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**Ventura County / CAL FIRE**  
**Appendix "A" Pre-Approved Initial Attack**  
**2016 / 2017**

The following COUNTY watershed alarms are pre-approved by STATE under Section V; subsection B, of this Operation Plan:

**First Alarm**

**Normal Operations**

5 engines  
 2 battalion chiefs  
 1 water tender  
 1 dozer  
 2 hand crews  
 1 helicopter w/fly crew  
 1 fire cause investigator

**Plan 1**

5 engines  
 2 battalion chiefs  
 1 water tender  
 1 dozer  
 2 hand crews  
 2 helicopters \*1 w/fly crew  
 1 fire cause investigator  
 2 fixed wing air tankers  
 1 ATGS

**Plan 2**

5 engines  
 2 battalion chiefs  
 1 water tender  
 1 dozer  
 2 hand crews  
 2 helicopters 1 w/fly crew  
 Brush Task Force\*  
 3 Type III engines, 1 water tender, T/F Leader  
 1 ATGS  
 2 fixed wing air tankers  
 1 fire cause investigator

**Second Alarm**

**Normal Operations**

5 engines  
 1 battalion chief  
 1 water tender  
 1 dozer  
 2 hand crews  
 1 helicopter  
 2 fixed wing air tankers  
 1 ATGS  
 1 logistics support vehicle  
 Safety Officer (1)  
 Plans Chief (1)  
 Logistics Chief (1)  
 Public Information Officer (1)

**Plan 1**

5 engines  
 1 battalion chief  
 1 division chief  
 1 water tender  
 1 dozer  
 2 hand crews  
 1 helicopter  
 2 fixed wing air tankers  
 1 logistics support vehicle  
 Safety Officer (1)  
 Plans Chief (1)  
 Res. Unit (1)  
 Sit. Unit (1)  
 Logistics Chief (1)  
 Public Information Officer (1)

**Plan 2**

5 engines  
 1 battalion chief  
 1 division chief  
 1 water tender  
 1 dozer  
 2 crew strike teams  
 1 helicopter  
 2 fixed wing air tankers  
 1 logistics support vehicle  
 Safety Officer (1)  
 Plans Chief (1)  
 Logistics Chief (1)  
 Res. Unit (1)  
 Sit Unit (1)  
 Public Information Officer (1)

The following automatic aid resources are *pre-approved* by STATE for use beyond the mutual aid period for watershed initial attack and for reimbursement under Section V, **subsection C, page 11 of this Operating Plan.**

- 1 engine from Ventura County Federal Fire Department*
- 1 engine from Fillmore City Fire Department*
- 1 engine from Santa Paula City Fire Department*
- 2 engines from Ventura City Fire Department*
- 2 engines from Oxnard City Fire Department*

*It is agreed that these resources shall be reimbursed under the provisions of the California Fire Assistance Agreement (CFAA) and this Operating Plan.*

## 2016 DI/CAL FIRE Air Tactical & Airtanker Deployment Schedule

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

**DISPATCHING AND DIVERTING AIRCRAFT** 8342  
(Revised September 2001)

**DISPATCHING AIRCRAFT** 8342.1  
(Revised September 2001)

See [Section 8333](#) Aircraft Dispatching

**DIVERTING OF AIRCRAFT** 8342.2  
(Revised September 2001)

**GENERAL** 8342.2.1  
(No. 9 July 2003)

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

**‘NO DIVERT’ POLICY** 8342.2.2  
(No. 9 July 2003)

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

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

## **DIVERTING AIRCRAFT-AUTHORITY AND RESPONSIBILITIES**

(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  Station  Incident Number  Exposure

MM DD YYYY

Delete  Change  No Activity

**NFIRS-1 Basic**

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

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

Number/Milepost Prefix Street or Highway Street Type Suffix

Apt./Suite/Room City State ZIP Code

Census Tract  -

Cross Street, Directions or National Grid, as applicable

**C Incident Type**

Incident Type

**E1 Dates and Times** Midnight is 0000

Month Day Year Hour Min

ALARM always required

Alarm

ARRIVAL required, unless canceled or did not arrive

Arrival

CONTROLLED optional, except for wildland fires

Controlled

LAST UNIT CLEARED, required except for wildland fires

Last Unit Cleared

**E2 Shifts and Alarms** Local Option

Shift or Platoon  Alarms  District

**D Aid Given or Received**  None

1  Mutual aid received  Their FDID  Their State

2  Auto. aid received

3  Mutual aid given  Their Incident Number

4  Auto. aid given

5  Other aid given

Check boxes if dates are the same as Alarm Date.

ARRIVAL required, unless canceled or did not arrive

CONTROLLED optional, except for wildland fires

LAST UNIT CLEARED, required except for wildland fires

**E3 Special Studies** Local Option

Special Study ID#  Special Study Value

**F Actions Taken**

Primary Action Taken (1)

Additional Action Taken (2)

Additional Action Taken (3)

**G1 Resources**

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

Apparatus  Personnel

Suppression

EMS

Other

Check box if resource counts include aid received resources.

**G2 Estimated Dollar Losses and Values**

LOSSES: Required for all fires if known. Optional for non-fires. None

Property \$  ,  ,

Contents \$  ,  ,

PRE-INCIDENT VALUE: Optional

Property \$  ,  ,

Contents \$  ,  ,

**Completed Modules**

Fire-2

Structure Fire-3

Civilian Fire Cas.-4

Fire Service Cas.-5

EMS-6

HazMat-7

Wildland Fire-8

Apparatus-9

Personnel-10

Arson-11

**H1 Casualties**  None

Deaths  Injuries

Fire Service

Civilian

**H2 Detector** Required for confined fires.

1  Detector alerted occupants

2  Detector did not alert them

U  Unknown

**H3 Hazardous Materials Release**  None

1  Natural gas: slow leak, no evacuation or HazMat actions

2  Propane gas: <21-lb tank (as in home BBQ grill)

3  Gasoline: vehicle fuel tank or portable container

4  Kerosene: fuel burning equipment or portable storage

5  Diesel fuel/fuel oil: vehicle fuel tank or portable storage

6  Household solvents: home/office spill, cleanup only

7  Motor oil: from engine or portable container

8  Paint: from paint cans totaling <55 gallons

0  Other: special HazMat actions required or spill > 55 gal (Please complete the HazMat form.)

**Mixed Use Property**  Not mixed

10  Assembly use

20  Education use

33  Medical use

40  Residential use

51  Row of stores

53  Enclosed mall

58  Business & residential

59  Office use

60  Industrial use

63  Military use

65  Farm use

00  Other mixed use

**J Property Use**  None

**Structures**

131  Church, place of worship

161  Restaurant or cafeteria

162  Bar/Tavern or nightclub

213  Elementary school, kindergarten

215  High school, junior high

241  College, adult education

311  Nursing home

331  Hospital

341  Clinic, clinic-type infirmary

342  Doctor/Dentist office

361  Prison or jail, not juvenile

419  1- or 2-family dwelling

429  Multifamily dwelling

439  Rooming/Boarding house

449  Commercial hotel or motel

459  Residential, board and care

464  Dormitory/Barracks

519  Food and beverage sales

539  Household goods, sales, repairs

571  Gas or service station

579  Motor vehicle/boat sales/repairs

599  Business office

615  Electric-generating plant

629  Laboratory/Science laboratory

700  Manufacturing plant

819  Livestock/Poultry storage (barn)

882  Non-residential parking garage

891  Warehouse

**Outside**

124  Playground or park

655  Crops or orchard

669  Forest (timberland)

807  Outdoor storage area

919  Dump or sanitary landfill

931  Open land or field

936  Vacant lot

938  Graded/Cared for plot of land

946  Lake, river, stream

951  Railroad right-of-way

960  Other street

961  Highway/Divided highway

962  Residential street/driveway

981  Construction site

984  Industrial plant yard

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

Property Use  Code

Property Use Description

**A**

FDID  State  Incident Date  MM  DD  YYYY  Station  Incident Number  Exposure

Delete  Change

**NFIRS-8 Wildland Fire**

**B Alternate Location Specification**

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

Latitude  Longitude

OR

Township  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  /  /

**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

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

## **Appendix “E” FMAG Protocols 2016 / 2017**

- 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

Category = CALIFORNIA ONLY, Positions

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

## Catalog Item Listing

**Filter Criteria:**

Catalog = Overhead

Category = CALIFORNIA ONLY, Positions

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

## Catalog Item Listing

**Filter Criteria:**

Catalog = Overhead

Category = CALIFORNIA ONLY, Positions

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

## Catalog Item Listing

**Filter Criteria:**

Catalog = Overhead

Category = CALIFORNIA ONLY, Positions

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

## Catalog Item Listing

**Filter Criteria:**

Catalog = Overhead

Category = CALIFORNIA ONLY, Positions

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

The following Catalog Items have been removed.

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

**Catalog Category: Positions**

| Catalog Item Name                                  | Alias | Code | Created By  |
|--|-------|------|---|
| ACCOUNTANT   |       | ACCO | National Interagency Coordination Center (ID-NIC) |
| ACCOUNTING TECHNICIAN                              |       | ACCT | National Interagency Coordination Center (ID-NIC) |
| ADMINISTRATIVE PAYMENT TEAM LEADER                 |       | APTL | National Interagency Coordination Center (ID-NIC) |
| ADMINISTRATIVE PAYMENT TEAM MEMBER                 |       | 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 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:**

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

**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:

|   |  |
|---|--|
| <b>1. FORMS AVAILABLE OR ATTACHED:</b><br><input type="checkbox"/> ICS 201 IAP<br><input type="checkbox"/> ICS 211 Check In<br><input type="checkbox"/> ICS 205 Communications<br><input type="checkbox"/> ICS 206 Medical  | <b>2. OTHER ATTACHMENTS:</b><br><input type="checkbox"/> Incident Action Plan<br><input type="checkbox"/> Incident Map<br><input type="checkbox"/> Operational Briefing Map<br><input type="checkbox"/> Travel Map |
| <b>3. PAST AND PROJECTED INCIDENT MOVEMENT/SPREAD</b>   |  |
| <b>4. VALUES AT RISK; INCLUDE COMMUNITIES, CRITICAL INFRASTRUCTURE, NATURAL AND CULTURAL RESOURCES:</b>   |  |
| <b>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:</b> |  |
| <b>6. ESTIMATE OR PROVIDE CURRENT ACREAGE, PERCENTAGE OF CONTAINMENT AND AMOUNT OF LINE TO BUILD (provide date/time of estimation):</b>   |  |
| <b>7. CRITICAL RESOURCE NEEDS (list amount, type, kind and number in priority order)</b>  |  |
| <b>8. AIR OPERATIONS UPDATE (Success, Challenges And Describe Temporary Flight Restriction In Place, If Any)</b>  |  |
| <b>9. HELIBASE &amp; HELISPOT LOCATIONS AND CONTACT INFORMATION:</b>  |  |
| <b>10. LOGISTICAL CHALLENGES AND SUCCESS:</b>   |  |
| <b>11. MAJOR PROBLEMS AND CONCERNS (Control Problems, Social/ Political/ Economic Concerns Or Impacts Etc...)</b>   |  |

|  |
|--|
| <b>12. STATUS &amp; CONDITION OF UNIT AND INCIDENT PERSONNEL &amp; EQUIPMENT. (Detail Expectation Regarding Incident Personnel &amp; Equipment After Transfer Of Command):</b>                           |
| <b>13. CRITICAL INCIDENT STRESS HISTORY &amp; NEEDS:</b>   |
| <b>11. FIRE SUPPRESSION REPAIR AND LOCAL ENVIRONMENTAL OR DAMAGE ASSESSMENT NEEDS:</b>   |
| <b>12. STATUS OF SUPPLEMENTAL RESOURCE ORDER AND OUTSTANDING ORDERS</b>  |
| <b>13. ACCESS &amp; TRANSPORTATION ROUTES:</b>   |
| <b>14. COMMUNICATIONS PLAN, INCLUDING RADIO FREQS &amp; 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):</b> |
| <b>15. LIST INCIDENT AND LOCAL SAFETY ISSUES AFFECTING LOCAL UNIT, SUPPRESSION FORCES AND INCIDENT FACILITIES :</b>  |
| <b>16. EMERGENCY MEDICAL SERVICES (EMS) IN PLACE OR AVAILABLE (List Facilities):</b>   |
| <b>17. ICP, BASE AND/OR CAMP SECURITY ISSUES:</b>  |
| <b>18. INCARCERATED FF SECURITY ISSUES:</b>  |
| <b>19. ASSISTING &amp; COOPERATING AGENCIES AT SCENE (Include AREP names/phone numbers/contact authorities):</b>   |
| <b>20. WIRELESS NETWORK/HIGH SPEED INTERNET ACCESS AVAILABILITY. ORDERED? IN PLACE? LIMITATIONS?</b>   |

**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:

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

| <b>B. Incident Documentation Package</b> |  |   |
|--|--|---|
| <b>PSC or designee:</b>                  | <b>Local unit person assigned to Planning Section:</b> | <b>Unit person if different after transition:</b> |
|  |  |   |

| <b>C. Standardized Emergency Management System (SEMS) Package</b> |  |   |
|---|--|---|
| <b>PSC or designee:</b>   | <b>Local unit person assigned to Planning Section:</b> | <b>Unit person if different after transition:</b> |
|   |  |   |

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

**Ventura County Fire Protection District**  
**Fiscal Year 15/16 Assistance-By-Hire Fee Schedule - Based on California Fire Assistance Agreement Rates**  
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| <b>Personnel Rates:</b>  | <b>Average Base Hourly Rate</b> | <b>Average Overtime Rate</b> | <b>Worker's Comp. Insurance</b> | <b>Unemployment Insurance</b> | <b>Average Actual Overtime Rate</b> |
|--|---------------------------------|------------------------------|---------------------------------|-------------------------------|-------------------------------------|
| <b>CLASSIFICATIONS ON CFAA SALARY SURVEY:</b>                          |                                 |                              |                                 |                               |                                     |
| County Fire Chief  | \$115.33                        | \$115.33                     | \$14.44                         | \$0.14                        | \$129.91                            |
| Deputy Chief Fire Services   | \$95.05                         | \$95.05                      | \$11.90                         | \$0.11                        | \$107.06                            |
| Assistant Fire Chief   | \$84.75                         | \$84.75                      | \$10.61                         | \$0.10                        | \$95.46                             |
| Fire Division Chief  | \$79.02                         | \$79.02                      | \$9.89                          | \$0.09                        | \$89.01                             |
| Fire Battalion Chief   | \$55.36                         | \$83.04                      | \$10.40                         | \$0.10                        | \$93.54                             |
| Fire Captain   | \$44.97                         | \$67.46                      | \$8.45                          | \$0.08                        | \$75.98                             |
| Fire Engineer  | \$37.10                         | \$55.65                      | \$6.97                          | \$0.07                        | \$62.68                             |
| Firefighter  | \$31.34                         | \$47.01                      | \$5.89                          | \$0.06                        | \$52.95                             |
| <b>ADDITIONAL SAFETY CLASSIFICATIONS - PORTAL-TO-PORTAL:</b>           |                                 |                              |                                 |                               |                                     |
| Arson Investigator   | \$43.90                         | \$65.85                      | \$8.24                          | \$0.08                        | \$74.17                             |
| Fire Control Worker  | \$17.25                         | \$25.88                      | \$3.24                          | \$0.03                        | \$29.15                             |
| Fire Crew Air Transported- Rate based on actual personnel assigned     |                                 |                              |                                 |                               | Various                             |
| Fire Crew Ground Transported - Rate based on actual personnel assigned |                                 |                              |                                 |                               | Various                             |
| Fire Crew Supervisor   | \$44.97                         | \$67.46                      | \$8.45                          | \$0.08                        | \$75.98                             |
| Fire Equipment Operator  | \$54.92                         | \$82.38                      | \$10.31                         | \$0.10                        | \$92.79                             |
| Hazardous Material Specialist  | \$59.22                         | \$88.83                      | \$11.12                         | \$0.11                        | \$100.06                            |
| Senior Fire Control Worker   | \$19.41                         | \$29.12                      | \$3.65                          | \$0.03                        | \$32.80                             |
| <b>CIVILIAN CLASSIFICATIONS - PORTAL-TO-PORTAL:</b>                    |                                 |                              |                                 |                               |                                     |
| Fire Equipment Mechanic I  | \$24.70                         | \$37.06                      | \$2.93                          | \$0.04                        | \$40.03                             |
| Fire Equipment Mechanic II   | \$36.79                         | \$55.19                      | \$4.37                          | \$0.07                        | \$59.62                             |
| Fire Inspector   | \$41.98                         | \$62.96                      | \$1.67                          | \$0.08                        | \$64.71                             |
| Fire Prevention Officer NS   | \$56.84                         | \$85.26                      | \$2.27                          | \$0.10                        | \$87.63                             |
| Fire Specialist  | \$33.78                         | \$50.67                      | \$1.35                          | \$0.06                        | \$52.07                             |
| Senior Fire Equipment Mechanic   | \$41.24                         | \$61.85                      | \$4.89                          | \$0.07                        | \$66.82                             |
| Senior Fire Inspector  | \$44.74                         | \$67.10                      | \$1.78                          | \$0.08                        | \$68.97                             |
| Telecom Network Specialist II  | \$38.90                         | \$58.36                      | \$4.62                          | \$0.07                        | \$63.04                             |
| Telecom Network Specialist III   | \$47.39                         | \$71.09                      | \$5.62                          | \$0.09                        | \$76.80                             |
| <b>CIVILIAN CLASSIFICATIONS:</b>                                       |                                 |                              |                                 |                               |                                     |
| Battalion Chief- Civ Ret   | \$61.57                         | \$92.36                      | \$2.46                          | \$0.11                        | \$94.92                             |
| Accounting Officer II  | \$33.08                         | \$33.08                      | \$0.59                          | \$0.04                        | \$33.71                             |
| Accounting Officer III   | \$36.24                         | \$36.24                      | \$0.65                          | \$0.04                        | \$36.93                             |
| Accounting Officer IV  | \$39.19                         | \$39.19                      | \$0.70                          | \$0.05                        | \$39.94                             |
| Chief Heavy Equipment Manager  | \$54.49                         | \$54.49                      | \$4.31                          | \$0.07                        | \$58.87                             |
| Data Entry Operator III  | \$21.30                         | \$31.95                      | \$0.57                          | \$0.04                        | \$32.56                             |
| Financial Analyst II   | \$43.40                         | \$43.40                      | \$0.78                          | \$0.05                        | \$44.23                             |
| Fire Communications Manager  | \$51.44                         | \$51.44                      | \$1.37                          | \$0.06                        | \$52.87                             |
| Fire Information Systems Manager                                       | \$70.10                         | \$70.10                      | \$1.86                          | \$0.08                        | \$72.05                             |
| Fiscal Assistant IV  | \$23.02                         | \$34.53                      | \$0.62                          | \$0.04                        | \$35.19                             |
| Fiscal Manager III   | \$54.31                         | \$54.31                      | \$0.97                          | \$0.07                        | \$55.35                             |
| Fiscal Technician I  | \$26.70                         | \$40.05                      | \$0.72                          | \$0.05                        | \$40.81                             |
| Garage Attendant   | \$16.01                         | \$24.02                      | \$1.90                          | \$0.03                        | \$25.94                             |

**Ventura County Fire Protection District**  
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**AN ADMINISTRATIVE RATE OF 18.287% WILL BE ADDED TO ALL RATES WHEN INVOICED**

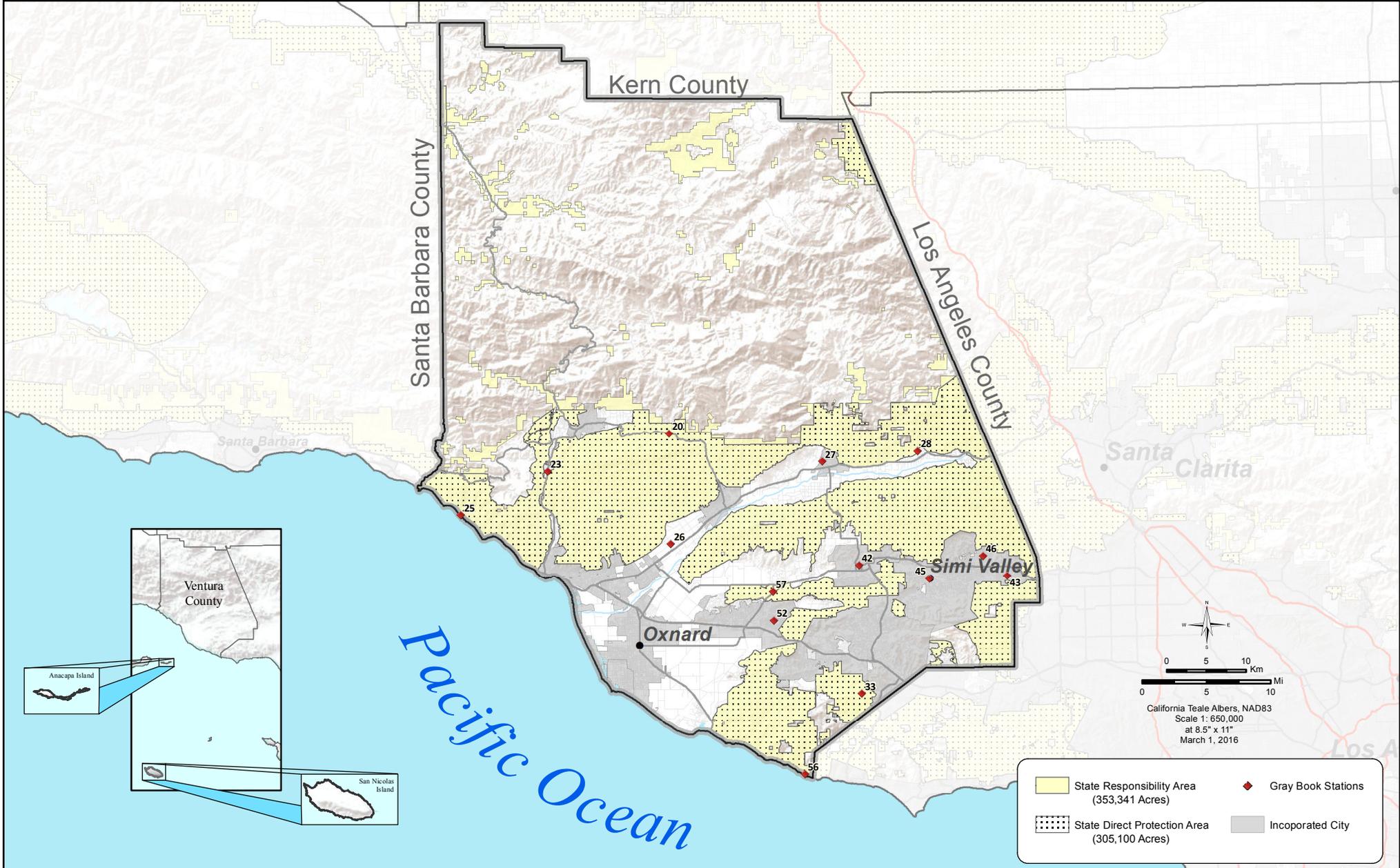
| <b>Personnel Rates:</b>   | <b>Average Base Hourly Rate</b>   | <b>Average Overtime Rate</b> | <b>Worker's Comp. Insurance</b> | <b>Unemployment Insurance</b> | <b>Average Actual Overtime Rate</b> |
|---|-----------------------------------|------------------------------|---------------------------------|-------------------------------|-------------------------------------|
| GIS Analyst   | \$45.94                           | \$68.91                      | \$1.23                          | \$0.08                        | \$70.23                             |
| GIS Specialist II   | \$33.68                           | \$50.52                      | \$0.90                          | \$0.06                        | \$51.48                             |
| Heavy Equipment Service Worker  | \$21.64                           | \$32.46                      | \$2.57                          | \$0.04                        | \$35.07                             |
| Inventory Management Assistant II   | \$23.47                           | \$35.21                      | \$0.63                          | \$0.04                        | \$35.88                             |
| Inventory Management Assistant III  | \$22.54                           | \$33.81                      | \$0.61                          | \$0.04                        | \$34.46                             |
| Management Assistant III  | \$27.75                           | \$41.63                      | \$0.75                          | \$0.05                        | \$42.42                             |
| Management Assistant IV   | \$36.96                           | \$55.44                      | \$0.99                          | \$0.07                        | \$56.50                             |
| Manager Fire Bureau - Business Svc  | \$64.86                           | \$64.86                      | \$1.16                          | \$0.08                        | \$66.10                             |
| Manager-Fire Prevention Services  | \$69.21                           | \$69.21                      | \$1.84                          | \$0.08                        | \$71.13                             |
| Fiscal Manager III  | \$54.31                           | \$54.31                      | \$0.97                          | \$0.07                        | \$55.35                             |
| Manager-Heavy Equipment and Fleet Services  | \$58.63                           | \$58.63                      | \$1.56                          | \$0.07                        | \$60.26                             |
| Office Assistant III  | \$23.70                           | \$35.55                      | \$0.64                          | \$0.04                        | \$36.23                             |
| Office Systems Coordinator II   | \$38.82                           | \$58.23                      | \$1.04                          | \$0.07                        | \$59.34                             |
| Parts Specialist  | \$22.47                           | \$33.71                      | \$2.67                          | \$0.04                        | \$36.41                             |
| Personnel Analyst II  | \$36.83                           | \$36.83                      | \$0.66                          | \$0.04                        | \$37.53                             |
| Program Administrator II  | \$45.13                           | \$45.13                      | \$0.81                          | \$0.05                        | \$45.99                             |
| Program Administrator III   | \$45.97                           | \$45.97                      | \$0.82                          | \$0.06                        | \$46.85                             |
| Public Safety Dispatcher I  | \$19.98                           | \$29.97                      | \$0.54                          | \$0.04                        | \$30.54                             |
| Public Safety Dispatcher II   | \$21.11                           | \$31.67                      | \$0.57                          | \$0.04                        | \$32.27                             |
| Records Technician III  | \$21.50                           | \$32.25                      | \$0.58                          | \$0.04                        | \$32.87                             |
| Senior GIS Specialist   | \$40.82                           | \$61.23                      | \$1.63                          | \$0.07                        | \$62.93                             |
| Senior Office Systems Coordinator   | \$36.17                           | \$36.17                      | \$0.65                          | \$0.04                        | \$36.86                             |
| Senior Program Administrator  | \$50.60                           | \$50.60                      | \$0.91                          | \$0.06                        | \$51.57                             |
| Staff/Services Manager III  | \$57.18                           | \$57.18                      | \$1.02                          | \$0.07                        | \$58.27                             |
| Staff/Services Specialist I   | \$42.89                           | \$64.34                      | \$1.15                          | \$0.08                        | \$65.56                             |
| Supervising Accounting Officer II   | \$44.24                           | \$44.24                      | \$0.79                          | \$0.05                        | \$45.08                             |
| Supervisor-Public Safety Dispatcher   | \$27.26                           | \$40.89                      | \$0.73                          | \$0.05                        | \$41.67                             |
| Administrative Assistant I-NE   | \$31.69                           | \$47.54                      | \$0.85                          | \$0.06                        | \$48.44                             |
| Administrative Assistant II-NE  | \$32.47                           | \$48.71                      | \$0.87                          | \$0.06                        | \$49.64                             |
| Telecom Network Analyst III   | \$56.99                           | \$85.49                      | \$1.53                          | \$0.10                        | \$87.12                             |
| Warehouse Supervisor  | \$28.89                           | \$43.34                      | \$3.43                          | \$0.05                        | \$46.81                             |
| <b>Equipment:</b>   |                                   |                              | <b>Hourly Rate:</b>             |                               |                                     |
| Equipment Fees: Per Current FEMA Schedule of Equipment Rates  | Per FEMA Equipment rates          |                              |                                 |                               |                                     |
| Hellitorch (6 hour minimum charge on first and last day)  | \$61/hr plus actual labor charges |                              |                                 |                               |                                     |
| Terra Torch   | \$25/hr plus actual labor charges |                              |                                 |                               |                                     |
| <b>Common Operational Platform (Situational Awareness software):</b>                                  |                                   |                              |                                 |                               |                                     |
| Tech Support  | \$136.50/hr.                      |                              |                                 |                               |                                     |
| Imagery scene per 2km x 2km with minimum 20 scene per duty period.                                    | \$250/Imagery Scene               |                              |                                 |                               |                                     |
| Priority Availability per 12 hour period  | \$3,600/day                       |                              |                                 |                               |                                     |
| Mobilization/transit fees apply for out of region, out of state or out of country depending on local. |                                   |                              |                                 |                               |                                     |

**Ventura County Fire Protection District**  
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**Rates Effective August 16, 2015**  
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| Meal Allowances:  | California                                  | Out-of-State      | Per Diem             |
|---|---|-------------------|----------------------|
|   | Receipts Required                           | Receipts Required | No Receipts Required |
| Breakfast   | \$13  | \$15              | Total Per Day        |
| Lunch   | 18  | 21                | \$45                 |
| Dinner  | 35  | 40                |                      |
| <b>Private Vehicle Mileage:</b>   | Current IRS standard business mileage rate. |                   |                      |
| <b>Administrative Rate:</b>   | 18.287%                                     |                   |                      |
| <b>Helicopter Rates:</b>  |   |                   |                      |
| <b>1. Fire District Exclusive-use Helicopter:</b>   |   |                   |                      |
| Total hours of availability (at \$177.00 per hour; maximum 14 hours per day) less any time the service is not available (rounded to the nearest whole hour) equals <b>Daily Availability</b> .  |   |                   |                      |
| <b>Flight Time (battery-activated hour meter):</b>  |   |                   |                      |
| Copters 6, 7, 8 & 9----- \$1,605 per hour (wet rate) or the current federal hourly flight rate (whichever is higher); paid to a 10th of an hour.  |   |                   |                      |
| <b>2. Call-When-Needed Helicopter (operated in conjunction with exclusive-use helicopter):</b>  |   |                   |                      |
| Hourly Cost is the Sheriff's Board-approved published rates; no support unit cost.<br>Helicopters on a call-when-needed basis will not be assessed daily availability fee.  |   |                   |                      |
| <b>3. Call-When-Needed Helicopter (operated independent of exclusive-use helicopter):</b>   |   |                   |                      |
| Hourly Cost is the Sheriff's Board-approved published rates; support equipment and staff will be charged separately.<br>Helicopters on a call-when-needed basis will not be assessed a daily availability fee.  |   |                   |                      |
| <b>4. Call-When-Needed Helicopter - Crew Chief Deduction</b>  |   |                   |                      |
| The rates listed include one crew chief. If the crew chief is going to be provided by the contracting agency (i.e. VCFD), \$98.73 may be deducted from these rates.<br>For incident billing, the crew chief would be billed at the appropriate VCFD rate. |   |                   |                      |
| <b>Board-Approved Published Helicopter Rates:</b>   |   |                   |                      |
| <b>Effective June 28, 2011</b>  |   |                   |                      |
| <b>Helicopter</b>   | <b>Hourly</b>                               | <b>Standby</b>    |                      |
| Copters 6 (Bell UH - 1H Super Huey)   | \$2,270                                     | \$655             |                      |
| Copters 7 (Bell UH - 1H Super Huey)   | 2,052                                       | 655               |                      |
| Copter 8 (Bell 205B)  | 1,704                                       | 655               |                      |
| Copter 9 (Bell Twin Eng. 212)   | 1,946                                       | 655               |                      |
| <b>Support Equipment</b>  |   |                   |                      |
| Fuel Tender   | <b>Daily Rate</b>                           |                   |                      |
| Fuel Tender Driver:   | \$2.04 + \$1.23/mile                        |                   |                      |
| SST Reg. Time (0800-1700)   | <b>Hourly Rate</b>                          |                   |                      |
| SST Overtime  | \$57.16                                     |                   |                      |
| Deputy  | 72.90                                       |                   |                      |
| Sr. Deputy  | 135.89                                      |                   |                      |
| Sergeant  | 155.81                                      |                   |                      |
|   | 163.15                                      |                   |                      |



# VENTURA COUNTY



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

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

Map ID: Ventura Gray Book

DATA SOURCES:

- CAL FIRE Facility (facility14\_1)
- CAL FIRE Incorporated Cities (Incorp15\_2)
- CAL FIRE State Responsibility Area (FRAP, SRA15\_2)
- USFS Direct Protection Areas (DPA15\_3)
- US Census Tiger Roads (Roads\_CA, 2010)

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

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

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

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

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

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

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

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

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

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

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

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

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

and/or

**Ventura County / CALFIRE**  
Appendix "J" Augmentation Decision Points  
2014 / 2015

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

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

and/or

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

and/or

➤ **CALFIRE RESOURCES (engines and hand crews) AT OR BELOW LEVEL 2 DRAW DOWN**

and/or

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

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

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

- ❖ Authorize the Contract Counties of Orange, Los Angeles, Ventura, Santa Barbara, and/or Kern to implement one or more of CALFIRE approved Optional Strategy Considerations.
- ❖ Authorize CALFIRE Units to enact or augment existing Staffing Patterns as strategically appropriate.

