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Washington State Fire Defense Committee

Bylaws

Article I: Authority

The State Fire Defense Committee is created by the Washington State Fire Protection Policy Board pursuant to the fulfillment of the requirements of RCW 43.43.962.

Article II: Purpose

The State Fire Defense Committee shall, subject to the approval of the Washington State Fire Protection Policy Board:

1. Develop and maintain the Washington state fire services mobilization plan, which shall include procedures to be used during emergencies for coordinating local, regional and state fire jurisdiction resources, consistent with the Washington State Comprehensive Emergency Management Plan.

2. Recommend the training and experience qualifications for mobilized fire resource personnel in incident command, operations and support positions.

3. Review and approve the region fire defense plans, which are to be consistent with the incident command system, the Washington state fire services mobilization plan, and other regional response plans adopted and in use in the state.

4. Cooperate and participate in the coordination of emergency planning in the state.

Article III: Membership

Section 1. Voting Members

Voting members shall be:

1. The State Fire Marshal.
2. One representative of the Department of Natural Resources, appointed by the Commissioner of Public Lands.
3. The director of Emergency Management, Washington Military Department, or designee.
4. One representative selected by each Regional Fire Defense Board in the state, as established pursuant to RCW 43.43.963.
5. The director of Washington State Emergency Management Association (WSEMA) or designee.

Section 2. Alternate Members

Each member shall have a pre-designated alternate who shall act as a voting member in the absence of the member.

Article IV: Officers

Section 1. Officers
The officers of the State Fire Defense Committee shall be Chair and Vice-Chair, and may only be held by voting members.

Section 2. Election of Officers
1. The election of officers shall be held annually at the regularly scheduled November meeting. New officers will officially take office January 1st to ensure a smooth transition.
2. Nominations for an officer may be made by any member or by a Nominating Committee appointed by the Chair.

Section 3. Terms of Officers
The term of office of the elected officers shall be one year, provided that officers may be re-elected.

Section 4. Chair Pro-Tem
In the event of the absence of both officers, the members shall elect a member in attendance to serve as Chair Pro-Tem.

Section 5. Duties
1. Chair
   The Chair shall:
   a. Preside at all meetings and shall have all powers and duties conferred by law and these bylaws.
   b. Designate the representative to the Washington State Geographic Board with the concurrence of the State Fire Defense Committee.
   c. Represent the State Fire Defense Committee at official functions or designate member representatives.
   d. Appoint the chairs and members of all committees.
   e. Establish or disband committees as deemed necessary or pursuant to State Fire Defense Committee action.
2. Vice-Chair
   The Vice-Chair shall:
   a. Have the powers and perform the duties of the Chair in the absence of that officer.

Section 6. Vacancy
1. Chair
   The Vice-Chair shall:
   a. Assume the office of Chair and a new Vice-Chair shall be elected by the State Fire Defense Committee to fill the unexpired term.
2. Vice-Chair
   a. A new Vice-Chair shall be elected by the State Fire Defense Committee to fill the unexpired term.

Article V: Meetings

Section 1. Open Meetings
All meetings of the State Fire Defense Committee shall be open public meetings.

Section 2. Quorum
The number of voting members required to form a simple majority of the appointed voting members shall constitute a quorum of the State Fire Defense Committee and shall be required to take official action.

Section 3. Regular Meetings
1. The State Fire Defense Committee shall adopt an annual schedule of regular meetings for each calendar year, to include the locations and times, and the adopted schedule shall be published.
2. A regular meeting may be canceled by the Chair when the Chair deems the agenda insufficient to justify a meeting.

Section 4. Special Meetings
A special meeting may be called by the Chair or by a majority of the State Fire Defense Committee, provided that fourteen (14) days notice shall be given to all voting members.

Section 5. Committee Action
1. All business needing official action shall be presented to the voting members, at either a regular or special meeting, electronically, or by any other means, at least 30 days in advance of the date the item is scheduled for action.
2. All business needing official action shall appear on the agenda as an “Action” item indicating that a membership vote on this item is anticipated.

Section 6. Records
Minutes shall be taken at all State Fire Defense Committee and sub-committee meetings, to be published and distributed to all members as soon a practicable.

Section 7. Rules of Order
All meetings shall be conducted in accordance with Robert's Rules of Order.

Article VI: Amendment

Section 1. Notice
Notice and the full text of any proposed amendment to these Bylaws shall be published and provided to all members at least sixty (60) days prior to bringing the proposed amendment before the State Fire Defense Committee for final consideration.

