

TABLE OF CONTENTS

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
32
33
34
35
36
37
38
39
40
41
42
43
44
45
46

SIGNATURE COVER PAGE

EXECUTIVE SUMMARY Page i-iii

I. IDENTIFICATION Page 1

II. AUTHORITY Page 1

III. PURPOSE Page 1

IV. DEFINITIONS Page 1-5

- A. State Responsibility Area
- B. Local Responsibility Area
- C. COUNTY SRA Protection Area
- D. FEDERAL Direct Protection Area
- E. Wildfire
- F. Initial Attack
- G. Extended Attack
- H. STATE Mission
- I. COUNTY Mission
- J. COUNTY Local Responsibility Area (LRA) COUNTY Mission Identification
- K. COUNTY State Responsibility Area (SRA) STATE Mission Identification
- L. COUNTY Resources
- M. Overhead
- N. Trainee
- O. Support
- P. Wet Equipment Rate
- Q. Hard Cover Status
- R. Region Duty Chief
- S. Region Duty Officer
- T. Administrative Unit Duty Chief
- U. Administrative Unit
- V. ROSS Reconciliation
- W. Incident Close Out
- X. Morning Reports

V. OPERATING PROCEDURES Page 5

- A. Notification and Reports
- B. Initial Attack Response
- C. Extended Attack Response

Marin County / CALFIRE

2015 / 2016

1	D. Incident Management	
2	E. COUNTY Resources Eligible for Reimbursement	
3	F. Out-of-County Assignments	
4	G. Trainees	
5	H. California Fire Assistance Agreement	
6	I. Mutual Aid/Automatic Aid Agreements	
7	J. Local Government Interaction	
8	K. Hired Equipment	
9	L. Incident Support	
10	M. Communications	
11	N. Incident Command Teams	
12		
13	VI. BILLING	Page 24
14		
15	A. Gray Book Billing	
16	B. Incident Billing	
17	C. Monthly ROSS Activity Report	
18	D. FMAG Approval Notice	
19		
20	VII. MAINTENANCE OF SPATIAL DATA	Page 27
21		
22	A. State Responsibility Area	
23	B. Annexations	
24	C. Changes affecting federal ownership	
25	D. Other automatic changes	
26	E. Facilities and Resources Mapping	
27	F. Fire Perimeters	
28	G. Communities and Community Planning Efforts	
29		
30		
31	VIII. FIRE PREVENTION	Page 28
32		
33	IX. LAW ENFORCEMENT	Page 30
34		
35	X. FIRE PLAN	Page 32
36		
37	XI. GENERAL PROVISIONS	Page 33
38		
39	A. Periodic Review	
40	B. Updating of Plan	
41	C. Public Information	
42	D. Augmentation or Reduction of Resources	
43	E. Training	
44	F. Joint Projects	
45	G. Capital Outlay	
46	H. Online Access to CALFIRE Policy Handbooks	

**FIRE PROTECTION AGREEMENT
EXHIBIT G**

**2015/2016
OPERATING PLAN**

**STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY
AND FIRE PROTECTION**

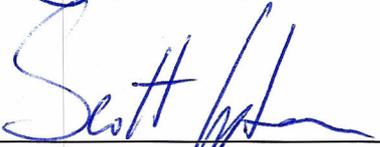
**MARIN COUNTY
FIRE DEPARTMENT**

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.



Jason Weber, Fire Chief
Marin County Fire Department

6/4/15
Date



Scott Upton, Fire Chief
CALFIRE Sonoma, Lake Napa Unit

6-4-15
Date

Marin County / CALFIRE

Executive Summary

2015 / 2016

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 CALFIRE 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 CALFIRE 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 CALFIRE approving officials (Agency Representatives, Region Duty Chiefs and Region Duty Officers) 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/CALFIRE Operating Plan as pre-approved first and second alarm initial attack resources, and/or (3) approved by a CALFIRE 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.

Marin County / CALFIRE

Executive Summary

2015 / 2016

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

Reimbursement

Through agreement between CALFIRE 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 CALFIRE, 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)

Marin County / CALFIRE

Executive Summary

2015 / 2016

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

3
4 COUNTY hand crew- *When assigned for more than **two hours** on an*
5 *incident, actual personnel cost from initial dispatch*

6
7 COUNTY aircraft - *Actual personnel and aircraft operating cost from initial*
8 *dispatch*

9
10 COUNTY equipment –

- 11
- 12 • Engines- *not eligible for reimbursement**
- 13 • Dozers - *not eligible for reimbursement**
- 14 • Specialized Equipment - *actual operating cost on file with*
15 *CALFIRE*
- 16 • Services and Supplies - *actual costs*
- 17

18 **Extended Attack/Multi-Operational Period Incident:**

19
20 COUNTY personnel - *Same as an Initial Attack Incident*

21
22 COUNTY volunteers - *Same as an Initial Attack Incident*

23
24 COUNTY hand crew - *Same as an Initial Attack Incident*

25
26 COUNTY aircraft - *Same as an Initial Attack Incident*

27
28 COUNTY equipment - *engines, dozers, specialized equipment based on*
29 *actual operating costs on file with CALFIRE*

30 31 **Move-Up and Cover, Special Staffing Pattern:**

32
33 COUNTY personnel - *Unscheduled overtime as a result of move-up and cover*
34 *or special staffing pattern*

35
36 COUNTY equipment - *Engines, dozers, aircraft, specialized equipment-actual*
37 *operating cost on file with CALFIRE*

38

1 **I. IDENTIFICATION**

2 This Operating Plan is between the California Department of Forestry and Fire
3 Protection (CALFIRE) (hereinafter called STATE) and the County of Marin (hereinafter
4 called COUNTY).

5 **II. AUTHORITY**

6 This Operating Plan is an integral part of the Fire Protection Agreement (hereinafter
7 called the AGREEMENT) between the STATE and COUNTY dated July 1, 2014 and is
8 described as Exhibit G within the Agreement. This Operating Plan shall be updated
9 annually and shall be attached to and become part of the AGREEMENT as Exhibit G
10 upon signature of all parties. Effective dates of this Operating Plan are July 1, 2015 to
11 June 30, 2016.

12 **III. PURPOSE**

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

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

30 **IV. DEFINITIONS**

- 31 A. State Responsibility Area (SRA)

32 Lands exclusive of cities and federal lands, regardless of ownership, which are
33 classified by the State Board of Forestry and Fire Protection (Public Resources Code
34 Section 4126) as areas in which the primary financial responsibility for preventing
35 and suppressing wildfires is that of the STATE or its agent (reference Appendix R of
36 Operating Plan for State Responsibility Area Classification Criteria).
37

1 B. Local Responsibility Area (LRA)
2

3 Lands exclusive of a State Responsibility Area classification or federal ownership
4 that COUNTY or other local jurisdiction is responsible for providing fire protection
5 services. Local Responsibility Area can include cities, fire districts, and
6 unincorporated county areas as well as some unincorporated areas classified as
7 wildland.
8

9 C. COUNTY SRA Protection Area (CPA)

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

16 D. FEDERAL Direct Protection Area (FEDERAL DPA)
17

18 For the purpose of this Operating Plan, those areas classified as State Responsibility
19 Area that by law and agreement are provided wildland fire protection by a Federal
20 Forest Agency within COUNTY. Areas protected by a Federal Forest Agency within
21 COUNTY have been delineated on State Responsibility Area Direct Protection Maps
22 and will be kept on-file with STATE.
23

24 E. WILDFIRE

25 For the purpose of this Operating Plan, any wildland fire that burns on or threatens
26 State Responsibility Area within COUNTY SRA Protection Areas. Fire types, such
27 as but not limited to vehicle and structure, when in proximity to State Responsibility
28 Area (**Within ½ mile**) and in the reasonable judgment of COUNTY are deemed a
29 threat to the SRA may be considered as a wildfire. Threat response activity must be
30 reported to the OSFM under FDID 21555 or as "Aid given or received" to FDID
31 21555.

32 F. INITIAL ATTACK

33 Wildfires in the judgment of COUNTY that (1) are contained normally within **2** hours
34 from report of fire; and/or (2) the number of COUNTY resources dispatched remains
35 within pre-approved first and second alarm response levels (This does not preclude
36 the ordering of a small number of resources beyond the pre-approved list if the
37 additional resources result in a successful initial attack).
38

39 G. EXTENDED ATTACK
40

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

1 within the first burning period.

2
3 H. STATE Mission

4
5 Any activity or assignment engaged by COUNTY on a wildfire within COUNTY SRA
6 Protection Area for the protection of STATE interests. Resources that may be
7 ordered by COUNTY in support of the STATE Mission and eligible for STATE
8 reimbursement consideration may include, but are not limited to, equipment, aircraft,
9 hand crews, overhead, and supplies.

10
11 Resource ordering systems available to COUNTY in support of the STATE Mission
12 are (1) resource orders placed direct to STATE through provisions set forth by this
13 Operating Plan and (2) resource orders placed through the California Fire and
14 Rescue Mutual Aid System under provisions set forth by the **California Fire**
15 **Assistance Agreement (CFAA)**. Any resource ordered must be approved by the
16 STATE prior to its use. For augmented initial attack, these approvals have already
17 been provided to the COUNTY (See Appendix A). Resources needed to support the
18 STATE Mission beyond those listed in Appendix A must be approved by the STATE
19 (CNR Duty Officer, CNR Duty Chief, or STATE AREP).

20
21 I. COUNTY Mission

22
23 Any activity or assignment engaged by COUNTY on a wildfire within COUNTY SRA
24 Protection Area for the protection of COUNTY interests. Resources that may be
25 ordered by COUNTY in support of the COUNTY Mission and non-eligible for STATE
26 reimbursement consideration may include, but are not limited to, equipment, aircraft,
27 hand crews, overhead, and supplies.

28
29 Resource ordering systems available to COUNTY in support of the COUNTY Mission
30 are resource orders placed through the **California Fire and Rescue Mutual Aid**
31 **System** under provisions set forth by the California Master Mutual Aid Agreement.

32
33 J. COUNTY Local Responsibility Area (LRA) COUNTY Mission Identification

34
35 Resources ordered for a State Responsibility Area wildfire within COUNTY SRA
36 Protection Areas in support of the COUNTY Mission, that are not eligible for STATE
37 reimbursement consideration, will be identified by the three-letter COUNTY Mission
38 Identifier prefixed to the incident number. For COUNTY, this COUNTY Mission
39 Identifier will be MRN.

40
41 Example: CA-MRN-123456, request O-12

42
43 K. COUNTY State Responsibility Area (SRA) STATE Mission Identification

44
45 Resources ordered for a State Responsibility Area wildfire within COUNTY SRA
46 Protection Area in support of the STATE Mission, for which STATE may be billed
47 (CFAA or Assistance-by-Hire), will be identified in the resource order's special needs
48 field as ordered for the STATE Mission using the COUNTY three-letter STATE
49 Mission Identifier. For COUNTY, this STATE Mission Identifier will be (MRU).

1 Example: CA-MRU-123456, request O-12
2 Special Needs Field: MRU Mission
3

4 L. County Resources

5
6 Personnel and equipment that are directly assigned to COUNTY.

7 M. Overhead

8 Staff positions required to provide command and management on an incident.
9

10 N. Trainee

11 An individual who has met all required training and pre-requisite experience for a
12 specified ICS position to qualify for a position performance assignment in order to
13 become position certified.
14

15 O. Support

16 Support shall mean those logistical services and expendable commodities that may
17 be required to support wildfire suppression efforts.
18
19

20 P. Wet Equipment Rate

21 Equipment rates developed by COUNTY for STATE reimbursement shall include fuel
22 cost for operating COUNTY equipment. When assigned to a State Responsibility
23 Area incident, fuel used by COUNTY equipment as covered by the equipment rate
24 will not be separately invoiced or charged to STATE.
25

26 Q. IMT Hard Cover Status

27 Those COUNTY personnel assigned to a CALFIRE Incident Management Team in
28 which a team not scheduled for coverage has been placed on 24 hour immediate
29 response status by STATE, are to be considered on hard cover status. When on
30 hard cover status based on a STATE issued incident order and request number,
31 COUNTY may bill STATE for COUNTY personnel providing team coverage beyond
32 scheduled work hours.

33 R. Region Duty Chief

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

36 S. Region Duty Officer

37 Point contact at the Southern / Northern Operations Command Centers. Provides
38 incident resource approvals prior to the CALFIRE agency representative arrival,
39 approver of logistical needs during travel to and from incidents while under hire by

1 state.

2 T. Administrative Unit Duty Chief (LNU)

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

5 U. Administrative Unit (LNU)

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

11 V. ROSS Reconciliation

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

17 W. Incident Close Out

18 The process of reviewing all aspects of an incident close.

19 X. Morning Reports

20 Morning reports assist the Northern Region OCC with County resources available to
21 the STATE Mission, identify resources committed to CNR Staffing patterns, and will
22 further support invoicing for those identified resources. (Appendix T).

23

24 **V. OPERATING PROCEDURES**

25 A. Notification and Reports

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

1 notification in the immediate timeframe of the original time of dispatch.

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

6 **IF SUPPRESSION RESOURCES ARE SUBSTANTIALLY AUGMENTED:**
7

8 2nd notification shall be via telephone from COUNTY's Fire Dispatch Center to
9 STATE Northern Region (CNR) Command Center, attention: CNR Duty Officer (refer
10 to Exhibit 5). The STATE Northern Region (CNR) Command Center will verify with
11 COUNTY that the fire has/has not qualified as a State Responsibility Area fire, and
12 determines the need for a STATE Agency Representative (AREP). The COUNTY will
13 enter all reimbursable resource orders into the STATE approved Resource Ordering
14 and Status System (ROSS). Once an incident is entered into ROSS, all resources
15 ordered or assigned to the fire will be statused in ROSS until released, whether or not
16 they are to be billed to the State.

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

- 29
30
31
32
33
34
35
36
37
38
39
40
- Incident Order Number and Name
 - Incident Location
 - Starting Time / Date of Incident
 - Type of Incident
 - STATE Mission Resource Commitment
 - COUNTY Contact for Additional Information

1 When dispatching suppression resources and equipment the COUNTY will adhere to
2 the **closest available resource concept**. A reasonable effort will be made to
3 determine if STATE or FEDERAL resources other than MRN are closer and available.
4 When a known STATE or FEDERAL resource is the closest available resource it will
5 substitute for the pre-approved like resource listed in Appendix A.

6 **STATE shall provide aircraft as needed for State Responsibility Area incidents**
7 within COUNTY SRA Protection Areas to the extent that appropriate aircraft are
8 available (reference Appendix B Air Tactical / Tanker Schedule). **Pre-approved fixed**
9 **wing and rotor wing aircraft are identified in Appendix A**. State and Federal
10 aircraft are controlled by the Northern Region Geographical Coordination Center
11 (GAC); requests will be via the region intercom system.

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

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

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

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

1 SRA within COUNTY Protection Area.

2 When COUNTY negotiates local mutual aid agreements, these mutual aid
3 agreements shall not deviate from provisions set forth in this Operating Plan. For
4 those mutual aid agreements that could alter or involve the movement of STATE
5 resources or the expenditure of STATE funds, a STATE endorsement of these
6 agreements shall occur. State endorsement will be done by the LNU Unit Chief, as
7 appropriate.

8 C. Extended Attack Incidents

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

13 For updated incident information CNR Intel may contact the MRN Duty Officer (refer
14 to Exhibit 5).

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

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

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

32 Special Note: For State Responsibility Area wildfires occurring within COUNTY SRA
33 Protection Areas that meet FEMA Fire Management Assistance Grant Program
34 (FMAG) criteria for reimbursement eligibility, COUNTY will advise STATE with the
35 initial point of contact being the STATE CNR Duty Chief. The FMAG application must
36 be submitted while the State Responsibility Area wildfire is **(1) uncontrolled** and **(2)**
37 **directly threatening life and property**, in order for the fire to qualify for reimbursement

1 consideration (reference Appendix E on FMAG Notification, Application, and
2 Conference Call Protocols).

3 COUNTY may request a STATE AREP or STATE may choose to send an Agency
4 Representative (AREP) to State Responsibility Area wildfires within COUNTY SRA
5 Protection Areas that extend beyond initial attack. As representative of the STATE
6 CNR Region Chief, the STATE AREP reports to the STATE CNR Duty Chief and will
7 be responsible for ensuring that all interests of the STATE are satisfied for a specific
8 incident. A STATE AREP will normally be classified at the Division Chief level.

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

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

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

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

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

- 1 • Name of CALFIRE person who authorized each STATE expenditure
- 2 • Order and Request Number Validation
- 3 • Assistance-By-Hire (ABH) and California Fire Assistance Agreement (CFAA)
- 4 • In-County and Out-of-County Assignment
- 5 • ROSS Resource Position Coding

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

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

18
19 When requesting resource approval through the STATE CNR Duty Officer,
20 information required by STATE CNR Duty Officer for review and approval shall
21 include: **(1)** request number with COUNTY State Responsibility Area STATE Mission
22 identification that indicates the resource request is being placed in support of the
23 STATE Mission, **(2)** kind and type of resource with appropriate resource position code
24 (reference Appendix F for Listing of Resource Position Codes) and **(3)** date/time
25 when resource order was placed by COUNTY. Once contact has been made with the
26 STATE CNR Duty Officer, this resource information will be entered into ROSS.

