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October 13, 2026

Board of Supervisors
Kern County Administrative Center
1115 Truxtun Avenue
Bakersfield, CA 93301

**PROPOSED AMENDMENT NO. 1 TO KERN COUNTY AGREEMENT NO. 292-2026 AND
STATE AGREEMENT NO. 7CA07783 WITH CALIFORNIA DEPARTMENT OF FORESTRY
AND FIRE PROTECTION (CAL FIRE) FOR COOPERATIVE FIRE PROTECTION**

Fiscal Impact: None

The Kern County Fire Department, in conjunction with other "Contract Counties", has a long-standing agreement to provide fire protection services for the California Department of Forestry and Fire Protection (CAL FIRE) in the 1,642,600 acres of State Responsibility Area within the County. The proposed Amendment replaces Exhibit G of the previous Agreement with substantial changes and commitments for additional County resources.

The proposed Amendment will remain in effect from July 1, 2026, through June 30, 2027. Payments to the Kern County Fire Department are not to exceed the original contractual amount of \$188,000,188 over term of the Agreement.

County Counsel has reviewed the proposed Amendment and approves as to form.

Therefore, IT IS RECOMMENDED your Board approve the proposed Amendment No. 1 to Kern County Agreement No. 292-2026 and State Agreement No. 7CA07783, with California Department of Forestry and Fire Protection (CAL FIRE) to replace Exhibit G, Operating Plan, from July 1, 2026, to June 30, 2027, and authorize the Fire Chief to sign all documents necessary, subject to approval as to form by County Counsel.

Sincerely,

A handwritten signature in blue ink, appearing to read "A. Duncan", is written over a horizontal line.

AARON DUNCAN
Fire Chief & Director of Emergency Services

**FIRE PROTECTION AGREEMENT
EXHIBIT G**

**2026/2027
OPERATING PLAN**

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

**KERN 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.

Aaron Duncan, Fire Chief
Kern County Fire Department

Date

Clint Blackmon, Fire Chief
CAL FIRE Tulare Unit

Date

Kern County / CAL FIRE

Executive Summary

2026-2027

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", provide 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

The "Gray Book" is Exhibit F of the contractual agreement and is published annually. "Gray Book" provides a listing of resources funded by the State for the prevention and suppression of fires in the SRA in the Contract Counties and provides the funds to be distributed for those resources. Contract Counties are funded to provide the same level of direct fire protection as a comparable CAL FIRE Unit. This funding is also based on the objective of suppressing 95% of SRA wildland fires, which occur within County CPA at 10 acres or less.

Operating Plan

This Operating Plan is known as Exhibit G of the contractual agreement and provides guidelines and information to execute the terms of the agreement. 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 the emergency fund. Under State policy governing the use of the State emergency fund in a Contract County, incident expenditures must be approved by a CAL FIRE official.

Reimbursement

Through agreement between CAL FIRE and the Contract Counties that went into effect on July 1, 2026 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.

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- D. Staffing Pattern
- E. Move-up, Cover Behind and Statewide Response Guidelines
- F. CAL FIRE Statewide Group 3 Radio Frequency Chart
- G. SRA Wildland Fire Resource Ordering Guide
- H. Hired Equipment Reference Information
- I. Aircraft Divert Policy and Procedures
- J. FMAG Protocol
- K. Aircraft Carding guidelines
- L. Helicopter Night Fly
- M. SAFECOM Temporary Directive
- N. IMT Transfer of Command Form
- O. Delegation of Authority Template
- P. Retrograde Policy
- Q. Civil Cost Recovery Cases
- R. Defensible Space Inspection reporting guidelines
- S. County SRA Map
- T. SRA Criteria
- U. Emergency Fund Policy (3800 Handbook)
- V. Invoice Summary Sheet
- W. County Rate Sheet
- X. IROC Voucher
- Y. Incident Invoice Checklist
- Z. DINS - Damage Inspection

[Contract County SharePoint Appendices](#)

IDENTIFICATION

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

AUTHORITY

This Operating Plan is an integral part of the Fire Protection Agreement (hereinafter called the AGREEMENT) between the STATE and COUNTY dated July 1, 2026 and is described as Exhibit G within the Agreement. This Operating Plan shall be updated annually and shall be attached to and become part of the AGREEMENT as Exhibit G upon signature of all parties. Effective dates of this Operating Plan are July 1, 2026 to June 30, 2027.

PURPOSE

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

Pre-plan the STATE's response to requests from COUNTY for assistance on wildfires burning on or threatening State Responsibility Area within COUNTY SRA Protection Areas. The application of these guidelines is intended for a wildfire incident which COUNTY resources are used in support of the STATE mission.

1. Provide officers of both STATE and COUNTY guidelines for developing integrated management organization and operational / financial decision making at the scene of a STATE mission wildfire incident.
2. Ensure advance mutual understanding of the financial obligations and responsibilities of the COUNTY and the STATE.
3. Ensure that both COUNTY and STATE commit the appropriate resources necessary to control incidents at the earliest possible time consistent with current availability.

JURISDICTIONAL RESPONSIBILITIES

Lands outside State Responsibility Areas (SRA) Lands are either Local Responsibility Areas (LRA) or Federal Responsibility Areas (FRA). Wildland fire protection responsibility for these lands is not part of this Operating Plan. Although situations can exist where LRA is threatened or burned by wildland fire on SRA or FRA, the Agencies to this Agreement are not jurisdictionally or financially responsible for wildland or other fire protection on these lands. There are situations when SRA is protected by a federal agency under negotiated direct protection areas under the California Fire Master Cooperative and Fire Management and Stafford Act Response Agreement (CFMA).

ROLES & RESPONSIBILITY

Authority	Responsibilities
Administrative Unit	○ Point of contact for administrative communication, i.e., Pre-fire activities, law enforcement, environmental review, special projects, etc.. ○ Involved in mutual threat zone or initial action zone (MTZ/IAZ) development and has CAL FIRE signatory authority ○ Conducts regular training and annual meetings with Contract County ○ May respond a State Agency Representative (AREP) to state wildfire incidents within a Contract County ○ Responds as an Agency Administrator to SRA Contract County incidents with complexity ○ Emergency Command Center receives, and orders hired equipment for Contract County Incidents ○ Hired Equipment Coordinator assists Contract County with the addition of suppliers into the Hired Equipment Management System ○ Receives live fire burning (FC400) from Contract County for review and approval then sends to Region for review ○ Receives FC-400 live fire burning 48-hour notifications from Contract County and forwards to the Region Duty Officer via email and phone call ○ Receives FC-400 live fire burning notifications from Contract County then forwards to the Region Duty Officer via email and phone call on the day of burn. ○ Receives Vegetation Management Plans for review ○ Receives notification of potential property damage claims from County IC if no State AREP assigned ○ Prepare the STATE ARC cost package and submit to the State Region Civil Cost Recovery Assistant Chief when no State AREP assigned ○ Works with COUNTY to ensure that monthly and annually data is Archived appropriately ○ Identify a Unit employee to represent the Administrative Unit Concerns/needs at AOP meetings ○ Supports incidents with fireline replacement items. If items are not available, then the AREP will authorize an S# to the COUNTY for reimbursement. ○ Completes Cost Estimate when no AREP is assigned

State Agency Representative (AREP)	○ Advises State Duty Officer when to transition incident state approvals to State AREP ○ Provides approvals and documentation for state expenditures for SRA wildfires within Contract County ○ Administer resource ordering reconciliation prior to incident close-out ○ Representative of the State Region Chief, the State AREP reports to the State Region Duty Chief ○ Responsible for ensuring all interests of the State are satisfied for a specific incident. ○ Provides incident updates to the Region and Administrative Unit ○ Negotiate and approves incident cost share or cost agreements involving the commitment of state funds ○ Provides IROC reconciliation and cost share agreement to Contract County Invoicing Program, Emergency Response Billing Unit, and Cost Recovery ○ Ensure Cost Estimates are being reported for fires in the Contract Counties ○ Ensure Activity Reporting Costs (ARC) are completed and submitted to the appropriate State (CNR/CSR) Region Civil Cost Recovery ○ May coordinate with County Duty Chief on local, state, or federal Incident Management Team activation (IMT) requests ○ Coordinates with State Duty Chief on local, state, or federal Incident Management Team or ECC Support Team (ECCST) activation requests ○ May receive FMAG notifications from County Duty Chief ○ May prompt County Duty Chief regarding (FMAG, ICS-209, ROC, etc..) ○ Receives notification from County IC ○ Receives notification of potential property damage claims from County IC ○ Ensures the State Claims process is utilized for all property and vehicle damage ○ Ensures the State process is utilized for lost or damaged fireline (hose, tees, etc) equipment ○ Ensures incident financial documents are completed ○ Approve additional backfill above 50% of assigned Gray Book stations ○ Work with the Deputy Chief of Contract Counties during Extended and Major incidents ○ Ensure final Cost Share documents are loaded on to the CAL FIRE Contract Counties SharePoint Site – SharePoint – for Historical documentation.
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State Duty Chief	○ Communicates with County Duty Chief on emerging SRA wildfire incidents ○ Provides approvals for move-up, cover behind, staffing pattern activations, mobilization center activations, personnel rotations, and additional trainee positions ○ Coordinates with assigned State AREP or County Duty Chief on local, state or federal Incident Management Team or ECC Support Team activation requests ○ Receives FMAG notifications from State AREP or County Duty Chief ○ Prompts County Duty Chief regarding (FMAG, ICS-209, ROC, etc..)
County Duty Chief	○ Communicates with State AREP or State Duty Chief on emerging SRA wildfire incidents, local, state, or federal Incident Management Team (IMT), or ECC Support Team activations ○ Participates in CAL FIRE Type 1 Incident Management activation conference call ○ Notifies State AREP or State Duty Chief of FMAG submission ○ Submits staffing pattern, move-up, cover behind, or staffing pattern request to Administrative Unit Duty Chief ○ Ensures Report on Conditions (ROC), ICS-209 completion (when applicable) ○ May assign additional ICS positions to increase the level of authority due to incident complexity.
Administrative Unit Duty Chief	○ Receives County requests for staffing patterns, move-up, cover behind, or staffing patterns and submits with input to State Duty Chief
State OCC/Duty Officer	○ Point of contact for state mission resource or logistical requests when a State AREP is not assigned ○ Receives daily morning reports, and initial and final notifications for SRA wildfire incidents from County Emergency Command Center ○ Distributes SRA fire notifications to Administrative Unit Emergency Command Center, State Duty Chief, Region Civil Cost Recovery, Deputy Chief of Contract Counties, Contract County invoicing, and County ECC/Duty Officer. ○ Receives and notifies Sacramento Command Center of state power grid threat (<i>2 miles from 66kv powerlines</i>) ○ Point of contact for state approvals while traveling to and from state incidents ○ Coordinates with State Duty Chief on Contract County staffing pattern elements and distributes spreadsheet to County Emergency Command Centers ○ Receives live fire burning (FC400) from Administrative Unit for review ○ Receives FC-400 live fire burning 48-hour notifications from Administrative Unit via email and phone call ○ Receives FC-400 live fire burning notifications from Administrative Unit via email and phone call on the day of burn. ○ Advises County Duty Officer of State AREP assigned and contact information ○ Provides to State AREP the County Incident Commander contact information, incident notifications, approvals, resource orders, and any associated emails ○ Approves additional trainee requests, <i>Strike Team / Task Force Leader and Division Supervisor are already pre-approved</i> ○ Receives Hired Equipment IROC request from Administrative Unit
County ECC/Duty Officer	○ Provides initial and final notification to State Duty Officer ○ Contacts State Duty Officer for state mission resources or logistical requests- for SRA wildfire incidents when state AREP not assigned

	○ Sends daily morning report to State Duty Officer email ○ Provides live fire burning (FC400) to Administrative Unit for review and approval ○ Provides FC-400 live fire burning 48-hour notifications to the Administrative Unit Duty Officer via email and phone call ○ Provides FC-400 live fire burning notifications to the Administrative Unit Duty Officer via email and phone call on the day of burn. ○ Provides State Duty Officer the County Incident Commander contact information ○ Resource order identification/documentation if State Mission or County Mission, <i>preferably in special needs</i> ○ Document who approved resource order request if identified State Mission ○ Coordinates with County Duty Chief and/or Incident Commander for Report on Conditions and ICS 209 incident status summary submission ○ Notifies State Duty Officer of state power grid threat (<i>2 miles from 66kv powerlines</i>) ○ Using the state intercom provides aircraft dispatching script (FC-106) information for requesting aviation resources to the State Operations Coordination Center ○ Assists in logistical support ECC Support Team, when activated ○ Ensure entry of resources orders in IROC in accordance with California Mobilization Guide and/or IROC Business Practices ○ Notify of an approved OES Preposition via email to the STATE Duty Officer of the type of resource(s), location(s) and commitment period via an email and notify once terminated. ○ Places orders for hired equipment in IROC to the Administrative Unit, exception; Immediate need Fireline Water Tenders and Dozers are placed to the Region OCC ○ Approve additional backfill above 50% of assigned Gray Book stations, if no AREP assigned ○ If a formal closeout is determined by an IMT, the County ECC should participate in this review process ○ Communicate with State Duty Officer when Staffing Pattern elements are assigned to a State Incident, or unable to stay committed
State Intel	○ Coordinates with County Duty Chief, Incident Commander or County Duty Officer for Report on Conditions (ROC) or ICS 209 Incident Status Summary submissions
Contract County Invoicing	○ Receives and processes Gray Book, augmentation, and incident invoices ○ Coordinates with Contract County finance and invoicing staff ○ Notification to County Finance of FMAG billing deadlines
County Finance	○ Submits Gray Book, augmentation, and incident invoices to State Invoice program ○ Coordinates with Contract County Invoicing ○ Communicate with COUNTY and STATE AREP to clarify invoicing and incident Cost Shares ○ If a formal closeout is determined by an IMT, the County Finance should participate in this review process

County Incident Commander	○ Tracks and/or identifies resources under county (local), state or federal mission ○ Ensure resources ordered for the STATE Mission comply with the AOP processes ○ Communicate with COUNTY and STATE Finance to clarify invoicing and incident Cost Shares ○ Coordinates with County Duty and/or County ECC/Duty Officer on state mission resource requests when no State AREP is assigned ○ Coordinates with State AREP on state expenditures and state mission resource requests ○ Provides information for Report on Conditions (ROC), ICS-209 or FMAG ○ May be involved in cost share/agreement discussions ○ May be involved in CAL FIRE Incident Management Team conference call ○ Notifies County ECC/Duty Officer of state power grid threat (<i>2 miles from 66kv powerlines</i>) ○ Notifies STATE AREP or STATE Administrative Unit Duty Chief (if AREP not assigned) of potential private property damage claim against the State of California ○ Participates in IROC Reconciliation with State AREP, <i>may assign to designee</i> ○ Collaborate with State AREP and County invoicing to reconcile IROC/Cost Share agreements and cost recovery ○ Provides IROC reconciliation and cost share information to County Finance ○ Perform damage inspections – See Appendix Z
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County Law Enforcement/ Investigations	○ Complete origin and cause investigations and determine fire cause trends. ○ Fire Investigators will document origin and cause investigations on 10-Category Report. ○ Fire Investigators will submit a Draft 10-Category Reports within 90 days of incident end date to the Region Fire Prevention/Law Enforcement Deputy Chief or designee. ○ Continue to maintain qualified Wildland Fire Investigators (INVF). ○ Investigate all FMAG fires and seek reimbursement if applicable. ○ Complete the monthly SRA fire reporting spreadsheet. ○ Contact the Administrative Unit Fire Prevention Bureau Chief and/or Region Fire Prevention/Law Enforcement Duty Chief for: ○ Complex investigations ○ Investigations requiring additional support including professional experts ○ Investigations that reveal a violation of law or an act of negligence with a responsible party, and criminal or cost recovery action will be taken ○ Arson series identified
County Pre-Fire Management	○ Conduct, track and submit defensible space inspections data to title 14 1299.03 standard ○ Complete annual Fire Plans ○ Complete SRA review, <i>every 5 years</i> ○ Attend Annual Pre-Fire Management meeting ○ Attend Pre-Fire Management conference calls ○ Submit a monthly export file from the COUNTY NFIRS software by the 15th of the following reporting month using the Bulk Import Utility (BIU) ○ Submit Final submission of NFIRS reports for the entire year to STATE by ○ February 15th for the following reporting year
Deputy Chief Contract Counties	○ Assists CAL FIRE Training with the annual training course allocations and the distribution of the annual training assessment needs to the COUNTY ○ Annually distributes Aircraft Carding information ○ Facilitates Annual AOP Meetings ○ Distributes information and notifications to the Contract Counties ○ Coordinates with CAL FIRE Programs associated with the Contract Counties ○ Coordinates and distributes reimbursement information/guidance to County finance ○ Shares regional and statewide training course information ○ Assists State Agency Representative (AREP) on extended and major incidents ○ Assists CAL FIRE Incident Management Teams. That are deployed to the COUNTY. ○ Work with the Administrative Unit's Designee to ensure the Annual Operating Plan (AOP) is clear and effective

OPERATING PROCEDURES

A. Notification

All contact information for STATE and COUNTY personnel can be found in the [Contract County SharePoint](#).

Morning Report

- South Ops/ North Ops OCC will distribute morning report to COUNTY.
- Administrative Unit will distribute their morning report to their respective COUNTY.

Initial Notification – COUNTY to STATE

Any fire on or threatening SRA

- Notification to occur via email to the STATE Duty Officer using Appendix C within one hour of initial dispatch
 - Reimbursable incidents/resources must be entered into IROC following times set forth in the California Mobilization Guide

Unit Notification

- STATE Duty Officer will advise the Administrative Unit Emergency Command Center (ECC), STATE Duty Chief, STATE Contract County Deputy Chief, STATE Contract County Cost Analysts and County ECC/Duty Officer.
- Notification will be via email and consist of the Initial Notification received from the COUNTY as well as any subsequent updates and correspondence concerning the incident.

