

Office of State
Fire Marshal



Oregon Fire Service Mobilization Plan

2019

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2019

**OREGON FIRE SERVICE
MOBILIZATION PLAN**

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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. In cases where resources are deployed to wildfire incidents, training requirements are intended to provide safety knowledge for structural firefighters involved in structural interface operations. Limited wildland operations to defend structures may be necessary and would be authorized by the supervisor. It is not the intent to have structural fire resources involved in aggressive wildland firefighting.

This 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.

This plan 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 in response to fire, a heightened danger of fire or a significant reduction in available fire-fighting resources.

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 401.165. 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 401.062.

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) Structural Collapse

401.930 Assignment by Governor of local resources under direction of State Fire Marshal.

- 1) The Governor may assign and make available for use and duty in any county, city or district, under the direction and command of the State Fire Marshal or a designee of the State Fire Marshal, any personnel or equipment resources of a county, city or district for the purpose of responding to the structural collapse, or the threat of imminent structural collapse, of a fixture to real property. This section does not authorize the Governor to assign and make available the fire-fighting resources of a fire district that possesses only one self-propelled pumping unit.
- 2) The Governor may assign and make available local resources under this section without declaring a state of emergency and without regard to the criteria established in ORS 401.032 for assuming authority or responsibility for responding to an event. The State Fire Marshal, or a designee of the State Fire Marshal, may direct and command the use of the local resources made available by the Governor under this section regardless of whether the county, city or district to which the resources are made available has declared a state of emergency under ORS 401.309.

- 3) The State Fire Marshal shall prepare plans for effectively carrying out this section and shall provide advice and counsel to the Governor for the most practical utilization of local resources under this section.
- e) Interstate Emergency Assistance
The Emergency Management Assistance Compact (EMAC) 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. Be considerate of civilian traffic. If traffic is backing up behind your convoy, pull off at the first safe place and allow traffic to pass. All resources are expected to obey posted speed limits and warnings at all times.
- Wear your PPE when assigned and an appropriate uniform when in camp.
- Maintain a state of readiness at all times. When not assigned, re-supply 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 utilizes the following standards: National Fire Protection Association (NFPA), National Incident Management Systems (NIMS), Occupational Safety and Health Administration (OSHA), Department of Public Safety Standards and Training (DPSST), and National Wildfire Coordinating Group (NWCG).

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 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. RESOURCE MANAGEMENT

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.

2. Training Standards

The providing agency is responsible for ensuring that personnel provided under this plan meet all minimum standards for the position they are mobilizing for and must meet the NWCG certification requirements for the positions identified in Appendix F. In addition, structural firefighters that are being mobilized under this plan must be certified or have the equivalency of a DPSST or NFPA Firefighter 1.

a) Resource Typing

When resources are NIMS typed, those type definitions will be used for resource requests and order fulfillment. Those resources that are not typed will be filled based on a clear definition by the requestor.

D. REQUESTING 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 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 and/or request mobilization of support for that district.

After verifying the need for mobilized support, the 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 may not apply. This plan may also be implemented as a result of an emergency declaration.

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.

2. When to request implementation of the plan

Requests to implement the Fire Service Mobilization Plan may be made in response to fire, a heightened danger of fire or a significant reduction in available fire-fighting resources. The mobilization plan may also be implemented as a result of an emergency declaration. In both cases mutual aid resources for that department must be exhausted prior to requesting implementation.

Incidents that may require a request for assistance:

- 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.
- d) Acts of Terror

3. How to request support for a conflagration

If an emergency is considered to be beyond the capabilities of local available resources, including direct mutual aid, the local fire chief shall:

Local/County Fire Chief

- a) Contact the Fire Defense Board Chief to request the Conflagration Act be invoked.
- b) The Fire Defense Board Chief calls the Oregon Emergency Response System- 800.452.0311 for contact by the OSFM Duty Officer.

- c) The Fire Defense Board Chief will receive contact from the Duty Officer or Chief Deputy. Fire Defense Board Chief will provide the following information:
- Incident Name
 - Contact Information
 - Type and location of incident
 - Situation Description
 - Confirmation that local and mutual aid resources are depleted.
 - Incident Commander information
 - Weather information
 - What resources are being requested
- d) Once the conflagration is declared an Incident Conference call will be scheduled. The call will be made up of the following parties.
- Incident Commander at the incident
 - Incident Commander of the SFM IMT
 - Deputy Incident Commander of the SFM IMT
 - Local Fire Chief
 - Fire Defense Board Chief
 - Deputy State Fire Marshal
 - Agency Operations Center Manager
 - State Fire Marshal and Emergency Response Unit staff
- e) The Local Chief is responsible for assisting in:
- Local GIS capabilities or maps
 - Work with IMT to locate a base camp
 - Maintain communication with the IMT throughout the deployment to assist with emergency management and other local issues.

State Fire Chief

- a) Advises the governor of the need to implement the Conflagration Act for the jurisdiction(s) where the emergency exists;
- b) When authorized by the Governor, order sufficient and appropriate mobile support resources to respond and assist the fire chief;
- c) 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;
- d) Upon implementation of the Conflagration Act, dispatches incident management team members and other resources as necessary to manage ICS functions; and
- e) Implements the provisions of this plan for appropriate resource mobilization separately from the Conflagration Act.

4. Decision Process

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

- a) Life threatening situations (firefighter or public safety)
 - 1) Evacuations currently taking place
 - 2) Advisory evacuations
 - 3) Evacuation plans in place
 - 4) Road, highway, or freeway closures
- b) Real Property Threatened
 - 1) Number of structures, commercial and/or residences
 - 2) Number of subdivisions
 - 3) Population affected
 - 4) Historical significant cultural resources
 - 5) Natural resources, such as crops, grazing, timber, watershed
 - 6) Critical Infrastructure, such as major power lines.

- c) High Damage Potential
 - 1) Long term or short term damage potential
 - 2) Plausible impacts on community
 - 3) Fuel type; fire size and growth potential
 - 4) Political situations
 - 5) Severity, extreme fire behavior and fuels conditions

5. 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 mobilization plan 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.

6. Succession of Command

- a) All fire defense board chiefs shall designate alternates to provide for continuity of command in the event they are absent, disabled, or otherwise unable to perform their functions.

- 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. Other considerations include but not limited to:

- 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.

E. SENDING RESOURCES

1. Overview

The fire chief sending resources needs to ensure that all personnel are properly trained and equipped to respond for a minimum of seven days. Personnel's work/rest ratio prior to mobilization should be taken into consideration; under emergency conditions personnel may be required to work for 24 hours before normal work/rest ratios can be implemented. Substitutions of personnel may be approved by the IC, prior to trade out. The local fire chief should confirm that the department/district has covered all personnel, including volunteers, under the department/district's workers' compensation insurance policy.

All apparatus must meet NIMS standards and be in good working order and 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. Resources are expected to mobilize and be on the road within 1.5 hours of contact with AOC.

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.

2. Process for Sending Resources

- a) The State Fire Chief activates the Agency Operations Center.
- b) The AOC sends resource request to Fire Defense Board Chiefs.
- c) The AOC mobilizes single resource IMT members.
- d) The sending Fire Defense Board Chief reviews resource inventory and determines the assignments to be made.
 - 1) Appoint the strike team/task force leader;
 - 2) Identify units which will respond;
 - 3) Specify location for the strike team/task force incident staging and assignment; and
 - 4) If single resources, give route instructions and specific assignment.
- e) The sending Fire Defense Board Chief or single resource request reports back to the AOC, giving the following information.
Response should be within 20 minutes:
 - 1) That the resource order can be filled as requested, or
 - 2) The resource order cannot be filled
- f) If AOC accepts resource order the fire chief must submit the Task force/strike team resources form to the AOC (Fax: 503-378-5329, Phone: 503-373-0001 or osfm.aoc@state.or.us) before given authorization to deploy.
- g) Once the AOC authorizes deployment the Fire Defense Board Chief or single resource will be given the incident details and staging area for check in.
- h) The Fire Defense Board advises the TF/ST leader they have been authorized to mobilize.