Section 2. Approval
A proposed amendment to these Bylaws shall require a two-thirds majority vote of all voting members.

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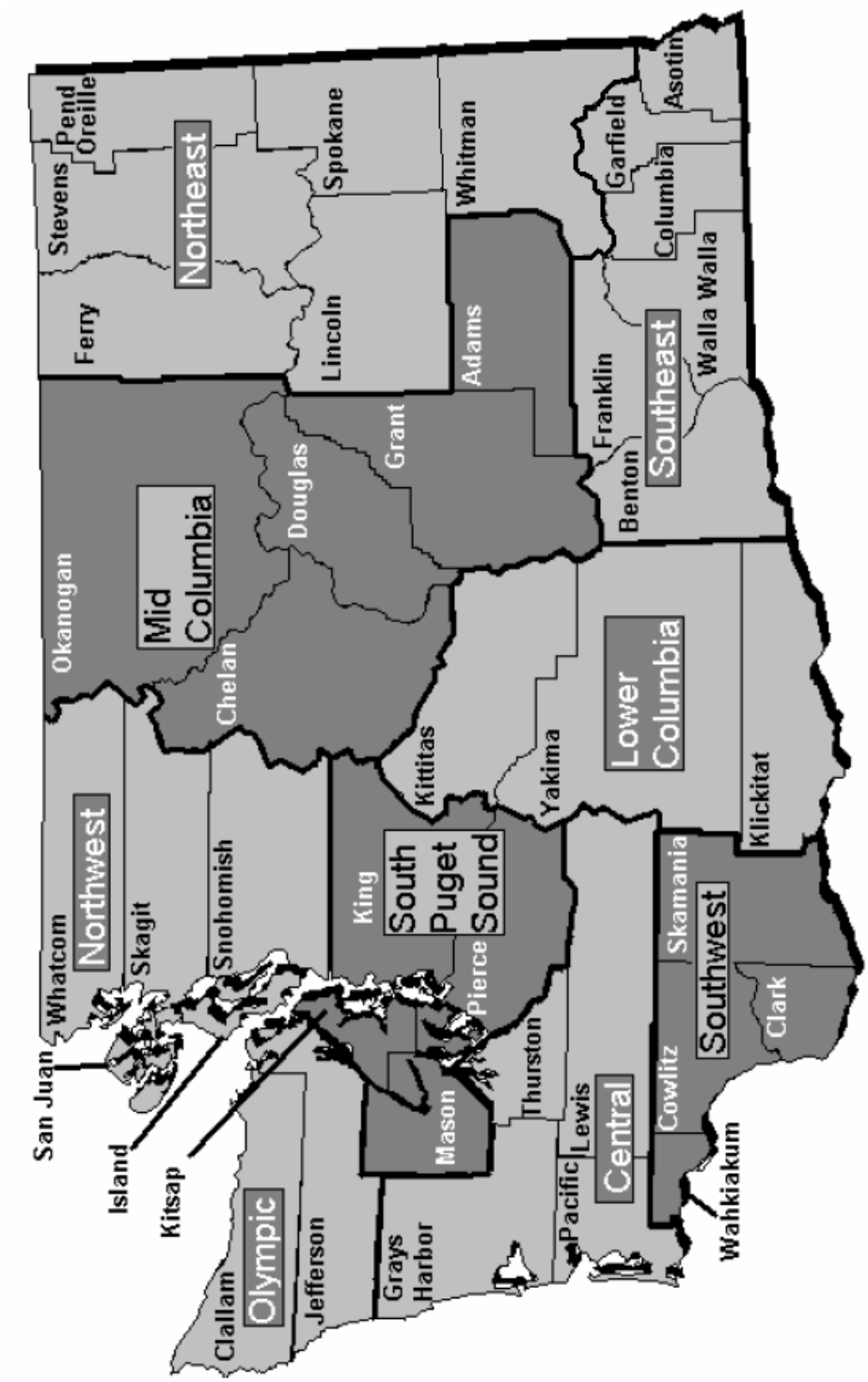
Appendix A
Fire Defense Regions



