

OREGON FIRE SERVICE MOBILIZATION PLAN

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TABLE OF CONTENTS

| I. | OVERVIEW DIVISION | <u>PAGE NO.</u> |
|------------|---|------------------------|
| A. | INTRODUCTION | |
| 1. | Objectives | I-A-1 |
| 2. | Scope | 1 |
| 3. | Authority | 2 |
| 4. | Code of Conduct | 2 |
| 5. | Standards | 3 |
| B. | UNPROTECTED AREAS POLICY | |
| 1. | Definitions | I-B-1 |
| 2. | Overview | 1 |
| 3. | Unprotected Areas Standardized Cost Schedule | 1 |
| 4. | Incidents Beyond the Capability of Local Resources | 1 |
| 5. | Responding to Incidents Outside of Jurisdiction | 1 |
| C. | TRAINING AND EQUIPMENT STANDARDS | |
| 1. | Overview | I-C-1 |
| 2. | Urban Structural Firefighting Standards | 1 |
| 3. | Interface Firefighting Standards | 2 |
| II. | OPERATIONS DIVISION | |
| A. | STANDARD OPERATING GUIDE FOR REQUESTING MOBILIZED RESOURCES | |
| 1. | Overview | II-A-1 |
| 2. | When to Request Implementation | 1 |
| 3. | When Requests Will Be Denied | 2 |
| 4. | Decision Process | 2 |
| 5. | Procedures for Requesting Mobile Support | 2 |
| 6. | Succession of Command | 4 |
| B. | INCIDENT RESPONSE INSTRUCTIONS | |
| 1. | Incident Command System | II-B-1 |
| 2. | Procedures for Providing Mobile Support | 1 |
| 3. | Response Guidelines | 1 |

| | |
|--|--------|
| C. LOGISTICS | |
| 1. Guidelines for Mobile Support Preparation | II-C-1 |
| 2. Guidelines for Receiving Mobile Support | 1 |
| 3. Requirements for Providing Mobile Support | 1 |
| 4. State Fire Marshal Resource Mobilization Configurations | 2 |
| D. DEMOBILIZATION | |
| 1. Procedures | II-D-1 |
| 2. Responsibilities | 1 |
| 3. Debriefing | 2 |
| 4. Demobilization | 2 |
| 5. Deactivation of State Fire Marshal's Agency Operations Center | 2 |
| 6. Administrative Records | 3 |

III. LIST OF APPENDICES

| | |
|------------|-------------------------------------|
| Appendix A | - Organization & Command |
| Appendix B | - Mutual Aid |
| Appendix C | - Post Incident Review |
| Appendix D | - Fiscal Responsibility |
| Appendix E | - Transportation Cost Schedule |
| Appendix F | - Glossary |
| Appendix G | - Laws, Rules & Standards |
| Appendix H | - Interface Position Qualifications |
| Appendix I | - Interface Equipment Standards |
| Appendix J | - Communications (Fire Net) |
| Appendix K | - Delegation of Authority |
| Appendix L | - Task Force/Strike Team Resources |

A. INTRODUCTION

1. Objectives

The objectives of the Oregon Fire Service Mobilization Plan are:

- a) To provide organizational structure and operating guidelines for the expeditious mobilization and direction of Oregon fire service forces;
- b) To promote effective communication among agencies during the preparation for, progress of, and demobilization from a fire suppression operation or other emergency response activity;
- c) To effectively cooperate and coordinate the efforts of various participating agencies through the use of a common command structure and terminology;
- d) To ensure prompt, accurate and equitable apportionment of fiscal responsibility for fire suppression or other emergency response activity;
- e) To provide an OSFM Incident Management Team for effective support to local agencies and fire defense districts during major operations.

2. Scope

The State Mobilization Plan is an all-hazard based plan used to mobilize fire resources to any incident beyond local fire service capabilities that are necessary to protect life, property, and the environment. It assumes the prior existence of mutual aid agreements that organize district and regional firefighting forces to cope with local emergencies.

The primary purpose of mutual aid is to supplement resources of a fire agency during a time of critical need. Mutual aid is based on reciprocal, non-reimbursed contributions for services rendered and is contingent upon a responding fire chief's approval. Mutual aid is given only when equipment and resources are available and dispatch will not jeopardize local firefighting capabilities.

Under the Emergency Conflagration Act, local firefighting forces will be mobilized when the state fire marshal believes that a fire or emergency is causing, or may cause, undue jeopardy to life and/or property and the Act is invoked by the governor.

For purposes of this plan, Oregon has been divided into fire defense districts. The Emergency Conflagration Act fire suppression resources of each fire defense district include the county, city and rural fire protection departments and districts, as well as any other resources available through mutual aid agreements.

The Mobilization Plan may be used separately from the Conflagration Act to mobilize local structural fire agencies for any emergency situation exceeding local mutual aid resources. However, reimbursement for responding resources is assured only when the governor invokes the Conflagration Act. Federal or state disaster assistance reimbursement may or may not apply to emergency services mobilizations.

3. Authority

a) Emergency Conflagration Act

The Oregon Fire Service Mobilization Plan shall be governed and administered under the authority of the Emergency Conflagration Act as set forth in ORS 476.510 to 476.610 and 476.990(4).

b) State of Emergency

Fire services may also be mobilized under powers of the governor, and the governor's direction through the provisions of ORS 401.055 to 401.155. The Office of Emergency Management has the authority to establish priorities for the assignment and use of resources on a statewide basis in cases of emergency (ORS 401.260 to 401.535).

c) Intergovernmental Cooperation

- 1) ORS 190 gives local government entities authority to enter into agreements with other local governments. The statute prescribes for fees, authority and agreements with state government (See ORS 190.003 to ORS 190.265).
- 2) ORS 190.410 to 190.478 provides for both local entities and the state to cooperate with and enter into agreements with other state governments.
- 3) ORS 190.480 to 190.490 gives state agencies the authority to cooperate with other nations and agencies of other nations.

d) Interstate Emergency Assistance

The Emergency Management Assistance Compact (EMAC) (ORS 401.045) provides for mutual assistance between states in managing any emergency or disaster that is duly declared by the governor of the affected state. The state receiving aid is responsible for reimbursing the costs of those rendering aid. The compact outlines specific responsibilities, implementation rules, and limitations, including liability limitations. Unless changed by agreement, EMAC gives the requesting state liability for responders' workers' compensation.

4. Code Of Conduct

It is the duty of personnel mobilized by the State of Oregon to maintain high standards of performance and conduct that will promote public trust and provide the best possible service to the citizens of Oregon. Personnel are expected to demonstrate cooperation, efficiency, integrity, and accountability in the performance of their duties. It is expected that all conflagration resources will conduct themselves in a professional manner, meet the performance standards of their position and comply with all local, state and federal laws.

Your actions, behavior, and work ethic will be scrutinized by those with whom you work and interact and by the citizens being served. You represent the State of Oregon, your county and your department as an individual and as a team member on the fire line, in camp, and in transit. Work hard, learn as much as you can, and come home safe.

Specific expectations:

- Adhere to applicable safety standards. All mobilized individuals have a responsibility to each other to be alert to and communicate all safety hazards and near misses to the immediate supervisor or the incident management team safety officer. All injuries incurred while mobilized must be immediately reported to the immediate supervisor.
- Adhere to the chain of command, become familiar with whom you are working, follow directions, and keep your supervisor informed. You are responsible for understanding your assignments and instructions; if in doubt, immediately ask for clarification.
- Drive apparatus in a safe and courteous manner at all times. Use all appropriate safeguards, including backing guides.
- Wear your PPE when assigned and an appropriate uniform when in camp.
- Maintain a state of readiness at all times. When not assigned, resupply apparatus, restore equipment, and maintain a state of readiness. You are expected to be able to respond on notice, 24 hours a day.
- Harassment of any kind against co-workers, supervisors, citizens, contractors or others based on race, color, national origin, age, gender, disability, religion, marital status, or any other class protected by civil rights laws will not be tolerated and will result in immediate demobilization.
- When not assigned or in camp, conduct yourselves in a manner that will not discredit yourself, your department or the State of Oregon.
- Misconduct, insubordination, refusal to follow orders or directives, dishonesty, inattention to duty, carelessness or any conduct that you know or should know is improper behavior will not be tolerated and may result in immediate demobilization from the incident.
- Know and follow the procedures in the Oregon Fire Service Mobilization Plan.
- Access to cache and requests for supplies shall be only through your chain of command. Return all procured equipment prior to demobilization.
- Alcohol and non-prescribed medication other than over-the-counter-medication shall not be transported or consumed. This includes during transit to and from your home departments.
- Firearms are not allowed unless it is a requirement of your assigned position.
- You are required to report to your immediate supervisor any medical condition that may arise that will interfere with your ability to safely perform your assigned tasks.

5. Standards

The mobilization plan establishes guidance on how to mobilize Oregon fire resources. The MOB plan has the following standards; National Fire Protection Association (NFPA) , National Incident Management Systems (NIMS), and Occupational Safety and Health Administration (OSHA).

B. UNPROTECTED AREAS POLICY (ORS 476.280, 476.290)**1. Definitions**

“Unprotected areas” means any area of the county or state that does not have fire protection. “Undue jeopardy to life and property” means a “threat and/or danger” to the lives and/or property of persons residing inside the boundaries of the city or district. It is further the policy that “undue jeopardy to life and property” be applied liberally in allowing fire chiefs to intervene before an actual threat arises.

2. Overview

The fire chief shall obtain from the governing body or the district board of the rural fire protection district general authorization to extinguish uncontrolled fires burning in unprotected areas that are causing, or may cause, undue jeopardy to life and property. This authorization to respond in unprotected areas shall not be construed to constitute a contract to provide service.

When, in the opinion of the fire chief, a fire burning out of control in an unprotected area is causing, or may cause, undue jeopardy to life or property and equipment is available and a response will not unduly jeopardize local capabilities, resources may respond to extinguish the fire. The department would employ the same means and resources they would to extinguish a similar fire within their own boundaries.

When such a fire is extinguished, the governing body of the city or the district board of the rural fire protection district providing the service may bill the owner of the property involved in the fire. The cost to the property owner will be the cost of the fire suppression, using the standardized cost schedule approved by the state fire marshal, on forms furnished by the state fire marshal for this purpose. In no case shall the cost be greater than the pro rata cost that would have been charged for the performance of a similar fire suppression in the responder’s own jurisdiction.

3. Unprotected Areas Standardized Cost Schedule

This schedule is adopted by reference in OAR 837, Division 130, State Fire Marshal Standardized Cost Schedule.

4. Incidents Beyond the Capability of Local Resources

When a fire threat presenting undue jeopardy to life and property exists in an area unprotected by a city or rural fire department, and the size of the incident is beyond the capability of the responding fire department and any mutual aid departments, or if structural fire protection is not available, a fire suppression response may be available under the Emergency Conflagration Act.

5. Responding to Incidents in Unprotected Areas

Areas without fire protection or areas served by non-recognized agencies must have authorization by the governing subdivision.

C. TRAINING AND EQUIPMENT STANDARDS

1. Overview

The Office of State Fire Marshal expects all fire service resources activated under the Mobilization Plan to meet applicable standards for training and equipment. When asked to dispatch mobile support, the local fire chief is responsible for providing personnel, equipment and apparatus that meet minimum OR-OSHA and other related standards adopted in the Mobilization Plan. The standards set forth in this section are the minimum acceptable. Higher standards are preferable.

2. Urban Structural Firefighting Standards

The providing agency is responsible for ensuring that personnel and equipment provided under this plan meet the following minimum standards and must be certified through DPSST.

a) Urban Structural Training Standards

1) Firefighter

- a) Training and skills at the level of NFPA Firefighter 1 or equivalent.
- b) Awareness of and compliance with applicable OR-OSHA safety rules;
- c) Annual demonstration and documentation of proficiency in use of SCBA; and
- d) Physically capable of performing the duties required.

2) Company Officer/Engine Boss, Task Force Strike Team Leader, Division Group Supervisor. In addition to the requirements above, fire officers must comply with the following:

- a) Attain the level of NFPA Firefighter II or equivalent-Fire Ground Leader;
- b) Successfully complete the following Incident Command Courses; I-100, I-200, I-700, I-300 (except Engine boss) and I-800 (NIIMS is old standard NIMS is new standard);
- c) Complete instruction in the applicable laws of OR-OSHA;
- d) Complete instruction on the Oregon Fire Service Mobilization Plan; and
- e) Complete a formal instruction on fire attack tactics and strategies.

3) Structural Apparatus Operator

- a) NFPA Firefighter I or equivalent;
- b) Awareness of and compliance with applicable OR-OSHA safety rules;
- c) NFPA Pumper Operator or equivalent; and
- d) Physically capable of performing the duties required.

b) Urban Structural Equipment Standards

1) Apparatus

For structural firefighting during an emergency mobilization, the minimum equipment should consist of a triple combination pumper with a four-person crew. Other types of specialized apparatus could be utilized as needed, but should be in compliance at time of construction with NFPA standards.

2) Personal Protective Equipment

The individual is responsible for each mandatory item unless the department carries a supply for all members. Full protective clothing is required for personnel involved in structural firefighting as referenced in OR-OSHA rules. All gear must be in compliance with NFPA 1971 and applicable OR-OSHA standards. All people actively engaged in structural firefighting, or those who may become engaged in structural firefighting, shall don complete firefighting gear to consist of:

- a) Helmet with appropriate eye protection
- b) Turnout coat/bunker
- c) Turnout pants/bunker
- d) Structural firefighting footwear
- e) Structural firefighting gloves
- f) Fire resistant hood

Note: Self-contained breathing apparatus (SCBA) shall be of at least the 30-minute type and meet current standards.

3. Interface Firefighting Standards

While these interface training standards are based upon national wildfire training standards, it is not the intent of these standards to have structural firefighting forces involved in wildland firefighting. The wildland firefighting training is intended to provide safety knowledge for structural firefighters involved in structural interface operations. The providing agency is responsible for ensuring that personnel and equipment provided under this plan meet the following minimum standards and must be certified through DPSST.

a) Interface Training Standards

- 1) Interface Firefighter (see appendix O for qualification requirements), Company Officer/Engine Boss, Task Force/Strike Team Leader, Division Group Supervisor
 - a) Training and skills meeting the requirements of the respective position, as identified in the Oregon Interface Qualification System (OIQS)
 - b) Assistant task force leaders, if used, must meet or exceed the OIQS Single Resource Boss (Engine Boss/Company Officer) qualification requirements.
- 2) Interface Incident Management team members. Training and skills meeting the requirements of the respective position, as identified in the Oregon Interface Qualification System. See Command and General Staff requirements in the Incident Management Team (IMT) guidebook.

A. STANDARD OPERATING GUIDE FOR REQUESTING MOBILIZED RESOURCES

1. Overview

The Fire Service Mobilization Plan is intended to establish operating procedures that will most efficiently and economically utilize the firefighting resources of the state in the event of a fire or other emergency that is beyond the capabilities of local and district fire protection resources. It requires the existence of mutual aid agreements that organize fire defense districts and/or regional firefighting forces to cope with such emergencies; the organization of fire districts and departments into fire defense districts with fire defense board chiefs; and the use of the National Incident Management System/Incident Command System (NIMS/ICS).

When, in the judgment of the local or fire defense board chief, an emergency is beyond the control capabilities of the local and district fire suppression resources, including primary mutual aid, the fire defense board chief shall report the conditions of the emergency to the state fire marshal office or and request mobilization of support for that district.

After verifying the need for mobilized support, the state fire marshal (state fire chief) shall, if appropriate, request authorization from the governor to invoke the Emergency Conflagration Act, hereafter referred to as the Act (476.510 to 476.610, 476.990).

The provisions of the Plan may be implemented for mobile support separately from the Conflagration Act; however. In this case, reimbursement for response under the Act will not apply.

This guide is intended to help local fire chiefs, fire defense board chiefs, the state fire marshal duty officer, and the state fire chief to determine when to request implementation of either the Act or the Plan. To assure that local resources have been exhausted and that the governor will be provided accurate and sufficient information before such a decision is made, it is important that a formal progression of decisions be followed, beginning with the initial reporting of an incident.

Decisions based upon this guide must be made with full awareness that implementation of the Conflagration Act may permit access to the General Fund or Fire Insurance Premium Tax Fund without immediate Legislative oversight, and that conflagration mobilizations result in a significant financial liability to the citizens of Oregon.

On the other hand, failure to request implementation of the Act could result in delayed or insufficient response, resulting in preventable damage to property and environment, or injury, and/or loss of life.

2. When to request implementation

Requests to implement the Fire Service Mobilization Plan may be made when there is a fire, other emergency incident or ancillary function where fire poses an immediate threat to life, environment, or property that cannot be controlled or handled by the local fire services and the mutual aid resources normally and routinely available to the affected department are exhausted.

Specific incidents which may present an immediate threat to life, environment, or property include, but are not limited to:

- a) Structural fires that by sheer numbers, size or speed of spread cannot be controlled by available resources; or
- b) Wildland or interface fires that threaten structures where there are few or no fire services available to contain, control, or stop the fires from engulfing the structures; or
- c) Major disasters including earthquakes, tornadoes, floods, and other natural phenomena that cause great destruction.