## **Ventura County / CALFIRE**

### Appendix "J" Augmentation Decision Points

2014 / 2015

Individual Contract Counties may request to implement one or more of their Optional Strategy Considerations in concert with 4-person engine company staffing or separate from engine company staffing augmentation based on local operational needs. These optional strategy considerations will be discussed, evaluated, and approved/denied by the CALFIRE Southern Region Duty Chief during the conference call or after the conference call depending on the request(s) and the need to discuss staffing requests with CALFIRE upper management.

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

## **OPTIONAL STRAGTEGY CONSIDERATIONS**

### **VENTURA COUNTY Additional Staffing Augmentations**

*4 Person staffing no longer approved for reimbursement by CALFIRE.*

- Staff (1) Task Force (three Type 3 Engines, one Water Tender, and TFLD)
- Staff (2) Water Tenders at 2.0 staffing
- Staff (1) Type III Engine Strike Team
- Staff (1) Hand Crew (over minimum)
- Staff (1) Helicopter (over minimum)
- Place on 12 hours standby PSC, LSC, RESL, SITL
- Place on 12 hours standby (2) DIVS

## **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 wildland fire for documentation of costs. Unplanned overtime WILL NOT

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

**(2) Schedule 'A' / Schedule 'C' equipment:**

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

**(3) Schedule 'A' Employees Unplanned Overtime:**

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

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

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

- I. Purchase of subsistence items, supplies, and other costs (such as domestic water, facility rental, firefighter hygiene, items needed for proper resting, safety items, etc.) necessary for incident support.
- J. Cost of providing and installing additional communications for extended attack and major fires, such as temporary telephone circuits, radio communications facilities, and overtime costs of telecommunications engineers and technicians necessary for installation and maintenance. When additional equipment is not installed, the monthly service charge or normal recurring operational charges

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

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

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

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

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

- L. Payment for unplanned emergency overtime for Schedule "A" employees providing coverage to staff reserve or Schedule "A" engines at state-funded fire stations, but only when the conditions as stated in 3821.8 "K" exist. Such indirect costs will be charged to the special staffing pattern order number, not to the fire.
- M. Rental of special equipment and services such as cold storage refrigerators, latrines, and showers.
- N. Reimbursement for services rendered to CAL FIRE by local government equipment or personnel, beyond mutual aid when requested by CAL FIRE.
- O. Reimbursement to other state, federal, and local agencies (such as CDC, Cal Trans, CCC, CYA, USFS, and BLM) with whom CAL FIRE has cooperative fire

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

- P. Purchase of restaurant meals, motels and incidental per diem for personnel during fire suppression and related support activities. Restaurant meals may be purchased for personnel even on initial attack when they are unable to return to a CAL FIRE mess facility within a reasonable time period or their normal meal time, or when they are unable to leave their assigned work location during expanded operations to obtain meals (e.g., ECC and air bases). "Reasonable" means generally within two hours of normal meal time unless operational needs dictate otherwise. Other than meals purchased en route, restaurant meals will not be purchased when it is reasonable and efficient to provide steam table meals for personnel or when the incident base provides meals or lunches. Authorization from the Incident Commander is required for purchase of restaurant meals. For procedures on meal costs, see [Section 3847.1](#). Motels must be procured in accordance with the appropriate MOU and fiscal provisions in [Section 3847.2](#).
- Q. Damage claims (other than as noted below) will be processed and forwarded to the Board of Control for approval prior to payment from the Emergency Fund. This includes claims based on the taking of private property for fire suppression, where such claims could not be satisfied through compensatory action outlined in [Sections 3825](#) or [3842.7](#). In discussing such claims, no liability will be admitted on behalf of the department.

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

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

- R. Purchase of emergency revegetation and rehabilitation materials (i.e., rye grass seed, preparatory work associated with emergency revegetation, including contract labor).
- S. Payment of expenses incurred in approved extended arson investigations. The Deputy Director for Fire Protection or his/her designee shall approve investigations qualifying for the Emergency Fund and in accordance with departmental policy (See [Section 9425](#)).

- T. Payment for remote sensing imagery when approved by Sacramento Fire Protection. This does not include purchase of imagery sensing equipment.
- U. Conditions for use of and proper expenditures from the Emergency Fund other than those identified above will require prior approval by the Deputy Director for Fire Protection or his/her designee on a case-by-case basis.
- V. Payment of expense relating to employee injuries that are approved and are a direct result of the fire.
- W. Conditions for use of and proper expenditures from the Emergency Fund other than those identified above will require prior approval by the Deputy Director for Fire Protection or his/her designee on a case-by-case basis.

## **CODING POLICY FOR EMERGENCY FUND**

**3821.10**

(No. 23 June 2004)

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

## **PROCEDURES FOR REQUESTING EXCEPTIONS**

**3821.11**

(No. 16 March 2002)

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

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

## **CHART: SUMMARY OF ALLOWABLE STAFFING CHARGES**

**3821.12**

(No. 16 March 2002)

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

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

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

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

**APPENDIX L  
CAL FIRE/VNC  
SRA Wildland Fire Resource Ordering Guidelines**

|   | <b>Master Mutual Aid</b><br>(Local Gov't to Local Gov't)   | <b>CFAA</b><br>(CAL FIRE/Contract County to Local Gov't)   | <b>Assistance by Hire</b><br>(CAL FIRE to Contract Counties)   |
|---|--|--|--|
| Mission Use                                       | COUNTY or Local Gov't  | STATE  | STATE  |
| Ordering System                                   | Mutual Aid System<br>"Not Through CAL FIRE or Federal Forest System"   | Mutual Aid System<br>"Not Through CAL FIRE or Federal Forest System"   | CAL FIRE or Federal Forest<br>"Not Through Mutual Aid System"  |
| Ordering Office                                   | Mutual Aid System Region/Ops Area<br>(CR01, XSBC, XLBC, XKEC, XVEC)  | Mutual Aid System Region/Ops Area<br>(CR01, XSBC, XLBC, XKEC, XVEC)  | CAL FIRE Region, Unit, Federal Forest, Contract CO.<br>(OSCC, LACC, KRCC,LPCC, VNCC)                             |
| <b>ROSS Order &amp; Request</b><br><br><b>And</b> | 3-Letter COUNTY Identifier (VNC)<br><u>without</u><br>SNF Notation<br><br>(VNC-1234, E-11)                     | 3-Letter COUNTY Identifier (VNC)<br><u>with</u><br>SNF Notation<br><br>(VNC-1234, E-11)<br>(SNFN: VNU Mission)   | 3-Letter COUNTY Identifier (VNC)<br><u>with</u><br>SNF Notation<br><br>(VNC-1234, E-11)<br>(SNFN:VNU Mission)    |
| <b>Special Needs Field Notation (SNFN)</b>        | 3-Letter COUNTY Identifier (VNC)<br><u>with</u><br>SNF Notation<br><br>(VNC-1234, E-11)<br>(SNFN: VEN Mission) | 3-Letter CAL FIRE Unit Identifier (SLU)<br><u>without</u><br>SNF Notation<br><br>(SLU-1234, E11)                 | 3-Letter CAL FIRE Unit Identifier (SLU)<br><u>without</u><br>SNF Notation<br><br>(SLU-1234, E11)                 |
|   | 3-Letter Non-COUNTY Identifier<br><u>with</u><br>SNF Notation<br><br>(VEN-1234, E11)<br>(SNFN: VNC Mission)    | 3-Letter Federal Forest Identifier<br><u>with</u><br>SNF Notation<br><br>(LPF-1234, E-11)<br>(SNFN: VNU Mission) | 3-Letter Federal Forest Identifier<br><u>with</u><br>SNF Notation<br><br>(LPF-1234, E-11)<br>(SNFN: VNU Mission) |
| <b>Resources:</b>                                 |  |  |  |
| 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 *  |
| <b>Bill Sent To:</b>                              | No Bill  | OES/F-42 Process   | CAL FIRE   |

\*Use Contract County Equipment/Personnel Only

**USE OF PRIVATELY OWNED EQUIPMENT ON INCIDENTS**  
(No. 56 April 2014)

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

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

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

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

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## **COORDINATION AND SUPERVISION**

**7761.1**

(No. 39 July 2011)

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## **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,<br>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<br>1 Tech. Spec. <u>or</u> Hired<br>Equipment Coordinator    |
|                                 | 10-15 resources:            | 1 Leaders/Supervisors<br>1 Tech. Spec. <u>and</u> a Hired<br>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.

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## HIRED EQUIPMENT COORDINATOR

7761.1.2

(No.56 April 2014)

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

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

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

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## **TECHNICAL SPECIALIST, HIRED EQUIPMENT**

**7761.1.3**

(No.56 April 2014)

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

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## **GENERAL HIRING GUIDE - GROUND EQUIPMENT**

**7761.2**

(No.56 April 2014)

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

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

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## **CAL FIRE AGREEMENTS**

**7761.2.1**

(No.63 July 2015)

The Emergency Equipment Rental Agreement (EERA) (CAL FIRE-294) with its General Provisions and General Clauses will be used to establish the terms and conditions of the agreement.

The CAL FIRE agreement number is generated by combining the CALSTARS vendor number preceded by the three letter identifier of the Unit from which the agreement was

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

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

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

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## **HIRED EQUIPMENT FORMS**

**7761.2.2**

(No.63 July 2015)

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

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

See Handbook [3833](#) for detailed instructions on the use of these forms.

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

- OF-304 Emergency Equipment Fuel and Oil Issue

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

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## **HIRING DOCUMENTATION**

**7761.2.3**

(No.63 July 2015)

1. The vendor must enter into a pre-hire Emergency Equipment Rental Agreement (EERA) establishing terms of employment, rate and method of payment, and equipment conditions. The vendor will enter into the pre-hire agreement with their local CAL FIRE Unit. The terms of this pre-hire agreement will apply to incidents at any location where CAL FIRE hires the vendor. Vendor equipment may only be covered by one CAL FIRE-294 agreement at a time.
2. The CAL FIRE-294, Emergency Equipment Rental Agreement (EERA) is a 3-part form which includes a detail page, CAL FIRE's "General Clauses" and "General Provisions." All pages of the EERA should be completed and signed well before the beginning of the fire season. The vendor must carry a current copy of the entire agreement on each piece of equipment covered by the agreement.
3. When a pre-hire EERA has not been prepared by the Unit, one must be completed at the incident. **Instructions for completing the EERA agreement are found in Section 3833 of the Incident Fiscal Management Handbook 3800.**
4. Requirements for Vendors proof of licensing, ownership or legal control and insurance are detailed in Section 3833.9 and 3833.10. Prior to completion of the CAL FIRE-294, the vendor must provide evidence that the types of insurance listed are in force:

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

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## **EQUIPMENT CATEGORIES**

**7761.2.4**

(No.56 April 2014)

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

**Support Equipment** refers to equipment that is not used for fire suppression operations work, but rather is used to meet other incident needs.

This equipment and other equipment types not otherwise referenced in this policy are not subject to the fireline equipment and performance requirements for bulldozers and water tenders. Response time requirements are detailed in Section 7761.7.5 of this policy.

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## **RENTAL RATES**

**7761.2.5**

(No.56 April 2014)

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

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

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## **REQUEST AND DISPATCH PROCEDURES**

**7761.3**

(No.56 April 2014)

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

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

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## TIME UNDER HIRE

7761.3.1

(No.63 July 2015)

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

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## IMMEDIATE AND PLANNED NEED DEFINITIONS

7761.3.2

(No.56 April 2014)

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

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

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

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

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## **HIRING OF “IMMEDIATE NEED” RESOURCES: “CLOSEST RESOURCE” CONCEPT**

**7761.3.3**

(No.63 July 2015)

- A. In hiring equipment to fill requests for assistance on emergency incidents, it is CAL FIRE's intent to utilize the closest available resources that meet the needs of the incident, without regard for administrative boundaries. When the hired equipment resources in the Unit's hired equipment ordering system of record have been exhausted, the unit ECC will place the request for additional hired equipment with the Region Command Center.
- B. In filling resource requests, if hired equipment resources are closer and available in an adjoining unit and are within a one-hour activation time and a one-hour travel time of the incident (maximum total of two hours from contact to arrival at scene), the ECC may place the order for the resource with their Region CC following 8100 Command and Control Procedures Handbook, Procedure 345.
- C. CAL FIRE will attempt to place resources appropriate for the assignment at the scene of the incident when they are needed. To meet this goal, **ALL** requests for resources to fill Immediate Need requests, as defined in Section 7761.3.2, will be placed with vendors that can best meet these criteria.
- D. Each vendor will be assigned as many requests as they can fill for the type of resource being ordered and will then rotate to the bottom of that list. Vendors unable to meet response time requirements will be bypassed to access other vendor(s) who can be on scene and available within the required time frame. The minimum acceptable response requirements are detailed in [Section 7761.7.4](#).

## **HIRING OF “PLANNED NEED” RESOURCES**

**7761.3.4**

(No.63 July 2015)

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

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

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

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## CERTIFIED SMALL BUSINESS AND DISABLED VETERAN BUSINESS ENTERPRISES

7761.3.5

(No.56 April 2014)

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

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

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

1. Vendors who are both CSB and DVBE are placed on a statewide rotational list identified as **Tier 1**. Vendors, who are either CSB or DVBE, but not both, are placed on a separate statewide rotational list identified as **Tier 2**. Per Incident Fiscal Management Handbook Section 3833.4, vendors who do not meet the criteria for Tier 1 or Tier 2 are not placed on the statewide rotational lists.
2. Whenever the Sacramento Command Center receives requests for Planned Need bulldozers or water tenders, the dispatcher will go to the appropriate list and contact the vendors in Tier 1 in the order they are shown on the rotational list to fill all the current requests. This process will continue until all requests are filled or until the Tier 1 list has been exhausted.
3. When the Tier 1 list is exhausted, the dispatcher will then follow the above procedure in Tier 2, until all requests are filled, or until the Tier 2 list has been exhausted.
4. When Planned Need resources are exhausted from the Tier 1 and Tier 2 statewide lists, the dispatcher will then return the unfilled requests to the appropriate Region, who will then return those requests to the requesting Unit to be filled from the Unit's local Immediate Need list.

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## **EQUIPMENT DISPATCH**

**7761.4**

(No.63 July 2015)

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

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## **NO HIRING UNLESS REQUESTED**

**7761.4.1**

(No.63 July 2015)

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

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## **RENTAL AT INCIDENT**

**7761.4.2**

(No. 39 July 2011)

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

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## **RENTAL AT SCENE**

**7761.4.3**

(No. 39 July 2011)

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

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## **EERA'S NOT CONSISTENT WITH STANDARDS**

**7761.4.4**

(No.63 July 2015)

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

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

- A. Continue to use the vendor for the assignment for which they were hired, pay them in accordance with the original EERA, and then advise the issuing unit of the error in the EERA and request them to cancel and re-issue it with the correct rates; or
- B. Offer to issue a new EERA for the correct rate, thus allowing the vendor to remain on the incident for the duration of the determined need and advise the issuing unit of the error in the EERA and request they cancel the EERA and issue a new EERA with the correct rates.; or
- C. Immediately release the vendor, pay the vendor for the time assigned to the incident. Advise the issuing unit of the error in the EERA and request they cancel the EERA and issue a new EERA with the correct rates.

## **EQUIPMENT HIRED BY A FEDERAL AGENCY**

**7761.4.5**

(No. 39 July 2011)

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

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## **ROTATIONAL DISPATCH OF RESOURCES**

**7761.4.6**

(No.63 July 2015)

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

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

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## **FIRELINE BULLDOZER AND WATER TENDER ROTATION 7761.4.7** **(No.63 July 2015)**

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

All hired equipment resources will be ordered through the hired equipment resource ordering system of record. Fireline bulldozer and water tender vendor contact and hiring will be done from the appropriate list on a rotational basis. When fireline bulldozers or fireline water tenders are needed, **all pending requests for the type of equipment requested, will be placed with the first-up vendor on the list.** It is not acceptable to order water tenders and dozers from the same vendor at the same time unless the vendor is at the top of both lists being used. If the vendor is **NOT** able to fill any or all of the request(s), unfilled requests will be placed with the next vendor on the list. If the vendor **is** able to fill all request(s), then the next request, or group or requests, will be placed with the **next** vendor on the list. This sequence will continue until a) all requests have been filled, or b) no vendor on the list is able to fill the 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, unless committed to a CAL FIRE incident as outlined below.
- **Vendor accepts:** When a vendor accepts a request.
- **Failure to comply:** Violation(s) of any part of Section HB7761 or HB3833.

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

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

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

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

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## **DOZER-TRANSPORT REQUEST AND DISPATCH PROCEDURES**

**7761.4.8**

(No.63 July 2015)

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

- A. The ECC will issue a separate request number for each piece of equipment. The transport may be acquired in one of two ways, at the option of the ordering office:
  1. The preferred method; CAL FIRE will provide the bulldozer operator with one request for the bulldozer and a separate request number for the transport. The bulldozer vendor may then contact a transport vendor who has cargo insurance and is covered by a current EERA with CAL FIRE, provide the transport vendor with the request number, and arrange for hauling services as requested by CAL FIRE.
  2. Depending on resource ordering workload, CAL FIRE may agree to contact a transport vendor that is covered by a current EERA and has cargo insurance, provide the transport vendor with the request number, and arrange to have the transport vendor haul the other vendor's bulldozer to the incident.
- B. Pilot Vehicles: Vendors must provide pilot vehicle(s) when required by permitting agencies. Transport rates include the cost of using pilot vehicle(s) when required by permitting agencies.
- C. Station Coverage Assignments: CAL FIRE has the option to hire a vendor to provide a bulldozer, transport, and two operators, each qualified to operate both the dozer and the transport, to stand-by at a CAL FIRE fire station or other location in order to provide for an immediate response, "initial attack" firefighting capability. In this situation, each operator must be "off duty" and away from the equipment for 12 hours, and then "on duty" with the equipment for 12 hours. This will allow the drivers to have sufficient driving time available when dispatched to a fire.

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

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

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

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

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

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## **PERMITS AND DRIVING REGULATIONS**

**7761.5**

(No.63 July 2015)

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

### **The CalTrans 24-hour permit office telephone numbers are:**

Inquiries: **916-653-3442**

Fax: **916-653-3291**

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

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

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## **HIRING CONTACTS**

**7761.6**

(No. 39 July 2011)

### **REQUEST NUMBERS**

**7761.6.1**

(No. 39 July 2011)

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

## **DEPARTMENTAL CONTACT TELEPHONE NUMBER**

**7761.6.2**

(No. 39 July 2011)

At the time of dispatch, the vendor will be provided with a contact telephone number to utilize when contacting the Department.

This number will be used to make **ALL** contacts and notifications concerning changes in resource status or for any other communication concerning the response.

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## **VENDOR CONTACT**

**7761.6.3**

(No.63 July 2015)

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

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

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## **EQUIPMENT LOCATION**

**7761.6.4**

(No. 39 July 2011)

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

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## **RECORD OF CONTACT**

**7761.6.5**

(No.63 July 2015)

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

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

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

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## **RESPONSE REQUIREMENTS**

**7761.7**

(No. 39 July 2011)

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## **VENDOR COMPLIANCE WITH ALL DEPARTMENT POLICIES**

**7761.7.1**

(No. 56 April 2014)

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

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## **ABILITY OF PERSONNEL TO PERFORM UPON ARRIVAL**

**7761.7.2**

(No. 56 April 2014)

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

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

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

### **ENGLISH SPEAKING REQUIREMENT**

**7761.7.3**

(No. 56 April 2014)

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

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### **FIRELINE EQUIPMENT RESPONSE REQUIREMENT**

**7761.7.4**

(No.56 April 2014)

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

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

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

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### **SUPPORT EQUIPMENT RESPONSE REQUIREMENT**

**7761.7.5**

(No. 56 April 2014)

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

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

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## **RESPONSE AND ARRIVAL AT SCENE**

**7761.7.6**

(No. 39 July 2011)

A vendor must make notification of any change in their status or ability to meet the assigned report time to the incident or other reporting location.

Notification will be to the Department at the contact number provided at the time of dispatch. See Section 7761.6.2 for further details.

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

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

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## **ACCEPTANCE OF EQUIPMENT**

**7761.8**

(No. 39 July 2011)

## **IDENTIFICATION NUMBER**

**7761.8.1**

(No.63 July 2015)

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

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## **FIRE EMERGENCY PLACARDS**

**7761.8.2**

(No.63 July 2015)

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

## **PRE USE INSPECTION**

**7761.8.3**

(No.63 July 2015)

An inspection of each piece of equipment should be made by the Ground Support Unit or the Hired Equipment Technical Specialist prior to assignment, or as soon as possible thereafter, using Form FC-291, "Minimum Equipment Requirements Checklist".

**The purpose of this inspection is to verify equipment complement, capability, and capacity. It is not a safety inspection.** Only equipment that is judged by CAL FIRE to be capable of doing the assigned job should be hired. All equipment that does not pass initial inspection may be afforded the opportunity for a second inspection. The cost for the second inspection, \$150.00 per hour, pro-rated in ½ hour increments, will be borne by the vendor. If the equipment arrives at the incident without the required minimum complement items, and does not meet the specified CAL FIRE performance specifications, **the equipment will be rejected.**

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

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

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## **RADIO FREQUENCY USE AGREEMENT**

**7761.8.4**

(No.63 July 2015)

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

## **PERFORMANCE DURING INCIDENT**

**7761.9**

(No. 39 July 2011)

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## **DOCUMENTATION OF VENDOR WORK HOURS (SHIFT TICKETS)**

**7761.9.1**

(No.63 July 2015)

Work hours will be documented on form CAL FIRE-297 "Emergency Shift Ticket and Evaluation Form." The CAL FIRE (or other agency) employee supervising the equipment is responsible for recording the vendor work hours on the CAL FIRE-297 (shift ticket form), and for ensuring that the vendor signs the form. This is done at the end of the shift or work day (whichever is appropriate). The State employee completing the form is responsible for delivering the original copy of the CAL FIRE-297 to the appropriate Time Recorder.

Division/Group Supervisors are responsible to see that the work hours of hired equipment assigned to their supervision have been properly recorded and reported to the Time Recorder.

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

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## **PERFORMANCE EVALUATIONS**

**7761.9.2**

(No.63 July 2015)

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

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

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

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## **PROBLEM RESOLUTION AND APPEALS**

**7761.9.3**

(No.63 July 2015)

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

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

If immediate resolution is not possible, the dispute must be documented in writing and sent to the Statewide Hired Equipment Coordinator, Unit Chief and Hired Equipment Coordinator for the Administrative Unit that generated the vendor's EERA within 10 days of the incident. The Unit Chief will review the documentation and render a decision 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 administered by the Unit Chief. Notice of any action upheld, modified, or dismissed will be forwarded to the vendor within 15 days of the appeal being received. Notice will also be provided to the Unit Chief and Hired Equipment Coordinator of the Unit issuing the EERA as well as the CAL FIRE Statewide Hired Equipment Program Coordinator for documentation purposes.

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

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## **NON-COMPLIANCE AND SANCTIONS**

**7761.9.4**

(No. 56 April 2014)

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

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

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

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

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

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## **EQUIPMENT OPERATORS** (No. 39 July 2011)

**7761.10**

## **EQUIPMENT WITH OPERATORS** (No. 39 July 2011)

**7761.10.1**

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

- Bulldozers
- Water tenders
- Transports
- Fallers

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

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

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## **ANNUAL TRAINING FOR OPERATORS OF EQUIPMENT USED ON THE FIRELINE** (No.63 July 2015)

**7761.10.2**

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

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## OPERATOR HOURS

7761.10.3

(No.63 July 2015)

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

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

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

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

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## EQUIPMENT WITHOUT OPERATORS

7761.10.4

(No.63 July 2015)

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

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

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

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## **GENERAL EQUIPMENT REQUIREMENTS**

**7761.11**

(No.39 July 2011)

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

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## **SUFFICIENT QUALIFIED OPERATORS:**

**7761.11.1**

(No.56 April 2014)

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

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## **MAINTENANCE, REPAIR AND DAMAGE**

**7761.11.2**

(No.63 July 2015)

1. Unless ordered dry, the Vendor will be responsible for all maintenance (oil change, oil and air filters, lubrication and fueling). If fuel and oil are acquired from the State at the incident, the cost of fuel and/or oil will be deducted from payment to the vendor at the established incident rate, recorded on the OF-304 Fuel Use Invoice and documented on the CAL FIRE form ME-107.
2. All repairs and replacement are the responsibility of the Vendor and shall be made at the Vendor's expense. Repair or replacement shall be completed within 24 hours of breakdown. Out-of-service time for repairs of one hour or less within a 24 hour period will not be considered as "off-shift" hours.
3. The State may, at its option, elect to make such repairs when necessary to keep the equipment operating. The cost of such repairs will be deducted from payment to the Vendor.
4. Per Clause 8 (C) of the General Clauses attached to the CAL FIRE 294, CAL FIRE will bear all costs to return equipment that becomes inoperable to the point of hire as promptly as emergency conditions allow. Time that equipment is inoperable/out of service at an incident is not compensable.

5. **Damage:** Damage to hired equipment resulting from exposure to the fire or from firefighting activities will be investigated by the Compensation and Claims Unit at the incident. The documented damage will be addressed through appropriate action at the incident or through the California Victim Compensation and Government Claims Board claims process.
6. **Inspection Upon Release:** The purpose of this inspection is to document any damage that might have occurred while the vehicle was under hire to CAL FIRE. **This is not a safety inspection. Operators are required by law to perform their own safety inspections.** A demob inspection is not required if the vendor states “No Damage No Claim” in box 19 on the CAL FIRE 61 Emergency Equipment Use Invoice at finance during the demobilization process.

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## **HIRING OF CERTAIN EQUIPMENT TYPES**

**7761.12**

(No.39 July 2011)

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

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## **TRANSPORTS REQUIREMENTS**

**7761.12.1**

(No.63 July 2015)

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

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## **FIRELINE WATER TENDER REQUIREMENTS**

**7761.12.2**

(No. 39 July 2011)

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## **INSPECTIONS FOR FIRELINE WATER TENDERS** (No.63 July 2015)

**7761.12.2.1**

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

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

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

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## **METHODS OF HIRE FOR FIRELINE WATER TENDERS/DOZERS/TRANSPORTS** (No.63 July 2015)

**7761.12.2.2**

1. Water tenders, dozers and transports have two separate daily rates: 1) single operator and 2) two operators. It is essential that information is retrieved from the original resource order and request number identifying how the equipment was ordered (i.e., one or two operators). It is equally important to monitor the services provided to ensure that, if two operators are ordered, two operators are utilized over a 24-hour period.
2. Hiring fireline equipment with two operators does not mean that both operators must be on-site 24 hours a day. It does mean that, if that piece of equipment is expected to be operated for more than 16 hours, a second operator will be ordered by CAL FIRE and provided by the vendor.

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

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

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## **COMPRESSED AIR FOAM SYSTEMS (CAFS)**

**7761.12.2.3**

(No.63 July 2015)

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

## **FALLER MODULE**

**7761.12.3**

(No.63 July 2015)

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

## **REFRIGERATOR AND DRY STORAGE TRAILERS**

**7761.12.4**

(No. May 2015)

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

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## **HIRED EQUIPMENT FROM THE CALIFORNIA NATIONAL GUARD (ARMY) (CNA)**

**7761.13**

(No.63 July 2015)

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

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

- C. CNA shall be responsible for the maintenance and repair of CNA equipment while such equipment is assigned to a supported agency. The supported agency shall provide reimbursement for all CNA maintenance and repair costs incurred as a direct result of supporting the wildland fire operations. CNA will bill for post incident aircraft and equipment maintenance at established Department of Defense emergency rates based on the number of hours of flight time or equipment use attributable to the incident. CNA will not bill for personnel time performing post incident aircraft or equipment maintenance.
- D. The supported agency (CAL FIRE, Forest Service, BLM or NPS) is responsible for providing fuel for CNA aircraft and equipment while at an incident.
- E. The agency managing the maintenance operations for the incident is responsible for the proper collection, storage, packaging, manifesting and disposal of all hazardous waste generated as a result of CNA maintenance operations at the incident, command post, base camp, staging area or mobilization center. Such collection, storage, packaging, manifesting and disposal shall be in conformance with all applicable federal, state and local laws, rules and regulations.
- F. Prior to the release of military vehicles, a joint inspection will be conducted by CNA and supported agency personnel. The Vehicle/Heavy Equipment Inspection Checklist, Form OF-296 or R5-5100-2T, will be used to record this inspection and signatures, with clearly printed names of those inspecting the equipment, will be shown on the form.
- G. Supported agencies shall reimburse CNA only for damages to equipment directly caused by the wildland fire being suppressed and where CNA, its employees, and/or operational failures in the equipment are not a contributing factor to such damage, upon which there will be mutual agreement between CNA and supported agency.
- H. Supported agencies will reimburse CNA for all expendable materials and services procured by CNA in support of specific wildfire operations. This includes fuel costs for CNA equipment deploying to or from home bases to incidents. Any procurement of materials, supplies or services made by CNA while at an incident will be coordinated with the incident logistics function. No direct payments will be made to CNA from the incident for any of the above mentioned items. Expenses incurred by the military for fuel or authorized repairs will be billed to the Departmental Accounting Office in Sacramento and payment issued directly from Sacramento.
- I. The supported agency pays an hourly flight rate for all CNA aircraft. CNA bills the supported agency a wet (CNA provides fuel) or a dry (supported agency provides fuel) rate depending upon who purchased the fuel used.

