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OPERATIONS MANUAL

STANDARD INSTRUCTION 15, SECTION 01

SINGLE RESOURCE: GENERAL GUIDELINES

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I. PURPOSE

The purpose of this document is to provide policies, procedures and guidelines as to the participation, management and training for the Single Resource/Overhead program. These policies and procedures are designed to manage the Single Resource/Overhead program.

The Single Resource/Overhead program provides participating members the opportunity to gain valuable experience, real world training and position development that is returned to the department in many aspects of the department's daily operations. The experience that participants receive on large incidents in other jurisdictions will be invaluable when San Diego City experiences incidents of similar scope within its jurisdiction.

Voluntary participants in this program must remain aware that this program must be managed to ensure adequate staffing of the daily and extended operations of the San Diego Fire-Rescue Department. The department also reserves the right to cease participation in this program at any time at the direction of the Fire Chief or their designee.

The Fire Chief or designee may also at any time limit the number of personnel deployed. The Fire Chief or designee will establish trigger points for either immediately limiting the deployment of single resources or evaluating the need to limit single resources. Single resources may also be recalled at the Fire Chief or designee's discretion.

The Department is also committed to the participation of its personnel in the National and Regional Incident Management Teams (IMT), Incident Support Teams (IST) and Urban Search and Rescue Task Force (US&R) but the Fire Chief or designee may at any time restrict or suspend participation in these teams at the Fire Chief or designee's discretion.

II. SCOPE

This policy shall apply to all SDFD Personnel.

III. AUTHORITY

The Fire Chief authorizes the information within this policy.

IV. DEFINITIONS

- A. Area Fire Coordinator- Monte Vista Emergency Communications Center serves as the area fire coordinator for San Diego County and serves to coordinate all fire resources for the area.

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- B. California Incident Command Certification System (CICCS) Peer Review Committee meets on an as needed basis. This is a multi-agency committee created and maintained at the Regional Operational Area Level throughout the state with San Diego being one of the Operational Areas. The primary goal of this committee is to review and approve all certifications at the ICS 300 level. ICS 400 and 500 level positions will be reviewed by a similar committee at the regional level and will be forwarded through the Area CICCS committee. ICS 100 and 200 level positions are evaluated and recommended by the SROC Committee and with approval resting with the Fire Chief or designee.
- C. CICCS- California Incident Command Certification System, A system adopted in the state of California that requires local agencies to adhere to the NWCG PMS 310-1.
- D. Demobilization- The process of being released from an incident
- E. Deployment- The entire process from initial mobilization to demobilization (Often mobilization, activation and deployment are used interchangeably. For purposes of the policies, a deployment is the entire process from the initial requesting phone call to the final call ending a participant's time on that incident).
- F. IMT- Incident Management Team, a team of qualified personnel who can, with a delegation of authority, relieve a hosting agency of the management responsibilities for large, extended wildfire or other all-risk incidents.
- G. IQS- Incident Qualification System, This is a database system used in California that tracks a participant's qualifications, training, experience and currency standards as it pertains to NWCG PMS 310-1.
- H. Mobilization- The process of receiving the request, arranging approvals and travel, and the travel to the incident
- I. NWCG-National Wildfire Coordination Group, from their website: "The purpose of NWCG is to establish an operational group designed to coordinate programs of the participating wildfire management agencies".
- J. NWCG PMS 310-1 - (see Appendix C) is the document that non-federal participating agencies usually adopt for training, education, experience and currency requirements for participation in the Incident Management Team and Single Resource Deployments. Currently, SDFD has adopted this document as its standard and requires its participants to achieve the required and recommended standards. SDFD has determined some courses to be covered by course equivalencies as documented in these policies.
- K. ROSS- Resource Ordering and Status System; Ross is the system that manages the qualifications, availability and deployment status of participants in the national program.
- L. Qualification Card- A document that lists a participants qualified and trainee positions as approved by the department and the CICCS committee.
- M. Qualified- A participant who has completed the training, task book, experience requirements and has been approved through the department and/or CICCS processes.

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- N. SDIMT- San Diego Fire-Rescue Incident Management Team
- O. Task Book- A booklet that lists the training tasks to be completed for a position and the level and type of competency required for each task.
- P. Trainee- A participant who has attained the training for a position but has not attained the experience or completion of their task book for the position.

