIONS CONTACT	Brent Moon	661-763-1482	N/A	661-330-0196	bmoon@co.kern.ca.us
FINANCE CONTACT	Sue Benson	661-391-7050	661-399-2915		sbenson@co.kern.ca.us
PRE FIRE AND FIRE PLAN CONTACT	Dave Witt	661-391-7194	661-399-2915	661-330-0187	dwitt@co.kern.ca.us
INFORMATION TECHNOLOGY CONTACT	Michael Clark	661-391-7195	661-399-2915	661-330-0351	mclark@co.kern.ca.us
SRA REVIEW CONTACT	Michael S. Miller	661-391-7024	661-391-7021	661-330-0124	mmiller@co.kern.ca.us
FIRE PREVENTION CONTACT	Derek Tisinger	661-391-7080	661-391-7077	661-330-0218	dtisinger@co.kern.ca.us
LAW ENFORCEMENT CONTACT	Aaron Duncan	661-391-3480	661-326-8392	661-330-0038	aduncan@co.kern.ca.us
INVESTIGATIONS CONTACT	Aaron Duncan	661-391-3480	661-326-8392	661-330-0038	aduncan@co.kern.ca.us
PIO CONTACT	Tyler Townsend	661-391-7068	661-391-8578	661-330-0133	ttownsend@co.kern.ca.us
CORRESPONDENCE CONTACT	Michael S. Miller	661-391-7024	661-391-7021	661-330-0124	mmiller@co.kern.ca.us
COUNTY SRA MAPPING CONTACT	Jose DeLeon	661-391-7067	661-399-2915	661-330-0503	jdeleon@co.kern.ca.us
AIR OPERATIONS CONTACT	Pat Williams	661-391-7016	661-391-7013	661-330-0504	pwilliams@co.kern.ca.us

SPECIAL PHONE NUMBERS	Name	Bus. Phone	Fax No.	Cell Phone	E-mail
DUTY CHIEF LINE	On Duty Staff Chief	661-868-5820			
DUTY OFFICER LINE	On Duty Officer	661-776-5236	661-324-6557		
ECC CONTACT	Melinda Hunley	661-861-4058	661-324-6557	661-330-0140	mhunley@co.kern.ca.us
CHIEF DUTY OFFICER	Brandon Smith			661-330-0181	bssmith@co.kern.ca.us
ROSS CONTACT	Nick Herndon	661-868-4022	661-324-6557	661-330-0362	nherndon@co.kern.ca.us
ROSS CONTACT	Mike Slayton	661-861-4022	661-324-6557		mslayton@co.kern.ca.us
COMMAND CENTER BUSINESS HOURS		661-391-7010			
EXPANDED DISPATCH	Supervisor	661-868-4050	661-868-4051		
	Overhead	661-868-4039	661-868-4051		
	Equipment	661-868-4046	661-868-4051		
	Crews	661-868-4038	661-868-4051		
	Aircraft	661-868-4049	661-868-4051		
	Supplies	661-868-4039	661-868-4051		

EACH YEAR CAL FIRE PUBLISHES A CONFIDENTIAL PHONE LISTING INCLUDING ONE FOR EACH CONTRACT COUNTY. THIS PHONE LIST INCLUDES ALL CHIEF OFFICERS AND KEY STAFF MEMBERS PHONE AND FAX NUMBERS FOR MISSION CRITICAL DEPARTMENT FACILITIES. IT RECEIVES LIMITED DISTRIBUTION WITHIN CAL FIRE FOR USE BY CHIEF OFFICERS, DUTY CHIEFS, AND COMMAND CENTERS.

EXHIBIT #5

2016 TULARE UNIT CAL FIRE CONTACTS

ADMINISTRATIVE UNIT CONTACTS FOR KERN COUNTY FIRE DEPARTMENT

Updated 4/18/2016

TUU Contact List	Name	Bus. Phone	Fax No.	Cell Phone	E-mail
TULARE UNIT FIRE CHIEF	Marc Hafner	559-636-4103	559-732-5963	559-358-7100	marc.hafner@fire.ca.gov
TRAINING CONTACT	Brad Adam	559-732-5954	559-732-5963	559-358-7106	brad.adam@fire.ca.gov
COMMUNICATIONS CONTACT	Mara Zaver	559-636-4109	559-732-4986	559-358-7109	mara.zaver@fire.ca.gov
PRE FIRE AND FIRE PLAN CONTACT	Jeff Paul	559-636-4122	559-732-5963	559-358-7122	jeff.paul@fire.ca.gov
FIRE PREVENTION/LAW ENFORCEMENT CONTACT	Greg Neeley	559-636-4120	559-636-4179	559-358-7120	greg.neeley@fire.ca.gov
INVESTIGATIONS CONTACT	Greg Neeley	559-636-4120	559-636-4179	559-358-7120	greg.neeley@fire.ca.gov
PIO CONTACT	vacant			559-635-8206	
NFIRS REPORTING COORDINATOR CONTACT	Kirsti Fong	916-445-8435	916-445-8459		kirsti.fong@fire.ca.gov
CORRESPONDENCE CONTACT				559-735-0364	
HIRED EQUIPMENT COORDINATOR CONTACT	Angelo Prandini	559-636-4129			angelo.pradini@fire.ca.gov
AVIATION MANAGEMENT UNIT CONTACT(AMU)		916-764-4043			
DUTY CHIEF LINE			559-732-4986	559-735-0364	
DUTY OFFICER LINE		559-636-4172	559-732-4986		
ECC CHIEF	Vacant	559-636-4109	559-732-4986	559-358-7109	
COMMAND CENTER BUSINESS HOURS		559-636-4172	559-732-4986		
COMMAND CENTER AFTER HOURS		559-636-4172	559-732-4986		
EXPANDED DISPATCH OVERHEAD		559-636-4168	559-730-2782		
EXPANDED DISPATCH EQUIPMENT		559-636-4161	559-730-2782		