State Power Grid Infrastructure Threat Notification

- When a wildfire within COUNTY SRA Protection Area is a threat to the State Power Grid Infrastructure, COUNTY will advise the STATE Duty Officer of the threat. For a wildfire to be considered a threat, the wildfire location must be within 2 miles of transmission lines rated 66KV or greater. [Procedure 8183-8](#)

FEMA Fire Management Assistance Grant (FMAG) notification

- COUNTY will advise the STATE Duty Chief. (refer to Appendix J)

B. Response

A reasonable effort will be made to utilize the closest most appropriate suppression resource.

Aviation

- STATE may provide aircraft for SRA incidents within COUNTY
- Pre-approved fixed wing and rotor wing aircraft are identified in Appendix A
- Requests for aircraft will be via the Region intercom system and electronic FC-106.
- COUNTY may utilize its own aviation and personnel provided they are properly carded. (Appendix K).

No-Divert

- When COUNTY has STATE assigned aircraft assigned on a wildfire incident those aircraft may be diverted by the Region OCC to a new wildfire start unless an aircraft “No Divert” has been declared.
- A “No Divert” must be requested over the Region Intercom and is for the direct and immediate threat to firefighting and/or civilian personnel lives. (see Appendix I). A No Divert is re-evaluated every 30 minutes.

Night Flying Operations

- COUNTY aircraft can be utilized for the STATE firefighting mission at night and may be eligible for STATE reimbursement. (Appendix L)

Handcrews

- STATE may provide hand crews for SRA incidents within COUNTY
- STATE hand crews that are located within COUNTY on regular work assignments will be considered “under COUNTY control” for the purposes of initial attack dispatching. COUNTY may directly dispatch these hand crews and then notify the STATE Administrative Unit.
- Requests for additional hand crews will be placed with the STATE Region OCC.

Initial Attack

Gray Book Staffing Funds Engines Dozers, Crews, Dispatch, Prevention and Pre-Fire Management

- Pre-Approved Resources listing - COUNTY resources (Appendix A) approved for state mission and reimbursement on an initial attack response
 - Augmented resources such as helicopters, hand crews, engines, water tenders and overhead from adjoining counties for STATE mission must be ordered through the Region OCC.
 - a) Only fire station locations, configurations, apparatus, and personnel locations authorized in the Gray Book are recognized by the STATE for purposes of administration of the AGREEMENT and payment of Gray Book invoices.

Mutual Threat Zones/Initial Action Zones

STATE supports COUNTY in the use of agreements or operating plans to achieve successful initial attack.

- Agreements entered into by COUNTY with local cooperators (federal, state, and local government) in which COUNTY will be seeking STATE reimbursement, a STATE endorsement of these agreements shall occur with the point of contact being the Administrative Unit.
 - When COUNTY negotiates these agreements, they shall not deviate from provisions set forth in this Operating Plan.
 - A copy will be provided to the Administrative Unit and Deputy Chief of Contract Counties.
 - Non-COUNTY resources are considered regular mutual aid
- Initial attack forces between COUNTY and adjoining counties, including STATE units, within pre-designated zones (e.g. SOLAR, PROS, Santa Suzana Pass IAZ, LABERDU, Hungry Valley, etc...) use pre-determined notifications and direct communications between the involved command/dispatch centers for initial attack.

Extended Attack or Major / Multi-Operational

- It is the responsibility of the COUNTY to determine which resources are being used in support of the STATE mission or COUNTY Mission.
- Initial Attack approved resources will be transitioned to extended attack resources if being used for State Mission.
- Additional state mission resource requests or logistical needs must be approved by STATE. The STATE Duty Officer is the point of contact for approvals until the arrival of a STATE AREP.
- It is the responsibility of the COUNTY to ensure that the IROC orders identify the “Mission” in special needs. (i.e. State, County, Federal)
- For a wildfire located in two or more jurisdictions, the COUNTY needs to determine when COUNTY resources are protecting SRA within COUNTY Protection Area

Cost Share/Agreement

A cost share will be developed on any incident where the department shares jurisdictional responsibility with another wildland fire protection agency and where sharing of suppression costs is appropriate. The Incident Commander, Agency Administrator, or Agency Representative is the incident authority related to cost share decision making. Cost share/agreements will conform to provisions and methods detailed in CAL FIRE policy.

Depending on Incident type and jurisdictions involved, a cost share agreement may be the most appropriate method to determine responsibility and sharing of costs. Four different methodologies are accepted for sharing costs for fires with multi-or single jurisdictional responsibility. These methods include:

Initial Attack – During initial attack, resources are dispatched per established Annual Operating Plans to multi-jurisdictional fire. The fire is controlled with initial attack resources and agency administrators/representatives may agree to share cost for resources typically not covered under mutual aid, such as aircraft, within the initial 24-hour response period. Cost share agreement may be needed if the incident goes beyond the Mutual Aid/Initial Attack period as specified in the local agreement.

You Order You Pay (YOYP) – Each agency is financially responsible for the resources they order, regardless of where they are used on the incident. This does not preclude the operational sharing of resources. If there is a negotiated deviation for specific resources ordered, financial responsibility should be specified in an expressed clause in the agreement.

Clarified ‘You Order You Pay Method’ does not preclude the sharing of resources for operational efficiency. Such instances are then addressed in exemption clauses for the same incident's cost share.

Acres Burned – Costs are shared based on the acreage percentage of the fire within an agency’s Direct Protection Area (DPA). This method is used when agencies’ responsibilities, objectives, and suppression costs are similar.

Cost Apportionment – Costs are shared based on the suppression effort expended to protect each agency’s Direct Protection Area (DPA), including the threat to another agency’s DPA. This is a more complex system for identifying agency cost share and will require specific knowledge and skills to facilitate.

Non-Billable Cost Share – Methodology for operational delineation on primarily initial attack incidents.

Incident Management

COUNTY in coordination with STATE will establish a management organization designed to meet the complexity of the incident.

The COUNTY Duty Chief, STATE AREP and STATE Duty Chief will maintain regular contact as the incident size or complexity increases to coordinate incident support and resource availability.

STATE may assign additional ICS positions to increase the level of authority due to incident complexity.

Depending on complexity and availability, a COUNTY Type 3 Incident Management Team or organization maybe considered with STATE concurrence.

If a COUNTY Incident Management Team (IMT) is activated for an SRA wildfire, a post-incident summary document will be provided to the Administrative Unit. *Example template is available on the [Contract County SharePoint](#) or available upon request.*

When it is determined a formal incident close-out is occurring a representative from STATE and COUNTY Financial Management Division and dispatch should be in attendance to assist with resource order review.

Incident Communications

Appendix F lists pre-approved or available radio frequencies that may be used during COUNTY SRA incidents. Requests for use of STATE frequencies or other available frequencies must be processed through the STATE Region OCC.

The COUNTY is expected to use an interagency radio system to provide safe and efficient use of STATE resources assigned to the incident. STATE and COUNTY agree to allow the joint use of radio frequencies under their control for incident operations. If a Mutual Threat Zone / Initial Action Zones planning committee such as SOLAR, PROS or LABER exists, a communications plan shall be developed and approved in conjunction with COUNTY and STATE.

STATE Incident Management Teams

COUNTY may request a STATE Incident Management Team (IMT) to assume incident management responsibilities or provide incident management support.

- Prior to assuming incident management, STATE IMT IC will meet with COUNTY Fire Chief or designee to receive a COUNTY Agency Administrator Incident Briefing (see Appendix N for IMT transfer of command form) and
- Delegation of Authority and/or Letter of Expectation considerations (see Appendix O)
- COUNTY and STATE AREP, STATE Administrative Unit discuss with IMT
 - An IMT Conference Call may occur prior to IMT transfer
 - a) While assigned, STATE IMT IC will report directly to the assigned Agency Administrators

STATE ECC Support Teams

COUNTY may request or the STATE may choose to send a STATE ECC Support Team to the COUNTY dispatch or command center. This team will assist COUNTY in the coordination and processing of requests for resources in support of an incident's STATE Mission. State ECC Support Team's direct report is the dispatch or command center supervisor. The requesting agency will be responsible for logistical support. If unable to logistically support coordinate with assigned State AREP.

When COUNTY personnel are assigned to a STATE ECC Support Team, a rental car appropriate for the assignment, as well as reasonable lodging and meals, is reimbursable.

Incident Support

STATE will directly provide for or reimburse the COUNTY for all necessary support costs for an incident. Approval of these costs must be obtained from the STATE AREP in advance. Proper documentation must be assured when the COUNTY is to pay the provider directly and then seek reimbursement from the STATE. When in coordination with COUNTY, STATE may make payments directly to vendors/supplier providing such services and commodities use the following STATE reporting structure and service location coding that has been assigned for COUNTY SRA incidents:

	Billing Code	Service Loc	Reporting Str.
Kern	013811	00902	35404007
LA	013813	00904	35404003
Marin	013810	00901	35401003
Orange	013814	00905	35404004
Santa Barbara	013812	00903	35404005
Ventura	013815	00906	35404006

Invoices should be presented directly to the STATE AREP at the incident with vendor/supplier invoices and purchase documents turned into the STATE Administrative Unit for processing. STATE rules and regulations governing incident retrograde will be followed when addressing surplus supplies and foodstuffs (see Appendix P.

Trainees

Operating Plan provisions pre-authorize COUNTY to assign a Strike Team Leader "Trainee" as part of a COUNTY strike team (any resource) or Division Supervisor trainee when ordered in support of the STATE Mission.

All other trainee assignments will require STATE approval by the STATE AREP if assigned or STATE Duty Officer if COUNTY intends to seek reimbursement. COUNTY shall consider the criteria stated in the Operating Plan glossary of terms for "Trainee" when assigning COUNTY personnel as trainees.

Hired Equipment

Whenever it is determined necessary to hire private equipment in support of an incident, approvals and coordination for such hires will be obtained prior to hiring through the STATE AREP or the STATE Duty Officer pending the arrival of the STATE AREP. (Appendix H)

Orders will be placed through the Administrative Unit using IROC unless an ECC Support Team has been activated. The Administrative Unit or ECC Support Team will use the Hired Equipment Management System (HEMS) for hired equipment ordering.

Exception: When ordering immediate need Fireline water tenders and dozers place the IROC request to the Region OCC for processing. (reference CAL FIRE Procedure 8141-2)

When a STATE IMT is assigned to a COUNTY SRA wildfire, STATE IMT will establish ordering protocols with COUNTY of private hired equipment and incident support ordering.

In coordination with STATE, private COUNTY equipment maybe used when Hired Equipment resources are at drawdown and date and time cannot be met. The reimbursement rates for COUNTY equipment are on file.

Suppression Repair

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

Mobilization Center

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

Location: Kern County Camp 8, Tehachapi

STATE Resources Prepositioned for the STATE Mission

The STATE Duty Officer will notify the COUNTY when resources are pre-positioned within COUNTY. These resources are under STATE command and control and are requested through the Operations Coordination Center if needed.

Special Staffing Patterns

When conditions exist, increasing wildfire threat COUNTY may request STATE to approve a special staffing pattern to supplement COUNTY's initial attack capabilities. See Appendix D for direction.

In-County move up and cover behind

When a Contract County has one or multiple wildfires occurring in COUNTY SRA resulting in Gray Book stations being uncovered a move up and/or cover behind maybe requested. See Appendix E for direction.

State Resources Move-Up within County

When COUNTY requests move up of resource from STATE (engines, crews, dozers) in support of STATE mission, STATE resources will be under COUNTY command and control and maybe direct dispatched within COUNTY.

Out of county assignments

Resource ordering

COUNTY resources (equipment and personnel) requested directly by STATE Region OCC for out-of-county assignments for a STATE Mission incident will be Assistance-by-Hire (ABH). No backfill authorized since the County rates encompass backfill costs.

The resource request should clearly state, preferably, in the “Special Needs” box that the assignment is “ABH for the STATE Mission” in order to facilitate reimbursement and to differentiate the resource order from a California Fire Assistance Agreement (CFAA) order. Information in the documentation section of IROC will also suffice.

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

MULTI-AGENCY COORDINATION SYSTEM RESOURCE DESIGNATION SYSTEM

If needed, additional STATE authorized numerical Strike Team identifiers may be issued by the STATE Duty Officer.

For COUNTY strike teams ordered by STATE, COUNTY may include a strike team/task force leader trainee position with reimbursement by the STATE pre-authorized. When a trainee is assigned, COUNTY will advise STATE and ensure the proper IROC entries have been performed to add the trainee position to the strike team order/request number. Individuals serving as strike team leader trainee shall be qualified under California Incident Command Certification System (CICCS) guidelines governing trainee assignments.

COUNTY resources hired as ABH for the STATE Mission will be reimbursed based on COUNTY rate schedules as agreed to by STATE and COUNTY. Staffing on engine companies will be reimbursed for up to four persons limited to rates for; one Fire Captain, one Fire Apparatus Engineer and two firefighters.

There will be a CAL FIRE expectation that the Contract County resource will be available for a *(14) fourteen-day assignment period*. If an assignment extension is requested, the COUNTY and STATE will coordinate. Extension decisions should be made no later than four days prior to the fourteen-day assignment period being reached.

Rotation of personnel will be coordinated with CAL FIRE through the appropriate STATE Duty Officer if not already being handled at the incident. The STATE Duty Officer will document in IROC any items requiring reimbursement.

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 STATE mission 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.

Travel

For Overhead out-of-county assignments that require ground transportation support a rental car appropriate for the assignment is reimbursable, the amount not to exceed the [DGS OFAM](#) rental car rate. If personal owned vehicle is used the IRS mileage reimbursement rate will be used.

Air transportation authorization and coordination **shall** occur with the STATE Duty Officer and require IROC documentation for reimbursement purposes.

When requested by STATE for an out-of-county assignment, meals and lodging incurred by COUNTY personnel traveling to and from the wildfire are eligible for STATE reimbursement. Cost of meals and lodging will be reimbursed based on submitted COUNTY travel policy.

Meals and lodging are pre-approved while in travel status, if needed. Personnel must obtain an S#, at incident, for any reimbursable costs. Any reimbursable cost must be accompanied by an S# that is documented in IROC. STATE Duty Officer will be the contact for issues arising as COUNTY resources are traveling to and from SRA incidents.

At incident / At assignment

Once COUNTY resources or personnel arrive at the incident, under ABH for STATE Mission, they will be logistically supported by the STATE. For COUNTY to be eligible for meals and lodging reimbursement while on an incident, STATE IC, STATE AREP, or FSC must approve such expenses.

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

For COUNTY personnel assigned to the STATE Region OCC, STATE will be responsible for providing feeding and lodging when possible. If, when assigned to the STATE Region OCC, COUNTY personnel must expend COUNTY funds to support feeding and lodging, and will be requesting reimbursement from STATE, COUNTY personnel shall ensure documentation in IROC Resource Order that expenditures were authorized by STATE.

Reassignment

STATE Mission to STATE Mission: When a COUNTY ordered strike team / task force, ordered under ABH STATE Mission, has been identified for reassignment, STATE will contact COUNTY to determine if the reassignment can be supported, COUNTY will have final approval. Reassignment in IROC will take place through the STATE Region OCC.

STATE Mission to Federal/Local Mission: When a COUNTY ordered strike team / task force, ordered under ABH STATE Mission, has been identified for reassignment to a Federal or Local Mission Incident the resource must be released in IROC and re-ordered using the California Master Mutual Aid Ordering System (aka OES ordering system) routing in IROC.

CFAA Ordered Resource to ABH State Mission: When COUNTY resources are ordered under CFAA and then identified for reassignment for ABH State Mission the resource must be released in IROC and re-ordered using the STATE Wildland Ordering routing in IROC.

CFAA Resource Requests

[CFAA](#) may apply for the use of local agency resources (excluding COUNTY resources) by COUNTY when responding to SRA incidents within COUNTY. Approval shall be obtained from STATE Duty Officer or STATE AREP.

Cal OES resources assigned to COUNTY, will be reimbursed under CFAA provisions when responding to SRA incidents under STATE Mission within COUNTY.

Under CFAA there is a mutual aid or “no cost” time-period (12 hours), time after that period being eligible for reimbursement per established guidelines.

The STATE AREP will coordinate with STATE Mission CFAA ordered resources and sign Emergency Activity Record (F-42) or Mutual Aid Reimbursement System (MARS).

Local Government Interactions

On SRA within COUNTY, Local Government has jurisdictional responsibility for protecting Local Government interests (e.g. public safety, structures, improvements, etc...), STATE does not have the authority to reimburse Local Government for resources ordered for local mission (aka LRA).

These resources may be reassigned to COUNTY in support of the incident's STATE Mission and may be eligible for STATE reimbursement consideration when approved by STATE. Documentation shall occur by the incident in order to be identified for STATE reimbursement verification. Unless a STATE endorsed agreement exists between COUNTY and Local Government that identifies method or reimbursement, then CFAA provisions will be applied.

OES Prepositions

If COUNTY is providing resources for an OES Preposition, COUNTY must still meet the obligation of covering Gray Book stations and resources for the purposes of providing initial attack and fire protection to the COUNTY SRA.

When COUNTY has an OES Preposition approved, COUNTY shall notify the STATE Duty Officer via email of the type of resource(s), location(s) and commitment period via an email and notify once terminated.

COUNTY members of STATE Incident Management Teams (IMTs)

COUNTY personnel may be assigned to STATE IMT's. COUNTY members of a STATE IMT are required to stand-by on an assigned rotational basis throughout the year. There is no compensation by STATE for COUNTY IMT members while on stand-by status. The STATE IMT rotation schedule and current rostered positions are available on the [Contract County SharePoint](#) or upon request. COUNTY personnel in trainee positions on the current STATE IMT roster are considered pre-approved for STATE reimbursement when activated.