V. POLICY

A. Updates

1. These policies and procedures will be updated annually to reflect any changes that may occur between SDFD, USFS, Cal Fire, or other cooperating agencies. All update recommendations will be made by the Single Resource/Overhead Committee (SROC) and the SROC Program Manager with the Fire Chief or designee's final approval.

B. Incident Support Team and Urban Search and Rescue Deployments

1. For all of the purposes listed above, these policies and procedures apply to any Single Resource or Team deployment in cooperation with an outside agency to include, but not limited to, the FEMA Urban Search and Rescue (US&R) program and Incident Support Teams (IST).

C. Removal from this program

1. Any participant who violates any of the policies and procedures for this voluntary program as defined in this document will be ineligible to participate for a period of two years.
2. The Fire Chief or designee also reserves the right to remove participants from this voluntary program for causes not defined in these policies and procedures.
3. Reinstatement will be at the discretion of the Fire Chief or designee upon reapplication by the participant removed from the program.

D. Roles and Responsibilities

1. Fire Chief
 - a. The Fire Chief has authority over the participation in this program and determining at his/her discretion the level and degree of participation.
2. Deputy Chief of Operations
 - a. The Deputy Chief of Operations will be responsible for the following:
 - 1) Supervising the SROC program
 - 2) Assigning a SROC Program Manager (usually the operations support captain)
 - 3) Co-chairing the SROC Committee meetings
 - 4) Obtaining the results of each CICC committee meeting

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- 5) Any other duties as defined in these policies and procedures
 - 6) Approved any applications to fill an open IMT/IST position with participants from SDFD
3. SROC Program Manager
- a. The Program Manager will be responsible for the following:
 - 1) Annually reviewing these policies and procedures and incorporating approved changes into the policies and procedures after review by the SROC Committee and Fire Chief designee.
 - 2) Facilitate the SROC Committee meetings and holding such meetings as necessary to accomplish the goals of this program.
 - 3) Holding the annual refresher training during the first or second quarter of the calendar year
 - 4) Publishing a bulletin annually listing the training opportunities, the participation requirements and distributing training opportunities job wide
 - 5) Ensure training and opportunities are made readily and equally available for department personnel.
 - 6) Participate in the annual region training meeting in order to determine the training needs region wide and secure positions in the courses for SDFD personnel.
 - 7) Communicate and liaison with cooperating agencies and internal department sections to ensure good relations, communications and understanding of SDFD policy and procedures in regards to this program.
 - 8) Audit the IQS database and ensure the information in the database is kept up to date with personnel training documents, deployments and any other pertinent information.
 - 9) Confer with the San Diego Incident Management Team (SDIMT) Coordinator before the IMT application period to review the Department's needs in the various positions and encourage applications in areas where additional personnel and experience are needed for the SDIMT, EOC and DOC.
 - 10) Update the Emergency Response Directory (ERD) and annually work to implement the updates of personnel and qualifications in the Resource Ordering and Status System (ROSS).
 - 11) Reconcile the IQS database, the CICCS information and the published ERD.
 - 12) Maintain the "non deployable" list for participants who do not maintain required training.
 - 13) Stay current with the 310-1 requirements for each position.
 - 14) Any other duties as defined in these policies and procedures.

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4. SROC Committee

- a. SDFD Single Resource/Overhead Committee (SROC) is a seven member committee comprised of the Deputy Chief of Operations, the SROC Program Manager, the SDIMT Coordinator, US&R Program Manager and a member of Local 145 (who will serve as the Co-Chair).
- b. One participant at large in the SROC program will be agreed upon by the Co-Chairs. This participant will serve a term of one year starting in January.
- c. One member from Lifeguards will also be assigned to the committee by the Lifeguard Chief.
- d. The SROC Committee is responsible for:
 - 1) Providing oversight of the Single Resource/Overhead program and guidance for the Fire Chief or designee
 - 2) Conducting meetings during the first month of each quarter
 - 3) Additional meetings will be held as required by the Fire Chief or designee and or Committee Chairs.
 - 4) Evaluate course equivalencies and specific training for each position
 - 5) Evaluate the position applications for all personnel. Once validation of a participant's application has been completed, forward this application to the Fire Chief or designee for final approval.
 - 6) Prepare and ensure the timely verification and submission of all other Qualification packets to the CICC committee.
 - 7) Review the results of the previous CICC committee meetings
 - 8) Communicate results of the application review back to the applicant/participant.
 - 9) Review applications for IMT memberships previous to submission of approval from the Fire Chief or designee.
 - 10) Any other duties as defined in these policies and procedure.