

Oregon Office of State Fire Marshal 2016 Task Force / Strike Team Leader Guidebook



2016

Prevention ■ Preparedness ■ Response

2016 Task Force/Strike Team Leader Guidebook

TABLE OF CONTENTS

Code of Conduct	3
Specific Expectations	3
On Scene Expectations of the ST/TF Leader.....	4
Checklist #1 Assembling the Task Force/Strike Team.....	5
Checklist #2 Travel, Check-In, and Operations.....	6
Checklist #3 Demobilizing the Task Force.....	7
Forms- Use and Purpose of	8
Form- Resource Manifest	9
Form- Task Force/Strike Team Resource Form	10
Form- Task Force/Strike Team Apparatus Form	11
Form- ICS 212 Demobilization Vehicle Safety Inspection.....	12
Form- Engine Comp/Crew Performance rating.....	14
Form- ICS 214 Unit Log	15
Form- Task Force After Action Review.....	16
Standard Initial Mobilization Communications Plan	18
Resource Typing per Oregon Mobilization Plan.....	19
Links	21

2016 Task Force/Strike Team Leader Guidebook

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, attitude, 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 fireline, in camp, and in transit. Work hard, learn as much as you can, and come home safe.

Failure to comply could result in your immediate relief from duty and you may be sent home.

SPECIFIC EXPECTATIONS OF ALL RESPONDERS

- Public information: any release of photographs, data, or information without the approval of the IC and Oregon Office of State Fire Marshal is a violation of the chain of command and such action is subject to disciplinary and possibly legal action. This includes but is not limited to the press/media, text messaging, instant messaging, Facebook, or any other forms of social media or communications.
- 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, accidents, or damage incurred while mobilized must be immediately reported to the immediate supervisor; usually the Division/Group Supervisor.
- Adhere to the chain of command, become familiar with those around you, follow directions, and keep your supervisor informed. You are responsible for understanding your assignments and instructions; if in doubt, ask for clarification.
- Always drive apparatus in a safe and courteous manner. Use all appropriate safeguards, including backing guides.
- Wear your PPE when assigned and appropriate attire when in camp.
- Maintain a state of readiness at all times. When not assigned, re-supply apparatus and restore equipment. You are expected and paid to be able to respond on notice, 24 hours a day.
- Misconduct, insubordination, harassment, 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 current year's *Oregon Fire Service Mobilization Plan*.
- Access to caches and requests for supplies shall be through your chain of command only. Return all procured equipment prior to demobilization. You may be responsible for the cost of items not returned.
- Firearms are not allowed unless it is a requirement of your assigned position.
- Alcohol and illegal drugs shall not be transported or consumed. A person using prescription drugs may be asked to show reasonable proof that the medication is prescribed to them. Consuming over-the-counter or prescribed medication must not interfere with a person's performance or judgment. This paragraph applies at all times; from mobilization through arrival back home.
- 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.
- Engine Bosses and Task Force/Strike Team Leaders need to be prepared to coordinate repairs and payment of repairs with their home agency through the IMT. Unless otherwise approved by the OSFM Agency Rep, the initial payment of repairs is to be made by the home agency and reimbursement requests are made to OSFM at the same time as personnel and apparatus reimbursement. OSFM cannot reimburse insurance companies, so repairs need to be coordinated with OSFM prior to financial commitment.

2016 Task Force/Strike Team Leader Guidebook

ON-SCENE EXPECTATIONS OF TF/ST LEADERS

*While you are working on this incident, you are asked to adhere to the following guidelines.
Public and firefighter safety is your number one priority.*

TF/ST Leader must attend the Operations Period Briefing. Be on time.

- Meet with your Division/Group Supervisor (DIVS) immediately after the briefing to receive and discuss specific details of your assignment.
- You are responsible for understanding your assignment and obtaining all necessary critical information and an Incident Action Plan (IAP).
- While you are at briefings, your crews are expected to be attending to readiness issues, (feeding, equipment preparation, etc).
- Ensure each apparatus officer completes and submits to you ICS 214s for each operational period. You will submit the ICS 214 to the DIVS after each operational period.

Before leaving the incident base:

- Brief all Engine Bosses and crews assigned to your Task Force.
- Ensure that your assigned resources have all necessary equipment and maps and know their assignments.
- Check with your Division Supervisor on the status of any equipment and lunches ordered and agree on delivery time and location.

