

San Diego County Operational Area

METRO ZONE POLICIES

March 2017

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I. INTRODUCTION

From inception, California's Fire and Rescue Mutual Aid System has been guided by the fire services operating within the state including local, state, and federal agencies. The California Fire Service and Rescue Emergency Mutual Aid Plan provides a practical and flexible pattern for the orderly development and operation of mutual aid on a voluntary basis between cities, cities and counties, fire districts, county fire departments, and applicable state agencies. Normal fire department operations are utilized, including day-to-day mutual aid agreements, and plans that have been developed by local fire and rescue officials.

The California Governor's Office of Emergency Services' (Cal OES) Fire and Rescue Branch is responsible for the development, implementation and coordination of the California Fire Service and Rescue Emergency Mutual Aid Plan¹. The Plan is developed and updated under the guidance and approval of the Fire Rescue Service Advisory Committee/FIRESCOPE Board of Directors.

The California Fire Service and Rescue Emergency Mutual Aid Plan ("Plan") is a supportive document to the California Emergency Plan. The Plan, basic and uncomplicated, is based on the concept of "self-help" and "mutual aid". The State of California, all 58 counties, and nearly all city governments are signatory to a Master Mutual Aid Agreement. Aid agreements, automatic and mutual aid, come in many variations and may involve a number of political jurisdictions. Procedures for the deployment of resources are set forth in the California Fire Service and Rescue Emergency Mutual Aid Plan.

Operational Area fire and rescue resources are those made available through the approved and adopted Operational Area (County) Fire and Rescue Emergency Mutual Aid Plan. The San Diego County Operational Area Emergency Plan² includes all resources within the county's political boundaries. San Diego County resources are divided into four geographic and organizational areas called "Zones". The Metro Zone (MZ), once known as "Zone 3", is identified in Annex B of the San Diego County Operational Area Emergency Plan. It consists of the following fire service and rescue emergency agencies:

- Chula Vista Fire Department (CHV)
- Coronado Fire Department (CRD)
- Federal Fire Department – San Diego (FFD)
- Imperial Beach Fire Department (IMB)
- Miramar Fire Department (MSM)
- National City Fire Department (NAT)
- Poway Fire Department (POW)
- San Diego Fire-Rescue Department (SND)

II. PURPOSE

In cooperation with the San Diego County Fire Chiefs Association, the primary purpose of the Metro Zone is to assure a readily accessible pool of resources, apparatus and equipment, to fill mutual aid requests from the agencies it represents. Secondly, the Metro Zone shall maintain an up-to-date pool of qualified personnel to fill incident command system (ICS) positions for area, regional, state, and national needs, if requested.

¹See Appendix A - http://www.iafc.org/associations/4685/files/mtlAid_mutualAidPlanCA.pdf

²See Appendix B - http://www.sdcounty.ca.gov/oes/docs/Final_Evacuation_Annex_w_Maps.pdf

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A system has been developed that provides guidance to Metro Zone departments for meeting the operational standards regarding resource requests including ICS positions, and provides an activation process when requests for ICS-qualified personnel are made through the Metro Zone Coordinator.

III. METRO ZONE COORDINATOR

The Metro Zone coordinator is a fire chief elected by his/her peers to serve as the point of contact with the Cal OES San Diego area coordinator and facilitate the cooperative and collaborative efforts of each Metro Zone agency.

The Metro Zone coordinator is responsible for the deployment of resources within the zone.

The Metro Zone coordinator will be responsible for ensuring that all zone resources follow the policies and procedures pursuant to the San Diego County Operational Area Emergency Plan and California Fire Service and Rescue Emergency Mutual Aid System.

The Metro Zone coordinator is responsible for maintaining an Emergency Resource Directory (ERD) representative of zone resources (apparatus, equipment, and personnel).

The current Metro Zone coordinator is the fire chief of the San Diego Fire-Rescue Department.

IV. SYSTEM DESCRIPTION

All Metro Zone agencies shall follow the California Incident Command Certification System (CICCS) as established by the Office of Emergency Services (OES), the State Board of Fire Services (SBFS), and the California State Fire Marshal's (CSFM) office. The SBFS recognizes National Wildfire Coordinating Group (NWCG) 310-1 as the model for the CICCS format. It can readily be adapted to "all-risk" use.

The NWCG 310-1 standard includes a system administrator's guide, prerequisites, minimum training standards, experience requirements, physical fitness requirements, currency requirements, and Position Task Books that identify the skills necessary to perform in all of the ICS positions.

Metro Zone departments committing personnel to incidents via requests at the zone, regional, state, and federal levels must assure their personnel are trained, prepared, and truly qualified for the assignment. This is imperative when the ICS position is expected to provide supervision over personnel from any other agency regardless of political jurisdiction. The responsibility and liability rests with each department's fire chief to assure their personnel have been trained, have completed the appropriate trainee experience, maintain currency, and can perform in the field in a safe, competent, and experienced manner. Personnel that respond to fill ICS positions must possess the ability to navigate within the California Fire Service and Rescue Emergency Mutual Aid Plan.