- i) The TF/ST leader or single resource must do the following before leaving the point of departure:
 - 1) Ensure personnel fill out the Resource Manifest, (one form per apparatus).
 - 2) Confirm that apparatus/vehicle has state FIRE NET frequency capabilities.
 - 3) Ensure all personnel and apparatus are properly equipped, prepared, and meet all applicable standards.
 - 4) Inform the fire defense district chief of departure.
 - 5) Inform the AOC of departure and estimated time of arrival at the incident, and
- j) Upon arrival at check-in, the task force/strike team leader or single resource must:
 - 1) Notify the AOC that the task force has arrived.
 - 2) Check in with the structural resource unit leader.
 - 3) Locate your appropriate supervisor to obtain your briefing and 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.

3. Notification Levels

In cases of extended operations, OSFM Agency Representatives may deem it necessary to notify additional resources of the potential for an impending activation. It is imperative that all parties involved understand that notification and mobilization are separate concepts. Notification involves additional resources and notifications will never be issued for the initial mobilization of resources. The levels of notification are:

- a) **Level 1 Notification** is the first level, and may involve AOC staff contacting Fire Defense Board Chiefs to provide a ‘heads up’ that additional resources may be requested. It is possible that specific resources will be targeted or mentioned during Level 1 Notification. If a county has been provided a Level 1 Notification, they are not expected to stage nor mobilize nor submit any paperwork. It is purely an informational notification.
- b) **Level 2 Notification** is a mid-level notification, and may involve AOC staff contacting Fire Defense Board Chiefs asking if specific resources are available. It is possible that the AOC will provide a specific timeframe in which they would expect resources to be available. If a county has been provided a Level 2 Notification, they are expected to communicate resource availability to the AOC, though not to begin staging.
- c) **Level 3 Notification** is the final level of notification before mobilization. The resource request from the AOC to the Fire Defense Board Chief will be very specific and the Strike Team/Task Force Leader Form should be completed and sent to the AOC. In the event of a Level 3 Notification, resources will be reimbursed from the time the order has been approved by the AOC and is fully staged and ready to respond. Level 3 is the only level of notification in which resources should actively prepare to mobilize and expect to be reimbursed.

F. INCIDENT SUPPORT

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.

Resources that check into the incident as “ALS capable” are verifying that personnel meet their agencies’ guidelines for training and equipment, and are operating under the direction of their local Physician Advisor.

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:
 - Mobile kitchens, food preparation and delivery;
 - Rehabilitation area with secure apparatus parking;
 - Drinking water including field supply; and
 - Sanitary facilities.
 - Provide adequate maps for all responding units.
 - Develop interagency plans for traffic control, evacuations, security and public information.
 - Provide ability to charge supplies and fuel.

3. Guidelines for Providing Aid

- a) Resources ordered and dispatched by the state fire chief shall carry food and water sufficient for 72 hours from point of original dispatch.
- 1) In general, resources should be prepared to remain at an incident for a minimum of 7 days and maximum of 14 (plus travel time), though mobilizations may be shorter based on need. If resources will not be able to stay for 7 days due to home agency needs, relevant timeline and availability information should be included in the Resource Availability Form submitted to the Agency Operations Center.
- 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 Fire Marshal.
- c) All personnel, including volunteers, shall be covered by workers' compensation insurance.
- d) Each apparatus shall have installed or portable State FIRE NET frequency 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.

4. State Fire Marshal Resource Mobilization Configurations

- a) A strike team will have:
 - 1) Five apparatus of like type;
 - 2) Capability to refill own water tanks; and
 - 3) One strike team leader with improved/unpaved road-capable vehicle.
- b) A task force will have:
 - 1) Four Type I, II or III engines-
All improved/unpaved road-capable. Two preferred interface engines. All engines capable of drafting. Types I and II will carry SCBAs and structural PPE for all personnel. All engines must have one qualified Engine Boss;
 - 2) One type I or II tender. Type I tender preferred; and
 - 3) One task force leader with improved/unpaved road-capable vehicle

- c) A custom task force will have:
 - 2) Any mix of apparatus needed, including tenders; and
 - 1) One task force leader with improved/unpaved road-capable vehicle
- d) Transport/Support Vehicles
A strike team/task force may include one transport vehicle or cargo trailer. An additional driver is not authorized. The transport vehicle must be driven by someone assigned to an apparatus in the strike team/task force. Transport/Support vehicles are not authorized on the fire line; their purpose is to carry goods, equipment, or personnel necessary to complete the mission.
 - 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.

G. DEMOBILIZATION

1. Responsibilities

- a) OSFM or representative
 - 1) Notify AOC of demobilization plan
- b) 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 and OSFM AOC upon return to district.

c) Incident Management Team

- 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.

d) OSFM AOC

- 1) Notify Fire Defense Board Chiefs that their resources are being demobilized. Give departure times and estimated arrival times to home units.

e) 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.
- 3) Notify AOC when all resources are back in station.

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).

2. 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.

3. 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.

4. 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.

FIRE DEFENSE BOARD DISTRICTS AND RESPONSIBILITIES

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.)

1. Local Fire Service

The local fire chief is charged with the following responsibilities:

- a) Serve as a member of the Fire Defense Board district
- b) 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:
 - 1) Planning emergency responses;
 - 2) Negotiating necessary mutual aid agreements for protection of the jurisdiction;
 - 3) Conducting test exercises needed to ensure efficient operation of emergency plans;
 - 4) Training and equipping personnel for emergency response outside the jurisdiction , including conflagrations; and
 - 5) Preparing for logistical support for large scale emergencies.
- c) 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
- d) Assure that all equipment dispatched is in good repair and meets applicable standards.
 - 1) Dispatch to any response only those personnel who are properly equipped and meet training standards specified in the mobilization plan.

- 2) Assure that all personnel dispatched are covered by the fire district's workers' compensation insurance.

2. Fire Defense District Board

The Fire Defense District Board is comprised of the local fire chiefs within the district or a chief officer who has authority to make decisions on behalf of a fire chief. 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.

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

- a) Elect one fire department chief or a chief officer who has authority to make decisions on behalf of a fire chief and alternate to serve a two or 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 (2012, 2015, 2018 etc.), or as needed. 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 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.
- b) Conduct semi-annual meetings of the fire defense district board and other meetings as necessary.
- c) Assign the Fire Defense Board Chief the responsibility of overseeing the conduct of district Fire Defense Board functions.
- d) 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.
- e) 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.

- f) Administer the Mobilization Plan within established boundaries.
 - 1) Develop plans for mobilization requests and conduct test exercises as necessary to insure efficient operation of the Mobilization Plan.
 - 2) Provide expedient procedures for providing logistical support when receiving emergency aid.
 - 3) Maintain accurate inventories of firefighting equipment within the district. Equipment shall be listed by type.
 - 4) Maintain response procedures for alert and mobilization of firefighting equipment and personnel.
- g) Conform to the standards of the Mobilization Plan.

3. Fire Defense Board Chief

The Fire Defense Board Chief is the leader of the district Fire Defense Board as elected by the board and confirmed by the state fire marshal. The Fire Defense District Board Chief is charged with the following responsibilities:

- a) Shall be NIMS compliant.
- b) Shall execute the Oregon Fire Service Mobilization Plan according to the requirements and standards identified herein.
- c) Shall serve as a member of the State Fire Defense Board.

- d) Shall notify the Office of State Fire Marshal if the district is not able to meet the requirements or able to provide support.

4. State Fire Defense Board

The State Fire Defense Board is comprised of the state fire chief, the state forester, and the Fire Defense Board Chiefs.

State Fire Defense Board is charged with the following responsibilities:

- a) Plan for the utilization of fire resources within the state;
- b) Serve as an advisory body to the state fire chief for operational procedures relative to the Mobilization Plan;
- c) Promote the latest technology and use of a statewide fire communications network;
- d) Coordinate activities of the fire defense district boards.

5. State Fire Chief

The State Fire Chief is the State Fire Marshal. 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) Serve as chair of the State Fire Defense Board;
- 3) Distribute operational and planning directives throughout the state fire service;
- 4) 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;
- 5) Maintain alerting, tracking and mobilization procedures;

- 6) Communicate with and hold meetings of the state Fire Defense Board as necessary;
- 6) Establish and maintain incident management teams to ensure safe, effective and efficient use of state mobilized resources;
- 7) Serve as the liaison to Oregon Emergency Management as Chief of Fire Services; and
- 8) Serve as the liaison with state and federal fire protection agencies.

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.

For the purpose of this agreement, assistance is intended to be uncompensated by the requesting agency for a period of not more than ____ hours or the first operational period, whichever is less.

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]

REIMBURSEMENT

1. General Information

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.