3. When requests will be denied

Requests to invoke the Conflagration Act will be denied if, in the opinion of the fire defense board fire chief and/or the state fire chief:

- a) The local fire chief has not exhausted local resources and those of mutual aid agreement agencies; or
- b) There appears to be little immediate threat to structures; or
- c) The fire or threat of fire is of such a nature that the resources provided by implementation of the Act could not be used or would not be effective in mitigating the situation; or
- d) The provisions of the Plan may be used without invoking the Conflagration Act.

4. Decision Process

The decision to request the Act is appropriate if, considerations are:

- 1) Life threatening situations (firefighter or public safety)
 - a) Evacuations currently taking place
 - b) Advisory evacuations
 - c) Evacuation plans in place
 - d) Road, highway, or freeway closures
- 2) Real Property Threatened
 - a) Number of structures, commercial and/or residences
 - b) Number of subdivisions
 - c) Name communities and number of populace
 - d) Historical significant cultural resources
 - e) Natural resources, such as crops, grazing, timber, watershed
 - f) Major power lines, energy sources
- 3) High Damage Potential
 - a) Long term or short term damage potential
 - b) Plausible impacts on community
 - c) Fuel type; fire size and growth potential
 - d) Political situations
 - e) Severity, extreme fire behavior and fuels conditions

5. Procedures for Requesting Mobile Support

- a) In an emergency considered to be beyond the capabilities of local available resources, including direct mutual aid, the local fire chief shall:
 - 1) Evaluate the extent of the problem;

- 2) Evaluate assistance required versus resources available;
 - 3) Request mutual aid assistance through the fire defense board chief. The jurisdiction receiving mutual aid assistance shall provide necessary rations, fuel and related supplies for any operation continuing beyond three hours;
 - 4) Establish an incident command system; and staff or delegate authority for incident command functions;
 - 5) When the fire involves land protected by a wildland fire protection agency, maintains communication and close liaison with the wildland agency incident commander;
 - 6) Maintain communication with the fire defense board chief;
 - 7) Is responsible for coordinating demobilization with the fire defense board chief; and
 - 8) Ensure coordination with local emergency services involved in the incident; i.e., law enforcement, public works, and emergency planning.
- b) In an emergency that is beyond the resources available to the fire defense district fire service, the fire defense board chief shall:
- 1) Evaluate need for the request using the decision criteria;
 - 2) When warranted, request the provision of mobile support from the state fire chief. The request must be specific as to the incident conditions and structures threatened and the type of assistance needed;
 - 3) Compile a list of mutual aid resources at the incident and provide that list to the SFM incident management team;
 - 4) In consultation with the local fire chief, assess types of resources needed and inform the state fire chief;
 - 5) During the incident, ensure that adequate fire protection resources are available within the fire defense district;
 - 6) If the county EOC is activated, the fire defense board chief or designee, will conduct operations from the EOC and maintain communication with the SFM incident management team and local fire chiefs; and
 - 7) Coordinate demobilization with the local fire chief and the state fire chief.
- c) State Fire Chief:

- 1) Receives notification from the fire defense board chief of the implementation of the fire defense district fire service plan and anticipated needs for additional resources beyond the district fire service;
 - 2) Advises the governor of the need to implement the Conflagration Act for the jurisdiction(s) where the emergency exists;
 - 3) When authorized by the Governor, order sufficient and appropriate mobile support to respond and assist the fire chief within the area in peril;
 - 4) Serves as the administrative commander of the State Fire Service to carry out the intended functions of the Mobilization Plan and assumes primary responsibility for the effective and efficient management of state-provided resources;
 - 5) Upon implementation of the Conflagration Act, dispatches incident management team members and other resources as necessary to manage ICS functions; and
 - 6) Implements the provisions of this plan for appropriate resource mobilization separately from the Conflagration Act.
- d) General Procedures:
- 1) Fire defense board chief contacts the Oregon Emergency Response System of current situation, resource needs, and the potential need for mobile support;
 - 2) State fire chief notifies the governor of the need to invoke the Conflagration Act, if appropriate;
 - 3) State fire chief begins assessment of available resources and alerts other fire defense board chiefs as necessary;
 - 4) State fire chief assesses and dispatches incident management team personnel as needed;
 - 5) State fire chief notifies the fire defense board chief of available resources and estimated time of arrival;
 - 6) Fire defense board chief reports back to the local fire chief; and
 - 7) Local fire chief implements an incident command system. In the case of a multi-agency incident, a unified incident command system shall be used.

6. Succession of Command General

a) General

All principle officers having command responsibilities under the Mobilization Plan shall designate alternatives to provide for continuity of command in the event they are absent, disabled, or otherwise unable to perform their functions. Designated alternates and subsequent changes shall be reported to the next in command.

b) Delegation of Authority

The OSFM incident management team commander is responsible for determining the need for completion of a delegation of authority. Delegation of authority should be completed before deployment of resources mobilized under the Mobilization Plan.

The fire chief (or designated authority having jurisdiction) is responsible for specifying the terms and scope of delegation. Some terms are included in the delegation of authority template (Appendix K). Other considerations include:

- Integration of OSFM incident management team functions and personnel with an existing incident command structure;
- Roles and responsibilities that the local fire chief wishes to retain (operations or interagency liaison role, for example);
- How OSFM incident management team logistics personnel will assist the jurisdiction with the jurisdiction's responsibilities for logistical support for mobilized resources;
- Responsibilities for situation reports to the jurisdiction, fire defense chief, county emergency manager, cooperating agencies, or others;
- Liaison and advisory responsibilities to county emergency management for evacuation planning and actions; and
- Providing information on fire cause, losses and damages to assist the jurisdiction with its fire investigation and reporting responsibilities.

B. INCIDENT RESPONSE INSTRUCTIONS

1. Incident Command System

The Office of State Fire Marshal requires all fire service agencies functioning pursuant to the Mobilization Plan to use the National Incident Management System (NIMS) incident command system. NIMS provides a common system for use by all emergency response agencies at federal, state, and local levels.

2. Procedures for providing mobile support

Phase 1 Request and response

- a) Implementation of the Mobilization Plan has been authorized by the governor.
- b) The state fire chief notifies the sending fire defense board chief with the specific resources request and orders the implementation of move-up procedures.
 - 1) The sending fire defense board chief reviews resource inventory and determines the assignments to be made.
 - a) Appoint the strike team/task force leader;
 - b) Identify units which will respond;
 - c) Specify location for the strike team/task force incident staging and assignment; and
 - d) If single resources, give route instructions and specific assignment.
 - 2) The sending fire defense board chief reports back to the AOC, giving the following information:
 - a) That the resource order has been filled as requested; and
 - b) Name and contact number of strike team or task force leader;

If the resource order cannot be filled as requested, the sending fire defense board chief must get prior authorization through the AOC before making substitutions to the resource order.

Phase 2 Limits on sending local resources.

The sending fire defense board chief determines that uncommitted resource levels remaining within the fire defense district are inadequate to send further assistance outside the district and notifies the state fire chief.

3. Response Guidelines

- a) Before dispatching, the local fire chief must:
 - 1) Confirm that all personnel are properly trained and equipped to respond. (Please refer to Appendix H & I Training and Equipment Standards.)
 - 2) Confirm that all apparatus meets NIMS standards set forth in this plan, is properly and adequately equipped, is in good repair, and is capable of meeting travel and firefighting requirements.

Personnel and apparatus that do not meet the response standards of the Mobilization Plan may be rejected by the incident commander without state reimbursement for travel or response costs.

Privately owned vehicles (POVs) are discouraged. POVs may be used only when publicly owned vehicles cannot be provided. POVs must be approved by the OSFM Chief Deputy or AOC manager before mobilizing.

- 3) Confirm that the department/district has covered all personnel, including volunteers, under the department/district's workers' compensation insurance policy.
 - 4) Confirm that mobilized personnel are prepared and available to be mobilized for a minimum of three (3) days.
 - 5) Notify the fire defense board chief that your department resources are ready to respond to the strike team/task force staging location.
 - 6) If replacing personnel, contact the state fire marshal incident management team for approval and assigned arrival time at the incident. Non-approved replacement personnel may be rejected by the incident commander. Replacement personnel costs will be paid only for assigned time on the incident. Travel cost for replacements and those replaced is at the jurisdiction's expenses.
 - 7) Notify the fire defense board chief that you are making an approved personnel replacement.
- b) Before leaving the home station, the apparatus officer must:
- 1) Complete an apparatus check for travel and firefighting readiness.
 - 2) Confirm that personnel meet training and equipment standards.
 - 3) Fill out the Resource Inventory/Personnel Roster FSP-01: Personnel tracking form, including strike team/task force number and departure time. The strike team/task force number is assigned by the state fire chief AOC.
 - 4) Inform the task force leader of estimated arrival time at the task force mobilization center.
 - 5) Confirm that apparatus has state FIRE NET capabilities.
- c) Strike Team/Task Force Leaders are responsible for ensuring that responding personnel and apparatus are properly equipped, prepared, and meet all applicable standards before leaving the point of departure.

All personnel must receive an incident assignment, strike team/task force staging location, strike team/task force number, and communications channel as assigned by the state fire chief AOC prior to leaving their home unit.

- d) Before leaving the task force point of departure, the task force leader must:

- 1) Take roll and check accuracy of the Resource Inventory/Personnel Roster, FSP-01 Personnel tracking form for each apparatus, sign the form and fill in the departure time from the mobilization center.
- 2) Complete and communicate the task force/strike team resources form (see Task Force/Strike Team Resources form at the end of this section) to the Office of State Fire Marshal Agency Operations Center (Fax: 503-378-5329, Phone: 503-373-0001, 503-373-1999 and 503-378-6416) or email aoccenter@state.or.us.

Information needed includes:

- Type of apparatus and sending department
- Number of personnel assigned to each apparatus
- Name and contact numbers for strike team/task force leader
- Time of departure and estimated time of arrival at incident staging area

DO NOT DEPART UNTIL THE INFORMATION HAS BEEN CONFIRMED BY THE OSFM AOC.

- 3) Confirm that the strike team/task force configuration is correct. Confirm strike team/task force number and check-in/staging location at the incident.
 - 4) Provide final routing and any special instructions to task force members.
 - 5) Inform the fire defense district chief of departure.
 - 6) Inform the agency operations center of departure and estimated time of arrival at the incident, and
 - 7) Maintain command and control of task force resources.
- e) Upon arrival at check-in, the task force/strike team leader must:
- 1) Notify the AOC that the task force has arrived.
 - 2) Check in with the structural resource unit leader. Check-in officially logs you in at the incident and provides important operations, planning, and demobilization information. Check-in will include processing your paperwork, apparatus inspection, and logistical support information.
 - 3) Locate your operations supervisor and obtain your initial briefing and task force assignment.
 - 4) Brief the task force/strike team on its schedule, assignment, eating and sleeping arrangements, procedures for obtaining supplies and services, and debriefing provisions at the end of operational periods.

Fire cache facilities may or may not be available. If a cache is available, task force/strike team leaders must request cache supplies through their operations chain of command. Responders' home departments will be charged for personal care items, protective clothing and non-returned firefighting tools and equipment.

- f) Single resources, including incident management team members and representatives from cooperating agencies, must:
- 1) Notify the AOC when they respond and when they arrive at incident staging;
 - 2) check-in with the structural resource unit leader; and
 - 3) report to the incident commander or appropriate supervisor.
- g) Where replacement personnel are anticipated, replacements shall be approved and coordinated through the incident chain of command with the OSFM incident management team.
- 1) The resource unit leader will advise the AOC.
 - 2) Replacement personnel shall follow all response and check-in procedures listed above.

C. LOGISTICS

1. Guidelines for Support

All mobile support preparation shall be in place on a continuing basis so that, in emergency situations, mobilization can be accomplished swiftly and efficiently. When the Governor authorizes mobile support under the provisions of the Emergency Conflagration Act, the local fire chief of each political subdivision requested to furnish assistance shall provide personnel and adequate support materials for units dispatched and for other activities generated by the operations.

Local fire chiefs shall ensure that personnel dispatched under provisions of the Act and this plan are properly trained and equipped to successfully discharge assigned emergency responsibilities.

Local fire chiefs must work with their fire defense board chief and local emergency planner to develop plans to render aid and to support aid in their district. Development, maintenance, and continuous update of an inventory of available resources prior to an emergency are essential for successful operations during an emergency.

2. Guidelines for Receiving Aid

The political subdivision(s) receiving mobile support shall provide adequate logistical support for all of the units, personnel, and other activities generated by the emergency operation.

- a) Locate outside support services
 - 1) Public works
 - 2) Disaster and emergency services
 - 3) Other county and local government services
 - 4) Volunteer services (American Red Cross, amateur radio operators, etc.)
- b) If there are no other support services, develop plans for availability of:
 - 1) Fuel, including gasoline, diesel and oil
 - 2) Certified fire apparatus repair
 - 3) Water supply
 - 4) Personnel support services, including:
 - a) Mobile kitchens, food preparation and delivery;
 - b) Rehabilitation area with secure apparatus parking;
 - c) Drinking water including field supply; and
 - d) Sanitary facilities.
- c) Provide adequate maps for all responding units.
- d) Develop interagency plans for traffic control, evacuations, security and public information.
- e) Provide ability to charge supplies and fuel.

3. Requirements for Providing Mobile Support

- a) Mobile support units ordered and dispatched by the state fire chief shall be staffed and equipped with fuel and with rations sufficient to complete a transfer assignment for **72 hours** of continuous operations from point of original dispatch.
- b) Whenever possible, personnel shall be supplied by the agency furnishing the apparatus. If the apparatus is co-staffed with personnel from other departments, the following guidelines apply:
 - 1) The apparatus must be operated by someone certified by the agency furnishing the apparatus to operate that piece of apparatus.

- 2) Any department co-staffing apparatus is responsible for ensuring their insurance carrier is aware of the co-staffing arrangement.
 - 3) Each department is responsible for billing for their employees. The original personnel tracking form will be submitted to Oregon State Police budget division by the department providing the apparatus.
- c) All personnel, including volunteers, shall be covered by workers' compensation insurance.
 - d) Each apparatus shall have installed or portable FIRE NET capability. Strike team and task force leaders shall also have communications capability with each of their units.
 - e) Fittings shall have national standard threads or adapters provided.
 - f) Type I and Type II engines shall have SCBA for each position.
 - g) When a publicly owned vehicle cannot be provided, personally owned vehicles may be mobilized only with prior authorization by the OSFM chief deputy or AOC manager.
 - h) Prior authorization is required before replacement personnel may be mobilized.

4. State Fire Marshal Resource Mobilization Configurations

- a) A strike team will have:
 - 1) One strike team leader with command vehicle;
 - 2) Capability to refill own water tanks; and
 - 3) Five apparatus of like type.
- b) A task force will have:
 - 1) One task force leader with command vehicle;
 - 2) Capability to refill own water tanks;
 - 3) Four Type I or Type II engines with off-pavement capability (See Glossary)
 - 4) One tender (See Glossary).
- c) A custom task force will have:
 - 1) One task force leader with command vehicle; and
 - 2) Any mix of apparatus needed, including tenders.
- d) Transport Vehicles
A strike team/task force may include a transport vehicle when this additional vehicle is required to transport equipment and supplies for the strike team/task force. An additional driver is not authorized. The transport vehicle must be driven by someone assigned to an apparatus in the strike team/task force.
- e) Assistant Strike Team/Task Force Leaders
An Assistant Strike Team/Task Force Leader may accompany a Strike Team/Task Force Leader in the Strike Team/Task Force Leader's command vehicle. Assistant Strike Team/Task Force Leaders shall, at a minimum, be qualified as a Single Engine Boss/Company Officer.

D. DEMOBILIZATION

1. Procedures

- a) It is the responsibility of the incident commander to be fully aware of the extent and capacity of resources at his disposal. The demobilization process is as important as mobilization in maintaining the incident commander's knowledge of resources available at any given time. The incident commander is responsible for ensuring that a demobilization plan is developed and distributed 24 hours prior to the first anticipated release. The plan will involve personnel from all functions.
- b) Effective demobilization requires that personnel check out of service and depart from the incident scene in an organized and responsible manner. The information also allows compilation of complete and accurate records of time, supplies, and equipment expended in handling an emergency incident.