*** It is extremely important that Metro Zone departments recognize the significance of sending only qualified personnel to fill ICS positions because they not only represent their own department, but also represent all the departments within the Metro Zone.

There are circumstances such as initial attack or immediate need strike teams where the assigned battalion chief is not strike team leader qualified. If it is determined that the incident will go beyond one operational period, typically 12 hours, the battalion chief will be replaced by a qualified strike team leader and the original battalion chief will assume the trainee position. In the event this occurs, it will be the responsibility of the responding agency to provide a qualified strike team leader.

*** This is the one exception to the rule.

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V. RESPONSIBILITIES

Personnel must possess CICCS certification in order to fill ICS positions requested at the regional, state, and national level. Each Metro Zone fire department is responsible for selecting their personnel for the various ICS positions. Only the fire chief of each agency, or their appointed designee, may initiate Position Task Books. Position Task Books shall be initiated only when all other prerequisites have been fulfilled. Each department retains responsibility for assuring the proper training/certification has been met, maintained, and the individual has the appropriate field experience.

Personnel who obtain CICCS certification for an ICS position will be placed in the Metro Zone ERD upon request. The request must be submitted on the appropriate zone's ICS Certification Form, signed by the submitting department's fire chief, and include a copy of the position CICCS certificate. All requests shall be forwarded to the designated ERD coordinator.

The Metro Zone ERD shall be updated within the first ten (10) days of every month. Each agency in the zone will be responsible to perform a monthly review and provide any updates to the ERD coordinator by the last day of the month to be included in the next month's updates. The updated ERD shall be made available to all Metro Zone fire chiefs. Information in the Metro Zone ERD will also be forwarded to Cal Fire/USFS for inclusion in the San Diego Operational ERD (ROSS).

The fire chief of each agency in the Metro Zone shall be responsible for the accuracy of their personnel's deployment status in the ERD roster. It is also the fire chief's responsibility to provide qualified personnel for the Metro Zone ERD based upon the requirements found in CICCS. This responsibility includes evaluation of personnel for re-certification where position qualification has been lost as a result of a lack of current experience. A key component in the certification and re-certification process is the subjective evaluation by each department's management of an individual's capability to perform in a position. Completion of prerequisite training and experience requirements alone does not guarantee that an individual is qualified to perform the position's responsibilities. This is the primary reason for assuring position performance within each individual department before qualification for a position is granted.

In addition to the monthly review, each agency in the Metro Zone is responsible for performing an annual audit (between April and May) of their personnel posted in the ERD to determine position qualification status. Once the review has been completed, written confirmation on department personnel qualification status shall be sent to the Metro Zone coordinator no later than May 31st.

VI. STRIKE TEAM/TASK FORCE REQUESTS

Staffing levels and availability of reserve apparatus may affect all Metro Zone agencies' ability to provide resources for deployments **outside** of the Metro Zone. Therefore, the Metro Zone coordinator, the on-duty deputy chief of operations, or assistant chief of emergency operations must authorize the dispatching of any immediate need or planned need strike teams **outside** of the Metro Zone. When necessary, the Metro Zone operations chiefs shall initiate a conference call including all zone agencies and the Metro Zone coordinator, to review zone capabilities and the use of additional resources. Each participating agency maintains the ability to revise their level of participation and resource selection based on operational needs at the time of request.

Requests for a strike team/task force shall include:

- Resource Type
- Location of Incident
- Reporting Time

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A. Calendar Requirements

On a daily basis, by 0800 hours, each agency within the Metro Zone will post their available resources to the San Diego Metro Zone website calendar at sandiegometrozone.com. The information posted will identify the available strike team engine(s) by type, available strike team leader (STEN)/task force leader (TFLD) and/or strike team leader-trainee (STEN-T). If an agency is unable to provide resources for assignments, this should be noted as well. Agencies who have not updated their resource availability by 0800 may not be assigned in the event of a deployment.

B. Agency Resource Availability

Chula Vista will commit two type 1 engines, provided that there are at least two ready reserve apparatus available, one type 1 Cal OES, and one type 3 engine for immediate need or planned need strike team assignments. The Chula Vista operations chief shall be notified to authorize additional resource requests for strike team or single unit assignments exceeding the above Chula Vista engine commitment for immediate and planned need use. The automatic draw down of the Chula Vista type 3 and Cal OES type 1 engine is not affected by the number of Chula Vista ready reserves.

Two Poway Fire apparatus (Cal OES or agency) can be automatically assigned to an immediate need or planned need strike team. The Poway Fire duty chief shall be notified prior to and must authorize the use of additional Poway resources being considered for strike team assignments.

Coronado, Imperial Beach and National City will commit one type 1 engine each for immediate need or planned need strike team assignments. The respective duty chief for Coronado and/or National City shall be notified and must authorize the use of additional resources being considered for strike team assignments.