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## **HIRING AIRCRAFT**

**7761.14**

(No. 39 July 2011)

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

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## **LAND AND FACILITY RENTAL AGREEMENTS**

**7761.15**

(No.63 July 2015)

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

Some of the factors to consider in negotiating land use agreements are:

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

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## **EMERGENCY HIRE OF PERSONNEL**

**7761.16**

(No. 39 July 2011)

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## **SUPERVISION AND DIRECTION**

**7761.16.1**

(No.63 July 2015)

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

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

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## **HIRING GUIDES – PERSONNEL**

**7761.16.2**

(No. 39 July 2011)

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

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

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## **EMPLOYMENT PROCEDURE**

**7761.16.3**

(No. 39 July 2011)

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

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

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## I-9 FORMS

7761.16.4

(No. 39 July 2011)

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

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## EMERGENCY WORKER DRUG TESTING

7761.16.5

(No. 39 July 2011)

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

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

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## EMERGENCY WORKER CLASSIFICATIONS

7761.16.6

(No. 39 July 2011)

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

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

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

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

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

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

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

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

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

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

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

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

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

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**

**7585.6**

(No.4 July 2014)

Upon its completion, the Retrograde Package will be addressed and sent to:

- Region Chief, Attention: Staff Chief Administration
- An additional copy will be sent to the responsible Unit Forestry Logistics Officer.

Copies of the Executive summary will be sent to:

- Incident Commander
- Incident Logistics section Chief
- Responsible Unit chief

The Retrograde Package is due no later than 60 days after the incident is declared "Controlled". It shall consist of:

1. The Executive Summary
  - a. The Incident order number and Incident name.
  - b. Participants of the retrograde team.
  - c. A brief overview of the retrograde findings.
  - d. List of STD 152ed Property Items.
  - e. List of excessive STD 152ed Durable items.
  - f. List of excessive STD 152ed Consumable items.
  - g. Notation of excessive amount of 00900 purchases moved to Holding Account.
  - h. Notation of good utilization of existing Holding Account inventory on Incident.
2. A copy of the Retrograde Team Plan.
3. List of all Target Items identified by the retrograde Team.
4. Copies of the purchase documents for Capitalized Property.
5. Copies of all inventories taken and MRT's for distribution transactions.
6. Copies of all STD 152's used to account for property being or having been disposed of.
7. Copies of any MRT's generated to the Holding Account.

It will be the responsibility of the Regional Business Services Officer to notify their Unit Service Centers of any retrograde materials that exist for the purposes of reutilization. The Region BSO shall post all retrograde inventories to the Retrograde Folder on the CAL FIRE Logistics Bulletin Board.

## **HOLDING ACCOUNT FOR EXCESS (RETROGRADED) EMERGENCY FIRE MATERIAL**

**7585.7**

(No.4 July 2014)

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

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

The Region BSO shall maintain an inventory to be posted on the Retrograde Bulletin Board, containing all items currently in their respective region Holding Accounts. (Inventory dollar value recorded in CALSTARS)

## **PROCEDURE FOR USE OF HOLDING ACCOUNT**

**7585.7.1**

(No.4 July 2014)

Regions must use the following procedures to properly manage material held in the 00999 Holding Account. All items deemed by the retrograde team as qualifying for retrograde shall be placed into a Holding Account at the close of the incident.

An MRT shall be completed for all items to be included in the 00999 Holding Account. The MRT shall include the CALSTARS coding for originating incident number on the abatement line of coding and the Holding Account Incident Number on the charge line of coding. The MRT shall include the charge information. (Index, Object Code and PCA Code)

Movement of supplies between Regions and / or Units is authorized and encouraged in lieu of open market procurement as long as there is proper documentation on the MRT that includes the Holding Account Incident Number. The Holding Account Incident Number is CACDF900999.

Any MRT Charging or abating any incident must have a document number assigned to it by the responsible CAL FIRE Unit (Generally by the Unit FLO). The Region Chief, prior to the transfer, must grant approval for these transfers. Reassignments of these items shall be documented on an MRT. The Region BSO is responsible for insuring that the MRT's are entered into the CALSTARS systems. The Region BSO shall forward the original copy of the MRT to Departmental Accounting Office (CAO) and a courtesy copy to the responsible CAL FIRE Unit Finance Clerk.

Ship by whatever means is expedient. Do not overlook the use of Common Carriers. Shipping cost shall be charged to the receiving Unit and / or incident. If shipping to another incident shipping costs will be charged to the requesting incident.

## **HOW TO TRANSFER TO A HOLDING ACCOUNT**

**7585.7.1.1**

(No.4 July 2014)

- The retrograde team shall confirm the quantities of the items to be transferred to a Holding Account.
- The retrograde Team is responsible for completing the MRT abating the incident and charging the Holding Account.
  - The Abatement coding shall be the CALSTARS coding for the incident.
  - The charge coding shall be the CALSTARS coding for the CAL FIRE Unit storing the items and included the Holding Account incident Number.
  - The incident number for the abated incident will appear on BOTH the Abatement coding line AND the Holding Account Charge coding line.
  - The PCA code will be 00999 for all fiscal years.
- The original MRT shall be sent to the Region BSO.
  - The BSO will include the items in the Holding Account on the inventory posted on the Bulletin Board.
- The BSO shall send the original copies to DAO and a copy to the responsible CAL FIRE Unit Finance Clerk.
- See Exhibit "From CAL FIRE Incident to Holding Account MRT".

## **RESPONSIBILITIES FOR STORING A HOLDING ACCOUNT**

7585.7.1.2

(No.4 July 2014)

- Items must be available for timely reutilization or transfer
- Items must be stored in a location safe from the elements and secure
- Unit will be held responsible for items lost, damaged or stolen due to negligence.

## **REUTILIZATION OF ITEMS FROM A HOLDING ACCOUNT**

7585.7.1.3

(No.4 July 2014)

- Obtain permission from the responsible BSO to move items out of a Holding Account.
- A MRT is completed abating the Holding Account and charging either a new incident or an operating fund.
  - The Abatement coding shall be the CALSTARS coding for the Holding Account and include the Holding Account incident number.
  - The Charge coding shall be the CALSTARS coding for the new incident or to charge the CAL FIRE Unit purchasing the items from the Holding Account. The original MRT shall be sent to the Region BSO. The Region BSO will send the original copies to DAO and a copy to the responsible CAL FIRE Unit Finance Clerk.
  - If 00999 Holding Account items are being charged to PCA 02350, no incident number will appear on the coding line 02350, but the holding account incident number will appear on the abatement line.
- If shipping to another incident, shipping costs shall be charged to the requesting incident.
- The Region BSO shall adjust inventory records and post them on the Retrograde Bulletin Board as soon as possible.
- See Exhibit “From Holding Account to CAL FIRE Incident MRT” and “From Holding Account to Unit Operating Account MRT”.
- Note: Use the appropriate object code (e.g. subsistence food items “506”, fire hose “226”, fuses and batteries, “238”, etc.)

### **APPENDIX:**

A: Holding Account Coding

B: Holding Account PCA Coding

### **Exhibits:**

From CAL FIRE Incident to Holding Account MRT.

From Holding Account to CAL FIRE Incident MRT.

From Holding Account to Unit Operating Account MRT.

Retrograde Team Plan

Retrograde Team Inventory Checklist

**HOLDING ACCOUNT CODING****APPENDIX A**

Holding account numbers assigned to each area are:

|   |            |                      |
|---|------------|----------------------|
| <b>Business Services</b><br><b>9416-00999</b><br><b>Sacramento Headquarters</b> | 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 Claim Filing Instructions

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

1-800-955-0045 • [www.governmentclaims.ca.gov](http://www.governmentclaims.ca.gov)



**Filing Fee Requirement:** The Government Code requires a \$25.00 filing fee for all claims presented to the Victim Compensation and Government Claims Board (VCGCB). Materials submitted without a filing fee will not be processed. Checks or Money Orders should be made out to the State of California. If you cannot afford the filing fee, you may request a waiver. For most claim types, the filing fee is refunded if the claim is paid.

**Claims against VCGCB:** Though the Government Code requires a claim be filed with the VCGCB prior to pursuing most litigation against state governmental entities within the jurisdiction of the VCGCB, **please note that it is neither necessary nor proper to include the VCGCB in your lawsuit unless the VCGCB was a named defendant in your claim.** Please consult Government Code section 955.4.

**What types of claims can be filed with Government Claims?** Claims can be filed for losses you believe were caused by the action, or inaction, of a state agency. Claims may include:

- Damage to real or personal property
- Refund of a tax, fee, or penalty
- Reimbursement for state employee property loss, benefits, salary, or travel expenses
- Contract disputes

**What types of claims should not be filed with Government Claims?**

Claims against local government agencies must be filed with the responsible local agency. Claims against a University of California (UC) campus must be filed with the UC Regents. Claims against a California State University (CSU) campus must be filed with the campus itself. Claims against school districts or community college districts must be filed with the responsible district. Claims against judicial branch entities must be filed with the Judicial Council.

**Delegated Authority Claims:** The VCGCB grants some agencies delegated authority to resolve claims under \$1,000.00. If you have a claim for less than \$1,000.00, you may file directly with the following entities: California State Teachers' Retirement System, Department of State Hospitals, Department of Motor Vehicles, California Highway Patrol, Department of Consumer Affairs, and Department of General Services.

**The Delegated Authority of the California Department of Transportation (Caltrans):** By law, Caltrans has delegated authority to resolve claims for dollar amounts within the jurisdiction of the small claims courts. The current jurisdiction of the small claims courts is \$10,000.00. Therefore, you may [file claims for damages less than \\$10,000.00 directly with Caltrans.](#)

**Claims for Subrogation:** Claims for subrogation should name the insurance company seeking compensation as the claimant. The insurance company employee handling the claim should be named the representative. Please provide the name of your insured in the space provided (section 7).

**What are the time limits for filing a claim?**

Claims relating to the death or injury of a person, or damage to personal property or crops, must be filed no later than six months after the date of the incident. Other claims must be filed no later than one year after the date of the incident. You can request permission to file a late claim. You may want to consult an attorney if you are not sure how the time limits apply to your claim.

## Instructions for filling out this form:

|   |   |
|---|---|
| 1 | Provide the full name of the person claiming damage or injury. If the claimant is a business or entity other than an individual, put the name of the entity here. |
| 2 | Provide a daytime telephone number.   |
| 3 | Provide an email address. <i>(Optional)</i>   |
| 4 | Provide a complete mailing address.   |
| 5 | If you are an inmate or a patient at a state hospital, please provide your identification number.   |

|           |  |
|-----------|--|
| <b>6</b>  | If the claim is being filed on behalf of a minor (someone younger than 18), please give the minor's birth date.  |
| <b>7</b>  | If you are an insurance company claiming subrogation, please provide your insured's name here.   |
| <b>8</b>  | If your claim relates to another claim or claimant, please provide the claim number or claimant's name here.   |
| <b>9</b>  | 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.   |
| <b>10</b> | Provide a daytime telephone number, including area code, for the attorney or representative.   |
| <b>11</b> | Provide an email address for the attorney or representative. <i>(Optional)</i>   |
| <b>12</b> | Provide a complete mailing address for the attorney or representative.   |
| <b>13</b> | Describe the relationship of the attorney or representative to the claimant.   |
| <b>14</b> | If this claim is regarding a stale-dated warrant (an uncashed check) more than three years old, provide the date of issue, amount, and the name of the agency that issued it. <b>Attach a copy of the front and back of the warrant.</b> For warrants that are less than three years old, contact the agency that issued the warrant directly to obtain payment.   |
| <b>15</b> | 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. <b>Late Claims:</b> 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 <b>six</b> months after the date of the incident. If your claim is for equitable indemnity, the filing deadline is six months after the date you were served with the underlying lawsuit. If such a claim is filed more than six months from the date of the incident, <b>attach a written explanation for filing late.</b> Other claims with deadlines must be received no later than one year after the incident date. |
| <b>16</b> | 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.   |
| <b>17</b> | 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.  |
| <b>18</b> | 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.   |
| <b>19</b> | Describe the specific damage or injury that you believe resulted from the incident. Feel free to attach additional information.  |
| <b>20</b> | Describe the circumstances that led up to the damage or injury. State all the facts that support your claim. If it applies, describe the dangerous condition of the public property. If a law enforcement or insurance Collision/Incident Report is submitted with the claim, this section must <b>still</b> be completed in your own words.   |
| <b>21</b> | Explain why you believe the state agency is responsible for the damage or injury.  |
| <b>22</b> | Provide the vehicle license number and any other identifying information if the claim involves a state vehicle.  |
| <b>23</b> | 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.  |
| <b>24</b> | The claimant or the claimant's attorney or representative must sign this form.   |
| <b>25</b> | 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 <a href="http://www.governmentclaims.ca.gov/">http://www.governmentclaims.ca.gov/</a> or by calling 1-800-955-0045.   |

# Government Claim Form

State of California

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

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

For Office Use Only

Claim No.:

## Is your claim complete?

|                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Include a check or money order for \$25 payable to the State of California.                           |
| <input type="checkbox"/> | Complete all sections relating to this claim and sign the form. Please print or type all information. |
| <input type="checkbox"/> | Attach copies of any documentation that supports your claim. Please do not submit originals.          |

## Claimant Information *Use name of business or entity if claimant is not an individual*

|          |  |                                    |       |          |        |
|----------|--|------------------------------------|-------|----------|--------|
| <b>1</b> | Last name                                | First Name                         | MI    | <b>2</b> | Tel:   |
|          |  |                                    |       | <b>3</b> | Email: |
| <b>4</b> | Mailing Address                          | City                               | State | Zip      |        |
| <b>5</b> | Inmate or patient number, if applicable: |                                    |       |          |        |
| <b>6</b> | Is the claimant under 18?                | If Yes, please give date of birth: |       |          |        |
| <b>7</b> |  |                                    |       |          |        |

*If you are an insurance company claiming subrogation, please provide your insured's name in section 7.*

|          |  |
|----------|--|
| <b>8</b> |  |
|----------|--|

*If your claim relates to another claim or claimant, please provide the claim number or claimant's name in section 8.*

## Attorney or Representative Information

|           |                           |            |       |           |        |
|-----------|---------------------------|------------|-------|-----------|--------|
| <b>9</b>  | Last name                 | First Name | MI    | <b>10</b> | Tel:   |
|           |                           |            |       | <b>11</b> | Email: |
| <b>12</b> | Mailing Address           | City       | State | Zip       |        |
| <b>13</b> | Relationship to claimant: |            |       |           |        |

## Claim Information

|           |   |  |    |      |  |
|-----------|---|--|----|------|--|
| <b>14</b> | Is your claim for a stale-dated warrant (uncashed check)? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>If No, skip to Step 15.</i> |  |    |      |  |
|           | State agency that issued the warrant:   |  |    |      |  |
|           | Dollar amount of warrant:   | Date of issue:                         |    |      |  |
|           |   | MM                                     | DD | YYYY |  |
| <b>15</b> | 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 |      |  |
| <b>16</b> | State agencies or employees against whom this claim is filed:   |  |    |      |  |
| <b>17</b> | 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:  |  |    |      |  |

|           |  |  |  |
|-----------|--|--|--|
| <b>18</b> | Location of the incident:  |  |  |
| <b>19</b> | Describe the specific damage or injury:                                    |  |  |
| <b>20</b> | Explain the circumstances that led to the damage or injury:                |  |  |
| <b>21</b> | Explain why you believe the state is responsible for the damage or injury: |  |  |
| <b>22</b> | 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**

|           |  |                         |                         |
|-----------|--|-------------------------|-------------------------|
| <b>23</b> |  |                         |                         |
|           | <i>Name of Insurance Carrier</i>   |                         |                         |
|           |  |                         |                         |
|           | <i>Mailing Address</i>   | <i>City</i>             | <i>State</i> <i>Zip</i> |
|           | 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**

|           |  |  |                     |
|-----------|--|--|---------------------|
| <b>24</b> | I declare under penalty of perjury under the laws of the State of California that all the information I have provided is true and correct to the best of my information and belief. I further understand that if I have provided information that is false, intentionally incomplete, or misleading I may be charged with a felony punishable by up to four years in state prison and/or a fine of up to \$10,000 (Penal Code section 72). |  |                     |
|           |  |  | Date:               |
|           | <i>Signature of Claimant or Representative</i>   |  | <i>Printed Name</i> |
| <b>25</b> | Mail this form and all attachments with the \$25 filing fee or the "Filing Fee Waiver Request" to: Government Claims Program, P.O. Box 3035, Sacramento, CA, 95812-3035. Forms can also be delivered to the Victim Compensation and Government Claims Board, 400 R Street, 5th Floor, Sacramento 95811.  |  |                     |

## Privacy Notice on Collection

1. VCGCB collects this information based on California Government Code sections 13952 et seq. and 13954.
2. All information collected from this site is subject to, but not limited to, the Information Practices Act. See <http://vcgcb.ca.gov/media/prc.aspx>.
3. This information is collected so government claims can be filed.
4. VCGCB may disclose your personal information to another requestor, only if required to do so by law or in good faith that such action is necessary to:
  - a. Conform to the edicts of the law or comply with legal process served on VCGCB or the site;
  - b. Protect and defend the rights or property of VCGCB; and,
  - c. Act under exigent circumstances to protect the personal safety of users of VCGCB, or the public.
5. Individuals are to provide only the information requested.
6. The information provided is voluntary.
7. The consequences of not providing the requested information could delay filing the claim or the claim not being filed.
8. You have the right to access only the records containing the personal information that you provided.
9. The information collected is used by the Government Claims staff to process your claim.
10. Any questions about the information collected, please write to the following address: P.O. Box 3035, Sacramento, CA 95812-3035, email [gcinfo@vcgcb.ca.gov](mailto:gcinfo@vcgcb.ca.gov), call (800) 955-0045, or contact the VCGCB Privacy Coordinator at [InfoSecurityandPrivacy@vcgcb.ca.gov](mailto:InfoSecurityandPrivacy@vcgcb.ca.gov).
11. For additional information regarding privacy, please see VCGCB's Privacy Notice. See <http://vcgcb.ca.gov/privacy.aspx>.
12. For information regarding consumer information on security, please visit <https://oag.ca.gov/privacy/online-privacy>.

| GROUP 3: CAL FIRE STATEWIDE |          |          |          |          |     |     | 2016 VER:16D  |                                       |
|-----------------------------|----------|----------|----------|----------|-----|-----|---------------|---------------------------------------|
| Ch                          | RX FREQ  | RX CTCSS | TX FREQ  | TX CTCSS | PWR | W/N | DISPLAY       | NOTES                                 |
| 1                           | 151.3550 | 103.5    | 159.3000 | OST      | H   | N   | 1 CDF C1      | CDF COMMAND 1                         |
| 2                           | 151.2650 | 103.5    | 159.3300 | OST      | H   | N   | 2 CDF C2      | CDF COMMAND 2                         |
| 3                           | 151.3400 | 103.5    | 159.3450 | OST      | H   | N   | 3 CDF C3      | CDF COMMAND 3                         |
| 4                           | 151.4000 | 103.5    | 159.3750 | OST      | H   | N   | 4 CDF C4      | CDF COMMAND 4                         |
| 5                           | 151.3175 | 103.5    | 159.3525 | OST      | H   | N   | 5 CDF C5      | CDF COMMAND 5                         |
| 6                           | 151.2500 | 103.5    | 159.3600 | OST      | H   | N   | 6 CDF C6      | CDF COMMAND 6                         |
| 7                           | 151.4600 | 103.5    | 159.3900 | OST      | H   | N   | 7 CDF C7      | CDF COMMAND 7                         |
| 8                           | 151.4450 | 103.5    | 159.3450 | OST      | H   | N   | 8 CDF C8      | CDF COMMAND 8                         |
| 9                           | 151.1750 | 103.5    | 159.4500 | OST      | H   | N   | 9 CDF C9      | CDF COMMAND 9                         |
| 10                          | 151.1900 | 103.5    | 159.2250 | OST      | H   | N   | 10 CDF C10    | CDF COMMAND 10                        |
| 11                          | 151.3850 | 110.9    | 159.2700 | OST      | H   | N   | 11 MEU L      | MEU LOCAL NET                         |
| 12                          | 151.2500 | 110.9    | 159.4050 | OST      | H   | N   | 12 HUU L      | HUU LOCAL NET                         |
| 13                          | 151.3400 | 136.5    | 159.3150 | OST      | H   | N   | 14 LNU EAST   | LNU EAST NET                          |
| 14                          | 151.4600 | 136.5    | 159.3900 | OST      | H   | N   | 14B LNU WEST  | LNU WEST NET                          |
| 15                          | 154.4150 | 131.8    | 154.8600 | OST      | H   | N   | 14C XNA FIRE  | NAPA CO FIRE                          |
| 16                          | 151.0400 | 146.2    | 159.1800 | OST      | H   | N   | 15 MRN        | MARIN CO. MU AID NET                  |
| 17                          | 151.4450 | 156.7    | 159.3450 | OST      | H   | N   | 16 SCU L      | SCU LOCAL                             |
| 18                          | 151.1225 | 156.7    | 159.1650 | OST      | H   | N   | 16B SCC CMD   | SANTA CLARA CMD                       |
| 19                          | 151.3700 | 167.9    | 159.2850 | OST      | H   | N   | 17 CZU L      | CZU LOCAL                             |
| 21                          | 151.4000 | 110.9    | 159.3750 | OST      | H   | N   | 21 BTU L      | BTU LOCAL NET                         |
| 22                          | 154.4150 | 123.0    | 159.0000 | OST      | H   | N   | 21B BUT SUPP  | BUTTE CO SUPPORT NET                  |
| 23                          | 151.2500 | 0.0      | 159.4050 | OST      | H   | N   | 22 LMU L      | LMU LOCAL NET                         |
| 24                          | 151.3250 | 131.8    | 159.3600 | OST      | H   | N   | 23 NEU WEST   | NEU LOCAL NET                         |
| 25                          | 154.1300 | 131.8    | 159.4950 | OST      | H   | N   | 23B NEU EAST  | NEU EAST NET                          |
| 26                          | 156.2400 | 110.9    | 159.1200 | OST      | H   | N   | 23C XPL CMD   | PLACER CO COMMAND                     |
| 27                          | 153.9650 | 100.0    | 156.3300 | OST      | H   | N   | 23D NEV CO    | NEVADA COUNTY FIRE                    |
| 28                          | 155.9850 | 186.2    | 154.0100 | OST      | H   | N   | 23E FOOTHILL  | FOOTHILL FIRE                         |
| 29                          | 151.1600 | 136.5    | 159.2700 | OST      | H   | N   | 24 SHU L      | SHU LOCAL NET                         |
| 30                          | 154.4300 | 136.5    | 159.0150 | OST      | H   | N   | 24B SHA CMD   | Shasta Co. Command                    |
| 31                          | 151.3700 | 146.2    | 159.2850 | OST      | H   | N   | 25 TGU L      | TGU LOCAL NET                         |
| 32                          | 151.3250 | 156.7    | 159.3600 | OST      | H   | N   | 26 SKU L      | SKU LOCAL NET                         |
| 33                          | 151.1900 | 146.2    | 159.2250 | OST      | H   | N   | 27 AEU L      | AEU LOCAL NET                         |
| 34                          | 155.9025 | 186.2    | 159.2775 | OST      | H   | N   | 27B XED CMD   | El Dorado OA CMD Net                  |
| 35                          | 153.9350 | 123.0    | 158.8800 | OST      | H   | N   | 27C XAM CMD   | Amador OA CMD Net                     |
| 36                          | 151.3850 | 110.9    | 159.3600 | OST      | H   | N   | 31 RRU 1 W    | RRU LOCAL NET West 1                  |
| 37                          | 151.1750 | 110.9    | 159.2850 | OST      | H   | N   | 31B RRU 2     | RRU LOCAL NET # 2                     |
| 38                          | 151.1300 | 0.0      | 158.9250 | OST      | H   | N   | 31C RRU 3 E   | RRU LOCAL NET East 3                  |
| 39                          | 154.1000 | 0.0      | 156.0000 | OST      | H   | N   | 31D RVC C1    | RVC COMMAND 1                         |
| 40                          | 151.1900 | 131.8    | 159.2250 | OST      | H   | N   | 33 MVU 1      | MVU LOCAL NET                         |
| 41                          | 151.3325 | 131.8    | 159.2775 | OST      | H   | N   | 33B MVU 2     | MVU LOCAL 2                           |
| 42                          | 158.9700 | 103.5    | 155.5500 | 103.5    | H   | N   | 33C SND CMD   | SAN DIEGO CITY CMD                    |
| 43                          | 154.1750 | 103.5    | 158.8650 | OST      | H   | N   | 33D XSD CMD 1 | San Diego Co. CMD 1                   |
| 44                          | 156.2250 | 107.2    | 159.0150 | OST      | H   | N   | 33E XSD CMD 2 | San Diego Co. CMD 2                   |
| 45                          | 153.9950 | 110.9    | 159.1125 | 110.9    | H   | N   | 33F XSD CMD 3 | San Diego Co. Old: Border CMD         |
| 46                          | 153.8900 | 0.0      | 150.8050 | OST      | H   | N   | 33G XSD CMD 5 | San Diego Co. old XSD NCMD(Pendleton) |
| 47                          | 151.3250 | 136.5    | 159.3150 | OST      | H   | N   | 34 SLU L      | SLU LOCAL NET                         |
| 48                          | 154.3850 | 82.5     | 156.0300 | 82.5     | H   | N   | 34B SLC       | SLC/SLU DISPATCH                      |
| 49                          | 151.0550 | 192.8    | 156.0450 | 192.8    | H   | N   | 34C XSL C4    | SLC COUNTY COMMAND 4                  |
| 50                          | 151.4450 | 146.2    | 159.3900 | OST      | H   | N   | 35 BDU 1      | BDU LOCAL NET # 1                     |
| 51                          | 151.3250 | 146.2    | 159.3150 | OST      | H   | N   | 35B BDU 2     | BDU LOCAL NET #2                      |
| 52                          | 151.2500 | 146.2    | 159.4050 | OST      | H   | N   | 35C BDU 3     | BDU LOCAL NET #3                      |
| 53                          | 159.1200 | 167.9    | 156.0600 | OST      | H   | N   | 35D BDC V 2   | SAN BERNARDINO CO 2                   |
| 54                          | 151.1525 | 167.9    | 158.8875 | OST      | H   | N   | 35E BDC V 3   | SAN BERNARDINO CO 3                   |
| 55                          | 151.1900 | 110.9    | 159.2250 | OST      | H   | N   | 41 TUU L      | TUU LOCAL NET                         |
| 56                          | 154.0100 | 131.8    | 155.8950 | OST      | H   | N   | 41B TLC       | TULARE CO FIRE NET                    |
| 57                          | 151.4600 | 123.0    | 159.3900 | OST      | H   | N   | 42 MMU 1      | MMU LOCAL NET                         |
| 58                          | 151.1525 | 123.0    | 159.3375 | OST      | H   | N   | 42B MMU 2     | MMU LOCAL NET #2                      |
| 59                          | 153.1850 | 123.0    | 158.4300 | OST      | H   | N   | 42C XMA CMD   | MADERA COMMAND                        |
| 60                          | 151.3850 | 131.8    | 159.2700 | OST      | H   | N   | 43 FKU 1      | FKU LOCAL 1 NET                       |
| 61                          | 151.1600 | 131.8    | 159.3600 | OST      | H   | N   | 43B FKU 2     | FKU LOCAL 2 NET                       |
| 62                          | 154.4450 | 131.8    | 159.1950 | OST      | H   | N   | 43C FCO DST1  | FKU / FCO DISPATCH                    |