SOUTHERN REGION PHONE NUMBERS

PRIMARY AOP CONTACT	Dan Johnson	951-320-6102	951-782-4248	951-314-3425	dan.johnson@fire.ca.gov
TRAINING CONTACT	Dean Veik	951 320-6132	951-782-4248	951-453-5674	dean.veik@fire.ca.gov
INVOICE ANALYST CONTACT	Mary Paramo	951-782-4418	951-782-4248	951-901-5002	mary.paramo@fire.ca.gov
SRA REVIEW AND MAPPING CONTACT	Jane Schmitz	559-243-4130	559-243-4177	559-259-5591	jane.schmitz@fire.ca.gov
FREQUENCY COORDINATION CONTACT	Lori Windsor	951-320-6205	951-782-4900	951-840-8993	lori.windsor@fire.ca.gov
TACTICAL AIR OPERATIONS CONTACT	Travis Alexander	951-320-6111	951-782-4848	951-757-5513	travis.alexander@fire.ca.gov
FIRE PREVENTION/LAW ENFORCEMENT CONTACT	Pete Marquez	559-243-4117	559-297-3416		pete.marquez@fire.ca.gov
COST RECOVERY CONTACT	Byron Darrington	559-243-4118	559-297-3416	559-696-2803	byron.darrington@fire.ca.gov
ROSS CONTACT	Lori Windsor	951-320-6205	951-782-4900	951-840-8993	lori.windsor@fire.ca.gov
INTEL UNIT CONTACT		951-320-6246			CSR.Intel@fire.ca.gov
DUTY CHIEF LINE		951-782-4236	951-782-4900		
DUTY OFFICER LINE		951-320-6197	951-782-4900		SOPSDuty@fire.ca.gov
COMMAND CENTER BUINESS HOURS		951-782-4169	951-782-4900		
COMMAND CENTER AFTER HOURS PHONE		951-320-6197	951-782-4900		
EXPANDED DISPATCH		800-995-3473			
EXPANDED DISPATCH OVERHEAD FAX			951-320-6215		
EXPANDED DISPATCH EQUIPMENT FAX			951-774-0147		

CNR DUTY OFFICER LINE		530-224-2434			
CNR HOTLINE		800-237-3703			

EXHIBIT #5

2016 LOS ANGELES COUNTY CONTACTS

Los Angeles County HQ mailing address: 5801 S. Eastern Avenue, Suite 110 Commerce, Ca 90040

Los Angeles County Contacts **Updated 4/18/2016**

Position Contact	Name	Bus. Phone	Fax No.	Cell Phone	E-mail
FIRE CHIEF	Daryl L. Osby	(323) 881-6180	(323) 265-9948	(213) 220-3513	Daryl.Osby@fire.lacounty.gov
PRIMARY AOP CONTACT	David Richardson Jr.	(323) 881-6178	(323) 265-9948	(213) 393-5058	David.Richardson@fire.lacounty.gov
TRAINING CONTACT	William McCloud	(323) 881-6153	(323) 980-0555	(213) 434-5875	William.McCload@fire.lacounty.gov
COMMUNICATIONS CONTACT	Command & Control	(323) 881-6183	(323) 266-6925		BC40@fire.lacounty.gov
FINANCE CONTACT	Debby Prouty	(323) 838-2260	(323) 869-0730	(213) 215-0240	Debby.Prouty@fire.lacounty.gov
PRE FIRE AND FIRE PLAN CONTACT	David Whitney	(818) 890-5783	(818) 897-2694	(213) 200-5745	David.Whitney@fire.lacounty.gov
INFORMATION TECHNOLOGY CONTACT	Rob Sawyer	(323) 890-4147	(323) 887-3704	(213) 200-9968	Robert.Sawyer@fire.lacounty.gov
SRA REVIEW CONTACT	J Lopez	(818) 890-5758	(818) 897-2694	(323) 855-0093	J.Lopez@fire.lacounty.gov
FIRE PREVENTION CONTACT	John Todd	(323) 881-2461	(323) 260-5088	(323) 855-0096	John.Todd@fire.lacounty.gov
LAW ENFORCEMENT CONTACT	Thomas Ray	(626) 433-1011	(626) 433-1016	(213) 507-0742	Thomas.Ray@fire.lacounty.gov
INVESTIGATIONS CONTACT	Thomas Ray	(626) 433-1011	(626) 433-1016	(213) 507-0742	Thomas.Ray@fire.lacounty.gov
PIO CONTACT	Anderson Mackey	(323) 881 2411	(323) 881-2329	(213) 760-5439	Anderson.Mackey@fire.lacounty.gov
CORRESPONDENCE CONTACT	David Richardson Jr.	(323) 881-6178	(323) 265-9948	(213) 393-5058	David.Richardson@fire.lacounty.gov
COUNTY SRA MAPPING CONTACT	Tim Smith	(323) 890-4198	(323) 887-3704	(213) 700-2216	Tim.Smith@fire.lacounty.gov
AIR OPERATIONS CONTACT	Vince Pena	(661) 286-2792	(661) 286-2799	(818) 632-2967	Vince.Pena@fire.lacounty.gov
CATALINA PLAN/ERD CONTACT	Anthony M. Whittle	(310) 419-8731	(310) 419-3961	(213) 215-3676	Anthony.Whittle@fire.lacounty.gov

SPECIAL PHONE NUMBERS	Name	Bus. Phone	Fax No.	Cell Phone	E-mail
DUTY CHIEF LINE	Duty Deputy Chief	(213) 259-3889	(323) 266-6925		BC40@fire.lacounty.gov
DUTY OFFICER LINE	CCBC	(323) 881-6105	(323) 266-6925		BC40@fire.lacounty.gov
ECC CONTACT	Command & Control	(323) 881-6183	(323) 266-6925		BC40@fire.lacounty.gov
ROSS CONTACT	Eddie Pickett	(323) 881-6183	(323) 266-6925		eddie.pickett@fire.lacounty.gov
COMMAND CENTER BUSINESS HOURS		(323) 881-6183	(323) 266-6925		
COMMAND CENTER AFTER HOURS		(323) 881-6183	(323) 266-6925		
EXPANDED DISPATCH		(323) 881-6119	(323) 412-0810		

EACH YEAR CAL FIRE PUBLISHES A CONFIDENTIAL PHONE LISTING INCLUDING ONE FOR EACH CONTRACT COUNTY. THIS PHONE LIST INCLUDES ALL CHIEF OFFICERS AND KEY STAFF MEMBERS PHONE AND FAX NUMBERS FOR MISSION CRITICAL DEPARTMENT FACILITIES. IT RECEIVES LIMITED DISTRIBUTION WITHIN CAL FIRE FOR USE BY CHIEF OFFICERS, DUTY CHIEFS, AND COMMAND CENTERS.