Miramar Fire will commit one type 1 or one type 3 engine for an immediate need or planned need strike team and may commit a second engine (type 1 or type 3) for fires within the City of San Diego.

Federal Fire will commit two engines, either one type 1 and one type 3, or two type 3s for immediate need or planned need strike team assignments.

Miramar Fire and Federal Fire will consider committing a third engine for local responses.

The Metro Zone will maintain a list of resources to be considered for deployment when assembled into strike teams. Requests for task forces will be assembled based on the specific information received and approved by the Metro Zone coordinator.

The Metro Zone Strike Team Deployment Rotation Matrix has been developed by the Metro Zone operations chiefs and approved by the Metro Zone chiefs, to distribute response opportunities among agencies while ensuring a safe, expedient arrival at the incident of the requesting agency, and balance the response coverage of the Metro Zone until backfill and/or move-ups are accomplished.

As a “standing” action item, any strike team deployments will be reviewed during the monthly Metro Zone Operations Chiefs meeting. Areas of concentration include response, operational, personnel and equipment issues.

C. Resource Type

The Strike Team Deployment Rotation lists type 1 and type 3 apparatus resources. Requests for other resource types will be evaluated by the Metro Zone Coordinator.

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D. Location of Incident

All requests for strike teams or task forces will be categorized based on the geographic location of the incident. They are:

- *In zone*: within the jurisdiction of a Metro Zone agency
- *In county* or operational area: out of the Metro Zone but in San Diego County
- *Out of county*: out of San Diego County but in the state

The Strike Team Deployment Rotation Matrix (located on the Metro Zone website) shall be used for all in county and out of county deployments. In zone deployments will be determined by CAD.

Deployment of all mutual aid resources, including strike teams/tasks forces shall be categorized based upon requested arrival time and work objective.

- Initial attack
- Immediate need
- Planned need

E. Initial Attack (Closest units)

Generally, responses within the Metro Zone to PROTECT LIFE OR PROPERTY imminently threatened by an event. The **closest available resources** should be selected and respond to the incident as quickly as possible. Personnel can expect to be assigned and begin tactical operations upon arrival at the incident. In order to meet the above objectives, incident command and tactical radio channels must be assigned to any Metro Zone Strike Team/Task Force requested for initial attack responses.

F. Immediate Need (MZ Strike Team Deployment Matrix used)

Generally requested for responses within the Operational Area, and adjacent or other Operational Area. Resources should respond to the incident as quickly as possible and may or may not respond code 3. Metro Zone assigned resources will respond within five minutes of dispatch. Personnel can expect to be assigned and begin tactical operations upon arrival at the incident or within the current operational period. Incident command and tactical radio channels along with a travel channel, must be assigned to any Metro Zone strike team/task force. The need to form up all units at a rendezvous location is at the discretion of the Metro Zone coordinator and/or STEN/TFLD. Greater travel distances increase the need for forming up resources together for safe travel and response coordination. **All out of county responses require resources to form up and respond together.**

G. Planned Need (MZ Strike Team Deployment Matrix used)

Resources should form up at a rendezvous location and travel together to the incident reporting location by the requested time. Metro Zone has agreed that assigned resources will meet at the designated rendezvous location within 60 minutes of dispatch. Personnel can expect to be assigned to the incident and begin tactical operations at a future operational period than when the request was received.

The Metro Zone Strike Team Deployment Rotation Matrix shall be used for both immediate need and planned need responses. For immediate need responses, SND will send their closest resources selected by CAD. The Mutual Aid Response Information Sheet ³ documents incident response information for resource deployments. It is a form used by the Metro Zone Emergency Command and Data Center (ECDC) to collect and communicate valuable information received from the requesting agency for the STEN/TFLD. Some of the information includes, but is not limited to:

³ Appendix C – Mutual Aid Response Information Sheet
Metro Zone Policies – March 2017

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- Strike team/task force number
- Request number
- Units within strike team/task force
- Strike team/task force leader and trainee
- Travel radio frequency
- Rendezvous location with map page
- Incident name and reporting location with map page
- Incident command and tactical radio frequencies

H. Driving Guidelines (Interagency Standards for Fire and Fire Aviation Operations)

1. To manage fatigue, every effort should be made to avoid off unit (excluding initial attack response) mobilization and demobilization travel between 2200 hours and 0500 hours.
2. For additional information regarding driving guidelines see *Interagency Standards for Fire and Fire Aviation Operations*.

I. Recommended Rendezvous Locations

The following locations are recommended as rendezvous sites for use by the Metro Zone for its strike teams. Rendezvous locations for other strike teams, i.e., Cal OES, Op Area may be different.