Upon activation all IMT members are required to respond within 60 minutes after notification by their team supervisor. When a STATE IMT is placed on "hard cover", time spent by COUNTY members beyond normal work hours, are eligible for STATE reimbursement. Refer to out of county assignment section for [Travel](#). Cost incurred by COUNTY for IMT members placed on "hard cover" status will be reimbursed in accordance with COUNTY MOU and policy governing employee compensation for availability beyond normal work hours

STATE IMT activation can occur in support of a non-wildfire incident (e.g. flood, earthquake, pandemic, etc...). Participation for non-wildland incidents is **optional** for COUNTY members of a STATE IMT, as STATE reimbursement through the STATE Emergency Fund cannot be guaranteed in support of team activation for non-wildfire incidents.

STATE requests that COUNTY members on STATE IMTs be made available to attend training and team meetings when scheduled. COUNTY will be responsible for all costs associated with STATE IMT training and team meetings.

STATE Intelligence Reporting

Report on Conditions (ROC) – A ROC is an internal intelligence program utilized by the STATE to communicate incident status updates to CAL FIRE Executives.

COUNTY will keep STATE Intel informed of incident activity and potential. Communication of all incident information will be provided to STATE Intel by entry into the [ROC application](#). The STATE Intel Officer may contact the COUNTY Duty Chief or designee for subsequent incident updates.

COUNTY is required to complete the Incident Status Summary (ICS-209) for qualifying incidents. COUNTY will submit ICS-209 at 0600 hours and 1800 hours, or as needed, to support Intel reporting (refer to current California Interagency Mobilization Guide). If deadlines will not be met a phone call must be given to STATE Intel at (530) 224-6901 for Northern Region or at (951) 320-6246 for the Southern Region.

The STATE will provide the COUNTY the following Intel Incident Awareness and Assessment (IAA) products upon request: Fire perimeters, thermal imaging, high-resolution imagery overlay, full motion narrated or unnarrated video, lightning reconnaissance, and damage inspection. Requests can be made by contacting the IAA Duty Officer at (530) 221-1018 for Northern Region or at (951) 656-1679 for Southern Region. Products will be delivered to requested recipient and lightning reconnaissance products to the IAA email distribution list. COUNTY will maintain an IAA email distribution list and update it annually.

Tactical Analyst support products are available upon request through your local admin unit's Research Data Specialist II. Tactical Analyst access is available in support of the STATE mission. Additional products such as risk forecasts and fire simulations are available on the [Contract County SharePoint](#) site.

Losses or Damage on an Incident

The STATE will only be responsible to replace COUNTY property or equipment lost or damaged on an incident to the extent allowed in 3800 Incident Fiscal Management policy for the Emergency Fund.

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

For COUNTY SRA incidents the STATE AREP or STATE Duty Officer will serve as point of contact in resolving damaged or lost property/equipment issues. For property/equipment damage involving COUNTY aviation assets a report will be submitted via the SAFECOM system. (see Appendix M).

When on a COUNTY SRA incident and the COUNTY IC becomes aware of a potential private property damage claim against the State of California, COUNTY will notify the STATE AREP, or their STATE Administrative Unit Duty Chief, if no STATE AREP is assigned.

For private property damage that resulted from firefighting activities and could not be repaired by the incident the property owner can contact the California Government Claims Program at 1-800-955-0045 or request a claim form at: <https://www.dgs.ca.gov/ORIM/Services/Page-Content/Office-of-Risk-and-Insurance-Management-Services-List-Folder/File-a-Government-Claim>

IROC Reconciliation

The goal of this review is to reconcile resource ordering history in support of incident invoicing and in preparation for any litigation and/or auditing inquiries. Prior to incident close out, the STATE AREP and COUNTY will review incident orders to determine approval for STATE reimbursement.

At a minimum, the review will include the following:

- Name of CAL FIRE person who authorized each STATE expenditure
- IROC Order and Request number validation
- Validation, Identification, and documentation of ABH vs CFAA resources
- Identification of State Mission resources
- In-County and Out-of-County assignments confirmed

Upon completion of resource ordering review, a copy of the resource ordering documentation which identifies resources eligible for STATE reimbursement shall be forwarded to the STATE Deputy Chief, Contract Counties.

When it is determined a formal incident close-out is occurring, a representative from STATE and COUNTY Financial Management Division and dispatch should be in attendance to assist with resource order review.

If any discrepancies are discovered in IROC (resources, dates, times, supplies, etc....) they are to be corrected using the IROC Resource Voucher or IROC Supply Voucher (Appendix X) and signed by both the COUNTY and STATE representatives.

REIMBURSEMENT

In order to meet the States mission of keeping 95% of all Wildland fires at 10 acres or less, the *closest resources concept* applies to all “In County” incidents. This includes initial Attack, Extended Attack, and Major/ Multi-Operational Incidents and are listed below.

The STATE will not arbitrarily deny a COUNTY request for reimbursement consideration and shall consider the operational needs of COUNTY and STATE’s ability to provide operational support to COUNTY when approving reimbursement requests. COUNTY will contact the STATE Duty Officer or the assigned STATE AREP when COUNTY believes conditions exist that allow for STATE reimbursement for COUNTY resources assigned to protect SRA within COUNTY SRA Protection Areas. It is the responsibility of COUNTY to contact STATE.

COUNTY IC will identify those COUNTY resources that are being used and approved in support of the STATE Mission. Reimbursement will be based on the COUNTY resources (equipment and personnel) listed in Appendix W (County Rate Sheet). Travel Reimbursement Policy will be submitted annually for review to Contract County Invoicing.

Criteria for approvals and reimbursement will follow STATE’s Emergency Fund Use Policy (Appendix U) and this Operating Plan when determining what COUNTY resources may be eligible for reimbursement.

Closest Resource Concept

- It is recognized that a COUNTY response to “in-county” incidents is a combination of Gray Book funded resources and non-Gray Book resources, i.e. COUNTY/local government.
- Gray Book resource allocation applies to “In-county” incidents and pre-approved resources (Appendix A).
- Preapproved resources may be Gray Book funded or COUNTY/local government.
 - This is an effort to apply the closest resource concept and maintain operational readiness for new incidents.
 - STATE approved non-Gray Book resource reimbursement are during extended attack and major/multi-operational incident.
 - Appendix A resources will be reimbursed in Initial Attack

Crews/Dozers

- For all STATE SRA Incidents, time of dispatch reimbursement applies, no Approval required.
- County funded crews/dozers are reimbursable from initial dispatch using assistance by hire rates (Appendix W).
- Gray Book crews/dozers are eligible for reimbursement outside of budgeted timeframes/daily schedule, for incident-related unplanned overtime.
- Dozer Tender personnel and equipment cost is reimbursable

Aviation

- COUNTY aircraft listed in Appendix A – Actual personnel and aircraft operating rates from time of initial dispatch. Aircraft billing based on aircraft HOBBS hours during initial and extended attack.
- When COUNTY aircraft is assigned in-county major/multi operational incident or out-of-county for a STATE mission, COUNTY will receive the greater of the minimum daily hours or Hobbs meter (flight) time for aircraft equipment reimbursement unless the time assigned for the day is less than 9 hours. See current FC-107CC for minimum daily hours.
- All non-Appendix A aviation resources utilized on an SRA incident seeking reimbursement must have STATE approval
- Helitender personnel and equipment cost is reimbursable

Special Incident Reimbursement requiring STATE approval:

- Move-up (Appendix E)
- Back Fill for beyond 50% of Gray Book assigned incident resources
- Mobilization Centers
- Expanded dispatch staffing
- Staffing pattern (Appendix D)
- Trainee assignments (pg10), Strike team leaders and Division Supervisor trainees do not require approval. All other trainee assignments require STATE approval.
- Fire investigation, *outside of the initial investigation*

Reimbursement is calculated by each individual incident period and is not retroactive unless otherwise stated.

COUNTY Initial Attack Incident Period

(incident start time to the 2-hour mark)

- Personnel, Engines, Dozers, and Crews are funded through Gray Book. Additional COUNTY resources are approved for initial attack response (Appendix A) or approved by STATE on incident are eligible for STATE reimbursement.
 - Gray Book resources equipment costs are not reimbursable
- For all STATE approved non-Gray Book resources or Appendix A pre-approved resources, *outside of crews/dozers/aviation*, the resources will be reimbursed for the Unplanned Overtime utilizing Appendix W (County Rate Sheet).
 - Equipment costs are not reimbursable

COUNTY Extended Attack Incident Period

(From 2-Hour mark to next operational period)

- COUNTY resource reimbursement by STATE:
 - Gray Book and Appendix A resources are approved by STATE
 - Gray Book resources are reimbursed for unplanned overtime
 - Gray Book resources equipment costs are not reimbursable
- For all STATE approved non-Gray Book resources or Appendix A pre-approved resources, outside of crews/dozers/aviation, the resources will be reimbursed for the Unplanned Overtime utilizing Appendix W (County Rate Sheet).
 - Engine equipment costs are reimbursable.
- Specialized Equipment Costs: reimbursable when approved by STATE
 - Fireline Water Tenders, Overhead Vehicle
 - Gray Book Station Backfill: (personnel and equipment)
 - 50% of assigned COUNTY Gray Book stations are approved for immediate backfill and may be utilized at locations where COUNTY sees fit.
 - Additional backfill as appropriate with the approval of the STATE Duty Officer or AREP.
 - Multiple wildfires and/or an extended attack wildfire involving SRA is burning within and/or outside COUNTY;
 - The number of COUNTY resources assigned to SRA wildfires has caused a significant drawdown on COUNTY resources available to support additional initial attack and/or extended attack incidents within COUNTY;
 - Payment stops when Gray Book engines are released or available at scene.
 - Reimbursable backfill personnel will complete an activity report
- Logistical Support – eligible for reimbursement with approval by STATE
 - Equipment costs are reimbursable

COUNTY Major / Multi-Operational Incident Period

(Start of next operational period to the completion of the incident)

- COUNTY resource reimbursement by STATE:
 - Gray Book resources are reimbursed for unplanned overtime and equipment costs.
 - Non-Gray Book and/or Appendix A resources, approved by the STATE, will be reimbursed as Assistance by Hire (ABH) for the duration of their commitment to the incident.

- Gray Book Station Backfill: (personnel and equipment)
 - 50% of assigned COUNTY Gray Book stations are approved for immediate backfill and may be utilized at locations where COUNTY sees fit.
 - Additional backfill as appropriate with the approval of the STATE Duty Officer or AREP.
 - Multiple wildfires and/or an extended attack wildfire involving SRA is burning within and/or outside COUNTY;
 - The number of COUNTY resources assigned to SRA wildfires has caused a significant drawdown on COUNTY resources available to support additional initial attack and/or extended attack incidents within COUNTY;
 - Payment stops when Gray Book engines are released or available at scene.
 - Reimbursable backfill personnel will complete an activity report
- Logistical Support – eligible for reimbursement with approval by STATE
- Aircraft - When COUNTY aircraft is assigned for a STATE mission, COUNTY will receive the greater of the minimum daily hours or Hobbs meter (flight) time for aircraft equipment reimbursement unless the time assigned for the day is less than 9 hours. See current FC-107CC for minimum daily hours.

Approved Rates (Appendix W)

- COUNTY will submit annual, *or as updated*, equipment rate schedules for review and approval by STATE.
- Rates on file with STATE at time of initial dispatch will be used to reimburse COUNTY.
- COUNTY ABH rates utilized will be the CFAA rates with the exception that rates shall include charges for 24 hours per day for both personnel and equipment ordered and approved by STATE.
- Reimbursement will be based on a “wet” rate.

Out of County Assignment Reimbursement

COUNTY resources (equipment and personnel) requested directly by STATE Region OCC for out-of-county assignments for a STATE Mission incident will be Assistance-by-Hire (ABH) and are billable portal to portal from time of dispatch. No backfill authorized since the County rates encompass backfill costs.

COUNTY crew, engine and dozer strike teams assigned out of county as a 9000 series are pre-approved for meals and lodging to and from incident, if needed. Personnel must obtain an S# for any reimbursable costs. . Any reimbursable cost must be accompanied by an S# that is documented in IROC.

When COUNTY aircraft is requested for out-of-county assignments for a STATE mission, reimbursement for each day, COUNTY will receive the greater of the minimum daily hours or Hobbs meter (flight) time for aircraft equipment reimbursement unless the time assigned for the day is less than 9 hours. See current FC-107cc for minimum daily hours.

Staffing Pattern Reimbursement

Unplanned overtime for Gray Book Resources, no reimbursement for equipment costs. COUNTY resources approved by STATE are assistance by hire and equipment costs are reimbursable.

COUNTY based on Incident Operations will decide when it is appropriate to transition a staffing pattern resource to an Incident Order number. When COUNTY crews are assigned to a staffing pattern, meals and lodging are approved. The cost of meals and lodging will be reimbursed based on submitted COUNTY travel policy.

Travel Reimbursement

For Overhead out-of-county assignments that require ground transportation support a rental car appropriate for the assignment is reimbursable, the amount not to exceed the [DGS OFAM](#) rental car rate. If personal owned vehicle is used the IRS mileage reimbursement rate will be used.

Air transportation authorization and coordination **shall** occur with the STATE Duty Officer and require IROC documentation for reimbursement purposes.

When requested by STATE for an out-of-county assignment, meals and lodging incurred by COUNTY personnel traveling to and from the wildfire are eligible for STATE reimbursement. Cost of meals and lodging will be reimbursed based on submitted COUNTY travel policy. Meals and lodging are pre-approved while in travel status, if needed. Personnel must obtain an S#, at incident, for any reimbursable costs. Any reimbursable cost must be accompanied by an S# that is documented in IROC. The STATE Duty Officer will be the contact for issues arising as COUNTY resources are traveling to and from SRA incidents.

BILLING

Gray Book Billing

When submitting Gray Book invoice use line-item description Fiscal Year (insert year) Wildland Fire Protection.

Incident Billing

Billing for SRA incidents within COUNTY SRA Protection Areas and out-of-county assignments at the direct request of STATE will be handled through the COUNTY and STATE administrative sections. When invoices are submitted for reimbursement, follow itemized information in Appendix Y:

- If receipts for restaurant meals are included, please note that handwritten tips cannot be reimbursed per State Controller's policies. If the total invoice amount includes handwritten tip amount(s) the invoice will be returned for correction and will delay processing.

Billing for approved STATE mission shall be submitted to STATE within 180 days of the incident control date. STATE shall approve invoices submitted by COUNTY within 60 days of receipt. If COUNTY or STATE, with good cause cannot meet this approval time frame, COUNTY or STATE may request an extension that will be done in writing. For those COUNTY invoices that do not receive payment after 60 days, COUNTY can contact STATE to advise of the non-payment with the STATE point of contact.

Administrative charges may be added to the invoice to STATE, it will not be higher than the CFAA administrative rate.

FMAG Billing

When Fire Management Assistance Grants (FMAG) are approved and received, the CAL FIRE Contract County Program will immediately distribute by email to the COUNTY finance contacts.

Billing for qualifying FMAG reimbursement shall be submitted to the STATE within 90 days of the FMAG Eligibility Close Date in order to meet STATE and FEMA requirements. If COUNTY, with cause, is unable to meet the deadline, COUNTY may request in writing to the CAL FIRE Contract County Program for an extension, not to exceed 30-days. For those COUNTY invoices that do not receive payment within 60 days, COUNTY can contact STATE to advise of non-payment with the STATE point of contact.

Correspondence and invoice submittal to STATE

Incident reimbursement should be emailed to:

CALFIREContractCountiesInvoicing@fire.ca.gov

Payment to COUNTY for services rendered to STATE should be mailed to address listed on invoice.

PRE-FIRE MAINTENANCE DATA

State Responsibility Areas (SRA)

Areas protected under the Agreement are maintained in the official SRA data available at:

GIS Mapping and [Data Analytics](#)

SRA data is continuously updated by the State Mapping Coordinator to capture automatic changes that do not require Board of Forestry approval. This update process includes:

- Annexations – CAL FIRE receives official notification of every annexation from the State Board of Equalization
- Changes affecting federal ownership – An annual comparison to county assessor roll data is performed to identify parcels that have transferred in or out of federal ownership
- Other automatic changes – This typically involves error corrections or boundary adjustment to improve the accuracy of the data and/or to make it consistent with county parcel data

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

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

Fire Perimeters

Wildfire and prescribed fire data is maintained as a file geodatabase at the following:

GIS Mapping and [Data Analytics](#)

This data is collected and maintained through an annual process of data submissions by Federal, State and Local agencies. Each December data is requested via a letter from CAL FIRE that has instructions on populating and submitting the data identified. Data is due by the first Monday in February. If data is submitted that does not meet standards, CAL FIRE will request that data be resubmitted correctly.

Communities and Community Planning Efforts

Community planning information is maintained as CAL FIRE enterprise data in a [multi-use geodatabase](#) to authorized data stewards logged into the CAL FIRE AGOL Portal. Instructions and use credentials needed to access the web service can be obtained by sending a request to the Region Pre-Fire Engineer Battalion Chief with the data steward's name and contact information.

Community and facility data shall be verified/updated annually so as to be complete and accurate, no later than April 1st. A "community" is any point location representing a geographically definable area (e.g. Census Populated Place, sub-division, neighborhood, etc...) that is at risk from wildland vegetation fires. Communities are attributed to indicate participation in one or more Community Wildfire Protection Plans (as defined in Title I of the Healthy Forests Restoration Act of 2003), and identifies each publisher (community, county, etc...). Other attributes include [Fire Risk Reduction Community List](#) and [NFPA - Firewise USA®](#)

FIRE PREVENTION

Through the agreement, STATE has conveyed to COUNTY, as the duty authorized agent of the STATE, the enforcement of State Forest and Fire Laws on lands within the COUNTY that have been classified as SRA within COUNTY SRA Protection Areas.

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

COUNTY may adopt ordinance, rules and regulations that may be more restrictive than state regulations to meet local conditions of climate, vegetation and other hazards. Those local ordinances, rules and regulations that apply to SRA lands shall be reviewed by STATE prior to implementation. As STATE agent, COUNTY has authorization for issuing burning permits for all legal burning activities on SRA lands within COUNTY SRA.