Upon arrival at your assigned division:

- Debrief with the out-going Division Supervisor or Task Force Leader.
- Brief your Task Force on the specifics of their assignment.
- Identify LCES with your assigned resources, (lookouts, communications, escape routes, and safety zones), and ensure that they are adequate for your crews.

During the operational period:

- Account for all crews/resources assigned to your Task Force at all times.
- Document any major problems or accidents within your Task Force on your 214 and notify your Division Supervisor ASAP, who will notify Operations.
- Notify your Division Supervisor if additional resources, equipment, or aircraft are needed to fulfill your assignment and give as much lead-time as possible.
- Meet with your Division Supervisor before 1400 (day shift) or 0200 (night shift) and report resources and supplies needed for the next operational period.
- Update your Division Supervisor on fire and weather conditions as needed.
- Make notes during the operational period as you will need them to do the evaluations and After Action Review prior to demobilization.

Before leaving the assigned division:

- Brief the Task Force relieving you.
- Check out with your assigned Division Supervisor.
- Account for all assigned resources.

Upon returning to the incident base:

- Ensure that all of your assigned resources have returned to camp and are accounted for.
- Debrief with the Division Supervisor or Operations Chief.
- Injuries or damages are to be reported immediately to the Division Supervisor.

Public and firefighter safety is your number one priority

2016 Task Force/Strike Team Leader Guidebook

Task Force/Strike Team Leader Mobilization Checklist #1 ***FOR ASSEMBLING THE TASK FORCE/STRIKE TEAM***

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 any other response costs.

- Stage the Task Force/Strike Team (TF/ST) at county's assigned assembly area/point of departure.
- Ensure one Resource Manifest Form is completed for each unit.
- Brief crews on the code of conduct and expectations (page 3 of this guidebook).
- Confirm that the TF/ST configuration is correct. If unsure contact Fire Defense Board Chief or AOC.
- Confirm that all apparatus meet applicable standards, are properly and adequately equipped, in good repair, and capable of meeting travel and firefighting requirements.
- Confirm that all apparatus have State FIRENET monitoring capabilities.
- Confirm that all apparatus are full of fuel and engine officer has travel money.
- Confirm that all personnel are properly trained and equipped for the type of incident for which they are responding. Confirm that all personnel have appropriate structural, wildland, or other PPE appropriate for the incident.
- Confirm that all crews have adequate personal gear for a minimum of five days and are self-sufficient for 72 hours. Food, drinking water, and sleeping bags are required.
- Establish a roster of all apparatus, their capabilities, assigned personnel, and frequencies.
- Have each apparatus complete a "Task Force/Strike Team Apparatus Form" (page 11). These are to be given to the Resource Unit Leader at check in.
- Confirm the check-in and staging point of the incident with the Fire Defense Board Chief. Get as much information about the incident as possible.
- Brief crews on incident, travel route, radio frequencies while en route, safety issues, travel procedures, and who is second in command.
- Establish a predetermined meeting place to stop for fuel or rest, or if someone gets lost.
- Complete and communicate a TF/ST Resource Form to the AOC (page 10).
Do not depart until the resources are confirmed by the AOC.
- Advise AOC of departure time, route, radio frequency, and estimated time of arrival. Monitor State FIRENET.
- Advise your local Fire Defense Board Chief that you are departing.
- Ensure that each apparatus fills in the departure time from the assembly point on their Resource Manifest.
- Prior to arrival at the incident, ensure all apparatus are fueled and ready to begin operations. This final fueling is not reimbursable.

2016 Task Force/Strike Team Leader Guidebook

Task Force/Strike Team Leader Incident Checklist #2 **FOR THE TASK FORCE/STRIKE TEAM AS THEY ARRIVE AT THE INCIDENT**