27
28 For reimbursement approvals involving off-incident resource needs (move-up and
29 cover, special staffing patterns, mobilization centers, trainee assignments, fire
30 investigation, expanded dispatch support), the **STATE CNR Duty Chief** will serve as
31 the COUNTY's point of contact for STATE approval.

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

38 **D. Incident Management**

39 COUNTY will establish an integrated management organization designed to meet the
40 complexity of the incident. The COUNTY Duty Chief and State CNR Duty Chief will

1 maintain regular contact as the incident size or complexity increases to coordinate
2 incident support and resource availability. This organization shall be established
3 under the Incident Command System. COUNTY will staff positions in the Incident
4 Command System, as requested by the STATE Agency Representative (AREP), to
5 support the proper and efficient expenditure of STATE funds.

6 As an incident escalates in complexity and cost, STATE or COUNTY may choose to
7 increase the STATE's level of authority on the incident by either sending a **STATE**
8 **Agency Administrator, Line Officer**, or assigning a **STATE Deputy Incident**
9 **Commander**. When the need has been identified to increase the STATE level of
10 authority, the STATE CNR Duty Chief and COUNTY Duty Chief will serve as the
11 initial point of contact in addressing this need. The STATE Deputy Incident
12 Commander will normally be a Deputy Chief or higher in rank and be able to provide
13 assistance and guidance to the COUNTY Incident Commander. The STATE Agency
14 Administrator will be a Unit Chief or higher in rank and will work with the COUNTY
15 Fire Chief or designee in providing direction on incident objectives and strategies.
16 This increase in the STATE's level of authority will ensure that the interests of STATE
17 are being met.

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

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

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

37 E. COUNTY Resources Eligible for Reimbursement

38 COUNTY resources (equipment and personnel) listed in Appendix H of Operating

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

6 STATE may reimburse COUNTY for COUNTY resources in support of move-up and
7 cover for STATE-funded COUNTY fire stations or special staffing pattern activation.
8 Approval must be obtained from STATE prior to any mobilization taking place.
9 **Approval level for these mobilization actions is the CNR Region Duty Chief.** The
10 STATE AREP, the IMT, Unit Duty Chief, or IC / Deputy IC are not authorized to
11 approve mobilization actions by contract counties. This would include move up and
12 cover, fill behind covers, and call backs. STATE-funded COUNTY fire stations are
13 identified in Appendix I of this Operating Plan.

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

- 16 1. Multiple wildfires and/or an extended attack wildfire involving State
17 Responsibility Area is burning within and/or outside COUNTY; and
18
- 19 2. The number of COUNTY resources assigned to State Responsibility Area
20 wildfires has caused a significant drawdown on COUNTY resources available
21 to support additional initial attack and/or extended attack incidents within
22 COUNTY; and
23
- 24 3. STATE is unable to meet the operational resource needs of COUNTY as
25 determined by the respective STATE and COUNTY Duty Chiefs

26 Special Staffing Patterns

27 When fire weather conditions and fuel conditions exist or are forecasted within
28 COUNTY that could significantly increase the chance of multiple wildfire starts
29 occurring that will escape initial attack containment, COUNTY may request STATE to
30 approve a special staffing pattern to supplement COUNTY's initial attack capability.
31 Staffing augmentation decision point criteria will be used in support of COUNTY and
32 STATE actions for requesting and approving of COUNTY special staffing pattern.
33 Point of contact for COUNTY to receive special staffing pattern approval and to
34 determine staffing pattern duration will be the **STATE Administrative Unit Duty**
35 **Chief**; final approval will be by the **STATE CNR Duty Chief**.

36 State Resources Augmenting County

37
38 When COUNTY has requested staffing augmentation from STATE and STATE
39 provides STATE resources (engines, crews, dozers) in support of COUNTY, STATE

1 resources will be under COUNTY command and control. COUNTY will have authority
2 to directly dispatch STATE resources assigned to COUNTY to a wildfire within
3 COUNTY SRA Direct Protection.

4
5 State Resources Pre-Positioned for the State Mission

6
7 When STATE is pre-positioning STATE resources within COUNTY in support of
8 STATE pre-position planning, STATE resources are under STATE command and
9 control. For COUNTY to utilize pre-positioned STATE resources within COUNTY,
10 COUNTY will place an order/request with STATE CNR Command Center.

11
12 In support of regional and statewide mobilization of fire suppression resources,
13 COUNTY has agreed to provide logistical support, when available, to the mobilization
14 center that STATE activates at the Marin County Fair Grounds. Cost incurred by
15 COUNTY when supporting the STATE activated mobilization center may be eligible
16 for STATE reimbursement. Approvals will be by the CNR Duty Officer or the STATE
17 AREP, final approval will be by the CNR Duty Chief.

18
19 If COUNTY believes that conditions exist that allow for STATE reimbursement for
20 COUNTY resources assigned to protect State Responsibility Area within COUNTY
21 SRA Protection Areas, it will be the responsibility of COUNTY to contact STATE and
22 request for reimbursement approval. Contact point for COUNTY to request incident
23 reimbursement approval will be the STATE Agency Representative (AREP).

24
25 For reimbursement approval in support of move-up and cover, mobilization centers,
26 expanded dispatch, fire investigation, and trainee assignments, approval will be by
27 the STATE CNR Duty Chief.

28
29 When off-incident staffing is approved by STATE, there is an expectation of COUNTY
30 that positions approved for STATE reimbursement shall be filled with COUNTY
31 personnel of the appropriate civil service classification and in accordance with
32 COUNTY policy.

33
34 The STATE will not arbitrarily deny a COUNTY request for reimbursement
35 consideration and shall consider the operational needs of COUNTY and STATE's
36 ability to provide operational support to COUNTY when approving such requests.
37 Criteria found in the STATE's Emergency Fund Use Policy (Appendix K of Operating
38 Plan) shall be used when determining what COUNTY resources may be eligible for
39 reimbursement.

40
41 When approved by STATE, costs incurred by COUNTY in conducting temporary
42 repairs of damage caused directly by wildfire suppression activities and/or wildfire
43 damage rehabilitation caused directly by wildfire suppression activities on State
44 Responsibility Area within COUNTY SRA Protection Areas may be eligible for STATE
45 reimbursement.

46
47 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

1 Commander to identify those COUNTY resources that are being used in support of
2 the STATE Mission. Once identified and approved by STATE, the following costs
3 incurred by COUNTY resources assigned to an initial attack or extended attack/multi-
4 operational incident within COUNTY SRA Protection Areas are eligible for STATE
5 reimbursement:
6
7
8

9 COUNTY Initial Attack Incident:
10

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

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

25
26 COUNTY Extended Attack/Multi-Operational Period Incident:
27

- 28 • COUNTY personnel - *Same as an Initial Attack Incident*
- 29 • COUNTY paid call - *Same as an Initial Attack Incident*
- 30 • COUNTY handcrew - *When assigned for more than two hours on an incident,*
31 *actual personnel cost from initial dispatch*
- 32 • COUNTY aircraft - *Same as an Initial Attack Incident*
- 33 • COUNTY equipment - *(Not to include COUNTY personnel costs)*
 - 34 • *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 CNR 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 CNR incident order number will be provided to COUNTY Fire Dispatch Center through email notification. To assist with capturing the identified resources under a staffing pattern, COUNTY will provide a Morning Report Appendix T 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 CNR 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)

1 CFAA rates with the exception that beginning with incidents occurring on or after
2 November 14, 2013, rates shall include charges for 24 hours per day for both
3 personnel and equipment. Billing period definitions will be as described within the
4 CFAA agreement.

5
6 **NOTE: ABH 24 HOUR PAYMENT WILL ONLY APPLY TO RESOURCES**
7 **ORDERED BY AND/OR AUTHORIZED BY THE STATE.**
8

9
10 F. Out-of-County Assignments
11

12 COUNTY resources (equipment and personnel) requested directly by STATE CNR
13 Command Center for out-of-county assignments, requests will be Assistance-by-Hire.
14 Assistance-by-Hire requests to COUNTY will be limited to those resources that are
15 considered wildfire applicable (Engines normally used by County for wildland
16 firefighting, Type III & IV engines, water tenders, bulldozers, hand crews, helicopter
17 and air tactical aircraft, specialized equipment, and overhead) County ABH rates will
18 be the same as (No higher than) CFAA rates (With 24 hour rate exception noted
19 above). When COUNTY resources are ordered through the California Fire Assistance
20 Agreement (CFAA), reimbursement will be based on those rates established by the
21 current CFAA Agreement (Reference Appendix L for Resource Ordering Guidelines).
22

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

27
28 MRN 9150
29

30 If needed, additional STATE authorized numerical strike team identifiers may be
31 issued by the STATE CNR Duty Officer.
32

33 For those out-of-county assignments that require transportation support (vehicle
34 rental, air transportation, etc.), transportation authorization and coordination shall
35 occur with the **STATE CNR Duty Officer**.
36

37 When requested by STATE for an out-of-county State Responsibility Area wildfire as
38 **assistance-by-hire** (ABH), meals and lodging incurred by COUNTY personnel
39 traveling to and from the wildfire may be eligible for STATE reimbursement. Cost of
40 meals and lodging will be reimbursed based on COUNTY per diem policy and rates.
41 When COUNTY personnel traveling to and from a SRA incident are in need of off
42 incident meals and/or lodging, the COUNTY will advise STATE through the **STATE**
43 **CNR Duty Officer** to authorize meals and/or lodging, the STATE CNR Duty Officer
44 will document authorization in STATE approved resource ordering and tracking
45 system.
46

47 When COUNTY resources are traveling to and from a SRA incident and need to
48 make contact with STATE, the following STATE telephone numbers are to be used:
49

1 **CALFIRE Northern Region (CNR)**

2
3 CNR Duty Officer – see Exhibit 5
4 CNR Hotline – see Exhibit 5

5
6 **CALFIRE Southern Region (CSR)**

7
8 CSR Duty Officer – see Exhibit 5
9 CSR Expanded – see Exhibit 5

10
11
12 Once COUNTY personnel arrive at the incident, meals and lodging in motels or
13 hotels, when available, will be the responsibility of the STATE to provide.

14
15 For COUNTY to be eligible for per diem cost reimbursement while on incident,
16 STATE Incident Commander or STATE Agency Representative (AREP) must
17 approve such expenses.

18
19 For COUNTY personnel assigned to CNR Command Center, STATE will be
20 responsible for providing feeding and lodging.

21
22 When COUNTY personnel are expending COUNTY funds to support feeding and
23 lodging and COUNTY will be requesting reimbursement from STATE, COUNTY
24 personnel shall coordinate feeding and lodging expenditures with STATE CNR Duty
25 Officer or STATE Agency Representative (AREP).

26
27 Prior to release from an incident, COUNTY may request STATE Incident Commander
28 or STATE AREP authorization for COUNTY equipment refurbishment and
29 rehabilitation up to a maximum of 2 hours as appropriate.

30
31 When a STATE CNR Command Center ordered resource is re-assigned to another
32 State Responsibility Area wildfire within COUNTY SRA Protection Areas in support of
33 the STATE Mission, COUNTY shall re-assign through STATE CNR Command Center
34 as a STATE ordered resource. In those situations where a COUNTY engine strike
35 team has been ordered under CFAA and is being re-assigned as a STATE ordered
36 resource, the COUNTY engine strike team identifier shall be changed to one of
37 COUNTY's STATE authorized numerical strike team identifiers to assist with
38 identification of COUNTY engine strike team as being a STATE resource.

39
40 For COUNTY engine strike teams ordered by STATE, COUNTY may include a strike
41 team leader "trainee" position. Reimbursement by the STATE is pre-authorized.
42 When a "trainee" is assigned, COUNTY will advise STATE that a trainee position has
43 been added to the engine strike team order/request number, with required ROSS
44 entries performed by County. Individuals serving as strike team leader trainee shall
45 be qualified under California Incident Command Certification System guidelines that
46 govern trainee assignments. All other trainee assignments will require STATE
47 approval with the STATE CNR Duty Chief serving as the COUNTY point of contact for
48 requesting trainee assignment approval.

1 COUNTY resources not ordered through the Mutual Aid System will be reimbursed
2 based on COUNTY rate schedules as agreed to by STATE and COUNTY.
3 Reimbursement for staffing on engine companies will be limited to three persons
4 unless an ICS Type I engine with four-person staffing is specifically requested and
5 approved by STATE. If COUNTY engine staffing standards require a fourth person
6 on COUNTY Type II and III engines, STATE will reimburse COUNTY for this
7 additional engine staffing. STATE must be provided a copy of the COUNTY policy
8 requiring four person staffing. COUNTY policy must provide that ANY similar
9 response (MMA, CFAA, Automatic Aid, Mutual Aid, or Contract County) must be
10 staffed at four persons, irrespective of reimbursement by the STATE.

11
12 G. Trainees

13
14 Operating Plan provisions pre-authorize COUNTY to assign a Strike Team Leader
15 "Trainee" as part of a COUNTY engine strike team when ordered in support of the
16 STATE Mission. Trainee assignments not pre-authorized by STATE will require
17 STATE approval with the STATE CNR Duty Chief serving as the COUNTY's point of
18 contact for requesting trainee authorization. COUNTY shall consider the criteria
19 stated in the Operating Plan definition for "Trainee" when assigning COUNTY
20 personnel as trainees.

21
22 H. California Fire Assistance Agreement (CFAA) Resources Request
23

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

35
36 Example: CA-MRN-012345, request E-12

37
38 Special Needs Field: MRU Mission
39

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

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

6 When a CFAA ordered resource is re-assigned to another State Responsibility Area
7 wildfire within COUNTY SRA Protection Areas in support of the STATE Mission,
8 COUNTY shall re-assign that resource through the California Fire & Rescue Mutual
9 Aid System as a CFAA ordered resource.

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

19 I. MutualAid/Automatic Aid Agreements

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

28 J. Local Government Interaction

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

38 Local Government resources re-assigned to COUNTY in support of the STATE

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

6 K. Hired Equipment

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

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

22 Private equipment hired by COUNTY shall have an agreement in-place which lists
23 reimbursement methodology, including rates for reimbursement. For technical support
24 on private equipment agreement preparation and negotiation, COUNTY can contact
25 the STATE Sonoma-Lake-Napa (LNU) Unit Hired Equipment Coordinator (see Exhibit
26 5).

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

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

34 L. Incident Support

35 STATE will directly provide, or reimburse the COUNTY for, all necessary support
36 costs for an incident covered by the AGREEMENT. Support costs may include meals
37 and lodging in motels or hotels for all personnel assigned to the incident. Approval for

1 these costs must be obtained from the STATE Agency Representative in advance.
2 STATE purchasing rules and regulations shall be a determining factor for approving
3 COUNTY purchases for STATE reimbursement. Proper accounting documentation
4 must be assured for reimbursement if the COUNTY is to pay the provider directly and
5 then seek payment from the STATE.

6 The STATE will assume the financial responsibility for providing the tools, materials,
7 foodstuffs, and supplies necessary to properly support incident operations. When
8 feasible and in coordination with COUNTY, STATE shall make payments directly to
9 vendors providing such services and commodities using the following STATE
10 accounting index and PCA coding that has been assigned for COUNTY SRA
11 incidents:

12 Index 1010 / PCA 00901

13
14 Invoices should be presented directly to the STATE Agency Representative (AREP)
15 at the incident with vendor invoices and purchase documents turned into the STATE
16 Marin (LNU) Unit for processing.

17 STATE rules and regulations governing incident retrograde will be followed when
18 addressing surplus supplies and foodstuffs (reference Appendix N for Retrograde
19 Guidelines). The STATE will only be responsible to replace COUNTY property or
20 equipment lost or damaged on an incident to the extent allowed in STATE policy on
21 the Emergency Fund found in STATE Handbook 3800.

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

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

32 When on a wildfire incident burning on or threatening State Responsibility Area within
33 COUNTY SRA Protection Areas the State AREP or County IC becomes aware of a
34 potential private property damage claim against the State of California, the STATE
35 AREP, if assigned, or COUNTY will advise the STATE CNR Duty Officer. For private
36 property damage that resulted from firefighting activities and could not be repaired by
37 the incident (refer Appendix O for Private Property Damage Repair Guidelines), the

1 property owner can contact the California Victim Compensation and Government
2 Claims Board at 1-800-955-0045 or www.governmentclaims.ca.gov to request a claim
3 form.

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

7 M. Communications

8 In support of this Operating Plan, a Communications Plan, Appendix P lists radio
9 frequencies that may be used by COUNTY on State Responsibility Area incidents
10 within COUNTY SRA Protection Areas. The Plan will include STATE radio
11 frequencies that are pre-approved or available for use within the COUNTY. Requests
12 for use of STATE frequencies and other available frequencies must be processed
13 through the STATE CNR Command Center.

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

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

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

27 N. STATE Incident Management / COUNTY Incident Management Teams

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

33 STATE IMT and COUNTY IMT members are required to stand-by on an assigned
34 rotational basis during the declared fire season period as determined by STATE and
35 COUNTY. **There is no compensation by STATE for STATE IMT and COUNTY**
36 **IMT members while on stand-by status.** STATE IMT member availability during

1 the non-fire season period will be on “as available” basis.

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

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

17 Reimbursement to COUNTY for ICT/IMT members shall be in accordance with
18 reimbursement procedures of this Operating Plan. Cost incurred by COUNTY for
19 ICT/IMT members placed on “hard cover” status will be reimbursed in accordance
20 with COUNTY policy governing employee compensation for availability beyond
21 normal work hours.