Defensible Space

COUNTY shall provide monthly statistics outlining fire prevention inspections. Fire prevention inspections will include, but not be limited to, defensible space inspections (LE-100a Notice of Defensible Space Inspections). Fire prevention inspection details are outlined in Appendix R.

Fire Reporting

COUNTY shall submit complete and accurate incident reports for all incidents in which COUNTY resources are dispatched to defend State Responsibility Area (SRA) acres, whether SRA acres burn or are only threatened. All wildland fire incidents must be reported in NERIS via the COUNTY's Records Management System (RMS) and submitted to the national database no later than the 15 days after the closure of the incident in accordance with CAL FIRE and NERIS reporting guidance.

Final submission of all incident reports for the calendar year, including any updates to previously submitted records, is due to STATE no later than January 15th of the following year to support Redbook data validation and in accordance with CAL FIRE and NERIS reporting guidance.

Please contact CalStats@fire.ca.gov with any questions regarding this process.

All SRA wildland fire incidents shall be reported in NERIS using the appropriate Aid Given / Aid Received methodology and NERIS ID.

Fires that burn SRA shall be reported as Outside Fire, coded as Aid Given, selecting Mutual / Automatic Aid – Acting as Another Agency, and identifying Department of Forestry and Fire Protection (CAL FIRE), NERIS ID FD06067486 as the supporting agency.

Wildland incidents must use NERIS wildland fire incident types. The PRIMARY incident type must be one of the following three:

- Fire – Outside Fire – Wildfire – Wildland
- Fire – Outside Fire – Vegetation / Grass Fire
- Fire – Outside Fire – Wildfire – Urban Interface

COUNTY may add up to two (2) additional incident types when applicable; however, the PRIMARY incident type must always be one of the three wildland fire incident types listed above.

All applicable NERIS-required fields must be completed in the Fire Module and associated incident components unless otherwise noted by CAL FIRE guidance. The following STATE-required reporting expectations apply under NERIS:

- Fire Primarily Occurred shall be reported as Outside.
- Outside Fire Cause shall be selected using the appropriate Outside Fire Cause.
- The Total Acres Burned field must reflect the final perimeter of the fire.
- Ownership breakdown by Federal, State, County, or Private acreage is not currently available in NERIS.
- All uses of "Other" in the Cause field must include a narrative explanation.
- Incidents involving structure damage or destruction in SRA must be accompanied by a Damage Inspection Summary (DINS). If a DINS is not completed, a written explanation must be submitted to CAL FIRE's CalStats Program within 30 days.

As defined in this Operating Plan, a "threat to SRA" shall be classified as any wildfire occurring within one-half (½) mile of the SRA boundary. In addition, any non-wildland fires (including but not limited to structure fires, vehicle fires, and similar events) that occur within the ½ mile of the SRA boundary shall also be classified as threats to the SRA.

NERIS incident reports associated with such events shall be completed in accordance with standard reporting procedures, with all information accurately reflecting the conditions and circumstances present at the time of the incident. Specialized or manual code selection is not required for the purpose of determining SRA threat status. Instead, geospatial data contained within the NERIS report shall serve as the authoritative basis for determining whether an incident meets the criteria of a threat to the SRA. Accordingly, precise and accurate documentation of ignition coordinates, as well as any associated perimeter data, is required.

Incidents identified as threats to the SRA pursuant to this section shall also be annotated by COUNTY within the applicable billing package.

COUNTY acknowledges that the following NERIS data elements are pending release and not yet available within RMS vendor implementations:

Fire Name.

Fire Perimeter (geometry import / spatial association).

Expanded Incident Analysis attributes (including contributing activities, fuels, flame length, and rate of spread).

COUNTY shall update affected incidents when these elements become available and when CAL FIRE issues implementation guidance.

To support ongoing quality control and compliance:

COUNTY shall participate in Monthly Quality Control (QC) Reviews when coordinated by CAL FIRE's CalStats Program.

CalStats will offer Monthly Office Hours to provide live support, answer reporting questions, and assist with data validation and corrections.

Annual and ad hoc training sessions will be offered to COUNTY RMS Data Leads and may be extended to Unit Administration, ECC Chiefs, Prevention Battalion, and Pre-Fire Staff to ensure operational alignment and

system familiarity.

COUNTY shall coordinate with CAL FIRE to ensure geospatial tagging of SRA incidents is accurate and validated. Any mapping or ignition location discrepancies, or system tagging issues impacting Redbook visibility shall be addressed collaboratively.

LAW ENFORCEMENT

As the duly authorized agent of the STATE, you are to investigate all fires and pursue the appropriate action to ensure a consistent fire prevention message is delivered to the responsible party. Completing fire investigations and determining ignition sources will assist with establishing and prioritizing fire prevention activities and enforcement. When a fire investigation reveals a fire was caused in violation of law and/or an act of negligence, and a responsible party is identified, appropriate criminal and/or civil action should be taken. All actions taken shall be beneficial to the Mission's of both the STATE and COUNTY

Investigations

COUNTY, as STATE agent for enforcing State Forest and Fire Laws on SRA lands within COUNTY SRA Protection Areas, will investigate for origin and cause and document investigation findings. The investigator must attend FI-210, complete the task book and must be listed in IROC as a qualified Wildland Fire Investigator (INVF). For technical support on fire investigator qualifications, COUNTY can contact the STATE Region Fire Prevention/Law Enforcement Duty Chief (see [Contract County SharePoint](#) for phone lists).

Investigation Reports

COUNTY preliminary fire investigation report may be used at the company officer level. A COUNTY fire investigator shall utilize the STATE 10-Category Report for all potential Civil Cost Recovery (CCR) and/or criminal cases. The draft STATE 10-Category Report is due to the Region Fire Prevention/Law Enforcement Deputy Chief or designee for review no later than **90 days** after the incident end date. For technical support on documenting investigation findings COUNTY can contact the STATE Region Fire Prevention/Law Enforcement Duty Chief.

Notifications to State Fire Prevention/Law Enforcement Duty Chief

When a wildfire within COUNTY SRA Protection Areas occurs due to a violation of law and/or an act of negligence, and a responsible party is identified, the COUNTY and/or STATE AREP will immediately notify the STATE through the Administrative Unit Bureau Chief and/or the STATE Region Fire Prevention/Law Enforcement Duty Chief.

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

For larger or unusually complex investigations, COUNTY may request STATE or STATE may choose, upon consultation with COUNTY, to provide fire investigation support. The STATE Region Fire Prevention/Law Enforcement Duty Chief will determine the level of STATE support required for a wildfire investigation involving SRA within COUNTY SRA Protection Areas. For joint jurisdictional incidents, all involved agencies shall discuss and agree to the handling of investigational documentation and evidence.

SRA wildfires within COUNTY SRA Protection Areas that have been approved for FMAG reimbursement shall be investigated. If the fire cause is determined to be a violation of law and/or an act of negligence, and a responsible party(s) is identified, fire suppression cost recovery shall be pursued.

Civil Cost Recovery or Criminal Action Cases

For wildfires within COUNTY SRA Protection Areas, STATE and COUNTY may jointly investigate the fire to avoid duplication of efforts, a written agreement may be established. Procedural details for Civil Cost Recovery (CCR) are outlined in Appendix Q of this Operating Plan. The initial STATE contact will be the STATE Region Fire Prevention/Law Enforcement Duty Chief Line.

COUNTY shall complete the monthly SRA fire reporting spreadsheet with actions taken to the STATE Region Fire Prevention/Law Enforcement Deputy Chief or designee. STATE may decide to pursue cost recovery independently from COUNTY. In such cases, STATE will advise COUNTY of such actions and determine if COUNTY wants to jointly participate with STATE in said cost recovery efforts. Upon request of STATE, COUNTY shall provide copies of applicable investigational information, documentation, reports, interview records, and evidence that COUNTY has obtained through an investigation for fire origin and cause that the STATE requires in support of cost recovery efforts.

For cost recovery incidents pursued either jointly or independently, STATE and COUNTY must participate in a pre-settlement conference and must advise each other before entering into any cost recovery agreements.

For those investigations conducted by COUNTY or STATE which determine that sufficient evidence exists to file civil and/or criminal action, COUNTY will advise STATE or STATE will advise COUNTY before taking appropriate legal action. A copy of the report will be provided to STATE prior to submission to local District Attorney in criminal actions. Immediate notification to STATE can be made through the STATE Region Fire Prevention/Law Enforcement Duty Chief.

PRE-FIRE PLANNING / FIRE PLAN

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

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

COUNTY shall 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 fuel reduction projects. COUNTY shall update CalMAPPER **by the 5th of each month** with fuels project acres completed within the previous month. STATE will provide training, technical support and quality control 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 SRA within COUNTY SRA Protection Areas and will be reimbursed by STATE through burned acres reporting, COUNTY will complete a VMP package for approval, submit FC-400 Live Fire Use/Approval Form at least 48 hours prior to burning. Once the FC-400 has been approved, COUNTY will advise the STATE at least 24 hours prior to burning. COUNTY's point of contact for this notification will be the STATE Duty Officer.

If an escape occurs on any VMP within COUNTY SRA Protection Area, the Administrative Unit Chief shall be notified as soon as possible, and a joint administrative review may be requested.

GENERAL PROVISIONS

Operating Plan Update

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

Augmentation or Reduction of Resources

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

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.

Training

The STATE and Contract County training programs will hold periodic training meetings for the purpose of acquainting personnel with the provisions of the Contract Counties agreement, Annual Operating Plan and the operational procedures of each agency.

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

Contract County employees are treated as CAL FIRE employees per CAL FIRE HB 4009.1. The Department will afford Contract County employees opportunities in formal department training sessions and/or workshops based on annual training assessment needs and allocations.

Those requests will be facilitated through the Region Training Coordinators. Classes of multiple week durations will be identified and cost schedules provided by the CAL FIRE Training Center (CFTC) i.e. HFEO, ECC, RBC, etc... The Deputy Chief of Contract Counties will assist in the distribution of the annual training assessment needs to the COUNTY and coordinate attendees with the Region Deputy Chief of Training.

Joint Projects

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

APPENDIX A

Resource listing for Initial Attack response.

KRN PRE-APPROVED RESOURCES
3 CHIEF OFFICERS
3 HELICOPTERS (W/FLY CREWS)
2 WATER TENDERS
1 AIR TACTICAL
2 AIR TANKERS
HAND CREWS (COUNTY)
DOZERS (COUNTY)

APPENDIX B

Daily Report for South Ops

Please email daily to csr.occ@fire.ca.gov AND
TUU.ECC@fire.ca.gov by 0800

Kern County Fire Department
2601 Panorama Dr.
Bakersfield, CA 93306
Phone: (661) 324-6551
<http://www.kerncountyfire.org>



Date:	July 1, 2016	
Duty Chief:	Mike Miller C4	(661) 368-0181
Duty Officer:		(661) 330-0181
AM ECC Supervisor:	Hillary Luff	(661) 868-4068
PM ECC Supervisor:	Hillary Luff	(661) 868-4068
ECC 24 Hour Emergencies:	(661) 324-6551	
Aircraft Availability:	H407	
Dispatch Level:	Normal	

Expanded Operations

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

Resources Available for the State Mission/Comments:

Type here

Resources Assigned to CSR Staffing Pattern:

Type here

APPENDIX C

Duty Officer Incident Notification

Contract County Incident Notification

INC NAME:

INC #:

INCIDENT LOCATION:

Lat.

Long.

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.opsdutyofficer@fire.ca.gov or northops.dutyofficer@fire.ca.gov

APPENDIX D

STAFFING PATTERN

Purpose:

Used to reinforce initial attack capability beyond normal staffing levels with final approval from the Region Duty Chief. The request may be initiated at the Contract County, Administrative Unit or Region level. The initiation is in response to actual or predicted severe fire weather, critical fire situations, and drawdown of Gray Book suppression resources.

Considerations:

- Predictive Fire Weather
- Increased Lightning Activity Levels (LAL)
- MACS Mode 3 or greater
- CWCG Preparedness Level 4 or greater
- STATE Region Resource Drawdown Level
- Contract County Gray Book resource drawdown level
- STATE Region Staffing Pattern implementation
- Elevated incident activity in the Region or Statewide

Initiation:

Staffing Patterns may be initiated by the STATE Region or by the Contract County.

Submissions from Contract County: *display example information*

Email Administrative Unit Duty Chief:

	Example:
Justification	predicted Santa Ana winds with RH below 10%, resource drawdown below 25%, MACS Mode
Resources being requested	2 Hand crews for 24 hrs
Include potential E-fund expenditure description	Crews are on 10-hr shifts, 14 hrs would be unplanned overtime
Anticipated Duration	3 days
Logistical Needs (prior approval required)	Lodging, we do not have lodging available for crews.

The Administrative Unit will evaluate the request, clarify any details and then submit to the STATE Duty Chief for final approval. If the request is denied, the STATE Duty Chief will justify the denial. If the request is approved, they will advise the Administrative Unit who will relay the approval to the Contract County.

Initiation from STATE Region:

STATE Duty Chief may initiate a conference call with Contract Counties to advise the Counties of the current or predicted conditions and determine if a staffing pattern is warranted and potential needs. A minimum of one-hour notice is preferred for the conference call.

APPENDIX D

Implementation:

A STATE Region incident, and order number will be provided to COUNTY Fire Dispatch Center through email notifications. To capture the identified resources under a staffing pattern, COUNTY shall provide a Morning Report (Appendix T) identifying those resources before 0830 daily to the STATE Region OCC.

County based on Incident Operations will decide when it is appropriate to transition a staffing pattern resource to an Incident Order number.

Termination:

Once conditions improve and allow for staffing pattern termination of COUNTY resources it will be the responsibility of COUNTY to advise STATE Duty Officer that COUNTY no longer needs staffing pattern authorization.

The STATE Duty Chief may determine, due to weather, fire activity and/or resource availability the staffing pattern is no longer needed and will terminate the staffing pattern in whole or in part. Staffing Pattern cancellation requires advanced notice and discussion with Contract County and Administrative Unit to ensure that it is not violating respective MOU's. COUNTY will be notified by email of the exact termination date and time via email from the STATE Region OCC.

APPENDIX E

MOVE UP / COVER BEHIND / STATEWIDE RESPONSE GUIDELINES

In-County station coverage using Cover Behind (aka Backfill) and engine requests for Move Up consideration and reimbursement eligibility shall be limited to Contract County stations and the number of engines listed in the Gray Book.

IN-COUNTY MOVE UP - provide coverage with “out of Unit” resources and personnel not to exceed Gray Book staffing levels.

- 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 can be made to the STATE Region OCC using IROC.
 - 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, predicted fire weather conditions or drawdown levels.
 - A minimum level of coverage to Gray Book assigned fire stations must be maintained within the Contract County to support additional initial attack wildfire within a Contract County.
- When Move Up 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. 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.

IN-COUNTY Cover Behind (aka Backfill)

Once an incident reaches extended attack or major / multi-operational periods, the ability to backfill engines is approved as outlined below:

COUNTY Extended Attack Incident (From 2 Hour mark to next operational period) COUNTY Major / Multi-Operational Period (Start of next operational period)

Gray Book Station Backfill: (personnel and equipment)

- 50% of assigned COUNTY Gray Book stations are approved for immediate backfill
- Additional backfill as appropriate with the approval of the STATE Duty Officer or AREP.
 - ☐ Multiple wildfires and/or an extended attack wildfire involving SRA is burning within and/or outside COUNTY;
 - ☐ The number of COUNTY resources assigned to SRA wildfires has caused a significant drawdown on COUNTY resources available to support additional initial attack and/or extended attack incidents within COUNTY;
- Payment stops when Gray Book engines are released or available at scene.

APPENDIX E

- Reimbursable backfill personnel will complete an activity report

REGIONAL AND STATEWIDE MOVE UP OR INCIDENT RESPONSE

- Contract County resources will be considered as a state resource; reimbursed by CAL FIRE for all incident assignments regardless of using agency. Reimbursable expenditures will automatically include reasonable logistical support needs while in travel status responding to or returning from a CAL FIRE incident assignment (i.e. meals, fuel, lodging).
- When CAL FIRE places an order for Contract County Gray Book engines to provide Move Up 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 the Operating Plan.
- When a Contract County is providing an engine strike team for CAL FIRE move-up or incident response 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. These resources will be identified daily within the contract county "Morning Report Appendix B".
- When a Contract County engine strike team/task force provides Move Up support to another Contract County or CAL FIRE unit, the Contract County or CAL FIRE unit requesting Move Up support may provide a 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.

Assignment duration expectation and personnel rotation

- There will be a CAL FIRE expectation that the Contract County resource will be available for a (14) *fourteen-day assignment period*. If an assignment extension is requested, the COUNTY and STATE will coordinate. Extension decisions should be made no later than four days prior to the fourteen-day assignment period being reached.
- Rotation of personnel will be coordinated with CAL FIRE through the appropriate STATE Duty Officer if not already being handled at the incident. The STATE Duty Officer will document in IROC any items requiring reimbursement.
- 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 STATE mission 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.

APPENDIX F

GROUP 3 CAL FIRE STATEWIDE FREQ

- The most recent approved Statewide FREQ load document will be stored on the Contract Counties SharePoint site under Appendix F.