| Ch  | RX FREQ  | RX CTCSS | TX FREQ  | TX CTCSS | PWR | W/N | DISPLAY     | NOTES                     |
|-----|----------|----------|----------|----------|-----|-----|-------------|---------------------------|
| 63  | 151.1750 | 136.5    | 159.4500 | OST      | H   | N   | 44 TCU L    | TCU LOCAL NET             |
| 64  | 151.1300 | 136.5    | 158.6925 | OST      | H   | N   | 44B TLU CMD | TUOLUMNE COMMAND          |
| 65  | 151.6625 | 136.5    | 158.7075 | OST      | H   | N   | 44C CAL CMD | CALAVERAS COMMAND         |
| 66  | 151.2500 | 156.7    | 159.4050 | OST      | H   | N   | 46 BEU E    | BEU LOCAL NET EAST        |
| 67  | 151.3325 | 156.7    | 159.2775 | OST      | H   | N   | 46B BEU W   | BEU LOCAL NET WEST        |
| 68  | 151.2575 | 192.8    | 151.2575 | 192.8    | L   | N   | 47 CDF T1   | CDF TAC 1                 |
| 69  | 151.1600 | 192.8    | 151.1600 | 192.8    | L   | N   | 48 CDF T2   | CDF TAC 2                 |
| 70  | 151.1750 | 192.8    | 151.1750 | 192.8    | L   | N   | 49 CDF T3   | CDF TAC 3                 |
| 71  | 151.1900 | 192.8    | 151.1900 | 192.8    | L   | N   | 50 CDF T4   | CDF TAC 4                 |
| 72  | 151.2500 | 192.8    | 151.2500 | 192.8    | L   | N   | 51 CDF T5   | CDF TAC 5                 |
| 73  | 151.3250 | 192.8    | 151.3250 | 192.8    | L   | N   | 52 CDF T6   | CDF TAC 6                 |
| 74  | 151.3400 | 192.8    | 151.3400 | 192.8    | L   | N   | 53 CDF T7   | CDF TAC 7                 |
| 75  | 151.3700 | 192.8    | 151.3700 | 192.8    | L   | N   | 54 CDF T8   | CDF TAC 8                 |
| 76  | 151.3850 | 192.8    | 151.3850 | 192.8    | L   | N   | 55 CDF T9   | CDF TAC 9                 |
| 77  | 151.4000 | 192.8    | 151.4000 | 192.8    | L   | N   | 56 CDF T10  | CDF TAC 10                |
| 78  | 151.4450 | 192.8    | 151.4450 | 192.8    | L   | N   | 57 CDF T11  | CDF TAC 11                |
| 79  | 151.4600 | 192.8    | 151.4600 | 192.8    | L   | N   | 58 CDF T12  | CDF TAC 12                |
| 80  | 151.3775 | 192.8    | 151.3775 | 192.8    | L   | N   | 59 CDF T13  | CDF TAC 13                |
| 81  | 159.2250 | 192.8    | 159.2250 | 192.8    | L   | N   | 60 CDF T14  | CDF TAC 14                |
| 82  | 159.2700 | 192.8    | 159.2700 | 192.8    | L   | N   | 61 CDF T15  | CDF TAC 15                |
| 83  | 159.2850 | 192.8    | 159.2850 | 192.8    | L   | N   | 62 CDF T16  | CDF TAC 16                |
| 84  | 159.3150 | 192.8    | 159.3150 | 192.8    | L   | N   | 63 CDF T17  | CDF TAC 17                |
| 85  | 159.3450 | 192.8    | 159.3450 | 192.8    | L   | N   | 64 CDF T18  | CDF TAC 18                |
| 86  | 159.3600 | 192.8    | 159.3600 | 192.8    | L   | N   | 65 CDF T19  | CDF TAC 19                |
| 87  | 159.3750 | 192.8    | 159.3750 | 192.8    | L   | N   | 66 CDF T20  | CDF TAC 20                |
| 88  | 159.3900 | 192.8    | 159.3900 | 192.8    | L   | N   | 67 CDF T21  | CDF TAC 21                |
| 89  | 159.4050 | 192.8    | 159.4050 | 192.8    | L   | N   | 68 CDF T22  | CDF TAC 22                |
| 90  | 159.4500 | 192.8    | 159.4500 | 192.8    | L   | N   | 69 CDF T23  | CDF TAC 23                |
| 91  | 151.3175 | 192.8    | 151.3175 | 192.8    | L   | N   | 70 CDF T24  | CDF TAC 24                |
| 92  | 159.3525 | 192.8    | 159.3525 | 192.8    | L   | N   | 71 CDF T25  | CDF TAC 25                |
| 93  | 159.2925 | 192.8    | 159.2925 | 192.8    | L   | N   | 72 CDF T26  | CDF TAC 26                |
| 94  | 159.3075 | 192.8    | 159.3075 | 192.8    | L   | N   | 73 CDF T27  | CDF TAC 27                |
| 95  | 151.1825 | 192.8    | 151.1825 | 192.8    | L   | N   | 74 CDF T28  | CDF TAC 28                |
| 96  | 151.3475 | 192.8    | 151.3475 | 192.8    | L   | N   | 75 CDF T29  | CDF TAC 29                |
| 97  | 151.3925 | 192.8    | 151.3925 | 192.8    | L   | N   | 76 CDF T30  | CDF TAC 30                |
| 98  | 159.3825 | 192.8    | 159.3825 | 192.8    | L   | N   | 77 CDF T31  | CDF TAC 31                |
| 99  | 151.1675 | 103.5    | 159.3975 | 0.0      | L   | N   | 78 CDF C11  | CDF COMMAND 11 (PORTABLE) |
| 100 | 168.0500 | 0.0      | 168.0500 | 0.0      | L   | N   | 79 NIFC T1  | NIFC TAC 1                |
| 101 | 168.2000 | 0.0      | 168.2000 | 0.0      | L   | N   | 80 NIFC T2  | NIFC TAC 2                |
| 102 | 168.6000 | 0.0      | 168.6000 | 0.0      | L   | N   | 81 NIFC T3  | NIFC TAC 3                |
| 103 | 166.7250 | 0.0      | 166.7250 | 0.0      | L   | N   | 82 NIFC T5  | NIFC TAC 5                |
| 104 | 166.7750 | 0.0      | 166.7750 | 0.0      | L   | N   | 83 NIFC T6  | NIFC TAC 6                |
| 105 | 168.2500 | 0.0      | 168.2500 | 0.0      | L   | N   | 84 NIFC T7  | NIFC TAC 7                |
| 106 | 166.5500 | 0.0      | 166.5500 | 0.0      | L   | N   | 85 R5 T4    | USFS RGN 5 TAC 4          |
| 107 | 167.1125 | 0.0      | 167.1125 | 0.0      | L   | N   | 86 R5 T5    | USFS RGN 5 TAC 5          |
| 108 | 168.2375 | 0.0      | 168.2375 | 0.0      | L   | N   | 87 R5 T6    | USFS RGN 5 TAC 6          |
| 109 | 168.7000 | 0.0      | 170.9750 | OST      | L   | N   | 88 NIFC C1  | NIFC CMD 1                |
| 110 | 168.1000 | 0.0      | 170.4500 | OST      | L   | N   | 89 NIFC C2  | NIFC CMD 2                |
| 111 | 168.0750 | 0.0      | 170.4250 | OST      | L   | N   | 90 NIFC C3  | NIFC CMD 3                |
| 112 | 166.6125 | 0.0      | 168.4000 | OST      | L   | N   | 91 NIFC C4  | NIFC CMD 4                |
| 113 | 167.1000 | 0.0      | 169.7500 | OST      | L   | N   | 92 NIFC C5  | NIFC CMD 5                |
| 114 | 168.4750 | 0.0      | 173.8125 | OST      | L   | N   | 93 NIFC C6  | NIFC CMD 6                |
| 115 | 169.5375 | 0.0      | 164.7125 | OST      | L   | N   | 94 NIFC C8  | NIFC CMD 8                |
| 116 | 170.0125 | 0.0      | 165.2500 | OST      | L   | N   | 95 NIFC C9  | NIFC CMD 9 - IR1          |
| 117 | 170.4125 | 0.0      | 165.9625 | OST      | L   | N   | 96 NIFC C10 | NIFC CMD 10 - IR2         |
| 118 | 170.6875 | 0.0      | 166.5750 | OST      | L   | N   | 97 NIFC C11 | NIFC CMD 11 - IR3         |
| 119 | 173.0375 | 0.0      | 167.3250 | OST      | L   | N   | 98 NIFC C12 | NIFC CMD 12 - IR4         |
| 120 | 172.3750 |          | 169.9500 | OST      | H   | N   | 99 FS ANF   | USFS Angeles NF           |
| 121 | 171.4750 |          | 169.8750 | OST      | H   | N   | 100 FS BDF  | USFS San Bernardino NF    |
| 122 | 168.7500 | 103.5    | 171.4250 | OST      | H   | N   | 101 FS CNF  | USFS Cleveland NF         |
| 123 | 171.5250 | 156.7    | 169.9500 | OST      | H   | N   | 102 FS ENF  | USFS El Dorado NF         |
| 124 | 169.8750 |          | 170.4750 | OST      | H   | N   | 103 FS HTF  | USFS Toiyabe NF           |

| Ch  | RX FREQ  | RX CTCSS | TX FREQ  | TX CTCSS | PWR | W/N | DISPLAY       | NOTES                                   |
|-----|----------|----------|----------|----------|-----|-----|---------------|---|
| 125 | 168.1250 |          | 173.8000 | OST      | H   | N   | 104 FS INF N  | USFS Inyo NF North                      |
| 126 | 168.7250 |          | 173.8375 | OST      | H   | N   | 105 FS INF S  | USFS Inyo NF South                      |
| 127 | 171.5250 |          | 165.4125 | OST      | H   | N   | 106 FS KNF    | USFS Klamath NF                         |
| 128 | 172.2250 |          | 171.4750 | OST      | H   | N   | 107 FS LNF    | USFS Lassen NF                          |
| 129 | 170.4625 |          | 164.9125 | OST      | H   | N   | 108 FS LPF    | USFS Los Padres NF                      |
| 130 | 170.7375 |          | 164.9875 | OST      | H   | N   | 109 FS MDF    | USFS Modoc NF                           |
| 131 | 169.1750 |          | 169.9750 | OST      | H   | N   | 110 FS MNF    | USFS Mendocino NF                       |
| 132 | 170.5500 |          | 169.9000 | OST      | H   | N   | 111 FS PNF    | USFS Plumas NF                          |
| 133 | 171.5750 |          | 169.1000 | OST      | H   | N   | 112 FS SHF    | USFS Shasta-Trinity NF                  |
| 134 | 172.2250 |          | 169.9250 | OST      | H   | N   | 113 FS SNF    | USFS Sierra NF                          |
| 135 | 168.7250 |          | 170.1250 | OST      | H   | N   | 114 FS SRF    | USFS Six Rivers NF                      |
| 136 | 170.5000 |          | 168.7500 | OST      | H   | N   | 115 FS STF    | USFS Stanislaus NF                      |
| 137 | 168.7750 |          | 170.6000 | OST      | H   | N   | 116 FS SQF    | USFS Sequoia NF                         |
| 138 | 172.3750 | 156.7    | 164.9625 | OST      | H   | N   | 117 FS TMU 1  | USFS Lake Tahoe MU Basin 1 Net          |
| 139 | 168.7750 |          | 170.5750 | OST      | H   | N   | 118 FS TNF    | USFS Tahoe NF                           |
| 140 | 168.3000 |          | 168.3000 | 0.0      | H   | N   | 119 BLM SOA   | BLM SCENE OF ACTION                     |
| 141 | 172.6125 |          | 166.3750 | OST      | H   | N   | 120 BLMNODW   | BLM ADMIN NET North West                |
| 142 | 171.6250 |          | 164.2500 | OST      | H   | N   | 121 BLMNODEF  | BLM FIRE North East                     |
| 143 | 169.7750 |          | 163.0250 | OST      | H   | N   | 122 BLMCND-F  | BLM FIRE Bakersfield                    |
| 144 | 166.4875 |          | 167.0750 | OST      | H   | N   | 123 BLMCDD-F  | BLM FIRE NET South                      |
| 145 | 151.2200 | 192.8    | 151.2200 | 192.8    | L   | N   | 124 CDF A/G 1 | CDF Air to Ground #1                    |
| 146 | 159.2625 | 192.8    | 159.2625 | 192.8    | L   | N   | 125 CDF A/G 2 | CDF Air to Ground #2                    |
| 147 | 159.3675 | 192.8    | 159.3675 | 192.8    | L   | N   | 126 CDF A/G 3 | CDF Air to Ground #3                    |
| 148 | 155.7000 | 192.8    | 155.7000 | 192.8    | L   | N   | 127 RVC A-G   | RVC AIR TO GROUND                       |
| 149 | 154.4000 | 151.4    | 154.4000 | 151.4    | H   | N   | 128 LAC A/G   | LA CO Air to Ground                     |
| 150 | 154.2350 | 167.9    | 154.2350 | 167.9    | L   | N   | 129 VNC A/G   | VENTURA CO. Air to Ground               |
| 151 | 156.1650 | 107.2    | 156.1650 | 107.2    | L   | N   | 130 XSD A/G   | SAN DIEGO CO. Air/Ground                |
| 152 | 154.8900 | 167.9    | 154.8900 | 167.9    | L   | N   | 131 KRN A/G   | Kern Co Air/Ground                      |
| 153 | 167.6000 | 0.0      | 167.6000 | 0.0      | L   | N   | 131 AG-43     | IA Air/Ground Primary CAO1              |
| 154 | 166.8750 | 0.0      | 166.8750 | 0.0      | L   | N   | 132 AG-08     | IA Air/Ground Secondary CAO1            |
| 155 | 167.5000 | 0.0      | 167.5000 | 0.0      | L   | N   | 133 AG-14     | IA Air/Ground Primary CAO2              |
| 156 | 169.1125 | 0.0      | 169.1125 | 0.0      | L   | N   | 134 AG-59     | IA Air/Ground Secondary CAO2 & CAO4 PRI |
| 157 | 167.4750 | 0.0      | 167.4750 | 0.0      | L   | N   | 135 AG-41     | IA Air Ground Primary CAO3              |
| 158 | 168.6375 | 0.0      | 168.6375 | 0.0      | L   | N   | 136 AG-24     | IA Air/Ground Secondary CAO3            |
| 159 | 168.4875 | 0.0      | 168.4875 | 0.0      | L   | N   | 137 AG-53     | IA Air/Ground Secondary CAO4            |
| 160 | 154.1600 | 0.0      | 159.1350 | OST      | H   | N   | 138 OES 1A    | OES FIRE 1A                             |
| 161 | 154.1600 | 0.0      | 159.1950 | OST      | H   | N   | 139 OES 1B    | OES FIRE 1B                             |
| 162 | 154.2200 | 0.0      | 159.1350 | OST      | H   | N   | 140 OES 2A    | OES FIRE 2A                             |
| 163 | 154.2200 | 0.0      | 159.1950 | OST      | H   | N   | 141 OES 2B    | OES FIRE 2B                             |
| 164 | 156.0750 | 156.7    | 156.0750 | 156.7    | H   | N   | 142 CALCORD   | CALCORD                                 |
| 165 | 151.1375 | 156.7    | 151.1375 | 156.7    | L   | N   | 143 VTAC 11   | VHF INTEROP National                    |
| 166 | 154.4525 | 156.7    | 154.4525 | 156.7    | L   | N   | 144 VTAC 12   | VHF INTEROP National                    |
| 167 | 158.7375 | 156.7    | 158.7375 | 156.7    | L   | N   | 145 VTAC 13   | VHF INTEROP National                    |
| 168 | 159.4725 | 156.7    | 159.4725 | 156.7    | L   | N   | 146 VTAC 14   | VHF INTEROP National                    |
| 169 | 154.2800 | 156.7    | 154.2800 | 156.7    | H   | N   | 147 VFIRE 21  | NAT INTEROP                             |
| 170 | 154.2650 | 156.7    | 154.2650 | 156.7    | L   | N   | 148 VFIRE 22  | NAT INTEROP                             |
| 171 | 154.2950 | 156.7    | 154.2950 | 156.7    | L   | N   | 149 VFIRE 23  | NAT INTEROP                             |
| 172 | 154.2725 | 156.7    | 154.2725 | 156.7    | L   | N   | 150 VFIRE 24  | NAT INTEROP                             |
| 173 | 154.2875 | 156.7    | 154.2875 | 156.7    | L   | N   | 151 VFIRE 25  | NAT INTEROP                             |
| 174 | 154.3025 | 156.7    | 154.3025 | 156.7    | L   | N   | 152 VFIRE 26  | NAT INTEROP                             |
| 175 | 153.7850 | 167.9    | 158.8950 | 167.9    | H   | N   | 153 KRN 1     | Kern Co FD Dispatch                     |
| 176 | 152.1500 | 151.4    | 158.6100 | 151.4    | H   | N   | 154 LAC V-1   | LA CO Command 1                         |
| 177 | 151.0100 | 123.0    | 154.9650 | 123.0    | H   | N   | 155 FIREOC    | Orange County Fire Channel              |
| 178 | 153.7700 | 110.9    | 154.2500 | 136.5    | H   | N   | 156 SBC CH1   | Santa Barbara CO DISPATCH               |
| 179 | 153.9050 | 110.9    | 154.9950 | 127.3    | H   | N   | 157 SBC C2    | S.B. CO. CMD 2                          |
| 180 | 153.9800 | 110.9    | 155.7150 | 127.3    | H   | N   | 158 SBC C3    | S.B. CO. CMD 3                          |
| 181 | 154.3250 | 79.7     | 155.8350 | 79.7     | H   | N   | 159 VNC C 2   | VENTURA CO. CMD 2                       |
| 182 | 155.9850 | 186.2    | 154.7250 | 186.2    | H   | N   | 160 VNC C 8   | VENTURA CO. CMD 8                       |
| 183 | 153.7550 | 0.0      | 154.9800 | OST      | H   | N   | 161 CESRS     | CA TRAVEL NET / Version 176 CH          |
| 184 | 168.6250 | 0.0      | 168.6250 | 110.9    | L   | N   | 162 GUARD16D  | AIR GUARD - emerg. use only             |

| Ch | RX FREQ | RX CTCSS | TX FREQ | TX CTCSS | PWR | W/N | DISPLAY | NOTES |
|----|---------|----------|---------|----------|-----|-----|---------|-------|
|----|---------|----------|---------|----------|-----|-----|---------|-------|

Legend: Red are changes For This Year. ALL CHANNELS ARE NARROW BAND. OST = Operator Selectable Tone on TX to hit desired Repeater input.

**REVISED: Jan 21, 2016**  
**Changes for 2016 are in RED**

**"PWR" - TX Power level**

- H = Normal
- L = Lowest power setting
- X = No TX authorized

**CAL FIRE 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        |

**CAL FIRE CTCSS TONES:**

- T1=110.9 Hz
- T2=123.0 Hz
- T3=131.8 Hz
- T4=136.5 Hz
- T5=146.2 Hz
- T6=156.7 Hz
- T7=167.9 Hz
- T8=103.5 Hz
- T9=100.0 Hz
- T10=107.2 Hz
- T11=114.8 Hz
- T12=127.3 Hz
- T13=141.3 Hz
- T14=151.4 Hz
- T15=162.2 Hz
- T16=192.8 Hz
- T17=67.0 Hz
- T18=71.9 Hz
- T19=74.4 Hz
- T20=77.0 Hz
- T21=79.7 Hz
- T22=82.5 Hz
- T23=85.4 Hz
- T24=88.5 Hz
- T25=91.5 Hz
- T26=94.8 Hz
- T27=97.4 Hz
- T28=118.8 Hz
- T29=173.8 Hz
- T30=179.9 Hz
- T31=186.2 Hz
- T32=203.5 Hz

Total Channels Group 3: **183**

(Avail Local use: **71** Channels)



# 2016 IMT SCHEDULE



**IMT 1  
GOUVEA  
SEE**

**IMT 2  
PATTERSON  
LINDGREN**

**IMT 3  
LAWSON  
KENDALL**

**IMT 4  
DERUM  
MATTESON**

**IMT 5  
BRAVO  
REEDER**

**IMT 6  
ESTES  
VEIK**

| JANUARY |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         | 28 | 29 | 30 | 31 | 1  | 2  |
| 3       | 4  | 5  | 6  | 7  | 8  | 9  |
| 10      | 11 | 12 | 13 | 14 | 15 | 16 |
| 17      | 18 | 19 | 20 | 21 | 22 | 23 |
| 24      | 25 | 26 | 27 | 28 | 29 | 30 |
| 31      |    |    |    |    |    |    |

| FEBRUARY |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          | 1  | 2  | 3  | 4  | 5  | 6  |
| 7        | 8  | 9  | 10 | 11 | 12 | 13 |
| 14       | 15 | 16 | 17 | 18 | 19 | 20 |
| 21       | 22 | 23 | 24 | 25 | 26 | 27 |
| 28       | 29 |    |    |    |    |    |
|          |    |    |    |    |    |    |

| MARCH |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       |    | 1  | 2  | 3  | 4  | 5  |
| 6     | 7  | 8  | 9  | 10 | 11 | 12 |
| 13    | 14 | 15 | 16 | 17 | 18 | 19 |
| 20    | 21 | 22 | 23 | 24 | 25 | 26 |
| 27    | 28 | 29 | 30 | 31 |    |    |
|       |    |    |    |    |    |    |

| APRIL |    |    |    |    |    |    |
|-------|----|----|----|----|----|----|
| S     | M  | T  | W  | T  | F  | S  |
|       |    |    |    |    | 1  | 2  |
| 3     | 4  | 5  | 6  | 7  | 8  | 9  |
| 10    | 11 | 12 | 13 | 14 | 15 | 16 |
| 17    | 18 | 19 | 20 | 21 | 22 | 23 |
| 24    | 25 | 26 | 27 | 28 | 29 | 30 |
|       |    |    |    |    |    |    |

| MAY |    |    |    |    |    |    |
|-----|----|----|----|----|----|----|
| S   | M  | T  | W  | T  | F  | S  |
| 1   | 2  | 3  | 4  | 5  | 6  | 7  |
| 8   | 9  | 10 | 11 | 12 | 13 | 14 |
| 15  | 16 | 17 | 18 | 19 | 20 | 21 |
| 22  | 23 | 24 | 25 | 26 | 27 | 28 |
| 29  | 30 | 31 |    |    |    |    |
|     |    |    |    |    |    |    |

| JUNE |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
|      |    |    | 1  | 2  | 3  | 4  |
| 5    | 6  | 7  | 8  | 9  | 10 | 11 |
| 12   | 13 | 14 | 15 | 16 | 17 | 18 |
| 19   | 20 | 21 | 22 | 23 | 24 | 25 |
| 26   | 27 | 28 | 29 | 30 |    |    |
|      |    |    |    |    |    |    |

| JULY |    |    |    |    |    |    |
|------|----|----|----|----|----|----|
| S    | M  | T  | W  | T  | F  | S  |
|      |    |    |    |    | 1  | 2  |
| 3    | 4  | 5  | 6  | 7  | 8  | 9  |
| 10   | 11 | 12 | 13 | 14 | 15 | 16 |
| 17   | 18 | 19 | 20 | 21 | 22 | 23 |
| 24   | 25 | 26 | 27 | 28 | 29 | 30 |
| 31   |    |    |    |    |    |    |

| AUGUST |    |    |    |    |    |    |
|--------|----|----|----|----|----|----|
| S      | M  | T  | W  | T  | F  | S  |
|        | 1  | 2  | 3  | 4  | 5  | 6  |
| 7      | 8  | 9  | 10 | 11 | 12 | 13 |
| 14     | 15 | 16 | 17 | 18 | 19 | 20 |
| 21     | 22 | 23 | 24 | 25 | 26 | 27 |
| 28     | 29 | 30 | 31 |    |    |    |
|        |    |    |    |    |    |    |

| SEPTEMBER |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | T  | F  | S  |
|           |    |    |    | 1  | 2  | 3  |
| 4         | 5  | 6  | 7  | 8  | 9  | 10 |
| 11        | 12 | 13 | 14 | 15 | 16 | 17 |
| 18        | 19 | 20 | 21 | 22 | 23 | 24 |
| 25        | 26 | 27 | 28 | 29 | 30 |    |
|           |    |    |    |    |    |    |

| OCTOBER |    |    |    |    |    |    |
|---------|----|----|----|----|----|----|
| S       | M  | T  | W  | T  | F  | S  |
|         |    |    |    |    |    | 1  |
| 2       | 3  | 4  | 5  | 6  | 7  | 8  |
| 9       | 10 | 11 | 12 | 13 | 14 | 15 |
| 16      | 17 | 18 | 19 | 20 | 21 | 22 |
| 23      | 24 | 25 | 26 | 27 | 28 | 29 |
| 30      | 31 |    |    |    |    |    |

| NOVEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    | 1  | 2  | 3  | 4  | 5  |
| 6        | 7  | 8  | 9  | 10 | 11 | 12 |
| 13       | 14 | 15 | 16 | 17 | 18 | 19 |
| 20       | 21 | 22 | 23 | 24 | 25 | 26 |
| 27       | 28 | 29 | 30 |    |    |    |
|          |    |    |    |    |    |    |

| DECEMBER |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| S        | M  | T  | W  | T  | F  | S  |
|          |    |    |    | 1  | 2  | 3  |
| 4        | 5  | 6  | 7  | 8  | 9  | 10 |
| 11       | 12 | 13 | 14 | 15 | 16 | 17 |
| 18       | 19 | 20 | 21 | 22 | 23 | 24 |
| 25       | 26 | 27 | 28 | 29 | 30 | 31 |
|          |    |    |    |    |    |    |