- Upon arrival at the incident, phone the AOC (503-373-0001) and advise them that the TF/ST has arrived, then report to the IMT Resource Unit Leader (RESL).
- First check in with the structural RESL. Give the RESL a copy of your rosters and your apparatus forms. The RESL will also take your Manifest during check-in.
- Begin ICS 214 Unit Logs. Each apparatus is to complete this form for each operational period.
- Determine location of kitchen, meal times, and the availability of food, water, and fuel after hours. Record in your Unit Log ICS 214 and keep receipts of any purchases. Purchases will not be reimbursed unless approved by the Incident Management Team.
- Determine location of sleeping areas and find a SAFE, comfortable, and quiet place for you and your crew. Locate showers, telephones, and restrooms and confirm that they will be open the hours that your crew will need them.
- Be prepared for at least five days of active duty. Fire cache facilities may or may not be available. If a cache is available, Task Force/Strike Team Leaders must request cache supplies through the chain of command. Responders' home departments will be charged for personal care items, protective clothing, firefighting tools, and equipment that are not returned.
- Determine what level of medical aid is available, its location, and how to access it.
- Locate your Division Supervisor and obtain your initial briefing and assignment. Confirm how to contact him/her and other overhead team members.
- Find out where and when shift briefings are and **BE ON TIME FOR BRIEFINGS**. Attend all shift briefings and get updated maps and an Incident Action Plan (IAP). If possible talk to the TF/ST Leader that you relieve.
- Brief your crew on the size-up of your assigned area: location, size of the fire, hazards noted during size-up, escape route, safety zones, engine assignments, working frequencies, and evacuation centers for area residents.
- Pick up meals before deploying to assignment if available. If meals are to be delivered, check with Logistics about the specific time and location.
- Designate who is in charge when you are attending meetings, shift briefings, scouting, etc.
- Keep accurate records of any accidents, injuries, or damaged equipment. Note these on your ICS 214 and report them to the Div/Group Supervisor as soon as possible. Keep daily activity notes for debriefing and reporting to your Fire Defense Board Chief upon your return. Turn 214 in after each shift to the DIVS. Losses and damages must be reported and a claim form completed prior to demobilizing.

2016 Task Force/Strike Team Leader Guidebook

TASK FORCE/STRIKE TEAM LEADER CHECKLIST #3 FOR DEMOBILIZING THE TASK FORCE/STRIKE TEAM

- Coordinate and be accountable for personnel and equipment assigned to the Strike Team or Task Force.
- Report damaged equipment and injuries to your DIVS at the end of each operational period.
- Ensure that all ICS 214 Unit Logs are accurate and complete and submit to your DIVS at the end of each operational period.
- Obtain a demobilization plan from the Structural Operations Chief or Planning Section Chief.
- Ensure compliance with the demobilization plan and with proper procedures including debriefing, reports, and evaluating rest.
- Ensure the return of all borrowed equipment and/or resources to the proper agencies. Coordinate this with your DIVS and Logs Chief.
- Coordinate with the IMT Safety Officer and submit written reports for all accidents, injuries, and illnesses. If requested, gather witness statements to submit to the Safety Officer.
- Give a final situation report to your Division/Group Supervisor. Assure your crews have sufficient rest prior to departing. If rest time is needed, discuss this with the DIVS or Safety Officer.
- Receive TF Leader evaluation from the Division Supervisor.
- Complete evaluations on all engine companies and crews. Give the completed evaluation forms to RESL during demob.
- Complete a Task Force After Action Review Form (page 16) with all personnel and give to the RESL during demob.
- Survey all apparatus and equipment for damage and note on the Manifest, ICS 214, and ICS 212. **Damage must be reported to the IMT ASAP and a claim form must be completed by the Finance Section Chief before demob.**
- Check out with the RESL. The RESL must sign all Resource Manifests!
- Make sure all apparatus are fueled up and can meet the returning travel requirements safely. Make sure crew meets minimum rest requirement for traveling. No traveling between 2400 and 0500 hours unless destination can be reached within two hours or if crew has had eight hours of rest before traveling.
- Notify both the OSFM AOC and your local Fire Defense Board Chief of your travel route and estimated time of arrival back in your home district.
- Brief your crew on travel route, travel frequencies, and prearranged meeting places.
- Notify OSFM AOC and Fire Defense Board Chief when you are back in your district.
- Each apparatus must record their in-station time on their Manifest.
- OSFM will send a billing packet to each chief whose department provided resources. The packet includes instructions, forms, and contact information for filing a reimbursement claim.*

2016 Task Force/Strike Team Leader Guidebook

FORMS - USE AND PURPOSE

TF/ST Leaders are encouraged to have copies of these forms on hand when they assemble at the county point of departure (POD).

Resource Manifest Form (Pg 9)

The Manifest provides the information the Office of State Fire Marshal requires to reimburse local departments for their participation in mobilizations. Incomplete or inaccurate forms may result in the delay or denial of reimbursement.

The Engine Boss (Officer) of each responding unit should start their Manifest at the time of mobilization. Manifest completion is ultimately the responsibility of the TF/ST Leader. Upon arrival, the RESL will collect your Manifest. Upon demobilization, the RESL will use the form to demobilize the unit and provide a copy to each Engine Officer. Your County Fire Defense Board Chief or the Office of State Fire Marshal can supply you with the forms prior to deploying.