EXHIBIT #5

2016 SAN BERNARDINO UNIT CAL FIRE CONTACTS

ADMINISTRATIVE UNIT CONTACTS FOR LOS ANGELES COUNTY FIRE DEPARTMENT

Updated 4/18/2016

BDU Contact List	Name	Bus. Phone	Fax No.	Cell Phone	E-mail
SAN BERNARDINO UNIT FIRE CHIEF	Glenn Barley	909-881-6999	909-881-6969	909-553-7133	glenn.barley@fire.ca.gov
TRAINING CONTACT	Duran Gaddy	909-881-6908	909-881-6969	909-991-2399	duran.gaddy@fire.ca.gov
COMMUNICATIONS CONTACT	Michael Sweeney	909-881-6909	909-881-6969	951-318-7243	mike.sweeney@fire.ca.gov
PRE FIRE AND FIRE PLAN CONTACT	Debbie Chapman	909-881-6928	909-881-6969	909-553-1198	debbie.chapman@fire.ca.gov
INFORMATION TECHNOLOGY CONTACT	Dan Cirillo	909-475-8035	909-881-6969	909-522-1741	dan.cirillo@fire.ca.gov
FIRE PREVENTION/LAW ENFORCEMENT CONTACT	Jack Markle	909-881-6920	909-881-6969	951-314-0413	jack.markle@fire.ca.gov
INVESTIGATIONS CONTACT	Jack Markle	909-881-6920	909-881-6969	951-314-0413	jack.markle@fire.ca.gov
PIO CONTACT	Liz Brown	909-881-6993	909-881-6969	909-289-8124	liz.brown@fire.ca.gov
NFIRS REPORTING COORDINATOR CONTACT	Kirsti Fong	916-445-8435	916-445-8459		kirsti.fong@fire.ca.gov
CORRESPONDENCE CONTACT	Shane Littlefield	909-881-6902	909-881-6969	951-314-0402	Shane.littlefield@fire.ca.gov
HIRED EQUIPMENT COORDINATOR CONTACT	Mike Breese	909-881-6931	909-338-4603	909-292-3291	michael.breese@fire.ca.gov
AVIATION MANAGEMENT UNIT CONTACT(AMU)		916-764-4043			
DUTY CHIEF LINE		909-881-6919			
DUTY OFFICER LINE		909-881-6916			
ECC CHIEF		909-881-6909			
COMMAND CENTER BUSINESS HOURS		909-881-6916	909-881-6970		
COMMAND CENTER NON-EMERGENCY		909-883-1112			
EXPANDED DISPATCH					

SOUTHERN REGION PHONE NUMBERS

PRIMARY AOP CONTACT	Dan Johnson	951-320-6102	951-782-4248	951-314-3425	dan.johnson@fire.ca.gov
TRAINING CONTACT	Dean Veik	951 320-6132	951-782-4248	951-453-5674	dean.veik@fire.ca.gov
INVOICE ANALYST CONTACT	Mary Paramo	951-782-4418	951-782-4248	951-901-5002	mary.paramo@fire.ca.gov
SRA REVIEW AND MAPPING CONTACT	Jane Schmitz	559-243-4130	559-243-4177	559-259-5591	jane.schmitz@fire.ca.gov
FREQUENCY COORDINATION CONTACT	Lori Windsor	951-320-6205	951-782-4900	951-840-8993	lori.windsor@fire.ca.gov
TACTICAL AIR OPERATIONS CONTACT	Travis Alexander	951-320-6111	951-782-4848	951-757-5513	travis.alexander@fire.ca.gov
FIRE PREVENTION/LAW ENFORCEMENT CONTACT	Pete Marquez	559-243-4117	559-297-3416		pete.marquez@fire.ca.gov
COST RECOVERY CONTACT	Byron Darrington	559-243-4118	559-297-3416	559-696-2803	byron.darrington@fire.ca.gov
ROSS CONTACT	Lori Windsor	951-320-6205	951-782-4900	951-840-8993	lori.windsor@fire.ca.gov
INTEL UNIT CONTACT		951-320-6246			CSR.Intel@fire.ca.gov
DUTY CHIEF LINE		951-782-4236	951-782-4900		
DUTY OFFICER LINE		951-320-6197	951-782-4900		SOPSDuty@fire.ca.gov
COMMAND CENTER BUINESS HOURS		951-782-4169	951-782-4900		
COMMAND CENTER AFTER HOURS PHONE		951-320-6197	951-782-4900		
EXPANDED DISPATCH		800-995-3473			
EXPANDED DISPATCH OVERHEAD FAX			951-320-6215		
EXPANDED DISPATCH EQUIPMENT FAX			951-774-0147		

CNR DUTY OFFICER LINE		530-224-2434			
CNR HOTLINE		800-237-3703			

EXHIBIT #5

2016 MARIN COUNTY CONTACTS

Marin County HQ mailing address: P.O. Box 518, Woodacre, CA 94973
Marin County HQ street address: 33 Castle Rock Woodacre, CA 94973

Marin County Contacts **Updated 6/23/2015**

Position Contact	Name	Bus. Phone	Fax No.	Cell Phone	E-mail
FIRE CHIEF	Jason Weber	415-473-4100	415-473-2969	415-717-1500	jweber@marincounty.org
PRIMARY AOP CONTACT	Jason Weber	415-473-4100	415-473-2969	415-717-1500	jweber@marincounty.org
TRAINING CONTACT	Mark Brown	415-473-4099	415-476-2969	415-717-1501	markbrown@marincounty.org
COMMUNICATIONS CONTACT	Mark Brown	415-473-4099	415-473-2969	415-717-1501	markbrown@marincounty.org
FINANCE CONTACT	Phoenicia Thomas	415-473-2631	415-473-2969	415-497-0081	pthomas@marincounty.org
PRE FIRE AND FIRE PLAN CONTACT	Christie Neill	415-473-3759	415-473-4246	415-717-1518	cneill@marincounty.org
INFORMATION TECHNOLOGY CONTACT	Domenico Giampaoli	415-473-2905	415-473-3799	NA	dgiampaoli@marincounty.org
SRA REVIEW CONTACT	Christie Neill	415-473-3759	415-473-4246	415-717-1518	cneill@marincounty.org
FIRE PREVENTION CONTACT	Scott Alber	415-473-6566	415-473-4246	415-717-1520	salber@marincounty.org
LAW ENFORCEMENT CONTACT	Scott Alber	415-473-6566	415-473-4246	415-717-1520	salber@marincounty.org
INVESTIGATIONS CONTACT	Scott Alber	415-473-6566	415-473-4246	415-717-1520	salber@marincounty.org
RECORDS MANAGEMENT CONTACT	Bill Roberts	415-473-6781	415-473-7820	415-717-1513	billroberts@marincounty.org
PIO CONTACT	Mike Giannini	415-473-2595	415-473-7820	415-518-1523	mgiannini@marincounty.org
CORRESPONDENCE CONTACT	Phoenicia Thomas	415-473-2631	415-473-2969	415-497-0081	pthomas@marincounty.org
COUNTY SRA MAPPING CONTACT	Christie Neill	415-473-3759	415-473-4246	415-717-1518	cneill@marincounty.org

Please Note: The default contact for all Marin County employees or business is 415-473-6717, the ECC at Woodacre.