- Teams responding north on Interstate 5:
Border Check Point, Interstate 5
- Teams responding north on Interstate 15:
Westfield North County Mall, 272 Westfield Way, TB 1150, B3
- Teams responding east on Interstate 8:
Shopping lot parking at southwest Los Coches and Camino Canada, TB 1232, E7
- Teams responding east on State Route 94:
Rancho San Diego Towne Center, 2892 Jamacha Rd, TB 1271, J6

Unless a rendezvous location has been identified in the order request, the STEN/TFLD shall workthrough ECDC to identify a suitable site. If an alternate site is selected, consideration shall be given to a location that 1) is easily accessible, 2) has adequate room for staging apparatus, and 3) will not impact business.

J. Recommended Travel Channels

- In county responses: 11A
 - Units are reminded that while enroute to use only the travel channel and stay off the command and tactical channels
- Out of county responses: VHF CESRS

K. Crew Replacement Procedures

Crew swaps on mixed strike teams shall be coordinated through the Metro Zone. See Attachment A (Exhibit "C" California Fire Assistance Agreement excerpt) below for procedures, including documentation to ensure reimbursement.

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L. Reimbursement – Mobilization and Demobilization

All metro zone agencies are responsible for their own food and fuel, to and from the incident.

San Diego Operational Area Policies:

11A- Strike Team/Task Force Terminology & Operational Area Response

Agencies shall assume operational costs, including necessary motor fuels and lubricants used in its emergency apparatus while responding to and returning from the State of California or Federal Fire Agency Incidents. It shall be the responsibility of the responding jurisdiction to provide the necessary means of payment for such costs.

At no time will the agencies be eligible for reimbursement for travel expenses such as fuel, food and lodging while responding unless approved in writing at the incident. If in transit to or from an incident and the STEN/TFLD determines that the safety and welfare of the strike team members requires the strike team leader to secure lodging, a call will be made in advance to the 24-hour OES Warning Center for Cal OES approval (916-845-8911). If approval is not given, the cost of the lodging will be borne by each individual agency that has personnel assigned to the strike team.

VII. STRIKE TEAM LEADER/TASK FORCE LEADER/TRAINEE

The Metro Zone Coordinator will maintain a list of CICCS-qualified STEN/TFLDs and STEN-Ts from each department within the zone. Each agency shall be responsible for posting this information to the San Diego Metro Zone website. STEN-Ts must be approved by the fire chief of the local agency and possess an initiated Position Task Book for the ICS position of STEN/TFLD. The San Diego Metro Zone website calendar (sandiegometrozone.com) provides a Strike Team/Task Force Leader Selection Guide. This guide is designed to ensure a reliable selection method is in place and provides an agreed upon distribution of opportunities for STEN/TFLDs to maintain currency and opportunities for trainees to become qualified.

Metro Zone agencies work cooperatively and collaboratively to take full advantage of the opportunity to respond to mutual aid incidents. More importantly, the opportunity to meet performance and certification requirements outlined in CICCS is paramount and should not be trivialized. If an agency is not able to fulfill the STEN/TFLD or trainee position, partnering with another Metro Zone agency shall be done in order to take full advantage of the deployment. The use of a STEN/TFLD from one agency and a trainee from another agency shall preempt missing a deployment opportunity based on the Strike Team/Task Force Leader Selection Guide. During these situations, an outside agency STEN-T will most likely be required to travel separately to the incident and form up with the other zone agency STEN/TFLD to avoid response delays.

A. Metro Zone Type 3 STEN

The Metro Zone has agreed that only those agencies that utilize type 3 apparatus will serve as STEN for type 3 team deployments. Those agencies include Chula Vista Fire Department (CHV), Poway Fire Department (POW), Miramar Fire Department (MSM), Federal Fire Department (FFD), and San Diego Fire-Rescue Department (SND).

B. Strike Team Leader Trainee Policy

The Metro Zone has developed a matrix to assist with providing equitable opportunities for deployment of zone trainees to enhance certification as a STEN/TFLD. The Metro Zone supports the philosophy that chief officers will be used as STEN/TFLDs. Therefore, only the zone agencies that have deployable chief officers are included in the matrix. Currently these agencies are Chula Vista, Coronado, National City, Miramar, Poway and San Diego.

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By 0800 hours daily, each Metro Zone agency will post the name(s) and contact information of their available STEN/TFLD and STEN-T on the Metro Zone website calendar. The Metro Zone coordinator or their designee will access the San Diego Metro Zone website calendar, and using the Strike Team Leader Rotation Matrix, prepare the daily worksheet outlining STEN/TFLD and STEN-T availability, and forward the worksheet to all metro zone agencies.

It is the assumption that if a STEN/TFLD or STEN-T is not listed on the calendar, the agency does not have deployable personnel. In cases where the STEN/TFLD or STEN-T is unavailable to deploy, the next agency in the rotation will be contacted. This process will continue until the position can be filled.

Trainees will be assigned to all strike team assignments. In no situations will a Metro Zone STEN/TFLD take out a strike team without a STEN-T, a STEN/TFLD approaching 'time out', or an aide. If necessary, the STEN-T will rendezvous with STEN/TFLD at the incident to avoid any delay in response of the STEN/TFLD.