Apparatus Form (Pg 11)

This form is part of the check-in process and submitted to the Resource Unit Leader at the incident. This form can be used by the Operations Section personnel so they know how your apparatus is equipped.

Incident Demobilization Inspection Form (Pg 12)

Inspections of apparatus are conducted by each Apparatus Operator, facilitated by the Incident Safety Officer. OSFM wants to do our best to ensure that we send home apparatus with the same equipment they brought, in a safe condition.

Engine Company or Crew Performance Rating (Pg 13)

Each Task Force/Strike Team Leader will be evaluated by the Operations Section. Usually this is done by the Division Group Supervisor.

Each Task Force/Strike Team Leader is expected to conduct evaluations on each engine company/crew under their direction. These evaluations are to be reviewed and signed prior to demob. Completed performance evaluations are submitted to the DIVS or RESL. OSFM will forward copies of all evaluations to the appropriate Fire Defense Board Chief.

Task Force After Action Review Form (Pg 16)

Each Task Force/Strike Team Leader is expected to conduct an After Action Review using the questions provided on the form. The form will be turned in to the RESL during the demobilization process.

2016 Task Force/Strike Team Leader Guidebook

Resource Manifest Form Instructions

The Resource Manifest form is required for all mobilized resources. There should be one form per apparatus.

Each apparatus should have one completed Manifest.

Task Force/Resource Name: Name of Task Force

IMT Assignment: Leave blank – intended for IMT members only

Order #: Order number issued by AOC (if applicable)

Incident Name: Name of the incident

APP / VEH #: Apparatus or vehicle number

Resource Kind/Type: Apparatus kind and type (i.e. Engine T6 or Water Tender T2)

Apparatus Home Agency: Agency owning the apparatus/vehicle

Enter the names of individuals on apparatus.

- Enter position for each individual (i.e. FF or EO).
- Enter home agency for each individual on apparatus.

Enter date and time Task Force leaves the POD for the incident.
Call the AOC at 503-373-0001 to confirm departure and give ETA.

Provide form to Resource Unit Leader during check-in. You will receive the hard card backing during demob. Each department represented on the form will need a copy in order to be reimbursed.

Upon arrival back at home station, enter date and time. Notify your Fire Defense Board Chief, who will call the AOC to confirm when the entire Task Force is back in station.

RESOURCE MANIFEST			
AOC: 503-373-0001			
Task Force / Resource Name:		IMT Assignment (IMT members only):	
Order #:		Incident Name:	
Apparatus / Vehicle #:	Resource Kind / Type:	Apparatus Home Agency:	
Last Name, First	Position	Home Agency	
Notes:			
Resource left POD (Contact AOC):		Resource arrived home:	
Date / Time:		Date / Time:	
-----IMT Use Only -----			
Check-in	RESL Initials	Demob	RESL Initials
Date / Time:		Date / Time:	

BLUE: FSC (Check-in) PINK: FSC (Demob) GREEN: RESL (Demob) HARD: Agency

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:					

2016 Task Force/Strike Team Leader Guidebook

Task Force/Strike Team Apparatus Form - (one per apparatus. Submit to RESL)

Conflagration Name									
Department Name					Apparatus #			County	
Defense Board Chief					24 hr Contact Number				
Apparatus Type						Year		Mileage:	
	I	II	III	IV	V	VI	Fuel Type:	Diesel:	Gas
Eng							4X4 Chassis:	Yes	No
WT							Pump & Roll:	Yes	No
Other							Plumbed Foam	Yes	No
							C.A.F.S.	Yes	No
Pump Capacity (GPM):						Foam Quantity			
Water Tank size:						Class A:		Class B:	
Amount of Hose (in feet)									
3/4"				1.75"				LDH	
1"				2.5"				Hard Suction	
1.5"				3"				Size	
Communication Capabilities									
Cell Phone #									
Frequency Capabilities									
State Fire Net					Yes		No		
Mobile radio					800Mhz		VHF		
Portable radio (number of each)					800Mhz		VHF		
Is Portable radio field programmable?					Yes		No		
Is Mobile radio field programmable?					Yes		No		
Equipment			Yes		No		Comments		
Generator									
Extrication Tools									
Chain Saw									
Brush/Hand Tools									
Floto Pump									
Food / Water									
AED / Defibrillator									
ALS Equip/Personnel									
First Aid Kit									
SCBA (quantity)									
Other (Describe)									