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

29 VI. BILLING

30 Gray Book Billing

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

35 Incident Billing

36
37 Billing for State Responsibility Area incidents within COUNTY SRA Protection Areas

1 and out-of-county assignments at the direct request of STATE will be handled
2 through the COUNTY and STATE administrative sections. When billings are
3 submitted for reimbursement, the following itemized information shall be provided:
4 SEE INCIDENT INVOICE CHECKLIST Exhibit 7.

- 5 • Incident Name and Order Number
- 6
- 7 • Initial Attack or Extended Attack Incident
- 8
- 9 • Description of resource(s) with corresponding request number and applicable
10 incident overhead position code. (Reference Appendix F for Listing of
11 Incident Position Codes)
- 12
- 13 • Reimbursement rate charged.
- 14
- 15 • Supporting documentation (dispatch records) identifying dispatch and in-
16 quarters time assigned to incident.
- 17
- 18 • Logistical purchase(s) with corresponding request number(s).
- 19
- 20 • A printed copy of the OSFM CAIRS (NFIRS) report for the incident being
21 billed will be attached to the invoice. Invoices for incident billing will not be
22 processed by the State if the incident being billed is not in the OSFM
23 database.
- 24
- 25 • Prior to approving Gray Book invoices, State will confirm that County SRA
26 NFIRS reporting is current.
- 27

28
29 Billing for State Responsibility Area incidents within COUNTY SRA Protection Areas
30 and STATE requested out-of-county assignments shall be submitted to STATE
31 **within 180 days** of the incident control date. STATE shall approve invoices submitted
32 by COUNTY within 60 days of receipt. If COUNTY or STATE, with good cause,
33 cannot meet this approval time frame, COUNTY or STATE may request an extension
34 that will be done in writing. Once an invoice is approved and processed by STATE for
35 payment, STATE will advise COUNTY. Administrative charges may be added to the
36 invoice to State. Standard business practices as are routinely followed at County
37 when invoicing State agencies will apply. With one exception, the rate and method of
38 application charged will not be higher than when COUNTY invoices under the CFAA
39 agreement. Exception: For incidents occurring on or after November 14, 2013,
40 equipment may be billed for up to 24 hours per day, rather than the 16 hour per day
41 maximum.
42

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

6 MONTHLY ROSS ACTIVITY REPORT

7
8 To assist the COUNTY in meeting the incident billing timelines described below, the
9 Contract County Deputy Chief will assemble and distribute the following information:
10 Each month, the ROSS database will be queried for all fire activity to which COUNTY
11 resources have been assigned in ROSS. This report (Exhibit 3) will be produced and
12 distributed on or before the last business day of the first week every month, and will
13 include incidents for the month prior to the print date. Example: On January 3, 2016,
14 the ROSS Monthly Activity Report will be run for the month of December, 2015.
15 Because this report will include all activity in ROSS for any given jurisdiction,
16 COUNTY will need to determine which of the incidents listed are billable to the
17 STATE under the Contract County Agreement. Once that billable subset of incidents
18 is known, invoices for those incidents must be prepared and transmitted to STATE
19 within the identified timeframes.

20 FMAG APPROVAL NOTICE

21
22
23 As Fire Management Assistance Grants (FMAG) are approved from time to time, the
24 approval is transmitted to the CALFIRE Deputy Chief of State and Federal Programs
25 within COOP Fire Sacramento. State and Federal Programs will distribute the FMAG
26 approval to the CALFIRE Contract County Deputy Chief who will immediately
27 distribute by email to COUNTY AOP and Finance contacts.

28
29 Billing for those State Responsibility Area wildland fires within COUNTY SRA
30 Protection Areas and STATE requested Out of County assignments that have
31 qualified for Fire Management Assistance Grant (FMAG) reimbursement shall be
32 submitted to STATE within **90 days** of the FMAG Eligibility Close Date in order to
33 meet STATE and Federal Emergency Management Agency (FEMA) requirements. If
34 County with cause is unable to meet the deadline, COUNTY may request in writing to
35 the CALFIRE Contract County Deputy Chief for a **30 day** extension.

36
37 The STATE further reserves the right to reduce the COUNTY incident invoice
38 reimbursement by seventy-five percent (**75%**) if COUNTY without reasonable cause
39 fails to meet the agreed upon submission deadline resulting in a reduced
40 reimbursement to the STATE by FEMA.

41
42 When STATE advises COUNTY that STATE has approved and processed for
43 payment an FMAG based COUNTY invoice, COUNTY should receive reimbursement
44 within **90 days** from date of STATE notification. For those COUNTY invoices that do
45 not receive payment within 90 days, COUNTY can contact STATE to advise of non-
46 payment with the STATE point of contact (refer to Exhibit 5).

47

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

3
4 Correspondence and invoice submittal to STATE for incident reimbursement should
5 be mailed to the following address:

6
7
8 California Department of Forestry and Fire Protection
9 2524 Mulberry Street
10 Riverside, California 92501
11 Attn: Deputy Chief, Contract Counties
12

13 Payment to County for services rendered to STATE should be mailed to the following
14 address:

15 Marin County Fire Department
16 P.O. Box 518
17 Woodacre, California 94973
18

19 Correspondence to COUNTY regarding incident billings should be mailed to the
20 above address.
21

22 VII. MAINTENANCE OF SPATIAL DATA

23 State Responsibility Areas (SRA)

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

26 [27 http://frap.fire.ca.gov/projects/sra_mapping/index.php](http://frap.fire.ca.gov/projects/sra_mapping/index.php)

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

31 This update process includes;

32 Annexations

33 CALFIRE receives official notification of every annexation from the State Board of
34 Equalization.

35 Changes affecting federal ownership

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

38 Other automatic changes

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

41 COUNTY should conduct a review of each SRA data release to verify that STATE
42 has identified and properly captured annexations, federal ownership changes, and

1 other automatic changes. If problems are identified the Region SRA Coordinator
2 should be notified.

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

10 Facilities and Resources Mapping

11 Firefighting facilities information is maintained as CALFIRE enterprise data in a multi-
12 user geodatabase accessible from the Internet at
13 http://webgisprdint1/Frap_Facilities_Editor/ to authorized data stewards logged into
14 the CDF Domain. Instructions and user credentials needed to access the web service
15 can be obtained by sending a request to FRAPdatacontact@fire.ca.gov with the data
16 steward's name and contact information. Facilities data should be verified annually so
17 as to be complete and accurate by **April 1st**. Facilities include all fire stations, air
18 attack bases, Helitack bases, conservation camps, lookouts, operation centers, and
19 headquarters that support the wildland fire mission in the State Responsibility Area.
20 Each facility is attributed with the number of various suppression resources it hosts
21 (engines, dozers, etc.) by ICS Type, as appropriate.

22 Fire Perimeters

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

30 Communities and Community Planning Efforts

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

1 **VIII. FIRE PREVENTION**

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

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

10 County shall provide monthly statistics outlining fire prevention inspections. Fire
11 prevention inspections will include but not limited to defensible space inspections (LE-
12 100 NOTICE OF DEFENSIBLE SPACE INSPECTION). Fire prevention inspection
13 details are outlined in Appendix V.

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

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

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

37 COUNTY reporting requirements for NFIRS Incident Types 140-143, 170-173, and
38 561 with fire origin in SRA are as follows (for information on NFIRS incident types,
39 please refer to the NFIRS Complete Reference Guide located at
40 <https://www.nfirs.fema.gov/system/guidelines.shtm>

41 FDID 19555

42 Complete all NFIRS required fields in the Basic Module.

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

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

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

10 State = SRA
11 County = COUNTY
12 Federal = Federal Responsibility Area

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

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

17 When COUNTY receives aid for NFIRS Incident Types 100, 110-118, 120-123, 130-
18 138, 150-155, 160-164 because of a threat to SRA, COUNTY is required to complete
19 the NFIRS Aid Received field and include STATE FDID in NFIRS Remarks field.

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

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

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

27

28 IX. LAW ENFORCEMENT

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

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

7 For large or unusually complex investigations, COUNTY may request STATE or
8 STATE may choose, upon consultation with COUNTY, to provide fire investigation
9 support with the level of support based on availability of STATE personnel and
10 equipment. It will be the responsibility of the COUNTY to contact the Northern
11 Region Fire Prevention / Law Enforcement Deputy Chief to determine the level of
12 STATE support required for a wildfire investigation involving State Responsibility Area
13 within COUNTY SRA Protection Areas. For joint jurisdictional incidents, there shall be
14 an agreement between involved agencies as to the handling of investigational
15 documentation and evidence.

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

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

26 State Responsibility Area wildfires within COUNTY SRA Protection Areas that have
27 been approved for FMAG reimbursement must be investigated for fire cause,
28 negligence and/or code violation, and responsible party. Fire Suppression Cost
29 Recovery must be pursued against the responsible party(s) when FEMA costs are
30 involved through FMAG reimbursement and negligence and/or code violation has
31 been determined. On all billable incidents, fire cause and origin investigator(s)
32 assigned must possess WILDLAND FIRE INVESTIGATOR qualifications. (See AOP
33 page 30).

34 For those State Responsibility Area wildfires within COUNTY SRA Protection Areas in
35 which STATE or COUNTY plan to seek reimbursement for STATE or COUNTY
36 suppression costs from a third party, a joint-investigation between STATE and
37 COUNTY may occur to avoid duplication of effort and a joint cost collection package
38 may be developed through a written agreement. Procedural details for civil cost
39 recovery are outlined in Appendix S. The initial STATE contact will be Northern

1 Region Fire Prevention / Law Enforcement Deputy Chief (see Exhibit 5) who will in
2 turn notify the Contract County Civil Cost Recovery Officer.

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

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

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

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

24 **X. FIRE PLAN**

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

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

35 In support of the California Strategic Fire Plan, COUNTY is required to maintain a
36 Unit Fire Plan, following the STATE-approved format, on State Responsibility Area
37 land within the COUNTY SRA Protection Areas. Following STATE Fire Plan

1 requirements as posted on the STATE Fire Plan Intranet Web-Site, COUNTY shall
2 submit Unit Fire Plan Assessment Validations and updates annually by **May 1st**.
3 Updates will include at a minimum annual accomplishments reporting following the
4 guides posted on STATE Fire Plan Web-Site. Unit Fire Plans will be updated at a
5 minimum every five years to meet the changing goals of the COUNTY or the Fire
6 Plan Program.

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

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

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

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

26 XI. GENERAL PROVISIONS

27 A. Periodic Review

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

30 B. Updating of Plan

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

33 C. Public Information

34 STATE and COUNTY will attempt to provide only current, accurate information on
35 their own activities to the public or media. Each agency will refer inquiries to the

1 appropriate agency and will develop a joint response when the topic relates to
2 cooperative efforts under this Operating Plan.

3 D. Augmentation or Reduction of Resources

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

7 E. Training

8 STATE and COUNTY will hold periodic training meetings for the purpose of
9 acquainting personnel with the provisions of the AGREEMENT, this operating plan
10 and the operational procedures of each agency. STATE will afford COUNTY, on a
11 space available basis, opportunities in other formal STATE training sessions or
12 workshops. STATE Academy training classes that can be provided at a cost to
13 COUNTY based on space include, but are not limited to, those classes listed below.
14 Costs to be determined by Academy:

15 L950 NIMS ICS All-Hazards Incident Commander

16 L952 NIMS ICS All-Hazards Public Information Officer

17 L956 NIMS ICS All-Hazards Liaison Officer/C402 CALFIRE Agency Representative

18 L967 NIMS ICS All-Hazards Logistics Section Chief

19 S-404 Safety Officer/L954 NIMS ICS All-Hazards Safety Officer

20 S-430 Operations Section Chief All Risk

21 S-440 Planning Section Chief/L962 NIMS All-Hazards Planning Section Chief

22 S-470 Air Operations Branch Director

23 For COUNTY point of contact for coordinating COUNTY training activities please refer
24 to Exhibit 5 (contact information).

25 For STATE point of contact for coordinating STATE training activities please refer to
26 Exhibit 5 (contact information).

27 At the request of COUNTY, STATE will provide training classes in COUNTY on
28 wildland firefighting, command, and wildland fire investigation. Whenever practical,
29 joint training sessions between STATE, COUNTY and other local cooperators are
30 encouraged.

31

1 F. Joint Projects

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

7 G. Capital Outlay

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

11 H. Online Access to CALFIRE Policy Handbooks

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

15

Marin County / CALFIREAppendix "A" Pre-approved 1st/ 2nd Alarm
2015 / 2016*MARIN PRE-APPROVED INITIAL ATTACK RESOURCES:*

IA LOW DISPATCH BI 0-10	
1 BATTALION CHIEF	
2 ENGINES	
1 PREVENTION	

IA MEDIUM DISPATCH BI 11-40	
1 BATTALION CHIEF	2 WATER TENDERS
1 PREVENTION	1 SAFTEY OFFICER (SOF)
4 ENGINES TYPE III	1 MRN HANDCREW
1 DOZER TYPE II	1 RESCUE
1 AIR TAC	1 HELICOPTER
2 AIR TANKERS	2 HANDCREWS (CNR)
1 AREP	

IA HIGH DISPATCH BI 41 AND ABOVE	
1 BATTALION CHIEF	1 PREVENTION
1 SOF	2 WATER TENDERS
2 DOZERS TYPE II	1 RESCUE
6 ENGINES	2 ENGINES TYPE III (LG)
1 MRN HANDCREW	2 HANDCREWS (CNR)
1 AIR TAC	1 HELICOPTER
2 AIR TANKERS	
1 AREP	

All Resources beyond IA (2nd Alarm) are by type and number from the Incident Commander and require duty officer / AREP approvals.

2015 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 S2T	N413DF N440DF	A120 T96	Jesse Jenks Erik Hakenen	6/1 6/1	10/15 10/15	Fri Sun/Mon	Lee Donham Jim Cook	Ron Goepfert Tue
REDDING RDD	OV10 S2T S2T ASM OV10 A200CT	N421DF N442DF N448DF N470DF N461DF	A240 T94 T95 A505 A503	Del Schulte Tim Daly Jason Carter Rick Haagenson Bob Coward	4/27 4/27 6/1 5/11 5/11	10/15 10/15 10/15 10/15 10/15	Thu Thu Wed Sat TBA	Lee Donham Jim Cook Jim Cook	Jon Sortomme Mon
UKIAH UKI	OV10 S2T S2T	N410DF N434DF N428DF	A110 T90 T91	Bob Devinny Dan Rieger John Butts	5/11 5/11 6/1	10/15 10/15 10/15	Sat Mon Tue	Lee Donham Bill Buckley Bill Buckley	Arvin Guico Thu
SANTA ROSA STS	OV10 S2T S2T S2T	N414DF N433DF N438DF Tanker Trainee*	A140 T85 T86 Tanker Trainee	Dean Talley Jerome Laval Bob Valette Cynthia Anderson	4/27 6/1 4/27 5/11	10/15 10/15 10/15 10/15	Wed Wed Thu Thu	Lee Donham Bill Buckley Bill Buckley	Toby Anderson Thur
CHICO CIC	OV10 S2T S2T-OV10	N402DF N450DF Reserve Pilot	A210 T93	Stef Kudar Trevor Haagenson / John Kerpa Gary Thomas	5/11 5/11 5/11	10/15 10/15 10/15	Mon Sat Sat/Sun	Jimmie Bryant Jim Barnes 12 & 2	Bill Burnard Sun
GRASS VALLEY GOO	OV10 S2T S2T	N408DF N426DF N425DF	A230 T88 T89	Kirk Chaney Colin Rogers Joe Satrapa	4/27 6/1 4/27	10/15 10/15 10/15	Sun Sun Mon	Jimmie Bryant Jim Barnes Jim Barnes	Ed Lamanna Sat
COLUMBIA O22	OV10 S2T S2T S2T S2T	N401DF N422DF N424DF Tanker Trainee* Tanker Trainee	A440 T82 T83 Tom Voorhees	Jeff Sheftal Rich Schlink Brian Combs Tom Voorhees	5/18 5/18 5/18 5/18	10/15 10/15 10/15 10/15	Sat Thu Wed Thu Thu	Jimmie Bryant Phil Johnston Phil Johnston	Mike Silva Fri
HOLLISTER CVH	OV10 S2T	N415DF N445DF	A460 T80	John Schaubes Jim Ferreira	4/27 4/27	10/31 10/31	Fri Thu	Jimmie Bryant Vito Orlandella	Kim Myers Sun
PORTERVILLE PTV	OV10 S2T S2T	N400DF N431DF N436DF	A410 T76 T78	Henry Fierro Brad Baker Cameron Douglas	4/13 4/13 4/14	10/31 10/31 10/31	Tue Tue Mon	Chris McGuire Phil Johnston Phil Johnston	Butch Hall Fri
PASO ROBLES PRB	OV10 S2T S2T A200CT	N418DF N439DF N444DF N463DF	A340 T74 T75 A504	Mark Donnelly Anne Le Bris Bob Pixton Todd Deline	4/13 4/14 4/13 5/11	10/31 10/31 10/31 10/31	Mon Tue Mon Sat	Chris McGuire Vito Orlandella Vito Orlandella	Frank Vasquez Wed
HEMET HMT	OV10 S2T S2T	N429DF N435DF N437DF	A310 T72 T73	Lynn Flock Deen Oehl Mike Venable	3/26 3/26 3/26	11/30 11/30 11/30	Wed Mon Sun	Chris McGuire Bob Forbes Bob Forbes	Travis Bailey/ John Burnett (Prado) Wed/Fri
RAMONA RNM	OV10 S2T S2T	N409DF N427DF N432DF	A330 T70 T71	Jason Vogt Billy Hoskins Doug Baker	3/26 3/26 3/26	11/30 11/30 11/30	Thu Sat Fri	Chris McGuire Bob Forbes Bob Forbes	Rick Schondel Mon
McCLELLAN MCC	S2T-OV10 S2T OV10	Reserve Pilot N441DF N403DF	A500	Dave Kelly SPARE SPARE	5/11	10/15	Sat/Sun Airtanker LEAD Air Tactical LEAD	12 & 2 Chuck Lees Todd Deline	
RELIEF PILOT	TYPE	BASES COVERED			START	END	DAY OFF		
Lee Donham	OV10	STS-RDD-FOT-UKI			5/5	10/15	Mon		
Jimmie Bryant	OV10	CVH-O22-GOO-CIC			4/27	10/31	Wed		
Chris McGuire	OV10	PRB-PTV-HMT-RNM			4/14	11/30	Sat		

Jim Cook	S2T	RDD-FOT			4/27	10/15	Thur/Fri		12 & 2
Bill Buckley	S2T	UKI-STS			4/27	10/15	Sat		
Jim Barnes	S2T	CIC-GOO			4/27	10/15	Wed		
Phil Johnston	S2T	PTV-O22			4/13	10/31	Sat		
Vito Orlandella	S2T	PRB-CVH			4/13	10/31	Sat		
Bob Forbes	S2T	HMT-RNM			3/26	11/30	Wed		

*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

(No. 16 September 2004)

8342.2.3

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 diversions 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 diversions 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

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 Range Section Subsection Meridian

North South East West

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

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

#1 #2

D4 Fire Suppression Factors

#1 #2 #3

E Heat Source

F Mobile Property Type

G Equipment Involved in Ignition

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 Undetermined % Total Acres Burned

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 Date of Birth OR

Month Day Year

L4 Activity of Person Involved

Activity of Person Involved

M Type of Right-of-Way

Required if less than 100 feet.