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WASHINGTON FIRE SERVICES RESOURCE MOBILIZATION PLAN 2009 VERSION

Appendix A
Past Fire Defense Committee Members

2009 Version – Mobilization Plan (Updated June 2012)

Name	Representing	Agency	Plan Years
Acker, Randy	DNR	DNR - Resource Protection	1995
Amonson, Al	Northwest	Snohomish County EMD	1996 - 1998
Anderson, Brian	Northwest	Snohomish County # 16	1997 - 1998
Anderson, Ron	Southeast	Franklin County # 3	1996 - 2002
Andrews, Ben	Olympic	Clallam County # 3	2010 - present
Andrews, Eric	Northwest	Snohomish # 26	2004 - present
Ayers, Ron	Southeast	Walla Walla County # 4	1997 - 1999
Bailey, Steve	South Puget Sound	Seattle Fire Department	1993 - 1994
Barnhart, Wayne	Mid-Columbia	Douglas County # 2	2001 - 2004
Baynes, Grant	Southeast	Richland Fire Department	2004 - present
Becker, Bruce	Olympic	Port Angeles Fire Department	1999
Bjork, Dale	Mid-Columbia	Grant County # 5	1996-1997; 2001-2010
Boyles, Bill	DNR	DNR - Resource Protection	1996 - 1998
Brautaset, Glenn	Northwest	Mount Vernon Fire Department	2004 - 2008
Burgher, Jon	Olympic	Clallam County # 2	2001 - 2002
Carlson, Ed	EMD	Military Department	1997
Carr, Sue	Mobilization	Washington State Patrol	2004 - 2010
Caster, Ron	Central	Grays Harbor County # 12	1993 - 1994
Corso, Mary	State Fire Marshal	Washington State Patrol	1997 - 2002
Cooper, Ben	Olympic	Jefferson County # 5	2007 - 2008
Davis, Jerry	Lower Columbia	Yakima County # 2	1996 - 1999
Davis, Jim	South Puget Sound	Woodinville Fire Department	1995 - 1996
Day, Gerry	DNR	DNR – Resource Protection	2010 - present
DeWitt, Kent	Olympic	Jefferson County # 3	1996
Duffy, Chuck	Mobilization	Washington State Patrol	2010 - present
Egan, Terry	EMD	Military Department	1998
Eikum, Dan	Mobilization	Washington State Patrol	2005 - 2007
Fallstrom, Jon	South Puget Sound	King County # 10	1997 - 2007
Frank, Merle	WSEMA	City of Puyallup EMD	2008 - present
Gear, Bob	Southeast	Benton County # 1	1993 - 1996; 2004 - 2009
Graue, Jim	Northeast	Spokane County # 9	1993 - 2002
Grill, Jerry	Central	Lewis County # 12	1995 - 1999
Hagerhjelm, Chuck	EMD	Military Department	1999 - 2001
Hamp, Chris	EMD	Military Department	2002
Hendershot, Tedd	Central	Thurston County # 9	2004 - present
Hernandez, Esther	Mobilization	Washington State Patrol	2007 - present
Hines, Neil	Southeast	Kennewick Fire Department	2008 - present
Holloway, Bruce	Northeast	Spokane County # 3	2001 - 2011
Hoover, Ken	DNR	DNR – Fire Control	1993 - 1994
Humphries, Pat	Northeast	Spokane County # 1	1994 - 1999
Humphries, Pat	Southwest	Clark County # 5	1993 - 1994
Jaques, Jim	South Puget Sound	Milton Fire Department	2007 - 2010
Johnson, Dan	Mobilization	Washington State Patrol	2001 – present
Johnson, Randy	Mid-Columbia	Chelan County # 1	2004 - 2009

Names in **bold are active members.