C. Metro Zone Strike Team Leader Matrix

DAY 1 SUN	DAY 2 MON	DAY 3 TUE	DAY 4 WED	DAY 5 THUR	DAY 6 FRI	DAY 7 SAT	DAY 8 SUN	DAY 9 MON	DAY 10 TUE	DAY 11 WED	DAY 12 THUR	DAY 13 FRI	DAY 14 SAT Metro Zone Rotation Day
SND	CRD	SND	CHV	SND	MSM	SND	NAT	SND	CHV	SND	POW	SND	CHV, CRD, MSM, NAT, POW Type T3:CHV
	Type 3: MSM						Type 3: POW						

- 14 day recurring rotation.
- To ensure accurate information, it is best to access and enter calendar information via the San Diego Metro Zone website (sandiegometrozone.com).
- The indicated agency is designated for a **Primary** type 1 and type 3 Strike Team Leader (STEN) and /or STEN Trainee; unless otherwise indicated (see day 2, day 8 and day 14).
- The **secondary** STEN / STEN-T will move to the next day in the agency rotation. The **tertiary** STEN/STEN-T will move to the subsequent day in the agency rotation.
- At the beginning of each shift (0800), the agency STEN and STEN Trainee for primary and secondary should be entered on the Metro Zone website calendar for each individual day including a contact phone number.

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D. Example of calendar posting

DAY 2:

Primary Type 1 STEN	CRD P .Brown 619-xxx-xxxx	Secondary STEN	SND J. Smith 858 xxx-xxxx
Primary Type 1 STEN-T	SND D. Jones 619-xxx-xxxx	Secondary STENT	SND D. West 858 xxx-xxxx
Primary Type 3 STEN	MSM J. North 858-xxx-xxxx		
Primary Type 3 STEN-T	SND J. East 858-xxx-xxxx		

- If unable to provide either a STEN or STEN Trainee, the opportunity moves to the next agency in line until the position is filled.
- Note: Rotation is based upon daily schedule posted on the Metro Zone website calendar (at sandiegometrozone.com). Agencies with no posted contact (i.e.: name/phone number) information will be skipped to the next in agency in line.
- Day 14 is a **rotational** type 1 opportunity for **one Metro Zone agency** (except SND). If unable to fill the type 1, the opportunity moves to the next in line, with the exception of SND. The type 3 opportunity is designated for CHV permanently; if unable to fill, the opportunity moves to MSM and then POW. If still unable to fill, the opportunity moves to the next rotational day. The rotation is alphabetically based.

E. Documentation

All STEN/TFLD and STEN-T are required to complete the following documentation during a response:

- Reimbursement paperwork such as OES F-42⁴
 - Shall be completed for each unit including leaders and trainees (separate forms shall be used if the leader and trainee come from different agencies.)
- Unit Activity Log, ICS 214⁵
 - One required for each unit including leaders and trainees
- Incident Personnel Performance Rating, ICS 225⁶
 - One required to be completed for all unit supervisors (captains) including one for leader and one for trainee.

All documentation shall be reviewed by a training specialist, if assigned to the incident, prior to demobilization. Originals or copies shall accompany the rated individuals back to their home base. This documentation shall be forwarded as directed by local agency policies and procedures.

⁴ Appendix D – OES F-42

⁵ Appendix E – ICS 214 – Unit Activity Log

⁶ Appendix G – ICS 225 – Incident Personnel Performance Rating

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VIII. CAL OES STRIKE TEAMS

The use of STEN/TFLDs and trainees for strike teams/task forces of Cal OES owned apparatus shall be chosen from those agencies that are assigned a Cal OES apparatus (type 1 or type 3).

A. OES Type I STEN Rotation

The rotation schedule maintained by the Operational Area shall be used to select the department. Currently, within Metro Zone, San Diego Fire-Rescue (SND), Poway Fire Department (POW) and Chula Vista Fire Department (CHV) may be considered for this role. Each agency will rotate every third month in the position. The following is the schedule for OES strike team leaders. Zone chiefs will be responsible for having qualified personnel available during their duty month.

B. Metro Zone OES Type 1 STEN Leader Rotation

	FEBRUARY	MAY	AUGUST	NOVEMBER
2016	CHV	POW	SND	CHV
2017	POW	SND	CHV	POW
2018	SND	CHV	POW	SND
2019	CHV	POW	SND	CHV
	JANUARY	MARCH	APRIL	JUNE
	NORTH ZONE	CENTRAL ZONE	NORTH ZONE	CENTRAL ZONE
	JULY	SEPTEMBER	OCTOBER	DECEMBER
	NORTH ZONE	CENTRAL ZONE	NORTH ZONE	CENTRAL ZONE

C. OES Type 3 Apparatus

The rotation schedule is maintained and provided by the Cal OES San Diego Area Coordinator. It is comprised of those agencies with a type 3 Cal OES apparatus.

IX. PROCEDURES FOR DISPATCH

All in zone deployments of strike teams/task forces shall be determined by CAD.