SPECIAL PHONE NUMBERS	Name	Bus. Phone	Fax No.	Cell Phone	E-mail
DUTY CHIEF LINE	Rotating	415-473-6717	415-473-7820	NA	
DUTY OFFICER LINE	Rotating	415-473-6717	415-473-7820	NA	
ECC CONTACT	Mark Brown	415-473-6717	415-473-7820	415-717-1501	markbrown@marincounty.org
ROSS CONTACT	Cherie Raffaini	415-473-6717	415-473-7820	NA	craffaini@marincounty.org
COMMAND CENTER BUSINESS HOURS		415-473-6717	415-473-7820	NA	
COMMAND CENTER AFTER HOURS		415-473-6717	415-473-7820	NA	
EXPANDED DISPATCH	Identified at time of incident		415-473-2969	NA	

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EXHIBIT #5

2016 SONOMA LAKE NAPA UNIT CAL FIRE CONTACTS

ADMINISTRATIVE UNIT CONTACTS FOR MARIN COUNTY FIRE DEPARTMENT

Updated 4/18/2016

Position Contact	Name	Bus. Phone	Fax No.	Cell Phone	E-mail
SONOMA-LAKE-NAPA UNIT FIRE CHIEF	Shana Jones	707-967-1411	707-967-1473	707-481-7184	Shana.jones@fire.ca.gov
PRIMARY AOP CONTACT	Dan Johnson	951-320-6105	951-782-4248	909-573-7948	dan.johnson@fire.ca.gov
TRAINING CONTACT	Tom Knecht	707-967-1405	707-967-1473	707-230-3177	Tom.knecht@fire.ca.gov
COMMUNICATIONS CONTACT	Jon Lovie	707-967-1409	707-963-4013	707-480-0178	jon.lovie@fire.ca.gov
INVOICE ANALYST CONTACT	Mary Paramo	951-782-4418	951-782-4248	951-901-5002	mary.paramo@fire.ca.gov
PRE FIRE AND FIRE PLAN CONTACT	Emily Smith	707-967-1424	707-963-4013	707-889-4282	Emily.smith@fire.ca.gov
INFORMATION TECHNOLOGY CONTACT	Josh Jovanovich	707-576-2931	707-576-2547	707-484-6924	josh.jovanovich@fire.ca.gov
SRA REVIEW CONTACT	Emily Smith	707-967-1424	707-963-4013	707-889-4282	Emily.smith@fire.ca.gov
FIRE PREVENTION/LAW ENFORCEMENT CONTACT	Joe Baldwin	707-576-2570	707-576-2547	707-889-4229	Joe.baldwin@fire.ca.gov
INVESTIGATIONS CONTACT	Joe Baldwin	707-576-2570	707-576-2547	707-889-4229	Joe.baldwin@fire.ca.gov
PIO CONTACT	Suzie Blankenship	707-576-2342	707-576-2342	707-889-4190	suzie.blankenship@fire.ca.gov
NFIRS REPORTING COORDINATOR CONTACT	Kirsti Fong	916-445-8435	916-445-8459		kirsti.fong@fire.ca.gov
CORRESPONDENCE CONTACT	Suzie Blankenship	707-576-2342	707-576-2547	707-889-4190	suzie.blankenship@fire.ca.gov
STATE SRA MAPPING CONTACT	Emily Smith	707-967-1424	707-963-4013	707-889-4282	Emily.smith@fire.ca.gov
HIRED EQUIPMENT COORDINATOR CONTACT	Matt Aully	707-762-6262			
TACTICAL AIR OPERATIONS CONTACT	Chris Jurasek	707-576-2586	707-987-3926	707-889-4184	chris.jurasek@fire.ca.gov
AVIATION MANAGEMENT UNIT CONTACT(AMU)		916-764-4043			

SONOMA-LAKE-NAPA UNIT SPECIAL PHONE NUMBERS

DUTY CHIEF LINE	Charges Weekly	707-967-4211	N/A	N/A	N/A
DUTY OFFICER LINE	Charges Daily	707-967-4205	N/A	N/A	N/A
ECC CHIEF	Jon Lovie	707-967-1409	707-963-4013	707-480-0178	jon.jovie@fire.ca.gov
COMMAND CENTER BUSINESS HOURS	Varies	707-963-4112	N/A	N/A	N/A
COMMAND CENTER AFTER HOURS	Varies	707-963-4112	N/A	N/A	N/A
EXPANDED DISPATCH	Varies	707-967-1450	N/A	N/A	N/A

NORTH OPS SPECIAL PHONE NUMBERS

DUTY CHIEF LINE	Charges Weekly	530-224-4944			
DUTY OFFICER LINE	Charges Daily	530-224-2434			
ROSS CONTACT	NOPS Duty Officer	530-224-2434			NorthOps.DutyOfficer@fire.ca.gov
FIRE PREVENTION DEPUTY CHIEF CONTACT	James Engel	530-226-3477ext12(	530-226-3483	530-227-9914	james.engel@fire.ca.gov
COMMAND CENTER BUINESS HOURS	0800-1800 W/0700-2100 S	530-224-2466			
COMMAND CENTER AFTER HOURS PHONE	Duty Officer	530-224-2434			
EXPANDED DISPATCH		530-224-2466			
EXPANDED DISPATCH OVERHEAD FAX			530-224-4308		
EXPANDED DISPATCH EQUIPMENT FAX			530-224-4308		
INTEL UNIT CONTACT		530-224-2466			IntellNorthOfficer@fire.ca.gov

CSR DUTY OFFICER LINE		951-320-6197			

EXHIBIT #5

2016 ORANGE COUNTY CONTACTS

Orange County HQ mailing address: 1 Fire Authority Road, Irvine, Ca 92602

Orange County Contacts **Updated 4/18/2016**

Position Contact	Name	Bus. Phone	Fax No.	Cell Phone	E-mail
FIRE CHIEF	Jeff Bowman	714-573-6024	714-368-8800	714-659-4940	jeffbowman@ocfa.org
PRIMARY AOP CONTACT	Marc Stone	714-573-6056	714-368-8829	714-319-4657	marcstone@ocfa.org
TRAINING CONTACT	Dennis Gomez	714-573-6751	714-368-8848	949-236-1825	dennisgomez@ocfa.org
COMMUNICATIONS CONTACT	David Pacshke	714-573-6552	714-368-8804	714-720-5022	davidpaschke@ocfa.org
FINANCE CONTACT	Jim Ruane	714-573-6304	714-368-8834	714-349-7838	JimRuane@ocfa.org
PRE FIRE AND FIRE PLAN CONTACT	Brian Norton	714-573-6171	714-368-8843	714-293-2941	briannorton@ocfa.org
INFORMATION TECHNOLOGY CONTACT	Joel Browdowski	714-573-6421	714-368-8839	714-315-1373	joelbrowdowski@ocfa.org
SRA REVIEW CONTACT	George Ewan	714-573-6173	714-368-8843	714-745-4123	georgeewan@ocfa.org
FIRE PREVENTION CONTACT	Brian Norton	714-573-6171	714-368-8843	714-293-2941	briannorton@ocfa.org
LAW ENFORCEMENT CONTACT	Karl Schmutz	714-573-6701	714-368-8842	949-510-2864	karlschutz@ocfa.org
INVESTIGATIONS CONTACT	Karl Schmutz	714-573-6701	714-368-8842	949-510-2864	karlschutz@ocfa.org
PIO CONTACT	Larry Kurtz	714-523-6201	714-368-8829	949-237-3181	larrykurtz@ocfa.org
CORRESPONDENCE CONTACT	Marc Stone	714-573-6056	714-368-8829	714-319-4657	marcstone@ocfa.org
COUNTY SRA MAPPING CONTACT	George Ewan	714-573-6173	714-368-8843	714-745-4123	georgeewan@ocfa.org
AIR OPERATIONS CONTACT	David Steffen	714-527-0537	714-527-5339	714-349-6306	davidsteffen@ocfa.org