2. Requirements of Fire Departments for Reimbursement

- a) Documentation
 - Complete and accurate Resource Manifest signed by the OSFM IMT.
 - Receipts for approved expenses. All expenses must have been approved by the IMT before purchase.
 - Documentation for damage or loss incurred during mobilization.
- b) 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.
- c) Each jurisdiction shall be responsible for the acts of its own employees.
- d) Each jurisdiction shall compensate all personnel the exact amounts as submitted for reimbursement to the Office of State Fire Marshal on the billing packet. On-site audits by FEMA or Office of State Fire Marshal may be conducted to assure compliance.

3. Submitting the Billing Packet

- a) OSFM 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.

- b) Procedures for completing the billing packet will be included with the billing packet.

4. Allowable Reimbursements

- a) Mobilized resources- Apparatus and personnel reimbursements begin when the resources leave their county staging area.
 - Career Firefighters-The state shall reimburse 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.
 - Volunteers-The state will reimburse volunteers at a rate based upon the position they are filling during the conflagration 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 paid at time and a half.

Rate	Position
\$15.50	Firefighter
\$17.50	Apparatus Operator
\$18.50	Engine Boss
\$20.75	Strike Team/Task Force Leader

In the spring of 2021 and 2023 there will be an adjustment in reimbursement rates for all volunteer positions based on the December 31st year-to-year change of CPI-U West Region on a min/max schedule with a minimum reimbursement rate increase of 1% and a maximum reimbursement increase of 3% for each odd year Mob Plan Update. In 2024, a group of fire chiefs will convene to review average reimbursement rates and make recommendations to the Mob Plan Committee.

- Recalled Off-Duty Personnel -Reimbursement for recalled off-duty firefighters and substitute firefighters may be reimbursed.
- Replacement Personnel- In the event that a department wants to swap personnel, the state will reimburse only one individual per position at any given time. That is, OSFM 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. The replacement firefighter's reimbursable hours will not begin until the firefighter who was initially mobilized has been demobilized by the Resource Unit Leader. At that point, the initial firefighter's reimbursable time ends. All expenses to make the replacement are at the jurisdiction's expense. All replacements must be pre-approved by the Incident Commander. Personnel replacement should not take place prior to 7 days unless there are extenuating circumstances.

b) Mutual Aid

Task force and strike team apparatus and personnel will be reimbursed if they are considered part of the conflagration response. This decision will be made by the Chief Deputy during the initial request for conflagration. All mutual aid task forces and strike teams that will be considered part of the response will need to check in with the Incident Management Team and complete the proper paperwork. Mutual aid will be reimbursed from the time the IMT assumes command or a time designated by the State Fire Marshal. Mutual aid will be paid per the cost schedule in this document: rates and typing shall apply, including personnel allowed per apparatus.

c) Claims

For loss or damage that occurs on a mobilization, between check in time and demobilization. Claims must be reported to and investigated by the IMT. Loss or damage also must be noted on the Resource Manifest. All repair or replacement claims must be pre-approved by the Office of State Fire Marshal before they are submitted with the billing packet. OSFM will require documentation as to how the loss or damage occurred as well as receipts verifying the actual cost of repair. Damage must be the direct result of the response, and not due to normal wear and tear. If damage or loss was not discovered at the incident, contact the OSFM as soon as possible after discovery.

d) 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. All miscellaneous expenses not identified must be supported by documentation and receipts. The Office of State Fire Marshal will make the final determination on approving miscellaneous expenses. 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)

- e) Restoration/Rehab Time
The state shall reimburse for actual time spent restoring responding apparatus to readiness, up to two hours.

5. Non- Allowable Reimbursement

- a) Meals and fuel to and from the incident. Fuel will be reimbursed if there is not fuel at the incident or pre-approved by the AOC.
- b) Meals individuals choose to purchase in lieu of meals provided by the fire Incident Management Team.
- c) Expenses for personal care, clothing items, personal cell phones, or other incidentals.
- d) Expenses for required personal protection and safety equipment.
- e) When a private vehicle is used and approved by the AOC, the state reimburses mileage only.
- f) Local entities including the jurisdiction requesting aid, the local Fire Defense Board Chief, local Incident Management Team members, and other non-firefighting resources.

6. Forms

Incident responders shall submit all billing information and reports on forms provided by the Office of State Fire Marshal. OSFM will ensure forms are sent electronically to responding agencies. The Resource Manifest is generated by the responders. Submit the hard card original.

7. 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.

8. 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 within 90 days.

To ensure 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.

9. Personnel Reimbursement Costs

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

- a) The use of personnel or equipment of each jurisdiction shall be at the risk of that jurisdiction.
- b) 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.

- c) Each jurisdiction shall be responsible for the acts of its own employees.

- d) 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.

10. Reimbursable Travel Times

Travel to and from an incident shall be reimbursable within one hour of the sum of the following equation:

$$d / 45 = t$$

Distance traveled (d) divided by 45 mph = travel time (t)

11. Equipment Rates

These rates are for equipment in good mechanical condition complete with all required attachments. Each rate includes costs for ownership and operation of equipment, including depreciation, overhead, all maintenance, fuel to and from the incident, lubricants, tires, OSHA equipment and other costs incidental to operation. Fuel will be provided while at the incident.

Fuel will be provided while at the incident. In addition all claims deemed to be a result of the incident will be reimbursed.

RESOURCE: Engine, Fire (Pumper)								
CATEGORY:		Firefighting (ESF #4)			KIND:	Equipment		
MINIMUM CAPABILITIES:		<i>NIMS</i> TYPE I	<i>NIMS</i> TYPE II	<i>NIMS</i> TYPE III	<i>NIMS</i> TYPE IV	<i>NWCG</i> TYPE V	<i>NWCG</i> TYPE VI	<i>NWCG</i> TYPE VII
Component		\$100/hr	\$80/hr	\$60/hr	\$50/hr	\$50/hr	\$50/hr	\$25/hr
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 in	1200ft	1000ft	-	-	-	-	-
Equipment	Hose 1.5 in	400ft	500ft	1000ft	300ft	300ft	300ft	-
Equipment	Hose 1 in	200ft	300ft	800ft	300ft	300ft	300ft	200ft
Personnel	Personnel	4	3	3	2	2	2	2

RESOURCE: Water Tender, Firefighting (Tanker)				
CATEGORY:		Firefighting (ESF #4)		
MINIMUM CAPABILITIES:		<i>NIMS</i> TYPE I	<i>NIMS</i> TYPE II	<i>NIMS</i> TYPE III
Component		\$70/hr	\$55/hr	\$40/hr
Equipment	Pump Capacity	300 gpm	120 gpm	50 gpm
Equipment	Tank Capacity	2000 gallons	1000 gallons	1000 gallons
Personnel	Personnel	2	2	2

RESOURCE: Fire Truck, Aerial (Ladder or Platform)					
CATEGORY:		Firefighting (ESF #4)			
MINIMUM CAPABILITIES:		<i>NIMS</i> TYPE I	<i>NIMS</i> TYPE II	<i>NIMS</i> TYPE III	<i>NIMS</i> TYPE IV
Component		\$150/hr	\$75/hr	\$125/hr	\$50/hr
Equipment	Aerial	76-100 ft	76-100 ft	55-75 ft	55-75 ft
Equipment	Elevated Stream	750-1250 gpm	No pump	750-1250 gpm	No pump
Equipment	Ground Ladders	115 ft	115 ft	115 ft	115 ft
Personnel	Number	4	4	4	4

RESOURCE: Crew Transport (Firefighting Crew)				
CATEGORY:		Firefighting (ESF #4)		
MINIMUM CAPABILITIES:				
Component		NIMS TYPE I \$25/hr	NIMS TYPE II \$20/hr	NIMS TYPE III \$15/hr
Personnel	Passengers	30	20	10

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

*Rate only applies to actual time in Transit

RESOURCE: Command Vehicle				
CATEGORY:		Firefighting (ESF #4)		
MINIMUM CAPABILITIES:				
Component		TYPE I \$100/hr	TYPE II \$100/hr	TYPE III \$35/hr
Equipment	Vehicle	Motor home 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, chemical, investigation, HazMat, tow truck, air system, power plants, etc.

