Table of Contents

O P E R A T I O N S   M A N U A L

STANDARD INSTRUCTION 16, SECTION 02

SINGLE RESOURCE: PARTICIPATION REQUIREMENTS

I. **PURPOSE**

II. **SCOPE**

This policy shall apply to all SDFD Personnel.

III. **AUTHORITY**

The Fire Chief authorizes the information within this policy.

IV. **POLICY**

    A.   Minimum requirements

       1.   All participants must have a satisfactory or better on their latest Employee Performance Review (EPR) in all categories and not be on a Performance Development Plan.

       2.   Probationary Firefighters are prohibited from participating in the Single Resource Program until their probation has been satisfactorily completed. Participants that are on probation in the rank of Engineer, Captain and Battalion Chief can participate in the Single Resource Program.

       3.   Personnel on light, restricted or modified duty for any reason are ineligible for a deployment.

       4.   All participants must attend an annual SROC refresher course. The contents of this course will cover the policies set forth in this document and any additional policies or information pertinent to deployment.

          a.   Personnel must provide their own relief to attend this course or attend off duty.

          b.   The refresher courses will be offered in April and May of the calendar year.

          c.   Personnel who do not attend one of the refresher courses offered will be ineligible for participation in deployments outside the city for the remaining part of the year.

       5.   Each participant must be current per the standards for each position they wish to participate in as adopted by SDFD. This currency will be checked with the Incident Qualification System (IQS) database.

       6.   Participants must complete and or remain current in all aspects of their fire department position, to include but not be limited to, In Service Training (IST), Currency Education (CE), SCBA Refreshers, Annual EPR, Class Exams, Annual Face Piece Fit Test, etc. Participants will be restricted from deploying if any of these requirements are not met.

       7.   Participants must maintain the duties of any specialty they are assigned to as determined by their supervisor or the officer responsible for the specialty, to include but not be limited to, BMO, Specialty Station assignments, Straight Day assignments, etc. Participants assigned a specialty must ensure they are satisfying the requirements of their specialty before accepting an assignment in addition to all other deployment requirements.

8.   All participants must adhere to the policies and procedures as described in this document. The Fire Chief or designee has final approval as to the addition of or removal of personnel from the SROC program.

B.   Department SDIMT, DOC and EOC participation

1.   All voluntary participants in this program must be rostered members, or willing to be rostered members of the San Diego Incident Management Team (SDIMT), Department Operations Center (DOC), or Emergency Operations Center (EOC), or alternates for positions on the SDIMT, DOC or EOC. Participants must meet the requirements of the above assignments.

2.   Personnel not participating in the above programs, but participating in the department's Air Operations program, may participate in the SROC program in Air Operations positions only.

3.   Rostered and alternate members of the SDIMT, DOC or EOC who are either removed or placed inactive will be suspended from the Single Resource Overhead program until the participant's status is changed.

C.   Training and Experience Requirements

1.   Personnel must meet training, education and experience standards per the San Diego Fire-Rescue Department (SDFD) policies, California Wildfire Coordination Group (CWCG), CICCS and Department of Homeland Security (DHS).

2.   SDFD policies require that participants have the "required" and "recommended/other training" as outlined in the NWCG 310-1 (2006 version) with the exception to course equivalencies as adopted by the SROC Committee and approved by the Fire Chief or designee. The above requirements must be met before the participants task book and application can be submitted to the appropriate level CICCS committee for being certified as qualified.

3.   In order to initiate a task book, the participant must meet the "required" training and any prerequisites to that position as outlined in the NWCG 310-1 (2006 version).

4.   The Deputy Chief of Operations or Designee will cover the basic guidelines for participation in the SROC program at the annual orientations.

5.   The SROC Program Manager will conduct a preliminary review of the participant's application to be submitted to the CICCS committee. Applicants for trainee positions will submit the following to the SROC Committee via the SROC Program Manager for approval.

     a.   Preliminary CICCS application

     b.   Copies of all certificates pertinent to the position

     c.   Proof of prerequisite position qualifications (if not confirmed by the IQS data base)

        d.   Task Books must be signed for initiation by the Deputy Chief of Operations (If the employee does not have a task book, one will be provided to them upon submission of the documents listed above and approval by the SROC Committee).

6.   Once the trainee status is approved or the qualification process is approved, these positions will be updated in the Incident Qualification System (IQS) database and consequent Emergency Response Directory (ERD). A new qualification card will also be printed and issued to the participant.

7.   Annually, the IQS database will be used to update the information provided to the area fire coordinator. This will be completed after the annual refresher and if enough changes have occurred in the departments IQS database to warrant an additional update.

8.   As Participants complete courses toward a trainee position, participants should submit copies of their training certificates for entry into the IQS database.

9.   The IQS database will be maintained at headquarters with the Operations Captain support position and will be accessible through the SROC Program Manager. Qualifications cards will be issued to participants from this database.

10.   Participants will review their IQS certifications record annually during the orientation/refresher course.

11.   Limited, Restricted and Entry Level Positions

        a.   Participation in the Single Resource Program is intended to improve the training and experience of SDFD personnel. Positions that do not significantly contribute to a participant's experience as it relates to continued growth of the SDFD will not be participated in.

        b.   There are positions that require a participant to have significant training and experience to remain competent. These positions will be restricted to personnel who have either demonstrated significant competence in the position or continue to gain experience for this position as part of the normal job duties.

        c.   Entry level positions in the ICS structure will be strongly encouraged to be treated as such. Each participant must strive for and progress upwards in the ICS branch that that position is part of to be able to continue to participate in the Single Resource Overhead Program.

        d.   Appendix A provides a list of positions that fall into these categories.

D.   Performance Requirement

1.   All participating members must request, receive and have returned to the department a standard performance evaluation (ICS-225) for every deployment.

        a.   The performance evaluation (ICS-225) must be sent from the incident via the Planning Section on the incident.

        b.   Exception to this policy will be reviewed on a case by case basis.