SPECIAL PHONE NUMBERS	Name	Bus. Phone	Fax No.	Cell Phone	E-mail
DUTY CHIEF LINE		714-573-6523	714-368-8830		ECCSUPP@ocfa.org
DUTY OFFICER LINE	N/A				
ECC CONTACT	Phil Johnson	714-573-6551	714-368-8804	714-292-6871	phillipjohnson@ocfa.org
ROSS CONTACT	Chris Funk	714-573-6522	714-368-8830	909-915-5382	chrisfunk@ocfa.org
COMMAND CENTER BUSINESS HOURS		714-573-6500	714-368-8830		
COMMAND CENTER AFTER HOURS		714-573-6500			
EXPANDED DISPATCH		714-368-8830	714-368-8830		

EACH YEAR CAL FIRE PUBLISHES A CONFIDENTIAL PHONE LISTING INCLUDING ONE FOR EACH CONTRACT COUNTY. THIS PHONE LIST INCLUDES ALL CHIEF OFFICERS AND KEY STAFF MEMBERS PHONE AND FAX NUMBERS FOR MISSION CRITICAL DEPARTMENT FACILITIES. IT RECEIVES LIMITED DISTRIBUTION WITHIN CAL FIRE FOR USE BY CHIEF OFFICERS, DUTY CHIEFS, AND COMMAND CENTERS.

EXHIBIT #5

2016 RIVERSIDE UNIT CAL FIRE CONTACTS

ADMINISTRATIVE UNIT CONTACTS FOR ORANGE COUNTY FIRE AUTHORITY

Updated 4/18/2016

RRU Contact List	Name	Bus. Phone	Fax No.	Cell Phone	E-mail
RIVERSIDE UNIT FIRE CHIEF	John Hawkins	951-940-6901	951-940-6373	951-538-8202	john.hawkins@fire.ca.gov
TRAINING CONTACT	Josh Janssen	951-571-8638	951-830-8120	951-453-5330	joshua.janssen@fire.ca.gov
COMMUNICATIONS CONTACT	Chet Ashbaugh	951-940-6987	951-940-6397	951-453-6504	chet.ashbaugh@fire.ca.gov
PRE FIRE AND FIRE PLAN CONTACT	Greg Bratcher	951-659-3335	951-659-9697	951-232-4166	greg.bratcher@fire.ca.gov
INFORMATION TECHNOLOGY CONTACT	Chet Ashbaugh	951-940-6987	951-940-6397	951-453-6504	chet.ashbaugh@fire.ca.gov
FIRE PREVENTION/LAW ENFORCEMENT CONTACT	Charlie Dehart	951-940-8500	951-651-5743	951-453-4907	charlie.dehart@fire.ca.gov
INVESTIGATIONS CONTACT	Charlie Dehart	951-940-8500	951-651-5743	951-453-4907	charlie.dehart@fire.ca.gov
PIO CONTACT	Lucas Spelman	951-940-6985	951-940-6701	951-347-3034	lucas.spelman@fire.ca.gov
NFIRS REPORTING COORDINATOR CONTACT	Kirsti Fong	916-445-8435	916-445-8459		kirsti.fong@fire.ca.gov
CORRESPONDENCE CONTACT	Greg Everhart	951-940-6904	951-940-6910	951-453-5760	greg.everhart@fire.ca.gov
HIRED EQUIPMENT COORDINATOR CONTACT	Anthony Salas	951-927-3639	909-797-8568	951-400-2746	Anthony.salas@fire.ga.gov
AVIATION MANAGEMENT UNIT CONTACT(AMU)		916-764-4043			
DUTY CHIEF LINE	Chief On Duty	951-940-6363	951-657-3191	Bus. Line forwarde	Chief On Duty
DUTY OFFICER LINE	Captain on Duty	951-940-6949	951-657-3191	951-453-8615	rru.ecc.captains@fire.ca.gov
ECC CHIEF	Jeremy Snyder	951-940-6882	951-657-3191	951-235-7464	jeremy.snyder@fire.ca.gov
COMMAND CENTER BUSINESS HOURS	Captain on Duty	951-940-6949	951-657-3191	951-453-8615	rru.ecc.captains@fire.ca.gov
COMMAND CENTER AFTER HOURS	Captain on Duty	951-940-6949	951-657-3191	951-453-8615	rru.ecc.captains@fire.ca.gov
EXPANDED DISPATCH	Captain on Duty	951-940-6761 or 6	951-940-6893	951-453-8615	rrueccexpanded@fire.ca.gov

SOUTHERN REGION PHONE NUMBERS

PRIMARY AOP CONTACT	Dan Johnson	951-320-6102	951-782-4248	951-314-3425	dan.johnson@fire.ca.gov
TRAINING CONTACT	Dean Veik	951 320-6132	951-782-4248	951-453-5674	dean.veik@fire.ca.gov
INVOICE ANALYST CONTACT	Mary Paramo	951-782-4418	951-782-4248	951-901-5002	mary.paramo@fire.ca.gov
SRA REVIEW AND MAPPING CONTACT	Jane Schmitz	559-243-4130	559-243-4177	559-259-5591	jane.schmitz@fire.ca.gov
FREQUENCY COORDINATION CONTACT	Lori Windsor	951-320-6205	951-782-4900	951-840-8993	lori.windsor@fire.ca.gov
TACTICAL AIR OPERATIONS CONTACT	Travis Alexander	951-320-6111	951-782-4848	951-757-5513	travis.alexander@fire.ca.gov
FIRE PREVENTION/LAW ENFORCEMENT CONTACT	Pete Marquez	559-243-4117	559-297-3416		pete.marquez@fire.ca.gov
COST RECOVERY CONTACT	Byron Darrington	559-243-4118	559-297-3416	559-696-2803	byron.darrington@fire.ca.gov
ROSS CONTACT	Lori Windsor	951-320-6205	951-782-4900	951-840-8993	lori.windsor@fire.ca.gov
INTEL UNIT CONTACT		951-320-6246			CSR.Intel@fire.ca.gov
DUTY CHIEF LINE		951-782-4236	951-782-4900		
DUTY OFFICER LINE		951-320-6197	951-782-4900		SOPSDuty@fire.ca.gov
COMMAND CENTER BUINESS HOURS		951-782-4169	951-782-4900		
COMMAND CENTER AFTER HOURS PHONE		951-320-6197	951-782-4900		
EXPANDED DISPATCH		800-995-3473			
EXPANDED DISPATCH OVERHEAD FAX			951-320-6215		
EXPANDED DISPATCH EQUIPMENT FAX			951-774-0147		