2. Responsibilities

- a) Strike Team/Task Force Leader
 - 1) Coordinate and be accountable for personnel and equipment assigned to the strike team or task force.
 - 2) Ensure compliance with the demobilization plan and with proper procedures, including debriefing and reports.
 - 3) Ensure return of all cache equipment.
 - 4) Notify fire defense board chief upon return to district.
- b) Demobilization unit leader
 - 1) Identify equipment damage and unsafe conditions requiring immediate attention or isolation for further evaluation.
 - 2) Confirm that the strike team/task force leader has completed check-out with all sections and has returned cache equipment.
 - 3) Confirm personnel tracking form rosters are correct.
- c) OSFM AOC
 - 1) Notify fire defense board chiefs that their resources are being demobilized. Give departure times and estimated arrival times to home units.
 - 2) Notify fire defense board chiefs that all resources are back at their duty stations.
- d) Fire Defense Board Chief (of Responders)
 - 1) Assist local fire chiefs as needed to file proper reports with the Office of State Fire Marshal.
 - 2) Notify personnel of time, date, and place of post-incident analysis.
- e) Engine boss/company officer
 - 1) Each engine boss company officer shall report by radio or telephone to the State Fire Marshal Agency Operations Center the date and time personnel and apparatus returned to quarters.
- f) Fire Defense Board Chief (of receiving district)

- 1) Coordinate return of defense district resources to mutual aid status.
- 2) Arrange for post-incident analysis in conjunction with the incident commander(s).

3. Debriefing

Debriefing should assemble critical information and lessons learned for future reference and use.

Debriefing should include:

- a) If any hazardous materials have been encountered or involved, provide information for personnel exposure records;
- b) Evaluate personnel and confirm status of any injuries or illness prior to release. May include critical incident stress activities and follow-up personnel names and phone numbers for future critical incident stress debriefing; and
- c) Summarize the activities of each section, strike team, task force, or other personnel and equipment, including topics for follow-up and positive reinforcement of their part in the incident. Provide written performance evaluations.

4. Demobilization

- a) All mobilized personnel will insure that their demobilization orders are validated;
- b) Task force/strike team leaders will take roll to verify all personnel are accounted for, all equipment is properly accounted for, and all forms are properly completed and signed;
- c) Demobilization will include stops at the logistics and finance sections. This is the time to communicate and sign-off on all emergency repairs on equipment. (The finance section chief must approve of these prior to demobilization.) Copy 2 of the signed and completed personnel tracking form is submitted to the state fire marshal resource/demobilization unit leader at demobilization check-out;
- d) The leaders will inform their fire defense board chief of their release, anticipated travel route, and estimated time of return;
- e) The fire defense board chief will inform local fire chiefs that their personnel have been released;
- f) Mobilized resources will return directly to their home agency or other assignment;
- g) All personnel will complete the forms and reports required of their assigned position;
- h) When personnel arrive back at their home station, the local fire chief will inform the AOC of their arrival time; and
- i) Single resources will inform the state fire chief AOC they are back in quarters.

5. Deactivation of State Fire Marshal's Agency Operations Center

The Office of State Fire Marshal Agency Operations Center will be deactivated when:

- a) The emergency incident is under control as determined by the state fire chief and the on-scene incident commander, or

- b) A state of emergency involving the emergency incident no longer exists as declared by the Governor, and
- c) All mobile resource support has returned to originating fire departments or home bases.

6. Administrative Records

When the governor authorizes mobile support under the provisions of the Emergency Conflagration Act, the fire chief of each political subdivision directed to furnish assistance shall keep accurate records of units dispatched, personnel and time employed, distances traveled, motor fuels consumed, supplies and repairs required, and other expenses incurred by the emergency operation. Such records shall cover the period of the emergency. All expenses incurred under the Act shall be reported within 60 days of the end of the emergency. (See Division III, A-1)

Oregon Fire Service

List of Appendices

- Appendix A - Organization & Command
- Appendix B - Mutual Aid
- Appendix C - Post Incident Review
- Appendix D - Fiscal Responsibility
- Appendix E - Transportation Cost Schedule
- Appendix F - Glossary
- Appendix G - Laws, Rules & Standards
- Appendix H - Interface Position Qualifications
- Appendix I - Interface Equipment Standards
- Appendix J - Communications (Fire Net)
- Appendix K - Delegation of Authority
- Appendix L - Task Force/Strike Team Resources

A. ORGANIZATION & COMMAND STRUCTURE

1. Range of the Plan

This Mobilization Plan embraces all of the territory of the state of Oregon through the utilization of the duly organized firefighting forces of the state. The fire suppression resources include the county, city, and rural fire protection districts, as well as private fire departments and any other resources available through area mutual aid agreements.

For purposes of this Mobilization Plan, the state has been divided into fire defense districts composed of one or more counties or portions of counties. The fire chiefs in each fire defense district elect a fire defense board chief, who reports to the state fire marshal to implement this plan. (See fire defense district map at the end of this section.)

2. Local Fire Service

- a) Definition: A local fire service shall be an organized fire department that provides continuous fire protection under the direction of a fire chief. The fire chief of each department is automatically a member of the fire defense district board.
- b) The local fire chief is charged with the following responsibilities:
 - 1) Prepare the jurisdiction's firefighting organization to function as a part of the state fire service. Such preparation shall include, but not be limited to:
 - a) Planning emergency responses;
 - b) Negotiating necessary mutual aid agreements for protection of the jurisdiction;
 - c) Conducting test exercises needed to ensure efficient operation of emergency plans;
 - d) Training and equipping personnel for emergency response outside the jurisdiction , including conflagrations; and
 - e) Planning logistical support for large scale emergencies. County emergency management is a good resource.
 - 2) Maintain a current inventory of personnel and equipment committed as firefighting resources. Inventories shall be forwarded to the fire defense board chief at least annually
 - 3) Assure that all equipment dispatched is in good repair and meets applicable standards
 - 4) Dispatch to any response only those personnel who are properly equipped and meet training standards specified by the Office of State Fire Marshal and DPSST certified
 - 5) Assure that all personnel dispatched are covered by the fire district's workers' compensation insurance

3. Fire Defense District Fire Service

a) Definitions:

The **Fire Defense District Fire Service** is comprised of all the public and participating private fire services within the fire defense district, including the Department of Forestry (where applicable.)

The **Fire Defense Board Chief /County Chief** is the leader of the district fire defense board as elected by the board and confirmed by the state fire marshal. To be eligible to serve as fire defense board chief, the fire chief shall be (NIMS) compliant and have a thorough understanding of the Oregon Fire Service Mobilization Plan.

Each county is responsible to ensure they have a qualified individual available in the absence of the county chief.

The **Fire Defense District Board** is comprised of all the local fire chiefs within the district. The state fire marshal or a designated representative shall be an ex-officio member of all fire defense district boards. The state forester may name a representative to each fire defense district board.

b) The Fire Defense District Board is charged with the following responsibilities:

- 1) Elect one fire department chief to serve a three-year term as fire defense board chief. Each fire defense district board member shall have one vote in any election. Elections shall be held in 1991 and every third year thereafter (2000, 2003, etc.). Should a vacancy occur, a new fire defense board chief shall be elected to fill the unexpired portion of that three-year term. The election to fill a vacancy shall be held no later than one month following the vacancy. The fire defense board secretary shall report the name of any newly elected fire defense board chief to the state fire marshal within five working days. If at any time a vacancy occurs for more than one month, the state fire marshal may directly appoint a fire defense board chief until an election can be held.
- 2) Conduct semi-annual meetings of the fire defense district board and other meetings as necessary.
- 3) Assign the fire defense board chief the responsibility of overseeing the conduct of district fire defense board functions.
- 4) Develop a district fire service plan that has provisions permitting departments to respond with mutual aid forces upon request of a local fire service within the district. Such district fire service plans may have provisions permitting departments to respond with mutual aid forces across county and district boundaries.
- 5) Maintain liaison with other agencies capable of augmenting or supporting firefighting resources. These agencies may include the Oregon Department of Forestry; the U.S. Forest Service; local, county and state emergency managers; and others. It is highly recommended that each fire defense board play an active role in their county emergency management program. This active role should include insistence on a comprehensive all hazards county emergency management plan. A Fire coordinator should be in the EOC.

- 6) Administer the Mobilization Plan within established boundaries.
 - a) Develop plans for mobilization requests and conduct test exercises as necessary to insure efficient operation of the Mobilization Plan.
 - b) Provide expedient procedures for providing logistical support when receiving emergency aid.
 - c) Maintain accurate inventories of firefighting equipment within the district. Before commitment to this Mobilization Plan, the equipment shall be listed according to type, be in good repair and meet applicable standards, and be provided with a normal complement of qualified personnel.
 - d) Maintain response procedures for alert and mobilization of firefighting equipment and personnel.
- 7) Conform to the standards of the Mobilization Plan and, when applicable, the statewide fire communications network (FIRE NET).

4. State Fire Service

a) Definitions:

The **State Fire Service** is comprised of the total fire defense resources of public and private fire service departments within the state including the Department of Forestry.

The **State Fire Chief** is the state fire marshal.

The **State Fire Defense Board** is comprised of the state fire chief, the state forester, and the fire defense board chiefs. The state fire chief shall chair the state fire defense board.

b) State Fire Chief's Responsibilities

The state fire chief is charged with the following responsibilities:

- 1) Divide the state into fire defense districts and establish boundaries for representation to the state fire defense board;
- 2) Distribute operational and planning directives throughout the state fire service;
- 3) Maintain alerting, tracking and mobilization procedures;
- 4) Communicate with and hold meetings of the state fire defense board as necessary;
- 5) Establish a recommended hourly rate for apparatus operating costs pursuant to advice from the state fire defense board. The rate schedule may be revised as necessary to reflect actual operating costs;
- 6) Require the use of the Incident Command System (ICS). The state fire chief has adopted the National Incident Management System (NIMS) for all situations where emergency mobilization is needed;
- 7) Establish and maintain incident management teams to ensure safe, effective and efficient use of state mobilized resources;

- 8) Serve as the liaison to Oregon Emergency Management as Chief of Fire Services; and
 - 9) Serve as the liaison with state and federal fire protection agencies.
- c) State Fire Defense Board Responsibilities
The State Fire Defense Board is charged with the following responsibilities:
- 1) Plan for the utilization of fire resources within the state;
 - 2) Promote the latest technology and use of a statewide fire communications network;
 - 3) Serve as an advisory body to the state fire chief for operational procedures relative to the Mobilization Plan; and
 - 4) Coordinate activities of the fire defense district boards.
- d) OSFM AOC
- 1) Resources
Coordinate the alerting, mobilization and tracking of mobilized resources.
 - 2) Communications
Facilitate communications with incident resources.
Provide incident status information to agency managers.

5. Oregon Department of Forestry

ORS Chapter 477 charges the Oregon Department of Forestry to protect forest lands. Due to the intermingling of urban and forest areas, the Department of Forestry participates in mutual aid with many municipal and rural fire departments and may assist with available regular forces during a mobilization emergency. Through its Fire Mobilization Plan, the Department of Forestry is capable of mobilizing a substantial response that includes communication equipment, incident management personnel, and kitchens and other logistical support services.

6. United States Forest Service

The U.S. Forest Service is responsible for protecting forestlands under federal management. Due to the intermingling of urban and forest areas, the U.S. Forest Service may participate in mutual aid agreements with municipal and rural fire departments and may assist with forces during a mobilization emergency.

7. Bureau of Land Management

The U.S. Bureau of Land Management (BLM) protects 15.7 million acres of federal land in Oregon. The Bureau contracts with Oregon Department of Forestry for fire protection of its land in Western Oregon. East of the Cascades, the Bureau provides fire protection with its own personnel and equipment or through various cooperative agreements.

8. State and Federal Military Personnel

Military personnel such as the U.S. Coast Guard, Oregon National Guard, and others stationed within the state may also participate in mutual aid activities, especially in cases of natural disaster such as

flood and earthquake. Participation by these entities is triggered by a state or federal declaration of emergency followed by a specific request for assistance.

Under ORS 396, 399, and 401, the governor may declare a state of emergency and direct the Oregon National Guard to be placed in state (versus federal) active duty status. The State bears the financial responsibility for the committed forces' pay, full equipment maintenance, and other expenses. The policy of the governor and the Adjutant General is to mobilize only those resources necessary to respond to and recover from the emergency situation.

The Guard is trained and equipped to help with law enforcement, medical care, traffic control, firefighting support, potable water transportation, communications equipment, and kitchen and other logistical support.

10. Oregon Department of State Police

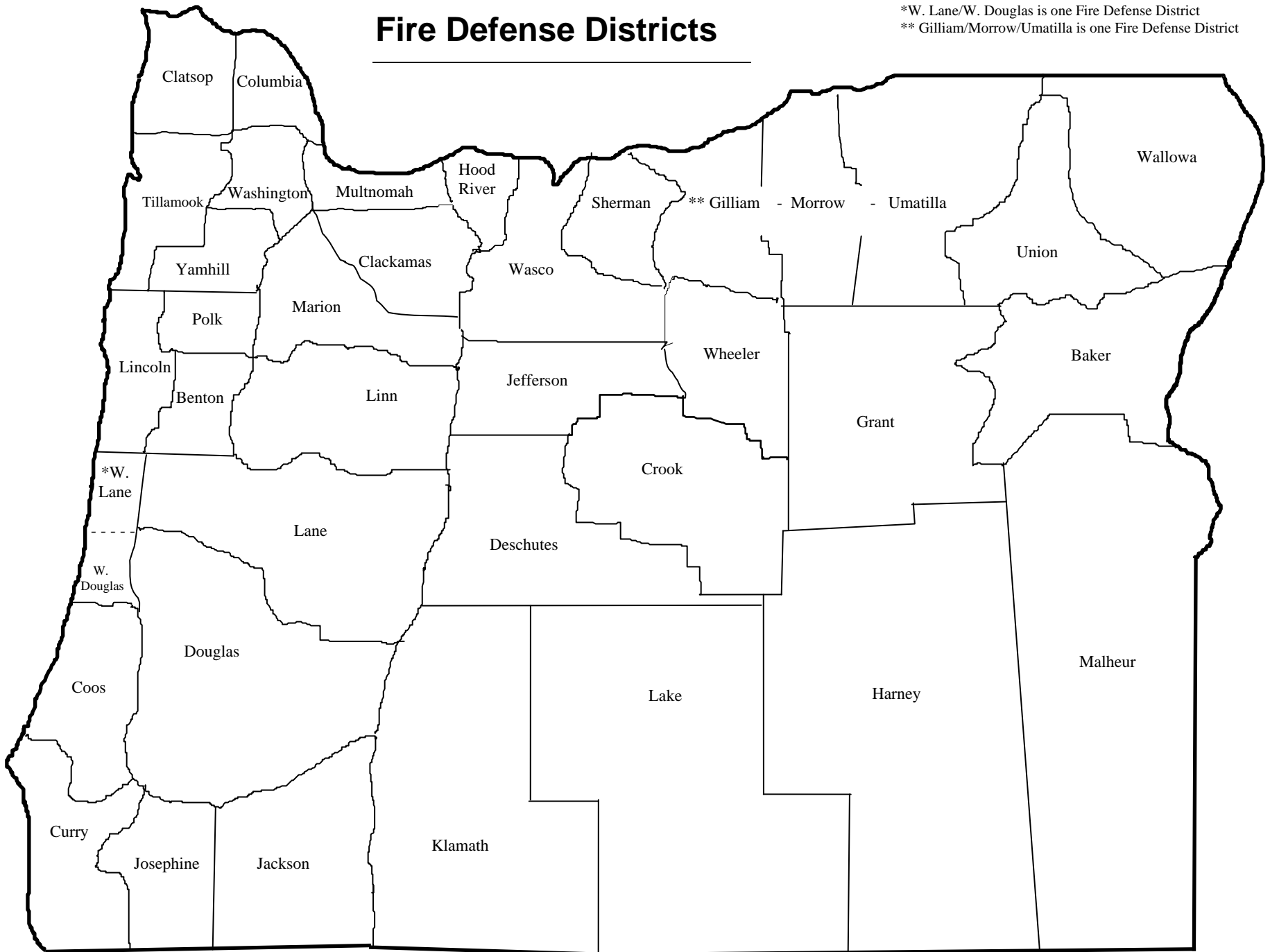
The Department of State Police enforces the traffic laws, the laws relating to arson, and all criminal laws throughout Oregon. The State Police is capable of mobilizing law enforcement and traffic control support, communications equipment, and logistical support.

11. Oregon Department of Transportation

The Oregon Department of Transportation, in addition to the governor, is authorized by statute to close highways and re-route traffic. The department provides barricades, signs and personnel to implement a closure or detour and support of the US&R program.

Fire Defense Districts

*W. Lane/W. Douglas is one Fire Defense District
** Gilliam/Morrow/Umatilla is one Fire Defense District



MUTUAL AID

1. Overview

The State Fire Marshal encourages Oregon fire departments that respond outside their jurisdictions to enter into formal mutual aid agreements.

ORS 190.010 authorizes local governments to enter into agreements with neighboring governmental entities for the performance of any and all functions which the parties to the agreement are authorized to perform.

In accordance with this statute, fire service districts enter into mutual aid agreements for services, including emergencies which have the potential to overwhelm the resource capabilities within a single district. These agreements are integral parts of the Mobilization Plan as administered by the Office of State Fire Marshal.

The model mutual aid agreement which follows is intended as a basis to develop agreements between local fire service districts. While the model encourages uniformity of agreements throughout the state, local agencies may revise it to meet their specific needs.

The model in no way invalidates mutual aid agreements already in existence. Rather, it is a tool to assist in the development of future agreements.