Appendix A
Past Fire Defense Committee Members

2009 Version – Mobilization Plan (Updated June 2012)

Name	Representing	Agency	Plan Years
Johnson, Randy	Northeast	Spokane County # 4	2012 - present
Kadrmas, Jim	EMD	Military Department	2011
Kahley, Mark	DNR	DNR – Resource Protection	2000 - 2008
Kalmbach, Steve	Mobilization	Washington State Patrol	1999 - 2001; 2004 - 2006
Kier, Wayne	Olympic	Port Ludlow Fire Department	2001 - 2006
Knobbs, Al	Olympic	Clallam County # 3	2004 - 2009
Kunkle, Steve	Northwest	Snohomish County # 3	1999 - 2002
LaFave, Dave	Southwest	Cowlitz County # 2	1993 - present
Leitch, Dave	Lower Columbia	Yakima County # 12	2005 - present
Lowe, Bob	Olympic	Jefferson County # 2	2010 - present
Lowe, Tom	Olympic	Clallam County # 3	1997 - 1999
Lowers, Scott	Mid-Columbia	Chelan County EMD	1998
Maier, Barbara	Mobilization	Washington State Patrol	2012 - present
Matlick, Mike	Mobilization	Washington State Patrol	2005 - 2010
McDowell, Tom	Southwest	Clark County # 13	1996 - present
Merritt, Bob	Northwest	Snohomish County # 4	1993 - 1996
Minty, Bob	Olympic	Jefferson County EMD	1993 – 1996
Mosher, Phil	Mid-Columbia	Chelan County # 6	2012 - present
Mullen, Jim	EMD	Military Department	2004 - present
Murray, Joe	EMD	CTED	1993 - 1994
North, Steve	Central	Thurston County # 9	2006 - present
Perz, Paul	Mobilization	Washington State Patrol	2007 - present
O'Brien, Kelly	Mid-Columbia	Chelan County # 3	2009 - present
Orman, Chris	Lower Columbia	Yakima County # 4	2003 - 2005
Otto, Gail	Mobilization	Washington State Patrol	1997 - 1998
Peters, Mike	Central	Thurston County # 9	1995 - 1999
Pierre, Samuel	State Fire Marshal	Washington State Patrol	2004 - 2005
Ramsey, Linda	EMD	Military Department	1996
Rutherford, Ron	Lower Columbia	Yakima County # 12	1996 - 2002
St. John, Anjela	Mobilization	Washington State Patrol	2010 - present
Schorno, Joe	Mid-Columbia	Grant County # 3	1999
Serra, Roger	Northwest	Snohomish County EMD	2001 - 2002
Shramek, Joe	DNR	DNR – Resource Protection	2004 - 2009
Simmons, Skip	DNR	DNR – Resource Protection	2002 - 2003
Slosson, Bill	Mobilization	Washington State Patrol	2011 - present
Small, Ed	EMD	Military Department	1995
Small, Richard	State Fire Marshal	CTED	1993-1996
Smith, Dan	South Puget Sound	Kitsap County # 10	2004 - present
Snider, Paul	Mobilization	Washington State Patrol	2010
Soden, John	Lower Columbia	Yakima County # 2	1993 - 1995
Steele, Bill	Central	Thurston County # 2	2001 - 2002
Thompson, Bob	Southeast	Benton County # 4	2001 - 2002
Upton, Al	Northwest	Everett Fire Department	1999
VanBeek, Duane	Mid-Columbia	Othello Fire Department	1993 - 1999

Names in **bold are active members.

Appendix A
Past Fire Defense Committee Members

2009 Version – Mobilization Plan (Updated June 2012)

Name	Representing	Agency	Plan Years
Viada, John	DNR	DNR – Resource Protection	1999 - 2001
Vogel, Steve	Olympic	Clallam County # 3	2004 - 2005
Voss, Mike	Northwest	Mount Vernon Fire	2008 - present
Wakefield, Dave	South Puget Sound	Pierce County # 22	1993 - 2004
Walker, Allen	Lower Columbia	Yakima County # 5	2001 - present
Wilkerson, Ed	Olympic	Jefferson County # 3	2008 - 2009
Walkup, Bill	Northeast	Spokane County # 8	2000 - present
Watkinson, Mark	Northwest	Skagit County EMD	2004 - 2005
Wilson, Ron	EMD	Military Department	2006 - 2009
Woodbury, Glenn	EMD	Military Department	1999 - 2002
Zeller, Kevin	Mobilization	Washington State Patrol	2002 - 2003
Zsigmondovics, Ron	South Puget Sound	Shoreline Fire Department	2011 - present

Names in **bold are active members.

Past Chairs of the Fire Defense Board

Name	Representing	Agency	Years
Graue, Jim	Northeast	Spokane County # 9	1994 to 1995

Past Chairs of the Fire Defense Committee

Name	Representing	Agency	Years
Graue, Jim	Northeast	Spokane County # 9	1995 to 2002
Wakefield, Dave	South Puget Sound	Pierce County # 22	2003 to 2004
McDowell, Tom	Southwest	Clark County # 13	2005
Walkup, Bill	Northeast	Spokane County # 8	2006 to 2008
Lafave, Dave	Southwest	Cowlitz County # 2	2008 to present

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RCW 43.43.960
State fire service mobilization -- Definitions.

Unless the context clearly requires otherwise, the definitions in this section apply throughout this subchapter.

(1) "Chief" means the chief of the Washington state patrol.

(2) "State fire marshal" means the director of fire protection in the Washington state patrol.