CNR DUTY OFFICER LINE		530-224-2434			
CNR HOTLINE		800-237-3703			

EXHIBIT #5

2016 SANTA BARBARA COUNTY CONTACTS

Santa Barbara County HQ mailing address: 4410 Cathedral Oaks Rd, Santa Barbara, Ca 93110

Santa Barbara County Contacts **Updated 4/18/2016**

Position Contact	Name	Bus. Phone	Fax No.	Cell Phone	E-mail
FIRE CHIEF	Eric Peterson	805 681-5507	805 681-5563	805 896-6400	Eric.Peterson@sbcfire.com
PRIMARY AOP CONTACT	Woody Enos	805 681-4202	805 681-5563	805 896-6404	Woody.Enos@sbcfire.com
TRAINING CONTACT	Anthony Stornetta	805 681-5559	805 681-5563	805 896-6417	Anthony.stornetta@sbcfire.com
COMMUNICATIONS CONTACT	Diondray Wiley	805 681-5510	n/a	805 896-6410	Diondray.Wiley@sbcfire.com
FINANCE CONTACT	Diane Sauer	805 681-5505	805 681-5563	805 896-6405	Diane.Sauer@sbcfire.com
PRE FIRE AND FIRE PLAN CONTACT	Rob Hazard	805 681-4061	TBD	805 896-6350	Rob.Hazard@sbcfire.com
INFORMATION TECHNOLOGY CONTACT	Lynne Dible	805 681-5503	805 681-5563	805 896-6403	Lynne.Dible@sbcfire.com
SRA REVIEW CONTACT	Rob Hazard	805 681-4061	n/a	805 896-6350	Rob.Hazard@sbcfire.com
FIRE PREVENTION CONTACT	Steve Oaks	805 681-5554	805 681-5563	805 896-6402	Steve.Oaks@sbcfire.com
LAW ENFORCEMENT CONTACT	Jay Snodgrass	805 686-5061	805 686-8183	805 896-6340	Jay.Snodgrass@sbcfire.com
INVESTIGATIONS CONTACT	Jay Snodgrass	805 686-5061	805 686-8183	805 896-6340	Jay.Snodgrass@sbcfire.com
PIO CONTACT	David Zaniboni	805 681-5531	805 681-5563	805 896-6336	David.Zaniboni@sbcfire.com
CORRESPONDENCE CONTACT	Diane Sauer	805 681-5505	805 681-5563	805 896-6405	Diane.Sauer@sbcfire.com
COUNTY SRA MAPPING CONTACT	Rob Hazard	805 681-4061	n/a	805 896-6350	Rob.Hazard@sbcfire.com
AIR OPERATIONS CONTACT	Woody Enos	805 681-4202	805 681-5563	805 896-6404	Woody.Enos@sbcfire.com

SPECIAL PHONE NUMBERS	Name	Bus. Phone	Fax No.	Cell Phone	E-mail
DUTY CHIEF LINE			805 681-5563	805 692-5738	
DUTY OFFICER LINE		805 692-5735	805 692-5725		
ECC CONTACT	Martin Johnson	805 681-5503	805 681-5563	805 896-6403	Martin.Johnson@sbcfire.com
ROSS CONTACT	Peter Ysebrands	805 692-5735	805 692-5725	805 450-4392	sbc.ecc@sbcfire.com
COMMAND CENTER BUSINESS HOURS		805 692-5723	805 692-5725		
COMMAND CENTER AFTER HOURS		805 692-5723			
EXPANDED DISPATCH		805 681-5504	805 681-4780		

EACH YEAR CAL FIRE PUBLISHES A CONFIDENTIAL PHONE LISTING INCLUDING ONE FOR EACH CONTRACT COUNTY. THIS PHONE LIST INCLUDES ALL CHIEF OFFICERS AND KEY STAFF MEMBERS PHONE AND FAX NUMBERS FOR MISSION CRITICAL DEPARTMENT FACILITIES. IT RECEIVES LIMITED DISTRIBUTION WITHIN CAL FIRE FOR USE BY CHIEF OFFICERS, DUTY CHIEFS, AND COMMAND CENTERS.

EXHIBIT #5

2016 VENTURA COUNTY CONTACTS

Ventura County HQ mailing address: 165 Durley Avenue, Camarillo, Ca 93010

Ventura County Contacts **Updated 4/18/2016**

Position Contact	Name	Bus. Phone	Fax No.	Cell Phone	E-mail
FIRE CHIEF	Mark Lorenzen	(805) 389-9704	(805) 383-4787	(805) 469-3170	mark.lorenzen@ventura.org
PRIMARY AOP CONTACT	Andy Ortega	(805) 389-9708	(805) 388-4392	(805) 479-1384	andy.ortega@ventura.org
TRAINING CONTACT	John Spykerman	(805) 389-9770	(805) 383-4755	(805) 746-7861	John.Spykerman@ventura.org
COMMUNICATIONS CONTACT	Kelly White	(805) 389-9795	(805) 388-4361	(805) 377-0494	kelly.white@ventura.org
FINANCE CONTACT	Tom Kasper	(805) 389-9764	(805) 389-9740	(805) 340-3921	Tom.Kasper@ventura.org
PRE FIRE AND FIRE PLAN CONTACT	Gary Monday	(805) 388-4502	(805) 604-1458	(805) 504-5874	Gary.Monday@ventura.org
INFORMATION TECHNOLOGY CONTACT	Steven Francis	(805) 389-9726	(805) 388-4392	(805) 910-8820	Steven.Francis@ventura.org
SRA REVIEW CONTACT	Gary Monday	(805) 388-4502	(805) 604-1458	(805) 504-5874	Gary.Monday@ventura.org
FIRE PREVENTION CONTACT	Massoud Aragi	(805) 389-9729	(805) 388-4392	(805) 947-8515	massoud.aragi@ventura.org
LAW ENFORCEMENT CONTACT	Dustin Gardner	(805) 340-5864	(805) 383-4771	(805) 910-6798	Dustin.Gardner@ventura.org
INVESTIGATIONS CONTACT	Dustin Gardner	(805) 340-5864	(805) 383-4771	(805) 910-6798	Dustin.Gardner@ventura.org
PIO CONTACT	Mike Lindbery	(805) 389-9746	(805) 388-4308	(805) 377-4860	mike.lindbery@ventura.org
CORRESPONDENCE CONTACT	Andy Ortega	(805) 389-9708	(805) 388-4392	(805) 479-1384	andy.ortega@ventura.org
COUNTY SRA MAPPING CONTACT	Gary Monday	(805) 388-4502	(805) 604-1458	(805) 504-5874	Gary.Monday@ventura.org
AIR OPERATIONS CONTACT	Gary Monday	(805) 388-4502	(805) 604-1458	(805) 504-5874	Gary.Monday@ventura.org