2. Mutual Aid Agreement

MODEL MUTUAL AID AGREEMENT

(Model only; may be revised to meet local needs)

1.0 INTRODUCTION

WHEREAS, certain disasters have the potential of outstripping the capacity of any community to effectively protect life and property,

WHEREAS, the parties desire to combine and coordinate their resources for responses to disasters occurring in their jurisdictions,

NOW, THEREFORE, under the authority of ORS Chapter 190, it is agreed between the parties as follows:

This Agreement shall be effective on the date signed by all parties, and shall be effective as to each additional party as provided in Section 18 of this Agreement, and is entered into for the purpose of securing to each party periodic emergency assistance for response to emergencies resulting from any cause.

2.0 AUTHORITY

This Agreement is entered into under the authority granted to the parties by their respective charters and/or Oregon Revised Statutes (ORS). Further, ORS 190.010 authorizes units of local government to enter into written agreements with any other units of local government for the purpose of any and all functions and activities that the parties to the agreement, its officers or agencies, have authority to

perform, and ORS 190.010 authorizes units of state and local governments to enter into agreements with each other to cooperate in the performance of their duties. Additionally, ORS Chapters 453, 476 and 401 authorize the State Fire Marshal and the Administrator of the Oregon Emergency Management to develop comprehensive statewide plans for the protection of life and property during disasters. This Agreement is intended to be consistent with, and supportive of, such state Contingency plans.

3.0 SCOPE OF AGREEMENT

This Agreement, being in conformance with the Oregon Fire Service Mobilization Plan as adopted by the State Fire Marshal, shall include the following types and kinds of mutual aid assistance, and operating terms and conditions.

3.1 TYPE OF EQUIPMENT AND PERSONNEL. The parties hereto agree to provide to all other parties to this Agreement personnel and equipment as described in Attachment "A" which is incorporated herein by this reference. Further, the parties hereto recognize and agree that such personnel and equipment shall be periodically unavailable under this Agreement due to normal operating requirements. However, when any significant change occurs to the available equipment and/or personnel which shall last more than thirty (30) days, the party experiencing such change shall notify all other parties to this Agreement.

3.2 GOOD FAITH. Each of the parties hereto agrees to attempt to furnish to a requesting party such assistance as the requesting party may deem reasonable and necessary to successfully abate an emergency in the requesting party's jurisdiction. Provided, however, that the party to whom the request is made shall have sole discretion to refuse such request if sending such assistance may lead to an unreasonable reduction in the level of protection within its jurisdiction, and provided further that a state or local agency may refuse a request for assistance if necessary to comply with any limitations on the use of dedicated funds by that agency.

3.3 DISPATCHING. It is agreed by the parties hereto that mutual aid assistance, when to be sent, shall be dispatched promptly and that first response by the jurisdiction requesting assistance shall not be a prerequisite to a request for assistance under this Agreement.

3.4 SUPERVISION. When personnel and/or equipment are furnished under this Agreement, the agency having incident command responsibility for the incident shall have overall supervision of mutual aid personnel and equipment during the period such incident is still in progress. Provided, however, when officers from the requesting jurisdiction have not arrived at the scene of the incident, the commanding officer of the jurisdiction arriving first to provide mutual aid assistance shall be in command of the incident until relieved. Further, "supervision" as used in this section refers to conduct of the mission. Each person participating in the mission remains an employee of that person's employing agency and is subject to the personnel policies solely of that employing agency.

4.0 WAIVERS

4.1 GENERAL WAIVERS. Each party to this Agreement waives all claims against all other parties to this Agreement for compensation for any loss, damage, personal injury, or death occurring to personnel and/or equipment as a consequence of the performance of this Agreement.

4.2 **HOLD HARMLESS.** Any requesting party shall, to the extent permitted by any applicable constitutional or Tort Claims Act limitation, save and hold harmless any responding party against any and all claims or actions brought against the responding party, arising out of the responding party's efforts, except to the extent that such claims or actions arise out of any willful misconduct or grossly negligent action on the part of the responding party.

4.3 **WORKERS' COMPENSATION.** Each party to this Agreement agrees to provide workers' compensation insurance coverage to each of its employees and volunteers, and responding under this agreement recognizes that although overall incident command supervision will usually be provided by the jurisdiction in which the incident occurs, supervision of individual employees will be provided by their regular supervisors. The intent of this provision is to prevent the creation of "special employer" relationships under Oregon workers' compensation law.

5.0 **REFUSALS TO PERFORM**

This is a mutual aid agreement and it is assumed that all available assistance will generally be provided. Nothing, however, in this Agreement shall be construed to prevent a party to whom a request for assistance is made from refusing to respond when that is appropriate in its sole determination.

In addition, any responding party may refuse to perform any specific task when, in the sole determination of the responding party's commanding officer, response would create an unreasonable risk of danger to the responding party's employees and/or equipment or any third party.

6.0 **COMPENSATION**

The parties agree that the personnel and equipment available under this agreement are roughly equivalent and agree that the availability and provision of such constitute consideration under this agreement.

7.0 **TERMINATION**

Any party hereto may terminate this Agreement at any time by giving thirty (30) days' notice of the intention to do so to any and all other parties. Such notice shall be sent to the governing body of the other parties and a copy thereof to the chief of the department of the parties notified. This agreement will remain in effect so long as there are at least two parties remaining.

8.0 **EXTRA JURISDICTIONAL OPERATING AUTHORITY**

The parties hereto recognize and agree that ORS Chapters 190, 453, and 476 extend the powers and authorities of the parties herein beyond their regular jurisdictions when operating under this Agreement.

9.0 **COST RECOVERY**

The parties hereto agree that any cost recovery actions brought by responding jurisdictions under this Agreement against third parties shall be coordinated by the jurisdiction in which the incident giving rise to the response occurred.

10.0 **RETIREMENT SYSTEM STATUS**

The parties hereto recognize and agree that under this Agreement public employee retirement benefits and social security benefits accrue in the manner prescribed by the employee's regular employment and are the responsibility of the regular employer as if the employee were performing the employee's regular duties. No additional benefits arise due to participation in assistance under this Agreement.

11.0 ASSIGNMENTS/SUBCONTRACTS

Except as expressly provided herein, the parties hereto recognize and agree not to assign, sell, transfer, subcontract or sublet rights, or delegate responsibilities under this Agreement, in whole or in part, without the prior written approval of the other parties hereto.

12.0 SUCCESSORS IN INTEREST

The provisions of this Agreement shall be binding upon and inure to the benefit of all other parties to the Agreement and the respective successors and assigns.

13.0 COMPLIANCE WITH GOVERNMENT REGULATIONS

Each party to this Agreement agrees to comply with federal, state and local laws, codes, regulations, and ordinances applicable to the work performed under this Agreement.

14.0 FORCE MAJEURE

No party to this Agreement shall be held responsible for delay or default caused by fires, riots, acts of God and/or war which is beyond the reasonable control of the parties.

15.0 SEVERABILITY

If any provision of this Agreement is declared by a court having jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected; the rights and obligations of the parties shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

16.0 AMENDMENTS

The terms and conditions of this Agreement shall not be waived, altered, modified, supplemented, or amended in any manner whatsoever without prior written approval of the parties hereto.

17.0 DISPUTE RESOLUTION

This Agreement shall be governed by and construed in accordance with the laws of the State of Oregon as interpreted by the Oregon courts. However, the parties may attempt to resolve any dispute arising under this Agreement by any appropriate means of dispute resolution, except binding arbitration.

18.0 SIGNATURES

The undersigned warrant and represent that they are duly authorized to bind the agency represented by the undersigned as a party to this Agreement, and that the agency represented by the undersigned as a party to this Agreement, and that the agency represented by the undersigned is authorized to participate in and carry out the functions required by this Agreement.

All signatures shall be executed in counterparts, using the form appearing on the next page hereto or another substantially in that form.

SIGNATURE PAGE FOR MUTUAL AID AGREEMENT

PARTICIPATING AGENCY

NAME AND TITLE

SIGNATURE

DATE

PARTICIPATING AGENCY

NAME AND TITLE

SIGNATURE

DATE

[Add signature blocks as needed]

POST INCIDENT REVIEW

1. General Information

The long-term effectiveness of the Oregon Fire Service Mobilization Plan depends upon the ability of the Office of State Fire Marshal to maintain a current plan and to ensure its efficient and cost effective operation. This depends largely upon periodic objective self-examination and review. Examination of the system's operation both in simulated drills and in actual emergencies affords the opportunity to recognize the effective aspects of the operation and to identify areas in need of improvement. Where improvement is needed, the review process should suggest possible procedural changes, areas where personnel might need additional training, and ideas for future policy reviews.

The success of an emergency response is highly dependent upon the ability of the agencies to interact successfully with each other. Productive and successful relationships and communications with agencies at the state, county and local levels are critical to the success of the emergency response effort. Therefore, staff from cooperating agencies should be included, if possible, in the post-incident analysis.

Reviews should be objective and promote improvements, where necessary. It is important to avoid speculation as to what might have occurred had alternative courses of action been chosen. Therefore it is imperative that participants, particularly those with responsibility for conducting the reviews, avoid speculative statements. Discussions should avoid fault-finding and attempts to assign blame. The emphasis in all reviews should be on reinforcing successful procedures and developing ways to improve operations.

Reviews may be conducted at the local and state levels.

2. Post-Incident Analysis (Local and /or State)

a) Objectives

- 1) Provide an opportunity for participants to objectively review operations in a constructive manner.
- 2) Identify effective procedures for future emergency operations.
- 3) Identify areas needing improvement and recommend necessary changes to improve effectiveness.
- 4) Review efforts by fire services to incorporate cooperating agencies into the emergency response framework and recommend necessary changes to improve effectiveness.

b) Participants (local or state review process)

Local chiefs; district chiefs; State Fire Marshal staff including Incident Management Team and Agency Operations Center (AOC) personnel; task force leaders; and cooperating agencies' representatives.

c) Local Review Process

- 1) The review will take place as soon after the incident as possible. If all involved personnel are not able to attend, the fire defense board chief or incident commander should assign someone to collect input from those unable to attend the review.
- 2) Prior to the analysis, participants will gather applicable reports and information.

Local and fire defense board chiefs will prepare a brief report outlining positive and negative aspects of the operation, as well as recommendations for correcting problems. Other agency personnel involved in the incident should prepare a brief overview of fire events from their perspective.

- 3) Participants should separate issues and concerns into two categories, local incident operations and state incident operations support.
 - 4) Participants should make recommendations for resolving problems and concerns that they have identified.
 - 5) Participants should reach a consensus on procedural and operational recommendations to improve effectiveness.
 - 6) The district chief/incident commander(s) should forward state level concerns and recommendations to the state fire marshal.
 - 7) Reviews should generally cover the following functions and activities:
 - a) Activation or mobilization
 - b) Transition from local and/or fire defense district level to state-level action
 - c) Command staff, including safety and public information
 - d) Operations
 - e) Planning
 - f) Logistics
 - g) Finance
 - h) Value at risk, risk management and property loss
 - i) Demobilization and transition of activity
- d) Intended Results
- 1) Participants should attempt to reach consensus on procedural and operational recommendations for the Oregon Fire Service Mobilization Plan.
 - 2) Fire defense board chiefs and incident commanders will reinforce effective operational guidelines and procedures to ensure continued successful performance.
 - 3) Fire service personnel and cooperating agency representatives should identify positive aspects of the operation and incorporate recommendations for resolving areas of concern.
 - 4) Recommendations regarding statewide issues and concerns will be presented to the state fire marshal for review.
- e) State Review Process
- 1) The state fire marshal may conduct a review of the incident and involve participants as outlined in section 2.b.
 - 2) The state review may include the topics for post-incident review as outlined in section 4.

3. Intermittent Policy Review

In order to maintain a current and effective emergency response policy, periodic policy and activity reviews should be conducted at the discretion of the state fire marshal. In this event, state fire marshal staff will prepare a report summarizing the review and the issues discussed. The staff will also develop and distribute a plan to resolve issues identified during the review. The plan will identify:

- a) Necessary action items;
- b) Who will accomplish the action items;
- c) A timeline for completion of the action items; and
- d) The person or persons responsible for follow-up on the action items.

4. Topics for Post-Incident Review and Discussion

- a) Incident Activation and Mobilization
 - 1) Incident reporting and news media releases
 - 2) Dispatching
 - 3) Transportation and response
 - 4) Personnel availability
- b) Transition from local to state level involvement
 - 1) Incident reporting
 - 2) Request to invoke conflagration act
 - 3) Briefing and special considerations
 - 4) Size up
 - 5) Scouting
 - 6) Previous action(s)
 - 7) Personnel and resources
 - 8) Organization and incident management
- c) Command Staff
 - 1) District/State coordination
 - 2) Interagency liaison and cooperation
 - 3) Safety
 - 4) Incident objectives
 - 5) Team organization and section interaction
 - 6) News media releases; incident information officers' coordination with local news media, affected public, and OSFM Public Information Officer at the AOC
 - 7) Job assignments and effectiveness of performance
- d) Operations (Ground and Air)
 - 1) Organization
 - 2) Communications and dissemination of information
 - 3) Coordination among units
 - 4) Action by other agencies and/or responsible parties
 - 5) Use of resources
 - 6) Safety
 - 7) Job assignments and effectiveness of performance
 - 8) Shift changes
 - 9) Control action effectiveness

- e) Planning
 - 1) Organization
 - 2) Situation unit
 - 3) Resource unit
 - 4) Shift plans/incident action plans
 - 5) Interaction with other sections
 - 6) Incident reports
 - 7) Weather reports
 - 8) Briefings
 - 9) Job assignments and effectiveness of performance
 - 10) Demobilization

- f) Logistics
 - 1) Organization
 - 2) Services branch
 - 3) Support branch
 - 4) Fire camp and facilities
 - 5) Communications
 - 6) Job assignments and effectiveness of performance
 - 7) Property control and inventory
 - 8) Transportation
 - 9) Interaction with other agencies

- g) Finance
 - 1) Organization
 - 2) Time keeping unit (personnel and equipment)
 - 3) Claims unit
 - 4) Commissary operation
 - 5) Contract administration
 - 6) Interaction with other agencies
 - 7) Job assignments and effectiveness of performance

- h) State Fire Marshal Agency Operations Center (AOC) Operations

- i) Demobilization and Transition Back to Local Forces
 - 1) Priorities
 - 2) Emergency conditions
 - 3) Fiscal completion
 - 4) State to district/local transition process
 - 5) Activity reports
 - 6) Rehabilitation
 - 7) Return transportation

FISCAL RESPONSIBILITY

1. General Information

Written documentation must be prepared for every implementation of the Emergency Conflagration Act. When the governor authorizes mobile support under the provisions of the Act, the Fire Chief of each political subdivision directed to furnish assistance shall keep accurate records of expenditures. Such records shall cover the entire period of the emergency, from the departure time through demobilization and return to home base. The documentation must include, but need not be limited to, the following:

- a) Complete accurate: FSP-01 signed by a member of the Office of State Fire Marshal Incident Management Team.
- b) Receipts for allowable expenses.
- c) Documentation and receipts for allowable damage or loss incurred during emergency operations.

Office of State Fire Marshal will email reimbursement billing packets to the Fire Chief of each jurisdiction that was mobilized. Agencies have 60 days from the emailed date to complete the billing packets and return to Office of State Fire Marshal for reimbursement. All billing information and reports shall be submitted on the forms included in the billing packet. The completed forms must be accompanied by supporting documentation and submitted to the Office of State Fire Marshal by forwarding all copies to:

Office of State Fire Marshal
Attn: ERU
4760 Portland Road NE
Salem, OR 97305-1760

During the course of rendering aid and assistance through the Act or a governor-declared state of emergency:

- Each jurisdiction shall obtain and maintain in full force and effect adequate public liability and property damage insurance or self insurance to cover claims for injury to persons or damage to property arising from activities associated through the Act or state of emergency.
- Each jurisdiction shall be responsible for the acts of its own employees.
- Each jurisdiction shall compensate all personnel the exact amounts as submitted for reimbursement to the Office of State Fire Marshal on the the billing packet. On-site audits by FEMA or Office of State Fire Marshal may be conducted to assure compliance.

2. Guidelines for Submitting the Billing Packet

The Office of State Fire Marshal recognizes the time the Act is invoked only as the initial time for mobilizing an emergency response. No costs can be claimed prior to when the Act is invoked.

a) FSP-01:

The buff "hard card," which contains the "Unit Log," stays with the supervising officer during the incident. Afterward, a copy of this portion should be kept with the fire district in charge of the apparatus

in order to maintain a history of the apparatus. The original "hard card" must be sent to the Office of State Fire Marshal as part of the billing documentation.

