

<b>TITLE</b> OPERATIONS MANUAL	<b>STANDARD</b> <b>INSTRUCTION</b> 14		<b>DEPARTMENT</b> FIRE-RESCUE
<b>SUBJECT:</b> AIRCRAFT RESCUE FIREFIGHTING ORGANIZATIONAL STRUCTURE	<b>SECTION</b> 05	<b>PAGE</b> 1 of 2	<b>EFFECTIVE DATE</b> December 22, 2023

**I. PURPOSE**

This policy outlines the organizational structure of the Aircraft Rescue Firefighting (ARFF) program.

**II. SCOPE**

This policy shall apply to all sworn San Diego Fire-Rescue Department (SDFD) personnel, excluding Lifeguard personnel.

**III. AUTHORITY**

The Fire Chief authorizes this policy.

**IV. BACKGROUND**

The SDFD ARFF Program provides a specialized rescue and firefighting capability to the citizens of San Diego. Proper oversight is necessary to organize training, pursue funding sources, and to provide administrative support. Additionally, a pool of qualified personnel is necessary to support large and long-term incidents in various ICS positions. This policy outlines the recommended positions to properly support this function.

**V. POLICY**

**A. Deputy Chief as designated by Assistant Chief of Emergency Operations**

1. Oversee all aspects of administration and operations of the ARFF Program

**B. Operations Battalion Chiefs**

1. Incident command and coordination of emergency operations at San Diego International Airport (SAN)
2. Oversee daily operational needs
3. Maintain direct operational and supervisory roles

**C. Program Manager**

1. Oversee program administration, including policy recommendation, updating, and review
2. Establish goals and priorities for ARFF services to ensure compliance with Federal Aviation Administration (FAA) rules and regulations for emergency airport operation functions (i.e. training requirements, emergency exercises and drills, and operation protocols)
3. Determine the type, method, and duration of FAA required ARFF training
4. Maintain an annual budget for ARFF services with required training and related expenses
5. Respond to emergency incidents as an ARFF liaison
6. Coordinate initiation of ARFF training and signature of commitment paperwork with battalion 1 chiefs
7. Maintain commitment and training records of all permanently assigned and relief personnel
8. Maintain relief list of qualified personnel
9. Manage all initial and recurrent training requirements of ARFF personnel

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10. Initiate and coordinate FAA mandated ARFF training
11. Coordinate required live-fire drills for all ARFF personnel (permanent and relief personnel)
12. Provide monthly training reports to San Diego County Regional Airport Authority (SDCRAA)
13. Manage specialized equipment purchasing
14. Manage contract requirements and create compliance procedures
15. Coordinate with the SDCRAA the procurement of ARFF personnel protective equipment, firefighting agents, and other tools and equipment
16. Assist the SDCRAA during annual FAA inspections or FAA requests regarding training, qualifications, and certification of personnel assigned to the ARFF program
17. Serve as primary signatory for ARFF Staff Security Identification Display Area badges
18. Recommend ARFF operation policy guidelines, pre-incident plans, response checklists, and other response aids
19. Coordinate the safety inspections at SAN to include the fuel farm, vehicle fueling stations, and fuel vehicles
20. Ensure contract compliance between SDCRAA and the City of San Diego
21. Provide an accounting of all ARFF equipment provided by SDCRAA upon request
22. Specific ARFF Vehicles and Equipment Duties
  - a. Coordinate with the on-duty ARFF captain the vehicle and equipment status and maintenance
  - b. Coordinate SDCRAA foam testing for each ARFF vehicle on a rotating basis within six months prior to the annual FAA inspection
  - c. Maintain documentation of each test for three years