Feet Type of right-of-way

Horizontal distance from 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**

Appendix “E” FMAG Protocols 2015 / 2016

- 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 Contract 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

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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		APTМ	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 CREWMEMBER		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		ACLK	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 DEMOBILIZATION 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 SPECIALIST (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		HELK	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)
ORTHO PHOTO 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 and 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 PROCESS (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:
<input type="checkbox"/> ICS 201 IAP	<input type="checkbox"/> ICS 208 Safety	<input type="checkbox"/> Incident Action Plan
<input type="checkbox"/> ICS 211 Check In	<input type="checkbox"/> ICS 215 Operational	<input type="checkbox"/> Incident Map
<input type="checkbox"/> ICS 205 Communications	<input type="checkbox"/> ICS 209 Incident Status	<input type="checkbox"/> Operational Briefing Map
<input type="checkbox"/> ICS 206 Medical	<input type="checkbox"/> ICS 220 Air Ops	<input type="checkbox"/> 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.
 - l. 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:

APPENDIX H-2014-15

MARIN COUNTY FIRE DEPARTMENT

Cost Recovery Rates

Resource	Daily Rate	GPM/ Capacity	Mileage Rate	Hourly Rate	FEMA/OES #Reference
Eng. Type 3	NA	500GPM	NA	\$70.00	OES Rate Sheet
Eng. Type 1	NA	1250GPM	NA	\$80.00	OES Rate Sheet
Dozer Type I	NA	NA	NA	\$65.00	FEMA-8253
Dozer Tender	NA	NA	NA	\$20.00	FEMA-8802
Transport & Trailer	NA	NA	NA	\$90.00	FEMA-8601
Fire Crew Vehicle Module	NA	100	NA	\$94.00	***
WT Type I	NA	2500	NA	\$31.00	OES Rate Sheet Water Truck 8780
BDSU	27.54		.94		
12 Pass Van	27.54		1.34		
Paramedic Res Amb	27.54		.94		
Heavy Resc.	81.34		3.59		
Rig Hull Infl.	46.15			\$31.29	
Wave Runr	39.88			\$28.14	
Utility Veh-Pick-up ½ ton.	96.00	NA	NA	N/A	FEMA-8801
SUV-4X4	\$96.00				
Stakeside	NA	NA	NA	\$20.00	FEMA-8700
Personal Vehicle			.565		

***Crew Module-Hourly Calculation: Pick/up=\$96/24 = (4.00/hr) + Type 6/100gpm= (\$70/hr) + Crew Carrier OCFA/CalEMA = (\$20/hr) = \$94.00/hour

PERSONNEL RATES

Position	Rate	**Rate + 2.5%COLA not finalized as of 7/1/14
AC-Deputy Fire Chief	76.71	NA
Battalion Chief-Ops	83.72	NA
Forester/EMS BC	111.53	114.32
B/C-TO/EMS / Fire Marshal	111.53	114.32
Crew Superintendent	99.38	101.87
Fire Admin	69.62	NA
Admin Acctg	47.49	NA
Captain Senior	60.74	62.26
FC-Captain	55.37	56.76
HFEM	68.25	69.96
HFEO	57.94	59.39
Fire Dispatcher	53.01	54.34
FAE Medic	57.94	59.39
FAE	53.78	55.13
FF / Medic	55.53	56.92
Firefighter	48.82	50.04
Dispatch Clerk	26.77	27.44
FF Seasonal	21.43	21.97

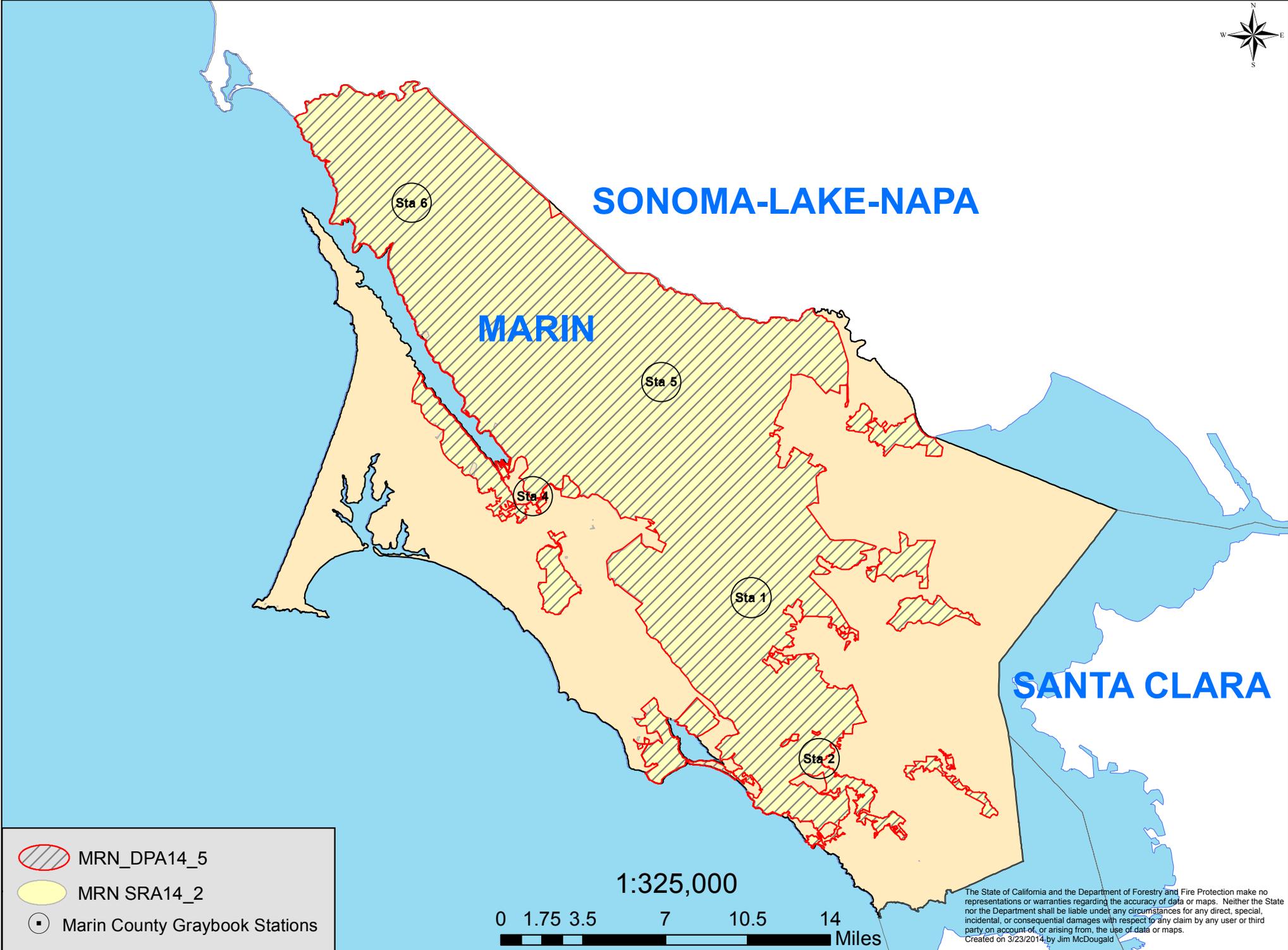
**Firefighters Association currently in negotiations. No decision has been arrived at. This column is an estimate and place card in anticipation of a COLA.

Volunteer Rates

All-Muir	Rate:
Beach/Nicasio/Tomales	19.08

Administrative Rate: 14.13% Effective: 7/1/14

MARIN COUNTY SRA 2014



-  MRN_DPA14_5
-  MRN SRA14_2
-  Marin County Graybook Stations

1:325,000



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Created on 3/23/2014 by Jim McDougald

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 TO THE 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 MUTUAL 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

REV

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 [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 chart](#)), 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/MRN**

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 (CRO2, XSNC, XCCC, XMRC)	Mutual Aid System Region/Ops Area (CRO2, XSNC, XCCC, XMRC)	CALFIRE Region, Unit, Federal Forest (OSCC, LNCC, MNFC)
ROSS Order & Request And	3-Letter COUNTY Identifier (MRN) <u>without</u> SNF Notation (MRN-1234, E-11)	3-Letter COUNTY Identifier (MRN) <u>with</u> SNF Notation (MRN-1234, E-11) (SNFN: MRN Mission)	3-Letter COUNTY Identifier (MRN) <u>with</u> SNF Notation (MRN-1234, E-11) (SNFN:MRU Mission)
Special Needs Field Notation (SNFN)	3-Letter COUNTY Identifier (MRN) <u>with</u> SNF Notation (MRN-1234, E-11) (SNFN: SIT Mission)	3-Letter CALFIRE Unit Identifier (LNU) <u>without</u> SNF Notation (LNU-1234, E11)	3-Letter CALFIRE Unit Identifier (LNU) <u>without</u> SNF Notation (LNU-1234, E11)
	3-Letter Non-COUNTY Identifier <u>with</u> SNF Notation (SIT-1234, E11) (SNFN: MRN Mission)	3-Letter Federal Forest Identifier <u>with</u> SNF Notation (GNP-1234, E-11) (SNFN: MRU Mission)	3-Letter Federal Forest Identifier <u>with</u> SNF Notation (GNP-1234, E-11) (SNFN: MRU Mission)
Resources:			
Engines	Yes	Yes	<u>Type III/IV *</u>
Water Tenders	Yes	Yes	Yes *
Dozers	Yes	<u>No</u>	Yes *
Hand Crews	Yes	<u>No</u>	Yes *
Specialized Equip	Yes	<u>No</u>	Yes *
Aircraft	Yes	<u>No</u>	Yes *
Overhead	Yes	Yes	Yes *
Bill Sent To:	No Bill	OES/F-42 Process	CALFIRE

*Use Contract County Equipment/Personnel Only

(No. 56 April 2014)

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 insure 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

7761	<u>USE OF PRIVATELY OWNED EQUIPMENT ON INCIDENTS</u>
7761.1	<u>Coordination and Supervision</u>
7761.1.1	<u>Direct Supervision</u>
7761.1.2	<u>Hired Equipment Coordinator</u>
7761.1.3	<u>Technical Specialist, Hired Equipment</u>
7761.2	<u>GENERAL HIRING GUIDE – GROUND EQUIPMENT</u>
7761.2.1	<u>CAL FIRE Agreements</u>

7761.2.2	Hired Equipment Forms
7761.2.3	Hiring Documentation
7761.2.4	Equipment Categories
7761.2.5	Rental Rates
7761.3	<u>REQUEST AND DISPATCH PROCEDURES</u>
7761.3.1	Time Under Hire
7761.3.2	Immediate and Planned Need Definitions
7761.3.3	Hiring of “Immediate Need”/”Closest Resource” Concept
7761.3.4	Hiring of “Planned Need” Resources
7761.3.5	Certified Small Business And Disabled Veteran Hiring
7761.4	<u>EQUIPMENT DISPATCH</u>
7761.4.1	No Hiring Unless Requested
7761.4.2	Rental at Incident
7761.4.3	Rental at Scene
7761.4.4	EERA’s Not Consistent with Standards
7761.4.5	Equipment Hired by a Federal Agency
7761.4.6	Rotational Dispatch of Resources
7761.4.7	Fireline Bulldozer and Water Tender Rotation Lists
7761.4.8	Dozer-Transport Request and Dispatch Procedures
7761.5	<u>PERMITS AND DRIVING REGULATIONS</u>
7761.6	<u>HIRING CONTACTS</u>
7761.6.1	Request Numbers
7761.6.2	Departmental Contact Telephone Number
7761.6.3	Vendor Contact
7761.6.4	Equipment Location
7761.6.5	Record of Contact
7761.7	<u>RESPONSE REQUIREMENTS</u>
7761.7.1	Vendor Compliance with All Department Policies
7761.7.2	Ability of Personnel to Perform Upon Arrival
7761.7.3	English Speaking Requirement
7761.7.4	Fireline Equipment Response Requirement
7761.7.5	Support Equipment Response Requirement
7761.7.6	Response and Arrival at Scene
7761.8	<u>ACCEPTANCE OF EQUIPMENT</u>
7761.8.1	Identification Number
7761.8.2	Fire Emergency Placards
7761.8.3	Sign-Up Inspection
7761.8.4	Radio Frequency Use Agreement
7761.9	<u>PERFORMANCE DURING AN INCIDENT</u>
7761.9.1	Documentation of Vendor Work Hours (Shift Tickets)
7761.9.2	Performance Evaluations
7761.9.3	Immediate Action to Resolve Problems
7761.9.4	Non-Compliance and Sanctions
7761.10	<u>EQUIPMENT OPERATORS</u>
7761.10.1	Equipment with Operators
7761.10.2	Annual Training for Operators of Fireline Equipment
7761.10.3	Operator Hours

7761.10.4	Equipment Without Operators
7761.11	<u>GENERAL EQUIPMENT REQUIREMENTS</u>
7761.11.1	Sufficient Qualified Operators
7761.11.2	Maintenance, Repair, and Damage
7761.12	<u>HIRING OF CERTAIN EQUIPMENT TYPES</u>
7761.12.1	Transport Requirements
7761.12.2	Fireline Water Tender Requirements
7761.12.2.1	Inspections for Fireline Water Tenders
7761.12.2.2	Methods of Hire for Water Tenders
7761.12.2.3	Compressed Air Foam Systems (CAFS)
7761.12.3	Fallers and Swampers
7761.12.4	Refrigerator and Dry Storage Trailers
7761.13	<u>HIRING CA. NATIONAL GUARD EQUIPMENT</u>
7761.14	<u>HIRING AIRCRAFT</u>
7761.15	<u>LAND AND FACILITY USE AGREEMENTS</u>
7761.16	<u>EMERGENCY HIRE OF PERSONNEL</u>
7761.16.1	Supervision and Direction
7761.16.2	Hiring Guides – Personnel
7761.16.3	Employment Procedures
7761.16.4	I-9 Forms
7761.16.5	Emergency Worker Drug Testing
7761.16.6	Emergency Worker Classifications

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. <u>or</u> Hired Equipment Coordinator
	10-15 resources:	1 Leaders/Supervisors 1 Tech. Spec. <u>and</u> 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](#)."

[Go to Hiring and Utilization Index](#)

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](#)."

[Go to Hiring and Utilization Index](#)

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.

[Go to Hiring and Utilization Index](#)

CAL FIRE AGREEMENTS

7761.2.1

(No.56 April 2014)

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 will be automatically generated by the hired equipment ordering system of record.

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.

[Go to Hiring and Utilization Index](#)

HIRED EQUIPMENT FORMS

7761.2.2

(No.56 April 2014)

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

- CAL FIRE-294, a 3-page form 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 Consulting 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.

[Go to Hiring and Utilization Index](#)

HIRING DOCUMENTATION

7761.2.3

(No.56 April 2014)

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." The three 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.

[Go to Hiring and Utilization Index](#)

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 7761.4.

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.

[Go to Hiring and Utilization Index](#)

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.

[Go to Hiring and Utilization Index](#)

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.

[Go to Hiring and Utilization Index](#)

TIME UNDER HIRE

7761.3.1

(No.56 April 2014)

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.

[Go to Hiring and Utilization Index](#)

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.