2016 Task Force/Strike Team Leader Guidebook

Incident Demobilization Vehicle Safety Inspection

Vehicle Operator is to complete items & submit to Resource Unit Leader (RESL)

Incident Name		Order No.
Veh Lic #	Agency	
Type (Eng., Bus, Sedan)	Odometer Reading	Veh. ID #

Inspection Items	Pass	Fail	Comments
1. Gauges and lights	*		
2. Seat belts	*		
3. Glass and mirrors	*		
4. Wipers and horn	*		
5. Engine Compartment	*		
6. Fuel system	*		
7. Steering	*		
8. Brakes	*		
9. Drive line U-joints. Check play			
10. Springs and shocks	*		
11. Exhaust system	*		
12. Frame	*		
13. Tire and wheels	*		
14. Coupling devices			
15. Emergency exit (Buses)			
16. Pump Operation			
17. Damage on incident			
18. Other			
* Safety Item - Do not Release Until Repaired			
Additional Comments			
HOLD FOR REPAIRS		RELEASE	
Date	Time	Date	Time
Inspector Name (Print)		Operator Name (Print)	
Inspector Signature		Operator Signature	

If losses or damages are noted, report to the Safety Officer and Finance Section Chief.

2016 Task Force/Strike Team Leader Guidebook

INSPECTION ITEMS

(REF. FEDERAL MOTOR CARRIER SAFETY REGULATIONS)

HOLD FOR REPAIRS IF:

<p>1. Gauges & Light</p>	<ul style="list-style-type: none"> • Speedometer inoperative (Federal Motor Carrier Safety Regulation (FMCSR 393.82) • All required lighting devices, reflectors and electrical equipment must be properly positioned, colored and working. (FMCSR 393.9) 		<p>8. Brakes</p>	<ul style="list-style-type: none"> • Brake system has any missing, loose, broken, out of adjustment or worn out components • Brake system has any air or fluid leaks. (FMCSR Appendix G, Sub. B) • Brake system has any other deficiencies as described in FMCSR Appendix G, Sub. B
<p>2. Seat Belts</p>	<ul style="list-style-type: none"> • Any Driver's or right outboard seat belt, missing or inoperative. (FMCSR 393.93) • Passenger carrying have have missing or inoperative seat belts in passenger areas. Buses excepted. 		<p>10. Springs & Shocks</p>	<ul style="list-style-type: none"> • Any U-bolt, spring, spring hanger, or any other axle positioning part is cracked, broken, loose or missing resulting in any shifting of an axle from it's normal position. (FMCSR Appendix G, Sub. B)
<p>3. Glass & Mirrors</p>	<ul style="list-style-type: none"> • Any windshield crack over ¼" wide. • Any damage ¾" or greater in diameter. • Any 2 damaged areas are closer than 3" to each other • Any crack less than ¼" wide intersects with any other crack. (FMCSR 393.60) • Any crack or discoloration in the windshield area lying within the sweep of the wiper on either side of the windshield (FMCSR Appendix G, Sub. B) • Any required mirror missing. One on each side, firmly attached to the outside of the vehicle, and so located as to reflect to the driver a view of the highway to the rear along both sides of the vehicle. See exceptions (FMCSR 393.80) • Any required mirror broken. 		<p>11. Exhaust</p>	<ul style="list-style-type: none"> • Any leaks at any point forward of or directly below the driver and/or sleeper compartment • Bus exhaust leaks or discharge forward of the rearmost part of the bus in excess of 6' for Gasoline powered or 15' for other than Gasoline powered, or forward of any door or window designed to be opened on other than Gasoline powered bus. (Exception: emergency exit) • Any part of the exhaust system so located as would be likely to result in burning, charring, or damaging the wiring, fuel supply or any combustible part of the vehicle. (FMCSR Appendix G, Sub. B)
<p>4. Wipers & Horn</p>	<ul style="list-style-type: none"> • Wipers blade(s) fail to clean windshield within 1" of windshield sides. (FMCSR 393.78) • Horn: missing, inoperative, or fails to give an adequate and reliable warning signal. (FMCSR 393.81) 		<p>12. Frame</p>	<ul style="list-style-type: none"> • Any cracked, broken, loose or sagging frame member. • Any loose or missing fasteners including those attaching engine, transmission, steering gear, suspension, body or frame to contact the tire or wheel assemblies. • Adjustable axle assemblies with lockin pins missing or nor engaged. (FMCSR Appendix G, Sub. B)
<p>5. Engine Compartment</p>	<ul style="list-style-type: none"> • Low Fluid levels • Loose or leaking battery • Excessive leaks • Cracked or deteriorated belts or hoses. • Any condition of impending or probable failure. 		<p>13. Tires</p>	<ul style="list-style-type: none"> • Tread depth less than 4/32" on steering axle. • Less then 2/32" on any other axle. • Any body ply or belt material exposed through tread or sidewall. • Any tread or sidewall separation. • Any cut exposing ply or belt material. • Any tire marked "not for highway use". • A tube-type radial tire without radial tube stem markings. • Any mixing of bias and radial tires on the same axle. • Any tire not properly inflated or overloaded. • Any bus with recapped tires. (FMCSR Appendix G, Sub. B) • Lock or slide rings; any bent, broken, cracked, improperly seated, sprung or mismatched ring(s). • Wheels and rims; any cracked or broken or has elongated bolt holes. • Fasteners (both spoke and disc wheels). Any loose, missing, broken, cracked, stripped or otherwise ineffective fasteners. • Any cracks in welds attaching disc wheel disc to rim. • Any cracks in welds attaching tubeless demountable rim to adapter. • Any welded repair on aluminum wheel(s) on a steering axle or any welded repair other than disc to rim attachment on steel disc wheel(s) on steering axle. (FMCSR Appendix G, Sub. B)
<p>6. Fuel System</p>	<ul style="list-style-type: none"> • Visible leak at any point. • Fuel tank cap missing. • Fuel tank not securely attached to vehicle by reason of loose, broken or missing mounting bolts or brackets. (FMCSR Appendix G, Sub. B) 			
<p>7. Steering</p>	<ul style="list-style-type: none"> • Steering wheel does not turn freely, has any spokes cracked, loose spokes or missing parts. • Steering lash not within parameters, see chart, in FMCSR 393.209. • Steering column is not secure. • Steering system; any U-joints worn, faulty or repaired by welding. • Steering gear box is loose, cracked or missing mounting bolts. • Pitman arm loose. • Power steering; any components inoperative. Any loose, broken or missing parts. Belts frayed, cracked or slipping. • Any fluid leaks, fluid reservoir not full. (FMCSR 393.209) 			