The following procedures shall be used for all in county and out of county deployments.

- *The Metro Zone coordinator, the on-duty deputy chief of operations, or assistant chief of emergency operations authorize the dispatching of any Immediate Need or Planned Need strike teams **outside** of the Metro Zone.
- Gather information from requesting agency, usually the Operational Area Coordinator.
- Complete the Mutual Aid Response Information Sheet.
- Categorize the response according to:
 1. Resource type
 2. Location of incident
 3. Reporting time – immediate need or planned need

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- Select apparatus resources from the Metro Zone Strike Team Deployment Rotation Matrix which is posted on the Metro Zone website. Selection of apparatus resources shall always begin at the top of the list.
 - If an agency's primary apparatus resource is unavailable, their secondary resource should be selected.
 - If neither of the agency's apparatus is available or the agency only has one apparatus resource and it is unavailable, the next agency in rotation shall be selected.
 - The skipped agency will retain its availability for deployment on subsequent deployments.
- Continue down the list until five apparatus resources are assembled.
- Select STEN/TFLD using the Strike Team/Task Force Leader Rotation Matrix which is posted on the Metro Zone website.
- Contact individual assigned duty coverage and verify leader and trainee response.
- Dispatch response.
- Forward information from Mutual Aid Response Information Sheet to STEN/TFLD.

Requests for additional strike team/task force deployments follow the same procedures above.

X. METRO ZONE MOVE UP POLICY

A. Purpose

The move-up of firefighting resources is sometimes necessary to ensure adequate emergency coverage for specific jurisdictions when pockets or voids exist in response areas. Normally, move-ups are made to cover engine company districts but may also include truck companies, if warranted. The Metro Zone has agreed that move-ups will not be used for non-emergency purposes. Move up resources by a jurisdiction lacking sufficient coverage will usually be limited to engine and truck companies. Chief officers will not be included in move-ups to other jurisdictions since the "closest chief" concept is used and chiefs will be added accordingly regardless of their physical location.

The on-duty deputy chief of operations and/or the agency's duty chief officer shall be notified of any zone move-ups. This notification should occur whenever a move-up occurs and when a move-up is released back to its jurisdiction. Move-ups will not normally exceed four hours. Exceptions will require specific approval of the on-duty operations chief for that affected agency.

Note: The move-up policy is designed for normal day-to-day activity. Anytime a single incident or multiple incidents creates a significant drawdown of zone resources, the zone coordinator or designee shall determine move-up priorities.

B. Procedure

The Metro Zone does not provide move ups outside of the Metro Zone without approval of the on-duty deputy chief of operations. All move-up requests shall be initiated by the communication center of the "agency having jurisdiction" (AHJ) when they have confirmed commitment of sufficient companies creating the need for a move up.

All move-ups are non-emergency responses with apparatus driven with the normal flow of traffic. However, the communications center or company officer may order an emergency response while moving up, if it is deemed necessary. Unit status will become "move up" and will remain available for all responses during travel to the assigned district. The home station for the move up unit will be changed accordingly to allow station alerting once they are in quarters.

As soon as the requesting agency recognizes the need for coverage in the move-up area will exceed four hours, that agency shall implement staffing callback procedures to staff those stations for extended periods of time and allow the move-up company to return to its home jurisdiction.

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C. Company Identity

Any unit moving into another unit's quarters on a move-up assignment will retain their own identity in all communications with the respective communications center. Example: National City would be: "National City Engine 34" while on the move-up.

D. Returning From Move Up

Units that have moved-up to another station shall return as directed by the respective communications center. Move-up units relieved at incidents shall be directed by the respective communications center.

XI. STATION COVERAGE

A. San Diego to Metro Zone Agencies

- ECDC receives request from AHJ communications center
- ECDC notifies selected unit with move-up information and is assigned in CAD (address, entry codes, etc.)
- San Diego unit acknowledge move-up via requesting agency's admin channel
- San Diego notifies requesting agency once available in agency's jurisdiction
- San Diego unit monitors requesting agency's dispatch channel once available in requesting agency's jurisdiction
- San Diego unit will not be used for strike team assignment while on move-up. ECDC will use Metro Zone Strike Team policies to fill assignment.
- San Diego unit will be responsible for completing all incident reports using home jurisdiction procedures and report format for any incidents they respond to while on the move-up.

B. Metro Zone Agencies to San Diego

- ECDC requests move-up from respective communications center
- Communications center notifies selected unit with move-up information (address, entry codes, etc.)
- Zone unit acknowledges move-up on San Diego's admin channel
- Zone unit notifies San Diego once available in San Diego jurisdiction
- Zone unit monitors San Diego's dispatch channel once available in San Diego's jurisdiction
- Zone unit will not be used for strike team assignment while on move-up
- Zone unit will be responsible for completing all incident reports using home jurisdiction procedures and report format for any incidents they respond to while on the move-up.