[Go to Hiring and Utilization Index](#)

HIRING OF "IMMEDIATE NEED" RESOURCES: 7761.3.3 **"CLOSEST RESOURCE" CONCEPT** (No.56 April 2014)

- 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 be rotated to the bottom of the 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.56 April 2014)

State law prescribes 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]).

State law also prescribes 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.

[Go to Hiring and Utilization Index](#)

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.

[Go to Hiring and Utilization Index](#)

EQUIPMENT DISPATCH

7761.4

(No.56 April 2014)

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 we try to use all vendors equally. Dispatchers will attempt to share the fire assignments with as many different vendors as possible.

[Go to Hiring and Utilization Index](#)

NO HIRING UNLESS REQUESTED

7761.4.1

(No. 39 July 2011)

Vendors must not respond to emergency incidents without being requested. ICs will not hire equipment of any kind that shows up un-requested 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.

[Go to Hiring and Utilization Index](#)

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.

[Go to Hiring and Utilization Index](#)

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.

[Go to Hiring and Utilization Index](#)

EERA'S NOT CONSISTENT WITH STANDARDS

7761.4.4

(No.56 April 2014)

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 from another CAL FIRE administrative Unit, which is not consistent with the standard EERA rate structure, does not have to be accepted by the receiving unit. 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 cancel the EERA on the spot and write a new one for the correct rate, thus allowing the vendor to remain on the incident for the duration of the determined need; 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 them to cancel and reissue it 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.

[Go to Hiring and Utilization Index](#)

ROTATIONAL DISPATCH OF RESOURCES

7761.4.6

(No.56 April 2014)

The hired equipment ordering system of record will utilize rotational hiring lists that include all 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."

Fireline bulldozer and water tender vendor contact and hiring will be done from the appropriate list on a rotational basis. 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.

[Go to Hiring and Utilization Index](#)

FIRELINE BULLDOZER AND WATER TENDER ROTATION 7761.4.7

(No.56 April 2014)

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 will be placed with the first-up vendor on the list**. 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 request.

Vendors 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.
- **Vendor accepts:** When a vendor accepts a request.
- **Failure to comply:** Violation(s) of any part of Section 7761.8.4.

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.

NOTE: See the 8100 Command and Control Handbook, [Procedure 345](#), for details on this process.

[Go to Hiring and Utilization Index](#)

DOZER-TRANSPORT REQUEST AND DISPATCH PROCEDURES

7761.4.8

(No.56 April 2014)

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 after off-loading the dozer, per Section 3833.13.3, unless requested to remain at the incident during the first 24 hours due to operational need.

- 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 bulldozer vendor:
 1. 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 that 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 may 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.

Bulldozer/transport units hired for standby and initial attack may also be hired with one operator qualified to operate both. If actual use later meets the conditions described above, a second operator must be ordered

D. 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.

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

[Go to Hiring and Utilization Index](#)

PERMITS AND DRIVING REGULATIONS

7761.5

(No.56 April 2014)

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 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.

[Go to Hiring and Utilization Index](#)

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.

[Go to Hiring and Utilization Index](#)

VENDOR CONTACT **7761.6.3**
(No. 49 May 2013)

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. CAL FIRE knows which vendors have agreements with CAL FIRE, which to call, and in what order.

[Go to Hiring and Utilization Index](#)

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.

[Go to Hiring and Utilization Index](#)

RECORD OF CONTACT

7761.6.5

(No. 56 April 2014)

All CAL FIRE Command Centers will utilize an automated software program 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."

[Go to Hiring and Utilization Index](#)

RESPONSE REQUIREMENTS

7761.7

(No. 39 July 2011)

[Go to Hiring and Utilization Index](#)

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.

[Go to Hiring and Utilization Index](#)

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).

[Go to Hiring and Utilization Index](#)

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.)

[Go to Hiring and Utilization Index](#)

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.

[Go to Hiring and Utilization Index](#)

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.

[Go to Hiring and Utilization Index](#)

ACCEPTANCE OF EQUIPMENT **7761.8** (No. 39 July 2011)

IDENTIFICATION NUMBER **7761.8.1** (No. 39 July 2011)

All hired equipment will display their request number on their equipment for the duration of the incident. Ground Support Unit personnel 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.

[Go to Hiring and Utilization Index](#)

FIRE EMERGENCY PLACARDS **7761.8.2** (No. 56 April 2014)

CAL FIRE does not endorse the use of “Fire Emergency” signs by vendors and may 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.

PRE USE INSPECTION **7761.8.3** (No. 39 July 2011)

An inspection of each piece of equipment should be made by the Ground Support Unit 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 at a fee. 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 unreliable 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.

[Go to Hiring and Utilization Index](#)

RADIO FREQUENCY USE AGREEMENT

7761.8.4

(No. 39 July 2011)

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 Use Agreement should be renewed every EERA agreement period.

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. 56 April 2014)

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 insuring that the vendor signs the form. This is done at the end of the shift or work day (whichever is appropriate). The employee completing the form is responsible for delivering the original copy of the CAL FIRE-297 to the 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 TIME RECORDER WITH A COMPLETED SHIFT TICKET.

[Go to Hiring and Utilization Index](#)

PERFORMANCE EVALUATIONS

7761.9.2

(No. 39 July 2011)

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.

For fireline resources, supervisors will forward these evaluations to the Ground Support Unit Leader or his/her designee. At the time the vendor/operator is released from the incident, the Ground Support Unit Leader should provide them with copies of all performance evaluations. If that is not possible, the Ground Support Unit Leader will mail copies of the evaluations to the vendor. The Ground Support Unit Leader will also forward these evaluations to the Hired Equipment Coordinator of the Unit that has the Agreement with the vendor, for inclusion in that vendor's file.

[Go to Hiring and Utilization Index](#)

PROBLEM RESOLUTION AND APPEALS

7761.9.3

(No. 56 April 2014)

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 of the Unit issuing the EERA, or his/her designee, for review and possible action. The Unit Chief issuing the EERA, or his/her designee, 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 employees 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 Unit Chief within 10 days of the incident. The Unit Chief will review the documentation and render a decision within 10 days. 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 as decided upon 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.

[Go to Hiring and Utilization Index](#)

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.

[Go to Hiring and Utilization Index](#)

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.

[Go to Hiring and Utilization Index](#)

ANNUAL TRAINING FOR OPERATORS OF EQUIPMENT USED ON THE FIRELINE

7761.10.2

(No. 39 July 2011)

CAL FIRE requires eight hours of specific annual firefighter safety training for all operators of equipment that is hired for fireline work. 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.

[Go to Hiring and Utilization Index](#)

OPERATOR HOURS

7761.10.3

(No. 39 July 2011)

The hours required to work at an incident are as varied as the different types of emergency incidents. The number of operators and hours worked per shift, per piece of hired equipment are solely determined by the operational needs of the incident. Hired equipment will normally be ordered with one operator unless other staffing is specifically

requested by the Incident Commander, because firefighting is frequently a 24-hour per day job, vendors may sometimes be required to provide qualified relief operators. If the vendor is unable to meet this operational need, then they should be moved to another assignment at the incident or released.

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. If the vendor objects, then he should be released as soon as conditions allow.

Bulldozer/transport units hired for initial attack may be hired with one operator. If actual use later meets the conditions described above, then a second operator must be ordered. 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.

[Go to Hiring and Utilization Index](#)

EQUIPMENT WITHOUT OPERATORS

7761.10.4

(No. 39 July 2011)

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 trailer-mounted diesel generator, 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.

[Go to Hiring and Utilization Index](#)

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.

[Go to Hiring and Utilization Index](#)

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.

[Go to Hiring and Utilization Index](#)

MAINTENANCE, REPAIR AND DAMAGE

7761.11.2

(No. 39 July 2011)

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, utilizing 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. Vehicles that become inoperable will be towed at the vendor's expense.
5. **Damage:** Damage to hired equipment resulting from exposure to the fire or from fire fighting 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.** An inspection is not required if the vendor states “No Damage No Claim” on CAL FIRE form 61 at finance during the demobilization process.

[Go to Hiring and Utilization Index](#)

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.

[Go to Hiring and Utilization Index](#)

TRANSPORTS REQUIREMENTS

7761.12.1

(No. 39 July 2011)

Agencies will only pay for transport charges for haul-in and haul-out. Once the equipment is unloaded the transport will be released unless directed, in writing, to remain. The incident may require the transport to remain available for equipment hauls. Transports retained for incident operations use will be on the Incident Action Plan and identified by their request number. Signed shift tickets are not adequate documentation for this purpose. Transports that are retained shall have cargo insurance that covers other vendors' equipment while they are hauling.

[Go to Hiring and Utilization Index](#)

FIRELINE WATER TENDER REQUIREMENTS

7761.12.2

(No. 39 July 2011)

[Go to Hiring and Utilization Index](#)

INSPECTIONS FOR FIRELINE WATER TENDERS

7761.12.2.1

(No. 39 July 2011)

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 CHP Annual Safety inspection, 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 Emergency Resource Directory.

[Go to Hiring and Utilization Index](#)

METHODS OF HIRE FOR WATER TENDERS

7761.12.2.2

(No. 39 July 2011)

1. Water tenders have two separate daily rates: 1) single operator and 2) two or more 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 a water tender 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.) Equipment Managers must ensure that equipment operators are not working excessively long shifts.
3. The one-operator Daily Rate for water tenders 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.

[Go to Hiring and Utilization Index](#)

COMPRESSED AIR FOAM SYSTEMS (CAFS)

7761.12.2.3

(No. 39 July 2011)

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 not be from the same manufacturer as provided by the vendor.

FALLERS AND SWAMPERS

7761.12.3

(No. 39 July 2011)

Incident Commanders shall authorize a Swamper to work as part of a Faller. Swampers are not to be routinely requested, they may be requested to transport extra equipment needed to handle old growth or problem trees.

REFRIGERATOR AND DRY STORAGE TRAILERS

7761.12.4

Agencies will only pay for transport charges for haul-in and haul-out of refrigerator and dry storage trailers. Unless requested in writing by the government, the hauling tractor will not remain on the clock after delivery.

[Go to Hiring and Utilization Index](#)

HIRED EQUIPMENT FROM THE CALIFORNIA NATIONAL GUARD (CNA)

7761.13

(No.56 April 2014)

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.

[Go to Hiring and Utilization Index](#)

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.)

[Go to Hiring and Utilization Index](#)

LAND AND FACILITY RENTAL AGREEMENTS

7761.15

(No. 39 July 2011)

When negotiating land use and facility rental agreements, agreed upon rates must be fair to both the Vendor and the Government. 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 the Government 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

[Go to Hiring and Utilization Index](#)

EMERGENCY HIRE OF PERSONNEL

7761.16

(No. 39 July 2011)

[Go to Hiring and Utilization Index](#)

SUPERVISION AND DIRECTION

7761.16.1

- 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.)

[Go to Hiring and Utilization Index](#)

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.

[Go to Hiring and Utilization Index](#)

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.)

[Go to Hiring and Utilization Index](#)

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.

[Go to Hiring and Utilization Index](#)

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.

[Go to Hiring and Utilization Index](#)

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 crewmembers 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.**

[Go to Hiring and Utilization Index](#)

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

[\(see HB Table of Contents\)](#)

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

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**
(No.4 July 2014)

7585.1

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
(No.4 July 2014)

7585.2

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).
 - Advise 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.

AFTER ACTION RESPONSIBILITIES FOR THE UNIT RETROGRADE REPRESENTATIVE

7585.5

(No.4 July 2014)

- 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 copies 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 sign 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
(No.4 July 2014)

7585.6

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
(No.4 July 2014)

7585.7

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	1001-00999	Region Headquarters
Coast Area		
	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 Claims Program Information and Claim Form

California Victim Compensation and Government Claims Board
P.O. Box 3035
Sacramento, CA 95812-3035

1-800-955-0045 • www.governmentclaims.ca.gov



Information and Claim Form

Note: New statute requires \$25 filing fee!

What kind of claims can be filed? Claims can be filed for losses you believe were caused by the action, or inaction, of any 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

Claims for damages caused by a local government agency must be filed directly with the local agency that is involved. Do not file your claim with the state. If your claim is with an institution in the University of California (UC) system, contact the UC Regents directly. Call the Government Claims Program at 1-800-955-0045 to find out more.

Who can file a claim?

Anyone who believes a state agency caused him or her to suffer monetary loss can file a claim.

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 growing 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. Some claims have no filing deadline. You may want to consult an attorney if you are not sure how the time limits apply to your claim.

Is your claim against the California Department of Transportation (Caltrans)?

If your claim is against Caltrans and the damages are \$5,000 or less, you can file your claim directly with Caltrans. Contact your local Caltrans office or visit www.dot.ca.gov to locate a Caltrans office near you. No fee is required for Caltrans claims under \$5,000.

Instructions for filling out this form:

1	Provide the full name of the person claiming damage or injury.
2	Provide a daytime telephone number.
3	Provide an email address. <i>(Optional)</i>
4	Provide a complete mailing address.
5	Let us know the best way to contact you if we need to call you.
6	If the claim is being filed on behalf of a minor (someone under the age of 18), please give the minor's date of birth.
7	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.

8	Provide a daytime telephone number, including area code, for the attorney or representative.
9	Provide an email address for the attorney or representative. <i>(Optional)</i>
10	Provide a complete mailing address for the attorney or representative.
11	Describe the relationship of the attorney or representative to the claimant.
12	If this claim is regarding a stale-dated warrant (an uncashed check) more than three years old, or for an unredeemed bond, 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 or bond. For warrants that are less than three years old, contact the agency that issued the warrant directly to obtain payment.
13	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 such a claim is filed more than six months from the date of the incident, attach a written explanation for late filing to the claim on a separate sheet. Other claims that have deadlines must be received no later than one year after the incident date. Other claims have no filing deadline. Claimants may wish to consult with an attorney to determine which filing deadline applies.
14	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.
15	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.
16	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.
17	Describe the specific damage or injury that you believe resulted from the incident. Feel free to attach additional information to explain 17 through 19.
18	Describe in full detail 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.
19	Explain why you believe the state agency is responsible for the damage or injury.
20	Provide the vehicle license number and any other identifying information if the claim involves a state vehicle.
21	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.
22	The claimant or the claimant's attorney or representative must sign this form. The Board will not accept the claim without an original signature.
23	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 www.governmentclaims.ca.gov or by calling 1-800-955-0045.
24	State agencies must submit the agency name, contact information for the agency budget officer, and the name of the fund or budget act appropriation item number. Submit the appropriate schedule if applicable (Example: 0000-000-0000, Budget Act 2004).

Government Claims Form

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?

1	New! Include a check or money order for \$25 payable to the State of California.
2	Complete all sections relating to this claim and sign the form. Please print or type all information.
3	Attach receipts, bills, estimates or other documents that back up your claim.
4	Include two copies of this form and all the attached documents with the original.

Claimant Information

1	Last name		First Name		MI	2	Tel:	
						3	Email:	
4	Mailing Address			City	State	Zip		
5	Best time and way to reach you:							
6	Is the claimant under 18?		Yes	No	If YES, give date of birth:			
					MM	DD	YYYY	

Attorney or Representative Information

7	Last name		First Name		MI	8	Tel:	
						9	Email:	
10	Mailing Address			City	State	Zip		
11	Relationship to claimant:							

Claim Information

12	Is your claim for a stale-dated warrant (uncashed check) or unredeemed bond?		Yes	No
	State agency that issued the warrant:		If NO, continue to Step 13 .	
	Dollar amount of warrant:	Date of issue:		
	Proceed to Step 22 .		MM	DD YYYY
13	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
14	State agencies or employees against whom this claim is filed:			
15	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:			

16	Location of the incident:
17	Describe the specific damage or injury:
18	Explain the circumstances that led to the damage or injury:
19	Explain why you believe the state is responsible for the damage or injury:
20	Does the claim involve a state vehicle? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, provide the vehicle license number, if known:

Auto Insurance Information

21	Name of Insurance Carrier		
	Mailing Address	City	State
		Zip	Tel:
	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

22	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).
	Signature of Claimant or Representative
	Date

23	Mail the original and two copies of 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 St., 5th flr, Sacramento.
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For State Agency Use Only

24	Name of State Agency	Fund or Budget Act Appropriation No.
	Name of Agency Budget Officer or Representative	Title
	Signature	Date