2016 Task Force/Strike Team Leader Guidebook

ENGINE COMPANY OR CREW PERFORMANCE RATING		Instructions: This rating is to be used only for determining an engine company or crew performance. All blocks must be completed. Engine Company or Crew will be rated by the immediate supervisor, Task Force/ Strike Team Leader or Assistant. If deficiencies are indicated for items 9 and 10, explain in item 11. A copy of this report will be sent to the crew's home department.				
1. Engine Company or Crew Name (Department)		2. Fire Name		3. Location of Fire <i>(Complete address or nearest town)</i>		
4. Engine Company Officer or Crew Boss and Department			5. Engineer or Assistant Crew Boss and Department			
6. Crew Members <i>(List all members in company or crew and department)</i>				7. Dates on Fire		
				8. Number of Shifts Worked or Hours		
9. Engine Company or Crew					11. Areas Needing Improvement <i>(Note deficits by crew name and position)</i>	
Rating Factors	Excellent	Above average	Satisfactory	Needs Improvement		Unacceptable
Physical Condition / Able to Perform						
Training Qualifications meets Standards						
Engine and Equipment Meets Standards						
Proper PPE for ALL Members						
Follows Directions and Works as a Team						
Use of Safe Practices						
Off Line Conduct						
Other (specify)						
10. Supervisory Performances						
Company Officer or Crew Boss						
Engineer or Assistant Crew Boss						
12. Names of Outstanding Workers or Crews <i>(comment)</i>				13. Performance of the Engine Company or Crew as a whole <i>(Indicate areas that they did well, or areas that need improvement when working as a group)</i>		
14. Remarks						
15. Engine Company Officer or Crew Boss <i>(signature)</i> This rating has been discussed with me					16. Date	
17. Rated By <i>(signature and printed name)</i>	18. Home Department & address			19. Position on Fire	20. Date	

ICS 224

2016 Task Force/Strike Team Leader Guidebook

Task Force After Action Review (AAR) Instructions & Examples

1. What was planned? (Spend about 25% of total time on this question and the next)

Review the intent of the mission:

Key task assignments; desired “end state” (what does “Right” look like?).