**CAL FIRE INCIDENT MANAGEMENT TEAM ROSTER**  
**JANUARY 16, 2016**

| Command                    | Team Position                 |                          | IMT 1               |                         | IMT 2               |                        | IMT 3             |                        | IMT 4             |                         | IMT 5                |                       | IMT 6               |             |
|----------------------------|-------------------------------|--------------------------|---------------------|-------------------------|---------------------|------------------------|-------------------|------------------------|-------------------|-------------------------|----------------------|-----------------------|---------------------|-------------|
|                            |                               | Incident Commander       | ICT1                | BRET GOUVEA             | SHU                 | GLENN PATTERSON        | RRU               | KEVIN LAWSON           | MVU               | TODD DERUM              | LNU                  | RON BRAVO             | SKU                 | BRIAN ESTES |
|                            | Deputy Inc. Commander         | DPIC                     | BILLY SEE           | FKU                     | SCOTT LINDGREN      | NEU                    | MARK KENDALL      | SHU                    | PHIL MATTESON     | BEU                     | STEVE REEDER         | SLU                   | JEFF VEIK           | BDU         |
|                            | Safety Officer                | SOF1                     | BARAKA CARTER       | BEU                     | STEVE WALKER        | LMU                    | CURTIS BROWN      | RRU                    | BRENT STANGELAND  | CDF                     | RICK GRIGGS          | RRU                   | GABRIEL SANTOS      | CDF         |
|                            | Liaison Officer               | LOFR                     | DAVE SCHLOSS        | SMC                     | MIKE MARTIN         | SCU                    | DENNIS CARREIRO   | BEU                    | MIKE BRADLEY      | SKU                     | PETE DALEY           | YUB                   | MITCH VILLAPANDO    | SYC         |
|                            | Information Officer           | PIO1                     | MICHAEL MOHLER      | CSR                     | SCOTT McLEAN        | CNR                    | MIKE SMITH        | RRU                    | STEVE KAUFMANN    | VNC                     | CHRIS CHRISTOPHERSON | MMU                   | RICK VOGT           | SMC         |
| Operations                 | Operations Section Chief      | OSC1                     | STEVE SPINHARNEY    | CFA                     | MIKE SHORROCK       | BTU                    | MARK BRUNTON      | AEU                    | MARK BROWN        | MRN                     | MIKE OLIVARRIA       | AEU                   | POLO RODRIQUEZ      | SLU         |
|                            | Operations Section Chief      | OSC1                     | TONY BROWNELL       | BTU                     | CHARLIE BLANKENHEIM | AEU                    | JEFF OHS          | LOB                    | GEORGE GONZALEZ   | MEU                     | MIKE PARKES          | LNU                   | MIKE WEBB           | AEU         |
|                            | Operations Section Chief      | OSC1                     | GREG EVERHART       | RRU                     | SEAN DAKIN          | RRU                    | NICK TRUAX        | SHU                    | BILL WEISER       | RRU                     | ERICH SCHWAB         | NEU                   | MIKE VAN LOBEN SELS | MMU         |
|                            | Branch Director               | OPBD                     | MIKE WINK           | LNU                     | JOHN MESSINA        | BTU                    | SEAN NORMAN       | BTU                    | SHANE LAUDERDALE  | CHI                     | NICK SCHULER         | MVU                   | DAVE HAWKS          | BTU         |
|                            | Branch Director               | OPBD                     | DERRICK DAVIS       | KRN                     | ABDUL AHMAD         | RRU                    | VACANT            |                        | STEVE BEACH       | RRU                     | FELIX BERBENA        | TGU                   | SILVIO LANZAS       | RRU         |
|                            | Air Ops Branch Director       | AOBD                     | TIM STEPANOVICH     | MVU                     | ROB SONSTENG        | BTU                    | MATT STANFORD     | RRU                    | MARK GRADEK       | LNU                     | FRANK PODESTA        | TCU                   | SCOTT PACKWOOD      | LMU         |
|                            | Air Support Group Sup         | ASGS                     | MATT HILL           | SKU                     | STACY HAMILTION     | TCU                    | SHEM HAWKINS      | BTU                    | GREG BRADSHAW     | ORC                     | JON CHIN             | RRU                   | TOM SWANSON         | SLU         |
| Helibase Manager           | HEB1                          | THOMAS SMITH             | ***                 | CHRIS JAUREGUI          | BEU                 | VACANT                 |                   | TIM PERKINS            | ORC               | DAVE ITO                | AEU                  | SCOTT CORN            | SHU                 |             |
| Plans                      | Planning Section Chief        | PSC1                     | JOSH TAYLOR         | SLU                     | JEFF JOHNSON        | LNU                    | JEFF ADAMS        | ORC                    | CHRIS BURCH       | PFD                     | SEAN GRIFFIS         | NEU                   | CHRIS POST          | TCU         |
|                            | Deputy Planning Section Chief | PSC1                     | JON LOVIE           | LNU                     | IAN LARKIN          | CZU                    | VACANT            |                        | JASON MARTIN      | LNU                     | STEVE WARD           | MMU                   | MIKE MILLS          | MMU         |
|                            | Situation Unit Leader         | SITL                     | ERIC SCOVEL         | MRN                     | ROBERT CLARK        | RRU                    | DAVID SHY         | TUU                    | AJ JOHANSSON      | COR                     | PHILLIP SELEGUE      | RRU                   | ADAM MITCHELL       | SAC         |
|                            | Resource Unit Leader          | RESL                     | PAUL CARLOS         | BTU                     | ROGER NOON          | PFD                    | CHRIS SAUER       | AEU                    | DANIEL ARBGAST    | RRU                     | CHRIS CARRERA        | MVU                   | GABRIEL GARCIA      | MRN         |
|                            | Resource Unit Leader          | RESL                     | LOUIS ERMIGARAT (t) | SLU                     | JUSTIN PETERSEN     | CZU                    | JOSH BLACK        | MVU                    | JONATHAN PANGBURN | BEU                     | RYAN DAVIS           | MMU                   | STEVE OAKS          | SBC         |
| Demobilization Unit Leader | DMOB                          | VACANT                   |                     | NICK LAWLOR             | FOL                 | STEVE DEBENEDET        | AEU               | TERRY MCGOVERN         | GGV               | DAVE PUCCI              | RWC                  | THOMAS SHEVENELL      | MMU                 |             |
| Finance                    | Fin./Admin. Sec. Chief        | FSC1                     | RICHARD BROWNE      | TUU                     | BILL WINTER         | SLU                    | RODGER RAINES     | FKU                    | PETER PEISCH      | CSR                     | STEVEN HAWKS         | LNU                   | HARPER KEENE        | SKU         |
|                            | Deputy Fin/Admin Sec. Chief   | FSC1                     | ABIGAIL O'LEARY     | MVU                     | VACANT              |                        | TERRY EASTWOOD    | CDF                    | GEOFF MONEY       | SLU                     | DARREN DOW           | SKU                   | SHAWN HOGAN         | FKU         |
|                            | Time Unit Leader              | TIME                     | SHANNON THOMPSON    | LMU                     | DENISE EHNAT        | CDF                    | PATRICK AGUADA    | BDU                    | LESLIE DREXEL     | NEU                     | TIFFANY TRACY        | CZU                   | ANDREW CORPUZ       | BEU         |
|                            | Procurement Unit Leader       | PROC                     | BOB COUNTS          | AEU                     | JASON McDERMOTT     | MVU                    | JAMES LOPEZ       | RRU                    | DAVID IRION       | MMU                     | EVELYN GLENN         | LMU                   | JULIE FREEMAN       | BEU         |
|                            | Cost Unit Leader              | COST                     | PATTI ROYER         | CDF                     | SANDRA JEWEL        | CNR                    | JOHN FORSBERG     | SLU                    | GEORGE HUANG      | SLU                     | MIKE KENEFICK        | BTU                   | GREG BELK           | RRU         |
|                            | Compensation/Claims Unit Ldr  | COMP                     | SUZI CAIN           | SLU                     | JOE EKBLAD          | MVU                    | LAURA GERMANY     | RRU                    | KAREN GULLEMIN    | MMU                     | DAVE REESE           | NEU                   | JOE TAPIA           | BTU         |
| Logistics                  | Logistics Section Chief       | LSC1                     | CRAIG WHITE         | LFD                     | KEN LOWE            | SHU                    | PETE GALLEGOS     | NEU                    | JIM CRAWFORD      | SCU                     | MIKE JARSKIE         | SCU                   | DUSTY MARTIN        | AEU         |
|                            | Deputy Logs Section Chief     | LSC1                     | JESSE MORRIS        | LNU                     | LARRY WILLIAMS      | VNC                    | GEOFF PEMBERTON   | RRU                    | ROBERT WOOD       | RRU                     | VACANT               |                       | EDDY MOORE          | RRU         |
|                            | Facility Unit Leader          | FACL                     | MATT REICH          | NEU                     | GARRETT RADOVICH    | NEU                    | VACANT            |                        | SHAWIN BURRIS     | RRU                     | TOBIN RILEY          | MVU                   | ERNIE SOLIS         | SCU         |
|                            | Communications Unit Leader    | COML                     | TOM WEBB            | NEU                     | JOHN AGUILERA       | SLU                    | KYLE JOHNSON      | SHU                    | AUSTIN BROWNE     | MVU                     | KEN PARKER           | RVC                   | TIM MCGUIRE         | CNT         |
|                            | Medical Unit Leader           | MEDL                     | JESSE WINNEN        | SCU                     | VACANT              |                        | KEVIN FOURTNEY    | RRU                    | DARIN NELSON      | NEU                     | BARYIC HUNTER        | ORC                   | JORGE SEGURA        | RRU         |
|                            | Supply Unit Leader            | SPUL                     | LON STORY           | MVU                     | BRIAN ROBBINS       | CZU                    | AMBER HENDERSON   | SLU                    | MATTHEW BRANDT    | RRU                     | AMBER STOREY         | FKU                   | PAUL LEE            | SLU         |
|                            | Ordering Manager              | ORDM                     | RON DRAGOO          | BDU                     | RICH RICE           | RRU                    | DANIEL WILLIAMS   | RRU                    | MIKE ESPARZA      | RRU                     | ADAM AMARAL          | MMU                   | STEVE DOHMAN        | ORC         |
|                            | Ordering Manager              | ORDM                     | JARAD TOMPKINS      | ***                     | JESSE TORRES        | MEU                    | STEVEN BERKERY    | LFD                    | EVA TICHY         | CZU                     | MIKE WORFORD         | VNC                   | VACANT              |             |
|                            | Ground Support Unit Leader    | GSUL                     | ROBERT TOOKER       | CZU                     | TOM STROING         | TGU                    | STEVE LANGSTON    | FKU                    | BRENT LEE         | SLU                     | OWEN STARKWEATHER    | FKU                   | JASON WARDEN        | AEU         |
| Motel Tech Spec            | MOTL                          | STAN OWENS               | BDU                 | NICK MIFSUD             | TGU                 | RANDY DIAZ             | RRU               | DAWN MUSHETTO          | CDF               | DENNIS MIRANDA          | SAC                  | SHANE COOK            | BTU                 |             |
| Specialists                | GIS Technical Specialist      | GISS                     | TIM WERLE           | LFD                     | FRED POSTLER        | MEU                    | CHRIS INGRAM      | CNT                    | DAN DRESSSELHAUS  | SHU                     | DARIN McFARLIN       | AEU                   | TOM GIKAS           | LFD         |
|                            | Hired Equipment Tech Spec     | EQTS                     | DOUG GRANDBOIS      | AEU                     | JASON MARSH         | RRU                    | ANDY WHITLOCK     | MEU                    | LEN NIELSON       | HUU                     | MATT SULLY           | LNU                   | JASON LUCKENBACH    | FKU         |
|                            | Fire Behavior Analyst         | FBAN                     | DON WATT            | CNR                     | TODD HOPKINS        | RRU                    | JOHN HEGGIE       | MVU                    | TIM CHAVEZ        | RRU                     | SCOTT JONES          | CNR                   | JEFF WILSON         | LAC         |
|                            | Training Tech Spec            | TNSP                     | VACANT              |                         | CLAUDIA SOIZA       | LAC                    | JIM MOBLEY        | SHU                    | VACANT            |                         | CORY CISNEROS        | WCV                   | SHANE VARGAS        | LMU         |
|                            | Law Enforcement Tech Spec     | LELO                     | SCOTT BLACK         | SDSO                    | JOHN McCAMMON       | SBSO                   | PHILIP FONTANETTA | LAPD                   | SHANNON BARNEY    | MCS                     | JOHN DAVIS           | LAPD                  | SCOTT McCARTNEY     | SCSO        |
|                            | Law Enforcement T/S- CHP      | LELO                     | RAYMOND DIGGINS     | CHP                     | MARK LOVELESS       | CHP                    | SVEN MILLER       | CHP                    | ERIC PHIPPS       | CHP                     | KENNETH ROBERTS      | CHP                   | TODD JENNINGS       | CHP         |
|                            |                               |                          |                     |                         |                     |                        |                   |                        |                   |                         |                      |                       |                     |             |
|                            |                               |                          |                     |                         |                     |                        |                   |                        |                   |                         |                      |                       |                     |             |
| CAL FIRE                   | TRAINEES                      |                          | IMT 1               |                         | IMT 2               |                        | IMT 3             |                        | IMT 4             |                         | IMT 5                |                       | IMT 6               |             |
|                            | Incident Commander Trainee    | ICT1 (T)                 | KEITH CALLISON      | SKU                     | SEAN KAVANAUGH      | SHU                    | VACANT            |                        | DAVE RUSSELL      | TGU                     | VACANT               |                       | JIM FERGUSON        | SHU         |
| Incident Commander Trainee | ICT1 (T)                      | STEVEN SHAW              | BDU                 | MARC HAFNER             | CSR                 | BARRY BIERMANN         | LNU               | VACANT                 |                   | DONNA MCCAIN            | SHU                  | DAVID FULCHER         | CSR                 |             |
|                            |                               | STEVE CRAWFORD (OSC1)    | SLU                 | ANDY MURPHY (PSC1)      | TCU                 | PAM LINSTEDT (LOFR)    | MEU               | GEORGE RANDAR (FACL)   | MEU               | JOHNNY MILLER (PIO1)    | RRU                  | VACANT                |                     |             |
|                            |                               | JACK FRANKLIN (FSC1)     | RRU                 | KEITH TSUDAMA (RESL)    | BEU                 | N. CHRIS WATERS (OPBD) | AEU               | ROBERT REYNOLDS (LSC1) | MVU               | SUZI BRADY (PIO1)       | SKU                  | BUDDY BLOXHAM (PSC1)  | BEU                 |             |
|                            |                               | JANET LEWIS (COMP)       | LMU                 | MILFORD FERGUSON (LSC1) | RRU                 | SCOTT HENRY (LOFR)     | CNR               | ROB JENKINS (COST)     | SLU               | ANALE BURLEW (PSC1)     | NEU                  | JONATHON COX (PIO1)   | CNR                 |             |
|                            |                               | MATT BRABO (ORDM)        | TGU                 | JENNIFER FAGAN (COST)   | RRU                 | TODD WILLIAMS (OSC1)   | RRU               | JOE FLAGG (PROC)       | BTU               | RICH BOHN (LSC1)        | MMU                  | KYLE LUNSTED (TIME)   | LNU                 |             |
|                            |                               | ED SIMPSON (FACL)        | FKU                 | ANDRE SCHMIDT (PROC)    | RRU                 | GREG BERTELLI (OSC1)   | LNU               | TIM PERSON (PSC1)      | MEU               | MATT REA (TIME)         | LNU                  | VACANT                |                     |             |
|                            |                               | DENNIS LANGE (SOF1)      | SHU                 | BYRON VANCE (ASGS)      | TGU                 | RICHARD BRUNING (PURC) | BDU               | SHANE BECK (TIME)      | FKU               | NATE HOEHN (ORDM)       | FKU                  | JOE BUCHMEIER (SOFR)  | LNU                 |             |
|                            |                               | VACANT                   |                     | TOM SMITH (FACL)        | BDU                 | RICHARD CORDOVA (PIO)  | CSR               | BOB ELLIS (LSC1)       | HUU               | JIM DAY (SITL)          | ORC                  | VACANT                |                     |             |
| LOCAL GOV'T                |                               | MIKE HARDY (LOFR)        | ECF                 | RON OATMAN (PIO1)       | VNC                 | TODD TUGGLE (GISS)     | FRN               | BILL MURPHY (PIO1)     | CNT               | MICHAEL URQUIDES (LOFR) | MCF                  | CARL SIMMONS (FACL)   | SAC                 |             |
|                            |                               | MIKE PETRO (PSC1)        | ORC                 | MIKE INMAN (OSC1)       | LAC                 | DAVID SARGENTI (RESL)  | MCF               | JACK PICCININI (SOFR)  | SRS               | BRIAN NORTON (OPBD)     | ORC                  | TIM ERNST (OPBD)      | LFD                 |             |
|                            |                               | ROB DECAMP (RESL)        | NCF                 | CHAD THOMPSON (SOF1)    | ANA                 | JEFF DAPPER (RESL)     | LFD               | JASON TAYLOR (SITL)    | ORC               | JIM DAY (SITL)          | ORC                  | SHANE SHERWOOD (SITL) | ORC                 |             |
|                            |                               | ANTHONY STORNETTA (SOF1) | SBC                 | JEREMY HENDERSON (SITL) | VEN                 | VACANT                 |                   | VACANT                 |                   | SCOTT HANSEN (SOF1)     | SMC                  | VACANT                |                     |             |
|                            |                               | VACANT                   |                     | BRAD IDOL (HEB1)        | LAC                 | JOHN RUEDY (SPUL)      | LFD               | RON KARLEN (RESL)      | VAC               | DANNY MCNAMARA (SOF1)   | SRM                  | RON ROBERTS (OSC1)    | ORC                 |             |

## SRA CLASSIFICATION CRITERIA

### LEGAL BASIS

7292.4

This classification system which defines land for which the state assumes primary financial responsibility for protecting natural resources from fire damages is based on existing law (PRC §4125-4128).

It is important to understand that the system is not based on the ability to protect an area from fire but rather on the vegetative cover and natural resource values enumerated in PRC §4126:

- "The board shall include within state responsibility areas all of the following lands:
  - "(a) Lands covered wholly or in part in forests or by trees producing or capable of producing forest products.
  - "(b) Lands covered wholly or in part by timber, brush, undergrowth, or grass, whether of commercial value or not, which protect the soil from excessive erosion, retard runoff or water or accelerate water percolation, if such lands are sources or water which is available for irrigation or for domestic or industrial use.
  - "(c) Lands in areas which are principally used or useful for ranger or forage purposes, which are contiguous to the lands described in subdivisions (a) and (b)."

Lands which do not qualify as SRA are defined in PRC §4127:

- "The board shall not include within SRA any of the following lands:
  - "(a) Lands owned or controlled by the federal government or any agency of the federal government.
  - "(b) Lands within the exterior boundaries of any city.
  - "(c) Any other lands within the state which do not come within any of the classes which are described in Section 4126."

In addition, PRC §4128, states the following:

- "The board may, for purposes of administrative convenience, designate roads, pipelines, streams, or other recognizable landmarks as arbitrary boundaries."

These definitions provide the basis for the field evaluation of SRA.

## **FIRE SUPPRESSION CIVIL COST RECOVERY** **Joint Civil Cost Recovery Cases**

The following procedure shall be implemented for all Civil Cost Recovery (CCR) cases, involving State Responsibility Area fires within the COUNTY Direct Protection Areas where the Emergency Fund was expended and/or suppression cost recovery is reasonably anticipated.

### ***Notifications***

The COUNTY shall notify the Region Fire Prevention / Law Enforcement Deputy Chief once they determined that a fire involving State Responsibility Area within County Protection Area has qualified for fire suppression CCR actions. The Region Fire Prevention / Law Enforcement Deputy Chief will assign a Region Case Manager to the case.

### ***Fire Investigation***

The COUNTY shall complete the Fire Investigation as described within section "IX Fire Investigation."

The COUNTY shall provide a draft Fire Investigation Report (LE-80) to the Region Prevention / Law Enforcement Deputy Chief for review no later than **90 days** after the incident end date.

The COUNTY Case Officer (Lead Investigator) may request an extension of this time from the Region Prevention / Law Enforcement Deputy Chief. The COUNTY will maintain the original LE-80.

The COUNTY shall make the Lead Investigator (Case Officer) reasonably available to the STATE for the duration of the CCR case.

### ***Case Viability***

The Region Case Manager will assist the COUNTY in determining if the case is a viable Civil Cost Recovery (CCR) case using the same criteria as describe in CAL FIRE Handbook 9400.

If the case is deemed viable, the Region Case Manager will work with the COUNTY to collect the necessary documents and information so Region CCR staff can prepare to proceed with the CCR process.

### ***CCR Litigation Agreement***

Where the COUNTY and STATE decide to enter into a joint CCR case, with the STATE providing case management, a Joint Litigation Agreement (JLA) shall utilized. The JLA should be initiated prior to sending out any LOD's, but it shall be required prior to filing a civil complaint with the court.

The JLA should include, but not limited to the following items:

- *Authority to represent in settlement and or litigation*
- *Litigation fees cost share*
- *Cooperation and assistance in litigation*

- *Settlement or Judgment recovery share*
- *Termination of JLA*

### ***Fire Cost Packages***

The COUNTY will be required to complete a fire cost package with supporting documentation no later than six months after the incident end date. The COUNTY may request an extension of this time from the Region Prevention / Law Enforcement Deputy Chief. The COUNTY is required to provide a Person Most Knowledgeable (PMK) for the cost package for the duration of the case.

The COUNTY will maintain the origin cost package and provide a copy to the Region Case Manager.

### ***Letter of Demand***

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

### ***Settlement Agreement and Release***

The Region Case Manager will notify the COUNTY when the case is closed, and provide a copy of the case closure package to the COUNTY.

# Daily Report for South Ops

Please email daily to [csr.occ@fire.ca.gov](mailto:csr.occ@fire.ca.gov) by 0800

Ventura County Fire Department  
165 Durley Avenue  
Camarillo, CA 93010  
Phone: (805) 388-4278  
<http://www.countyofventure.org>



**Date:** July 1, 2015

**AM Duty Chief:** C1 Mark Lorenzen (805) 388-4489

**PM Duty Chief:** C1 Mark Lorenzen (805) 388-4489

**AM ECC Supervisor:** Michael Orozco (805) 388-4294

**PM ECC Supervisor:** Michael Orozco (805) 388-4294

**ECC 24 Hour Emergencies:** (805) 388-4278

**Aircraft Availability:** No Available Aircraft

**Dispatch Level:** Normal

## Expanded Operations

**Expanded Overhead Desk Phone:** Closed

**Expanded Equipment Desk Phone:** Closed

**Expanded Crews Desk Phone:** Closed

**Expanded Aircraft Desk Phone:** Closed

## Resources Available for the State Mission/Comments:

Type here

## Resources Assigned to CSR Staffing Pattern:

Type here

## Appendix “U” Move Up and Cover Guidelines

2016 / 2017

### 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

2016 / 2017

### REGIONAL AND STATEWIDE MOVE-UP AND COVER

- When CAL FIRE places an order for Contract County Gray Book engines to provide move-up and cover support outside the Contract County, orders will be placed as an Assistance-by-Hire (ABH) request in strike team / task force configuration with strike team / task force staffed with only Contract County engines and personnel. Reimbursement will be based on Contract County / CAL FIRE Operating Plan.
- When a Contract County is providing an engine strike team for CAL FIRE move-up and cover support, the Contract County will utilize its state strike team numerical identifiers to identify the strike team as a state ordered resource.
- Each Contract County will establish a resource level that identifies the number of engines that can be available for an out of county assignment. This level can be adjusted to reflect current and forecasted fire weather conditions and the number of Contract County resources currently assigned to incidents. These resources will be identified daily within the contract county “Morning Report Appendix T”.
- When a Contract County engine strike team/task force is providing move-up and cover support to another Contract County or CAL FIRE unit, the Contract County or CAL FIRE unit requesting move-up and cover support may provide a unit liaison to serve as a strike team / task force technical resource. When a move-up and cover strike team / task force is covering multiple fire stations, depending on the distance and remoteness between stations, an additional liaison may be authorized.

### MOVE-UP AND COVER COORDINATION

- When a Contract County engine strike team / task force is providing regional and/or statewide move-up and cover support, Contract County resources will be considered as a state resource; reimbursed by CAL FIRE for all incident assignments regardless of using agency.
- When requested for a regional and / or statewide move-up and cover assignment, there will be a CAL FIRE expectation that the Contract County resource will be available for a **(14) fourteen day assignment period**. If there is the need to extend the assignment period, the CAL FIRE Region Duty Chief will make contact with the appropriate Contract County Duty Chief to request an assignment extension. This request for an assignment extension shall be made no later than four days prior to the fourteen day assignment period being reached.
- When a Contract County engine strike team / task force has been identified for re-assignment, **CAL FIRE will contact the Contract County and advise of the re-assignment** and determine if the re-assignment can be supported by the Contract County. The Contract County will have final approval on requests for move-up and cover re-assignments.

## Appendix “U” Move Up and Cover Guidelines

2016 / 2017

- When assigned to a move-up and cover assignment, rotation of personnel will be coordinated with CAL FIRE through the appropriate CAL FIRE Region Duty Chief. During a (14) fourteen day assignment period, CAL FIRE can support (1) one rotation of personnel for CAL FIRE reimbursement.
- There will be a CAL FIRE expectation that a rotation of personnel may occur ***no earlier than (7) seven days*** into a move-up and cover assignment. Any additional personnel rotations will be considered on a case by case basis with no guarantee that requests will be eligible for CAL FIRE reimbursement.

## **Notice of Defensible Space Inspection**

### **Document**

The Contract County may utilize the CALFIRE LE-100 NOTICE OF DEFENSIBLE SPACE INSPECTION form. The Administrative Unit Fire Prevention Bureau Chief (see exhibit 5) will provide the Contract County the CALFIRE LE-100 forms as needed. Any Contract County Defensible Space Inspection form used in lieu of the LE-100 shall be reviewed and approved by the Southern Region Fire Prevention Deputy Chiefs.

### **Reporting Procedures**

The Contract County will be responsible for reporting the following information monthly:

- *Number of STATE defensible space inspections*
- *Number of STATE defensible space violations*
- *Number of STATE defensible space citations*
- *Number of hours fire prevention related education*

The reports will be sent electronically by the 13<sup>th</sup> of each month to:

***Southern Region Fire Prevention Office Technician***

*Nancy Kubota* [Nancy.Kubota@fire.ca.gov](mailto:Nancy.Kubota@fire.ca.gov)

***Northern Region Fire Prevention Office Technician***

*Sierra Salquero* [Sierra.Salquero@fire.ca.gov](mailto: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 Ron Eldridge (559) 243-4117*

*Northern Region (CNR) – Deputy Chief James Engel (530) 226-3477 ext. 120*

**Appendix W  
Aircraft Rostering Procedures for Contract Counties  
2016/2017**

**SCOPE:** This Appendix specifically addresses 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 W**  
**Aircraft Rostering Procedures for Contract Counties**  
**2016/2017**

The above properly executed documents must be delivered to the State Contract Counties Deputy Chief **prior to May 1 each year**. The Contract Counties Deputy Chief will receive and process these documents and will include them as exhibits in Appendix WW within the AOP for the County in question. CAL FIRE Tactical Aviation Operations (TAO) will confirm that the aircraft rostered on the FC-107CC are appropriate for fire suppression or rescue services for the State mission. The documents will then be filed by the Contract Counties Deputy Chief. The affected Contract County will be notified, and the listed aircraft and pilots may be billed to the State for authorized firefighting or rescue flight time, in compliance with the Contract and the AOP.

**OPERATING AGREEMENT FOR AIDED LOW LEVEL  
NIGHT OPERATIONS BETWEEN  
CALIFORNIA DEPARTMENT OF FORESTRY AND  
FIRE PROTECTION AND UNITED STATES FOREST SERVICE  
AND  
VENTURA COUNTY FIRE PROTECTION DISTRICT**

**Purpose:** To establish procedures regarding night operations for the following missions:

- Fire suppression drops using only fixed tank aircraft that utilize ground fill operations.
- Aerial Supervision
- Emergency hoist/rescue operations

This agreement shall be renewed annually and is expressly intended to augment the California Master Mutual Aid Agreement, the California Fire Assistance Agreement, and/or any other agreement for firefighting Missions in effect at the time it is executed. The purpose of this agreement is to address how low level, night flying operations will be conducted. Nothing in this agreement shall limit either the Ventura County Fire Protection District, referred as Cooperator hereafter, and CAL FIRE/USFS, referred to as "Agency" hereafter, from participating in separate agreements with other fire jurisdictions and shall have no effect upon any other already existing mutual aid agreements.

All flights conducted below 1000 feet AGL at night will be considered low-level. Missions conducted above 1000 feet above ground level (AGL), including but not limited to reconnaissance and fire mapping, are not addressed in this agreement.

Cooperator may conduct night flying operations outside of its geographic jurisdiction and into the geographical jurisdiction of Agency State Responsibility Areas (SRA) /Federal Responsibility Areas (FRA) contained within the Agency jurisdiction. The Cooperator shall provide all the equipment and personnel to perform the Mission.

## **General**

### Flight Operation Prerequisites.

- A risk assessment must be completed, approved by the Agency Incident Commander.
- A Go/No Go checklist must be completed and signed by the Cooperator
- An air operations branch section shall be established for nighttime operations and staffed appropriately, based on the complexity and the needs of the incident.

### Flight Operation Requirements.

- Flight operations shall be conducted pursuant to weather minimums contained in Federal Aviation Regulation (FAR) 91.155 (Basic VFR Weather Minimums),
- Inadvertent Instrument Meteorological Conditions [IIMC] procedures must be in place and briefed prior to any launch.

- With the concurrence of the Agency, NVG helibases and NVG fill-points shall be approved by Cooperator NVG-trained personnel.
- Positive communications with appropriate ground resources are imperative.

**Procedures:** The following procedures shall be utilized for all Missions performed pursuant to this agreement.

Cooperator may perform the Missions within Agency FRA/SRA during night hours. Operations shall be conducted in accordance with the following references, all of which are attached hereto, and incorporated herein by this reference:

- Meet or exceed the current FIRESCOPE Night Flying Guidelines (Attachment A)
- Interagency Helicopter Operations Guide (IHOG), Chapter 3.
- CAL FIRE/ USFS Go/No-Go checklist. (Attachment B)
- Current FAA Notice on Night Vision Imaging Systems (Attachment C)

The Incident Commander must request the night air assets. The Agency must assess a high probability of mission success prior to any decision to request the aircraft.

**Required Conditions:** One of the following conditions must exist before the Agency may consider ordering night flying operations under this agreement:

- Lives are or will be threatened.
- Structures are or will be threatened.
- Resources of significant economic value are or will be threatened.
- Excessively high suppression cost will be prevented.

Any resource not ordered by the Agency will not be considered for reimbursement.

#### Aircraft.

Aircraft to be utilized shall be limited to helicopters with NVG-compatible lighting that meet FAA Type Certification (TC) or Supplemental Type Certification (STC) minimums. Aircraft shall possess current interagency certification with NVG qualification.

#### Equipment.

Aircrew equipment shall include flight helmets properly modified for NVG usage and ANVIS-9 or better NVGs.

#### Aircrew requirements.

All personnel participating in NVG operations will, at a minimum, meet the requirements contained in Cooperator NVG Operations Manual.

#### Pilots.

Pilots shall possess current interagency certification with NVG qualification. Pilots must conduct all operations in accordance with the following references, attached as Attachments A, B and C respectively and incorporated herein by this reference:

- Current FIREScope Night Flying Guidelines
- Cooperator NVG Operations Manual
- Current FAA Notice on Night Vision Imaging Systems.

#### Flight and Duty Limitations

For planning purposes, ordering agency night flying flight and duty limitations will be adhered to after the first burning period.

#### Aviation Ground Support Personnel

All aviation ground support personnel will receive annual training per Cooperator's night vision goggle operations program.

### **Missions**

#### Fire Suppression Drops

- Restricted to fixed tank helicopters and ground fill operations.
- Two or more airborne aircraft will require aerial supervision.
- Missions that commence prior to sunset may be carried into darkness. Missions that commence 30 minutes after sunset or when a pilot exchange has taken place must have ordering Agency specific briefings performed prior to the mission.
- Pilots should not be expected to fly at night in terrain that they are not intimately familiar with. Cooperator will define what is considered pilot familiarity.
- Ground crews need to be easily identifiable and have positive communications with aerial assets.

#### Reconnaissance

All reconnaissance flights will be operated above 1000 AGL, and are not limited by the terms of this agreement.

#### Aerial Supervision

Aerial Supervision shall be performed by a qualified Aerial Supervision Module, Air Tactical Group Supervisor, or Helicopter Coordinator.

#### Hoist/Rescue

Cooperators are authorized to perform hoist and rescue missions, providing they have a current night rescue program in place which has been reviewed and certified by the Agency.

#### Prohibited Missions

- All Missions that require cargo to be slung under the helicopter
- Personnel transport
- Equipment and supply transportation

Where any terms and/or procedures referenced differ from and/or conflict with any terms of this agreement, the terms and/or procedures contained in this agreement shall apply to the extent permitted by law and any existing agreements of either the Cooperators or Agency.

This agreement shall become effective as of the date signed by both Cooperator and Agency.



MARK LORENZEN  
Fire Chief  
Ventura County Fire Protection District

4/5/12  
Date



STATE OF CALIFORNIA  
Department of Forestry and Fire Protection

4-18-12  
Date

**Definitions:**

**Fire Suppression Drops:** Water or any other product listed on the Qualified Product List, approved for delivery by fixed-tank helicopters.

**First Burning Period:** The time between the first report of the fire until 10:00 a.m. the next day

**Mission:** All flights not meeting the definition of “point-to-point” flight. As such, mission flight requires work to be performed in the air or through a combination of ground and aerial work.

**Personnel Transport:** A flight for the sole purpose of delivery personnel to or from the fire line.

**Point-To-Point Flight:** Typically, the flight originates at one developed airport or permanent helibase, with flight route being direct to another developed airport or permanent helibase. The Flight is conducted solely for the purpose of transportation of persons or cargo for administrative travel purposes, and does not involve mission-type flight.

**Risk Assessment:** An assessment tool used to identify and mitigate risk.



## 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](http://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

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

|  |  |                                   |                  |
|--|--|-----------------------------------|------------------|
| <b>INSTRUCTIONS:</b> <i>See Air Attack Handbook 8300</i>                 |  | DATE:                             |                  |
| REGION, RANGER UNIT & BASE:  |  | DATE & TIME OF ACCIDENT/INCIDENT: |                  |
| AIRCRAFT DEPARTED FROM:  | WHERE DID ACCIDENT/INCIDENT OCCUR (LOCATION) | POINT OF INTENDED LANDING:        |                  |
| MISSION: (PURPOSE OF FLIGHT)   |  |                                   |                  |
| <b>CONDITIONS AT ACCIDENT/INCIDENT SITE</b>                              |  |                                   |                  |
| TERRAIN:   |  | ELEVATION:                        |                  |
| WEATHER:   |  | TEMPERATURE (F):                  |                  |
| <b>AIRCRAFT IDENTIFICATION</b>   |  |                                   |                  |
| MAKE:  | MODEL:                                       | CALL SIGN:                        | REGISTRATION NO. |
| OPERATOR'S NAME:   |  | OWNER'S NAME (IF DIFFERENT):      |                  |
| EXTENT OF DAMAGE:  |  |                                   |                  |
| <b>PERSONNEL</b>   |  |                                   |                  |
| LIST NAMES OF PILOT AND PASSENGERS:                                      |  |                                   |                  |
| <b>DEATHS AND INJURIES</b>   |  |                                   |                  |
| LIST NAMES OF PERSONS KILLED OR INJURED AND INDICATE EXTENT OF INJURIES: |  |                                   |                  |
| <b>ACCIDENT DESCRIPTION</b>  |  |                                   |                  |
| BRIEF RESUME AND POSSIBLE CAUSE OF ACCIDENT/INCIDENT:                    |  |                                   |                  |
| REMARKS:   |  |                                   |                  |
| REPORTED BY (NAME AND TITLE)   |  | PILOT'S SIGNATURE                 |                  |

## ROSS Monthly Activity Report

Enclosed you will find the ROSS monthly activity report for your department, covering the calendar month of \_\_\_\_\_, 2016. This report lists all fire activity for which resources from your department have been assigned in ROSS. If your department intends to bill CALFIRE per the Contract County AOP for any incidents listed on this report, the invoice is due at the Contract County office within **180 days of the control date**, no later than \_\_\_\_\_, 2016. Please note that billable fire activity not shown on this report has not been properly recorded in **ROSS**, and cannot be billed to CALFIRE until the **ROSS** record is corrected. Any activity your department intends to bill CALFIRE for must be properly recorded in **ROSS**.

Finally, any fire activity for the month of \_\_\_\_\_ recorded on this report which may be covered by an FMAG Grant is due in the Contract County Office no later than **90 days after the control** date. Your department receives CALFIRE notification of FMAG approvals and closing dates separately from this report, as that information becomes available.

If you should have questions regarding this report, please address them to Mary Paramo at (951) 782-4418.

### 2016 AOP Incident Billing

**Billing for State Responsibility Area incidents within COUNTY SRA Protection Areas and STATE requested out-of-county assignments shall be submitted to STATE within 180 days of the incident control date.**

**Billing for those State Responsibility Area wildland fires within COUNTY SRA Protection Areas and STATE requested Out of County assignments that have qualified for Fire Management Assistance Grant (FMAG) reimbursement shall be submitted to STATE within 90 days of the FMAG Eligibility Close Date in order to meet STATE and Federal Emergency Management Agency (FEMA) requirements.**

**If COUNTY or STATE, with good cause, cannot meet this approval time frame, COUNTY or STATE may request an extension that will be done in writing.**

Monthly Activity Reports are published each month through the Contract Counties on the last business day of the 1<sup>st</sup> week of each month.

Distribution: Fire Chief, AOP Contact person, AOP Finance Contact person, Deputy Chief Johnson, Deputy Chief Lange.