**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					
CATEGORY:	Firefighting (ESF #4)	KIND:	Equipment		
MINIMUM CAPABILITIES:		TYPE I	TYPE II	TYPE III	TYPE IV
Component		\$150/hr	\$100/hr	\$40/hr	\$25
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 (Ground)					
CATEGORY:		Health & Medical (ESF #8)		KIND:	Vehicle/Team
MINIMUM CAPABILITIES:		NIMS TYPE I	NIMS TYPE II	NIMS TYPE III	NIMS TYPE IV
Component		\$55/hr	\$55/hr	\$45/hr	\$45/hr
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						
CATEGORY:		Firefighting (ESF #4)			KIND:	Equipment
MINIMUM CAPABILITIES:						
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

TRANSPORTATION COST SCHEDULE

**OREGON SAMPLE SUMMARY FIRE CHARGE FORM
INCIDENT COST ANALYSIS**

Unprotected Areas and Transportation Routes

Part 1: Incident Information

Incident Dispatch Recall
 Number: _____ Time: _____ 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 lists the minimum hourly charge for apparatus. Responding departments may establish their own apparatus rates.

Personnel Cost Information

1. Volunteer firefighter classes shall use the cost schedule in Appendix C, Section 4 to determine the cost per hour when computing personnel costs.
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	Total Cost*
------------------------------------	-------------

Total Incident Cost - Direct & Indirect	
---	--

*Rates determined by responding department.

INTERFACE POSITION QUALIFICATION REQUIREMENTS

All personnel must meet NWCG certifications and be certified as NFPA Firefighter 1. The standards listed below and on the following pages are for reference and mirror those followed by the Oregon Department of Public Safety Standards and Training.

POSITION
Wildland Interface Fire Fighter (FFT2)
Advanced Wildland Interface Fire Fighter (FFT1)
Engine Boss
Crew Boss
Strike Team Leader Engine
Task Force Leader
Division/Group Supervisor (DIVS)

Strike Team Leader and Task Force Leader requirements are recognized as interchangeable per Office of State Fire Marshal Mob Plan and do not require a separate certification for each.

NWCG training requirements are listed by position for reference in the following pages.

All engines (type I-VI) must be staffed with a qualified Engine Boss.

In cases where resources are deployed to wildfire incidents, training requirements are intended to provide safety knowledge for structural firefighters involved in structural interface operations. Limited wildland operations to defend structures may be necessary and would be authorized by the supervisor. It is not the intent to have structural fire resources involved in aggressive wildland firefighting.

Individuals will be allowed to respond to conflagrations in a trainee role if there is a qualified individual in that same capacity. The trainee must be a member of the task force and currently working on their qualifications. This position is **not** an additional member of the taskforce.

WILDLAND INTERFACE FIREFIGHTER TYPE 2 (FFT2)**REQUIRED TRAINING**

Basic Firefighter Training:

Introduction to ICS (ICS-100)

Human Factors in the Wildland Fire Service (L-180)

Firefighter Training (S-130)

Introduction to Wildland Fire Behavior (S-190)

NIMS: An Introduction (IS-700)

Annual Fireline Safety Refresher (RT-130)*

REQUIRED EXPERIENCE

None

PHYSICAL FITNESS LEVEL

Arduous

**Annual Fireline Safety Refresher (RT-130) is not required for the first year as a Firefighter Type 2 (FFT2); however, it is required for subsequent years.*

Note: For the Firefighter Type 2 (FFT2) position, satisfactory completion of the required training meets the position qualification requirements.

WILDLAND INTERFACE FIREFIGHTER TYPE 1 (FFT1)**REQUIRED TRAINING**

Annual Fireline Safety Refresher (RT-130)

Firefighter Type 1 (S-131)

REQUIRED EXPERIENCE

Satisfactory performance as a Firefighter Type 2 (FFT2)

+

Completion and Certification of PTB as a Firefighter Type 1 (FFT1) on a wildfire incident

PHYSICAL FITNESS LEVEL

Arduous

OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS

Firing Operations (S-219)

Portable Pumps and Water Use (S-211)

Wildland Fire Chain Saws (S-212)

ENGINE BOSS, SINGLE RESOURCE (ENGB)**REQUIRED TRAINING**

ICS for Single Resources and Initial Action Incidents (ICS-200)
Annual Fireline Safety Refresher (RT-130)
Crew Boss (Single Resource) (S-230)
Intermediate Wildland Fire Behavior (S-290)

REQUIRED EXPERIENCE

Satisfactory performance as a Firefighter Type 1 (FFT1)
+
Completion and Certification of PTB as an Engine Boss, Single Resource (ENGB) on a wildfire incident

PHYSICAL FITNESS LEVEL

Arduous

OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS

Basic Air Operations (S-270)
Engine Boss (Single Resource) (S-231)
Firing Operations (S-219)
Followership to Leadership (L-280)
Interagency Incident Business Management (S-260)

CREW BOSS, SINGLE RESOURCE (CRWB)**REQUIRED TRAINING**

ICS for Single Resources and Initial Action Incidents (ICS-200)
Annual Fireline Safety Refresher (RT-130)
Crew Boss (Single Resource) (S-230)
Intermediate Wildland Fire Behavior (S-290)

REQUIRED EXPERIENCE

Satisfactory performance as a Firefighter Type 1 (FFT1)
+
Completion and Certification of PTB as a Crew Boss, Single Resource (CRWB) on a wildfire

PHYSICAL FITNESS LEVEL

Arduous

OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS

Basic Air Operations (S-270)
Followership to Leadership (L-280)
Firing Operations (S-219)
Interagency Incident Business Management (S-260)

STRIKE TEAM LEADER ENGINE (STEN)

REQUIRED TRAINING

Intermediate ICS for Expanding Incidents (ICS-300)
NRF: An Introduction (IS-800B)
Annual Fireline Safety Refresher (RT-130)
Fire Operations in the Wildland/Urban Interface (S-215)
Task Force/Strike Team Leader (S-330)

REQUIRED EXPERIENCE

Satisfactory performance as an Engine Boss, Single Resource (ENGB)
+
Completion and Certification of PTB as a Strike Team Leader Engine (STEN) on a wildfire incident

PHYSICAL FITNESS LEVEL

Moderate

OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS

Fireline Leadership (L-380)
Tactical Decision Making in Wildland Fire (S-336)

Note: The Task Force Leader (TFLD) and Strike Team Leader (STCR, STEQ, STEN) PTBs are combined. However, the positions are not combined. Strike Team Leader tasks are completed only once. The required experience for TFLD must be met before completing additional TFLD tasks.

Upon satisfactory performance in the prerequisite Single Resource Boss position, the specific Strike Team Leader PTB may be initiated. Once qualified as a Strike Team Leader, any additional Single Resource Boss qualifications will also qualify the individual in that corresponding Strike Team Leader position—without having to complete the Strike Team Leader PTB for the new position—once agency certification is documented on the PTB “verification/certification” page.

TASK FORCE LEADER (TFLD)**REQUIRED TRAINING**

Intermediate ICS for Expanding Incidents (ICS-300)
NRF: An Introduction (IS-800B)
Annual Fireline Safety Refresher (RT-130)
Fire Operations in the Wildland/Urban Interface (S-215)
Task Force/Strike Team Leader (S-330)

REQUIRED EXPERIENCE

Satisfactory performance as any Strike Team Leader (STCR, STEQ, STEN)
+

Completion and Certification of PTB as a Task Force Leader (TFLD) on a wildfire incident

OR

Satisfactory performance in any two Single Resource Boss positions (one must be CRWB or ENGB)

+

Satisfactory performance as an Incident Commander Type 4 (ICT4)

+

Completion and Certification of PTB as a Task Force Leader (TFLD) on a wildfire incident

OR

Satisfactory performance in any two Strike Team Leader positions (STCR, STEQ, STEN)

PHYSICAL FITNESS LEVEL

Arduous

OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS

Fireline Leadership (L-380)
Tactical Decision Making in Wildland Fire (S-336)

DIVISION/GROUP SUPERVISOR (DIVS)**REQUIRED TRAINING**

Annual Fireline Safety Refresher (RT-130)

Division/Group Supervisor (S-339)

Introduction to Wildland Fire Behavior Calculations (S-390)

REQUIRED EXPERIENCE

Satisfactory performance as a Task Force Leader (TFLD)

+

Completion and Certification of PTB as a Division/Group Supervisor (DIVS) on a wildfire incident

OR

Satisfactory performance as an Incident Commander Type 3 (ICT3)

+

Completion and Certification of PTB as a Division/Group Supervisor (DIVS) on a wildfire incident

OR

Satisfactory performance as an Incident Commander Type 4 (ICT4)

+

Satisfactory performance in any two Strike Team Leader positions (one must be STCR or STEN)

+

Completion and Certification of PTB as a Division/Group Supervisor (DIVS) on a wildfire incident

PHYSICAL FITNESS LEVEL

Arduous

OTHER TRAINING WHICH SUPPORTS DEVELOPMENT OF KNOWLEDGE AND SKILLS

Incident Leadership (L-381)

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. Engines

Structural fire engines 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 each engine:

- 400' of 1.5" or 1.75" hose (lightweight forestry hose preferred)
- 200' of 1" hose
- 2 - 1.5" combination nozzles (20-60 gpm preferred)
- 1 - 1" combination nozzles
- 1 - 1.5" forestry gated wye
- 1 - 1.5" to 1" reducer
- 1 shovel
- 1 collapsible fire rake
- 1 ladder (excluding Type 6 engines)
- 1 McLeod
- 1 Pulaski
- 2.5 gallon drinking water jug
- 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

Structural PPE and self-contained breathing apparatus (SCBA) must be carried for all personnel on Type I & II engines.