[Contract County SharePoint Appendices](#)

APPENDIX G

CONTRACT CO AGREEMENTS /ORDERING REFERENCE

FED AGENCY REQUESTS ASSISTANCE	FROM CAL FIRE	CFMA				LOCAL AGREEMENT
	FROM LOCAL AGENCY			CFAA Fed Mission		LOCAL AGREEMENT
CAL FIRE REQUESTS ASSISTANCE	FROM FED AGENCY	CFMA				LOCAL AGREEMENT
	FROM CONTRACT COUNTY		ABH State Mission			
	FROM LOCAL AGENCY			CFAA State Mission		LOCAL AGREEMENT
LOCAL AGENCY REQUESTS ASSISTANCE	FROM FED AGENCY					LOCAL AGREEMENT
	FROM LOCAL AGENCY				MASTER MUTUAL AID (MMA)	LOCAL AGREEMENT
	FROM CAL FIRE				CAL FIRE MUTUAL AID (CMA)	
CFMA: California Master Cooperative Wildland Fire Management and Stafford Act Response Agreement (Old “4 Party” Agreement) ABH State Mission: reimbursement for Contract Co resources CFAA: California Fire Assistance Agreement CAL FIRE MMA Guidelines (CMA - old 7 points): clarifies Master Mutual Aid Agreement as it pertains to CAL FIRE resources LOCAL AGREEMENT: An agreement between one or more agencies		CFMA CAL FIRE, USFS, BLM, NPS, BIA, FWS CAL FIRE / Forest Service Ordering System	ABH State Mission CAL FIRE reimburses for Contract County resources assistance on SRA Incidents	CFAA Cal OES, CAL FIRE, USFS, BLM, NPS, FWS, BIA Mutual Aid System CalOES Region, Op Area	MASTER MUTUAL AID AGREEMENT MMA – Between Local Agencies CMA - CAL FIRE sends aid to Local Agency when they’ve determined ability to control incident is unlikely	LOCAL AGREEMENT Can exist between any two or more agencies

APPENDIX H

Hired Equipment Reference Information

Whenever it is determined necessary to hire private equipment in support of an incident, approvals for such hires will be obtained prior to hiring through the STATE AREP or the STATE Region Duty Officer pending the arrival of the STATE AREP.

COUNTY does not have access to the CAL FIRE Hired Equipment Programs. To hire private equipment through the CAL FIRE Hired Equipment Program, COUNTY can contact their Administrative Unit ECC who will facilitate the orders for COUNTY.

Exception: When ordering immediate need Fireline water tenders and dozers place the IROC request to the Region OCC for processing. (Reference CAL FIRE Procedure 8141-2)

[Contract County SharePoint Link – Hired Equipment Reference Information](#) which contains:

- [Hired Equipment Supplier Manual Link](#)
- 10,000 Hired Equipment Manual
- 8141-2 Resource Ordering Hired Equipment Dozers and Water Tenders
- 8141-3 Hired Equipment except Dozers and Water Tenders

Fireline Equipment: Hired equipment which is assigned to work on and near the fireline. Fireline equipment hired by CAL FIRE must meet the minimum equipment, performance, safety, and response time requirements detailed in the Hired Equipment Program Supplier Participation Manual.

Immediate Need Period -Hired Equipment: During the first 24 hours of a new incident, or anytime during an incident, 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 the Hired Equipment Program Supplier Participation Manual. For bulldozers: preposition, station coverage, and strike team assignments are ordered as immediate need.

Planned Need Period -Hired Equipment: Begins after 24 hours have passed since the time of the initial dispatch. Planned Need is based on the requested report time, not when the resource order was placed. Incident Commanders have the discretion to return to Immediate Need hiring practices when necessary.



RESOURCE ORDERING (AVIATION)

8151

POLICY STATEMENT

Emergency Command Centers (ECC) shall order aviation resources based on the needs of incidents.

The Region Coordination Center shall approve the use and movement of all aircraft within the Region, however Unit ECCs may directly dispatch aircraft within their air base's zone of influence with Region Coordination Center (OCC) notification. All requests for aircraft outside a base's zone of influence, all night flying aircraft located in another Unit (regardless of zone of influence), and all requests beyond the initial dispatch shall be placed to the Region OCC.

Requests for tactical night flying aviation resources shall be initiated by the on-scene incident commander and/or on-scene aerial supervisor. Unit Duty Chief approval for the request must be obtained prior to placing to the Region OCC.

An ECC or Region OCC may divert aircraft to initial attack fires. Diverting aircraft to extended attack fires requires Region Duty Chief approval.

Dispatching, coordination, and diverting of Incident Awareness and Assessment (IAA) assets shall be the responsibility of the Region Intel office.

Out of state use of CAL FIRE aviation resources requires specialized approval as described in Policy 8165 – Out of State Response of CAL FIRE Resources.

DEFINITION(S)

Closest Resource Concept: Regardless of controlling agency, the agency resource that has the shortest time frame to reach a predetermined incident location first.

Incident Awareness and Assessment (IAA): Resources used for intelligence gathering and reconnaissance capable of processing, analysis, and dissemination of timely critical intelligence to Incident Commanders, Units, Regions, and Sacramento.

Initial Attack: A fire that can be contained by the resources first dispatched, without substantial augmentation, within 2 hours of the report time.

No Divert: A request by an Incident Commander for a specific number of aircraft to remain committed to an incident without the ability to be diverted to a different incident, due to the direct and immediate threat to life of a firefighter or civilian.



APPENDIX I

Substantial Augmentation: The addition of multiple units of multiple types of suppression resources.

Zone of Influence: A geographic area used to identify the closest base (air attack or helitack) to an incident (as determined by the aircraft proximity system of record) from which an ECC can directly request aircraft regardless of Unit or agency boundaries.

AUTHORITY AND RESPONSIBILITIES

Authority	Responsibilities
Region Duty Chief	• Approves use of greater than 4 CAL FIRE air tankers on Federal incidents • Approves divert of any aircraft from one extended attack or major fire to another extended attack or major fire within the Region
Region OCC	• Conduct aircraft coordination and movement within the Region and State, including aircraft divers • Dispatch initial attack aircraft according to the closest resource concept • Work with Federal Aircraft Coordinator to utilize federal aviation assets • Make required Region Duty Chief notifications and obtain approvals when appropriate
Unit Duty Chief	• Approve divert of aircraft from one extended attack or major fire to another extended attack or major fire within the Unit • Approve requests for CAL FIRE air tankers to local government incidents • Approve or deny use of tactical night flying aircraft on Unit incidents
Unit ECC	• Dispatch aircraft • Directly dispatch aircraft when an incident falls within a base's zone of influence, even if the base is located in another Unit • Notify Region OCC of tactical aircraft movement or change in aircraft status • Make required Unit Duty Chief notifications and obtain approvals when appropriate



APPENDIX I

Command and Control Policy

RELATED FORM(S) / LINK(S)

[Procedure 8151-1, Resource Ordering \(Tactical Aviation\)](#)
[Procedure 8151-8, Resource Ordering – Incident Awareness and Assessment Aircraft](#)
[Policy 8165, Out of State Response of CAL FIRE Resources](#)
[Policy 7751.1, Wildland Fire Strategy Situations](#)

AUTHORITY

8100 Committee
[Tactical Air Operations \(TAO\)](#)

REFERENCE(S)

[California Master Cooperative Wildland Fire Management and Stafford Act Response Agreement \(CFMA\)](#)

SUBJECT MATTER EXPERT(S)

REVISION DATE

Revision Date: August 2022
Last Reviewed: August 2022



AIRCRAFT "NO DIVERT" REQUEST

8150-5

OVERVIEW

A "No Divert" request of air support is only permitted when there is a direct and immediate life threat to a firefighter or civilian. A "No Divert" request will be for a specified number and type of aircraft. The request will be re-evaluated every 30 minutes and lifted when the immediate life threat has passed.

DEFINITION(S)

No Divert: A request for aircraft to remain committed to an incident due to the direct and immediate threat to life of a firefighter or civilian.

PERSON / PROGRAM / FUNCTION AND ACTIONS

Requesting a "No Divert:"

Person / Program / Function	Actions
Unit ECC	1. Receive request from the Incident Commander (IC) or Air Tactical Group Supervisor (ATGS) for a "No Divert". a. Confirm the "No Divert" request is for an immediate life threat b. Obtain number and type of aircraft 2. Record information in Dispatch System of Record. 3. Make the "No Divert" request to the Region Operations Command Center (OCC) over the intercom. a. The request shall state "No Divert for immediate Life Threat" and include the number and type of aircraft 4. Receive approval or denial of the "No Divert" request from Region OCC and advise IC or ATGS. 5. Notify Unit Duty Chief.



APPENDIX I

Command and Control Procedure

Person / Program / Function	Actions
	- At 30 minute intervals, the ECC shall confirm the status of the "No Divert" with the IC or ATGS and relay to Region OCC. - When the "No Divert" is lifted by the IC or ATGS, notify the Region OCC and Unit Duty Chief.
Region OCC	- Receive the "No Divert" request. - Evaluate the "No Divert" request. - Advise Unit ECC if the "No Divert" is approved or denied. - If the "No Divert" is approved, specify the number of aircraft approved - Notify Region Duty Chief. - Ensure "No Divert" is re-evaluated every 30 minutes. - When the "No Divert" is lifted, notify the Region Duty Chief.

RELATED FORM(S) / LINK(S)

[Policy 8342.2.2, No Divert Policy](#)

SUBJECT MATTER EXPERT(S)

8100 Committee
[Tactical Air Operations \(TAO\)](#)

REVISION DATE

Revision Date: January 2021
Last Reviewed: January 2021



RESOURCE ORDERING (TACTICAL AVIATION) 8151-1

OVERVIEW

The most advantageous and efficient use of CAL FIRE tactical aircraft is during initial attack.

All air attack or helitack bases have a zone of influence, which may cross Unit boundaries. A Unit may directly dispatch aircraft assigned to a base when an incident falls within that base's zone of influence, even if the base is located in another Unit. Each incident will fall in only one base's zone of influence. If aircraft are not on base, or are otherwise unavailable, the request shall be placed to the Region Coordination Center (OCC). All requests for aircraft outside a base's zone of influence, all night flying aircraft located in another Unit (regardless of zone of influence), and all requests beyond the initial dispatch, shall be placed to the Region OCC.

All agency specific aircraft, at each base that meet the kind and type requested by the incident, shall be dispatched to that agency's incident first.

Aircraft may be diverted to initial attack fires whenever their arrival time is earlier than that of other uncommitted aircraft of the same type. The only exception is when a "No Divert" is in place (See Policy 8342 - "Dispatching and Diverting Aircraft").

Each aircraft will be assigned an individual request number. If an aircraft is released and reassigned to the incident it will be assigned a new request number.

On extended attack fires, Call When Needed (CWN) helicopters shall be considered to allow CAL FIRE helicopters to remain available for initial attack.

CAL FIRE air tankers should NOT be considered as a replacement for federal aircraft on extended attack or major federal incidents. If a federal incident requires "load and return" of CAL FIRE air tankers or additional CAL FIRE air tankers are ordered for the incident, the GACC will order federal air tankers(s) from the other California GACC or through NICC as appropriate to replace CAL FIRE air tankers.

All agency aircraft request(s) for the next day's incident operations shall be placed to Region Coordination Center by 1900 hours in the Resource Ordering System of Record.

Units shall release all Sacramento and Region controlled fixed wing aircraft assigned to an emergency incident at the conclusion of air operations each day. Rotary wing aircraft and CWN fixed wing aircraft may remain assigned to an incident on the same request number until released or reassigned.



APPENDIX I

Command and Control Procedure

Requests for tactical night flying aviation resources shall be initiated by the on- scene incident commander and/or on- scene aerial supervisor. Unit Duty Chief approval for the request must be obtained prior to placing to the Region OCC.

When the Region OCC is staffed, all communications regarding the resource ordering and status of tactical aviation resources will be broadcasted via the Region Intercom.

When the Region OCC is unstaffed, all communications regarding the resource ordering and status of tactical aviation resources will be done by phone to the Region Duty Officer.

All required information for the dispatching and tracking of aviation resources shall be documented utilizing the FC-106.

DEFINITION(S)

Closest Resource Concept: Regardless of controlling agency, the agency resource that has the shortest time frame to reach a predetermined incident location first.

Incident Awareness and Assessment (IAA): Resources used for intelligence gathering and reconnaissance capable of processing, analysis, and dissemination of timely critical intelligence to Incident Commanders, Units, Regions, and Sacramento.

Initial Attack: A fire that can be contained by the resources first dispatched, without substantial augmentation, within 2 hours of the report time.

No Divert: A request by an Incident Commander for a specific number of aircraft to remain committed to an incident without the ability to be diverted to a different incident, due to the direct and immediate threat to life of a firefighter or civilian.

Substantial Augmentation: The addition of multiple units of multiple types of suppression resources.

Zone of Influence: A geographic area used to identify the closest base (air attack or helitack) to an incident (as determined by the aircraft proximity system of record) from which an ECC can directly request aircraft regardless of Unit or agency boundaries.

PERSON / PROGRAM / FUNCTION AND ACTIONS

Aircraft Dispatch:

Person / Program / Function	Actions
Unit ECC	1. Dispatch aircraft per the Unit's Response Plan.



APPENDIX I

Command and Control Procedure

Person / Program / Function	Actions
	• Aircraft with the earliest arrival time over the incident (with consideration for divers) shall be dispatched as identified in the Unit's Response Plan i. Requests for the use of night flying aircraft shall be initiated by the on- scene incident commander or aerial supervisor and the request requires approval by the Unit Duty Chief • If the incident is within the zone of influence of another Unit or Forest's base, the dispatcher may go directly to that Unit and/or Base to dispatch available aircraft (except aircraft for night flying missions). Each incident will fall in only one base's zone of influence i. Helitankers, single engine airtankers (SEAT) and fixed-wing water scooping airtankers will not be considered initial attack airtankers on initial attack dispatches. If the closest air resource is a SEAT, helitanker or fixed-wing water scooping airtanker, they may be dispatched as the closest "supplemental" aircraft • If the aircraft identified within the base's zone of influence is not available, or is aircraft for night flying missions, the Unit ECC will place the request to the Region OCC for the closest available resource i. ECCs may not directly request aircraft from bases not identified in the Unit's response plan 2. Provide the required information as identified on the FC-106 to: • Region OCC(s) • ECC(s) of impacted base(s), if applicable



APPENDIX I

Command and Control Procedure

Person / Program / Function	Actions
	i. If the closest base is located in another Unit • Airbase(s) 3. Generate aircraft requests in the Resource Ordering System of Record. • When ordering a Very Large Airtanker (VLAT) create a request for a Lead Plane or Aerial Supervision Module (ASM) i. In Special Needs - VLAT Qualified 4. Fill requests for Unit controlled aircraft. 5. Place outstanding aircraft requests to: • Sending Unit ECC for aircraft identified in the Unit's response plan • Region OCC for all other aircraft requests 6. Place requests for out of Unit aircraft beyond initial dispatch to the Region OCC.
Region OCC	1. Receive request or notification of aircraft usage. 2. Identify the aircraft to assign. • The resource may be an unassigned resource already in the air that is farther away • A currently assigned resource should be considered for divert if closer to the incident than an unassigned resource on the ground 3. Notify Region Duty Chief if: • Four or more air tankers are assigned to any incident • Aircraft responds out of State • Night flying aircraft is assigned 4. Obtain Region Duty Chief Approval if:



APPENDIX I

Command and Control Procedure

Person / Program / Function	Actions
	• Aircraft diverted from one extended attack or major fire to another extended attack or major fire within the Region. • Requests are received for more than 4 CAL FIRE air tankers on a federal or local government incident. • CAL FIRE aircraft assigned to an out state incident are diverted to a separate out of state incident 5. If night flying assets are assigned notify Tactical Air Operations (TAO) Duty Chief. 6. Provide information as identified on the FC-106 to the Unit(s) and the airbase(s) being dispatched. 7. Fill or place aircraft requests to the ECC, other Region OCC, other GACCs, or other appropriate source (i.e. NICC or Sacramento CC) in the Resource Ordering System of Record. 8. Ensure frequencies assigned are not conflicting with other incidents. 9. Assign new frequencies to resolve any conflicts • Ensure ECC places request(s) in the Resource Ordering System of Record for any frequency assignments changed by Region OCC 10. If unable to fill, return the request.

Aircraft Divert within a Unit:

Person / Program / Function	Actions
Unit ECC	1. Divert aircraft assigned from existing fires within Unit, to fires within the Unit unless there is a "No Divert" for the aircraft.



APPENDIX I

Command and Control Procedure

Person / Program / Function	Actions
	2. Notify the Incident Commander (IC) of aircraft divert. 3. Advise the Aerial Supervisor of the "Aircraft Divert" FC-106 information and quantity, kind, and type(s) of aircraft requested. a. Obtain from Aerial Supervisor aircraft identifiers, load status and estimated times of arrival (ETA) of the diverted aircraft • The controlling ECC may contact pilots or air bases directly to divert aircraft if not in contact with the controlling Aerial Supervisor 4. Reassign diverted aircraft into the Resource Ordering System of Record. 5. Notify new incident Aerial Supervisor, IC, and Region OCC of the identifier, load status, and ETA of the diverted aircraft. Note: When helicopters are operating on multiple lightning fires within a Unit it is not necessary to reassign aircraft moving between incidents, however, the Region Duty Officer shall be advised

Diverting Aircraft to Other Units:

Person / Program / Function	Actions
Region OCC	1. Receive aircraft request. 2. Determine if diverting aircraft is more appropriate versus using on base aircraft. 3. Provide FC-106 information to the Unit(s) in control of the resources being diverted. • If tactical Incident Awareness and Assessment (IAA) resource, advise Region Intel of divert information 4. Obtain from ECC the aircraft identifiers, load status and estimated times of arrival (ETA) of the diverted aircraft.



APPENDIX I

Command and Control Procedure

Person / Program / Function	Actions
	5. Fill the request in the Resource Ordering System of Record.
Unit ECC	1. Receive request and FC-106 information. 2. The ECC will divert aircraft assigned from existing fires to new fire. 3. Notify the Incident Commander (IC) of aircraft divert. 4. Advise the Aerial Supervisor of the "Aircraft Divert" FC-106 information and quantity, kind, and type(s) of aircraft requested. a. Obtain from Aerial Supervisor aircraft identifiers, load status and estimated times of arrival (ETA) of the diverted aircraft • The controlling ECC may contact pilots or air bases directly to divert aircraft if not in contact with the controlling Aerial Supervisor 5. Advise the Region OCC and the receiving ECC on the Region intercom of aircraft identifier(s), load status, and ETA(s). Note: Region OCC will be responsible for filling the request in the Resource Ordering System of Record

Aircraft Release and Cancellation:

Person / Program / Function	Actions
Unit ECC	Note: An aircraft is considered "canceled" if the aircraft is canceled prior to becoming airborne. Once an aircraft is airborne, release information is required from the requesting ECC. If positive contact has not been made the Region OCC shall be notified. 1. Notify the Region OCC, destination ECC, and destination airbase on the Region intercom of an aircraft release or cancellation. a. Provide the following information for released aircraft: i. Incident Name



Person / Program / Function	Actions
	ii. Order Number iii. Request Number iv. Aircraft Identifier v. Action of Resource (released) vi. Availability vii. Load Status (air tankers) viii. ETA to Destination 2. Release or cancel aircraft in the Resource Ordering System of Record.