GROUP 3: CAL FIRE STATEWIDE							2015 VER:15D	
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
20	151.4000	110.9	159.3750	OST	H	N	21 BTU L	BTU LOCAL NET
21	154.4150	123.0	159.0000	OST	H	N	21B BUT SUPP	BUTTE CO SUPPORT NET
22	151.2500	0.0	159.4050	OST	H	N	22 LMU L	LMU LOCAL NET
23	151.3250	131.8	159.3600	OST	H	N	23 NEU WEST	NEU LOCAL NET
24	154.1300	131.8	159.4950	OST	H	N	23B NEU EAST	NEU EAST NET
25	156.2400	110.9	159.1200	OST	H	N	23C XPL CMD	PLACER CO COMMAND
26	151.1600	136.5	159.2700	OST	H	N	24 SHU L	SHU LOCAL NET
27	154.4300	136.5	159.0150	OST	H	N	24B SHA CMD	Shasta Co. Command
28	151.3700	146.2	159.2850	OST	H	N	25 TGU L	TGU LOCAL NET
29	151.3250	156.7	159.3600	OST	H	N	26 SKU L	SKU LOCAL NET
30	151.1900	146.2	159.2250	OST	H	N	27 AEU L	AEU LOCAL NET
31	155.9025	186.2	159.2775	OST	H	N	27B XED CMD	EI Dorado OA CMD Net
32	153.9350	123.0	158.8800	OST	H	N	27C XAM CMD	Amador OA CMD Net
33	151.3850	110.9	159.3600	OST	H	N	31 RRU 1 W	RRU LOCAL NET West 1
34	151.1750	110.9	159.2850	OST	H	N	31B RRU 2	RRU LOCAL NET # 2
35	151.1300	0.0	158.9250	OST	H	N	31C RRU 3 E	RRU LOCAL NET East 3
36	154.1000	0.0	156.0000	OST	H	N	31D RVC C1	RVC COMMAND 1
37	151.1900	131.8	159.2250	OST	H	N	33 MVU 1	MVU LOCAL NET
38	151.3325	131.8	159.2775	OST	H	N	33B MVU 2	MVU LOCAL 2 (NEW)
39	158.9700	103.5	155.5500	103.5	H	N	33C SND CMD	SAN DIEGO CITY CMD (NEW)
40	154.1750	103.5	158.8650	OST	H	N	33D XSD CMD1	San Diego Co. CMD 1
41	156.2250	107.2	159.0150	OST	H	N	33E XSD CMD2	San Diego Co. CMD 2
42	153.8900	0.0	150.8050	OST	H	N	33F XSD NCMD	San Diego Co. North CMD (Pendleton)
43	151.3250	136.5	159.3150	OST	H	N	34 SLU L	SLU LOCAL NET
44	154.3850	82.5	156.0300	82.5	H	N	34B SLC	SLC/SLU DISPATCH
45	151.0550	192.8	156.0450	192.8	H	N	34C XSL C4	SLC COUNTY COMMAND 4
46	151.4450	146.2	159.3900	OST	H	N	35 BDU 1	BDU LOCAL NET # 1
47	151.3250	146.2	159.3150	OST	H	N	35B BDU 2	BDU LOCAL NET #2
48	151.2500	146.2	159.4050	OST	H	N	35C BDU 3	BDU LOCAL NET #3
49	159.1200	167.9	156.0600	OST	H	N	35D BDC CO 2	SAN BERNARDINO CO 2
50	151.1525	167.9	158.8875	OST	H	N	35E BDC CO 3	SAN BERNARDINO CO 3
51	151.1900	110.9	159.2250	OST	H	N	41 TUU L	TUU LOCAL NET
52	154.0100	131.8	155.8950	OST	H	N	41B TLC	TULARE CO FIRE NET
53	151.4600	123.0	159.3900	OST	H	N	42 MMU 1	MMU LOCAL NET
54	151.1525	123.0	159.3375	OST	H	N	42B MMU 2	MMU LOCAL NET #2 (NEW)
55	153.1850	123.0	158.4300	OST	H	N	42C XMA CMD	MADERA COMMAND
56	151.3850	131.8	159.2700	OST	H	N	43 FKU 1	FKU LOCAL 1 NET
57	151.1600	131.8	159.3600	OST	H	N	43B FKU 2	FKU LOCAL 2 NET
58	154.4450	131.8	159.1950	OST	H	N	43C FCO DST1	FKU / FCO DISPATCH

Ch	RX FREQ	RX CTCSS	TX FREQ	TX CTCSS	PWR	W/N	DISPLAY	NOTES
59	151.1750	136.5	159.4500	OST	H	N	44 TCU L	TCU LOCAL NET
60	151.1300	136.5	158.6925	OST	H	N	44B TLU CMD	TUOLUMNE COMMAND
61	151.6625	136.5	158.7075	OST	H	N	44C CAL CMD	CALAVERAS COMMAND
62	151.2500	156.7	159.4050	OST	H	N	46 BEU E	BEU LOCAL NET EAST
63	151.3325	156.7	159.2775	OST	H	N	46B BEU W	BEU LOCAL NET WEST
64	151.1450	192.8	151.1450	192.8	L	N	47 CDF T1	CDF TAC 1
65	151.1600	192.8	151.1600	192.8	L	N	48 CDF T2	CDF TAC 2
66	151.1750	192.8	151.1750	192.8	L	N	49 CDF T3	CDF TAC 3
67	151.1900	192.8	151.1900	192.8	L	N	50 CDF T4	CDF TAC 4
68	151.2500	192.8	151.2500	192.8	L	N	51 CDF T5	CDF TAC 5
69	151.3250	192.8	151.3250	192.8	L	N	52 CDF T6	CDF TAC 6
70	151.3400	192.8	151.3400	192.8	L	N	53 CDF T7	CDF TAC 7
71	151.3700	192.8	151.3700	192.8	L	N	54 CDF T8	CDF TAC 8
72	151.3850	192.8	151.3850	192.8	L	N	55 CDF T9	CDF TAC 9
73	151.4000	192.8	151.4000	192.8	L	N	56 CDF T10	CDF TAC 10
74	151.4450	192.8	151.4450	192.8	L	N	57 CDF T11	CDF TAC 11
75	151.4600	192.8	151.4600	192.8	L	N	58 CDF T12	CDF TAC 12
76	151.3775	192.8	151.3775	192.8	L	N	59 CDF T13	CDF TAC 13
77	159.2250	192.8	159.2250	192.8	L	N	60 CDF T14	CDF TAC 14
78	159.2700	192.8	159.2700	192.8	L	N	61 CDF T15	CDF TAC 15
79	159.2850	192.8	159.2850	192.8	L	N	62 CDF T16	CDF TAC 16
80	159.3150	192.8	159.3150	192.8	L	N	63 CDF T17	CDF TAC 17
81	159.3450	192.8	159.3450	192.8	L	N	64 CDF T18	CDF TAC 18
82	159.3600	192.8	159.3600	192.8	L	N	65 CDF T19	CDF TAC 19
83	159.3750	192.8	159.3750	192.8	L	N	66 CDF T20	CDF TAC 20
84	159.3900	192.8	159.3900	192.8	L	N	67 CDF T21	CDF TAC 21
85	159.4050	192.8	159.4050	192.8	L	N	68 CDF T22	CDF TAC 22
86	159.4500	192.8	159.4500	192.8	L	N	69 CDF T23	CDF TAC 23
87	151.3175	192.8	151.3175	192.8	L	N	70 CDF T24	CDF TAC 24
88	159.3525	192.8	159.3525	192.8	L	N	71 CDF T25	CDF TAC 25
89	159.2925	192.8	159.2925	192.8	L	N	72 CDF T26	CDF TAC 26 (NEW)
90	159.3075	192.8	159.3075	192.8	L	N	73 CDF T27	CDF TAC 27 (NEW)
91	151.1825	192.8	151.1825	192.8	L	N	74 CDF T28	CDF TAC 28 (NEW)
92	151.3475	192.8	151.3475	192.8	L	N	75 CDF T29	CDF TAC 29 (NEW)
93	151.1675	103.5	159.3975	0.0	L	N	76 CDF C11	CDF COMMAND 11 (PORTABLE)(NEW)
94	168.0500	0.0	168.0500	0.0	L	N	77 NIFC T1	NIFC TAC 1
95	168.2000	0.0	168.2000	0.0	L	N	78 NIFC T2	NIFC TAC 2
96	168.6000	0.0	168.6000	0.0	L	N	79 NIFC T3	NIFC TAC 3
97	166.7250	0.0	166.7250	0.0	L	N	80 NIFC T5	NIFC TAC 5
98	166.7750	0.0	166.7750	0.0	L	N	81 NIFC T6	NIFC TAC 6
99	168.2500	0.0	168.2500	0.0	L	N	82 NIFC T7	NIFC TAC 7
100	166.5500	0.0	166.5500	0.0	L	N	83 R5 T4	USFS RGN 5 TAC 4
101	167.1125	0.0	167.1125	0.0	L	N	84 R5 T5	USFS RGN 5 TAC 5
102	168.2375	0.0	168.2375	0.0	L	N	85 R5 T6	USFS RGN 5 TAC 6
103	168.7000	0.0	170.9750	OST	L	N	86 NIFC C1	NIFC CMD 1
104	168.1000	0.0	170.4500	OST	L	N	87 NIFC C2	NIFC CMD 2
105	168.0750	0.0	170.4250	OST	L	N	88 NIFC C3	NIFC CMD 3
106	166.6125	0.0	168.4000	OST	L	N	89 NIFC C4	NIFC CMD 4
107	167.1000	0.0	169.7500	OST	L	N	90 NIFC C5	NIFC CMD 5
108	168.4750	0.0	173.8125	OST	L	N	91 NIFC C6	NIFC CMD 6
109	169.5375	0.0	164.7125	OST	L	N	92 NIFC C8	NIFC CMD 8
110	170.0125	0.0	165.2500	OST	L	N	93 NIFC C9	NIFC CMD 9 - IR1
111	170.4125	0.0	165.9625	OST	L	N	94 NIFC C10	NIFC CMD 10 - IR2
112	170.6875	0.0	166.5750	OST	L	N	95 NIFC C11	NIFC CMD 11 - IR3
113	173.0375	0.0	167.3250	OST	L	N	96 NIFC C12	NIFC CMD 12 - IR4
114	172.3750		169.9500	OST	H	N	97 FS ANF	USFS Angeles NF
115	171.4750		169.8750	OST	H	N	98 FS BDF	USFS San Bernardino NF
116	168.7500	103.5	171.4250	OST	H	N	99 FS CNF	USFS Cleveland NF
117	171.5250	156.7	169.9500	OST	H	N	100 FS ENF	USFS EI Dorado NF
118	169.8750		170.4750	OST	H	N	101 FS HTF	USFS Toiyabe NF

Ch	RX FREQ	RX CTCSS	TX FREQ	TX CTCSS	PWR	W/N	DISPLAY	NOTES
119	168.1250		173.8000	OST	H	N	102 FS INF N	USFS Inyo NF North
120	168.7250		173.8375	OST	H	N	103 FS INF S	USFS Inyo NF South
121	164.1750		164.9750	OST	H	N	104 FS KNF	USFS Klamath NF
122	172.2250		171.4750	OST	H	N	105 FS LNF	USFS Lassen NF
123	170.4625		164.9125	OST	H	N	106 FS LPF	USFS Los Padres NF
124	170.7375		164.9875	OST	H	N	107 FS MDF	USFS Modoc NF
125	169.1750		169.9750	OST	H	N	108 FS MNF	USFS Mendocino NF
126	170.5500		169.9000	OST	H	N	109 FS PNF	USFS Plumas NF
127	171.5750		169.1000	OST	H	N	110 FS SHF	USFS Shasta-Trinity NF
128	172.2250		169.9250	OST	H	N	111 FS SNF	USFS Sierra NF
129	168.7250		170.1250	OST	H	N	112 FS SRF	USFS Six Rivers NF
130	168.7500		170.5000	OST	H	N	113 FS STF	USFS Stanislaus NF
131	168.7750		170.6000	OST	H	N	114 FS SQF	USFS Sequoia NF
132	172.3750	156.7	164.9625	OST	H	N	115 FS TMU 1	USFS Lake Tahoe MU Basin 1 Net
133	168.7750		170.5750	OST	H	N	116 FS TNF	USFS Tahoe NF
134	168.3000		168.3000	0.0	H	N	117 BLM SOA	BLM SCENE OF ACTION
135	172.6125		166.3750	OST	H	N	118 BLMNODW	BLM ADMIN NET North West
136	171.6250		164.2500	OST	H	N	119 BLMNODEF	BLM FIRE North East
137	169.7750		163.0250	OST	H	N	120 BLMCND-F	BLM FIRE Bakersfield
138	166.4875		167.0750	OST	H	N	121 BLMCDD-F	BLM FIRE NET South
138	151.2200	0.0	151.2200	192.8	L	N	122 CDF A/G1	CDF Air to Ground #1 (RENAMED)
140	159.2625	192.8	159.2625	192.8	L	N	123 CDF A/G2	CDF Air to Ground #2 (NEW)
141	159.3675	192.8	159.3675	192.8	L	N	124 CDF A/G3	CDF Air to Ground #3 (NEW)
142	155.7000	192.8	155.7000	192.8	L	N	125 RVC A/G	RVC AIR TO GROUND
143	154.4000	151.4	154.4000	151.4	H	N	126 LAC A/G	LA CO Air to Ground
144	154.2350	167.9	154.2350	167.9	L	N	127 VNC A/G	VENTURA CO. Air to Ground
145	167.6000	0.0	167.6000	0.0	L	N	128 AG-43	IA Air/Ground Primary CAO1
146	166.8750	0.0	166.8750	0.0	L	N	129 AG-08	IA Air/Ground Secondary CAO1
147	167.5000	0.0	167.5000	0.0	L	N	130 AG-14	IA Air/Ground Primary CAO2
148	169.1125	0.0	169.1125	0.0	L	N	131 AG-59	IA Air/Ground Secondary CAO2 & CAO4 PRI
149	167.4750	0.0	167.4750	0.0	L	N	132 AG-41	IA Air Ground Primary CAO3
150	168.6375	0.0	168.6375	0.0	L	N	133 AG-24	IA Air/Ground Secondary CAO3
151	168.4875	0.0	168.4875	0.0	L	N	134 AG-53	IA Air/Ground Secondary CAO4
152	154.1600	0.0	159.1350	OST	H	N	135 OES 1A	OES FIRE 1A
153	154.1600	0.0	159.1950	OST	H	N	136 OES 1B	OES FIRE 1B
154	154.2200	0.0	159.1350	OST	H	N	137 OES 2A	OES FIRE 2A
155	154.2200	0.0	159.1950	OST	H	N	138 OES 2B	OES FIRE 2B
156	156.0750	156.7	156.0750	156.7	H	N	139 CALCORD	CALCORD
157	151.1375	156.7	151.1375	156.7	L	N	140 VTAC 11	VHF INTEROP National
158	154.4525	156.7	154.4525	156.7	L	N	141 VTAC 12	VHF INTEROP National
159	158.7375	156.7	158.7375	156.7	L	N	142 VTAC 13	VHF INTEROP National
160	159.4725	156.7	159.4725	156.7	L	N	143 VTAC 14	VHF INTEROP National
161	154.2800	156.7	154.2800	156.7	H	N	144 VFIRE 21	NAT INTEROP
162	154.2650	156.7	154.2650	156.7	L	N	145 VFIRE 22	NAT INTEROP
163	154.2950	156.7	154.2950	156.7	L	N	146 VFIRE 23	NAT INTEROP
164	154.2725	156.7	154.2725	156.7	L	N	147 VFIRE 24	NAT INTEROP
165	154.2875	156.7	154.2875	156.7	L	N	148 VFIRE 25	NAT INTEROP
166	154.3025	156.7	154.3025	156.7	L	N	149 VFIRE 26	NAT INTEROP
167	153.7850	167.9	158.8950	167.9	H	N	150 KRN 1	Kern Co FD Dispatch
168	152.1500	151.4	158.6100	151.4	H	N	151 LAC V-1	LA CO Command 1
169	151.0100	123.0	154.9650	123.0	H	N	152 FIREOC	Orange County Fire Channel
170	153.7700	110.9	154.2500	136.5	H	N	153 SBC CH1	Santa Barbara CO DISPATCH
171	153.9050	110.9	154.9950	127.3	H	N	154 SBC C2	S.B. CO. CMD 2
172	153.9800	110.9	155.7150	127.3	H	N	155 SBC C3	S.B. CO. CMD 3
173	154.3250	79.7	155.8350	79.7	H	N	156 VNC C 2	VENTURA CO. CMD 2
174	155.9850	186.2	154.7250	186.2	H	N	157 VNC C 8	VENTURA CO. CMD 8
175	153.7550	0.0	154.9800	OST	H	N	158 CESRS	CA TRAVEL NET / Version 176 CH
176	168.6250	0.0	168.6250	110.9	L	N	159 GUARD15D	AIR GUARD - emerg. use only

Ch	RX FREQ	RX CTCSS	TX FREQ	TX CTCSS	PWR	W/N	DISPLAY	NOTES
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Legend: Red are changes For This Year. ALL CHANNELS ARE NARROW BAND. OST = Operator Selectable Tone on TX to hit desired Repeater input.