- Helmet with appropriate eye protection
- Turnout coat/bunker
- Turnout pants/bunker
- Structural firefighting footwear
- Structural firefighting gloves
- Fire resistant hood

Note: 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:

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

- Canteen
- New generation fire shelter
- Belt to carry canteen and shelter
- First aid kit and moleskin
- Hearing protection
- Whistle

3. 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 engine:

- Engine oil
- Transmission oil
- Pump oil
- 2 cycle mix oil if needed
- Spare spark plug for small engines carried
- Small mechanics tool kit
- Hard suction – all hose and appliances for drafting water

b) Personal Equipment

The following items are required:

- Food and water for **72 hours**
- Flashlight or helmet light with extra batteries
- Sleeping bag
- Medical information card including emergency contact information, allergies, current medications, physician's name and phone number
- Closed toe shoes
- Personal gear and supplies for at least 7 days

Gear and supplies are required for seven days.

No shorts, tank tops, sandals, flip flops, or open-toed shoes are allowed to be worn in base camp, (except in shower).

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.

- Minimum \$100 cash/credit cards
- Spare batteries and portable battery chargers
- Eye wash
- Large cooler
- Clipboard
- Clothesline
- Camp stove
- Can opener
- Toilet paper, Kleenex, paper towels
- Fire Service Mobilization Plan
- Compass, maps
- Accident reports, injury reports, personnel tracking form
- OSFM Field Operations Guide
- Office supplies: pens, paper, highlighters, envelopes, paper clips, grease pen
- AM/FM radio
- Sun screen, chap stick, insect repellent, blister pads
- First aid kit with oxygen
- Cellular phone
- Business cards
- Light sticks
- Duct tape
- Tall kitchen bags w/ties
- Bar soap, laundry/dish soap, window spray
- Incident Response Pocket Guide
- Binoculars
- Pain killers and other non-prescription first aid medications.
- OSFM TFL Guidebook
- Extension cord with multi-plug adapter

COMMUNICATIONS FIRE AND HAZARDOUS MATERIALS COMMUNICATION SYSTEM

1. Description

The Fire Net frequency of 154.280 MHz provides a common communications channel for fire service use during multiple-agency responder incidents, such as a conflagration.

As an integral part of the fire communications system, the Oregon Office of State Fire Marshal (OSFM) maintains and operates a mobile communications capability that can deploy in areas lacking sufficient communications support for a major incident. This consists of three transportable communications caches. These resources offer the ability to set up cross-band repeater networks and provide custom programmed hand held radios to responding resources.

In addition to the vehicles, a cadre of trained Communications Unit Leaders and technicians are available to deploy with the equipment.

OSFM requires that apparatus utilized under this *Mobilization Plan* shall have Fire Net frequency 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 Fire Net, including mobile, portable radio, or fixed-site base stations, must apply to OSFM and receive authorization.

Those eligible to apply for approval from OSFM to operate on 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. Allowable Communications

FIRE RELATED INCIDENTS

The Fire Net frequency 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 OSFM.

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, the Fire Net frequency 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 401.165, or other emergencies meeting the criteria set forth in the Mobilization Plan, the Fire Net frequency may be used to coordinate the resources required to respond to the immediate threat to life and property throughout Oregon.

4. Procedures

- a) Local fire protection agencies are strongly encouraged to include the Fire Net frequency 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 Fire Net frequency and forward the inventory to OSFM 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 Fire Net frequency from the information provided by the local fire chiefs.
- c) The use of Clear Text radio procedures on the Fire Net frequency is mandatory.

APPLICATION

**OREGON OFFICE OF STATE FIRE MARSHAL
STATE FIRE NET**

**REQUEST FOR AUTHORIZATION TO USE
Fire Net Frequency 154.2800 MHz**

The Oregon Office of State Fire Marshal (OSFM) maintains the Fire Net frequency. Written authorization is required from OSFM prior to using the system. If your agency is interested in receiving authorization to operate on the Fire Net, please supply the following information to OSFM

_____ (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 in which you will use Fire Net _____

Number of portable radios in which you will use Fire Net _____

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

_____ Multi-agency fire ground activities (mutual aid)

_____ Conflagration Act activities

_____ Governor-declared or other emergencies

_____ Hazardous materials incidents

Please explain your Fire Net usage.

Geographical area of radio operation

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 #: _____

Upon approval for use of the Fire Net, OSFM will issue a letter of authorization allowing the requesting agency to operate on the frequency under the terms and provisions of the license issued by the Federal Communications Commission.

**Please mail to: Office of State Fire Marshal
3565 Trelstad Ave SE
Salem, Oregon 97317**

TASK FORCE/STRIKE TEAM RESOURCE FORM

1. AOC to complete top section & send to Acting Fire Defense Board Chief
2. FDBC to complete bottom portion & send back to AOC
3. AOC to approve – **do not depart until approved by the AOC**

Conflagration Name:					
Staging Location:			Requested Arrival at Staging (date & time):		
Order #:			Task Force / Strike Team Identifier:		
Other Information (closed roads, fuel availability, etc.):					
County Sending Resources:					
Fire Defense Board Chief:			Cell Phone:	Department:	
Task Force / Strike Team Leader:			Cell Phone:	Department:	
Optional Assistant / Trainee TFL: (circle one)			Cell Phone:	Department:	
Kind/Type	Apparatus #	Department	Apparatus Officer or Engine Boss	Cell Phone	# of Personnel
Eng – T1	E2586	Example Dept	Jim Walker	503-373-0001	4
List additional departments responding:					

Emergency and Audible Signaling/Terminology

Abandon

The term “abandon” is used to direct companies or crews operating in the hazard zone to immediately exit via escape routes to a safe place. Companies or crews abandoning the hazard zone will take only the tools, equipment, and hose lines necessary to permit their emergency egress.

Signal: All apparatus operators close to the hazard zone will sound their air horn with one long continuous blast lasting for approximately ten (10) seconds.

Code Zero

A law enforcement term used to request all available officers to respond code 3 to an incident. To be used only when unable to transmit clear text and someone’s life is in imminent danger.

Emergency Traffic

The phrase "Emergency Traffic" is used in radio communications to indicate a critical, life safety related message. "Emergency traffic" communications have priority over all other radio communications with the exception of a Mayday message.

Evacuate

The term "Evacuate" will be limited to removal of civilians who are exposed, or are potentially exposed to hazards presented by the incident.

Mayday

“Mayday-Mayday-Mayday” is the signal phrase used in radio communications to indicate a missing, trapped, or injured firefighter in need of immediate assistance. Mayday messages have absolute priority over all other radio communications.

Withdraw

The term "Withdraw" is used to order the controlled tactical movement from current operating positions, to a safer location. Personnel withdrawing from an operating position will remove tools, equipment and hose lines.

PAR

Personnel Accountability Report – a report designed to provide the IC with information concerning the identity of individual members of a company or team and their assignments and to account for the assignment of companies.

Cease Operation – All Quiet:

Order given by the Incident Commander. Typically used during Search and Rescue Operations when listening for PASS devices or when listening equipment is being used by Technical Search and Rescue crews. This order may be preceded by “Emergency Traffic.”

Conflagration Request Packet

This packet is designed to walk a Fire Chief or Fire Defense Board Chief through the process of requesting a conflagration and preparing for incoming resources. The Conflagration Request form can be completed by a local fire chief with the aid of his local Deputy State Fire Marshal. The proper completion of this form will result in a more seamless conflagration request process. In the event that a conflagration is declared, Parts II & III of the form will prove very useful to the incoming Incident Management Team and will help the on-scene IC transition to an OSFM IMT team.