**EXHIBIT #4**

**ACC Contract County Represented Postions**

**Updated 4/18/2016**

| <b>Committee/Working Group</b>               | <b>Name</b>            | <b>Bus. Phone</b>   | <b>Fax No.</b> | <b>Cell Phone</b> | <b>E-mail</b>  |
|--|------------------------|---------------------|----------------|-------------------|--|
| CWCG   | Jason Weber (MRN)      | 415-473-6717        | 415-473-2969   | 415-717-1500      | <a href="mailto:jweber@marincounty.org">jweber@marincounty.org</a>                   |
| CWCG Ops                                     | Christie Neill (MRN)   |                     |                |                   | <a href="mailto:cneill@marincounty.org">cneill@marincounty.org</a>                   |
| CWCG Prevention                              | Kevin Johnson (LAC)    | 323-890-4330        | 323-890-4335   | 323-855-0090      | <a href="mailto:kevin.johnson@fire.lacounty.gov">kevin.johnson@fire.lacounty.gov</a> |
| CIIFA  | Steve Long (KRN)       | 661-391-7054        | 661-399-2915   | 661-330-0127      | <a href="mailto:slong@co.kern.ca.us">slong@co.kern.ca.us</a>                         |
| CFAA   | Mark Lorenzen (VNC)    | 805-389-9704        | 805-383-4787   | 805-469-3170      | <a href="mailto:mark.lorenzen@ventura.org">mark.lorenzen@ventura.org</a>             |
| CICCS Level 5                                | Gary Monday (VNC)      | 805-388-4502        | 805-604-1458   | 805-504-5874      | <a href="mailto:gary.Monday@ventura.org">gary.Monday@ventura.org</a>                 |
| USFS/Cal Fire Serious Accident Team          | Jason Weber (MRN)      | 415-473-6717        | 415-473-2969   | 415-717-1500      | <a href="mailto:jweber@marincounty.org">jweber@marincounty.org</a>                   |
| USFS/Cal Fire Serious Accident Team          | Brian Marshall (KRN)   | 661-391-7011        | 661-391-7013   | 661-330-0121      | <a href="mailto:bmarshall@co.kern.ca.us">bmarshall@co.kern.ca.us</a>                 |
| CDF Aviation Work Group (AWG)                | David Steffen (ORC)    | 714-527-0537        | 714-527-5339   | 714-349-6306      | <a href="mailto:davidsteffen@ocfa.org">davidsteffen@ocfa.org</a>                     |
| CDF Mobile Equip Planning Advisory Committee | Rick O'Borny (ORC)     | 714-573-6651        | 714-368-8825   | 714-351-0651      | <a href="mailto:rickoborny@ocfa.org">rickoborny@ocfa.org</a>                         |
| CDF PPE Group (PPE)                          | Dan Ertel (LAC)        | 562-865-7804        | 562-860-9106   |                   | <a href="mailto:dan.ertel@fire.lacounty.gov">dan.ertel@fire.lacounty.gov</a>         |
| CDF Logistics (LOGS)                         | Vacant                 |                     |                |                   |  |
| CDF Statewide Training Committee (STC)       | Ray Navarro (SBC)      | 805 681-5533        | 805 681-5563   | 805 896-6403      | <a href="mailto:Ray.Navarro@sbcfire.com">Ray.Navarro@sbcfire.com</a>                 |
| CDF Health & Training Committee (OSTAC)      | Mark Brown (MRN)       | 415 473-6717        | 415 473-7820   | 415 717-1501      | <a href="mailto:mbrown@marincounty.org">mbrown@marincounty.org</a>                   |
| Statewide Safety Committee (SAFECo)          | Barry Parker (VNC)     | 805-371-1111 ext 51 | 805-278-9113   | 805 479-5959      | <a href="mailto:barry.parker@ventura.org">barry.parker@ventura.org</a>               |
| CDF Incident Finance Committee (IFC)         | Valerie Gonzales (KRN) |                     |                |                   | <a href="mailto:vgonzalez@co.kern.ca.us">vgonzalez@co.kern.ca.us</a>                 |
| SRA Fee                                      | Scot Alderete (SBC)    | 805 686-5066        | 805 686-5071   | 805 896-6350      | <a href="mailto:Scot.Alderete@sbcfire.com">Scot.Alderete@sbcfire.com</a>             |
| SRA Review Rep                               | Brian Norton (ORC)     | 714-573-6171        | 714-368-8843   | 714-293-9241      | <a href="mailto:briannorton@ocfa.org">briannorton@ocfa.org</a>                       |

## 2016 KERN COUNTY CONTACTS

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

### Kern County Contacts

Updated 4/18/2016

| Position Contact               | Name              | Bus. Phone   | Fax No.      | Cell Phone   | E-mail   |
|--------------------------------|-------------------|--------------|--------------|--------------|--|
| FIRE CHIEF                     | Brian S. Marshall | 661-391-7011 | 661-391-7013 | 661-330-0121 | <a href="mailto:bmarshall@co.kern.ca.us">bmarshall@co.kern.ca.us</a> |
| PRIMARY AOP CONTACT            | Michael S. Miller | 661-391-7024 | 661-391-7021 | 661-330-0124 | <a href="mailto:mmiller@co.kern.ca.us">mmiller@co.kern.ca.us</a>     |
| TRAINING CONTACT               | Vacant            | 661-391-7111 | 661-399-5763 |              |  |
| COMMUNICATIONS CONTACT         | Brent Moon        | 661-763-1482 | N/A          | 661-330-0196 | <a href="mailto:bmoon@co.kern.ca.us">bmoon@co.kern.ca.us</a>         |
| FINANCE CONTACT                | Sue Benson        | 661-391-7050 | 661-399-2915 |              | <a href="mailto:sbenson@co.kern.ca.us">sbenson@co.kern.ca.us</a>     |
| PRE FIRE AND FIRE PLAN CONTACT | Dave Witt         | 661-391-7194 | 661-399-2915 | 661-330-0187 | <a href="mailto:dwitt@co.kern.ca.us">dwitt@co.kern.ca.us</a>         |
| INFORMATION TECHNOLOGY CONTACT | Michael Clark     | 661-391-7195 | 661-399-2915 | 661-330-0351 | <a href="mailto:mclark@co.kern.ca.us">mclark@co.kern.ca.us</a>       |
| SRA REVIEW CONTACT             | Michael S. Miller | 661-391-7024 | 661-391-7021 | 661-330-0124 | <a href="mailto:mmiller@co.kern.ca.us">mmiller@co.kern.ca.us</a>     |
| FIRE PREVENTION CONTACT        | Derek Tisinger    | 661-391-7080 | 661-391-7077 | 661-330-0218 | <a href="mailto:dtisinger@co.kern.ca.us">dtisinger@co.kern.ca.us</a> |
| LAW ENFORCEMENT CONTACT        | Aaron Duncan      | 661-391-3480 | 661-326-8392 | 661-330-0038 | <a href="mailto:aduncan@co.kern.ca.us">aduncan@co.kern.ca.us</a>     |
| INVESTIGATIONS CONTACT         | Aaron Duncan      | 661-391-3480 | 661-326-8392 | 661-330-0038 | <a href="mailto:aduncan@co.kern.ca.us">aduncan@co.kern.ca.us</a>     |
| PIO CONTACT                    | Tyler Townsend    | 661-391-7068 | 661-391-8578 | 661-330-0133 | <a href="mailto:ttownsend@co.kern.ca.us">ttownsend@co.kern.ca.us</a> |
| CORRESPONDENCE CONTACT         | Michael S. Miller | 661-391-7024 | 661-391-7021 | 661-330-0124 | <a href="mailto:mmiller@co.kern.ca.us">mmiller@co.kern.ca.us</a>     |
| COUNTY SRA MAPPING CONTACT     | Jose DeLeon       | 661-391-7067 | 661-399-2915 | 661-330-0503 | <a href="mailto:jdeleon@co.kern.ca.us">jdeleon@co.kern.ca.us</a>     |
| AIR OPERATIONS CONTACT         | Pat Williams      | 661-391-7016 | 661-391-7013 | 661-330-0504 | <a href="mailto:pwilliams@co.kern.ca.us">pwilliams@co.kern.ca.us</a> |

| 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 | <a href="mailto:mhunley@co.kern.ca.us">mhunley@co.kern.ca.us</a>   |
| CHIEF DUTY OFFICER            | Brandon Smith       |              |              | 661-330-0181 | <a href="mailto:bssmith@co.kern.ca.us">bssmith@co.kern.ca.us</a>   |
| ROSS CONTACT                  | Nick Herndon        | 661-868-4022 | 661-324-6557 | 661-330-0362 | <a href="mailto:nherndon@co.kern.ca.us">nherndon@co.kern.ca.us</a> |
| ROSS CONTACT                  | Mike Slayton        | 661-861-4022 | 661-324-6557 |              | <a href="mailto:mslayton@co.kern.ca.us">mslayton@co.kern.ca.us</a> |
| 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.

**2016 TULARE UNIT CAL FIRE CONTACTS  
ADMINISTRATIVE UNIT CONTACTS FOR KERN COUNTY FIRE DEPARTMENT**

Updated 4/18/2016

| <b>TUU Contact List</b>                 | <b>Name</b>     | <b>Bus. Phone</b> | <b>Fax No.</b> | <b>Cell Phone</b> | <b>E-mail</b>  |
|---|-----------------|-------------------|----------------|-------------------|--|
| TULARE UNIT FIRE CHIEF                  | Marc Hafner     | 559-636-4103      | 559-732-5963   | 559-358-7100      | <a href="mailto:marc.hafner@fire.ca.gov">marc.hafner@fire.ca.gov</a>         |
| TRAINING CONTACT                        | Brad Adam       | 559-732-5954      | 559-732-5963   | 559-358-7106      | <a href="mailto:brad.adam@fire.ca.gov">brad.adam@fire.ca.gov</a>             |
| COMMUNICATIONS CONTACT                  | Mara Zaver      | 559-636-4109      | 559-732-4986   | 559-358-7109      | <a href="mailto:mara.zaver@fire.ca.gov">mara.zaver@fire.ca.gov</a>           |
| PRE FIRE AND FIRE PLAN CONTACT          | Jeff Paul       | 559-636-4122      | 559-732-5963   | 559-358-7122      | <a href="mailto:jeff.paul@fire.ca.gov">jeff.paul@fire.ca.gov</a>             |
| FIRE PREVENTION/LAW ENFORCEMENT CONTACT | Greg Neeley     | 559-636-4120      | 559-636-4179   | 559-358-7120      | <a href="mailto:greg.neeley@fire.ca.gov">greg.neeley@fire.ca.gov</a>         |
| INVESTIGATIONS CONTACT                  | Greg Neeley     | 559-636-4120      | 559-636-4179   | 559-358-7120      | <a href="mailto:greg.neeley@fire.ca.gov">greg.neeley@fire.ca.gov</a>         |
| PIO CONTACT                             | vacant          |                   |                | 559-635-8206      |  |
| NFIRS REPORTING COORDINATOR CONTACT     | Kirsti Fong     | 916-445-8435      | 916-445-8459   |                   | <a href="mailto:kirsti.fong@fire.ca.gov">kirsti.fong@fire.ca.gov</a>         |
| CORRESPONDENCE CONTACT                  |                 |                   |                | 559-735-0364      |  |
| HIRED EQUIPMENT COORDINATOR CONTACT     | Angelo Prandini | 559-636-4129      |                |                   | <a href="mailto:angelo.prandini@fire.ca.gov">angelo.prandini@fire.ca.gov</a> |
| 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 | <a href="mailto:dan.johnson@fire.ca.gov">dan.johnson@fire.ca.gov</a>           |
| TRAINING CONTACT                        | Dean Veik        | 951 320-6132 | 951-782-4248 | 951-453-5674 | <a href="mailto:dean.veik@fire.ca.gov">dean.veik@fire.ca.gov</a>               |
| INVOICE ANALYST CONTACT                 | Mary Paramo      | 951-782-4418 | 951-782-4248 | 951-901-5002 | <a href="mailto:mary.paramo@fire.ca.gov">mary.paramo@fire.ca.gov</a>           |
| SRA REVIEW AND MAPPING CONTACT          | Jane Schmitz     | 559-243-4130 | 559-243-4177 | 559-259-5591 | <a href="mailto:jane.schmitz@fire.ca.gov">jane.schmitz@fire.ca.gov</a>         |
| FREQUENCY COORDINATION CONTACT          | Lori Windsor     | 951-320-6205 | 951-782-4900 | 951-840-8993 | <a href="mailto:lori.windsor@fire.ca.gov">lori.windsor@fire.ca.gov</a>         |
| TACTICAL AIR OPERATIONS CONTACT         | Travis Alexander | 951-320-6111 | 951-782-4848 | 951-757-5513 | <a href="mailto:travis.alexander@fire.ca.gov">travis.alexander@fire.ca.gov</a> |
| FIRE PREVENTION/LAW ENFORCEMENT CONTACT | Pete Marquez     | 559-243-4117 | 559-297-3416 |              | <a href="mailto:pete.marquez@fire.ca.gov">pete.marquez@fire.ca.gov</a>         |
| COST RECOVERY CONTACT                   | Byron Darrington | 559-243-4118 | 559-297-3416 | 559-696-2803 | <a href="mailto:byron.darrington@fire.ca.gov">byron.darrington@fire.ca.gov</a> |
| ROSS CONTACT                            | Lori Windsor     | 951-320-6205 | 951-782-4900 | 951-840-8993 | <a href="mailto:lori.windsor@fire.ca.gov">lori.windsor@fire.ca.gov</a>         |
| INTEL UNIT CONTACT                      |                  | 951-320-6246 |              |              | <a href="mailto:CSR.Intel@fire.ca.gov">CSR.Intel@fire.ca.gov</a>               |
| DUTY CHIEF LINE                         |                  | 951-782-4236 | 951-782-4900 |              |  |
| DUTY OFFICER LINE                       |                  | 951-320-6197 | 951-782-4900 |              | <a href="mailto:SOPSDuty@fire.ca.gov">SOPSDuty@fire.ca.gov</a>                 |
| 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 |  |  |  |

## 2016 LOS ANGELES COUNTY CONTACTS

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

### Los Angeles County Contacts

Updated 4/18/2016

| Position Contact               | Name                 | Bus. Phone     | Fax No.        | Cell Phone     | E-mail   |
|--------------------------------|----------------------|----------------|----------------|----------------|--|
| FIRE CHIEF                     | Daryl L. Osby        | (323) 881-6180 | (323) 265-9948 | (213) 220-3513 | <a href="mailto:Daryl.Osby@fire.lacounty.gov">Daryl.Osby@fire.lacounty.gov</a>             |
| PRIMARY AOP CONTACT            | David Richardson Jr. | (323) 881-6178 | (323) 265-9948 | (213) 393-5058 | <a href="mailto:David.Richardson@fire.lacounty.gov">David.Richardson@fire.lacounty.gov</a> |
| TRAINING CONTACT               | William McCloud      | (323) 881-6153 | (323) 980-0555 | (213) 434-5875 | <a href="mailto:William.McCload@fire.lacounty.gov">William.McCload@fire.lacounty.gov</a>   |
| COMMUNICATIONS CONTACT         | Command & Control    | (323) 881-6183 | (323) 266-6925 |                | <a href="mailto:BC40@fire.lacounty.gov">BC40@fire.lacounty.gov</a>                         |
| FINANCE CONTACT                | Debby Prouty         | (323) 838-2260 | (323) 869-0730 | (213) 215-0240 | <a href="mailto:Debby.Prouty@fire.lacounty.gov">Debby.Prouty@fire.lacounty.gov</a>         |
| PRE FIRE AND FIRE PLAN CONTACT | David Whitney        | (818) 890-5783 | (818) 897-2694 | (213) 200-5745 | <a href="mailto:David.Whitney@fire.lacounty.gov">David.Whitney@fire.lacounty.gov</a>       |
| INFORMATION TECHNOLOGY CONTACT | Rob Sawyer           | (323) 890-4147 | (323) 887-3704 | (213) 200-9968 | <a href="mailto:Robert.Sawyer@fire.lacounty.gov">Robert.Sawyer@fire.lacounty.gov</a>       |
| SRA REVIEW CONTACT             | J Lopez              | (818) 890-5758 | (818) 897-2694 | (323) 855-0093 | <a href="mailto:J.Lopez@fire.lacounty.gov">J.Lopez@fire.lacounty.gov</a>                   |
| FIRE PREVENTION CONTACT        | John Todd            | (323) 881-2461 | (323) 260-5088 | (323) 855-0096 | <a href="mailto:John.Todd@fire.lacounty.gov">John.Todd@fire.lacounty.gov</a>               |
| LAW ENFORCEMENT CONTACT        | Thomas Ray           | (626) 433-1011 | (626) 433-1016 | (213) 507-0742 | <a href="mailto:Thomas.Ray@fire.lacounty.gov">Thomas.Ray@fire.lacounty.gov</a>             |
| INVESTIGATIONS CONTACT         | Thomas Ray           | (626) 433-1011 | (626) 433-1016 | (213) 507-0742 | <a href="mailto:Thomas.Ray@fire.lacounty.gov">Thomas.Ray@fire.lacounty.gov</a>             |
| PIO CONTACT                    | Anderson Mackey      | (323) 881 2411 | (323) 881-2329 | (213) 760-5439 | <a href="mailto:Anderson.Mackey@fire.lacounty.gov">Anderson.Mackey@fire.lacounty.gov</a>   |
| CORRESPONDENCE CONTACT         | David Richardson Jr. | (323) 881-6178 | (323) 265-9948 | (213) 393-5058 | <a href="mailto:David.Richardson@fire.lacounty.gov">David.Richardson@fire.lacounty.gov</a> |
| COUNTY SRA MAPPING CONTACT     | Tim Smith            | (323) 890-4198 | (323) 887-3704 | (213) 700-2216 | <a href="mailto:Tim.Smith@fire.lacounty.gov">Tim.Smith@fire.lacounty.gov</a>               |
| AIR OPERATIONS CONTACT         | Vince Pena           | (661) 286-2792 | (661) 286-2799 | (818) 632-2967 | <a href="mailto:Vince.Pena@fire.lacounty.gov">Vince.Pena@fire.lacounty.gov</a>             |
| CATALINA PLAN/ERD CONTACT      | Anthony M. Whittle   | (310) 419-8731 | (310) 419-3961 | (213) 215-3676 | <a href="mailto:Anthony.Whittle@fire.lacounty.gov">Anthony.Whittle@fire.lacounty.gov</a>   |

| SPECIAL PHONE NUMBERS         | Name              | Bus. Phone     | Fax No.        | Cell Phone | E-mail   |
|-------------------------------|-------------------|----------------|----------------|------------|--|
| DUTY CHIEF LINE               | Duty Deputy Chief | (213) 259-3889 | (323) 266-6925 |            | <a href="mailto:BC40@fire.lacounty.gov">BC40@fire.lacounty.gov</a>                   |
| DUTY OFFICER LINE             | CCBC              | (323) 881-6105 | (323) 266-6925 |            | <a href="mailto:BC40@fire.lacounty.gov">BC40@fire.lacounty.gov</a>                   |
| ECC CONTACT                   | Command & Control | (323) 881-6183 | (323) 266-6925 |            | <a href="mailto:BC40@fire.lacounty.gov">BC40@fire.lacounty.gov</a>                   |
| ROSS CONTACT                  | Eddie Pickett     | (323) 881-6183 | (323) 266-6925 |            | <a href="mailto:eddie.pickett@fire.lacounty.gov">eddie.pickett@fire.lacounty.gov</a> |
| 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.

**2016 SAN BERNARDINO UNIT CAL FIRE CONTACTS  
ADMINISTRATIVE UNIT CONTACTS FOR LOS ANGELES COUNTY FIRE DEPARTMENT**

Updated 4/18/2016

| <b>BDU Contact List</b>                 | <b>Name</b>       | <b>Bus. Phone</b> | <b>Fax No.</b> | <b>Cell Phone</b> | <b>E-mail</b>  |
|---|-------------------|-------------------|----------------|-------------------|--|
| SAN BERNARDINO UNIT FIRE CHIEF          | Glenn Barley      | 909-881-6999      | 909-881-6969   | 909-553-7133      | <a href="mailto:glenn.barley@fire.ca.gov">glenn.barley@fire.ca.gov</a>           |
| TRAINING CONTACT                        | Duran Gaddy       | 909-881-6908      | 909-881-6969   | 909-991-2399      | <a href="mailto:duan.gaddy@fire.ca.gov">duan.gaddy@fire.ca.gov</a>               |
| COMMUNICATIONS CONTACT                  | Michael Sweeney   | 909-881-6909      | 909-881-6969   | 951-318-7243      | <a href="mailto:mike.sweeney@fire.ca.gov">mike.sweeney@fire.ca.gov</a>           |
| PRE FIRE AND FIRE PLAN CONTACT          | Debbie Chapman    | 909-881-6928      | 909-881-6969   | 909-553-1198      | <a href="mailto:debbie.chapman@fire.ca.gov">debbie.chapman@fire.ca.gov</a>       |
| INFORMATION TECHNOLOGY CONTACT          | Dan Cirillo       | 909-475-8035      | 909-881-6969   | 909-522-1741      | <a href="mailto:dan.cirillo@fire.ca.gov">dan.cirillo@fire.ca.gov</a>             |
| FIRE PREVENTION/LAW ENFORCEMENT CONTACT | Jack Markle       | 909-881-6920      | 909-881-6969   | 951-314-0413      | <a href="mailto:jack.markle@fire.ca.gov">jack.markle@fire.ca.gov</a>             |
| INVESTIGATIONS CONTACT                  | Jack Markle       | 909-881-6920      | 909-881-6969   | 951-314-0413      | <a href="mailto:jack.markle@fire.ca.gov">jack.markle@fire.ca.gov</a>             |
| PIO CONTACT                             | Liz Brown         | 909-881-6993      | 909-881-6969   | 909-289-8124      | <a href="mailto:liz.brown@fire.ca.gov">liz.brown@fire.ca.gov</a>                 |
| NFIRS REPORTING COORDINATOR CONTACT     | Kirsti Fong       | 916-445-8435      | 916-445-8459   |                   | <a href="mailto:kirsti.fong@fire.ca.gov">kirsti.fong@fire.ca.gov</a>             |
| CORRESPONDENCE CONTACT                  | Shane Littlefield | 909-881-6902      | 909-881-6969   | 951-314-0402      | <a href="mailto:Shane.littlefield@fire.ca.gov">Shane.littlefield@fire.ca.gov</a> |
| HIRED EQUIPMENT COORDINATOR CONTACT     | Mike Breese       | 909-881-6931      | 909-338-4603   | 909-292-3291      | <a href="mailto:michael.breese@fire.ca.gov">michael.breese@fire.ca.gov</a>       |
| 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 | <a href="mailto:dan.johnson@fire.ca.gov">dan.johnson@fire.ca.gov</a>           |
| TRAINING CONTACT                        | Dean Veik        | 951 320-6132 | 951-782-4248 | 951-453-5674 | <a href="mailto:dean.veik@fire.ca.gov">dean.veik@fire.ca.gov</a>               |
| INVOICE ANALYST CONTACT                 | Mary Paramo      | 951-782-4418 | 951-782-4248 | 951-901-5002 | <a href="mailto:mary.paramo@fire.ca.gov">mary.paramo@fire.ca.gov</a>           |
| SRA REVIEW AND MAPPING CONTACT          | Jane Schmitz     | 559-243-4130 | 559-243-4177 | 559-259-5591 | <a href="mailto:jane.schmitz@fire.ca.gov">jane.schmitz@fire.ca.gov</a>         |
| FREQUENCY COORDINATION CONTACT          | Lori Windsor     | 951-320-6205 | 951-782-4900 | 951-840-8993 | <a href="mailto:lori.windsor@fire.ca.gov">lori.windsor@fire.ca.gov</a>         |
| TACTICAL AIR OPERATIONS CONTACT         | Travis Alexander | 951-320-6111 | 951-782-4848 | 951-757-5513 | <a href="mailto:travis.alexander@fire.ca.gov">travis.alexander@fire.ca.gov</a> |
| FIRE PREVENTION/LAW ENFORCEMENT CONTACT | Pete Marquez     | 559-243-4117 | 559-297-3416 |              | <a href="mailto:pete.marquez@fire.ca.gov">pete.marquez@fire.ca.gov</a>         |
| COST RECOVERY CONTACT                   | Byron Darrington | 559-243-4118 | 559-297-3416 | 559-696-2803 | <a href="mailto:byron.darrington@fire.ca.gov">byron.darrington@fire.ca.gov</a> |
| ROSS CONTACT                            | Lori Windsor     | 951-320-6205 | 951-782-4900 | 951-840-8993 | <a href="mailto:lori.windsor@fire.ca.gov">lori.windsor@fire.ca.gov</a>         |
| INTEL UNIT CONTACT                      |                  | 951-320-6246 |              |              | <a href="mailto:CSR.Intel@fire.ca.gov">CSR.Intel@fire.ca.gov</a>               |
| DUTY CHIEF LINE                         |                  | 951-782-4236 | 951-782-4900 |              |  |
| DUTY OFFICER LINE                       |                  | 951-320-6197 | 951-782-4900 |              | <a href="mailto:SOPSDuty@fire.ca.gov">SOPSDuty@fire.ca.gov</a>                 |
| 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 |              |              |  |

## 2016 MARIN COUNTY CONTACTS

**Marin County HQ mailing address: P.O. Box 518, Woodacre, CA 94973**

**Marin County HQ street address: 33 Castle Rock Woodacre, CA 94973**

### Marin County Contacts

Updated 6/23/2015

| Position Contact               | Name               | Bus. Phone   | Fax No.      | Cell Phone   | E-mail   |
|--------------------------------|--------------------|--------------|--------------|--------------|--|
| FIRE CHIEF                     | Jason Weber        | 415-473-4100 | 415-473-2969 | 415-717-1500 | <a href="mailto:jweber@marincounty.org">jweber@marincounty.org</a>           |
| PRIMARY AOP CONTACT            | Jason Weber        | 415-473-4100 | 415-473-2969 | 415-717-1500 | <a href="mailto:jweber@marincounty.org">jweber@marincounty.org</a>           |
| TRAINING CONTACT               | Mark Brown         | 415-473-4099 | 415-476-2969 | 415-717-1501 | <a href="mailto:markbrown@marincounty.org">markbrown@marincounty.org</a>     |
| COMMUNICATIONS CONTACT         | Mark Brown         | 415-473-4099 | 415-473-2969 | 415-717-1501 | <a href="mailto:markbrown@marincounty.org">markbrown@marincounty.org</a>     |
| FINANCE CONTACT                | Phoenicia Thomas   | 415-473-2631 | 415-473-2969 | 415-497-0081 | <a href="mailto:pthomas@marincounty.org">pthomas@marincounty.org</a>         |
| PRE FIRE AND FIRE PLAN CONTACT | Christie Neill     | 415-473-3759 | 415-473-4246 | 415-717-1518 | <a href="mailto:cneill@marincounty.org">cneill@marincounty.org</a>           |
| INFORMATION TECHNOLOGY CONTACT | Domenico Giampaoli | 415-473-2905 | 415-473-3799 | NA           | <a href="mailto:dgiampaoli@marincounty.org">dgiampaoli@marincounty.org</a>   |
| SRA REVIEW CONTACT             | Christie Neill     | 415-473-3759 | 415-473-4246 | 415-717-1518 | <a href="mailto:cneill@marincounty.org">cneill@marincounty.org</a>           |
| FIRE PREVENTION CONTACT        | Scott Alber        | 415-473-6566 | 415-473-4246 | 415-717-1520 | <a href="mailto:salber@marincounty.org">salber@marincounty.org</a>           |
| LAW ENFORCEMENT CONTACT        | Scott Alber        | 415-473-6566 | 415-473-4246 | 415-717-1520 | <a href="mailto:salber@marincounty.org">salber@marincounty.org</a>           |
| INVESTIGATIONS CONTACT         | Scott Alber        | 415-473-6566 | 415-473-4246 | 415-717-1520 | <a href="mailto:salber@marincounty.org">salber@marincounty.org</a>           |
| RECORDS MANAGEMENT CONTACT     | Bill Roberts       | 415-473-6781 | 415-473-7820 | 415-717-1513 | <a href="mailto:billroberts@marincounty.org">billroberts@marincounty.org</a> |
| PIO CONTACT                    | Mike Giannini      | 415-473-2595 | 415-473-7820 | 415-518-1523 | <a href="mailto:mgiannini@marincounty.org">mgiannini@marincounty.org</a>     |
| CORRESPONDENCE CONTACT         | Phoenicia Thomas   | 415-473-2631 | 415-473-2969 | 415-497-0081 | <a href="mailto:pthomas@marincounty.org">pthomas@marincounty.org</a>         |
| COUNTY SRA MAPPING CONTACT     | Christie Neill     | 415-473-3759 | 415-473-4246 | 415-717-1518 | <a href="mailto:cneill@marincounty.org">cneill@marincounty.org</a>           |

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 | <a href="mailto:markbrown@marincounty.org">markbrown@marincounty.org</a> |
| ROSS CONTACT                  | Cherie Raffaini                | 415-473-6717 | 415-473-7820 | NA           | <a href="mailto:craini@marincounty.org">craini@marincounty.org</a>       |
| 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.