This form is intended to track the location and use of apparatus, equipment, and personnel time(s). This should become a precise log of events, especially for the following:

- 1) Apparatus/personnel in service/mobilized: The clock starts for task force apparatus and personnel when they leave their task force staging point for the incident. The clock starts for incident management team personnel when they leave their home station for the incident. The clock starts for mutual aid personnel and apparatus when the conflagration is declared.
 - a) Apparatus/personnel restored: The clock ends for task force and incident management personnel when they arrive at their home station. The Office of State Fire Marshal will reimburse up to a maximum of two hours for restoring apparatus and equipment to service.
 - b) Accident claims: Office of State Fire Marshal will only consider claims for loss or damage that occurs on a mobilization, between check in time to demobilization time with the Office of State Fire Marshal IMT. Claims must be reported to and investigated by the IMT. Loss or damage also must be noted on the FSP-01.
 - c) Equipment repairs/breakdowns log: Document times, locations, and causes of accidents and breakdowns. Attach all receipts. The Office of State Fire Marshal will pay for actual costs incurred only--not estimates. The Office of State Fire Marshal incident finance chief must sign and approve all repairs on the FSP-01.
 - d) Routine maintenance: Routine maintenance will not be reimbursed; maintenance and replacement of parts are covered by the apparatus rates.
 - e) Replacement personnel: Replacement personnel costs will be paid only for assigned time on the incident. Accurately log replacement personnel times. Office of State Fire Marshal will carefully cross-reference personnel, both paid and volunteer, from the incident time records to the department's billings.

3) Financial Reimbursements

- 1) Career Firefighters
The State shall reimburse the political subdivision supplying such aid for the compensation paid to employees for the time such aid prevents them from performing their duties in the political subdivision by which they are employed. Records that the political subdivision actually paid the employees are required. (ORS 475.560)
- 2) Volunteers
The state will reimburse political subdivisions for volunteers at a rate of \$15/hour for the actual number of hours they are in service on a mobilization up to 40 hours. After 40 hours on a mobilization, reimbursement will be \$22.50/hour.

3) Recalled Off-Duty Personnel

Reimbursement for recalled off-duty firefighters and substitute firefighters may be reimbursed.

4) Replacement Personnel

If a jurisdiction replaces a mobilized firefighter for any reason the state will reimburse only the cost for the mobilized firefighters' mobilization travel, one firefighter's assigned time at the incident, and the replacement's demobilization travel time. All expenses to make the replacement are at the jurisdiction's expense.

5) Mutual Aid Resources

Fire department mutual aid resources already called up under the fire defense district fire service plan or the department's mutual aid agreements will be reimbursed only for actual hours in service after the governor's declaration of the Conflagration Act and until they are demobilized by the Office of State Fire Marshal IMT. To be reimbursed, mutual aid resources must check in with the Office of State Fire Marshal IMT, use the FSP-01: and demobilize with the Office of State Fire Marshal IMT. Mutual aid resources must meet the requirements of this Plan and must comply with billing requirements under this appendix.

a) Apparatus/Equipment Support - Operation & Cost Summary

All utilized fire apparatus is deemed to be "road ready" and kept up to appropriate maintenance standards. Breakdowns or equipment failures which appear to occur as the result of ongoing equipment use will not be billable. Office of State Fire Marshal equipment rates already accommodate wear, tear and depreciation. "Road ready" will generally mean that the equipment is properly equipped to fight fire, shows minimal tire wear, and has a sound body and parts.

Claims for replacement of apparatus or equipment or repairs to either shall be supported with appropriate documentation. Routine maintenance and repairs will be disallowed. Routine maintenance (oil changes, etc.) are calculated into the hourly reimbursement rate. Detailing of vehicles will be disallowed.

Claims for loss and/or damage shall be made within 60 days of occurrence, or within such extension of time as may have been obtained from the state. (ORS 476.550) Claims for loss or damage resulting from unsafe operating practices will be disallowed.

An hourly rate schedule established by the state fire marshal is provided to help estimate allowable costs for equipment. This schedule, found in Section C, will be adjusted when necessary.

Personally owned vehicles (POVs) are discouraged. POVs will be reimbursed only for mileage and only if the vehicle was declared and approved by the State Fire Marshal, Chief Deputy State Fire Marshal, or AOC manager prior to dispatch. The state will not reimburse any damage, repairs or restoration time to POVs. The state will not insure or reimburse for insurance, deductibles, or increased insurance rates due to use of POV for state business or due to an accident occurring while on state business.

b) Miscellaneous Expenses

The state shall reimburse the political subdivision supplying such aid for travel and maintenance expenses paid to employees supplied under ORS 476.520 to 476.590, including groceries and meals of such employees while they are rendering aid. These expenses during travel shall not exceed State Department of Administrative Services

travel and per diem rates. Requests shall be supported by receipts and worksheets or detailed explanations. (ORS 476.560)

The state will not reimburse for meals employees choose to purchase in lieu of meals provided by the Office of State Fire Marshal IMT.

The state will not reimburse expenses for personal care, clothing items, or other incidentals.

The state will not reimburse expenses for required personal protection and safety equipment.

c) **Notice of Claim**

The information contained in the Notice of Claim form must be affirmed under oath, and the form signed by an authorized agent of each political subdivision filing a claim, and notarized by a State Notary Public. Itemized documentation must be attached.

4. Forms

Incident responders shall submit all billing information and reports on forms provided by the Office of State Fire Marshal. The FSP-01 is generated by the responders. Submit the hard card original.

5. Workers' Compensation

Whether responding personnel are full-time, paid employees or municipal volunteers covered by election under ORS 656.031, the home district remains the responsible entity for personnel mobilized under the Conflagration Act. All necessary insurances and workers' compensation policies shall be kept in force by the political subdivision for which personnel are dispatched. These paid employees and volunteers were recruited and trained by the district and continue to be part of the district's operation and under the administrative control of the district. Most fire districts in Oregon have elected coverage for their volunteers under ORS 656.031. The Office of State Fire Marshal does not allow the mobilization of volunteers under the Emergency Conflagration Act whose home districts do not elect workers' compensation insurance coverage.

If an employee or volunteer is injured or killed during a conflagration response, medical and lost time benefits (if any) are under the responders' home district workers' compensation insurance coverage. Volunteers should be informed that, regardless of pay received for conflagration responses, premiums and lost time benefits are based solely on the assumed monthly wage elected by the district.

6. Reimbursement Timelines

Agencies have 60 days from the emailed date to complete the billing packets and return to Office of State Fire Marshal for reimbursement.

After the Office of State Fire Marshal has processed and audited the reimbursement packets and expenditures are authorized, the OSP accounting department will issue reimbursement checks to the fire jurisdiction..

To insure the orderly processing of reimbursement requests, the OSFM shall collect reimbursement billing packets from responding fire departments and audit all charges. This process will be coordinated with any involved local, state or federal agencies. A record of all back-up accounting information

(agreements, tally of notices of claims and invoices and approved payments) shall be made part of the written documentation specified above.

7. Documentation Information/Timelines

The OSFM Incident Commander shall assemble all incident documentation and complete a written report for the state fire marshal. This report must be provided within two weeks of the emergency incident conclusion. The Finance Chief shall provide the Emergency Response Unit with written agreements for all incident expenses within one week. The OSFM AOC manager for the incident shall immediately assemble all incident tracking information and complete a written report for the state fire marshal that includes lessons learned and recommendations to improve operations. The OSFM will prepare written documentation for every implementation of the Mobilization Plan. Documentation must include, but not be limited to, the following:

- a) Date/time of incident;
- b) Location;
- c) Copy of Governor's declaration;
- d) Number and severity of injuries or fatalities;
- e) Number and location of homes evacuated;
- f) Narrative of what happened at the incident;
- g) Agencies involved;
- h) Actions taken by the Office of State Fire Marshal;
- i) Origin of incident;
- j) Estimated dollar loss and estimated value at risk;
- k) Conclusions, lessons learned and recommendations to improve incident and AOC management;
- l) Exhibits (drawings, photos, etc.) to clarify the documentation;
- m) All Agency Operations Center logs;
- n) AOC incident tracking information and recommendation;
- o) An audited accounting record of billing statements and expenses incurred by the participating departments.

A delay can be expected when the Federal Emergency Management Agency (FEMA) is reimbursing a portion of firefighting expenses. FEMA rules require additional auditing and interagency billing coordination, along with time required for authorization and expenditure release.

8. Mobilization Payment Model

A Mobilization Payment Model is included in this section for a general understanding of the progression of decisions and actions by the Governor, the Legislature, the Office of State Fire Marshal, and others, from request for implementation through reimbursement of expenses. State statute requires the Legislature to authorize expenditure allotments.

9. Miscellaneous Expenses

- a) The State will not reimburse for meals and fuel to and from the incident.

- b) The State will not reimburse for meals employees choose to purchase in lieu of meals provided by the fire incident management.
- c) The State will not reimburse expenses for personal care, clothing items, or other incidentals.
- d) The State will not reimburse expenses for required personal protection and safety equipment.
- e) When a private vehicle is used, the state reimburses mileage only.

MOBILIZATION BILLING SCHEDULES

1. Personnel Reimbursement Costs

During the course of rendering aid and assistance through the Act or a governor-declared state of emergency:

- 1) The use of personnel or equipment of each jurisdiction shall be at the risk of that jurisdiction.
- 2) Each jurisdiction shall obtain and maintain in full force and effect adequate public liability and property damage insurance or self insurance to cover claims for injury to persons or damage to property arising to activities associated through the Act or state of emergency.
- 3) Each jurisdiction shall be responsible for the acts of its own employees.
- 4) Each jurisdiction shall compensate all personnel the exact amounts as submitted for reimbursement to the Office of State Fire Marshal on the Personnel Support Cost Summary.

2. Form Distribution

OSFM will ensure forms are sent electronically to responding agencies.

3. State Fire Marshal Standardized Cost Schedule

| RESOURCE: Engine, Fire (Pumper) | | | | | | | | |
|---------------------------------|---------------|----------------------------|----------------------------|-----------------------------|----------------------------|---------------------------|----------------------------|-----------------------------|
| CATGORY: | | Firefighting (ESF #4) | | | KIND: | | Equipment | |
| MINIMUM CAPBILITIES: | | NIMS TYPE I \$100/hr | NIMS TYPE II \$80/hr | NIMS TYPE III \$60/hr | NIMS TYPE IV \$40/hr | NWCG TYPE V \$30/hr | NWCG TYPE VI \$25/hr | NWCG TYPE VII \$20/hr |
| Component | | | | | | | | |
| Equipment | Pump Capacity | 1000 gpm | 500 gpm | 120 gpm | 70 gpm | 50 | 50 | 10 |
| Equipment | Tank Capacity | 400 Gal | 400 Gal | 500 Gal | 750 Gal | 400 | 150 | 50 |
| Equipment | Hose 2.5 inch | 1200ft | 1000ft | - | - | - | - | - |
| Equipment | Hose 1.5 inch | 400ft | 500ft | 1000ft | 300ft | 300ft | 300ft | - |
| Equipment | Hose 1 inch | 200ft | 300ft | 800ft | 300ft | 300ft | 300ft | 200ft |
| Personnel | Personnel | 4 | 3 | 3 | 2 | 2 | 2 | 2 |

| | | | | | | | | |
|---|-----------------------|---------------------------|----------------------------|-----------------------------|-------|-----------|---|---|
| RESOURCE: Water Tender, Firefighting (Tanker) | | | | | | | | |
| CATGORY: | Firefighting (ESF #4) | | | | KIND: | Equipment | | |
| MINIMUM CAPBILITIES: | | NIMS TYPE I \$70/hr | NIMS TYPE II \$50/hr | NIMS TYPE III \$30/hr | | | | |
| Component | | | | | | | | |
| Equipment | Pump Capacity | 300 gpm | 200 gpm | 50 gpm | - | - | - | - |
| Equipment | Tank Capacity | 2000 gallons | 1000 gallons | 1000 gallons | - | - | - | - |

| | | | | | | | | |
|---|-----------------------|----------------------------|-----------------------------|---|-------|-----------|---|---|
| RESOURCE: Fire Truck, Aerial (Ladder or Platform) | | | | | | | | |
| CATGORY: | Firefighting (ESF #4) | | | | KIND: | Equipment | | |
| MINIMUM CAPBILITIES: | | NIMS TYPE I \$150/hr | NIMS TYPE II \$100/hr | | | | | |
| Component | | | | | | | | |
| Personnel | Number | 4 | 4 | - | - | - | - | - |
| Equipment | Aerial | 75 ft | 50 ft. | - | - | - | - | - |
| | Elevated Stream | 500 gpm | 500 gpm | - | - | - | - | - |
| | Ground Ladders | 115 ft | 115 ft | - | - | - | - | - |

| | | | | | | | | |
|--|-----------------------|---------------------------|----------------------------|-----------------------------|-------|-----------|---|---|
| RESOURCE: Crew Transport (Firefighting Crew) | | | | | | | | |
| CATGORY: | Firefighting (ESF #4) | | | | KIND: | Equipment | | |
| MINIMUM CAPBILITIES: | | NIMS TYPE I \$25/hr | NIMS TYPE II \$20/hr | NIMS TYPE III \$15/hr | | | | |
| Component | | | | | | | | |
| Personnel | Passengers | 30 | 20 | 10 | - | - | - | - |

| | | | | | | | | |
|--|-----------------------|---------------------|---------------------|---|-------|-----------|---|---|
| RESOURCE: Equipment Transport (Firefighting support equipment) | | | | | | | | |
| CATGORY: | Firefighting (ESF #4) | | | | KIND: | Equipment | | |
| MINIMUM CAPBILITIES: | | TYPE I \$100/hr* | TYPE II \$20/hr* | | | | | |
| Component | | | | | | | | |
| | Configuration | Tractor Trailer | Pull Trailer | - | - | - | - | - |

*Rate only applies to actual time in Transit

| | | | | | | | | |
|---------------------------|-----------------------|-------------------------------|---|--|-------|-----------|---|---|
| RESOURCE: Command Vehicle | | | | | | | | |
| CATGORY: | Firefighting (ESF #4) | | | | KIND: | Equipment | | |
| MINIMUM CAPBILITIES: | | TYPE I \$100/hr | TYPE II \$100/hr | TYPE III \$15/hr | | | | |
| Component | | | | | | | | |
| Equipment | Vehicle | Motorhome type vehicle or bus | Trailer Type vehicle generator equipped | Explorer, Suburban or van type vehicle | - | - | - | - |

Specialized equipment or apparatus shall be at a rate negotiated with the Office of State Fire Marshal, e.g., mobile communication, maintenance/repair, fuel, city service, aircraft fire, chemical, investigation, HazMat, tow truck, air system, power plants.

***Note: Apparatus not matching typing criteria (pump [GPM] or tank [gallons]) will be classified to the most restrictive type. e.g., an engine with a pump of 100 GPM with a 300 gallon tank would be classed as a Type VI engine. A tender with a 250 GPM pump and 5000 gallon tank would be classed as a Type II tender.*

****Note:** When a private vehicle is used, the state reimburses mileage only.

| | | | | | | | | |
|--------------------------|----------------|-----------------------|---------------------|---------------------|-----------------|---|-----------|---|
| RESOURCE: Rescue Vehicle | | | | | | | | |
| CATGORY: | | Firefighting (ESF #4) | | | KIND: | | Equipment | |
| MINIMUM CAPBILITIES: | | TYPE I \$150/hr | TYPE II \$100/hr | TYPE III \$40/hr | TYPE IV \$25 | | | |
| Component | | | | | | | | |
| Equipment | Rescue Vehicle | Heavy | Medium | Light | Basic | - | - | - |

Type I – Heavy floor construction, pre-cast concrete construction, steel frame construction, high angle rope rescue (including highline systems), confined space rescue (permit required), mass transportation rescue.

Type II – Heavy wall construction, high angle rope rescue (not including highline systems), confined space rescue (not including highline systems), confined space rescue (no permit required), trench and excavation rescue.

Type III – Light frame construction, low angle or one person load rope rescue.