This form is a guideline only; there may be times when you feel that further information may prove helpful during the process. Please share that information with the Office of State Fire Marshal representative. Please note that items marked with an asterisk (*) must be completed prior to calling OERS.

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SECTION 1: COMPLETING THE FORM

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PART II

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SECTION 2: PROCESS FOR MAKING THE REQUEST

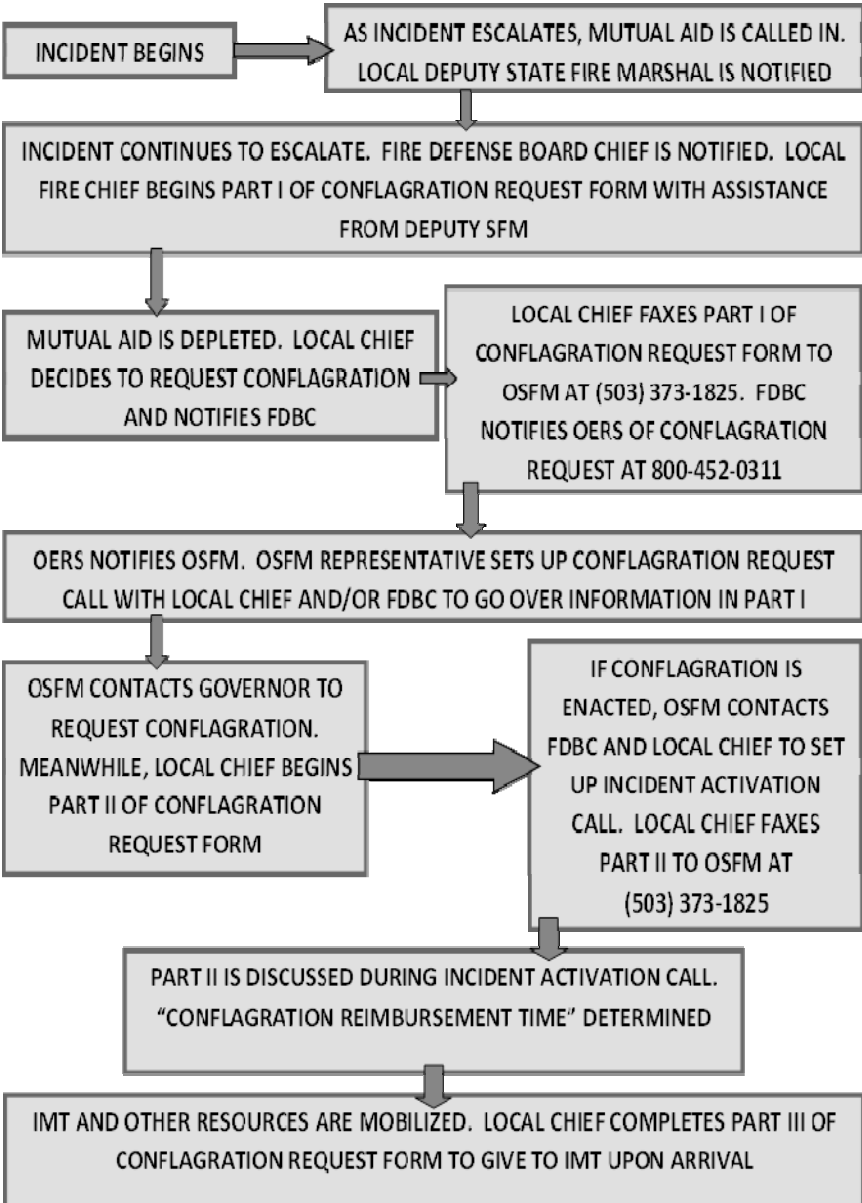
SECTION 3: CONFLAGRATION REQUEST CALL

SECTION 4: INCIDENT ACTIVATION CALL

SECTION 5: PREPARING FOR THE IMT

FEMA INCIDENT TYPING

CONFLAGRATION REQUEST FLOWCHART



SECTION 1: COMPLETING THE FORM

The Conflagration Request Form consists of three parts. Each part will be filled out independently of the others and has a specific purpose during the progression of the incident.

PART I:

PART I should be completed when it appears that the incident will be exceeding your span of control and your mutual aid has been or will soon be depleted. Complete PART I to the best of your ability with the aid of your local Deputy State Fire Marshal if available. All items on the form are represented below. PART I contains a number of items with an asterisk (*). These items are required in order to accurately determine if a conflagration request should be made to the Governor. The form can be faxed to the Office of State Fire Marshal at (503) 373-1825 or the information can be conveyed verbally when an OSFM representative contacts you.

1. COMPLETE INCIDENT INFORMATION:

- **Incident Name/Number:** the name given to the incident or OERS number, if applicable
- **Date/Time:** enter the date and time you begin filling out PART I of this form
- **Incident Location/Community/County Threatened:** answer to the best of your ability based on current incident location
- **Authority Having Jurisdiction:** please list authority or authorities with jurisdiction over current incident location
- **Local Fire Department Contact:** name and number of local contact (generally Fire Chief)
- **Fire Defense Board Point of Contact:** name and number of Fire Defense Board contact
- **Has Deputy SFM been contacted?:** select yes or no
- **Deputy SFM Point of Contact:** list local Deputy's name and number, if available
- **Has County Emergency Manager been contacted?:** select yes or no

- **Co Emergency Mgr:** list County Emergency Manager's name and number, if available
 - **Community Wildfire Protection Plan?:** select yes or no based on whether there is a CWPP in place for the current incident location
- 2. COMPLETE TYPE OF EMERGENCY:**
- **Structure Fire/Interface Fire/Act of Terror/Major Disaster:** select the type of emergency
 - **Explain:** briefly explain the incident
 - **Current Incident Size or Area Involved:** please answer to the best of your ability based on what you know
 - ***Situation Description:** describe the current situation. ***Required**
 - **Current Objectives:** list the current objectives
 - **GPS Location of Incident:** list location based on GPS, latitude/longitude, etc. if available
 - **Other Agencies Involved:** list any/all other agencies involved or contacted at this time
 - **Current Weather:** describe current weather conditions
 - **Projected Weather:** describe projected weather, if available
 - **Current Incident Complexity Level:** select current complexity based on FEMA Incident Types
(see Appendix A)
 - **Expected Incident Complexity Level:** select anticipated complexity based on FEMA Incident Types (see Appendix A)
 - **Significant Events:** describe significant events which may have contributed to the incident
 - ***Evacuations Taking Place:** select yes or no. ***Required**
 - **Evacuation Plans in Place:** if evacuations are not in place, select yes or no based on whether evacuation plans are in place

- **Describe:** describe evacuations taking place or, if not taking place, plans in place
- ***Life Threatening Situations:** select yes or no. ***Required**
- **Describe:** describe any life threatening situations
- ***Road/Highway/Freeway Closures:** Select yes or no. ***Required**
- **Roads Affected:** if roads are currently affected, you must describe before a conflagration can be declared
- ***Population Affected:** describe the population in numbers currently affected to the best of your ability. ***Required**
- ***Number of Commercial Structures Threatened:** list number of threatened commercial structures. ***Required**
- ***Number of Residential Structures Threatened:** list number of threatened residential structures. ***Required**
- ***Number of Subdivisions:** list threatened subdivisions. ***Required**
- ***Significant Historical and/or Cultural Resources:** describe threatened resources. ***Required**
- ***Natural Resources Such as Crops; Grazing; Timber; Watersheds:** describe threatened resources. ***Required**
- ***Critical Infrastructure; Major Power Lines; Railroad:** list additional threatened resources. ***Required**
- **Incident Growth/Potential:** describe growth/potential based on available information
- **Communications/Challenges Currently Established:** describe current communications challenges, if any are being faced
- ***Confirmation that Local, Automatic, and Mutual aid Resources are Depleted:** select yes or no. ***Required**
- **Current Resources Assigned:** describe current resource assignments

- **Describe Contributing Factors:** describe additional factors not listed above

3. FAX PART I TO OSFM AT (503) 373-1825. BE PREPARED FOR OSFM TO CONTACT YOU OR YOUR FDIC FOR THE CONFLAGRATION REQUEST CALL.