SPECIAL PHONE NUMBERS	Name	Bus. Phone	Fax No.	Cell Phone	E-mail
DUTY CHIEF LINE		(805) 388-4489			
DUTY OFFICER LINE	N/A				
ECC CONTACT	Kelly White	(805) 389-9795	(805) 388-4361	(805) 377-0494	Kelly.White@ventura.org
ROSS CONTACT	Steve McClellan	(805) 389-9779	(805) 388-4361	(805) 701-6332	steve.mcclellan@ventura.org
COMMAND CENTER BUSINESS HOURS		(805) 388-4279	(805) 388-4361		
COMMAND CENTER AFTER HOURS		(805) 388-4279	(805) 388-4361		
EXPANDED DISPATCH		(805) 388-4490	(805) 388-4361		

EACH YEAR CAL FIRE PUBLISHES A CONFIDENTIAL PHONE LISTING INCLUDING ONE FOR EACH CONTRACT COUNTY. THIS PHONE LIST INCLUDES ALL CHIEF OFFICERS AND KEY STAFF MEMBERS PHONE AND FAX NUMBERS FOR MISSION CRITICAL DEPARTMENT FACILITIES. IT RECEIVES LIMITED DISTRIBUTION WITHIN CAL FIRE FOR USE BY CHIEF OFFICERS, DUTY CHIEFS, AND COMMAND CENTERS.

EXHIBIT #5

2016 SAN LUIS OBISPO UNIT CAL FIRE CONTACTS

ADMINISTRATIVE UNIT CONTACTS FOR SANTA BARBARA AND VENTURA COUNTY FIRE DEPARTMENTS

Updated 4/18/2016

SLU Contact List	Name	Bus. Phone	Fax No.	Cell Phone	E-mail
SAN LUIS OBISPO UNIT FIRE CHIEF	Scott Jalbert	805-543-4244x3400	805-543-4248	805-903-3400	Scotty.jalbert@fire.ca.gov
TRAINING CONTACT	Greg Alex	805-528-2160	805-528-2158	805-903-3419	Greg.alex@fire.ca.gov
COMMUNICATIONS CONTACT	Chris Carrera	805-543-4244x3409	805-543-6909	805-903-3409	Chris.carrera@fire.ca.gov
PRE FIRE AND FIRE PLAN CONTACT	Alan Peters	805-543-4244x3406	805-543-4248	805-903-3426	alan.peters@fire.ca.gov
INFORMATION TECHNOLOGY CONTACT	Hal Guio	805 543-4244x3408		805 319-5744	hal.guio@fire.ca.gov
FIRE PREVENTION CONTACT	Zach Nichols	805-543-4244x3420	805-543-4248	805-903-3420	Zach.nichols@fire.ca.gov
LAW ENFORCEMENT CONTACT	Zach Nichols	805-543-4244x3420	805-543-4248	805-903-3420	Zach.nichols@fire.ca.gov
INVESTIGATIONS CONTACT	Zach Nichols	805-543-4244x3420	805-543-4248	805-903-3420	Zach.nichols@fire.ca.gov
PIO CONTACT	Zach Nichols	805-543-4244x3420	805-543-4248	805-903-3420	Zach.nichols@fire.ca.gov
NFIRS REPORTING COORDINATOR CONTACT	Kirsti Fong	916-445-8435	916-445-8459		kirsti.fong@fire.ca.gov
CORRESPONDENCE CONTACT					
HIRED EQUIPMENT COORDINATOR CONTACT	James Thomas	805-995-1199	805-995-3112	805-458-1737	james.thomas@fire.ca.gov
AVIATION MANAGEMENT UNIT CONTACT(AMU)	Bill Payne	916-561-3382	916-561-3354	916-764-4043	bill.payne@fire.ca.gov
DUTY CHIEF LINE		805-543-3458	805-543-4248	805-543-3458	
DUTY OFFICER LINE	ECC Captain			805-305-3999	
ECC CHIEF	Chris Carrera	805-543-4244x3409	805-543-6909	805-903-3409	Chris.carrera@fire.ca.gov
COMMAND CENTER BUSINESS HOURS		805-543-4244x3451	805-543-6909		
COMMAND CENTER AFTER HOURS		805-547-9331	805-543-6909		
EXPANDED DISPATCH		805-593-3455	805-543-6909		

SOUTHERN REGION PHONE NUMBERS

PRIMARY AOP CONTACT	Dan Johnson	951-320-6102	951-782-4248	951-314-3425	dan.johnson@fire.ca.gov
TRAINING CONTACT	Dean Veik	951 320-6132	951-782-4248	951-453-5674	dean.veik@fire.ca.gov
INVOICE ANALYST CONTACT	Mary Paramo	951-782-4418	951-782-4248	951-901-5002	mary.paramo@fire.ca.gov
SRA REVIEW AND MAPPING CONTACT	Jane Schmitz	559-243-4130	559-243-4177	559-259-5591	jane.schmitz@fire.ca.gov
FREQUENCY COORDINATION CONTACT	Lori Windsor	951-320-6205	951-782-4900	951-840-8993	lori.windsor@fire.ca.gov
TACTICAL AIR OPERATIONS CONTACT	Travis Alexander	951-320-6111	951-782-4848	951-757-5513	travis.alexander@fire.ca.gov
FIRE PREVENTION/LAW ENFORCEMENT CONTACT	Pete Marquez	559-243-4117	559-297-3416		pete.marquez@fire.ca.gov
COST RECOVERY CONTACT	Byron Darrington	559-243-4118	559-297-3416	559-696-2803	byron.darrington@fire.ca.gov
ROSS CONTACT	Lori Windsor	951-320-6205	951-782-4900	951-840-8993	lori.windsor@fire.ca.gov
INTEL UNIT CONTACT		951-320-6246			CSR.Intel@fire.ca.gov
DUTY CHIEF LINE		951-782-4236	951-782-4900		
DUTY OFFICER LINE		951-320-6197	951-782-4900		SOPSDuty@fire.ca.gov
COMMAND CENTER BUINESS HOURS		951-782-4169	951-782-4900		
COMMAND CENTER AFTER HOURS PHONE		951-320-6197	951-782-4900		
EXPANDED DISPATCH		800-995-3473			
EXPANDED DISPATCH OVERHEAD FAX			951-320-6215		
EXPANDED DISPATCH EQUIPMENT FAX			951-774-0147		