RELATED FORM(S)/LINK(S)

[Policy 8151, Resource Ordering \(Aviation\) Policy 8333, Aircraft Dispatching](#)
[Procedure 8150-5, Aircraft "No Divert" Request](#)
[Procedure 8151-8, Resource Ordering - Incident Awareness and Assessment Aircraft](#)
[Policy 8342.2.3, Diverting Aircraft – Authority and Responsibilities](#)
[Policy 7751.1, Wildland Fire Strategy Situations](#)
[California Master Cooperative Wildland Fire Management and Stafford Act Response Agreement](#)
[California Interagency Aircraft Dispatch - Tactical Air Operations Form \(FC-106\)](#)

SUBJECT MATTER EXPERT(S)

8100 Committee
[Tactical Air Operations \(TAO\)](#)

REVISION DATE

Revision Date: August 2022 Last
Reviewed: August 2022

APPENDIX J

CONTRACT COUNTY FMAG NOTIFICATION, APPLICATION, CONFERENCE CALL PROTOCOLS

FMAG Criteria:

- Threat to lives and improved property, including threats to critical facilities, infrastructure, and critical watershed areas.
- Availability of state and local firefighting resources.
- High fire danger conditions, as indicated by nationally accepted indices such as the National Fire Danger Rating System.
- Potential major economic impact

Notification: *refer to CAL FIRE procedure 8183-10*

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

- Contract County will contact the Region Duty Chief and the STATE AREP, *if assigned* or Administrative Unit, to advise of a pending FMAG application:
 - Southern Region **CSR (951) 782-4236**
 - Northern Region **CNR (530) 224-4944**
- Region Duty Chief will advise CALFIRE Sacramento Duty Chief on the pending FMAG application.

Application:

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

- The Contract County will then email or Fax the application directly to the OES Warning Center, **Attn: Fire & Rescue Duty Officer:**
 - warning.center@oes.ca.gov
 - **fax (916) 845-8910**
- 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 Chief.

APPENDIX J

The Contract County Duty Chief or designee must be readily available to the OES Fire & Rescue Duty Chief or their designee to clarify any FMAG application issues.

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

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

- 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 OCC has received the copy.

CSR (951) 320-6197
CNR (530) 224-4944

- 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 before this meeting. Conference call attendees will generally be the Duty Chief for OES Fire & Rescue, Contract County Duty Chief, or designee.

Depending on information needs, the CALFIRE Agency Representative and/or Contract County Incident Commander or designee may be asked to participate in this conference call.

The OES Fire & Rescue Duty Chief will distribute the invitation to the conference call.

Application Status:

Once FEMA has made the determination to accept or reject the FMAG application, OES Fire & Rescue Duty Chief will contact the Contract County.

APPENDIX K

AIRCRAFT CARDING

COUNTY may utilize its own aircraft and personnel assigned to those aircraft, provided the aircraft is appropriately certified for interagency use, currently identified on the interagency cooperator letter as described in this Appendix.

The below information and documents must be provided by the County to roster and invoice the State for aircraft used on behalf of the State: FC-107CC, Interagency Cooperators Letter, and Certificate of Insurance, CAL FIRE Contract Aerial Resource Standards (CARS) signature page.

The documents must be delivered to the State Contract Counties invoicing office via email to calfirecontractcountiesinvoicing@fire.ca.gov **before June 1**, for coordination with AMU. AMU will confirm that the aircraft rostered on the FC-107CC are appropriate for fire suppression or rescue services for the State mission and that other submitted documents are accurate. Upon FC-107CC review and signature by AMU, the County will be provided a signed copy 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.

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 by the CAL FIRE Aviation Management Unit (AMU).

Rate is with pilot - The rate shall include fuel used and pilot (personnel) time.

If rates are required to be revised, resubmission of an updated FC-107cc is required.

2). **Interagency Cooperator letter:** A current letter issued by United States Forest Service Region 5 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
- 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 K

AIRCRAFT CARDING

3.) **Certificate of Insurance** - a copy of your insurance certification which shall include the following language: See CARS for insurance requirements

a. "coverage will not be canceled without 30 days written notice to the State of California", and

b. "State of California, its officers, agents, and employees."

4.) **CAL FIRE Contract Aerial Resource Standards (CARS) signature page**- a signed copy of the signature page for each pilot and aviation program manager.

APPENDIX L

Helicopter Night Flying Operations

Night flying missions by Cooperators are permitted on State Responsibility Area (SRA) in accordance with the required conditions and operations set forth in the January 2021 FIREScope Night Flying Guidelines (ICS 800)

Flight Operation Prerequisites:

- 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 (IMC) procedures must be in place and briefed prior to launch.
- With the concurrence of Agency NVG helibases and NVG fill-points shall be approved by Cooperator NVG trained personnel
- Positive communications with appropriate ground resources are imperative.
- Low-level night operations are defined as flight operations below 1000 feet above ground level (AGL).
- Unless Pre-Attack Plans, Memorandum of Understandings, or Letter(s) of Agreement dictate, the Incident Commander must request the air assets. CAL FIRE should assess a high probability of mission success prior to any decision to request the aircraft.
- Assure completion of the Risk Assessment Worksheet and Night Helicopter Go-No-Go Checklist located in the current FIREScope ICS-800 Night Flying Guidelines.
- An air operations branch section shall be established for nighttime operations and staffed appropriately

Approved Missions:

- Fire suppression drops using aircraft with fixed tanks
 - Life Threat
 - Structure Threat
 - Critical Infrastructure Threat
 - Action Will Limit Significant Fire Growth
- Aerial Supervision
- Emergency hoist/rescue operations

Prohibited Missions:

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

APPENDIX L

Helicopter Night Flying Operations

Notes: Cooperator's night flying guidelines are acceptable until interagency guidelines are developed. For the purposes of night firefighting only, privately owned aircraft under direct operational control of an agency, i.e. Exclusive Use Contract, shall be considered a Cooperator or Agency aircraft.

Pilot Requirements

Pilots shall possess current interagency certification with Night Vision Goggle (NVG) Qualification and comply with FIREScope Night Flying Guidelines Pilot and Crewmember Training Standards with the following additions:

Helicopter Night Flying NVG Hours 50 hours
Helicopter Night Flying NVG Hours in Type 25 hours

Note: Pilots engaged in aided night operations will utilize a conversion factor of 1.4 hours per each hour flown in that environment for the purpose of establishing accrued flight time and application of duty day limitations.

Pilots must conduct all operations in accordance with the following references and incorporated herein by this reference:

- Current FIREScope Night Flying Guidelines
- Cooperator NVG Operations Manual Current FAA Notice on Night Vision Imaging Systems
- NWCG Standards for Helicopter Operations, PMS 510

Aviation Ground Support Personnel:

All Cooperator aviation ground support personnel will receive annual training per cooperators night flying operations program.

After-Action Evaluation Summary:

An after-action summary/drop evaluation operational effectiveness [survey](#) must be completed after each incident's night flying operation. Special attention must be given to document successes and/or failures and will include flight hours and total gallons dropped.

Helicopter Drop Evaluation (Night): [CAL FIRE Helicopter Drop Evaluation \(Night\)](#)

APPENDIX M

State of California

Natural Resources Agency

Memorandum

To:	All CAL FIRE Personnel 	Date: June 9, 2020 Telephone: (916) 653-7772 Website: www.fire.ca.gov
From:	JOE TYLER, Deputy Director, Fire Protection California Department of Forestry and Fire Protection (CAL FIRE)	
Subject:	CAL FIRE Implementation of Interagency SAFECOM Aviation Incident & Safety Reporting System	

A critical component of a complete aviation Safety Management System (SMS) is an effective reporting tool. Due to the expanding size and needs of the CAL FIRE's Aviation Program, the existing Access based FC-119 aviation safety reporting system has become antiquated and insufficient for assuring program risk management needs are met in areas such as: convenience of reporting, permanent archiving of report data and the ability to track safety trends and provide reports.

The Interagency SAFECOM Aviation Incident & Safety Reporting System is the current industry standard for the reporting, tracking, and archiving of fire aviation incidents, accidents, and safety issues. The platform's ability to track trends and quickly provide historical data industry-wide is one of its most essential features.

CAL FIRE's participation in the SAFECOM system will provide our personnel with a fully functional, secure and proven online-based safety reporting system. It is turnkey and can be implemented with minimal training. (10-minute video). Additionally, it's online interface has the flexibility to create reports out of cell phone or internet range, to be submitted when back in connection.

The ease of use will promote the submission of reports, which can also be submitted anonymously if desired. This feature has proven to be effective in identifying underlying hazards that may not be reported otherwise. The adoption of the SAFECOM system by CAL FIRE will help the aviation program to meet that standards and needs of a modern and effective aviation SMS.

It is the goal of the Aviation Management Unit to have all 2020 aviation safety-related data entered into the SAFECOM system. To do so, the following is the implementation plan:

- Aviation Management Unit will provide department-wide training through Target Solutions, as well as a 10-minute SAFECOM orientation video. [Safecom Presentation \(youtube.com\)](#)

- Upon completion of training, we will transition to a full implementation to the SAFECOM system. Any outstanding FC-119's will be manually entered by the Aviation Management Unit.

Initial notifications for aircraft accident/incident reporting to Unit ECC's shall remain the same as is noted in 8324.2. Subsequently, the Aviation Safety Officer will continue to disseminate CAL FIRE-related SAFECOM reports through the email notification list, similar to how it has been done with the FC-119's. Instead of an attached document, there will be a link provided along with any additional CAL FIRE specific safety information.

We appreciate the support transitioning to this new SAFECOM system and away from the Access database, FC-119 system. We look forward to hearing any feedback to continue to make future improvements to our technology. Please route questions through your respective regions back to program. For general assistance, please reach out to Aviation Officer, Jake Marks, at (916) 207-2441, or by email at Jake.Marks@fire.ca.gov.

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

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

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

PART I. AGENCY ADMINISTRATOR - IMT TRANSFER OF COMMAND OUTLINE

APPENDIX N

BASIC INFORMATION:

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

APPENDIX N

11. LOCAL OPERATING PLANS OR AGREEMENTS AND SPECIFIC DIRECTION PROVIDED BY PLAN OR AGREEMENT

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

COMMAND AND SEMS INFORMATION:

13. MAC OR AREA COMMAND ESTABLISHED AND CONTACT INFORMATION:

14. CURRENT PRIORITIES:

14. LOCAL EOC ESTABLISHED & RELATIONSHIP TO INCIDENT AND CONTACT INFORMATION:

15. SEMS OPERATIONAL AREA COORDINATOR AND CONTACT INFORMATION:

SPECIFIC DIRECTION:

16. CURRENT INCIDENT COMMANDER & STAFF & DESIRED ROLES AFTER IMT TRANSITION:

17. LOCAL PLANS INCLUDING EVACUATION, PRE-ATTACK, CONTINGENCY, DISASTER etc...:

18. UNIFIED ORDERING POINT LOCATION, CONTACT INFORMATION & WHAT ORDERING PROCCES (ROSS OR RIMS) ARE IN PLACE:

19. EXPANDED ECC, DUTY CHIEF PHONE NUMBERS , AGENCY ADMINISTRATOR AND LINE OFFICER CONTACT INFORMATION;

APPENDIX N

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):

APPENDIX N

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):

APPENDIX N

PART II. INCIDENT COMMANDER BRIEFING

BRIEFING INFORMATION:

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

APPENDIX N

12. STATUS & CONDITION OF UNIT AND INCIDENT PERSONNEL & EQUIPMENT. (Detail Expectation Regarding Incident Personnel & Equipment After Transfer Of Command):

13. CRITICAL INCIDENT STRESS HISTORY & NEEDS:

11. FIRE SUPPRESSION REPAIR AND LOCAL ENVIRONMENTAL OR DAMAGE ASSESSMENT NEEDS:

12. STATUS OF SUPPLEMENTAL RESOURCE ORDER AND OUTSTANDING ORDERS

13. ACCESS & TRANSPORTATION ROUTES:

14. COMMUNICATIONS PLAN, INCLUDING RADIO FREQS & CELL PHONE SERVICE IN USE (List which, if any, frequencies currently being used must be returned to the unit with date and time of release):

15. LIST INCIDENT AND LOCAL SAFETY ISSUES AFFECTING LOCAL UNIT, SUPPRESSION FORCES AND INCIDENT FACILITIES :

16. EMERGENCY MEDICAL SERVICES (EMS) IN PLACE OR AVAILABLE (List Facilities):

17. ICP, BASE AND/OR CAMP SECURITY ISSUES:

18. INCARCERATED FF SECURITY ISSUES:

19. ASSISTING & COOPERATING AGENCIES AT SCENE (Include AREP names/phone numbers/contact authorities):

APPENDIX N

20. WIRELESS NETWORK/HIGH SPEED INTERNET ACCESS AVAILABILITY. ORDERED? IN PLACE? LIMITATIONS?

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

APPENDIX N

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.

APPENDIX N

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

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

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

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

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

APPENDIX O



DEPARTMENT OF FORESTRY AND FIRE PROTECTION

P.O. Box 944246
SACRAMENTO, CA 94244-2460
(916) 653-7772
Website: www.fire.ca.gov



File Code: XXXX

Date:

Route To: XXXX

Subject: Delegation of Authority for the (Incident Number and Name)

To: (Incident Commander's Name), Incident Commander of (IMT Identifier), you are hereby assigned as the Incident Commander for the (Incident Name) CAL FIRE Unit.

I, (Unit Chief Name and contact information), Agency Administrator, expect you to take command of the incident no later than (Date) at (XXXX) hours.

I, delegate authority for the command, leadership, and management of the (Incident Name) within the (Unit Name) CAL FIRE Unit State Responsibility Areas to you. You have full authority and responsibility for managing incident operations within the framework of legal statute, current policy and the broad direction provided in both your oral and written briefing materials. You are accountable to me. A formal evaluation may be followed up within sixty days after your departure once the Unit has had an opportunity to review accountability, claims, financial matters, and other items, which require time to evaluate.

I assign (Name and Contact information) as the CAL FIRE Unit Line Officer.

You are expected to do a complete and efficient job, while providing for SAFETY. Safety is and will remain a major concern of mine throughout the incident. I expect access to the Incident Commander as needed.

Through the use of doctrinal principles, you must ensure that all actions and consequences have been analyzed against risk to human life and other values. You are expected to provide clear leader's intent at all levels of your organization, use your experience and judgment, make timely and prudent decisions as the best course of action. You are expected to maximize opportunities for success through mindful decision making and heightened situation awareness, while minimizing exposure to risk.

This document can be updated to address any issues arising that need to be added to address incident activity.

SAFETY

Safety will be the number one consideration in determining strategies and tactics to suppress this fire. Protection of life and property is your first priority. The Unit Line Officer is available to provide local information if needed, additionally, I expect you to keep them updated on a daily basis on incident injuries and accidents.

Promptly notify me should any significant accident(s) occur. Initial on-site investigations by incident personnel must be conducted according to the CAL FIRE policy. Incident resources will be made available as needed to assist. We may retain the authority to do our own accident investigations.

As Incident Commander, please take the appropriate actions to ensure 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 Watchout.

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)

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

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, fuses, water handling equipment, personal protective equipment, coffee, cups and condiments.

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

Retrograde Team Responsibilities:

At the Local Unit:

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

At the Incident Base:

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

Ordering Manager:

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

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

Finance Section:

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

Receiving and Distribution:

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

Food Unit:

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

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

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

Establish date and time for individual unit inventories.

PROCEDURE FOR PHYSICAL INVENTORY

7585.3

(No.4 July 2014)

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

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

RECEIVING AND DISTRIBUTION

7585.3.1

(No.4 July 2014)

- Reconcile Waybills to the Cache against orders from the Cache.
 1. The total number of an item accounted for on the Waybills to the Cache, STD 152's or MRT's lacing the item in a Holding Account should match the total number of the item issued on the Cache Summary. When these two numbers match, retrograde for this item is completed.
 2. Consumable items will only need to be reconciled if there is concern for the amount ordered or the issuing procedures at the incident.

- Reconcile PL or D's (CAL FIRE-101) and / or STD 152's against Cache Summary and Waybills.
 1. Items listed on a PL or D should be accounted for on the final retrograde inventory. I.E. Items left on the line or damaged must either be returned to the Cache and a waybill completed, placed in a holding account and documented on an MRT, or documented on a STD 152 as either lost, destroyed or stolen whichever applies.
 2. Inventory and complete F72-Y and / or F72-O (Nomex MRT) for retrograde of CAL FIRE Nomex.
 - a. Nomex listed on PL or D's, MRT's, loan slips or T-Cards should be accounted for on the final inventory.
 - b. The final inventory needs to be reconciled with all of the incoming F72-Y and F72-O (Nomex MRT) received from CAL FIRE Warehouse.
- Ensure Receiving and Distribution Manager (RCDM) has completed STD 152's for property that has been stolen, lost or destroyed on the incident.
- Ensure Supply Unit Leader (SPUL) or RCDM has faxed STD 152's to Sacramento Property Office.
- MRT or waybill for restocking of items supplied by Local Unit / Camp(s) completed.
- Locate identified target items
- Inventory and complete MRT for other items to be retrograded.
- Mark all boxes of retrograde items identifying the contents, Incident name, Incident Number and date.
- Include copies of MRT's, Waybills, STD 152s, ICS 213s, CAL FIRE 101 and F72 Y&O in the retrograde package.
- Identify the location of storage or dispositions of retrograded items.
- Compile a list of outstanding items that will need to be returned or retrograded by the Local Unit after this retrograde inventory is completed.
- Review and copy "S" log.