REVISED: MARCH 20,2015

"PWR" - TX Power level

- H = Normal
- L = Low (5-10 watts)
- 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: 176

(Avail Local use:78 Channels)

FIRE PROTECTION AGREEMENT OPERATING PLAN

**STATE OF CALIFORNIA DEPARTMENT OF
FORESTRY AND FIRE PROTECTION**

**COUNTY OF MARIN
FIRE DEPARTMENT**

**MARIN COMMUNICATIONS RESOURCE INVENTORY
2015-2016**

MRN operates on a Trunked Radio System in the 475 MHz Band. MCFD also operates on VHF. Frequencies are identified as follows:

FREQUENCIES

<u>RECEIVE</u>	<u>TRANSMIT</u>	MRN Local
151.040	159.180	

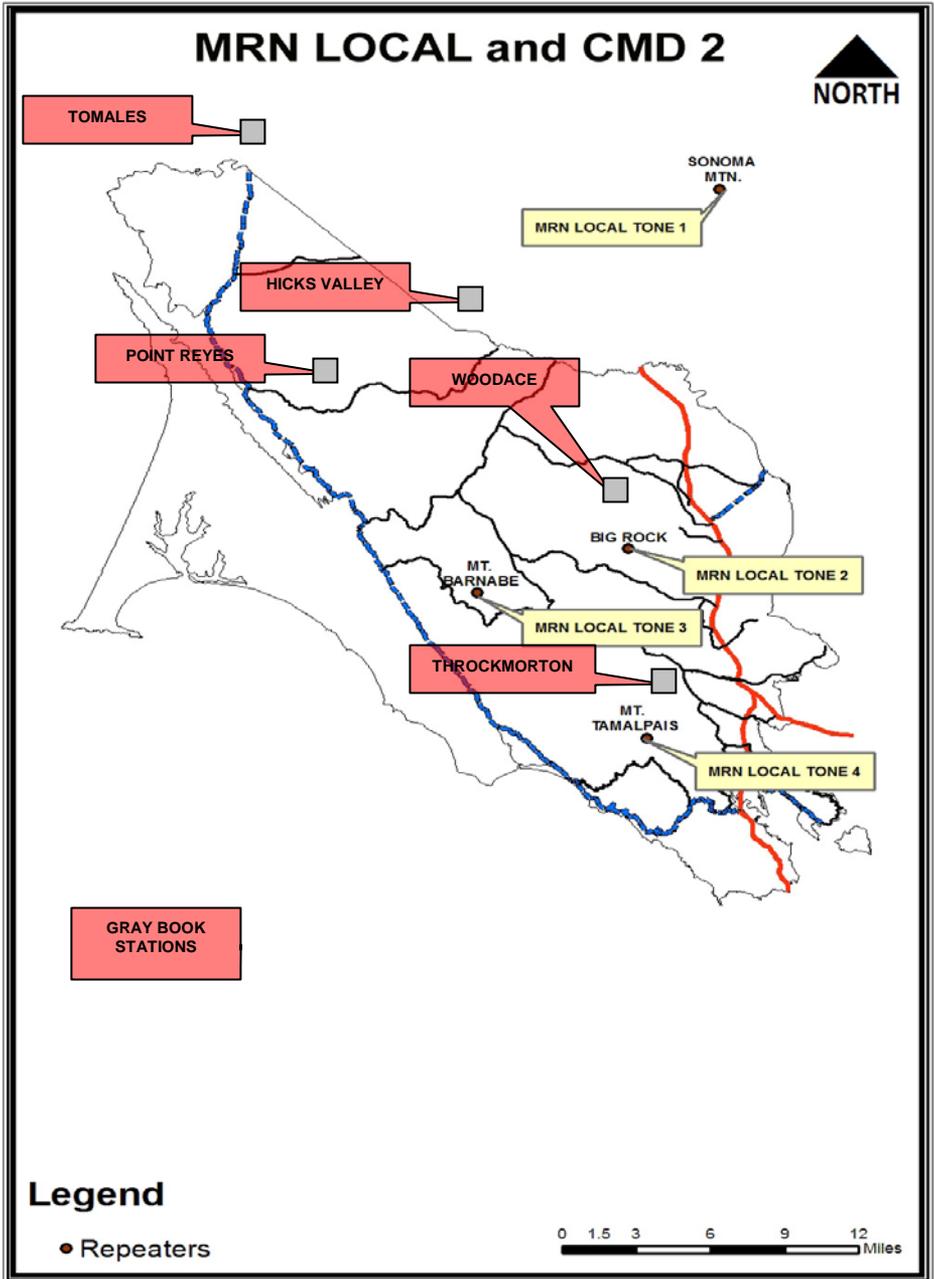
Following are the primary and secondary pre-planned Command and air-to-ground frequency allocations for use in Marin County on SRA Wildland Fire Incidents:

- **Command 2 151.265 Tac VFIRE 22 CDF Tac 1**
- **CDF A/G 2 159.2625 Tone 16 (192.8) Receive and Transmit**

CDF operates a VHF Radio System in the 150 MHz Band.
All MRN apparatus have VHF transceivers with capability as shown below.

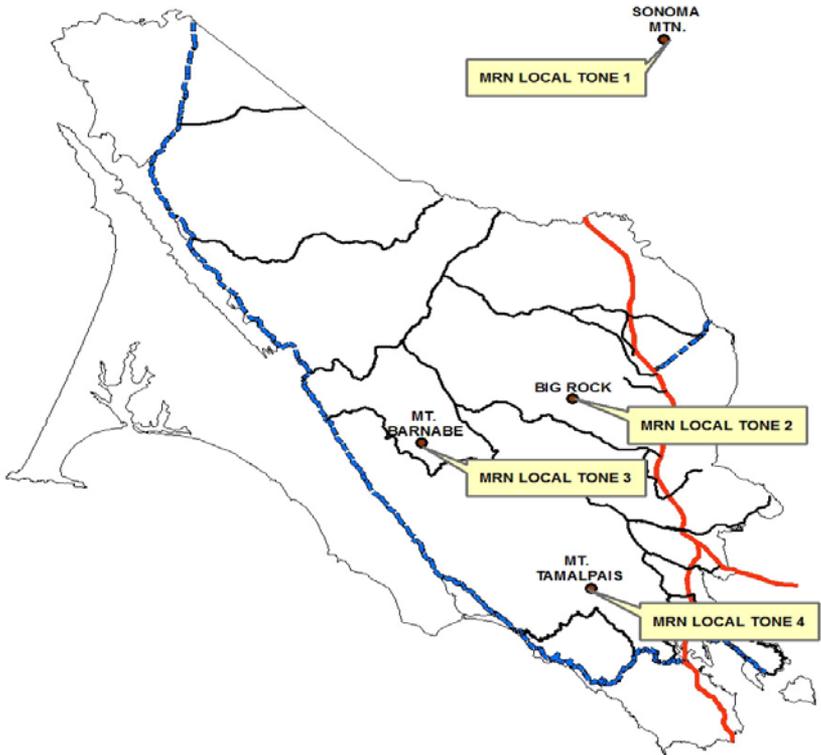
MRN ECC has transmit and receive capabilities on LNU Local, COMMAND-1 and
COMMAND -2 (Call Sign "Woodacre")

Marin County / CAL FIRE Annual Operating Plan
Appendix "P" Repeater Map
2015 / 2016



Marin County / CAL FIRE Annual Operating Plan
Appendix "P" Repeater Map
2015 / 2016

MRN LOCAL and CMD 2



Legend

- Repeaters





2015 IMT SCHEDULE



**IMT 1
GOUVEA
VENERIS**

**IMT 2
PATTERSON
DARNALL**

**IMT 3
MICHAEL
KENDALL**

**IMT 4
DERUM
MATTESON**

**IMT 5
SMITH
BRAVO**

**IMT 6
ESTES
LAWSON**

JANUARY						
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

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

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

Jan 1, 2015

		Team Position		IMT 1		IMT 2		IMT 3		IMT 4		IMT 5		IMT 6	
Command	Incident Commander	ICT1	BRETT GOUVEA	SHU	GLENN PATTERSON	RRU	ROBERT MICHAEL	RRU	TODD DERUM	LNU	KEVIN SMITH	MMU	BRIAN ESTES	AEU	
	Deputy Inc. Commander	DPIC	PHILL VENERIS	SLU	WILL DARNALL	CNR	MARK KENDALL	SHU	PHIL MATTISON	BEU	RON BRAVO	SKU	KEVIN LAWSON	MVU	
	Safety Officer	SOF1	KEITH CALLISON	SKU	GARY CURTIS	KCF	CURTIS BROWN	LNU	BRENT STANGELAND	LNU	RICK GRIGGS	RRU	GABRIEL SANTOS	MMU	
	Liaison Officer	LOFR	DAVE SCHLOSS	SMC	MIKE MARTIN	SCU	DENNIS CARREIRO	BEU	MIKE BRADLEY	CNR	PETE DALEY	YUB	MITCH VILLALPANDO	SYC	
	Information Officer	PIO1	MICHAEL MOHLER	MVU	SCOTT McLEAN	BTU	MIKE SMITH	RRU	STEVE KAUFMANN	VNC	CHRIS CHRISTOPHERSON	MMU	RICK VOGT	SMC	
Operations	Operations Section Chief	OSC1	STEVE SPINHARNEY	BEU	MIKE SHORROCK	BTU	MARK BRUNTON	AEU	MARK BROWN	MRN	MIKE OLIVARRIA	AEU	POLO RODRIQUEZ	SLU	
	Operations Section Chief	OSC1	KEVIN GAINES	RRU	CHARLIE BLANKENHEIM	AEU	JUSTIN McGOUGH	RRU	SCOTT LINDGREN	NEU	MIKE PARKES	LNU	VACANT		
	Operations Section Chief	OSC1	VACANT		VACANT		NICK TRUAX	SHU	BILL WEISER	RRU	ERICH SCHWAB	NEU	MIKE VAN LOBEN SELS	MMU	
	Branch Director	OPBD	VACANT		JOHN MESSINA	NEU	SEAN NORMAN	BTU	SEAN DAKIN	RRU	NICK SCHULER	MVU	ERIC JOHNSON	TGU	
	Branch Director	OPBD	TONY BROWNELL	BTU	ABDUL AHMAD	RRU	JEFF OHS	LOB	GEORGE GONZALEZ	LNU	FELIX BERBENA	TGU	SILVIO LANZA	RRU	
	Air Ops Branch Director	AOBD	DAVID LOPEZ	ORC	ROB SONSTENG	BTU	JOHN RICHARDSON	SLU	VACANT		FRANK PODESTA	TCU	SCOTT PACKWOOD	LMU	
	Air Support Group Sup	ASGS	DAVID JUNETTE	LMU	ANNA ANDERSON	RRU	MATT STANFORD	RRU	MARK GRADEK	LNU	JON CHIN	RRU	TOM SWANSON	SLU	
Helibase Manager	HEB1	TIM STEPANOVICH	RRU	STACY HAMILTON	TCU	GREG BERTELLI	LNU	GREG BRADSHAW	ORC	DAVE ITO	AEU	SCOTT CORN	SHU		
Plans	Planning Section Chief	PSC1	PHIL FLIGIEL	LFD	JEFF JOHNSON	MVU	PAM LINSTEDT	MEU	STEVE BEACH	RRU	SEAN GRIFFIS	NEU	CHRIS POST	TCU	
	Deputy Planning Section Chief	PSC1	JOSH TAYLOR	SLU	MARSHALL TURBEVILLE	LNU	JEFF ADAMS	ORC	VACANT		STEVE WARD	MMU	MIKE MILLS	MMU	
	Situation Unit Leader	SITL	ERIC SCOVEL	MRN	NEIL BULLOCK	KRN	DAVID SHY	TUU	AJ JOHANSSON	COR	JOE BROCK	ORC	CHARLES (BUDDY) BLOXHAM	BEU	
	Resource Unit Leader	RESL	PAUL CARLOS	BTU	ROGER NOON	PFD	CHRIS SAUER	AEU	CHRIS BURCH	PFD	CHRIS CARRERA	MVU	GABRIEL GARCIA	MRN	
	Resource Unit Leader	RESL	JON LOVIE	LNU	PATTY HOOD	SKU	JOSH BLACK	MVU	TIM PERSON	BTU	RYAN DAVIS	MMU	STEVE OAKS	SBC	
	Demobilization Unit Leader	DMOB	JAMES KLOSEK	SBC	ROBBY CLARK	RRU	STEVE DEBENEDET	AEU	TERRY MCGOVERN	GGV	DAVE PUCCI	RWC	THOMAS SHEVENELL	MMU	
Finance	Fin./Admin. Sec. Chief	FSC1	RICHARD BROWNE	TUU	JOHN KISZKA	MVU	RODGER RAINES	FKU	PETER PEISCH	CSR	STEVEN HAWKS	LNU	HARPER KEENE	SKU	
	Deputy Fin/Admin Sec. Chief	FSC1	ABAGAIL O'OLEARY	MVU	PETE BYMERS	TGU	TERRY EASTWOOD	CDF	MARK GLASS	FKU	DARREN DOW	SKU	SHAWN HOGAN	FKU	
	Time Unit Leader	TIME	ALLISON MCADAMS	FKU	DENISE EHNAT	CZU	RICHARD BRUNING	BDU	LESLIE MARG	NEU	TIFFANY TRACY	CZU	ANDREW CORPUZ	BEU	
	Procurement Unit Leader	PROC	JACK FRANKLIN	RRU	JASON McDERMOTT	MVU	MARA ZAVER	FKU	DAVID IRION	MMU	EVELYN GLENN	LMU	JULIE FREEMAN	BEU	
	Cost Unit Leader	COST	PATTI ROYER	CDF	BILL WINTER	SLU	JOHN FORSBERG	SLU	GEORGE HUANG	SLU	VACANT		GREG BELK	RRU	
	Compensation/Claims Unit Ldr	COMP	SUZI CAIN MARTINEZ	SLU	JOE EKBLAD	MVU	LAURA GERMANY	RRU	KAREN GULLEMIN	MMU	SKIP SANNAR	BTU	JOE TAPIA	BTU	
Logistics	Logistics Section Chief	LSC1	SCOTT ERNEST	CZU	KEN LOWE	SHU	PETE GALLEGOS	NEU	JIM CRAWFORD	SCU	MIKE JARSKIE	SCU	DAWN PEDERSEN	HUU	
	Deputy Logs Section Chief	LSC1	CRAIG WHITE	LFD	LARRY WILLIAMS	VNC	GEOFF PEMBERTON	RRU	ROBERT WOOD	RRU	BREANNA BUCHANAN	MRN	DUSTY MARTIN	AEU	
	Facility Unit Leader	FACL	MATT REICH	NEU	GARRETT RADOVICH	NEU	CARMEL MITCHELL	AEU	ROBERT REYNOLDS	MVU	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	EDDY MOORE	CZU	
	Medical Unit Leader	MEDL	JESSE WINNEN	SCU	DAVE MORRISON	RRU	JORGE ROJAS	RRU	ROB MARSHALL	SCR	BARYIC HUNTER	ORC	NEAL MORIARITY	SLU	
	Supply Unit Leader	SPUL	LON STORY	MVU	BRIAN ROBBINS	CZU	TIM STEWART	BDU	MATTHEW BRANDT	RRU	AMBER STOREY	FKU	PAUL LEE	SLU	
	Ordering Manager	ORDM	RON DRAGOO	BDU	BRENT LEE	SLU	MIKE STEEBOK	RRU	DONALD SCARLETT	HUU	ADAM AMARAL	MMU	STEVE DOHMAN	ORC	
	Ordering Manager	ORDM	CHRIS RICHINS	NEU	TOM STROING	TGU	STEVEN BERKERY	LFD	EVA GRADY	CZU	MIKE WORFORD	VNC	ANDY DOYLE	LAC	
	Ground Support Unit Leader	GSUL	ROBERT TOOKER	CZU	VACANT		STEVE LANGSTON	FKU	DOUG FREEMAN	FKU	VACANT		DAVE McCOY	AEU	
Motel Tech Spec	MOTL	STAN OWENS	BDU	MILFORD FERGUSON	RRU	VACANT		CASSIE MILLER	AEU	RICHARD BOHN	MMU	SHANE COOK	BTU		
Specialists	GIS Technical Specialist	GIST	TIM WERLE	LFD	FRED POSTLER	MEU	TODD TUGGLE	FRN	JONATHAN PANGBURN	BEU	DARIN McFARLIN	AEU	TOM GIKAS	LFD	
	Hired Equipment Tech Spec	EQTS	DOUG GRANDBOIS	AEU	KEVIN LANGELOH	MVU	ANDY WHITLOCK	MEU	LEN NIELSON	HUU	MATT SULLY	LNU	JASON LUCKENBACH	FKU	
	Fire Behavior Analyst	FBAN	DON BOURSIER	ORC	TODD HOPKINS	RRU	N. CHRIS WATERS	AEU	TIM CHAVEZ	RRU	SCOTT JONES	CNR	JEFF WILSON	LAC	
	Training Tech Spec	TNSP	MIKE WINK	LNU	CLAUDIA SOIZA	LAC	JIM MOBLEY	SHU	JASON MARTIN	LNU	CORY CISNEROS	WCV	SHANE VARGAS	LMU	
	Law Enforcement Tech Spec	LEAS	JASON ROTHLEIN	SDSO	JOHN McCAMMON	SBSO	PHILIP FONTANETTA	LAPD	VACANT		JOHN DAVIS	LAPD	SCOTT McCARTNEY	SCSO	
	Law Enforcement T/S- CHP	LEAS	RAYMOND DIGGINS	CHP	SUSAN ESTREM	CHP	SVEN MILLER	CHP	KEVIN KNOPF	CHP	KENNETH ROBERTS	CHP	L.D. MAPLES	CHP	
		TRAINEES		IMT 1		IMT 2		IMT 3		IMT 4		IMT 5		IMT 6	
CAL FIRE	Incident Commander Trainee	ICT1 (T)	STEVE CURLEY	RRU	SEAN KAVANAUGH	TGU	STEVE REEDER	SLU	DAVE RUSSELL	TGU	BILLY SEE	FKU	VACANT		
	Incident Commander Trainee	ICT1 (T)	STEVEN SHAW	BDU	MARC HAFNER	CSR	BARRY BIERMANN	LNU	JEFF VEIK	BDU	DONNA MCCAIN	SHU	DAVID FULCHER	RRU	
			GREG EVERHART (OPBD)	RRU	STEVE WALKER (SOFR)	LMU	AMBER HENDERSON (SPUL)	SLU	GEORGE RANDAR (FACL)	MEU	JOHNNY MILLER (PIO1)	RRU	IAN LARKIN (PSC1)	CZU	
			TRISH RAYE (FACL)	SLU	CHRIS JAUREGUI (HEB1)	BEU	ROB DAUGHERTY (PSC1)	MEU	JON HEGGIE (FBAN)	MVU	CODY BOGAN (OPBD)	CZU	VACANT		
			BARAKA CARTER (SOF1)	BEU	JESSE MORRIS (LSC1)	LNU	SCOTT HENRY (LOFR)	CDF	DAVE TETER (LOFR)	CDF	ANALE BURLEW (PSC1)	NEU	VACANT		
			BOB COUNTS (PROC)	AEU	JENNIFER FAGAN (TIME)	RRU	TODD WILLIAMS (OSC1)	RRU	ROBERT ELLIS (SPUL)	HUU	SUZANNE BRADY (PIO1)	SKU	KYLE LUNSTED (TIME)	LNU	
			DARRYL LAWS (SOFR)	SKU	ANDRE SCHMIDT (PROC)	RRU	SHEM HAWKINS (ASGS)	BTU	MIKE BRADLEY (LOFR)	CNR	MATT REA (TIME)	LNU	MIKE WEBB (OPBD)	AEU	
			ED SIMPSON (ORDM)	FKU	ROB BARTSCH (SITL)	NEU	PATRICK AGUADA (TIME)	BDU	VACANT		PHILLIP SELEGUE (SITL)	RRU	JOE BUCHMEIER (SOFR)	LNU	
LOCAL GOV'T			DERRICK DAVIS (OPBD)	KRN	RON OATMAN (PIO2)	VNC	VACANT		JACK PICCININI (SOFR)	SRS	MICHAEL URQUIDES (LOFR)	MCF	CARL SIMMONS (FACL)	SAC	
			MIKE PETRO (PSC1)	ORC	MIKE INMAN (OPBD)	LAC	DAVID SARGENTI (SOFR)	MCF	RON KARLEN (TNSP)	DIX	BRIAN NORTON (OPBD)	ORC	TIM ERNST (OPBD)	LFD	
			LARINDA PONTES (FACL)	LAC	VACANT		JEFF DAPPER (RESL)	LAC	VACANT		JIM DAY (SITL)	ORC	ADAM MITCHELL (SITL)	SAC	
			MIKE HARDY (LOFR)	ECF	JACK WISE (SOFR)	LFD	PATRICK RUSSELL (OPBD)	ANA	SHANE LAUDERDALE (OSC1)	CHI	SCOTT HANSEN (SOF1)	SMC	ALAN PERRY (SPUL)	VNC	
			KENNY OSBURN (SITL)	TRK	MARTIN JOHNSON (FACL)	SBC	JOHN RUEDY (GSUL)	LFD	VACANT		DANNY MCNAMARA (SOF1)	SRM	RON ROBERTS (OSC1)	ORC	