PART II:

PART II will be completed after the conflagration has been declared and before the Incident Activation Call. Begin working on PART II after the Conflagration Request Call. PART II provides information that is essential to the Office of State Fire Marshal during the resource request process. PART II, like PART I, can be faxed to OSFM at (503) 373-1825 or conveyed verbally during the Incident Activation Call (SECTION 3 of this document).

1. COMPLETE INCIDENT SUPPORT INFORMATION:

- **Types of Resources Being Requested:** list what resources you need to mitigate the incident such as Strike Teams, search and rescue, etc. Be as specific as possible
- **Public Works Involvement:** select yes or no
- **What Resources:** if Public Works is involved, describe their capacity
- **Disaster and Emergency Services Involvement:** select yes or no
- **What Resources:** if disaster/emergency services are involved, describe their capacity
- **Law Enforcement Resources involved:** if law enforcement resources are involved, describe their capacity
- **Other County and Local Government Services Involved:** list other government agencies involved and describe their capacity
- **Volunteer Services, (American Red Cross, Amateur Radio, etc.):** list other services involved and describe their capacity
- **Fuel Services Including Gasoline; Diesel; oil Available:** describe available fuel services, if any

- **Certified Fire Apparatus Repair Locally Available:** describe available repair services, if any. List any city/county contracts for this service
- **Water Supply Available:** describe available and location
- **Location(s) Where Responding Resources are to Report to:** please be as detailed as possible

2. FAX PART II TO OSFM AT (503) 373-1825. HAVE INFORMATION AVAILABLE DURING INCIDENT ACTIVATION CALL.

PART III:

PART III should be completed after the Incident Activation Call, but before the IMT or state-deployed resources arrive. Below are logistical services that should be taken into consideration anytime an agency is hosting resources from outside of their jurisdiction. PART III should be faxed to the Office of State Fire Marshal at (503) 373-1825 and provided to the IC upon arrival.

1. COMPLETE LOGISTICAL SUPPORT SERVICES:

- **Food Services:** select the checkbox if food services are in place or contracts are pre-established. Use the line that follows to provide more information, if appropriate
- **Rehabilitation Area(s):** select the checkbox if there are rehabilitation areas in place. Use the line that follows to provide more information, if appropriate
- **Staging Area(s):** select the checkbox if there are staging areas in place. Use the line that follows to provide more information, if appropriate
- **Sanitary Facilities:** select the checkbox if there are sanitary facilities in place. Use the line that follows to provide more information, if appropriate
- **Drinking Water:** select the checkbox if there are provisions for drinking water in place. Use the line that follows to provide more information, if appropriate

- **Map(s) of the Area:** select the checkbox if there are maps of the area available. Use the line that follows to provide more information, if appropriate
- **Traffic Control Plan(s):** select the checkbox if there are traffic control plans available/in place. Use the line that follows to provide more information, if appropriate
- **GIS Support:** select the checkbox if your jurisdiction has available GIS support. Use the line that follows to provide more information, if appropriate
- **Fuel Services:** select the checkbox if there are incident fuel services available. Use the line that follows to provide more information, if appropriate
- **Security:** select the checkbox if there is incident security. Use the line that follows to provide more information, if appropriate
- **Public Information Officer:** select the checkbox if your jurisdiction has a PIO on-scene. Use the line that follows to provide more information, if appropriate
- **Communications:** select the checkbox if there are communications capabilities available on-scene. Use the line that follows to provide more information, if appropriate
- **Other Considerations:** use these lines to include any logistical or support information that was not covered in the options above. If you have information you believe to be of importance to an incoming IMT, please list it here.

2. FAX PART III TO OSFM AT (503) 373-1825. PROVIDE A COPY TO THE IC UPON ARRIVAL. ASSIST IN PROVIDING LOGISTICAL SERVICES AS INCIDENT PROGRESSES.

SECTION 2: PROCESS FOR MAKING THE REQUEST

When an emergency is beyond the control of local and district fire suppression resources, including primary mutual aid, a request may be made to invoke the Emergency Conflagration Act.

1. When a local chief feels that an incident will escalate beyond the capabilities of local available resources, (s)he will begin to complete PART I of the Conflagration Request Form with the aid of the local Deputy State Fire Marshal.
2. When PART I has been completed, the local chief calls their Fire Defense Board Chief to ask them to contact OERS. The local chief may want to fax PART I to their Fire Defense Board Chief for reference. If they have the capability, the local chief should fax PART I to the Office of State Fire Marshal when they have confirmation that the Fire Defense Board Chief is contacting OERS. The Office of State Fire Marshal fax number is (503) 373-1825.
3. While the Fire Defense Board Chief contacts OERS, the local chief and Deputy State Fire Marshal can begin to complete PART II of the form.

SECTION 3: CONFLAGRATION REQUEST CALL

Once the Fire Defense Board Chief has contacted OERS, OERS will contact OSFM. An OSFM representative will contact the FDBC and/or the local chief to discuss the conflagration request before the request is made to the Governor. The Conflagration Request Call will be relatively brief and will cover the information included in PART I of the form. After the call is completed, OSFM will contact the Governor to request an invocation of the Conflagration Act.

SECTION 4: INCIDENT ACTIVATION CALL

After a conflagration has been declared, a representative from the Office of State Fire Marshal will contact some or all of the parties listed below to schedule an Incident Activation Conference Call and provide the conference call number.

PARTICIPANTS

- On-scene Incident Commander
- IMT Incident Commander
- IMT Deputy Incident Commander
- Local Fire Chief
- Fire Defense Board Chief
- Local Deputy State Fire Marshal
- Agency Operations Center Manager
- IMT Program Coordinator

- State Fire Marshal
 - Deputy State Fire Marshal
 - Emergency Response Unit staff
- AGENDA
- Determine conflagration reimbursement time
 - Update of the incident's predicted behavior and resources threatened
 - Complexity of the situation
 - Special local or political considerations
 - State or Federal team in place (name of the IC)
 - Shadow/Trainee opportunities
 - FEMA, if applicable
 - Briefing time and location
 - Incident base location
 - Prevailing weather
 - Anticipated resource shortages (aircraft, crews, overhead)
 - Good of the order

This call serves as an initial briefing for the Office of State Fire Marshal and the incoming IMT. The information from PART II will be invaluable during the conference call. If a fax is accessible, please fax PART II of the Conflagration Request Form to the Office of State Fire Marshal at (503) 373-1825 prior to the call.

SECTION 5: PREPARING FOR THE IMT

After the Incident Activation Call, IMT members will be en route to the incident. As you wait for the arrival of the OSFM IMT team, complete PART III to the best of your ability. As you are completing PART III, pay attention to any outstanding logistical items. Access to fuel, water, GIS, and other logistical support services can be fundamental to the success of incident mitigation. When PART III is completed, share it with the incoming IC. If fax services are available, fax PART III to the Office of State Fire Marshal at (503) 373-1825.

FEMA INCIDENT TYPING

Incident Types

Incidents may be typed in order to make decisions about resource requirements. Incident types are based on the following five levels of complexity. (Source: U.S. Fire Administration)

Type 5	<ul style="list-style-type: none"> ▪ The incident can be handled with one or two single resources with up to six personnel. ▪ Command and General Staff positions (other than the Incident Commander) are not activated. ▪ No written Incident Action Plan (IAP) is required. ▪ The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene. ▪ Examples include a vehicle fire, an injured person, or a police traffic stop.
Type 4	<ul style="list-style-type: none"> ▪ Command staff and general staff functions are activated only if needed. ▪ Several resources are required to mitigate the incident. ▪ The incident is usually limited to one operational period in the control phase. ▪ The agency administrator may have briefings, and ensure the complexity analysis and delegation of authority are updated. ▪ No written Incident Action Plan (IAP) is required but a documented operational briefing will be completed for all incoming resources. ▪ The role of the agency administrator includes operational plans including objectives and priorities.
Type 3	<ul style="list-style-type: none"> ▪ When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident. ▪ Some or all of the Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions. ▪ A Type 3 Incident Management Team (IMT) or incident command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team. ▪ The incident may extend into multiple operational periods. ▪ A written IAP may be required for each operational period.
Type 2	<ul style="list-style-type: none"> ▪ This type of incident extends beyond the capabilities for local control and is expected to go into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the operations, command, and general staffing. ▪ Most or all of the Command and General Staff positions are filled. ▪ A written IAP is required for each operational period. ▪ Many of the functional units are needed and staffed. ▪ Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only). ▪ The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.
Type 1	<ul style="list-style-type: none"> ▪ This type of incident is the most complex, requiring national resources to safely and effectively manage and operate. ▪ All Command and General Staff positions are activated. ▪ Operations personnel often exceed 500 per operational period and total personnel will usually exceed 1,000. ▪ Branches need to be established. ▪ The agency administrator will have briefings, and ensure that the complexity analysis and delegation of authority are updated. ▪ Use of resource advisors at the incident base is recommended. ▪ There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