MEDICAL UNIT

7585.3.2

(No.4 July 2014)

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

GROUND SUPPORT UNIT

7585.3.3

(No.4 July 2014)

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

COMMUNICATION UNIT

7585.3.4

(No.4 July 2014)

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

FOOD UNIT

7585.3.5

(No.4 July 2014)

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

FACILITIES UNIT

7585.3.6

(No.4 July 2014)

- Locate identified target items.

- Inventory and complete MRT for items to be retrograded.
- Mark all boxes of retrograded items with tags identifying the contents, incident name, incident number and date.
- Include copies of MRT's and Waybills in retrograde package.
- Identify the location of storage or disposition of retrograde items.
- Compile a list of outstanding items that will need to be returned or retrograded by the local unit after this retrograde inventory is completed.
- Review and copy "S" log.

DISPOSITION OR STORAGE LOCATION OF RETROGRADE

7585.4

(No.4 July 2014)

Excess items shall be reutilized as quickly as possible. The retrograde team is responsible to determine the ability for immediate reutilization. Items that cannot be immediately reutilized shall be distributed or stored per the following guidelines:

Perishables: Because of non-existent or limited storage facilities, distribute perishable and broken lot non-perishable food items as per the following priority list.

- Other incidents – Document on an MRT.
- Fire stations – Document on an MRT.
- Neighboring CAL FIRE Unit Fire Stations – Document on an MRT.
- Conservation camps – Document on a STD 158, approval is required by DGS through the CAL FIRE Sacramento Property Office.
- State Institutions (correctional or hospitals) – Document on a STD 158, approval is required by DGS through the CAL FIRE Sacramento property Office.
- Donations to Non-Profit organizations – Requires an approved STD 158. Approval is granted by DGS through the CAL FIRE Sacramento Property Office. Recipient must be on the approved DGS registered Donee List. Applications are available on the CAL FIRE Intranet.

Non-Perishables: Foam, fire hose, pumps, saws, drills, broken cases of canned goods, paper goods, sleeping bags, etc.

- Excess items shall be shipped to other going incidents if needed. Document on an MRT.
- Unbroken case lots to be returned to vendor for credit and copies of credit Memo should be forwarded to the finance section.
- Remaining items to be returned to a designated service center and transfer to the 09 Holding Account.

Fire Cache Items: Unused Consumables or used and unused Durable items which were supplied from the USFS Zone Cache(s) during the mobilization of the incident must be returned to the Cache(s) for credit to the incident. Fire hose, sleeping bags and other durable items can be returned in used condition: the incident will be credited with the difference between lost recondition, and / or repair and the purchase price.

AFTER ACTION RESPONSIBILITIES FOR THE UNIT RETROGRADE REPRESENTATIVE

7585.5

(No.4 July 2014)

- Receive assurance from the Incident Commander that all supplies and equipment are off the incident and returned to the Service Center. The IC is responsible to ensure that any missing or un-accounted property has been documented on the proper form.
- All Cache items must be returned to the Cache for credit no later than 45 days after incident is declared "Controlled".
 - See California Mobilization Guide
- Complete unfinished tasks of the Retrograde Team
 - Obtain a copy of the final Cache Issuance Summary.
 - Forward copy to the Region Business Services Officer
 - Reconcile outstanding Target Items identified in the original inventory process.
 - Forward MRT's or STD 152's to Region BSO.
 - Review Resource Orders and Finance Documents (Charged against the 00900 Account) for additional purchases after closure of the Incident Base,
 - Identify any additional Target Items added since the close of the Incident Base and / or original retrograde inventory.
 - Locate and make determination of disposition of Target Items.
 - Forward MRT's and STD 152's to Region BSO.
 - Complete MRT's for items to be transferred to Holding Account.
 - Forward original MRT's to Region BSO.
 - Copies of MRT's to local Finance Clerk.
 - Complete Waybills to Cache for items being returned.
 - Forward copies of Waybills to Region BSO.
 - Complete MRT's for perishables or other items transferred to Stations or Camps.
 - Forward copies of MRT's to Region BSO.
 - Reconcile Cache orders against:
 - Return Waybills
 - STD 152's
 - Shortages should be accounted for utilizing a STD 152.
 - Incident Commander should sign as "officer Supervising Disposal of the Property" in the "Certification of Disposition".
 - Unit Retrograde Representative signs on Line 3, "Approved by Property Survey Board".
 - Forward copies of final STD 152 to Region BSO.
 - **A STD 152 must be completed for all durable and property items not accounted for.**
- The complete and updated retrograde information is due to the Region BSO no later than 45 days after the incident is declared "Controlled".
- Region Chief Representatives will continue to have final approval of all retrograde transactions and inventories.
- Copies of MRT's charging or abating the incident will be forwarded to the Finance Section Chief or the Responsible CAL FIRE Unit Finance for inclusion in the final CAL FIRE Finance Package.

Retrograde is complete when all property is accounted for, all documentation has been processed to the correct locations and the final retrograde packages distributed per HB 7585.6. Documentation is

required to support all Durable, Sensitive and Accountable Property. Documentation shall be a Waybill, MRT or STD 152.

RETROGRADE PACKAGE (No.4 July 2014)

7585.6

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

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

Copies of the Executive summary will be sent to:

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

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

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

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

HOLDING ACCOUNT FOR EXCESS (RETROGRADED) **EMERGENCY FIRE MATERIAL** (No.4 July 2014)

7585.7

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

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

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

PROCEDURE FOR USE OF HOLDING ACCOUNT

7585.7.1

(No.4 July 2014)

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

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

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

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

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

HOW TO TRANSFER TO A HOLDING ACCOUNT

7585.7.1.1

(No.4 July 2014)

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

RESPONSIBILITIES FOR STORING A HOLDING ACCOUNT

7585.7.1.2

(No.4 July 2014)

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

REUTILIZATION OF ITEMS FROM A HOLDING ACCOUNT

7585.7.1.3

(No.4 July 2014)

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

APPENDIX:

A: Holding Account Coding

B: Holding Account PCA Coding

Exhibits:

From CAL FIRE Incident to Holding Account MRT.

From Holding Account to CAL FIRE Incident MRT.

From Holding Account to Unit Operating Account MRT.

Retrograde Team Plan

Retrograde Team Inventory Checklist

HOLDING ACCOUNT CODING**APPENDIX A**

Holding account numbers assigned to each area are:

Business Services 9416-00999 Sacramento Headquarters Coast Area	1001-00999	Region Headquarters
	1100-00999	Mendocino
	1200-00999	Humboldt-Del Norte
	1400-00999	Sonoma-Lake-Napa
	1600-00999	Santa Clara
	1700-00999	San Mateo-Santa Cruz
-	-	-
Cascade Area	2100-00999	Butte
	2200-00999	Lassen-Modoc
	2300-00999	Nevada-Yuba-Placer
	2400-00999	Shasta-Trinity
	2500-00999	Tehama-Glenn
	2600-00999	Siskiyou
	2700-00999	Amador-El Dorado
-	-	-
South Area	4001-00999	Region Headquarters
	3100-00999	Riverside
	3300-00999	San Diego
	3400-00999	San Luis Obispo
	3500-00999	San Bernardino
-	-	-
Sierra Area	4100-00999	Tulare
	4200-00999	Madera-Mariposa
	4300-00999	Fresno-Kings
	4400-00999	Tuolumne-Calaveras
	4600-00999	San Benito-Monterey

APPENDIX Q

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 (SRA) fires within the COUNTY SRA Protection Areas and the Emergency Fund was expended and/or suppression cost recovery is reasonably anticipated.

Notifications

The COUNTY shall notify the Region Fire Prevention/Law Enforcement Duty Chief if it is determined during an active origin and cause investigation that there are complex factors including, but are not limited to, a violation of law and/or an act of negligence. The Region Fire Prevention/Law Enforcement Deputy Chief, or designee, may assign a Region Case Manager to the incident.

Case Viability

The Region Case Manager will determine if the case is viable using the same criteria as described 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 proceed with the CCR process.

Fire Investigation

The COUNTY shall complete the Fire Investigation Report as described in the Law Enforcement section "Investigation Reports."

The COUNTY shall provide a draft Fire Investigation Report (STATE 10-Category Report) to the Region Fire Prevention/Law Enforcement Deputy Chief or designee 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 Fire Prevention/Law Enforcement Deputy Chief or designee. The COUNTY will maintain the original STATE 10-Category Report but shall provide a copy to STATE prior to submission to local District Attorney in criminal actions.

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

CCR Litigation Agreement

Where the COUNTY and STATE decide to enter into a joint CCR case, with the STATE providing case management, a Lead Agency Agreement (LAA) consisting of a combined Joint Litigation Agreement (JLA) and a Joint Prosecution Agreement (JPA) shall be utilized. The LAA should be initiated prior to sending out any Letter of Demand (LOD), but it shall be required prior to filing a civil complaint with the court.

The LAA should include, but not be 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 LAA

APPENDIX Q

Fire Cost Packages

COUNTY will be required to complete a fire cost package with supporting documentation no later than six months after the incident end date. COUNTY may request an extension of this time from the Region Fire Prevention/Law Enforcement Deputy Chief or designee. COUNTY shall provide a Person Most Knowledgeable (PMK) for the cost package for the duration of the case. COUNTY will communicate with Region CCR Finance staff. COUNTY will maintain its own finalized cost package.

Letter of Demand

On joint recovery cases, STATE Region Case Manager will be responsible for preparing and sending any Letter of Demand (LOD).

Settlement Agreement and Release

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

APPENDIX R

Defensible Space Inspections

Notice of Defensible Space Inspection

Document

The Contract County may utilize the CAL FIRE LE-100a, Notice of Defensible Space Inspection, form and Defensible Space Data Collection Application with supporting software and IT infrastructure. The Administrative Unit Fire Prevention Bureau Chief (see exhibit 5) will provide the Contract County the CAL FIRE LE-100a forms as needed. Access to the CAL FIRE Defensible Space Data Collection Application will be granted through the Sacramento Deputy Chief for Wildfire Preparedness. Any Contract County Defensible Space Inspection form used in lieu of the LE-100a shall be reviewed and approved by the Region Fire Prevention Deputy Chiefs and the Sacramento Deputy Chief of Wildfire Preparedness.

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 Contract County will share an electronic database of the location of individual defensible space inspection, violation, and citation information in a geospatial format either as a geodatabase (GDB) or hosted feature service accessible to CAL FIRE staff. The Contract County shall ensure the electronic database is updated by the 5th of each month.

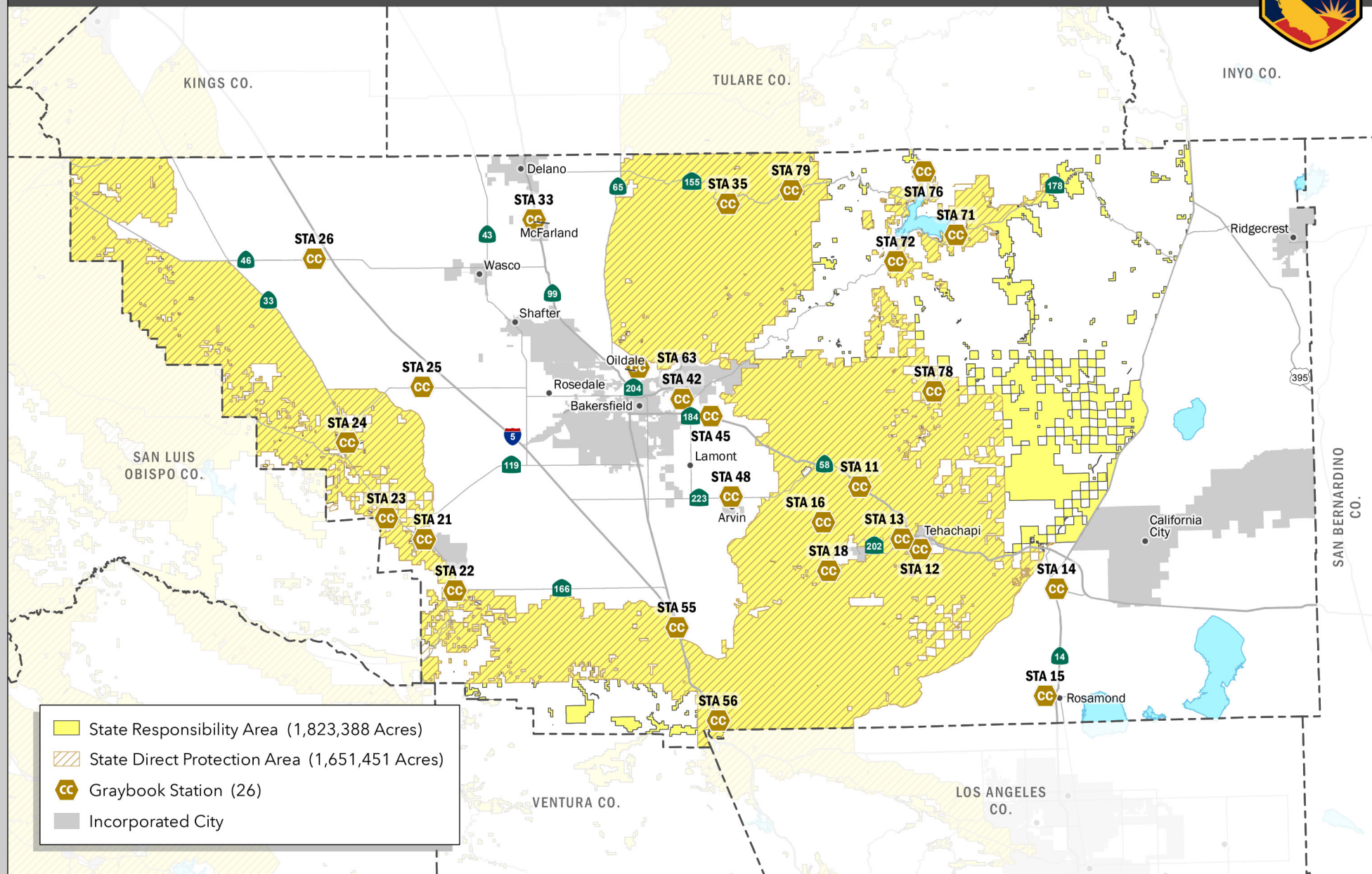
Defensible space inspections include the primary habitable structure as defined in Public Resources Code 4211(a) and any additional structure(s) defined in Title 14 CCR Division 1.5, Chapter 7, Subchapter 3, Article 3 within a parcel. The inspection will require viewing the structure on all sides to assess for building construction features and defensible space Zones 1 & 2, and Zone 0 when regulations pass.

Training

Defensible space inspection training is available by contacting your administrative Unit.

APPENDIX S

Kern County

STATE RESPONSIBILITY AREAS
& DIRECT PROTECTION AREASGRAYBOOK STATIONS
INCORPORATED CITIES

Data Sources: FRAP (cdfamin23_1_unit, cnty19_1, DirectProtectionAreas23_2, facility23_1, incorp23_2, SRA23_1); ESRI (USA_Major_Cities); USGS (Trans_RoadSegment)

Map produced by Heather Witzens, OSFM, CWPM, 6/30/2023

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.

APPENDIX T

SRA CLASSIFICATION CRITERIA

LEGAL BASIS

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."

Supporting Public Resource Code –

- COUNTY, by authority of Public Resources Code Section 4129, has elected to assume responsibility for the prevention and suppression of all fires on State Responsibility Areas (SRA) within COUNTY'S SRA Protection Areas (CPA).
- "Public Resource Code Section 4132 states that for those counties assuming responsibility for the protection of SRA the State shall allocate funding at least equal to the direct cost of fire protection, which shall include the salaries and wages of suppression crews, lookouts, and maintenance of firefighting facilities. Contract Counties shall be funded to provide the same level of direct protection as a comparable CAL FIRE Unit. Direct protection consists of Fire Prevention, Pre-Fire Management, Dispatch, and Ground Attack fire suppression resources."

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

APPENDIX U

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.

APPENDIX V

Rev. 04/25/2024

Incident Information Summary

General Incident Information

Incident Name:

Incident Number:

Initial Date of

Incident:

Fiscal Year:

Invoice Number:

Incident Cost

Information

Categories:

Total Emergency Aircraft Cost: \$0.000

Total Emergency Crews Cost: \$0.000

Total Emergency Equipment Cost: \$0.000

Total Emergency Personnel Cost: \$0.000

Total Emergency Overhead Cost: \$0.000

Total Supplies/Misc. Cost: \$0.000

Sub Total: \$0.000

Administrative Fee 10 %: \$0.000

Total Amount Due: \$0.00

[Contract County SharePoint Appendices](#)

APPENDIX W

Contract County Rate Sheet and Administrative Rate

A copy of the current Contract County Rate Sheet and Administrative Rate will be available on the Contract Counties SharePoint site under Appendix W.