**2016 SONOMA LAKE NAPA UNIT CAL FIRE CONTACTS  
ADMINISTRATIVE UNIT CONTACTS FOR MARIN COUNTY FIRE DEPARTMENT**

Updated 4/18/2016

| Position Contact                        | Name              | Bus. Phone   | Fax No.      | Cell Phone   | E-mail   |
|---|-------------------|--------------|--------------|--------------|--|
| SONOMA-LAKE-NAPA UNIT FIRE CHIEF        | Shana Jones       | 707-967-1411 | 707-967-1473 | 707-481-7184 | <a href="mailto:Shana.jones@fire.ca.gov">Shana.jones@fire.ca.gov</a>             |
| PRIMARY AOP CONTACT                     | Dan Johnson       | 951-320-6105 | 951-782-4248 | 909-573-7948 | <a href="mailto:dan.johnson@fire.ca.gov">dan.johnson@fire.ca.gov</a>             |
| TRAINING CONTACT                        | Tom Knecht        | 707-967-1405 | 707-967-1473 | 707-230-3177 | <a href="mailto:Tom.knecht@fire.ca.gov">Tom.knecht@fire.ca.gov</a>               |
| COMMUNICATIONS CONTACT                  | Jon Lovie         | 707-967-1409 | 707-963-4013 | 707-480-0178 | <a href="mailto:jon.lovie@fire.ca.gov">jon.lovie@fire.ca.gov</a>                 |
| INVOICE ANALYST CONTACT                 | Mary Paramo       | 951-782-4418 | 951-782-4248 | 951-901-5002 | <a href="mailto:mary.paramo@fire.ca.gov">mary.paramo@fire.ca.gov</a>             |
| PRE FIRE AND FIRE PLAN CONTACT          | Emily Smith       | 707-967-1424 | 707-963-4013 | 707-889-4282 | <a href="mailto:Emily.smith@fire.ca.gov">Emily.smith@fire.ca.gov</a>             |
| INFORMATION TECHNOLOGY CONTACT          | Josh Jovanovich   | 707-576-2931 | 707-576-2547 | 707-484-6924 | <a href="mailto:josh.jovanovich@fire.ca.gov">josh.jovanovich@fire.ca.gov</a>     |
| SRA REVIEW CONTACT                      | Emily Smith       | 707-967-1424 | 707-963-4013 | 707-889-4282 | <a href="mailto:Emily.smith@fire.ca.gov">Emily.smith@fire.ca.gov</a>             |
| FIRE PREVENTION/LAW ENFORCEMENT CONTACT | Joe Baldwin       | 707-576-2570 | 707-576-2547 | 707-889-4229 | <a href="mailto:Joe.baldwin@fire.ca.gov">Joe.baldwin@fire.ca.gov</a>             |
| INVESTIGATIONS CONTACT                  | Joe Baldwin       | 707-576-2570 | 707-576-2547 | 707-889-4229 | <a href="mailto:Joe.baldwin@fire.ca.gov">Joe.baldwin@fire.ca.gov</a>             |
| PIO CONTACT                             | Suzie Blankenship | 707-576-2342 | 707-576-2342 | 707-889-4190 | <a href="mailto:suzie.blankenship@fire.ca.gov">suzie.blankenship@fire.ca.gov</a> |
| NFIRS REPORTING COORDINATOR CONTACT     | Kirsti Fong       | 916-445-8435 | 916-445-8459 |              | <a href="mailto:kirsti.fong@fire.ca.gov">kirsti.fong@fire.ca.gov</a>             |
| CORRESPONDENCE CONTACT                  | Suzie Blankenship | 707-576-2342 | 707-576-2547 | 707-889-4190 | <a href="mailto:suzie.blankenship@fire.ca.gov">suzie.blankenship@fire.ca.gov</a> |
| STATE SRA MAPPING CONTACT               | Emily Smith       | 707-967-1424 | 707-963-4013 | 707-889-4282 | <a href="mailto:Emily.smith@fire.ca.gov">Emily.smith@fire.ca.gov</a>             |
| HIRED EQUIPMENT COORDINATOR CONTACT     | Matt Aully        | 707-762-6262 |              |              |  |
| TACTICAL AIR OPERATIONS CONTACT         | Chris Jurasek     | 707-576-2586 | 707-987-3926 | 707-889-4184 | <a href="mailto:chris.jurasek@fire.ca.gov">chris.jurasek@fire.ca.gov</a>         |
| 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 | <a href="mailto:jon.jovie@fire.ca.gov">jon.jovie@fire.ca.gov</a> |
| 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       |              |              | <a href="mailto:NorthOps.DutyOfficer@fire.ca.gov">NorthOps.DutyOfficer@fire.ca.gov</a> |
| FIRE PREVENTION DEPUTY CHIEF CONTACT | James Engel             | 530-226-3477ext120 | 530-226-3483 | 530-227-9914 | <a href="mailto:james.engel@fire.ca.gov">james.engel@fire.ca.gov</a>                   |
| 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       |              |              | <a href="mailto:IntellNorthOfficer@fire.ca.gov">IntellNorthOfficer@fire.ca.gov</a>     |

|                       |  |              |  |  |  |
|-----------------------|--|--------------|--|--|--|
| CSR DUTY OFFICER LINE |  | 951-320-6197 |  |  |  |
|-----------------------|--|--------------|--|--|--|

## 2016 ORANGE COUNTY CONTACTS

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

Orange County Contacts

Updated 4/18/2016

| Position Contact               | Name            | Bus. Phone   | Fax No.      | Cell Phone   | E-mail   |
|--------------------------------|-----------------|--------------|--------------|--------------|--|
| FIRE CHIEF                     | Jeff Bowman     | 714-573-6024 | 714-368-8800 | 714-659-4940 | <a href="mailto:jeffbowman@ocfa.org">jeffbowman@ocfa.org</a>         |
| PRIMARY AOP CONTACT            | Marc Stone      | 714-573-6056 | 714-368-8829 | 714-319-4657 | <a href="mailto:marcstone@ocfa.org">marcstone@ocfa.org</a>           |
| TRAINING CONTACT               | Dennis Gomez    | 714-573-6751 | 714-368-8848 | 949-236-1825 | <a href="mailto:dennisgomez@ocfa.org">dennisgomez@ocfa.org</a>       |
| COMMUNICATIONS CONTACT         | David Pacshke   | 714-573-6552 | 714-368-8804 | 714-720-5022 | <a href="mailto:davidpaschke@ocfa.org">davidpaschke@ocfa.org</a>     |
| FINANCE CONTACT                | Jim Ruane       | 714-573-6304 | 714-368-8834 | 714-349-7838 | <a href="mailto:JimRuane@ocfa.org">JimRuane@ocfa.org</a>             |
| PRE FIRE AND FIRE PLAN CONTACT | Brian Norton    | 714-573-6171 | 714-368-8843 | 714-293-2941 | <a href="mailto:briannorton@ocfa.org">briannorton@ocfa.org</a>       |
| INFORMATION TECHNOLOGY CONTACT | Joel Browdowski | 714-573-6421 | 714-368-8839 | 714-315-1373 | <a href="mailto:joelbrowdowski@ocfa.org">joelbrowdowski@ocfa.org</a> |
| SRA REVIEW CONTACT             | George Ewan     | 714-573-6173 | 714-368-8843 | 714-745-4123 | <a href="mailto:georgeewan@ocfa.org">georgeewan@ocfa.org</a>         |
| FIRE PREVENTION CONTACT        | Brian Norton    | 714-573-6171 | 714-368-8843 | 714-293-2941 | <a href="mailto:briannorton@ocfa.org">briannorton@ocfa.org</a>       |
| LAW ENFORCEMENT CONTACT        | Karl Schmutz    | 714-573-6701 | 714-368-8842 | 949-510-2864 | <a href="mailto:karlschutz@ocfa.org">karlschutz@ocfa.org</a>         |
| INVESTIGATIONS CONTACT         | Karl Schmutz    | 714-573-6701 | 714-368-8842 | 949-510-2864 | <a href="mailto:karlschutz@ocfa.org">karlschutz@ocfa.org</a>         |
| PIO CONTACT                    | Larry Kurtz     | 714-523-6201 | 714-368-8829 | 949-237-3181 | <a href="mailto:larrykurtz@ocfa.org">larrykurtz@ocfa.org</a>         |
| CORRESPONDENCE CONTACT         | Marc Stone      | 714-573-6056 | 714-368-8829 | 714-319-4657 | <a href="mailto:marcstone@ocfa.org">marcstone@ocfa.org</a>           |
| COUNTY SRA MAPPING CONTACT     | George Ewan     | 714-573-6173 | 714-368-8843 | 714-745-4123 | <a href="mailto:georgeewan@ocfa.org">georgeewan@ocfa.org</a>         |
| AIR OPERATIONS CONTACT         | David Steffen   | 714-527-0537 | 714-527-5339 | 714-349-6306 | <a href="mailto:davidsteffen@ocfa.org">davidsteffen@ocfa.org</a>     |

| SPECIAL PHONE NUMBERS         | Name         | Bus. Phone   | Fax No.      | Cell Phone   | E-mail   |
|-------------------------------|--------------|--------------|--------------|--------------|--|
| DUTY CHIEF LINE               |              | 714-573-6523 | 714-368-8830 |              | <a href="mailto:ECCSUPP@ocfa.org">ECCSUPP@ocfa.org</a>               |
| DUTY OFFICER LINE             | N/A          |              |              |              |  |
| ECC CONTACT                   | Phil Johnson | 714-573-6551 | 714-368-8804 | 714-292-6871 | <a href="mailto:phillipjohnson@ocfa.org">phillipjohnson@ocfa.org</a> |
| ROSS CONTACT                  | Chris Funk   | 714-573-6522 | 714-368-8830 | 909-915-5382 | <a href="mailto:chrisfunk@ocfa.org">chrisfunk@ocfa.org</a>           |
| 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.

**2016 RIVERSIDE UNIT CAL FIRE CONTACTS  
ADMINISTRATIVE UNIT CONTACTS FOR ORANGE COUNTY FIRE AUTHORITY**

Updated 4/18/2016

| <b>RRU Contact List</b>                 | <b>Name</b>     | <b>Bus. Phone</b> | <b>Fax No.</b> | <b>Cell Phone</b>   | <b>E-mail</b>  |
|---|-----------------|-------------------|----------------|---------------------|--|
| RIVERSIDE UNIT FIRE CHIEF               | John Hawkins    | 951-940-6901      | 951-940-6373   | 951-538-8202        | <a href="mailto:john.hawkins@fire.ca.gov">john.hawkins@fire.ca.gov</a>         |
| TRAINING CONTACT                        | Josh Janssen    | 951-571-8638      | 951-830-8120   | 951-453-5330        | <a href="mailto:joshua.janssen@fire.ca.gov">joshua.janssen@fire.ca.gov</a>     |
| COMMUNICATIONS CONTACT                  | Chet Ashbaugh   | 951-940-6987      | 951-940-6397   | 951-453-6504        | <a href="mailto:chet.ashbaugh@fire.ca.gov">chet.ashbaugh@fire.ca.gov</a>       |
| PRE FIRE AND FIRE PLAN CONTACT          | Greg Bratcher   | 951-659-3335      | 951-659-9697   | 951-232-4166        | <a href="mailto:greg.bratcher@fire.ca.gov">greg.bratcher@fire.ca.gov</a>       |
| INFORMATION TECHNOLOGY CONTACT          | Chet Ashbaugh   | 951-940-6987      | 951-940-6397   | 951-453-6504        | <a href="mailto:chet.ashbaugh@fire.ca.gov">chet.ashbaugh@fire.ca.gov</a>       |
| FIRE PREVENTION/LAW ENFORCEMENT CONTACT | Charlie Dehart  | 951-940-8500      | 951-651-5743   | 951-453-4907        | <a href="mailto:charlie.dehart@fire.ca.gov">charlie.dehart@fire.ca.gov</a>     |
| INVESTIGATIONS CONTACT                  | Charlie Dehart  | 951-940-8500      | 951-651-5743   | 951-453-4907        | <a href="mailto:charlie.dehart@fire.ca.gov">charlie.dehart@fire.ca.gov</a>     |
| PIO CONTACT                             | Lucas Spelman   | 951-940-6985      | 951-940-6701   | 951-347-3034        | <a href="mailto:lucas.spelman@fire.ca.gov">lucas.spelman@fire.ca.gov</a>       |
| NFIRS REPORTING COORDINATOR CONTACT     | Kirsti Fong     | 916-445-8435      | 916-445-8459   |                     | <a href="mailto:kirsti.fong@fire.ca.gov">kirsti.fong@fire.ca.gov</a>           |
| CORRESPONDENCE CONTACT                  | Greg Everhart   | 951-940-6904      | 951-940-6910   | 951-453-5760        | <a href="mailto:greg.everhart@fire.ca.gov">greg.everhart@fire.ca.gov</a>       |
| HIRED EQUIPMENT COORDINATOR CONTACT     | Anthony Salas   | 951-927-3639      | 909-797-8568   | 951-400-2746        | <a href="mailto:Anthony.salas@fire.ca.gov">Anthony.salas@fire.ca.gov</a>       |
| 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        | <a href="mailto:rru.ecc.captains@fire.ca.gov">rru.ecc.captains@fire.ca.gov</a> |
| ECC CHIEF                               | Jeremy Snyder   | 951-940-6882      | 951-657-3191   | 951-235-7464        | <a href="mailto:jeremy.snyder@fire.ca.gov">jeremy.snyder@fire.ca.gov</a>       |
| COMMAND CENTER BUSINESS HOURS           | Captain on Duty | 951-940-6949      | 951-657-3191   | 951-453-8615        | <a href="mailto:rru.ecc.captains@fire.ca.gov">rru.ecc.captains@fire.ca.gov</a> |
| COMMAND CENTER AFTER HOURS              | Captain on Duty | 951-940-6949      | 951-657-3191   | 951-453-8615        | <a href="mailto:rru.ecc.captains@fire.ca.gov">rru.ecc.captains@fire.ca.gov</a> |
| EXPANDED DISPATCH                       | Captain on Duty | 951-940-6761 or 6 | 951-940-6893   | 951-453-8615        | <a href="mailto:rrueccexpanded@fire.ca.gov">rrueccexpanded@fire.ca.gov</a>     |

**SOUTHERN REGION PHONE NUMBERS**

|   |                  |              |              |              |  |
|---|------------------|--------------|--------------|--------------|--|
| PRIMARY AOP CONTACT                     | Dan Johnson      | 951-320-6102 | 951-782-4248 | 951-314-3425 | <a href="mailto:dan.johnson@fire.ca.gov">dan.johnson@fire.ca.gov</a>           |
| TRAINING CONTACT                        | Dean Veik        | 951 320-6132 | 951-782-4248 | 951-453-5674 | <a href="mailto:dean.veik@fire.ca.gov">dean.veik@fire.ca.gov</a>               |
| INVOICE ANALYST CONTACT                 | Mary Paramo      | 951-782-4418 | 951-782-4248 | 951-901-5002 | <a href="mailto:mary.paramo@fire.ca.gov">mary.paramo@fire.ca.gov</a>           |
| SRA REVIEW AND MAPPING CONTACT          | Jane Schmitz     | 559-243-4130 | 559-243-4177 | 559-259-5591 | <a href="mailto:jane.schmitz@fire.ca.gov">jane.schmitz@fire.ca.gov</a>         |
| FREQUENCY COORDINATION CONTACT          | Lori Windsor     | 951-320-6205 | 951-782-4900 | 951-840-8993 | <a href="mailto:lori.windsor@fire.ca.gov">lori.windsor@fire.ca.gov</a>         |
| TACTICAL AIR OPERATIONS CONTACT         | Travis Alexander | 951-320-6111 | 951-782-4848 | 951-757-5513 | <a href="mailto:travis.alexander@fire.ca.gov">travis.alexander@fire.ca.gov</a> |
| FIRE PREVENTION/LAW ENFORCEMENT CONTACT | Pete Marquez     | 559-243-4117 | 559-297-3416 |              | <a href="mailto:pete.marquez@fire.ca.gov">pete.marquez@fire.ca.gov</a>         |
| COST RECOVERY CONTACT                   | Byron Darrington | 559-243-4118 | 559-297-3416 | 559-696-2803 | <a href="mailto:byron.darrington@fire.ca.gov">byron.darrington@fire.ca.gov</a> |
| ROSS CONTACT                            | Lori Windsor     | 951-320-6205 | 951-782-4900 | 951-840-8993 | <a href="mailto:lori.windsor@fire.ca.gov">lori.windsor@fire.ca.gov</a>         |
| INTEL UNIT CONTACT                      |                  | 951-320-6246 |              |              | <a href="mailto:CSR.Intel@fire.ca.gov">CSR.Intel@fire.ca.gov</a>               |
| DUTY CHIEF LINE                         |                  | 951-782-4236 | 951-782-4900 |              |  |
| DUTY OFFICER LINE                       |                  | 951-320-6197 | 951-782-4900 |              | <a href="mailto:SOPSDuty@fire.ca.gov">SOPSDuty@fire.ca.gov</a>                 |
| 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 |              |              |  |

## 2016 SANTA BARBARA COUNTY CONTACTS

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

### Santa Barbara County Contacts

Updated 4/18/2016

| Position Contact               | Name              | Bus. Phone   | Fax No.      | Cell Phone   | E-mail   |
|--------------------------------|-------------------|--------------|--------------|--------------|--|
| FIRE CHIEF                     | Eric Peterson     | 805 681-5507 | 805 681-5563 | 805 896-6400 | <a href="mailto:Eric.Peterson@sbcfire.com">Eric.Peterson@sbcfire.com</a>         |
| PRIMARY AOP CONTACT            | Woody Enos        | 805 681-4202 | 805 681-5563 | 805 896-6404 | <a href="mailto:Woody.Enos@sbcfire.com">Woody.Enos@sbcfire.com</a>               |
| TRAINING CONTACT               | Anthony Stornetta | 805 681-5559 | 805 681-5563 | 805 896-6417 | <a href="mailto:Anthony.stornetta@sbcfire.com">Anthony.stornetta@sbcfire.com</a> |
| COMMUNICATIONS CONTACT         | Diondray Wiley    | 805 681-5510 | n/a          | 805 896-6410 | <a href="mailto:Diondray.Wiley@sbcfire.com">Diondray.Wiley@sbcfire.com</a>       |
| FINANCE CONTACT                | Diane Sauer       | 805 681-5505 | 805 681-5563 | 805 896-6405 | <a href="mailto:Diane.Sauer@sbcfire.com">Diane.Sauer@sbcfire.com</a>             |
| PRE FIRE AND FIRE PLAN CONTACT | Rob Hazard        | 805 681-4061 | TBD          | 805 896-6350 | <a href="mailto:Rob.Hazard@sbcfire.com">Rob.Hazard@sbcfire.com</a>               |
| INFORMATION TECHNOLOGY CONTACT | Lynne Dible       | 805 681-5503 | 805 681-5563 | 805 896-6403 | <a href="mailto:Lynne.Dible@sbcfire.com">Lynne.Dible@sbcfire.com</a>             |
| SRA REVIEW CONTACT             | Rob Hazard        | 805 681-4061 | n/a          | 805 896-6350 | <a href="mailto:Rob.Hazard@sbcfire.com">Rob.Hazard@sbcfire.com</a>               |
| FIRE PREVENTION CONTACT        | Steve Oaks        | 805 681-5554 | 805 681-5563 | 805 896-6402 | <a href="mailto:Steve.Oaks@sbcfire.com">Steve.Oaks@sbcfire.com</a>               |
| LAW ENFORCEMENT CONTACT        | Jay Snodgrass     | 805 686-5061 | 805 686-8183 | 805 896-6340 | <a href="mailto:Jay.Snodgrass@sbcfire.com">Jay.Snodgrass@sbcfire.com</a>         |
| INVESTIGATIONS CONTACT         | Jay Snodgrass     | 805 686-5061 | 805 686-8183 | 805 896-6340 | <a href="mailto:Jay.Snodgrass@sbcfire.com">Jay.Snodgrass@sbcfire.com</a>         |
| PIO CONTACT                    | David Zaniboni    | 805 681-5531 | 805 681-5563 | 805 896-6336 | <a href="mailto:David.Zaniboni@sbcfire.com">David.Zaniboni@sbcfire.com</a>       |
| CORRESPONDENCE CONTACT         | Diane Sauer       | 805 681-5505 | 805 681-5563 | 805 896-6405 | <a href="mailto:Diane.Sauer@sbcfire.com">Diane.Sauer@sbcfire.com</a>             |
| COUNTY SRA MAPPING CONTACT     | Rob Hazard        | 805 681-4061 | n/a          | 805 896-6350 | <a href="mailto:Rob.Hazard@sbcfire.com">Rob.Hazard@sbcfire.com</a>               |
| AIR OPERATIONS CONTACT         | Woody Enos        | 805 681-4202 | 805 681-5563 | 805 896-6404 | <a href="mailto:Woody.Enos@sbcfire.com">Woody.Enos@sbcfire.com</a>               |

| SPECIAL PHONE NUMBERS         | Name            | Bus. Phone   | Fax No.      | Cell Phone   | E-mail   |
|-------------------------------|-----------------|--------------|--------------|--------------|--|
| DUTY CHIEF LINE               |                 |              | 805 681-5563 | 805 692-5738 |  |
| DUTY OFFICER LINE             |                 | 805 692-5735 | 805 692-5725 |              |  |
| ECC CONTACT                   | Martin Johnson  | 805 681-5503 | 805 681-5563 | 805 896-6403 | <a href="mailto:Martin.Johnson@sbcfire.com">Martin.Johnson@sbcfire.com</a> |
| ROSS CONTACT                  | Peter Ysebrands | 805 692-5735 | 805 692-5725 | 805 450-4392 | <a href="mailto:sbc.ecc@sbcfire.com">sbc.ecc@sbcfire.com</a>               |
| COMMAND CENTER BUSINESS HOURS |                 | 805 692-5723 | 805 692-5725 |              |  |
| COMMAND CENTER AFTER HOURS    |                 | 805 692-5723 |              |              |  |
| EXPANDED DISPATCH             |                 | 805 681-5504 | 805 681-4780 |              |  |

EACH YEAR CAL FIRE PUBLISHES A CONFIDENTIAL PHONE LISTING INCLUDING ONE FOR EACH CONTRACT COUNTY. THIS PHONE LIST INCLUDES ALL CHIEF OFFICERS AND KEY STAFF MEMBERS PHONE AND FAX NUMBERS FOR MISSION CRITICAL DEPARTMENT FACILITIES. IT RECEIVES LIMITED DISTRIBUTION WITHIN CAL FIRE FOR USE BY CHIEF OFFICERS, DUTY CHIEFS, AND COMMAND CENTERS.

## 2016 VENTURA COUNTY CONTACTS

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

### Ventura County Contacts

Updated 4/18/2016

| Position Contact               | Name           | Bus. Phone     | Fax No.        | Cell Phone     | E-mail   |
|--------------------------------|----------------|----------------|----------------|----------------|--|
| FIRE CHIEF                     | Mark Lorenzen  | (805) 389-9704 | (805) 383-4787 | (805) 469-3170 | <a href="mailto:mark.lorenzen@ventura.org">mark.lorenzen@ventura.org</a>   |
| PRIMARY AOP CONTACT            | Andy Ortega    | (805) 389-9708 | (805) 388-4392 | (805) 479-1384 | <a href="mailto:andy.ortega@ventura.org">andy.ortega@ventura.org</a>       |
| TRAINING CONTACT               | John Spykerman | (805) 389-9770 | (805) 383-4755 | (805) 746-7861 | <a href="mailto:John.Spykerman@ventura.org">John.Spykerman@ventura.org</a> |
| COMMUNICATIONS CONTACT         | Kelly White    | (805) 389-9795 | (805) 388-4361 | (805) 377-0494 | <a href="mailto:kelly.white@ventura.org">kelly.white@ventura.org</a>       |
| FINANCE CONTACT                | Tom Kasper     | (805) 389-9764 | (805) 389-9740 | (805) 340-3921 | <a href="mailto:Tom.Kasper@ventura.org">Tom.Kasper@ventura.org</a>         |
| PRE FIRE AND FIRE PLAN CONTACT | Gary Monday    | (805) 388-4502 | (805) 604-1458 | (805) 504-5874 | <a href="mailto:Gary.Monday@ventura.org">Gary.Monday@ventura.org</a>       |
| INFORMATION TECHNOLOGY CONTACT | Steven Francis | (805) 389-9726 | (805) 388-4392 | (805) 910-8820 | <a href="mailto:Steven.Francis@ventura.org">Steven.Francis@ventura.org</a> |
| SRA REVIEW CONTACT             | Gary Monday    | (805) 388-4502 | (805) 604-1458 | (805) 504-5874 | <a href="mailto:Gary.Monday@ventura.org">Gary.Monday@ventura.org</a>       |
| FIRE PREVENTION CONTACT        | Massoud Aragi  | (805) 389-9729 | (805) 388-4392 | (805) 947-8515 | <a href="mailto:massoud.aragi@ventura.org">massoud.aragi@ventura.org</a>   |
| LAW ENFORCEMENT CONTACT        | Dustin Gardner | (805) 340-5864 | (805) 383-4771 | (805) 910-6798 | <a href="mailto:Dustin.Gardner@ventura.org">Dustin.Gardner@ventura.org</a> |
| INVESTIGATIONS CONTACT         | Dustin Gardner | (805) 340-5864 | (805) 383-4771 | (805) 910-6798 | <a href="mailto:Dustin.Gardner@ventura.org">Dustin.Gardner@ventura.org</a> |
| PIO CONTACT                    | Mike Lindbery  | (805) 389-9746 | (805) 388-4308 | (805) 377-4860 | <a href="mailto:mike.lindbery@ventura.org">mike.lindbery@ventura.org</a>   |
| CORRESPONDENCE CONTACT         | Andy Ortega    | (805) 389-9708 | (805) 388-4392 | (805) 479-1384 | <a href="mailto:andy.ortega@ventura.org">andy.ortega@ventura.org</a>       |
| COUNTY SRA MAPPING CONTACT     | Gary Monday    | (805) 388-4502 | (805) 604-1458 | (805) 504-5874 | <a href="mailto:Gary.Monday@ventura.org">Gary.Monday@ventura.org</a>       |
| AIR OPERATIONS CONTACT         | Gary Monday    | (805) 388-4502 | (805) 604-1458 | (805) 504-5874 | <a href="mailto:Gary.Monday@ventura.org">Gary.Monday@ventura.org</a>       |

### 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 | <a href="mailto:Kelly.White@ventura.org">Kelly.White@ventura.org</a>         |
| ROSS CONTACT                  | Steve McClellan | (805) 389-9779 | (805) 388-4361 | (805) 701-6332 | <a href="mailto:steve.mcclellan@ventura.org">steve.mcclellan@ventura.org</a> |
| 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.

**2016 SAN LUIS OBISPO UNIT CAL FIRE CONTACTS**  
**ADMINISTRATIVE UNIT CONTACTS FOR SANTA BARBARA AND VENTURA COUNTY FIRE DEPARTMENTS**

Updated 4/18/2016

| SLU Contact List                      | Name          | Bus. Phone        | Fax No.      | Cell Phone   | E-mail   |
|---------------------------------------|---------------|-------------------|--------------|--------------|--|
| SAN LUIS OBISPO UNIT FIRE CHIEF       | Scott Jalbert | 805-543-4244x3400 | 805-543-4248 | 805-903-3400 | <a href="mailto:Scotty.jalbert@fire.ca.gov">Scotty.jalbert@fire.ca.gov</a> |
| TRAINING CONTACT                      | Greg Alex     | 805-528-2160      | 805-528-2158 | 805-903-3419 | <a href="mailto:Greg.alex@fire.ca.gov">Greg.alex@fire.ca.gov</a>           |
| COMMUNICATIONS CONTACT                | Chris Carrera | 805-543-4244x3409 | 805-543-6909 | 805-903-3409 | <a href="mailto:Chris.carrera@fire.ca.gov">Chris.carrera@fire.ca.gov</a>   |
| PRE FIRE AND FIRE PLAN CONTACT        | Alan Peters   | 805-543-4244x3406 | 805-543-4248 | 805-903-3426 | <a href="mailto:alan.peters@fire.ca.gov">alan.peters@fire.ca.gov</a>       |
| INFORMATION TECHNOLOGY CONTACT        | Hal Guio      | 805 543-4244x3408 |              | 805 319-5744 | <a href="mailto:hal.guio@fire.ca.gov">hal.guio@fire.ca.gov</a>             |
| FIRE PREVENTION CONTACT               | Zach Nichols  | 805-543-4244x3420 | 805-543-4248 | 805-903-3420 | <a href="mailto:Zach.nichols@fire.ca.gov">Zach.nichols@fire.ca.gov</a>     |
| LAW ENFORCEMENT CONTACT               | Zach Nichols  | 805-543-4244x3420 | 805-543-4248 | 805-903-3420 | <a href="mailto:Zach.nichols@fire.ca.gov">Zach.nichols@fire.ca.gov</a>     |
| INVESTIGATIONS CONTACT                | Zach Nichols  | 805-543-4244x3420 | 805-543-4248 | 805-903-3420 | <a href="mailto:Zach.nichols@fire.ca.gov">Zach.nichols@fire.ca.gov</a>     |
| PIO CONTACT                           | Zach Nichols  | 805-543-4244x3420 | 805-543-4248 | 805-903-3420 | <a href="mailto:Zach.nichols@fire.ca.gov">Zach.nichols@fire.ca.gov</a>     |
| NFIRS REPORTING COORDINATOR CONTACT   | Kirsti Fong   | 916-445-8435      | 916-445-8459 |              | <a href="mailto:kirsti.fong@fire.ca.gov">kirsti.fong@fire.ca.gov</a>       |
| CORRESPONDENCE CONTACT                |               |                   |              |              |  |
| HIRED EQUIPMENT COORDINATOR CONTACT   | James Thomas  | 805-995-1199      | 805-995-3112 | 805-458-1737 | <a href="mailto:james.thomas@fire.ca.gov">james.thomas@fire.ca.gov</a>     |
| AVIATION MANAGEMENT UNIT CONTACT(AMU) | Bill Payne    | 916-561-3382      | 916-561-3354 | 916-764-4043 | <a href="mailto:bill.payne@fire.ca.gov">bill.payne@fire.ca.gov</a>         |
| DUTY CHIEF LINE                       |               | 805-543-3458      | 805-543-4248 | 805-543-3458 |  |
| DUTY OFFICER LINE                     | ECC Captain   |                   |              | 805-305-3999 |  |
| ECC CHIEF                             | Chris Carrera | 805-543-4244x3409 | 805-543-6909 | 805-903-3409 | <a href="mailto:Chris.carrera@fire.ca.gov">Chris.carrera@fire.ca.gov</a>   |
| 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 | <a href="mailto:dan.johnson@fire.ca.gov">dan.johnson@fire.ca.gov</a>           |
| TRAINING CONTACT                        | Dean Veik        | 951 320-6132 | 951-782-4248 | 951-453-5674 | <a href="mailto:dean.veik@fire.ca.gov">dean.veik@fire.ca.gov</a>               |
| INVOICE ANALYST CONTACT                 | Mary Paramo      | 951-782-4418 | 951-782-4248 | 951-901-5002 | <a href="mailto:mary.paramo@fire.ca.gov">mary.paramo@fire.ca.gov</a>           |
| SRA REVIEW AND MAPPING CONTACT          | Jane Schmitz     | 559-243-4130 | 559-243-4177 | 559-259-5591 | <a href="mailto:jane.schmitz@fire.ca.gov">jane.schmitz@fire.ca.gov</a>         |
| FREQUENCY COORDINATION CONTACT          | Lori Windsor     | 951-320-6205 | 951-782-4900 | 951-840-8993 | <a href="mailto:lori.windsor@fire.ca.gov">lori.windsor@fire.ca.gov</a>         |
| TACTICAL AIR OPERATIONS CONTACT         | Travis Alexander | 951-320-6111 | 951-782-4848 | 951-757-5513 | <a href="mailto:travis.alexander@fire.ca.gov">travis.alexander@fire.ca.gov</a> |
| FIRE PREVENTION/LAW ENFORCEMENT CONTACT | Pete Marquez     | 559-243-4117 | 559-297-3416 |              | <a href="mailto:pete.marquez@fire.ca.gov">pete.marquez@fire.ca.gov</a>         |
| COST RECOVERY CONTACT                   | Byron Darrington | 559-243-4118 | 559-297-3416 | 559-696-2803 | <a href="mailto:byron.darrington@fire.ca.gov">byron.darrington@fire.ca.gov</a> |
| ROSS CONTACT                            | Lori Windsor     | 951-320-6205 | 951-782-4900 | 951-840-8993 | <a href="mailto:lori.windsor@fire.ca.gov">lori.windsor@fire.ca.gov</a>         |
| INTEL UNIT CONTACT                      |                  | 951-320-6246 |              |              | <a href="mailto:CSR.Intel@fire.ca.gov">CSR.Intel@fire.ca.gov</a>               |
| DUTY CHIEF LINE                         |                  | 951-782-4236 | 951-782-4900 |              |  |
| DUTY OFFICER LINE                       |                  | 951-320-6197 | 951-782-4900 |              | <a href="mailto:SOPSDuty@fire.ca.gov">SOPSDuty@fire.ca.gov</a>                 |
| 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<br>Req # | 6. CAD<br>Unit ID | 7. RESOURCE<br>REQUESTED | 8. RESOURCE<br>ASSIGNED | 9. DISPATCHED<br>Date & Time | 10. RELEASED<br>Date & Time |  |  |  |
|------------------|-------------------|--------------------------|-------------------------|------------------------------|-----------------------------|--|--|--|
|                  |                   |                          |                         |                              |                             |  |  |  |
|                  |                   |                          |                         |                              |                             |  |  |  |
|                  |                   |                          |                         |                              |                             |  |  |  |
|                  |                   |                          |                         |                              |                             |  |  |  |
|                  |                   |                          |                         |                              |                             |  |  |  |

**CORRECT ASSIGNMENT RECORD**

| 11. Ross<br>Req # | 12. CAD<br>Unit ID | 13. RESOURCE<br>REQUESTED | 14. RESOURCE<br>ASSIGNED | 15. DISPATCHED<br>Date & Time | 16. RELEASED<br>Date & Time | 17. Approved |   | 18. Correct<br>Incident # |
|-------------------|--------------------|---------------------------|--------------------------|-------------------------------|-----------------------------|--------------|---|---------------------------|
|                   |                    |                           |                          |                               |                             | Y            | N |                           |
|                   |                    |                           |                          |                               |                             |              |   |                           |
|                   |                    |                           |                          |                               |                             |              |   |                           |
|                   |                    |                           |                          |                               |                             |              |   |                           |
|                   |                    |                           |                          |                               |                             |              |   |                           |

19. Reason for Ross Discrepancy:

|  |
|--|
|  |
|  |
|  |
|  |

|                            |                           |              |
|----------------------------|---------------------------|--------------|
| <b>20. Billing Agency:</b> | <b>21. Paying Agency:</b> |              |
| <b>Name:</b>               | <b>Name:</b>              |              |
| <b>Title (IC):</b>         | <b>Title (IC/AREP):</b>   |              |
| <b>Signature:</b>          | <b>Signature:</b>         |              |
| <b>Phone and Date:</b>     | <b>Phone:</b>             | <b>Date:</b> |

## 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 Aircraft cost, Helicopter Daily Cost Summary and any other aircraft back up documentation.
- 3 Supporting Emergency Activity Records, supporting documentation of employee work schedules.
- 4 Supplies being billed, copy of receipts and any other supporting documentation (logs, sign up sheets, 213's, ROSS documentation etc.) **with name of whom from CALFIRE approved** (include "S"#'s)
- 5 Complete Matching Reconciled Ross Reports.
- 6 Copy of complete CAD incident report.
- 7 If in County incident and resources above appendix A are being billed; CAL FIRE name / **supporting documentation of approvals..**
- 8 Narratives or any other backup documentation necessary to support resources/supplies being billed.
- 9 Copy of NFIRS report for incident.
- 10 If Staffing Pattern Resources are being billed copy of Staffing Pattern Request from CALFIRE, copy of Appendix T with identified resources.