CONFLAGRATION REQUEST FORM

PART I

Incident Information

Incident Name/Number:

Date/Time:

Incident Location/Community/County Threatened:

Authority Having Jurisdiction:

Local Fire Department Contact:

Fire Defense Board Point of Contact:

Has Deputy SFM been contacted? YES NO

Deputy SFM Point of Contact:

Has County Emergency Manager been contacted? YES NO

Co. Emergency Mgr:

Community Wildfire Protection Plan? YES NO

Type of Emergency

Structure Fire Interface Fire Act of Terror Major Disaster

Explain:

Current Incident Size or Area Involved:

*Situation Description:

Current Objectives:

Other Agencies Involved:

Current Weather:

Projected Weather:

Current Incident Complexity Level: Type 1 Type 2 Type 3 Type 4

Expected Incident Complexity Level: Type 1 Type 2 Type 3 Type 4

Significant Events:

*Evacuations Taking Place? YES NO

Evacuation Plans in Place: YES NO

Describe:

*Life Threatening Situations? YES NO

Describe:

*Road/Highway/Freeway Closures? YES NO

Roads Affected:

*Population Affected:

*Number of Commercial Structures Threatened:

*Number of Residential Structures Threatened:

*Number of Subdivisions:

*Significant Historical and/or Cultural Resources:

*Natural Resources such as Crops; Grazing; Timber; Watersheds:

*Critical Infrastructure; Major Power Lines; Railroad:

Incident Growth/Potential:

Communications/Challenges Currently Established:

*Confirmation that Local, Automatic, and Mutual aid Resources are Depleted? YES NO

Current Resources Assigned:

Describe Contributing Factors:

PART II

Incident Support Information

Types of Resources Being Requested:

Public Works Involvement: YES NO

What Resources:

Disaster and Emergency Services Involvement: YES NO

What Resources:

Law Enforcement Resources Involved:

Other County and Local Government Services Involved:

Volunteer Services, (American Red Cross, Amateur Radio, etc.):

Fuel Services Including Gasoline; Diesel; oil Available:

Certified Fire Apparatus Repair Locally Available:

Water Supply Available:

Location(s) Where Responding Resources are to Report to:

PART III**Logistical Support Services**

Please check the boxes next to the services that are already in place/available and provide more information as appropriate.

- Food Services
- Rehabilitation Area(s)
- Staging Area(s)
- Sanitary Facilities
- Drinking Water
- Map(s) of the Area
- Traffic Control Plan(s)
- GIS Support
- Fuel Services
- Security
- Public Information Officer
- Communications

Other Considerations:

Deployment of Fire Resources Outside of Oregon

Purpose

This appendix provides the guidelines and procedures for deployment of local jurisdiction fire resources outside of Oregon under the auspices of the Emergency Management Assistance Compact (EMAC) or the Pacific Northwest Emergency Management Arrangement (PNEMA). EMAC provides aid during governor-declared states of emergency or disaster through a system that allows states to send personnel, equipment, and commodities to assist with response and recovery efforts in other states. PNEMA is like EMAC but is limited by membership and can be used in absence of a governor-declared state of emergency. PNEMA membership includes Alaska, British Columbia, Idaho, Oregon, Washington, and the Yukon Territory.

Scope

This appendix applies only to the deployment of local jurisdiction fire resources to other states, districts, and territories in support of emergency or disaster operations, when that request is through EMAC or PNEMA process. The language in this appendix does not apply to Incident Management Team members mobilized outside of Oregon.

Situation

A member jurisdiction experiencing or anticipating an incident or event that overwhelms their capacity to respond implements the EMAC or PNEMA system for resources. The request for resources may be filled by Oregon Emergency Management using local jurisdiction fire assets.

Assumptions

- Ongoing incidents or events in Oregon have not overwhelmed our ability to respond with local fire resources
- A validated request for resources has come through the EMAC or PNEMA system
- The offer submitted from Oregon has been accepted by the requesting mutual aid member
- Each responding agency will complete an intergovernmental agreement with Oregon Emergency Management and a REQ-A form to provide estimated costs for the incident
- Requesting states may have additional rules or requirements for responding personnel (regarding PPE, camp attire, etc.)

Guidelines

Eligible costs:

- Equipment rates will be those outlined in the Oregon Fire Service Mobilization Plan.
- Personnel: salaries and benefits based on current employee's compensation and any applicable labor/union contracts that are in effect prior to a request being issued. Pay practices must be consistent with normal pay practices; a special out-of-state, emergency, or mutual aid pay rate is not authorized. Volunteer rates will be those outlined in the Oregon Fire Service Mobilization Plan.
- Employee backfill will be paid in accordance with the Oregon Fire Service Mobilization Plan.
- Lodging: approved GSA per diem rates for the location of the lodging are used for reimbursement; however, lodging per diem is not included for time spent in responder camps. Lodging receipts are required for reimbursement. Any lodging that is above the GSA per diem rate must have a justification letter accompanying the receipt, and may be subject to partial reimbursement. Applicable taxes above the per diem rate are reimbursable.
- Meals: reimbursement of meals on travel days is at the GSA per diem rate for the destination. Receipts are not required. Meal allowances cover the basic cost of the meal, any applicable sales tax, and any customary tip or gratuity. If meals are being provided, such as at a base camp, then personnel will not be reimbursed for those meals. Costs are not reimbursable if deployed personnel choose to purchase additional food.
 - For overnight travel assignments, IRS Publication 63 requires all meals to be reimbursed at the rate for where the traveler stops for sleep.
 - Incidental expenses at the current approved rate are not authorized.

Ineligible costs:

- Administrative costs or other costs incurred responding to any mutual aid requests, to include employee time developing an offer that results in no deployment
- Costs for personal items
- Costs not specified in the completed REQ-A or amendment
- Replacement or purchase of items outside the mission assignment dates as specified in the completed REQ-A
- Damage claims which have not been approved by the host agency prior to demobilization

- Time that equipment or personnel are out of service due to apparatus damage, mechanical issues, or illness
- Equipment purchased without authorization from the EMAC A-Team
- Incidental costs related to maintenance of equipment and apparatus

Procedures

Initial Notifications

When a request for fire resources is received by Oregon Emergency Management (OEM), OEM will contact ESF4 (firefighting) lead agencies Oregon Office of State Fire Marshal (OSFM) and Oregon Department of Forestry to assess in-state resource availability. OSFM will then utilize the system outlined in the Oregon Fire Service Mobilization Plan to determine if the request can be filled. OSFM staff will work with the fire service to submit a completed REQ-A offer to the requesting state through OEM.

Pre-deployment

If available, deploying personnel will be given a Mission Order Authorization Form which outlines the mission, helpful information, and guidance.

Deployment

No party will begin deploying resources until they have either a verbal or written confirmation from OSFM staff. If resources are deployed before the confirmation of an accepted offer, the deploying entity will be fully responsible for any cost incurred and no reimbursement will be allowed. Resources are expected to remain available to respond for the duration of the assignment, including shifts they are not working.

Change in Mission

If an individual's or agency's mission changes while deployed, that individual or agency must contact OSFM's Agency Representative as soon as possible. This task is essential because any change in mission might require a recall of deployed resources, or an amended or new REQ-A. If a new REQ-A is required but not completed this will adversely impact the jurisdiction's ability to receive reimbursement.

Reimbursement

OSFM will provide the assisting jurisdiction with a reimbursement packet to account for all the costs subject to reimbursement. OSFM will reconcile all costs and process the request for reimbursement to OEM upon receipt of sufficient documentation. Reimbursement requests should be submitted to

OSFM within 45 days of the distribution of the reimbursement packet. All agencies mobilized as part of a given request for assistance must submit their reimbursement packets prior to the reimbursement request going to the requesting state. The reimbursement process through EMAC can take up to 24 months, but also can be shorter.

State of Oregon
Department of State Police
Office of State Fire Marshal

Phone: 503-378-3473

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www.oregon.gov/OSP/SFM