[Contract County SharePoint Appendices](#)

APPENDIX X

IROC RESOURCE VOUCHER

RRV# _____ of _____

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

RECORDED IN IROC

5. IROC Req #	6. CAD Unit ID	7. RESOURCE REQUESTED	8. RESOURCE ASSIGNED	9. DISPATCHED Date & Time	10. RELEASED Date & Time			

CORRECT ASSIGNMENT RECORD

11. IROC Req #	12. CAD Unit ID	13. RESOURCE REQUESTED	14. RESOURCE ASSIGNED	15. DISPATCHED Date & Time	16. RELEASED Date & Time	17. Approved Y N	18. Correct Incident #

19. Reason for IROC Discrepancy:

20. Billing Agency:		21. Paying Agency:	
Name:		Name:	
Title (IC):		Title (IC/AREP):	
Signature:		Signature:	
Phone and Date:		Phone:	Date:

IROC Resource Voucher Completion Instructions

This IROC Resource Voucher form is intended to be used at the end of an incident when IROC 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 IROC . It can also be used at later times when it is discovered that there are discrepancies between what was documented in IROC and what the billing agency is claiming and correcting IROC 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 IROC Request number (example E-21)
6	Enter CAD Unit Id if applicable
7	Enter the Resource Requested as listed in IROC
8	Enter the Resource Assigned as listed in IROC
9	Enter the Dispatched Date & Time as listed in IROC
10	Enter the Released Date & Time as listed in IROC
11	Enter the Correct IROC 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 IROC discrepancies
18	Enter Correct Incident Number if applicable
19	Enter Reason for IROC 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

IROC SUPPLY VOUCHER

RSV# _____ of _____

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

APPROVED SUPPLY ORDERS ENTERED/NOT ENTERED INTO IROC

5. Date supply ordered	S#:			Approved	Not Approved
	S#:	Description of Supply Order:			
	S#:	Description of Supply Order:			
	S#:	Description of Supply Order:			
	S#:	Description of Supply Order:			
	S#:	Description of Supply Order:			
	S#:	Description of Supply Order:			
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	S#:	Description of Supply Order:			
	S#:	Description of Supply Order:			
	S#:	Description of Supply Order:			
	S#:	Description of Supply Order:			

6. Reason for approvals/non approvals:

7. Billing Agency:		8. Paying Agency:	
Name:		Name:	
Title (IC):		Title (IC/AREP):	
Signature:		Signature:	
Phone and Date:		Phone:	Date:

By signing this form you agree to the above

IROC Supply Voucher Completion Instructions

This IROC Supply Voucher form is intended to be used at the end of an incident when IROC is reconciled and get any supplies (water, Gatorade, batteries, meals, motels, replacement hose etc..) approved by a CAL FIRE employee, entered into IROC for reimbursable purposes. It can also be used at later times when it is discovered that any supplies were entered into IROC but were not documented who from CAL FIRE approved; or for supplies that were never entered into IROC 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

APPENDIX Y

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. All documentation needs to be validated with signatures of the employee and verifying authority.
- ☐ 4 Supplies being billed, copy of receipts and any other supporting documentation (logs, sign up sheets, 213's, IROC documentation etc.) **with name of whom from CALFIRE approved** (include "S"#'s). If restaurant receipts are included, handwritten tips cannot be reimbursed.
- ☐ 5 Complete Matching Reconciled IROC 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 County Rate Sheet or relevant document confirming administrative rate being billed.
- ☐ 10 Copy of NFIRS report for incident.
- ☐ 11 If Staffing Pattern Resources are being billed copy of Staffing Pattern Request from CALFIRE, copy of Appendix B with identified resources.
- ☐ 12 County per diem rate sheet, when applicable



DAMAGE INSPECTION

9242

POLICY STATEMENT

CAL FIRE shall conduct damage inspection on all wildland fires within the State Responsibility Area (SRA).

CAL FIRE employees who are assigned to an incident will perform a systematic survey of each wildfire or other natural disaster, when mission tasked, to collect and record damage to property, infrastructure, and other items as needed. Damage Inspection reporting illustrates the impact on people affected, which can support financial assistance from local, state, or federal agencies. When applicable, provide research data to evaluate building codes and risk mitigation measures that can support legislative decisions. The Damage Inspection process shall be completed before the incident control date, and prior to repopulation is recommended for inspector safety.

When combined with the Defensible Space (DSpace) Inspection data and prevention activities, the effectiveness of the Public Resources Code (PRC) 4290, PRC 4291, and California Building Code (CBC) Chapter 7 A on the survivability of structures in a wildfire can be analyzed. This will increase public and firefighter safety and the survivability of structures exposed to wildfire and contribute to future code and regulation improvements.

All buildings or structures within and adjacent to wildfire incident areas within the State Responsibility Area (SRA) shall be inspected for Non-Damage, Damaged, and Destroyed status. Documentation will be completed using the approved data collection method determined by the Department. A Final Damage Inspection Specialist (DINS) Report is required when a Damage Inspection Manager (DINM) is assigned or when 25 or more structures are confirmed damaged or destroyed.

Every structure within and adjacent to a wildland fire area, no matter the size of that fire, shall be inspected and documented. Structures damaged before the incident occurred or damaged from incident mitigation tactics will not be recorded. Unit chiefs and incident commanders are responsible for the damage inspection process for all structures and infrastructure affected by a wildfire. Damage inspection personnel will be ordered through the department-established resource ordering system.

The DINS process provides four (4) areas of data on a disaster:

- Factual Intelligence about structure impacts, to be utilized for accurate public information and dissemination.
- Factual Intelligence for 209 reporting requirements



- True and accurate structure/property impacts for NFRS/NEIRS Reporting
- Data collection of structure/property impacts to assist State Fire Marshall with determining the effectiveness of the Public Resources Code (PRC) 4290, PRC 4291, and California Building Code (CBC) Chapter 7A on the survivability of structures in a wildfire.

Damage Inspection is much more than a “Rapid Windshield Assessment”. The “Windshield” survey should be performed by the Line Supervision (Division/Group Supervisors) and documented on their daily 214’s. This data is rough and will never meet the current standards, but it provides a rough estimate to the Incident Commander before the full DINS process is completed.

DEFINITION(S)

Adjacent: Within 300 feet of the fire perimeter or further at the discretion of the Incident commander.

All-Hazards Incident: Any natural or human-caused event or incident that warrants action to protect life, property, the environment, public health, or safety and minimize disruption of government, social, or economic activities.

Building or Structure: A structure equal to or greater than one hundred-twenty (120) square feet in size, with 2 or more outside rigid walls and a fully secured roof that is affixed to a permanent site or:

- A manufactured home (a "manufactured home," also known as a mobile home, is a structure built on a permanent chassis, transported to its site in 1 or more sections, and affixed to a permanent foundation); or
- A travel trailer without wheels, built on a chassis and affixed to a permanent foundation, that is regulated under the community’s floodplain management and building ordinances or laws.
- Includes buildings that are less than one hundred-twenty (120) square feet in size, that are used for human habitation.
- "Building" does not mean a gas or liquid storage tank or a recreational vehicle, a park trailer, or other similar vehicle, except as described above. (*Glossary Section: NFIP - National Flood Insurance Program, <https://www.fema.gov/about/glossary/h>*)

State Responsibility Areas (SRA): Areas of the state in which the financial responsibility of preventing and suppressing fires has been determined by the Board of



Forestry and Fire Protection, to be primarily the responsibility of the state per PRC 4102.

Damage Assessment: Provides a general picture of the impacts of a disaster. Is a fast, limited-detail survey to assess the amount and type of damage within the incident perimeter. Also known as a windshield survey.

Damage Inspection: A systematic survey of an incident for collecting and recording damage to property, infrastructure, environmental resources, and other items as needed, to assess and verify damage caused by a disaster.

Damage Inspection Manager (DINM): The lead damage inspection person responsible for systematically surveying an incident to document damage to property, infrastructure, environmental resources, and other items as needed.

Damage Inspection Report: An official document that accounts for damage caused by an emergency incident, created after thorough inspection and data collection.

Damage Inspection Specialist (DINS): This position works under the supervision of the DINM or unit designee and is responsible for collecting data in the field.

Data: Facts and statistics collected for reference or analysis.

Dwelling Unit: A Dwelling Unit as defined in CBC Chapter 2 Section 202 is a single unit providing complete independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

Electronic Tracking: An electronic or mechanical device that permits a person to determine or track the position and movement of another person remotely.

Federal Responsibility Areas: Those lands administered or controlled by the Federal Government for which the Federal Agencies have administrative and fire protection responsibilities.

Geographic Information System Specialist (GISS): An individual who works with geographic information systems (GIS) to solve problems, present data, and store information. The GISS works with the DINM and is tasked with gathering accurate information, creating maps, validating data, and effectively conveying it via the damage inspection report.

Habitable Structure: A building that contains one or more dwelling units or can be occupied for residential use. Buildings occupied for residential use include single-family homes, multi-dwelling structures, mobile and manufactured homes, and condominiums.



Habitable structures do not include commercial, industrial, or incidental buildings such as detached garages, barns, outdoor sanitation facilities, and sheds. (PRC 4211)

Local Responsibility Area (LRA): Areas of the state where the financial responsibility of preventing and suppressing fires is the primary responsibility of a city, county, city and county, or district.

Outbuilding: Buildings or structures that are less than one hundred-twenty (120) square feet in size and not used for human habitation. An "Outbuilding" is not a "Building or Structure" as defined for damage assessment. (14 CCR 1299.02)

Personal Protective Equipment (PPE): That equipment and clothing required to shield and/or isolate personnel from thermal, chemical, radiological, physical, or biological hazards.

Structure Categories:

- Single Family Residence (Single, Multi-Story)
- Multi Family Residence (Single, Multi-Story)
- Mobile Home (Single, Double, Triple Wide)
- Motor Home (if used as a residence)
- Mixed Commercial/Residential
- Commercial Building (Single, Multi-Story)
- School
- Hospital
- Church
- Utility or Miscellaneous Structures (> 120 square feet)
- Infrastructure (Essential Services)

Structure Characteristics:

- Structure Type
- Roof Construction
- Eaves
- Vent Screens
- Siding
- Windows
- Decks
- Patio Covers
- Fence
- Propane Tank

Structure Damage Categories: The Federal Emergency Management Agency (FEMA) has established four categories of damage that an impacted home may fall within: destroyed, major, minor, or affected.



AUTHORITY AND RESPONSIBILITIES

Authority	Responsibilities
Director	Implement an All-Risk Damage Inspection procedure.
Community Wildfire Preparedness and Mitigation (CWPM) – Wildfire Risk Reduction	Damage Inspection administration, electronic data collection and support, statistical tracking, reports, policy and procedures, curriculum development, and coordination and delivery of statewide DINS and DINM training.
Regions	Ensure damage inspection is completed for each incident within the SRA. Support resource requests related to DINS through the department's established ordering system.
Units and IMTs	Complete the Damage Inspection data collection process on all structures defined above before the incident control date and support DINS-related resource requests through the department's established resource ordering system.

RELATED FORM(S) / LINK(S)

[Damage Inspection Process](#)
[Director's Damage Inspection Memo](#)
[DINS Dashboard](#)

AUTHORITY

[Public Resources Code Section 713](#)
[Public Resources Code Section 714](#)
[Public Resources Code Section 4113](#)
[Public Resources Code Section 4137\(a\)\(2\)\(6\)](#)

REFERENCE(S)

[California Building Code, Chapter 7a](#)
[California Code Regulations, Title 19, Subsection 2450](#)
[California Code Regulations, Title 14, Subsection 1299.02](#)
[Government Code 8607\(f\)](#)
[Public Resources Code Section 4211](#)



SUBJECT MATTER EXPERT(S)

[CWPM – Wildfire Risk Reduction](#)

REVISION DATE

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Last Reviewed: May 2025

GLOSSARY OF TERMS

Administrative Unit

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

Agency Administrator

The official responsible for the management of a geographic unit of functional area. The managing officer of an agency, division thereof, or jurisdiction having statutory responsibility for incident mitigation and management.

CAL FIRE Agency Representative (STATE AREP)

A CAL FIRE Chief Officer, typically from the CAL FIRE Administrative Unit, who approves STATE expenditures on a wildfire in COUNTY SRA Protection Areas. As a representative of the Region Chief the STATE AREP reports to the STATE Region Duty Chief and will be responsible for ensuring all interest of the STATE are satisfied for a specific incident. May be tasked with completing the Activity Reporting and Costs Application, Cost Estimate and Cost Share/Agreement.

Contained

The completion of a control line around a fire, and any associated spot fires, that can reasonably be expected to stop the fire, typically displayed in a percent value.

Controlled

The completion of control line around a fire, any spot fires and any interior islands to be saved; burned out any unburned area adjacent to the fire side of the control lines; and cool down all hot spots that are immediate threats to the control line, until the lines can reasonably be expected to hold under the foreseeable conditions.

County Local Responsibility Area (LRA) County Mission Identification

Resources ordered for a State Responsibility Area wildfire within COUNTY SRA Protection Areas in support of the COUNTY Mission that are not eligible for STATE reimbursement consideration.

They will be identified in the resource order's special needs field as ordered for the “**(LRA or Local or County) Mission**” and/or validated during resource order reconciliation.

County Mission

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

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

County State Responsibility (SRA) State Mission Resource Identification

Resources ordered for a State Responsibility Area wildfire within COUNTY SRA Protection Area in support of the STATE Mission, for which STATE may be billed (CFAA or Assistance-by-Hire), will be identified in the resource order's special needs field as ordered for the "**STATE Mission**" as well as identifying who from CAL FIRE approved the resource order.

California Fire Assistance Agreement (CFAA)

An agreement for local government fire and emergency assistance between Cal OES, CAL FIRE, and the Federal Fire Agencies.

California Master Cooperative Wildland and Fire Management and Stafford Act Response Agreement (CFMA)

An agreement documenting the commitment of CAL FIRE, and the wildland Federal Agencies to improve efficiency by facilitating the coordination and exchange of personnel, equipment, supplies, services, information, and funds.

County Resources

Personnel and equipment that are directly assigned to COUNTY.

County SRA Protection Area

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

Cover Behind

Fill behind personnel and resources committed to incidents. This includes holding personnel on duty, calling back employees, and staffing Unit resources, not to exceed Gray Book staffing levels.

Delegation of Authority

The Delegation of Authority is a statement provided to the Incident Commander (IC) or Unified Command by the Agency Administrator(s) delegating authority and assigning responsibility.

Direct Protection Area (DPA)

Intermingled and adjacent lands delineated by boundaries representing the area for which a particular fire protection organization has the primary responsibility for attacking an uncontrolled fire and for directing the suppression action. Areas protected by COUNTY under this agreement are designated State DPA.

Duty Chief

Identifies the point of contact for agencies regarding operational and administrative decisions.

Extended Attack

Wildfires that cannot be contained within initial attack; and/or cannot be controlled within the first burning period.

Federal Direct Protection Area (FEDERAL DPA)

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

Hired Equipment Management System of Record (HEMS)

Database used to track supplier EERAs and order hired equipment resources for CAL FIRE emergency incidents

Immediate Need Period

Hired Equipment Fireline Water Tender or Dozer: During the first 24 hours of a new incident, or anytime during an incident, 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 the Hired Equipment Program Supplier Participation Manual. For bulldozers: preposition, station coverage, and strike team assignments are ordered as immediate need

IMT Hard Cover Status

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

Initial Attack

Wildfires that are (1) contained normally within 2 hours from initial dispatch; and/or (2) additional state mission resources are not required.

Initial Action Zone

An identified geographic response area in which two or more agencies agree to exchange fire protection resources.

Interagency Resource Ordering Capability (IROC)

The Resource Order System of Record used by Federal, State and Local fire department agencies for resource ordering for all hazard incidents.

IROC Reconciliation

The process of reviewing resource orders identified within an incident IROC report prior to incident closeout. Typically administered by the incident commander, the CAL FIRE Agency Representative, , state and county finance staff , for the purpose of auditing approved state resources to expedite the invoicing process.

Line Officer

Managing officer, or designee, of the agency, division thereof, or jurisdiction having statutory responsibility for incident mitigation and management.

Local Responsibility Area (LRA)

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

Major / Multi-Operational Incident

The fire cannot be contained within the first burning period, even with substantial augmentation of resources; long-term resource commitment and logistical support will be required.

Morning Reports

Morning reports assist the Southern Region Operational Coordination Center (OCC) with County Resources available to the STATE Mission and identify resources committed to Region Staffing Patterns. See Appendix B.

Move up

Provide coverage with “out of Unit” resources and personnel not to exceed Gray Book staffing levels.

Mutual Threat Zone

A geographical area between two or more jurisdictions into which those agencies would respond on initial attack. Also called mutual response zone or Initial Action Zone.

Overhead

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

Planned Need Period:

Hired Equipment Fireline Water Tender or Dozer: Begins after 24 hours have passed since the time of the initial dispatch. Planned Need is based on the requested report time, not when the resource order was placed. Incident Commanders have the discretion to return to Immediate Need hiring practices when necessary.

Reporting Structure

(previously referred to as an Index Code) denotes the administrative location/unit of an expense in terms of program, unit, team, etc.

Service Location

Previously referred to as Program Cost Account (PCA) denotes the account location, it denotes the program account coding.

STATE AREP

See CAL FIRE Agency Representative definition

State Duty Chief

An assigned representative at CAL FIRE Northern or Southern Region who is involved in approving, move-up, cover behind, special staffing pattern activations and additional trainee positions.

State Duty Officer

Point of contact at the CAL FIRE Southern/Northern Operations Coordination Centers. Provides incident resource approvals prior to the CAL FIRE agency representative arrival, approver of logistical needs during travel to and from incidents while under hire by STATE.

STATE Mission

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

Resource ordering systems available to COUNTY in support of the STATE Mission are (1) resource orders placed direct to STATE through provisions set forth by this Operating Plan and (2) resource orders placed through the California Fire and Rescue Mutual Aid System under provisions set forth by the California Fire Assistance Agreement (CFAA). Any resource ordered must be approved by the STATE prior to its use, unless otherwise stated in the AOP or Agreement. Resources needed to support the STATE Mission beyond those listed in Appendix A must be approved by the STATE (Region Duty Officer, Region Duty Chief, or STATE AREP).

State Responsibility Area (SRA)

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

Support

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

Threat to SRA

For the purpose of this Operating Plan, a rule of thumb for determining a threat to the SRA will be the existence of a wildfire within ½ mile of the SRA. However, when determining the validity of that threat, the totality of circumstances will be considered (e.g. fuels, weather, topography, natural barriers, resource availability, etc...).

Trainee

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

Wet Equipment Rate

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

Wildfire

For the purpose of this Operating Plan, any wildland fire that burns on or threatens State Responsibility Area within COUNTY SRA Protection Areas. Fire types, such as but not limited to, vehicle and structure, when in proximity to State Responsibility Area and in the reasonable judgement of COUNTY are deemed a threat to SRA may be considered a wildfire. (See SRA threat definition)