*Contract County Incident Notification*

INC NAME:

INC #:

INCIDENT LOCATION:

START DATE:

START TIME:

TYPE OF INCIDENT:

SIZE OF FIRE:

STATE MISSION RESOURCE COMMITMENT:

POTENTIAL / ESTIMATED TIME OF CONTAINMENT:

CONTACT FOR ADDITIONAL INFORMATION:

*SEND TO: South OPS Duty Officer [South.OPSDutyOfficer@fire.ca.gov](mailto:South.OPSDutyOfficer@fire.ca.gov)*

*Per AOP Section: **V. Operating Procedures / A. Notifications and Reports***

**Ventura County / CAL FIRE**  
2016 / 2017

|    |  |         |
|----|--|---------|
| 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 25 |
| 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 28 |
| 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 | VIII. FIRE PREVENTION                          | Page 29 |
| 31 |  |         |
| 32 | IX. LAW ENFORCEMENT                            | Page 31 |
| 33 |  |         |
| 34 | X. FIRE PLAN                                   | Page 33 |
| 35 |  |         |
| 36 | XI. GENERAL PROVISIONS                         | Page 34 |
| 37 |  |         |
| 38 | A. Periodic Review                             |         |
| 39 | B. Updating of Plan                            |         |
| 40 | C. Public Information                          |         |
| 41 | D. Augmentation or Reduction of Resources      |         |
| 42 | E. Training                                    |         |
| 43 | F. Joint Projects                              |         |
| 44 | G. Capital Outlay                              |         |
| 45 | H. Online Access to CAL FIRE Policy Handbooks  |         |

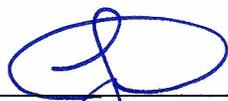
**FIRE PROTECTION AGREEMENT  
EXHIBIT G**

**2016/2017  
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

6-1-16

---

Date



---

Shana Jones, Fire Chief  
CAL FIRE Sonoma, Lake Napa Unit

6-1-16

---

Date

**Ventura County / CAL FIRE**

**Executive Summary**

2016 / 2017

**EXECUTIVE SUMMARY**

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

**Gray Book, E-Fund**

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

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

**Initial & Extended Attack Incidents**

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

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

1. Fire cannot be contained within 2 hours from report of fire; and/or
2. Number of resources assigned exceeds the pre-approved first and second alarm initial attack response level; or
3. Fire cannot be controlled within the first burning period.

# Ventura County / CAL FIRE

## Executive Summary

2016 / 2017

### Move-Up & Cover, Special Staffing Pattern

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

- Multiple SRA wildland fires and/or an extended attack SRA wildland fire is burning in and/or outside a Contract County.
- Number of Contract County resources assigned to SRA wildland fires has caused a significant drawdown on Contract County resources available to support additional initial attack and/or extended attack incidents within a Contract County.
- Fire weather and fuel conditions exist or forecasted to exist within a Contract County that could significantly increase the chance of multiple SRA wildland fire starts that will escape initial attack containment.
- CAL FIRE is unable to meet the operational resource needs of the Contract County as determined by the respective Duty Chiefs.

### Reimbursement

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

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

# Ventura County / CAL FIRE

## Executive Summary

2016 / 2017

1 COUNTY reserve - *When assigned for more than **two hours** on an incident,*  
2 *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 CAL FIRE*
- 15 • Services and Supplies - *actual costs*

### 16 17 **Extended Attack/Multi-Operational Period Incident:**

18  
19 COUNTY personnel - *Same as an Initial Attack Incident*

20  
21 COUNTY reserve - *Same as an Initial Attack Incident*

22  
23 COUNTY hand crew - *Same as an Initial Attack Incident*

24  
25 COUNTY aircraft - *Same as an Initial Attack Incident*

26  
27 COUNTY equipment - *engines, dozers, specialized equipment based on*  
28 *actual operating costs on file with CAL FIRE*

### 29 30 **Move-Up and Cover, Special Staffing Pattern:**

31  
32 COUNTY personnel - *Unscheduled overtime as a result of move-up and cover*  
33 *or special staffing pattern*

34  
35 COUNTY equipment - *Engines, dozers, aircraft, specialized equipment-actual*  
36 *operating cost on file with CAL FIRE*

37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47

1       **I. IDENTIFICATION**

2           This Operating Plan is between the California Department of Forestry and Fire  
3           Protection (CAL FIRE) (hereinafter called STATE) and the County of Ventura  
4           (hereinafter 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, 2016 to  
11          June 30, 2017.

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 56555 or as "Aid given or received" to FDID  
31 56555.

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 (CSR Duty Officer, CSR 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 VNC.

40  
41 Example: CA-VNC-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 (VNU).

1 Example: CA-VNU-123456, request O-12  
2 Special Needs Field: VNU 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 CAL FIRE 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 adhering to local MOU / Department policies.

33 R. Region Duty Chief

34 Responsible for final approvals of move-up and cover, backfill, special staffing  
35 pattern 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 CAL FIRE 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 (SLU)

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 (SLU)

6 The CAL FIRE unit assigned as point contact for routine administrative  
7 communications between the Contract County and CAL FIRE, including mutual  
8 threat zone (MTZ) development and signatory authority, regular dialog and training  
9 with Agency representative's (AREP) and dialog to support additional staffing in  
10 support 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 CAL FIRE  
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 Southern Region OCC with County resources available to  
21 the STATE Mission, identify resources committed to CSR 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 fire ignition of any type, burning within or threatening State  
27 Responsibility Area (within ½ mile) of COUNTY SRA Protection Areas regardless  
28 whether COUNTY will be billing STATE for reimbursement shall be made to STATE  
29 in a timely manner. For the purpose of this Operating Plan, timely manner shall be  
30 defined as notification taking place **within one (1) hour after dispatch of initial**  
31 **attack** resources (first and/or second alarm vegetation or brush assignment).  
32 Notification that occurs beyond one (1) hour due to unforeseen circumstances shall  
33 be 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 CSR 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 CSR 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 Southern Region (CSR) Command Center, attention: CSR Duty Officer (refer  
10 to Exhibit 5). The STATE Southern Region (CSR) 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 CSR Command Center will  
19 advise the San Luis Obispo Unit (SLU) 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 CSR  
24 OCC a copy of incident's call history or resource ordering information as soon as  
25 possible after dispatch of initial attack resources Exhibit 8. For those fires being  
26 tracked 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
- *Incident Name and Number*
  - *Incident Location*
  - *Starting Date and Time*
  - *Type of Incident and Size*
  - *STATE Mission Resource Commitment*
  - *Potential / Containment*
  - *COUNTY Contact for Additional Information*



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 LAC 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 Southern Region Geographical Coordination Center  
11 (GAC); requests will be via the region intercom system. COUNTY may utilize its own  
12 aircraft and personnel assigned to those aircraft provided the aircraft are properly  
13 certified for interagency use, and are currently rostered by CAL FIRE as described  
14 in Appendix W.

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

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

### 23 **NIGHT FLYING FIREFIGHTING OPERATIONS**

24 SEE APPENDIX W FOR CURRENT CAL FIRE NIGHT FLYING MOU

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

- 31 • A signed, current helicopter night operations MOU is on file with the State
- 32 • PER Appendix A, COUNTY IS AUTHORIZED TO INITIATE IA NIGHT FLIGHTS  
33 AT STATE EXPENSE
- 34 • Flight mission or point to point flight is approved by the STATE AREP prior to the  
35 flight taking place
- 36 • Due to critical nature of the mission, assignment cannot wait until daylight hours

- 1 • Pilot and aircraft certification, and night flying equipment specifications all meet  
2 CAL FIRE Aviation and Fire Protection standards established for night flying  
3 firefighting operations, per MOU
- 4 • A risk assessment and GO/NO GO checklist have been completed and approved  
5 by AOBD, CAL FIRE AREP, and IC
- 6 • Proposed flight is mission critical and all other means have been explored and  
7 are unavailable

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

13 The SLU ECC will ensure that the COUNTY is advised of STATE hand crew status  
14 each day by faxing crew status to the COUNTY ECC (refer to Exhibit 5). The  
15 COUNTY in adherence with the closest available resource concept will ensure that  
16 STATE hand crews substitute for COUNTY hand crews outlined in Appendix A when  
17 STATE hand crews are the closest available resource.

18 **Requests for additional aircraft and hand crews beyond those under COUNTY**  
19 **control will be placed with the STATE CSR Command Center.**

20 For aircraft requests involving CWN Specialized Aircraft, the STATE CSR Duty Chief  
21 will serve as the COUNTY point of contact for STATE approval. When COUNTY has  
22 STATE assigned aircraft assigned on a wildfire incident within their COUNTY SRA  
23 Protection Area, those aircraft may be diverted by South OPS to new wildfire starts  
24 unless an aircraft "No Divert" has been declared for direct and immediate threat to  
25 firefighting and/or civilian personnel (Refer Appendix C on STATE Diverting of  
26 Aircraft).

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

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

7           C. Extended Attack Incidents

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

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

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

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

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

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

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

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

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

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

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

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

- 37 • Name of CAL FIRE person who authorized each STATE expenditure
- 38 • ROSS Order and Request Number Validation

- 1 • Assistance-By-Hire (ABH) and California Fire Assistance Agreement (CFAA)
- 2 • Appendix A pre-approved resources
- 3 • In-County and Out-of-County Assignment

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

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

16  
17 When requesting resource approval through the STATE CSR Duty Officer,  
18 information required by STATE CSR Duty Officer for review and approval shall  
19 include: **(1)** request number with COUNTY State Responsibility Area STATE Mission  
20 identification that indicates the resource request is being placed in support of the  
21 STATE Mission, **(2)** kind and type of resource with appropriate resource position code  
22 (reference Appendix F for Listing of Resource Position Codes) and **(3)** date/time  
23 when resource order was placed by COUNTY. Once contact has been made with the  
24 STATE CSR Duty Officer, this resource information will be entered into ROSS.

25  
26 For reimbursement approvals involving off-incident resource needs (move-up and  
27 cover, special staffing patterns, mobilization centers, trainee assignments, fire  
28 investigation, expanded dispatch support), the **STATE CSR Duty Chief** will serve as  
29 the COUNTY's point of contact for final STATE approval.

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

#### 36 D. Incident Management

37 COUNTY will establish an integrated management organization designed to meet the  
38 complexity of the incident. The COUNTY Duty Chief and State CSR Duty Chief will  
39 maintain regular contact as the incident size or complexity increases to coordinate  
40 incident support and resource availability. This organization shall be established  
41 under the Incident Command System. COUNTY will staff positions in the Incident

1 Command System, as requested by the STATE Agency Representative (AREP), to  
2 support the proper and efficient expenditure of STATE funds.

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

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

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

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

34 E. COUNTY Resources Eligible for Reimbursement

35 COUNTY resources (equipment and personnel) listed in Appendix H of Operating  
36 Plan may be eligible for STATE reimbursement when used on a State Responsibility  
37 Area wildfire within COUNTY SRA Protection Areas. For COUNTY resources to be  
38 eligible for reimbursement, COUNTY resources must be pre-approved for initial attack

1 response (reference Appendix A of Operating Plan) or approved by STATE prior to  
2 use on the incident.

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

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

- 13 *1. Multiple wildfires and/or an extended attack wildfire involving State*  
14 *Responsibility Area is burning within and/or outside COUNTY; and*
- 15  
16 *2. The number of COUNTY resources assigned to State Responsibility Area*  
17 *wildfires has caused a significant drawdown on COUNTY resources available*  
18 *to support additional initial attack and/or extended attack incidents within*  
19 *COUNTY; and*
- 20  
21 *3. STATE is unable to meet the operational resource needs of COUNTY as*  
22 *determined by the respective STATE and COUNTY Duty Chiefs*

### 23 Special Staffing Patterns

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

### 34 State Resources Augmenting County

35  
36 When COUNTY has requested staffing augmentation from STATE and STATE  
37 provides STATE resources (engines, crews, dozers) in support of COUNTY, STATE  
38 resources will be under COUNTY command and control. COUNTY will have authority  
39 to directly dispatch STATE resources assigned to COUNTY to a wildfire within

1 COUNTY SRA Direct Protection.

2  
3 State Resources Pre-Positioned for the State Mission

4  
5 When STATE is pre-positioning STATE resources within COUNTY in support of  
6 STATE pre-position planning, STATE resources are under STATE command and  
7 control. For COUNTY to utilize pre-positioned STATE resources within COUNTY,  
8 COUNTY will place an order/request with STATE CSR Command Center.

9  
10 Mobilization Centers

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 Ventura 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 CSR Duty Officer or the assigned  
17 STATE AREP; final approval will be by the CSR 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 OCC Duty Officer or the assigned Agency  
24 Representative (AREP).

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

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

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

41  
42 Suppression Repair

43  
44 When approved by STATE, costs incurred by COUNTY in conducting temporary  
45 repairs of damage caused directly by wildfire suppression activities on State  
46 Responsibility Area within COUNTY SRA Protection Areas may be eligible for STATE

1 reimbursement.

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

9  
10 COUNTY Initial Attack Incident:

- 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
- 21 • Engines - *not eligible for reimbursement \**
- 22 • Dozers - *not eligible for reimbursement \**
- 23 • Specialized Equipment - *actual operating cost on file with STATE*

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

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*  
31 *incident, 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*
- 35 • Dozers - *actual operating cost on file with STATE*

- 1 • Specialized equipment - *Same as an Initial Attack Incident*
- 2 COUNTY Move-Up & Cover/Special Staffing Pattern

3 For move-up and cover or special staffing pattern activation, it shall be the  
4 responsibility of the COUNTY Duty Chief and STATE Administrative Unit Duty Chief  
5 to identify those COUNTY resources that will be requested and the duration of the  
6 move-up and cover or special staffing pattern requests (Reference Appendix U Move-  
7 up and Cover Guidelines), final approval of those identified COUNTY resources that  
8 will be eligible for reimbursement will be by the STATE CSR Duty Chief. To  
9 accommodate the STATE approved resource ordering system business practice,  
10 move-up and cover or special staffing pattern authorization ordered against a STATE  
11 CSR incident, an order number will be provided to COUNTY Fire Dispatch Center  
12 through email notifications. To assist with capturing the identified resources under a  
13 staffing pattern, COUNTY will provide a Morning Report Appendix T identifying those  
14 resources prior to 0830 hours daily to the respective CSR / CNR OCC.  
15

16 Once approved by STATE, the following costs incurred by these COUNTY resources  
17 will be eligible for STATE reimbursement:  
18

- 19 • COUNTY personnel - Unscheduled overtime as a result of move up & cover or  
20 special staffing pattern
  - 21 • COUNTY equipment - (Not to include COUNTY personnel costs)
- 22 • *Engines - actual operating cost on file with STATE*
  - 23 • *Dozers - actual operating cost on file with STATE*
  - 24 • *Specialized equipment - actual operating cost on file with STATE*
- 25

26 When COUNTY is staffing Cal OES Engines assigned to COUNTY, resource will be  
27 considered as a Cal OES resource and will be reimbursed under the California Fire  
28 Assistance Agreement (CFAA) provisions.  
29

30 Once conditions have improved that will allow an early termination of COUNTY move-  
31 up and cover and special staffing pattern authorization, it will be the responsibility of  
32 COUNTY to advise STATE CSR Duty Officer that COUNTY no longer needs move-  
33 up and cover and special staffing pattern authorization.  
34

35 COUNTY will submit equipment rate schedules for review and approval by STATE.  
36 Rates on file with STATE at time of initial dispatch will be used to reimburse  
37 COUNTY. Rates submitted by COUNTY will be developed to address reimbursement  
38 for State Responsibility incidents within COUNTY SRA Protection Area and for  
39 STATE requests as Assistance-by-Hire to COUNTY for COUNTY resources  
40 responding to a State Responsibility Area wildfire outside COUNTY. Reimbursement  
41 will be based on a "wet" rate. County ABH rates will be the same as (No higher than)  
42 CFAA rates with the exception that beginning with incidents occurring on or after  
43 November 14, 2013, rates shall include charges for 24 hours per day for both  
44 personnel and equipment. Billing period definitions will be as described within the  
45 CFAA agreement.

1  
2 **NOTE: ABH 24 HOUR PAYMENT WILL ONLY APPLY TO RESOURCES**  
3 **ORDERED BY AND/OR AUTHORIZED BY THE STATE.**  
4

5 F. Out-of-County Assignments  
6

7 COUNTY resources (equipment and personnel) requested directly by STATE CSR  
8 Command Center for out-of-county assignments will be Assistance-by-Hire.  
9 Assistance-by-Hire requests to COUNTY will be limited to those resources that are  
10 considered wildfire applicable (Engines normally used by County for wildland  
11 firefighting, Type III & VI engines, water tenders, bulldozers, hand crews, helicopter,  
12 specialized equipment, and overhead) County ABH rates will be the same as (No  
13 higher than) CFAA rates (With 24 hour rate exception noted above).  
14

15 When COUNTY resources are ordered through the California Fire Assistance  
16 Agreement (CFAA), reimbursement will be based on those rates established by the  
17 current CFAA Agreement (Reference Appendix L for Resource Ordering Guidelines).  
18

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

23 VNU 9324 – 9325  
24

25 If needed, additional STATE authorized numerical strike team identifiers may be  
26 issued by the STATE CSR Duty Officer.  
27

28 For those out-of-county assignments that require transportation support (vehicle  
29 rental, air transportation, etc.), transportation authorization and coordination shall  
30 occur with the **STATE CSR Duty** Officer and require ROSS documentation.  
31

32 When requested by STATE for an out-of-county State Responsibility Area wildfire as  
33 **assistance-by-hire** (ABH), meals and lodging incurred by COUNTY personnel  
34 traveling to and from the wildfire may be eligible for STATE reimbursement. Cost of  
35 meals and lodging will be reimbursed based on COUNTY per diem rates and policies.  
36 COUNTY will advise STATE through the STATE CSR / CNR OCC Duty Officer to  
37 authorize meals and/or lodging, the STATE CSR /CNR Duty Officer will document in  
38 ROSS.  
39

40 When COUNTY resources are traveling to and from a SRA incident and need to  
41 make contact with STATE, the following STATE telephone numbers are to be used:  
42

43 **CAL FIRE Northern Region (CNR)**  
44

45 CNR Duty Officer – see Exhibit 5

46 CNR Hotline – see Exhibit 5  
47  
48  
49

1  
2 **CAL FIRE Southern Region (CSR)**  
3

4 CSR Duty Officer – see Exhibit 5

5 CSR Expanded – see Exhibit 5  
6

7 Once COUNTY personnel arrive at the incident, meals and lodging in motels or  
8 hotels, when available, will be the responsibility of the STATE to provide.  
9

10 For COUNTY to be eligible for per diem cost reimbursement while on incident,  
11 STATE Incident Commander or STATE Agency Representative (AREP) must  
12 approve such expenses.  
13

14 For COUNTY personnel assigned to CSR / CNR Command Centers, STATE will be  
15 responsible for providing feeding and lodging.  
16

17 When COUNTY personnel are expending COUNTY funds to support feeding and  
18 lodging and COUNTY will be requesting reimbursement from STATE, COUNTY  
19 personnel shall coordinate feeding and lodging expenditures with STATE CSR Duty  
20 Officer or STATE Agency Representative (AREP).  
21

22 Prior to release from an incident, COUNTY may request STATE Incident Commander  
23 or STATE AREP authorization for COUNTY equipment refurbishment and  
24 rehabilitation up to a maximum of 2 hours as appropriate.  
25

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

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

45 COUNTY resources not ordered through the Mutual Aid System will be reimbursed  
46 based on COUNTY rate schedules as agreed to by STATE and COUNTY.  
47 Reimbursement for staffing on engine companies will be limited to three persons  
48 unless an ICS Type I engine with four-person staffing is specifically requested and  
49 approved by STATE. If COUNTY engine staffing standards require a fourth person

1 on COUNTY Type II and III engines, STATE will reimburse COUNTY for this  
2 additional engine staffing. STATE must be provided a copy of the COUNTY policy  
3 requiring four person staffing. COUNTY policy must provide that ANY similar  
4 response (MMA, CFAA, Automatic Aid, Mutual Aid, or Contract County) must be  
5 staffed at four persons, irrespective of reimbursement by the STATE.  
6

7 G. Trainees  
8

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

17 H. California Fire Assistance Agreement (CFAA) Resources Request  
18

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

30 Example: CA-VNU-012345, request E-12  
31

32 Special Needs Field: VNU Mission  
33

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

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

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

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

14 I. MutualAid/Automatic Aid Agreements

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

23 J. Local Government Interaction

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

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

1 K. Hired Equipment

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

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

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

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

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

28 L. Incident Support

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

37 The STATE will assume the financial responsibility for providing the tools, materials,

1 foodstuffs, and supplies necessary to properly support incident operations. When  
2 feasible and in coordination with COUNTY, STATE **shall** make payments directly to  
3 vendors providing such services and commodities using the following STATE  
4 accounting index and PCA coding that has been assigned for COUNTY SRA  
5 incidents:

6 Index 3013 / PCA 00906

7 Invoices should be presented directly to the STATE Agency Representative (AREP)  
8 at the incident with vendor invoices and purchase documents turned into the STATE  
9 San Luis Obispo (SLU) Unit for processing.

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

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

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

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

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

37

1 M. Communications

2 In support of this Operating Plan, a Communications Plan, Appendix P lists radio  
3 frequencies that may be used by COUNTY on State Responsibility Area incidents  
4 within COUNTY SRA Protection Areas. The Plan will include STATE radio  
5 frequencies that are pre-approved or available for use within the COUNTY. Requests  
6 for use of STATE frequencies and other available frequencies must be processed  
7 through the STATE CSR Command Center.

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

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

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

21 N. STATE Incident Management / COUNTY Incident Management Teams

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

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

32 Appendix Q of this Operating Plan outlines STATE IMT rotation schedule for fire and  
33 non-fire season periods. Appendix Q of this Operating Plan lists those COUNTY IMT  
34 positions, including trainees, which are **pre-approved for STATE reimbursement**  
35 when a COUNTY IMT is activated for a State Responsibility Area wildfire within  
36 COUNTY Direct Protection Area in support of the STATE Mission. When a COUNTY  
37 IMT is activated for a State Responsibility Area wildfire the County IMT will complete

1 an After Action Report (AAR) consistent with the STATE IMT After Action Report  
2 Format.

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

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

15 STATE IMT activation can occur in support of a non-wildfire incident (e.g., flood,  
16 earthquake, etc.). Participation for non-wildfire incidents is optional for COUNTY ICT  
17 members, as STATE reimbursement through the STATE Emergency Fund cannot be  
18 guaranteed in support of team activation. COUNTY will be responsible for all costs  
19 associated with STATE IMT training and team meetings.

20 STATE requests that COUNTY members on STATE IMT be made available to attend  
21 training and team meetings when scheduled.

## 22 VI. BILLING

### 23 Gray Book Billing

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

### 28 Incident Billing

29  
30 Billing for State Responsibility Area incidents within COUNTY SRA Protection Areas  
31 and out-of-county assignments at the direct request of STATE will be handled  
32 through the COUNTY and STATE administrative sections. When billings are  
33 submitted for reimbursement, the following itemized information shall be provided:

34 SEE INCIDENT INVOICE CHECKLIST Exhibit 7.

- 1 • Invoice with list of all resources being billed along with request
- 2 numbers,times, dates,rates etc.
- 3 • Aircraft cost, Helicopter Daily Cost Summary and any other aircraft back up
- 4 documentation.
- 5 • Supporting Emergency Activity Records, supporting documentation of
- 6 employee work schedules.
- 7 • Supplies being billed, copy of receipts and any other supporting
- 8 documentation (logs, sign up sheets, 213's, ROSS documentation etc.) with
- 9 name of whom from CAL FIRE approved (include "S"#'s)
- 10 • Complete Matching Reconciled Ross Reports.
- 11 • Copy of complete CAD incident report.
- 12 • If in County incident and resources above appendix A are being billed; CAL
- 13 FIRE name / supporting documentation of approvals.
- 14 • Narratives or any other backup documentation necessary to support
- 15 resources/supplies being billed.
- 16 • Copy of NFIRS report for incident.
  
- 17 • If Staffing Pattern Resources are being billed copy of Staffing Pattern
- 18 Request from CAL FIRE, copy of Appendix T with identified resources.Name
- 19 and Order Number
- 20
- 21

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

35  
36 When STATE advises COUNTY that STATE has approved and processed for  
37 payment a COUNTY invoice, COUNTY should receive reimbursement within 60 days  
38 from date of STATE notification. For those COUNTY invoices that do not receive  
39 payment after 60 days, COUNTY can contact STATE to advise of the non-payment  
40 with the STATE point of contact (see Exhibit 5 contact information)

41  
42

1                    MONTHLY ROSS ACTIVITY REPORT  
2

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

16                   FMAG APPROVAL NOTICE  
17

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

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

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

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

43                   For COUNTY point of contact to advise of incident approval and payment processing  
44                   by STATE, refer to Exhibit 5.  
45

46                   Correspondence and invoice submittal to STATE for incident reimbursement should  
47                   be mailed to the following address:  
48  
49

1 California Department of Forestry and Fire Protection  
2 2524 Mulberry Street  
3 Riverside, California 92501  
4 Attn: Deputy Chief, Contract Counties  
5

6 Payment to County for services rendered to STATE should be mailed to the following  
7 address:

8 Ventura County Fire Department  
9 165 Durley Avenue  
10 Camarillo, California 93010-8598  
11

12 Correspondence to COUNTY regarding incident billings should be mailed to the  
13 below address:  
14

15 **VII. MAINTENANCE OF SPATIAL DATA**  
16

17 State Responsibility Areas (SRA)

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

20 [http://frap.fire.ca.gov/projects/sra\\_mapping/index.php](http://frap.fire.ca.gov/projects/sra_mapping/index.php)

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

24 This update process includes;

25 Annexations

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

28 Changes affecting federal ownership

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

31 Other automatic changes

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

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

38 COUNTY should also monitor land use changes, as part of the official five year SRA  
39 review process (or for designated special reviews). Changes in land use  
40 (densification, conversion to permanent crops, or crops reverting back to wildland)  
41 which potentially impact SRA status under Public Resources Code Section 4126  
42 (Appendix R of Operating Plan) require Board of Forestry and Fire Protection

1 approval before a change in SRA classification occurs. The SRA Tracker must be  
2 used to initiate, track, and document the official process for a proposed SRA change.

### 3 Facilities and Resources Mapping

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

### 15 Fire Perimeters

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

### 23 Communities and Community Planning Efforts

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

## 38 **VIII. FIRE PREVENTION**

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

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

5 County shall provide monthly statistics outlining fire prevention inspections. Fire  
6 prevention inspections will include but not limited to defensible space inspections (LE-  
7 100 NOTICE OF DEFENSIBLE SPACE INSPECTION). Fire prevention inspection  
8 details are outlined in Appendix V.

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

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

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

32 COUNTY reporting requirements for NFIRS Incident Types 140-143, 170-173, and  
33 561 with fire origin in SRA are as follows (for information on NFIRS incident types,  
34 please refer to the NFIRS Complete Reference Guide located  
35 at <https://www.nfirs.fema.gov/system/guidelines.shtm>

36 FDID 56555

37 Complete all NFIRS required fields in the Basic Module.

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

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

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

4 State = SRA

5 County = COUNTY

6 Federal = Federal Responsibility Area

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

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

11 When COUNTY receives aid for NFIRS Incident Types 100, 110-118, 120-123, 130-  
12 138, 150-155, 160-164 because of a threat to SRA, COUNTY is required to complete  
13 the NFIRS Aid Received field and include STATE FDID in NFIRS Remarks field.

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

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

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

## 21 22 **IX. LAW ENFORCEMENT**

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

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

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

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

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

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

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

36 If COUNTY does not pursue Fire Suppression Cost Recovery for a State  
37 Responsibility Area wildfire within COUNTY Protection Areas, STATE may decide to  
38 pursue cost recovery. In such cases, STATE will advise COUNTY of such actions  
39 and determine if COUNTY wants to jointly participate with STATE in said cost

1 recovery efforts. Upon request of STATE, COUNTY shall provide copies of applicable  
2 investigational information, documentation, reports, interview records, and evidence  
3 that COUNTY has obtained through an investigation for fire origin and cause that the  
4 STATE requires in support of cost recovery efforts.

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

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

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

18 **X. FIRE PLAN**

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

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

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

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

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

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

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

## XI. GENERAL PROVISIONS

### A. Periodic Review

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

### B. Updating of Plan

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

### C. Public Information

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

### D. Augmentation or Reduction of Resources

If, during the effective period of this Operating Plan, STATE or COUNTY receives a

1 budget change (increase or decrease) that could significantly modify the provisions of  
2 this Operating Plan, a revision to the Operating Plan may be jointly negotiated.

3 E. Training

4 The department and Contract County training programs will hold periodic training  
5 meetings for the purpose of acquainting personnel with the provisions of the Contract  
6 Counties agreement, annual operating plan and the operational procedures of each  
7 agency.

8 Contract County employees are treated as CAL FIRE employees per CAL FIRE HB  
9 4009.1. The department will afford Contract County employees opportunities in  
10 formal department training sessions and or workshops based on annual training  
11 assesment needs and allocations. Those requests will be facilitated through the  
12 Region Training Coordinators. Classes of multiple week durations will be identified  
13 and cost schedules provided by the CAL FIRE Academy. i.e. HFEO, ECC, RBC, etc.

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

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

20 F. Joint Projects

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

26 G. Capital Outlay

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

30 H. Online Access to CAL FIRE Policy Handbooks

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

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