Type IV – Surface rescue, non-structural entrapment in non-collapsed structures.

| | | | | | | | |
|--|--|--|---|--|---|--------------|--|
| RESOURCE: Ambulance (Gound) | | | | | | | |
| CATGORY: | | Health & Medical (ESF #8) | | KIND: | | Vehicle/Team | |
| MINIMUM CAPBILITIES: | | NIMS TYPE I \$55/hr | NIMS TYPE II \$55/hr | NIMS TYPE III \$45/hr | NIMS TYPE IV \$45/hr | | |
| Component | | | | | | | |
| Personnel | Number | 1 ALS practitioner and 1 EMT Meets or exceeds standards as addressed by EPA, OSHA and NFPA 471, 472, 473 and 29 CFR 1910, 120 ETA 3-11 to work in HazMat Level B and specific threat conditions All immunized in accordance with CDC core adult immunizations and specific threat as commensurate with the mission assignment. | 1 ALS practitioner and 1 EMT | 2 (1 EMT and 1 EMR) Meets or exceeds standards as addressed by EPA, OSHA and NFPA 471, 472, 473 and 29 CFR 1910, 120 ETA 3-11 to work in HazMat Level B and specific threat conditions All immunized in accordance with CDC core adult immunizations and specific threat as commensurate with the mission assignment. | 2 (1 EMT and 1 EMR) | | |
| Team Request for Mutual Aid should specify specialty services as needed. | Team experienced and actively involved in the care and transportation of EMS patients. Specialty care provided based on assessment of patient needs by the requesting state | Advanced Life Support | Advanced Life Support | Basic Life Support | Basic Life Support | | |
| Overall Function | Provides out-of-hospital emergency medical care, evacuation, and transportation services via licensed EMS service | Capable of providing clinical and transportation services in hazardous material environments to a range of patient conditions, includes vehicle, staff, equipment, and supplies. | Capable of providing clinical and transportation services to a range of patient conditions, includes vehicle, staff, equipment, and supplies. | Capable of providing clinical and transportation services in hazardous material environments to a range of patient conditions, includes vehicle, staff, equipment, and supplies. | Capable of providing clinical and transportation services to a range of patient conditions, includes vehicle, staff, equipment, and supplies. | | |

| | | | | | | | | |
|----------------------|--------------------------|---------------------------|--|----------------------------|---------------|--------------------------------------|-----------|---|
| RESOURCE: Watercraft | | | | | | | | |
| CATGORY | | Firefighting (ESF #4) | | | | KIND: | Equipment | |
| MINIMUM CAPBILITIES: | | | | | | | | |
| Component | | TYPE I | TYPE II | TYPE III | TYPE IV | TYPE V | | |
| Equipment | (Costs to be determined) | 24' Rigid Hull/ Motorized | 18' - 24' Rigid Hull/ Inflatable Motorized | 12'- 18' Jonboat Motorized | PWC Motorized | Rapid Deployment Craft Non-Motorized | - | - |

Type I – with fire suppression capabilities, capacity for 5+ victims, 3+ crew, launch ramp required

Type II – with fire suppression capabilities, capacity for 3-5 victims, 3 crew, launch ramp required

Type III – with fire suppression capabilities, capacity for 3 victims, 3 crew, hand launch

Type IV – capacity for 1 victim, 1 crew, hand launch

Type V – capacity for 2+ victims, 2 crew, hand launch

NOTICE OF CLAIM

I certify: That I am authorized to make this Notice of Claim for a total amount of \$ _____

for _____
(Political Subdivision)

That this claim pertains to the Emergency Conflagration Act invoked by the governor on

(time, day, month, year) (name of fire)

That the political subdivision understands that no reimbursement shall be claimed for expenses incurred in its own fire protection district where the Act was invoked.

That the attached information is accurate and true; it itemizes the loss, damage or expense incurred by the political subdivision pursuant to the Emergency Conflagration Act invoked by the Governor; and the said loss, damage or expense was incurred subsequent to the Governor invoking the Act, and were expended pursuant to the Emergency Conflagration Act.

That the political subdivision acknowledges that all personnel and equipment have met the minimum standards as identified in the *State Fire Service Mobilization Plan*; and, any claim for loss or damage resulting from unsafe or unlawful operations of equipment shall be the responsibility of the political subdivision and not the state.

That the political subdivision has not been reimbursed for any loss, damage, or expense claimed herein; application for reimbursement of such loss, damage or expense has not been made to any other state or federal agency; and no further claims for reimbursement or liability shall be made by the political subdivision or its agents against the State of Oregon.

That the political subdivision has provided all necessary workers' compensation and insurance coverage for both paid and volunteer personnel; that paid personnel have been reimbursed; and, if this sentence is initialed, volunteer personnel have also been reimbursed. If not initialed, the political subdivision understands that sums become due and payable to volunteers when the political subdivision receives reimbursement from the State in response to this claim; and, the political subdivision shall disperse payment to volunteers within 30 days from the date of receipt of payment from the State.

Person Certifying:

Printed Name _____

Subscribed and sworn to me this Signature _____

_____ day of _____ Payee Name _____

My Commission expires on: Mailing Address _____

(date) _____

(Notary Signature)

TRANSPORTATION COST SCHEDULE

**OREGON SAMPLE SUMMARY FIRE CHARGE FORM
INCIDENT COST ANALYSIS
Unprotected Areas and Transportation Routes**

Part 1: Incident Information

Incident Number: _____ Dispatch Time: _____ Recall Time: _____ Date: _____

Incident Address or Location: _____
 Type of Occupancy: _____
 Legal Description: _____ Incident Description: _____
 Property Owner: _____
 Address: _____
 City: _____ St./Zip _____
 Phone Number: _____

Cost Schedule

Part 2: Apparatus Cost Information

1. List each piece of apparatus separately.
2. The cost for each piece of apparatus is computed as follows:

Step 1: $b - a = c$
 Return time (b) minus dispatch time (a) equals total time (c).

Step 2: $c \times d = e$
 Total time (c) times cost per hour (d)* equals cost per apparatus (e).

| | a | b | c | d* | e |
|------------------------------|----------------|--------------|-------------|----------------|---------------------|
| Apparatus/Type Description: | Dispatch Time: | Return Time: | Total Time: | Cost Per Hour: | Cost Per Apparatus: |
| | | | | x | = |
| | | | | x | = |
| | | | | x | = |
| | | | | x | = |
| | | | | x | = |
| | | | | x | = |
| | | | | x | = |
| Total Apparatus Cost: | | | | | |

* Reference: State Fire Service Mobilization Plan, Hourly Rate Cost Schedule

Personnel Cost Information

1. Volunteer firefighter classes shall use \$15.00 per hour as the total cost per hour (e) factor when computing personnel costs. (Reference: State Fire Service Mobilization Plan, Billing Schedules, Section III-B-1-b.)
2. Paid firefighter classes shall use their current pay rates plus a fringe benefit hourly factor as the cost per hour (e) factor when computing personnel costs.
3. Any overtime or special pay costs incurred by the service provider may be computed on the blank lines and added to the total personnel costs.
4. Each firefighter class is computed as follows:

Step 1: $b - a = c$

Return time (b) minus dispatch time (a) equal total time (c).

Step 2: $c \times d \times e = f$

Total time (c) times number of firefighters used (d) times cost per hour (e) equals total cost per FF class (f).

| | a | b | c | d | e | f |
|------------------------|----------------|--------------|-------------|--------------|----------------|--------------------|
| Firefighter Class: | Dispatch Time: | Return Time: | Total Time: | Number Used: | Cost Per Hour: | Cost Per FF Class: |
| Firefighter | | | | x | x | = |
| Fire Engineer | | | | x | x | = |
| Lieutenant | | | | x | x | = |
| Captain | | | | x | x | = |
| Battalion Chief | | | | x | x | = |
| Fire Marshal | | | | x | x | = |
| Chief | | | | x | x | = |
| Other | | | | x | x | = |
| | | | | | | |
| | | | | | | |
| Total Personnel Costs: | | | | | | |

Summary

Section 1 Direct Costs

Section 1.1 Apparatus Cost

| | |
|--|---------------|
| Total Emergency Response Apparatus Cost (from part 2): | Total Cost \$ |
|--|---------------|

Section 1.2 Personnel Cost

| | |
|--|---------------|
| Total Emergency Response Personnel Cost (from part 3): | Total Cost \$ |
|--|---------------|

Section 1.3 Miscellaneous Supplies & Services

| | Amount | Unit Cost | Total Cost |
|---|--------|-----------|------------|
| | | | |
| | | | |
| | | | |
| Total Miscellaneous Supplies & Services | | | \$ |

Section 2 Indirect Costs

Section 2.1 Base Availability Rate

| | | | |
|----------------------------|----------------|-------------|---------------|
| Response Availability Cost | Hourly Rate \$ | Total Hours | Total Cost \$ |
|----------------------------|----------------|-------------|---------------|

Section 2.2 Support Service Charge

| | |
|--|---------------|
| Support Services Cost Per Incident (state average) | Total Cost \$ |
| Total Incident Cost - Direct & Indirect | |

GLOSSARY

This glossary contains definitions of terms used in the Mobilization Plan and those frequently used in Incident Command System (ICS) document.

Aerial Torch: An ignition device suspended under a helicopter and capable of dispensing ignited fuel to the ground for assistance in burnout or backfiring. (ICS)

Agency Operations Center (AOC): The Oregon Office of State Fire Marshal Agency Operations Center from which structural and wildland fire and emergency units are dispatched, coordinated and supported.

Agency Representative: An individual from an assisting or cooperating agency assigned to an incident with delegated full authority to make decisions on all matters affecting that agency's participation at the incident. Agency representatives report to the incident liaison officer. (ICS)

Air Tanker: Any fixed-wing aircraft certified by FAA as being capable of transport and delivery of fire retardant solutions. (ICS)

Allocated Resources: Resources dispatched to an incident that have not checked in with the incident communications center. (ICS)

Assigned Resources: Resources dispatched to an incident that have been checked in and assigned work tasks. (ICS)

Assisting Agency: An agency directly contributing suppression, rescue, support or service resources to another agency. (ICS)

Available Resources: Resources assigned to an incident and available for an assignment. (ICS)

Branch: The organizational level with functional/geographic responsibilities for major segments of incident operations. The branch level is organizationally between section and division/group. (ICS)

Brush Patrol: Any light mobile unit which has limited pumping and water capacity for off-road operations. (ICS)

Camp: A geographical site within the general incident area (separate from the base) with equipment and staff to provide food, water, and sanitary service to incident personnel. (ICS)

Compressed Air Foam Systems (CAFS): A generic term used to describe foam systems consisting of an air compressor (or air source), a water pump, and foam solution.

Conflagration: A large and destructive fire beyond the capabilities of local mutual aid.

Check-in: Locations where assigned resources check in at an incident. Check-in locations are: Incident Command Post (resources unit), incident base, K-camps, staging areas, helibases, division supervisors (for direct line assignments). Check in at one location only. (ICS)

Clear Text: The use of plain English in radio communication transmissions. No "ten-codes," or agency-specific codes are used when using clear text. (ICS)

Command: Directing, ordering and/or controlling resources by virtue of explicit legal, agency, or delegated authority. (ICS)

Command Post: See Incident Command Post.

Command Staff: The command staff consists of the information officer, safety officer, and liaison officer. They report directly to the incident commander. (ICS)

Comm Unit (Communications Unit): A vehicle (trailer or mobile van) used to provide the major part of an incident communications center. (ICS)

Company: Any piece of equipment having a full complement of personnel. (ICS)

Cooperating Agency: An agency supplying assistance other than direct suppression, rescue, support, or service functions to the incident control effort (e.g., Red Cross, law enforcement agency, telephone company, etc.) (ICS)

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority (for its decision) of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not, in and of itself, involve command dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within legal limits as established by specific agency delegations, procedures, legal authority, etc. (ICS)

Crew Transport: Any vehicle capable of transporting personnel in specified numbers. (ICS)

Damage Assessment: The appraisal or determination of the actual damage or loss resulting from an emergency or disaster. This estimate of the damages to a geographic area is made after a disaster has occurred, and serves as the basis of the governor's request for a Presidential Disaster Declaration.

Disaster Application Center: An office established in the disaster area where individual disaster victims may receive information on available assistance and apply for programs for which they are eligible. The Disaster Application Center will house representatives of federal, state, local, and volunteer agencies that deal directly with the needs of individual victims. State and local government agencies affected by a disaster also apply for federal "public assistance" funds through the Disaster Application Center.

Disaster Field Office: An office within the affected area for federal and state officials to coordinate disaster assistance and recovery efforts.

Dispatch: The implementation of a command decision to move resources from one place to another. (ICS)

Dispatch Center: A facility from which resources are directly assigned to an incident. (ICS)

Fire Defense District Board: A board comprised of all the fire chiefs within the district. (See Overview Division, Section B.)

Fire Defense District Fire Service: A designation that is comprised of all the public fire services within the fire defense district.

Division: The organizational level responsible for operations within a defined geographic area. This level is organizationally between the strike team and the branch. (ICS) (See Group.)

Dozer: See "Tractor"

Dozer Company: Any dozer with a minimum complement of two pieces of equipment with a controlling party that provides maintenance, personnel, etc. (ICS)

Duty Officer: The person appointed to act as initial contact at the Office of State Fire Marshal to receive and relay requests for implementation of the Act. (See also State Fire Marshal Duty Officer.)

Emergency: As defined by ORS 401.025, "includes any man-made or natural event of circumstance causing or threatening loss of life, injury to person(s) or property, human suffering or financial loss; and includes, but is not limited to: fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of oil or hazardous material as defined in ORS 466.605, contamination, utility or transportation emergencies, disease, blight, infestation, civil disturbance, riot, sabotage and war."

Emergency and Audible Signaling/Terminology: Recommended emergency and audible signaling terminology that has been adopted by the Governor's Fire Service Policy Council.

Emergency Coordinating Center (ECC): Oregon Emergency Management site(s) from which government officials and other authorities manage general emergency response and coordination.

Engine: An inappropriate level of personnel accompanying a ground vehicle which can provide specific levels of pumping, water and hose capacity. (ICS)

Engine Company: An appropriate level of personnel accompanying a ground vehicle which can provide specific levels of pumping, water and hose capacity. (ICS)

Exhaustion of Resources: This condition exists when the fire defense board chief determines that the incident cannot be controlled by available and on-scene local resources and still maintain minimal coverage for the fire defense area. (Operations Division, Section A)

Federal Assistance: Aid given by federal agencies under authorization of federal statutes to assist disaster victims and state and/or local governments involved in a disaster.

Federal Coordinating Officer: The person appointed by the President to coordinate federal assistance in an emergency or disaster.

Federal Disaster Relief Act: Public Law 93-288, as amended, gives the President broad powers to supplement the efforts and available resources of state and local governments to carry out their duties to alleviate suffering and damage resulting from disasters.

Federal On-Scene Coordinator: A representative of the federal government (usually a member of the US Coast Guard or Environmental Protection Agency) responsible for on-scene coordination of federal response to an oil or hazardous material incident.

FIREMOD: A computer program which can predict an hourly rate of fire spread from a given point. (ICS)

Fly Crew: A hand crew transported via helicopter to an incident. (ICS) See Hand Crew.

Foam Systems: The apparatus and techniques used to mix concentrate with water to make solution, pump and mix air and solution to make foam, and transport and eject foam. (Systems defined here include compressed air foam and aspirated nozzle.)

Food Dispenser: Any vehicle capable of dispensing food to incident personnel. (ICS)

Fuel Tender: Any vehicle capable of supplying fuel to ground equipment or aircraft. (ICS)

Function: A component or area of activity in an emergency situation; for example, public information or evacuation. It may combine several specific tasks or activities.

General Staff: Group of incident management personnel comprised of incident commander, operation chief, planning chief, logistics chief and finance chief. (ICS)

Group: A functional division (e.g., air support, salvage, structure protection, etc.). (ICS)

Hand Crew: Individuals who are supervised, organized, and trained specifically for clearing brush as a fire suppression measure. (ICS)

Hazard: Any situation that has the potential of causing damage to people or property.

Hazardous Materials (HAZMAT): A flammable, corrosive, reactive or toxic chemical, infectious biological or disease-producing agent, or radioactive material. Hazardous materials may be used in industry or intended for treatment and disposal.

Hazardous Wastes: Hazardous materials which are no longer intended for use.

Heavy Equipment Transport: Any ground vehicle capable of transporting a dozer. (ICS)

Helibase: A location within the general incident area for parking, fueling, maintenance, and loading of helicopters. (ICS)

Helibase Crew: A crew of three or more individuals who may be assigned to operations or to support helicopter operations. (ICS)

Helicopter Tender: A ground service vehicle capable of supplying fuel and support equipment to helicopters. (ICS)

Helispot: A location where helicopters can take-off and land. Some helispots may be used for temporary retardant loading. (ICS)

Helitack: The initial attack phase of fire suppression using helicopters and trained airborne teams to achieve immediate control of wildfires. (ICS)

Helitack Crew: A crew of three or more individuals who may be assigned to operations or to support helicopter operations. (ICS)

Helitack Foreman: A firefighter trained in the tactical and logistical use of helicopters for fire suppression. (ICS)

Helitanker: A helicopter equipped with a fixed tank or a suspended bucket-type container for use in aerial delivery of water or fire retardants. (ICS)

Incident: An occurrence or event, either human-caused or a natural phenomenon, requiring action by emergency service personnel to prevent or minimize loss of life, damage to property and/or natural resources. (ICS)

Incident Action Plan: A plan initially prepared at the first meeting of an incident. The plan contains general control objectives reflecting the overall incident strategy and specific action plans for the next operational period. When complete, the incident action plan has several attachments. (ICS)

Incident Base: Where primary logistical functions are coordinated and administered. (The incident name or other designator is added to the term "Base.") The incident command post may be co-located with the base. There is only one base per incident. (ICS)

Incident Commander: The individual responsible for the management of all incident operations. (ICS)

Incident Command Post (ICP): Where primary command functions are executed and usually co-located with the incident base. (ICS)

Incident Command System (ICS): The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. Responsible

for management of assigned resources to effectively accomplish stated objectives relating to an incident. (ICS)

Individual Assistance: Financial or other aid provided to private citizens to help alleviate hardship and suffering, and to help facilitate resumption of normal day-to-day life.