Example: TF1 was assigned structure triage, prep and protection on Deer Creek road with approximately 40 primary Structures and 20 secondary structures. The TF was to locate safety zones and escape routes. Then gather other important information including evacuation status, water supply and other intelligence. After that information was gathered the TF was to map and locate all structures, triage the structures and prep them as time allowed. When and if assignment was complete the TF would be in patrol mode and respond to request as needed.

2. What actually happened?

Establish the facts

Pool multiple perspectives to build a shared picture of what happened.

Example: TF1 responded to Deer Creek Road and established and located safety zones and escape routes. TF1 only triaged 21 primary structures and 9 secondary structures in the operational period. The TF met with homeowners that we made contact with that took time and some locked gates hindered our triage work. Little to no prep work was done because the TF spent time communicating with homeowners and some homeowners did not want any fuel mitigation done near the home.

3. Why did it happen? (Spend about 25% of total time on this question)

Analysis of cause and effect

Focus on WHAT, not WHO; draw out explanations of what occurred.

Example: Homeowners not all evacuated, some evacuated residents closed and locked gates when leaving. No maps were available prior to our arrival so locating structures took longer. Once the structures were located and mapped triage can happen faster.

4. What are we going to do next time? (Spend about 50% of total time on this question)

Correct Weaknesses

Focus on items you can fix, rather than external forces outside of your control.

Sustain/Maintain Strengths

Identify areas where groups are performing well and should sustain. This will help repeat success and create a balanced approach to the AAR.

Example: Communicate with homeowners to leave gates open when evacuating. Get maps from local fire district if overhead team maps are not available yet. (The local fire district almost always has paper maps to make copies) Possibly assign a local fire district rep to the TF for the first couple hours for local knowledge and Info.

2016 Task Force/Strike Team Leader Guidebook

OSFM encourages departments to include the channel plan in a bank on their radios when room is available. This may be the initial channel plan used on a conflagration. Always check with your DIVS or COML to determine if this plan is in use.

Web Link: http://www.oregon.gov/OSP/SFM/docs/Emergency_Mobilization/CommPlan.pdf

INCIDENT RADIO COMMUNICATIONS PLAN		1. Incident Name		2. Date/ Time Prepared		3. Operational Period Date/Time	
		OSFM Standard Comm Plan		April 13th, 2015 Version 1.0		On Arrival, 1st. Op. Period	
4. Basic Radio Channel Utilization Mode: W=Wideband Analog, N=Narrowband Analog, D=Digital, M=Mixed							
Channel	Radio Type / Cache	Frequency	Tone	Mode	Assignment	F30G Screen Reads...	
1	Icom F30G / BK / OSFM	RX: 154.2800	None	N	State Fire Net - Options: Simplex OPS, VCALL w/inbound TFs, w/X band RPT in field. (VFIRE21) Primary Mayday Channel	Fire NET	
		TX: 154.2800	None				
2	Icom F30G / BK / OSFM	RX: 167.2500	NONE	N	In camp (LE 6 Direct)	CAMP	
		TX: 167.2500	156.7				
3	Icom F30G / BK / OSFM	RX: 168.1125	None	N	Used as base or camp Chat channel & for LOGS (LE 8 Direct)	LOGS	
		TX: 168.1125	156.7				
4	Icom F30G / BK / OSFM	RX: 153.8975	None	N	OSFM OPS Channel A Simplex.	OPS A-Dir	
		TX: 153.8975	156.7				
5	Icom F30G / BK / OSFM	RX: 153.8975	None	N	OSFM OPS A In-Band Repeater pair Channel #2 with UHF link back to base.	OPS A-Rpt	
		TX: 158.9475	136.5				
6	Icom F30G / BK / OSFM	RX: 155.1675	None	N	OSFM OPS Channel B Simplex.	OPS B-Dir	
		TX: 155.1675	156.7				
7	Icom F30G / BK / OSFM	RX: 155.1675	None	N	OSFM OPS B In-Band Repeater pair Channel #1 with UHF link back to base.	OPS B-Rpt	
		TX: 150.8050	136.5				
8	Icom F30G / BK / OSFM	RX: 151.1375	None	N	OSFM OPS Channel C Simplex. (VTAC 11)	OPS C-Dir	
		TX: 151.1375	156.7				
9	Icom F30G / BK / OSFM	RX: 151.1375	None	N	OSFM OPS Channel C In-band Repeater (VTAC 36) - available through ODOT. Not used on all incidents.	OPS C-Rpt	
		TX: 159.4725	136.5				
10	Icom F30G / BK / OSFM	RX: 154.4525	None	N	OSFM OPS Channel D Simplex (VTAC 12)	OPS D-Dir	
		TX: 154.4525	156.7				
11	Icom F30G / BK / OSFM	RX: 154.4525	None	N	OSFM OPS Channel D In-band Repeater (VTAC 37) - available through ODOT. Not used on all incidents.	OPS D-Rpt	
		TX: 158.7375	136.5				
12	Icom F30G / BK / OSFM	RX:		N	This channel is for local FD's to put a frequency that they use locally and can use as a TF talk around.	BLANK	
		TX:					
13	Icom F30G / BK / OSFM	RX: 155.4750	None	N	OPEN – Use for LE/LEO or evacuation	LEO-OPEN	
		TX: 155.4750	156.7				
14	Icom F30G / BK / OSFM	RX: 151.3400	None	N	ODF REDNET - Can <u>NOT</u> be used in absence of ODF team	ODF RED	
		TX: 151.3400	156.7				
15	Icom F30G / BK / OSFM	RX: 151.3100	None	N	ODF WHITENET- ODF + Air to Ground. Can <u>NOT</u> be used in absence of ODF team	ODFW-A/G	
		TX: 151.3100	156.7				
16	Icom F30G / BK / OSFM	RX: 168.6250	None	N	AIR GUARD/EMERGENCY – Emergent Communications with Incident Aircraft	AirGuard	
		TX: 168.6250	110.9				