C. Access to Move-Up Station

- Initial access information to the station by move up companies will be provided by the requesting agency dispatch center via MDC, pager, or radio. Any subsequent access will be following the same procedures or through representatives from the requesting agency.

Metro Zone Operational Area Policies

XII. METRO ZONE TYPE 1 STRIKE TEAM ROTATION

METRO ZONE TYPE I STRIKE TEAM MONTHLY ROTATION									
JAN				FEB			MAR		
1st	2nd	3rd		1st	2nd	3rd	1st	2nd	3rd
TEAM 1	TEAM 2	TEAM 3		TEAM 2	TEAM 3	TEAM 1	TEAM 3	TEAM 1	TEAM 2
CHV	CHV	CHV		CHV	CHV	CHV	CHV	CHV	CHV
IMB	CRD	FFD		CRD	FFD	IMB	FFD	IMB	CRD
POW	MSM	NAT		MSM	NAT	POW	NAT	POW	MSM
SND	SND	SND		SND	SND	SND	SND	SND	SND
SND	SND	SND		SND	SND	SND	SND	SND	SND
APR				MAY			JUN		
1st	2nd	3rd		1st	2nd	3rd	1st	2nd	3rd
TEAM 1	TEAM 2	TEAM 3		TEAM 2	TEAM 3	TEAM 1	TEAM 3	TEAM 1	TEAM 2
CHV	CHV	CHV		CHV	CHV	CHV	CHV	CHV	CHV
IMB	CRD	FFD		CRD	FFD	IMB	FFD	IMB	CRD
POW	MSM	NAT		MSM	NAT	POW	NAT	POW	MSM
SND	SND	SND		SND	SND	SND	SND	SND	SND
SND	SND	SND		SND	SND	SND	SND	SND	SND
JUL				AUG			SEP		
1st	2nd	3rd		1st	2nd	3rd	1st	2nd	3rd
TEAM 1	TEAM 2	TEAM 3		TEAM 2	TEAM 3	TEAM 1	TEAM 3	TEAM 1	TEAM 2
CHV	CHV	CHV		CHV	CHV	CHV	CHV	CHV	CHV
IMB	CRD	FFD		CRD	FFD	IMB	FFD	IMB	CRD
POW	MSM	NAT		MSM	NAT	POW	NAT	POW	MSM
SND	SND	SND		SND	SND	SND	SND	SND	SND
SND	SND	SND		SND	SND	SND	SND	SND	SND
OCT				NOV			DEC		
1st	2nd	3rd		1st	2nd	3rd	1st	2nd	3rd
TEAM 1	TEAM 2	TEAM 3		TEAM 2	TEAM 3	TEAM 1	TEAM 3	TEAM 1	TEAM 2
CHV	CHV	CHV		CHV	CHV	CHV	CHV	CHV	CHV
IMB	CRD	FFD		CRD	FFD	IMB	FFD	IMB	CRD
POW	MSM	NAT		MSM	NAT	POW	NAT	POW	MSM
SND	SND	SND		SND	SND	SND	SND	SND	SND
SND	SND	SND		SND	SND	SND	SND	SND	SND

Metro Zone Operational Area Policies

XIII. METRO ZONE TYPE 3 STRIKE TEAM ROTATION

METRO ZONE TYPE 3 STRIKE TEAM ROTATION							
JAN		FEB		MARCH		APRIL	
1st	2nd	1st	2nd	1st	2nd	1st	2nd
TEAM 1	TEAM 2	TEAM 2	TEAM 1	TEAM 1	TEAM 2	TEAM 2	TEAM 1
CHV	FFD	FFD	CHV	CHV	FFD	FFD	CHV
FFD	MSM	MSM	FFD	FFD	MSM	MSM	FFD
POW	SND	SND	POW	POW	SND	SND	POW
SND	SND	SND	SND	SND	SND	SND	SND
SND	SND	SND	SND	SND	SND	SND	SND
MAY		JUNE		JULY		AUG	
1st	2nd	1st	2nd	1st	2nd	1st	2nd
TEAM 1	TEAM 2	TEAM 2	TEAM 1	TEAM 1	TEAM 2	TEAM 2	TEAM 1
CHV	FFD	FFD	CHV	CHV	FFD	FFD	CHV
FFD	MSM	MSM	FFD	FFD	MSM	MSM	FFD
POW	SND	SND	POW	POW	SND	SND	POW
SND	SND	SND	SND	SND	SND	SND	SND
SND	SND	SND	SND	SND	SND	SND	SND
SEPT		OCT		NOV		DEC	
1st	2nd	1st	2nd	1st	2nd	1st	2nd
TEAM 1	TEAM 2	TEAM 2	TEAM 1	TEAM 1	TEAM 2	TEAM 2	TEAM 1
CHV	FFD	FFD	CHV	CHV	FFD	FFD	CHV
FFD	MSM	MSM	FFD	FFD	MSM	MSM	FFD
POW	SND	SND	POW	POW	SND	SND	POW
SND	SND	SND	SND	SND	SND	SND	SND
SND	SND	SND	SND	SND	SND	SND	SND

Metro Zone Operational Area Policies

XV. ATTACHMENT B

A-34 When California Fire and Rescue Mutual Aid System Agency personnel are committed to extended assignments under the Agreement, there may be a need to rotate and replace personnel. Personnel under the Agreement are expected to be available a minimum of seven days (elapsed time) excluding travel, before needing replacement, regardless of the number of assignments from original dispatch.