Infrared (IR): A heat detection system used for fire detection, mapping, and hot-spot identification. (ICS)

Infrared (IR) Ground-link: A special mobile ground station capable of receiving air-to-ground infrared imagery for interpretation. (ICS)

Initial Attack: Resources initially committed to an incident. (ICS)

Interface Fire: means a fire involving both natural and man-made fuels.

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographic area. (ICS)

Liaison: A function of Office of State Fire Marshal fire fighting forces.

Local Emergency Declaration: The proclaimed existence of conditions of a major emergency or disaster within local jurisdictional boundaries.

Local Fire Chief: The fire chief in whose jurisdiction or area of responsibility there is a fire or other emergency.

Local Fire Service: An organized public fire department that provides fire protection under the direction of a fire chief.

Local Government: Any county, city, village, town, district, or other political subdivision of the state; any Indian tribe or authorized tribal organization; and any rural community or unincorporated town or village or any other public entity.

Major Disaster: As defined by Public Law 93-288, means "any natural catastrophe including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm or drought; or, regardless of cause, any fire, flood, or explosion in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby."

Major Emergency: An incident that requires the coordinated response of many departments or more than one level of government to save lives and protect the property of a large portion of a jurisdiction's population.

Management by Objective (MBO): Top-down management, so that all parties involved know and understand the objectives of the operation. (ICS)

Message Center: Part of the communications center and is co-located or placed adjacent to it. The message center receives, records, and routes information reported about the incident, resource status, and administration and tactical traffic. (ICS)

Mobilization Center: An off-incident location where emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment. (ICS)

Multi-Agency Coordination System (MACS): The combination of facilities, equipment, personnel, procedures, and communications integrated into a common system responsible for coordination of agency resources and agency emergency operations. (ICS)

Mutual Aid: Mutual aid is based on reciprocal contributions without charge and is contingent upon the local fire services approval. The primary purpose of mutual aid is to supplement resources of any fire agency during a time of critical need.

National Incident Management System (NIMS): Consists of five major subsystems which collectively provide a total systems approach to all-risk incident management. The subsystems are: Incident Command System; Training; Qualifications and Certification; Supporting Technologies; and Publications Management. (ICS)

National Warning System (NAWAS): Disseminates warnings and other emergency information from federal and state warning points to the county warning point. NAWAS is a dedicated, nationwide party line telephone warning system operated on a 24-hour basis.

NOAA Weather Station: Mobile weather data collection and forecasting facility (including personnel) provided by the National Oceanic and Atmospheric Administration, which can be utilized within the incident area. (ICS)

Operations Coordination Center (OCC): The primary facility of the Multi-Agency Coordination System. It houses the staff and equipment necessary to perform the MACS functions. (ICS)

Operational Period: The period of time scheduled for execution of a given set of operation actions as specified in the incident action plan. (ICS)

Oregon Emergency Response System (OERS): Provides coordinated state and federal response to incidents involving chemicals, petroleum products, biological agents, radioactive materials, and other technological hazards. It is the only phone number that local agencies and industry need to call in order to notify appropriate state and federal agencies. The number is: 1-800-452-0311.

Orthophoto Maps: Aerial photographs corrected to scale so geographic measurements may be taken directly from the prints. They may contain graphically emphasized geographic features and may be provided with overlays of such features as water systems, important facility locations, etc. (ICS)

Out-of-Service Resources: Resources assigned to an incident but unable to respond due to mechanical, rest, or personnel reasons. (ICS)

Overhead Personnel: Personnel who are assigned to supervisory positions which include incident commander, command staff, general staff, directors, supervisors, and unit leaders. (ICS)

Patrol Unit: Any light, mobile unit which has limited pumping and water capacity. (ICS)

Planning Meeting: An ongoing meeting, held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations and to direct service and support planning. (ICS)

Proportioner: A mixing system that adds a predetermined volume of liquid foam concentrate to water to form a foam solution.

Radio Cache: A cache may consist of a number of portable radios, a base station, and in some cases, a repeater stored for dispatch to incidents. (ICS)

Radiological Monitor: A person trained to detect, record, and report radiation exposure. The monitor may provide field guidance on radiation hazards associated with emergency responses.

Radiological Officer: A person trained to assume responsibility for policy recommendations in protecting a geographic area, facility, or department from radiation.

Reinforced Attack: Additional resources requested to reinforce those used during the initial attack. (ICS)

Reporting Locations: Any one of six points where incident-assigned resources may check in. The points are: incident command post/ resources unit (RESTAT); base; camp; staging area; helibase; or division supervisor for direct line assignments. (Check-in at one point only.) (ICS)

Rescue Medical: Any staffed ground vehicle capable of providing emergency medical services. (ICS)

Resources: All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained. (ICS)

RESTAT: An acronym for resource unit; a unit within the planning section. (ICS)

Section: The organizational level responsible for primary segments of incident operations such as operations; planning; logistics; and finance. The section level is organizationally between branch and incident commander. (ICS)

SITSTAT: An acronym for the situation unit; a unit within the planning section. (ICS)

Span of Control: The supervisory ratio of from three to seven individuals, with five being established as the general rule of thumb. (ICS)

Staging Area: Where incident personnel and equipment are assigned on three (3) minute availability status. (ICS)

State Fire Marshal Duty Officer: The person appointed to act as initial contact at the Office of State Fire Marshal to receive and relay requests for implementation of the Act. (See also Duty Officer.) (See Operations Division, Section A.)

Strike Team: A group of the same type of resources temporarily assembled for a specific mission with a leader and common communications.

Structural Fire: A fire in or impinging on a building or other structure.

Task Force: A group of varied resources temporarily assembled for a specific mission with common communications.

Technical Specialists: Specially trained personnel activated on an as-needed basis. Technical specialists may be used in the areas of fire behavior, water resources, environmental concerns, resource use, and training. (ICS)

Tractor, Dozer: Any tracked or all wheel drive vehicle with a forward blade for exposing mineral soil, with transportation, support, and personnel for its operation. Examples include Caterpillar D6, International TD24, timber jack, skidder, road grader, Clark Ranger 212, Terex, Euclid, and may include road grader/scrapper.

Tractor, Hoe: Any tracked or wheel-driven vehicle with a digging attachment for creating ditches, ponds, etc. Examples include John Deere Backhoe 456, Case Backhoe 450, and Cat-hoe 74.

Tractor, Plow: Any tracked or all wheel drive vehicle with attachments, usually center or rear, for exposing mineral soil, with transportation, support and personnel for its operation. Examples: drags; harrows; discs; bottom plow; and cultivators. (ICS)

Tractor, Truck: Self-propelled cab/chassis unit with a fifth-wheel or other acceptable mechanism for attaching to, and moving trailers, with support and personnel for its operation. Examples include Chevrolet, Ford, Freightliner, International, Kenworth, and Peterbilt.

Undue Jeopardy to Life and Property: This shall be construed to mean "threat and/or danger to the lives and/or property of persons residing inside the boundaries of the city or district".

Unified Command: A method for all agencies or individuals with jurisdictional responsibility at an incident to contribute to:

- a) determination of overall objectives for the incident, and
- b) selection of a strategy to achieve the objectives. (ICS)

Unit: Organizational element responsible for specific incident planning, logistics, or finance activities. (ICS)

Unprotected Area: means an area outside the boundaries of recognized public or private fire protection.

Utility: Any company or co-op which provides power, water storage supply or distribution, sewage collection and treatment, telephone, transportation, or other similar public service.

Vulnerability: Susceptibility of life, property, or the environment to damage if a hazard achieves its potential.

Water Tender: Any ground vehicle capable of transporting specific quantities of water. (ICS)

Wildland Fire: A fire primarily involving natural fuels.

Wildland/Interface Fire: That geographical area where structures and other human development meets or intermingles with wildland or vegetative fuels.

Zulu: A military name for Greenwich Mean Time (GMT) or Coordinated Universal Time (CUT).

LAWS, RULES & STANDARDS

1. Oregon Revised Statutes

- a) ORS 476.280 to 476.290, Extinguishing Fires in Unprotected Areas
- b) ORS 476.310 to 340, 478.310, Fire Prevention and Control on Certain Lands not Otherwise Protected
- c) ORS 476.510 to 476.610, 476.990, Emergency Conflagration Act
- d) ORS 401.045, Interstate Emergency and Disaster Assistance Compact
- e) ORS 401.055 to 401.155, Powers of Governor
- f) ORS 401.260 to 401.535, Oregon Emergency Management
- g) ORS 190.003 to 190.250, and 190.410 to 190.470, Mutual Aid Agreements

2. General Standards

- a) All fire service agencies are required to be in compliance with Federal NIMS Standards and NWCG, National Wildfire Coordinating Group.
- b) Standards for training and equipment for fire service personnel are more fully set forth in the Oregon Occupational Safety and Health Division (OR-OSHA or OSHA) Administrative Rules, Chapter 437, Division 2, Section 182. (Refer to Oregon Home page on the internet at www.gov.state.or.us. Click on Popular Sites, then click on State admin rules. Search by chapter number or agency.)

INTERFACE POSITION QUALIFICATION REQUIREMENTS

| POSITION | REQUIREMENTS |
|---|---|
| Wildland Interface FF | S-130 I-100 S-190 S-131 FF1 Taskbook |
| Engine Boss | I-200 S-230 or S-231 S-290 Single Resource (ENGB) Taskbook |
| Crew Boss | I-200 S-230 S-290 Single Resource (CRWB)Taskbook |
| Strike Team Leader Engine | S-215 S-330 I-300 Strike Team Leader Engine Task Book (STEN) |
| Strike Team Leader Crew or TaskForce Leader | S-215 S-330 I-300 Strike Team Leader Crew Task Book or Task Force Leader Taskbook (STCR), (TFLD) |
| Group Supervisor (DIVS) | S-390 S-339 Division/Group Supervisor Task Book (DIVS) |
| Division Supervisor (DIVS) | S-390 S-339 Division/Group Supervisor Task Book (DIVS) |

Strike Team Leader Crew and Task Force Leader requirements are recongized as the same per Office of State Fire Marshal Mob Plan and does not require a separate certification for each.

INTERFACE EQUIPMENT STANDARDS

While some of these structural interface equipment standards include some wildland equipment, it is not the intent of these standards to have structural firefighting forces involved in wildland firefighting. The wildland equipment is added to provide safety tools for structural firefighters involved in structural interface operations.

1) Apparatus

Structural fire apparatus may not normally carry equipment that is needed for safe and efficient structure defense operations on wildland interface incidents. When responding to interface fire assignments, the following minimum recommended equipment should be added to the apparatus:

- a) 400' of 1.5" or 1.75" hose (lightweight forestry hose preferred)
- b) 200' of 1" hose
- c) 2 - 1.5" combination nozzles (20-60 gpm preferred)
- d) 1 - 1" combination nozzles
- e) 1 - 1.5" forestry gated wye
- f) 1 - 1.5" to 1" reducer
- g) 1 shovel
- h) 1 McLeod
- i) 1 Pulaski
- j) 2.5 gallon drinking water jug
- k) appropriate adaptors

2) Personal Protective Equipment

The individual is responsible for each mandatory item unless the department carries a supply for all members.

Full protective clothing is required for personnel involved in structural firefighting as referenced in OR-OSHA rules. All gear must be in compliance with NFPA 1971 and applicable OR-OSHA standards.

All people actively engaged in structural firefighting, or those who may become engaged in structural firefighting, shall don complete firefighting gear.

For interface firefighting during an emergency mobilization, the minimum equipment includes:

Structural Protective Equipment

- a) Helmet with appropriate eye protection
- b) Turnout coat/bunker
- c) Turnout pants/bunker
- d) Structural firefighting footwear
- e) Structural firefighting gloves
- f) Fire resistant hood

Note: Self-contained breathing apparatus (SCBA) shall be of at least the 30-minute type and meet current standards.

Wildland Protective Clothing

All clothing must be in compliance with NFPA 1977. For interface firefighting during an emergency mobilization, the minimum equipment also includes:

- a) OR-OSHA compliant wildland firefighting footwear, (leather lace-up, minimum of 8 inches high, soles of non-slip material)
- b) Hard hat or equivalent, meeting 1986 ANSI Class B standards. The intent is to have head, ear and neck protection
- c) Fire resistant treated wildland firefighting clothing (shirt and trousers)
Goggles - Structural helmets with face shields cannot take the place of goggles
- e) Leather gloves
- f) Bandanna or dust mask

The following equipment is mandatory but need not be carried on person if it is readily available. The fire shelter must be carried on person when the team leader deems it necessary while actually fighting fire.

- g) Canteen
- h) Fire shelter
- i) Belt to carry canteen and shelter
- j) First aid kit, mole skin, and snake-bite kit
- k) Hearing protection

General Mobilization Standards

The following equipment must be available for responses to all types of fire service mobilizations under this plan.

- a) Apparatus Equipment

The following items must be carried on each apparatus:

- 1) Engine oil
- 2) Transmission oil
- 3) Pump oil
- 4) 2 cycle mix oil if needed
- 5) Spare spark plug for small engines carried
- 6) Small mechanics tool kit
- 7) Hard suction – all hose and appliances for drafting water
- 8) Spare drive belt (optional)
- 9) Whistle

- b) Personal Equipment

The following items are required:

- 1) Food and water for **72 hours**

Note: Logistical support may not be readily available during the initial operations of mobilizations.

- 2) Flashlight or helmet light with extra batteries
- 3) Sleeping bag

- 4) Certificate of minimum training signed by fire chief
- 5) Medical information card including emergency contact information, allergies, current medications, physician's name and phone number
- 6) Closed toe shoes

Note: The following items are recommended for each person unless the team leader is carrying a supply for each member of the team. Gear and supplies are required for seven days.

- 1) Towels in plastic bag
- 2) Washcloths in plastic bag
- 3) Bar soap in container
- 4) Shampoo/conditioner
- 5) Hairbrush, comb, and clips
- 6) Toothbrush and toothpaste
- 7) Deodorant, foot powder
- 8) Feminine hygiene supplies
- 9) Prescription medicine
- 10) Sun block
- 11) Insect repellent
- 12) Wrist watch
- 13) Poison oak wash
- 14) Shaving items
- 15) Sun glasses
- 16) Cash --\$20 minimum
- 19) Plastic bag for dirty clothes, laundry soap
- 20) Toilet paper
- 21) Contact lens cleaner, if used
- 22) Underwear
- 23) Shirts, long and short sleeves, 2 of each
- 24) Sweatshirt or sweater
- 25) Long pants, 2 pair
- 26) Socks, preferably cotton, 10 pair
- 27) Base camp shoes
- 28) Jacket
- 29) Hat
- 30) Handkerchiefs
- 31) Long underwear
- 32) Lightweight rain gear
- 33) Travel alarm clock
- 34) Note pad and pencil
- 35) Pocket knife/leatherman's tool
- 36) Cot or pad
- 37) Pillow
- 38) Tent
- 39) Extra eyeglasses

No shorts, no tank tops, and no sandals, flip flops (except in shower), or open-toed shoes allowed in base camp.

Non-medical drugs and alcohol are not permitted at the incident or in fire camp. Possession or use of these substances will result in discharge from the scene and may result in criminal action, as appropriate.

c) Strike Team/Task Force Leader Kit

Recommended items - items on this list may be omitted if each individual carries that item in their personal gear.

- 1) Minimum \$100 cash or credit cards
- 2) Cellular phone, telephone directories, 12v adapter
- 3) Portable battery chargers with one spare for each type portable
- 4) Group supplies kit
 - a) Eye wash
 - b) Spare toothbrush and paste
 - c) First aid kit with oxygen
 - d) Pain killers and other non-prescription first aid medications.
 - e) Cooking pans, utensils, plastic scrubber, dish cloths
 - f) Paper plates and plasticware
 - g) Sun screen, chapstick, insect repellent, blister pads
 - h) Salt and pepper
 - i) Spare pens/pencils/paper
 - j) Extra head lamp batteries
 - k) Bar soap, laundry soap, dish soap, window spray
 - l) Can opener
 - m) Duct tape
 - n) Toilet paper, Kleenex, paper towels
 - o) Tall kitchen bags w/ties
- 5) Binoculars
- 6) Light sticks
- 7) Compass, maps
- 8) Fireline Handbook
- 9) Food, drinking water and replacement liquids for **72 hours**
- 10) Camp stove
- 11) Large cooler
- 12) Spare helmets, goggles, bandannas, gloves, fire shelters, head lamps
- 13) Fire Service Mobilization Plan
- 14) Clipboard, accident reports, injury reports, personnel tracking form
- 15) Large tarpaulin

Optional Items

- 1) Portable radio clone cables
- 2) AM/FM radio w/extra batteries
- 3) Extension cord with multi-plug adapter
- 4) Programmable scanner
- 5) Interface training materials for review during slack time
- 6) Business cards
- 7) Clothesline
- 8) Office supplies
 - a) Folding file
 - b) Extra pens and pencils
 - c) Tablets
 - d) Hi-lighters
 - e) Manila envelopes
 - f) Stapler and paper clips
 - g) Grease pen, dry erase markers

COMMUNICATIONS (FIRE NET) FIRE AND HAZARDOUS MATERIALS COMMUNICATION SYSTEM

1. Description

The State FIRE NET was developed to provide a common communications channel for fire service use during multiple-agency responder incidents, such as a conflagration. The State FIRE NET frequency is VHF 154.2800 MHz. The FIRE NET utilizes 23 mountain-top microwave base stations and a master console to form a radio and telephone access communication network.