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.

1. 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.

2. 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.

3. 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.

4. 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*

5. 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.

6. Letter of Demand

The STATE Region Case Manager, will prepare a Letter of Demand (LOD) on behalf of the COUNTY for their unreimbursed costs.

7. 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 North Ops

Please email daily to RCC.ECC@fire.ca.gov

Marin County Fire Department
33 Castle Rock Rd.
Woodacre, CA 94973
Phone: (415) 499-6717
<http://www.marincounty.org/depts/fr>



Date:	October 23, 2014	
Duty Chief:	Brown	(415) 473-6717
Duty Officer:		(415) 473-6717
AM ECC Supervisor:	See Comments Section	(415) 473-6717
PM ECC Supervisor:	See Comments Section	(415) 473-6717
ECC 24 Hour Emergencies:		(415) 473-6717
Dispatch Level:	Normal	

Expanded Operations

Expanded Overhead Desk Phone:	Closed
Expanded Equipment Desk Phone:	Closed
Expanded Crews Desk Phone:	Closed

Resources Available for the State Mission/Comments:

Type here

Resources Assigned to CNR Staffing Pattern:

Type here

Appendix “U” Move Up and Cover Guidelines

2015 / 2016

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.

Appendix “U” Move Up and Cover Guidelines

2015 / 2016

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”
- 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 to 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.

Appendix “U” Move Up and Cover Guidelines

2015 / 2016

- 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

- **Form**

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.Salquero@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 Pete Marquez (559) 243-4117
Northern Region (CNR) – Deputy Chief James Engel (530) 226-3477 ext. 120

Appendix WW
Aircraft Rostering Procedures for Contract Counties
2015/2016

SCOPE: This Appendix specifically addresses roosting 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.

Appendix WW
Aircraft Rostering Procedures for Contract Counties
2015/2016

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.

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.

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.

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)

EXHIBIT #2

(SAMPLE)

STATE OF CALIFORNIA
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
CDF AIRCRAFT ACCIDENT/INCIDENT REPORT
FC-119 (REV. 3/89)

INSTRUCTIONS: See Air Attack Handbook 8300		DATE: September 18, 2014	
REGION, RANGER UNIT & BASE: Southern Region, Contract County, XYZ Incident (CA-CDF-1143)		DATE & TIME OF ACCIDENT/INCIDENT: 4/1/06, 1400 hours	
AIRCRAFT DEPARTED FROM: XYZ Helibase	WHERE DID ACCIDENT/INCIDENT OCCUR (LOCATION) Alpha Helispot	POINT OF INTENDED LANDING: Alpha Helispot	
MISSION: (PURPOSE OF FLIGHT) Shuttling of handcrews to/from helispot to XYZ Helibase			
CONDITIONS AT ACCIDENT/INCIDENT SITE			
TERRAIN: Improved helispot on ridge line		ELEVATION: 1150'	
WEATHER: Smokey with visibility less than 1 mile, SW wind, 5-10 mph		TEMPERATURE (F): 90 degrees	
AIRCRAFT IDENTIFICATION			
MAKE: Bell	MODEL: UH-1H	CALL SIGN: CC 500	REGISTRATION NO. N12345SK
OPERATOR'S NAME: Contract County Fire Department		OWNER'S NAME (IF DIFFERENT): N/A	
EXTENT OF DAMAGE: Bent left skid shoe, left rear section of skid.			
PERSONNEL			
LIST NAMES OF PILOT AND PASSENGERS: Contract County Pilot Smith with Crew Chief Jones			
DEATHS AND INJURIES			
LIST NAMES OF PERSONS KILLED OR INJURED AND INDICATE EXTENT OF INJURIES: N/A			
ACCIDENT DESCRIPTION			
BRIEF RESUME AND POSSIBLE CAUSE OF ACCIDENT/INCIDENT: While landing at Alpha Helispot under direction of Helispot Manager, weight of helicopter caused landing surface under left skid to collapse Left rear section of skid came in contact with a large unexposed rock resulting in skid becoming bent.			
REMARKS: Several landings and take offs had occurred at this helispot before the helispot landing surface collapse.			
REPORTED BY (NAME AND TITLE) Tom Thomas/CAL FIRE Official		PILOT'S SIGNATURE	

ROSS Monthly Activity Report

Enclosed you will find the ROSS monthly activity report for your department, covering the calendar month of _____, 2015. 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 _____, 2015. 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.

2015 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 Rosales.

EXHIBIT #4

ACC Contract County Represented Postions

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

2015 KERN COUNTY CONTACTS

Kern County HQ mailing address: 5642 Victor Street Bakersfield, Ca 93308

Kern County Contacts

Updated 6/23/2015

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	Charles Truvillion	661-391-7111	661-399-5763	661-330-0192	ctruvillion@co.kern.ca.us
COMMUNICATIONS CONTACT	Brent Moon	661-763-1482		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	Benny Wofford	661-391-7080	661-391-7077	661-330-0151	bwofford@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	Dave Witt	661-391-7194	661-399-2915	661-330-0187	dwitt@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
ROSS CONTACT	Jymme Ahl	661-861-4022	661-324-6557	661-330-0362	jahi@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.

**2015 TULARE UNIT CAL FIRE CONTACTS
ADMINISTRATIVE UNIT CONTACTS FOR KERN COUNTY FIRE DEPARTMENT**

Updated 6/23/2015

TUU Contact List	Name	Bus. Phone	Fax No.	Cell Phone	E-mail
TULARE UNIT FIRE CHIEF	Paul Marquez	559-636-4103	559-732-5963	559-358-7100	paul.marquez@fire.ca.gov
TRAINING CONTACT	Don Tashima	559-732-5954	559-732-5963	559-358-7106	don.tashima@fire.ca.gov
COMMUNICATIONS CONTACT	Vacant	559-636-4109	559-732-4986	559-358-7109	andy.turner@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.prandini@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 BUSINESS 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			

2015 LOS ANGELES COUNTY CONTACTS

Los Angeles County HQ mailing address: 5801 S. Eastern Avenue, Suite 110 Commerce, Ca 90040

Los Angeles County Contacts

Updated 3/23/2015

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	Anthony C. Marrone	(323) 881-6153	(323) 980-0555	(213) 700-0632	Anthony.Marrone@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 Pina	(818) 790-6437		(818) 632-2967	vince.pina@fire.lacounty.gov
CATALINA PLAN/ERD CONTACT					

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.

**2015 SAN BERNARDINO UNIT CAL FIRE CONTACTS
ADMINISTRATIVE UNIT CONTACTS FOR LOS ANGELES COUNTY FIRE DEPARTMENT**

Updated 6/23/2015

BDU Contact List	Name	Bus. Phone	Fax No.	Cell Phone	E-mail
SAN BERNARDINO UNIT FIRE CHIEF	Darren Feldman	909-881-6999	909-881-6969	909-553-3294	darren.feldman@fire.ca.gov
TRAINING CONTACT	Duran Gaddy	909-881-6908	909-881-6969	909-991-2399	duan.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	Jennifer Ricci	909-881-6920	909-881-6969	909-269-2842	jennifer.ricci@fire.ca.gov
INVESTIGATIONS CONTACT	Jennifer Ricci	909-881-6920	909-881-6969	909-269-2842	jennifer.ricci@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 BUSINESS 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			

2015 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	

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.

**2014 SONOMA LAKE NAPA UNIT CAL FIRE CONTACTS
ADMINISTRATIVE UNIT CONTACTS FOR MARIN COUNTY FIRE DEPARTMENT**

Updated 6/23/2015

Position Contact	Name	Bus. Phone	Fax No.	Cell Phone	E-mail
SONOMA-LAKE-NAPA UNIT FIRE CHIEF	Scott Upton	707-967-1411	707-967-1473	707-889-4375	scott.upton@fire.ca.gov
PRIMARY AOP CONTACT	Dan Johnson	951-320-6105	951-782-4248	909-573-7948	dan.johnson@fire.ca.gov
TRAINING CONTACT	Jeremy Lawson	707-967-1405	707-967-1473	707-299-7695	jeremy.lawson@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	Tom Knecht	707-967-1424	707-963-4013	707-299-7695	tom.knecht@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	Tom Knecht	707-967-1424	707-963-4013	707-299-7695	tom.knecht@fire.ca.gov
FIRE PREVENTION/LAW ENFORCEMENT CONTACT	Ben Nicholls	707-576-2570	707-576-2547	707-889-4229	ben.nicholls@fire.ca.gov
INVESTIGATIONS CONTACT	Ben Nicholls	707-576-2570	707-576-2547	707-889-4229	ben.nicholls@fire.ca.gov
PIO CONTACT	Suzie Blankenship	707-576-2342	707-576-2547	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	Tom Knecht	707-967-1424	707-963-4013	707-299-7695	
HIRED EQUIPMENT COORDINATOR CONTACT		707-967-1429			
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	530-226-3477ext120	530-226-3483	530-227-9914	james.engel@fire.ca.gov
COMMAND CENTER BUSINESS 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			
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2014 ORANGE COUNTY CONTACTS

Orange County HQ mailing address: 1 Fire Authority Road, Irvine, Ca 92602

Orange County Contacts

Updated 6/23/2015

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	Randy Black	714-573-6056	714-368-8829	714-292-8476	randyblack@ocfa.org
TRAINING CONTACT	Steve Pardi	714-573-6751	714-368-8848	714-469-5522	StevePardi@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	Steve Concialdi	714-523-6201	714-368-8829	949-237-3181	steveconcialdi@ocfa.org
CORRESPONDENCE CONTACT	Randy Black	714-573-6056	714-368-8829	714-292-8476	randyblack@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	David Anderson	714-573-6551	714-368-8804	714-292-6871	davidanderson@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.

**2015 RIVERSIDE UNIT CAL FIRE CONTACTS
ADMINISTRATIVE UNIT CONTACTS FOR ORANGE COUNTY FIRE AUTHORITY**

Updated 6/23/2015

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	Andrew Bennett	909-797-5418	909-797-8568	951-453-4617	andrew.bennett@fire.ca.gov
AVIATION MANAGEMENT UNIT CONTACT (AMU)		916-764-4043			
DUTY CHIEF LINE	Chief On Duty	951-940-6363	951-657-3191	Bus. Line forwarded	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 BUSINESS 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			

2014 SANTA BARBARA COUNTY CONTACTS

Santa Barbara County HQ mailing address: 4410 Cathedral Oaks Rd, Santa Barbara, Ca 93110

Santa Barbara County Contacts

Updated 6/23/2015

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	Mike Patarak	805 681-5559	805 681-5563	805 896-6417	Mike.Patarak@sbcfire.com
COMMUNICATIONS CONTACT	Diondray Wiley	805 934-6210	n/a	805 896-6415	Steve.Oaks@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	TBD	TBD	805 896-6350	Rob.Hazard@sbcfire.com
INFORMATION TECHNOLOGY CONTACT	Martin Johnson	805 681-5503	805 681-5563	805 896-6403	martin.johnson@sbcfire.com
SRA REVIEW CONTACT	Rob Hazard	TBD	TBD	805 896-6350	Rob.Hazard@sbcfire.com
FIRE PREVENTION CONTACT	Martin Johnson	805 681-5525	805 681-5563	805 896-6420	Martin.Johnson@sbcfire.com
LAW ENFORCEMENT CONTACT	Steve Link	805 686-5061	805 686-8183	805 896-6340	Stephen.Link@sbcfire.com
INVESTIGATIONS CONTACT	Steve Link	805 686-5061	805 686-8183	805 896-6340	Stephen.Link@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	TBD	TBD	805 896-6350	Rob.Hazard@sbcfire.com
AIR OPERATIONS CONTACT	Woody Enos	805 681-5504	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	Ray Navarro	805 681-5503	805 681-5563	805 896-6403	ray.navarro@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		

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2015 VENTURA COUNTY CONTACTS

Ventura County HQ mailing address: 165 Durley Avenue, Camarillo, Ca 93010

Ventura County Contacts

Updated 6/23/2015

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	Todd Leake	(805) 389-9770	(805) 383-4755	(805) 797-2176	Todd.Leake@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.

2014 SAN LUIS OBISPO UNIT CAL FIRE CONTACTS
ADMINISTRATIVE UNIT CONTACTS FOR SANTA BARBARA AND VENTURA COUNTY FIRE DEPARTMENTS

Updated 6/23/2015

SLU Contact List	Name	Bus. Phone	Fax No.	Cell Phone	E-mail
SAN LUIS OBISPO UNIT FIRE CHIEF	Robert Lewin	805-543-4244x3400	805-543-4248	805-903-3400	robert.lewin@fire.ca.gov
TRAINING CONTACT	Eric Shalhoob	805-528-2160	805-528-2158	805-903-3419	eric.shalhoob@fire.ca.gov
COMMUNICATIONS CONTACT	Geoff Money	805-543-4244x3409	805-543-6909	805-903-3409	geoff.money@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	Laurie Donnelly	805-543-4244x3422	805-543-4248	805-903-3422	laurie.donnelly@fire.ca.gov
LAW ENFORCEMENT CONTACT	Tom McEwen	805-543-4244x3420	805-543-4248	805-903-3420	tom.mcewen@fire.ca.gov
INVESTIGATIONS CONTACT	Tom McEwen	805-543-4244x3420	805-543-4248	805-903-3420	tom.mcewen@fire.ca.gov
PIO CONTACT	Tom McEwen	805-543-4244x3420	805-543-4248	805-903-3420	tom.mcewen@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	Geoff Money	805-543-4244x3409	805-543-6909	805-903-3409	geoff.money@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 BUSINESS 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			

ROSS RESOURCE VOUCHER

RRV# _____ of _____

1. Incident Name:	
2. Incident #:	
3. CAD #:	
4. Date of Incident:	

RECORDED 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		18. Correct Incident #
						Y	N	

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

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 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

INCIDENT INVOICE CHECKLIST

- 1 Invoice with list of all resources being billed along with request numbers,times, dates,rates etc.
- 2 Supporting Emergency Activity Records.
- 3 If Aircraft cost, Helicopter Daily Cost Summary and any other aircraft back up documentation.
- 4 If supplies being billed, copy of receipts and any other supporting documentation (logs, sign up sheets etc.) **with name of who from CALFIRE approved** (include "S"#'s)
- 5 Matching Reconciled Ross Reports.
- 6 Copy of CAD incident report.
- 7 If in County incident and resources above appendix A being billed, **name of who from CALFIRE approved.**
- 8 If Staffing Pattern Resources are being billed copy of Staffing Pattern Request from CALFIRE.
- 9 Copy of NFIRS report for incident.
- 10 Narratives or any other backup documentation necessary to support resources/supplies being billed.