5. Prepared by (Communications Unit Leader)

UHF LINKS AND XBAND 453.0250 XBAND1 458.0250 XBAND2 458.9750 XBAND3

OSFM REPEATER FREQUENCIES OPS-A TX 153.8975 (136.5) RX 158.9475 (136.5) OPS-B TX - 155.1675 (136.5) RX - 150.8050 (136.5)

ICS 205

NFES 1330

2016 Task Force/Strike Team Leader Guidebook

RESOURCE TYPING

RESOURCE: Engine, Fire (Pumper)								
CATEGORY:		Firefighting (ESF #4)			KIND:		Equipment	
MINIMUM CAPABILITIES:		<i>NIMS</i>	<i>NIMS</i>	<i>NIMS</i>	<i>NIMS</i>	<i>NWCG</i>	<i>NWCG</i>	<i>NWCG</i>
Component		TYPE 1	TYPE 2	TYPE 3	TYPE 4	TYPE 5	TYPE 6	TYPE 7
		\$100/hr	\$80/hr	\$60/hr	\$45/hr	\$40/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>	<i>NIMS</i>	<i>NIMS</i>
Component		TYPE 1	TYPE 2	TYPE 3
		\$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		2	2	2

RESOURCE: Fire Truck, Aerial (Ladder or Platform)					
CATEGORY:		Firefighting (ESF #4)			
MINIMUM CAPABILITIES:		<i>NIMS</i>	<i>NIMS</i>	<i>NIMS</i>	<i>NIMS</i>
Component		TYPE 1	TYPE 2	TYPE 3	TYPE 4
		\$150/hr	\$75 /hr	\$125/hr	\$50/hr
Personnel	Number	4	4	4	4
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

2016 Task Force/Strike Team Leader Guidebook

RESOURCE: Crew Transport (Firefighting Crew)				
CATEGORY:		Firefighting (ESF #4)		
MINIMUM CAPABILITIES:		NIMS	NIMS	NIMS
Component		TYPE 1 \$25/hr	TYPE 2 \$20/hr	TYPE 3 \$15/hr
Personnel	Passengers	30	20	10

RESOURCE: Equipment Transport (Firefighting support equipment)				
CATEGORY:		Firefighting (ESF #4)		
MINIMUM CAPABILITIES:		TYPE 1	TYPE 2	
Component		\$100/hr	\$20/hr	
Personnel	Passengers	Tractor trailer	Pull trailer	

RESOURCE: Command Vehicle				
CATEGORY:		Firefighting (ESF #4)		
MINIMUM CAPABILITIES:		TYPE 1 \$100/hr	TYPE 2 \$100/hr	TYPE 3 \$35/hr
Component				
Equipment	Vehicle	Motorhome type vehicle or bus	Trailer type vehicle equipped with generator	Explorer, Suburban, or van type vehicle

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

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

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.

2016 Task Force/Strike Team Leader Guidebook

This guidebook and the forms within are available on the Office of State Fire Marshal website.

LINKS:

MOBILIZATION INFORMATION

http://www.oregon.gov/OSP/SFM/Oregon_Mob_Plan.shtml



Office of State Fire Marshal
503-934-8249

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