Expenses that are reimbursable are limited to personnel costs and transportation costs. Reimbursement for personnel will be in accordance with general personnel reimbursement provisions of the Agreement. Please reference Exhibit "C" for specific personnel rotation procedures.

EXHIBIT 'C' REIMBURSEMENT FOR PERSONNEL ROTATION

Clause A-34 authorizes the reimbursement of personnel and transportation costs incurred to replace California Fire and Rescue Mutual Aid System Agency personnel committed to extended assignments under this Agreement. Personnel under this Agreement are to be available a minimum of seven days excluding travel (portal to portal) before needing replacement, regardless of the number of assignments.

This exhibit lists the procedures necessary for a local jurisdiction to follow before reimbursement for their costs will be processed for rotation of their personnel. These procedures only apply when the emergency apparatus remains assigned to the incident but the personnel are rotated.

The procedures are:

C-1. The incident commander or MOB center manager to which the resources are assigned must approve the personnel rotation and method of transportation. Such approval should not be denied without substantial cause, (e.g., imminent planned release (24 – 36 hours)) of the resources, or a negotiated extension through the Cal OES Fire Agency Representative. The personnel rotation and transportation plan must be coordinated through the incident, the ordering point, agency representative, and/or the overhead responsible for the personnel to be rotated.

C-2. The approved personnel rotation will be documented in:

C-2.1. The approved automated resource ordering and status system of record (ROSS). The resource order will be annotated in the documentation section to include the following information:

2.1.a. Date and time of approval for the specific personnel rotation.

2.1.b. Method, date and time of transportation.

2.1.c. A new subordinate request to the existing "E" number will be generated by the incident when a separate vehicle will be used in support of a personnel rotation.

2.1.c.1. In the event a new subordinate request cannot be added to the existing "E" number, the incident approval must be documented in the documentation section of the resource order.

C-2.2. F-42 "Emergency Activity Record"

2.2. a. Box 12 of the original F-42 will document any personnel rotation with the date and time of the rotation for all individuals whether or not the personnel rotation will be reimbursed.

Metro Zone Operational Area Policies

2.2.b. ONLY when a fire agency is requesting reimbursement for an approved personnel rotation that includes transportation cost will a new F-42 be required (Personnel Information, Box 11 & Support Vehicle Information, Box 8 on F-42 and referenced to the original "E" number, Box12).

2.2.b.1 For approved personnel rotation documented only in the documentation section, a copy of the resource order must be submitted with the F-42.

2.2.c. Invoices (F-142's) will identify personnel involved in any rotation and will itemize the costs of transportation for personnel rotations with support documentation.

C-2.3. ICS-214 Unit Log

2.3.a. Details of personnel rotation need to be documented (Unit Logs to be retained on file by individual fire agency).

If both the emergency apparatus and the personnel need replacement, the resources will be released and a new resource will be ordered

Metro Zone Operational Area Policies

When assigned to work as a member of a Strike Team or Task Force:

1. I will treat all firefighters, officers, and the public with respect.
2. I will at all times conduct myself in a professional manner.
3. I will maintain a state of readiness when assigned, available and unassigned.
4. I will keep my supervisor informed of any issues that may impact my operational readiness or my ability to perform duties as assigned.
5. I will carry out orders as directed.
6. I am empowered to halt any unsafe or hazardous acts in which the risks outweigh the benefits.
7. I will respect the property of the residents I am protecting.
8. I understand that my actions are a reflection of the Metro Zone and my organization.
9. I will know which agency I am working for or providing support to.
10. I will communicate concerns operational or otherwise, through my chain-of-command.
11. I will not transport or consume alcohol or illegal drugs.
12. I will not enter any residence without the owner's permission except to search or defend the structure or seek refuge when necessary. Unit leaders will leave a note at the residence detailing their actions and communicate their unit's activity through their chain of command.
13. I will maintain and wear all safety clothing as appropriate.
14. I will wear clothing that reflects my agency or as determined by the incident.
15. I will use normal radio procedures and keep radio traffic to a minimum.
16. I will know and comply with proper procedures and policies when assigned to commercial lodging for off shift rest.
17. I will be prepared to function unsupported for at least 24 hours.
18. I will have full turnouts for structure fires.
19. I will have all required wildland personal protective equipment.
20. I will limit the procurement of equipment to what is needed.
21. I will return all equipment issued at the incident before I am demobilized.
22. Violation of these rules may be grounds for dismissal from the ST/TF assignment.