CNR DUTY OFFICER LINE		530-224-2434			
CNR HOTLINE		800-237-3703			

Exhibit # 6

ROSS RESOURCE VOUCHER

RRV# _____ of _____

1. Incident Name:	
2. Incident #:	
3. CAD #:	
4. Date of Incident:	

RECORED IN ROSS

5. Ross Req #	6. CAD Unit ID	7. RESOURCE REQUESTED	8. RESOURCE ASSIGNED	9. DISPATCHED Date & Time	10. RELEASED Date & Time			

CORRECT ASSIGNMENT RECORD

11. Ross Req #	12. CAD Unit ID	13. RESOURCE REQUESTED	14. RESOURCE ASSIGNED	15. DISPATCHED Date & Time	16. RELEASED Date & Time	17. Approved Y	N	18. Correct Incident #

19. Reason for Ross Discrepancy:

20. Billing Agency:		**21. Paying Agency:**		
Name:		**Name:**		
Title (IC):		**Title (IC/AREP):**		
Signature:		**Signature:**		
Phone and Date:		**Phone:**		**Date:**

Exhibit # 6

Ross Resource Voucher Completion Instructions

This Ross Resource Voucher form is intended to be used at the end of an incident when Ross is reconciled and get any discrepancies (lat/long, request number, resource description/name, dispatch date or times, release date or time etc..) agreed upon, documented, and corrected into Ross. It can also be used at later times when it is discovered that there are discrepancies between what was documented in Ross and what the billing agency is claiming and correcting Ross is not feasible.

1	Enter the name of the incident in question (example "Ponderosa")
2	Enter the incident number (example "CAMVU-003456")
3	Enter Computer Assistant Dispatch # (CAD#) if applicable
4	Enter date of incident
5	Enter Ross Request number (example E-21)
6	Enter CAD Unit Id if applicable
7	Enter the Resource Requested as listed in Ross
8	Enter the Resource Assigned as listed in Ross
9	Enter the Dispatched Date & Time as listed in Ross
10	Enter the Released Date & Time as listed in Ross
11	Enter the Correct Ross Request number
12	Enter the Correct CAD Unit ID
13	Enter the Correct Resource Requested
14	Enter the Correct Resource Assigned
15	Enter the Correct Dispatched Date & Time
16	Enter the Correct Released Date & Time
17	Check the box "Y" for approved or "N" for not approved of Ross discrepancies
18	Enter Correct Incident Number if applicable
19	Enter Reason for Ross Discrepancies
20	Enter Billing Agency Name, Name of person signing Voucher, Enter Title of person signing Voucher (Incident Commander), Enter Signature, Phone number and Date
21	Enter Paying Agency Name, Name of person signing Voucher, Enter Title of person signing Voucher (Agency Representative), Enter Signature, Phone number and Date

Exhibit # 6

ROSS SUPPLY VOUCHER

RSV# _____ of _____

1. Incident Name:	
2. Incident #:	
3. CAD #:	
4. Date of Incident:	

APPROVED SUPPLY ORDERS ENTERED/NOT ENTERED INTO ROSS

5. Date supply ordered	S#:			Approved	Not Approved
	S#:	Description of Supply Order:			
	S#:	Description of Supply Order:			
	S#:	Description of Supply Order:			
	S#:	Description of Supply Order:			
	S#:	Description of Supply Order:			
	S#:	Description of Supply Order:			
	S#:	Description of Supply Order:			
	S#:	Description of Supply Order:			
	S#:	Description of Supply Order:			
	S#:	Description of Supply Order:			
	S#:	Description of Supply Order:			
	S#:	Description of Supply Order:			
	S#:	Description of Supply Order:			

6. Reason for approvals/non approvals:

7. Billing Agency:		**8. Paying Agency:**		
Name:		**Name:**		
Title (IC):		**Title (IC/AREP):**		
Signature:		**Signature:**		
Phone and Date:		**Phone:**		**Date:**

By signing this form you agree to the above

Exhibit # 6

Ross Supply Voucher Completion Instructions

This Ross Supply Voucher form is intended to be used at the end of an incident when Ross is reconciled and get any supplies (water, Gatorade, batteries, meals, motels, replacement hose etc..) approved by a Cal Fire employee, entered into Ross for reimbursable purposes. It can also be used at later times when it is discovered that any supplies were entered into Ross but were not documented who from Cal Fire approved; or for supplies that were never entered into Ross but a Cal Fire employee has approved for reimbursement.

1	Enter the name of the incident in question (example "Ponderosa")
2	Enter the incident number (example "CAMVU-003456")
3	Enter Computer Assistant Dispatch # (CAD#) if applicable
4	Enter date of incident
5	Enter date supply was ordered. The "S" number if applicable. A description of the supply. Cal Fire employee check either approved or not approved.
6	Enter Reason for approvals/non approvals
7	Enter Billing Agency Name, Name of person signing Voucher, Enter Title of person signing Voucher (Incident Commander), Enter Signature, Phone number and Date
8	Enter Paying Agency Name, Name of person signing Voucher, Enter Title of person signing Voucher (Agency Representative), Enter Signature Phone number and Date

EXHIBIT #7

INCIDENT INVOICE CHECKLIST

- [ ] 1 Invoice with list of all resources being billed along with request numbers,times, dates,rates etc.

- [ ] 2 Aircraft cost, Helicopter Daily Cost Summary and any other aircraft back up documentation.

- [ ] 3 Supporting Emergency Activity Records, supporting documentation of employee work schedules.

- [ ] 4 Supplies being billed, copy of receipts and any other supporting documentation (logs, sign up sheets, 213's, ROSS documentation etc.) **with name of whom from CALFIRE approved** (include “S”#’s)

- [ ] 5 Complete Matching Reconciled Ross Reports.

- [ ] 6 Copy of complete CAD incident report.

- [ ] 7 If in County incident and resources above appendix A are being billed; CAL FIRE name / **supporting documentation of approvals..**

- [ ] 8 Narratives or any other backup documentation necessary to support resources/supplies being billed.

- [ ] 9 Copy of NFIRS report for incident.

- [ ] 10 If Staffing Pattern Resources are being billed copy of Staffing Pattern Request from CALFIRE, copy of Appendix T with identified resources.

Exhibit # 8
South Operations Duty Officer Incident Notification
2016-2017

Contract County Incident Notification

INC NAME: INC #:

INCIDENT LOCATION:

START DATE: START TIME:

TYPE OF INCIDENT: SIZE OF FIRE:

STATE MISSION RESOURCE COMMITMENT:

POTENTIAL / ESTIMATED TIME OF CONTAINMENT:

CONTACT FOR ADDITIONAL INFORMATION:

SEND TO: South OPS Duty Officer South.OPSDutyOfficer@fire.ca.gov

Per AOP Section: **V. Operating Procedures / A. Notifications and Reports**