As an integral extension of the FIRE NET, OSFM maintains and operates a mobile communications capability that can deploy in areas lacking sufficient communications support for a major incident. This consists of a communications truck (COMM 1), three transportable communications caches, and an interoperability trailer with a multiband gateway. These resources offer the ability to set up repeater networks, Satellite uplink and downlink, Satellite internet and wide area WiFi hot spot, VoIP via Satellite, custom programmed hand held radios.

In addition to the vehicles, a cadre of trained communications specialists and 3 Communications Unit Leaders (COML) are available to deploy with the equipment.

OSFM requires that apparatus utilized under this *Mobilization Plan* shall have FIRE NET capability, either installed or by portable radio.

2. Authorization

The Federal Communications Commission (FCC) has issued a single license to the Office of State Fire Marshal for this frequency under provisions of FCC Rule 90.21. Those wishing to access the FIRE NET, including mobile, portable radio or fixed-site base stations, must apply to the state fire marshal and receive authorization.

Those eligible to apply for approval from the state fire marshal (SFM) to operate on the FIRE NET are fire departments; federal, state and local agencies; regional HazMat response teams; and private companies who have an established role in fire suppression and HazMat emergencies. Applicants that fall outside this eligibility can apply and may be considered on a case-by-case basis.

Each agency authorized to operate on FIRE NET shall instruct its personnel regarding appropriate use.

3. Systems Operations

Oregon Emergency Management has day-to-day oversight and weekly testing of the towers. The master control console is located at Oregon Emergency Management and has simulcast and telephone patching capabilities. Oregon Emergency Management also provides operational support with their duty officer program. Oregon Emergency Management is connected to Oregon Department of Transportation by two (2) digital phone lines each capable of activating two (2) towers at once.

4. Allowable Communications

FIRE RELATED INCIDENTS

FIRE NET may be used to coordinate fire-related activities in response to mutual aid requests, multi-agency fire ground emergencies, conflagrations, and other fire-related incidents and activities of the Office of State Fire Marshal.

HAZARDOUS MATERIAL INCIDENTS

Because the fire service in the State of Oregon are most often the “first responders” to hazardous materials incidents, including the Regional Hazardous Materials Response Teams, FIRE NET may be used by the on-scene incident commanders to communicate with local, state, federal, or other agencies who have an established role in managing hazardous materials incidents.

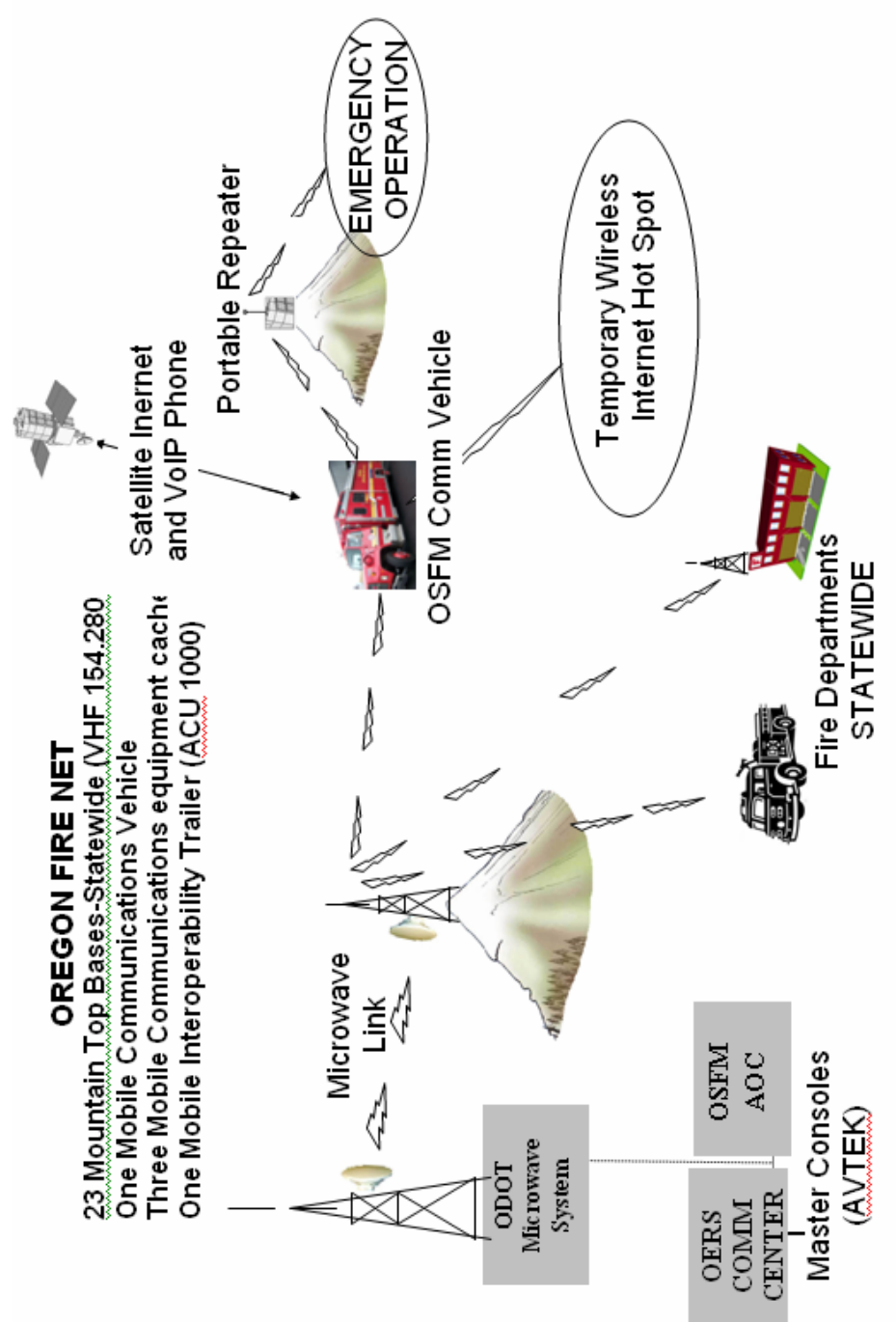
DISASTERS

Whenever a formal disaster declaration is issued by the governor of the State of Oregon under the provisions of ORS 401.055, or other emergencies meeting the criteria set forth in the FIRE NET Management Plan, FIRE NET may be used to coordinate the resources required to respond to the immediate threat to life and property throughout Oregon.

5. Procedures

- a) Local fire protection agencies are strongly encouraged to include the State FIRE NET in their communication equipment whenever possible. Each fire chief shall develop and maintain an inventory of radio call letters and fire apparatus, mobile support vehicles, base stations, and portable radios which have the capability to transmit and receive radio communications on the State FIRE NET and forward the inventory to the office of State Fire Marshal when requested.
- b) The fire defense board chief shall develop a fire defense district inventory of apparatus and other equipment that can transmit and receive on the State FIRE NET from the information provided by the local fire chiefs.
- c) The use of Clear Text radio procedures on the State FIRE NET is mandatory.
- d) When an incident involves activation of the Office of State Fire Marshal Agency Operations Center (OSFM/AOC), the FIRE NET will be available after notification of the OSFM/AOC team.
- e) For mobilization communication, the FIRE NET will be supplemented by pager, telephone, fax and cellular communications where direct monitoring of the frequency by other agencies is not possible. If in an emergency, the State FIRE NET is unavailable for use as an independent universal communication system, a supplemental system may be used.
- f) All fire departments utilizing the State Fire Network need to provide the proper information to Section “Radio Communication Information” of the annual Fire Service Resource Inventory Report that is submitted to the OSFM.

OREGON FIRE NET



OSFM RADIO COMMUNICATION SITES

IDENTIFICATION OF FIRE NET RADIO SITES

| Tower # | State Fire Marshal Base Station Sites | Call Numbers |
|----------------|--|---------------------|
| 1. | Cehalem Mountain | WNJX850 |
| 2. | Skamania Mountain 10 MI NE | WNJX849 |
| 3. | Stacker Butte 6 MI NW | KBF817 |
| 4. | Roosevelt Mountain N | WNJX849 |
| 5. | Black Mountain 16 MI SE | WNJX850 |
| 6. | Mount Emily 12 MI NNW | WNJX849 |
| 7. | Lime Hill | WNJX849 |
| 8. | Elkhorn Mountain | WNJX851 |
| 9. | Burns Butte | WNJX850 |
| 10. | Glass Butte | WNJX851 |
| 11. | Grizzly Mountain 11 MI NW | WNJX851 |
| 12. | HooDoo Mountain | WNJX851 |
| 13. | Dead Indian Mountain | WNJX850 |
| 14. | Walker Mountain 6.9 MI NE | KBF817 |
| 15. | Hamaker Mountain | WNJX851 |
| 16. | Soda Mountain 10 MI SE | KBF817 |
| 17. | Dodson Mountain 8 MI SE | WNJX851 |
| 18. | Bennett Butte 15.5 MI SSW | WNJX850 |
| 19. | Buck Mountain 11.2 MI NE | WNJX850 |
| 20. | Mary's Peak 11 MI SW | WNJX849 |
| 21. | Mount Hebo 17 MI SE | WNJX849 |
| 22. | Wickiup Mountain | KBF817 |
| 23. | Buxton Mountain | KBF817 |
| | | |

**APPLICATION PROCEDURE
MOBILE, PORTABLE, AND BASE STATION RADIOS**

Agencies interested in receiving authorization to operate on the State FIRE NET shall obtain an application from the SFM and submit the application with a written request. (You may copy the application following)

APPLICATION

OREGON OFFICE OF STATE FIRE MARSHAL
STATE FIRE NET

**REQUEST FOR AUTHORIZATION TO USE THE FireNET
154.2800 mHZ**

The state fire marshal maintains the State FIRE NET system and frequency. Written authorization is required from the state fire marshal prior to using the system. If your agency is interested in receiving authorization to operate on the State FIRE NET System, please supply the following information to the state fire marshal:

(Name of Requesting Agency)

_____ **Application for Base Radio**
If more than one please use one form for each base radio

Location of Base radio _____

Antenna Location and Height _____

_____ **Application for Mobile or Portable Radios**

_____ Number of Mobile radios you will use FireNET in

_____ Number of portable radios you will use FireNET in.

The agency will utilize FIRE NET for the following purpose: (please explain)

Uses:

_____ Multi-agency fire ground activities (mutual aid).

_____ Conflagration Act activities.

_____ Governor declared or other emergencies.

_____ Hazardous materials incidents.

Please explain your FIRE NET usage in the following areas:

Geographical area of radio operation. _____

APPENDIX J

Other technical information required for operation. (i.e. PL tones, analog or digital, etc)

Name and type of radio equipment.

Name of person completing application: _____

Mailing address: _____

Email address: _____

Phone #: _____

Fax # _____

Upon approving for use of the State FIRE NET, the State Fire Marshal will issue a letter of authorization allowing the requesting agency to operate on the State FIRE NET under the terms and provisions of the license issued to the Office of State Fire Marshal by Federal communications Commission.

**Please mail to: Office of State Fire Marshal
 Emergency Response Unit Communications
 4760 Portland Road NE
 Salem, Oregon 97305-1760**

OFFICE OF STATE FIRE MARSHAL

FIRE NET USE AUTHORIZATION

Mobile/Portable Radios Base Radio

In accordance with the State of Oregon FIRE NET Emergency Communications Plan as filed with Federal Communications Commission, permission is granted to operate mobile communication(s) equipment under the FCC license issued to the State of Oregon Fire Marshal, call sign #KBF817.

Sample

(Name & Location of Agency)

is authorized to utilize radio frequency 154.280 Mhz (FIRE NET) for the following activities:

- _____ Multi-agency, Mutual Aid Fire Ground Activities.
- _____ Conflagration Act Declaration.
- _____ Disaster or other Emergencies.
- _____ Hazardous Materials Incidents.

This Authorization does not relieve the State FIRE NET user from compliance with any law, rules, regulations, or restrictions imposed by the federal government, the State of Oregon, any county, or local jurisdiction.

Failure to comply with the Federal Communications Commission Laws, Rules, and Regulations, or the State Fire Marshal FIRE NET Emergency Communications Plan, can be deemed as evidence of noncompliance and may result in suspension of this Letter of Authorization.

Oregon State Fire Marshal

Date

FIRE SERVICE RESOURCE INVENTORY REPORT

OREGON STATE FIRE MARSHAL
 Oregon State Police
 4760 Portland Road N.E.
 Salem, Oregon 97305-1760

General Instructions: *Please complete a separate report for your department and any other rural district or city protected by your department. Please call the Data Section, 503-373-1540 extension 236 or 237 if you have questions.*

SECTION 5 - RADIO COMMUNICATION INFORMATION

LIST ALL RADIO FREQUENCIES AND INCLUDE PRIVATE LINE TONES (PLT)

| | FREQUENCY OF FIXED BASE STATION | | | | Band | |
|----------------------|--|---------------|----------------|---------------|----------------|--------------------|
| | <u>RX MHZ</u> | <u>DECODE</u> | <u>TX MHZ</u> | <u>ENCODE</u> | <u>NAME</u> | <u>Wide/Narrow</u> |
| <i>SAMPLE</i> | <u>153.890</u> | <u>127.3</u> | <u>154.385</u> | <u>127.3</u> | <u>Red NET</u> | <u>Wide</u> |
| Primary | _____ | _____ | _____ | _____ | _____ | _____ |
| Secondary | _____ | _____ | _____ | _____ | _____ | _____ |
| Additional | _____ | _____ | _____ | _____ | _____ | _____ |
| Additional | _____ | _____ | _____ | _____ | _____ | _____ |
| Additional | _____ | _____ | _____ | _____ | _____ | _____ |
| Additional | _____ | _____ | _____ | _____ | _____ | _____ |

If you change radio frequencies or PLTs, please notify our office within 30 days.

Dispatch Center Location: _____
Phone Number: _____

MOBILE AND PORTABLE COMMUNICATIONS

State FIRE NET (154.280 MHZ)

Cellular Phone

No. of Vehicles with: _____ No. of Vehicles with: _____

No. of Portables: _____ No. of People with: _____

Additional directions and considerations may include:

- How incident management team logistics personnel will assist the jurisdiction with the jurisdiction’s responsibilities for logistical support for mobilized resources;
- Responsibilities for situation reports to the jurisdiction administrator, fire defense chief, county emergency manager, cooperating agencies, or others;
- Liaison and advisory responsibilities to county emergency management for evacuation planning and actions; and
- Providing information on fire cause, losses and damages to assist the jurisdiction with its fire investigation and reporting responsibilities.

Authority Having Jurisdiction¹ _____

| | |
|-----------------------------------|-------|
| | |
| Jurisdictional Administrator Name | Title |

In the event that I am not immediately available, my designated representatives will be:

1st Agency Rep Designee _____
Office (_____) _____ Cell (_____) _____

2nd Agency Rep Designee _____
Office (_____) _____ Cell (_____) _____

By my signature, I hereby delegate full authority and responsibility for managing the emergency incident activities within the framework of law and the direction provided herein.

_____, Agency Administrator of Jurisdiction having Authority
Office (_____) _____ Cell (_____) _____

This is to become effective _____.
(Date and Time)

¹AHJ is defined as the governmental entity with responsibility for structural fire protection. Upon OSFM incident management team’s demobilization, delegation of authority of the emergency incident is returned to the local authority(s) jurisdiction.

OSFM Incident Commander

Date and Time

OSFM Incident Commander

Date and Time

Local Authority

Date and Time

Local Authority

Date and Time

TASK FORCE / STRIKE TEAM RESOURCES

Task Force / Strike Team Leader: Before departing for the fire incident, complete and communicate all information on this form to the AOC at:
 (Fax: 503-378-5329, 503-373-7702 Phone: 503-373-0001, 503-373-1999 or 503-378-6416) or email aoccenter@state.or.us

DO NOT DEPART UNTIL INFORMATION HAS BEEN CONFIRMED BY THE AOC.

You must monitor the State Fire Net. Be sure to give your radio ID number.

| | | |
|---|------------|-------------------------------------|
| Conflagration Name | | |
| County Sending Resources | | Defense Board Chief |
| Date and Time Resources Responded | | Resources' ETA at Incident Staging |
| Task Force / Strike Team Leader | | Department |
| Cell | Pager | Radio ID (you must monitor FireNet) |
| Apparatus Type I – II – III – IV – V – VI – VII (Eng), Tender, Comd, or Other | Department | No.of Personnel Assigned |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

AOC immediately confirm...

- 1) Apparatus type (responding resource) matches the resource request.
- 2) Number of personnel assigned does not exceed desired staffing.

Discrepancies must be resolved before the task force/strike team departs.