(3) "Fire chief" includes the chief officer of a statutorily authorized fire agency, or the fire chief's authorized representative. Also included are the department of natural resources fire control chief, and the department of natural resources regional managers.

(4) "Jurisdiction" means state, county, city, fire district, or port district fire fighting units, or other units covered by this chapter.

(5) "Mobilization" means that fire-fighting resources beyond those available through existing agreements will be requested and, when available, sent in response to an emergency or disaster situation that has exceeded the capabilities of available local resources. During a large-scale emergency, mobilization includes the redistribution of regional or statewide fire fighting resources to either direct emergency incident assignments or to assignment in communities where fire-fighting resources are needed.

When mobilization is declared and authorized as provided in this chapter, all fire fighting resources including those of the host fire protection authorities, i.e. incident jurisdiction, shall be deemed as mobilized under this chapter, including those that responded earlier under existing mutual aid or other agreement. All nonhost fire protection authorities providing fire fighting resources in response to a mobilization declaration shall be eligible for expense reimbursement as provided by this chapter from the time of the mobilization declaration.

This chapter shall not reduce or suspend the authority or responsibility of the Department of Natural Resources under chapter 76.04 RCW.

(6) "Mutual aid" means emergency interagency assistance provided without compensation under an agreement between jurisdictions under chapter 39.34 RCW.

[2003 c 405 § 1; 1997 c 49 § 8. Prior: 1995 c 391 § 5; 1995 c 369 § 10; 1992 c 117 § 9. Formerly RCW 38.54.010.]

Notes:

Effective date -- 1995 c 391: See note following RCW 38.52.005.
Effective date -- 1995 c 369: See note following RCW 43.43.930.
Findings -- 1992 c 117: See note following RCW 35.21.775.

RCW 43.43.961
State fire service mobilization -- Legislative declaration and intent.

Because of the possibility of the occurrence of disastrous fires or other disasters of unprecedented size and destructiveness, the need to insure that the state is adequately prepared to respond to such a fire or disaster, the need to establish a mechanism and a procedure to provide for reimbursement to state agencies and local fire fighting agencies that respond to help others in time of need or to a host fire district that experiences expenses beyond the resources of the fire district, and generally to protect the public peace, health, safety, lives, and property of the people of Washington, it is hereby declared necessary to:

(1) Provide the policy and organizational structure for large scale mobilization of fire fighting resources in the state through creation of the Washington state fire services mobilization plan;

(2) Confer upon the chief the powers provided herein;

(3) Provide a means for reimbursement to state agencies and local fire jurisdictions that incur expenses when mobilized by the chief under the Washington state fire services mobilization plan; and

(4) Provide for reimbursement of the host fire department or fire protection district when it has: (a) Exhausted all of its resources; and (b) invoked its local mutual aid network and exhausted those resources. Upon implementation of state fire mobilization, the host district resources shall become state fire mobilization resources consistent with the fire mobilization plan.

It is the intent of the legislature that mutual aid and other inter-local agreements providing for enhanced emergency response be encouraged as essential to the public peace, safety, health, and welfare, and for the protection of the lives and property of the people of the state of Washington. If possible, mutual aid agreements should be without stated limitations as to resources available, time, or area. Nothing in this chapter shall be construed or interpreted to limit the eligibility of any nonhost fire protection authority for reimbursement of expenses incurred in providing fire fighting resources for mobilization.

[2003 c 405 § 2; 1997 c 49 § 9; 1995 c 391 § 6; 1992 c 117 § 10. Formerly RCW 38.54.020.]

Notes:
Effective date -- 1995 c 391: See note following RCW 38.52.005.
Findings -- 1992 c 117: See note following RCW 35.21.775.

RCW 43.43.962
State fire service mobilization — State fire services mobilization plan — State fire resources coordinator.

The director of fire protection shall review and make recommendations to the chief on the refinement and maintenance of the Washington state fire services mobilization plan, which shall include the procedures to be used during fire and other emergencies for coordinating local, regional, and state fire jurisdiction resources. In carrying out this duty, the director of fire protection shall consult with and solicit recommendations from representatives of state and local fire and emergency management organizations, regional fire defense boards, and the department of natural resources. The Washington state fire services mobilization plan shall be consistent with, and made part of, the Washington state comprehensive emergency management plan. The chief shall review the fire services mobilization plan as submitted by the director of fire protection, recommend changes that may be necessary, and approve the fire services mobilization plan for inclusion within the state comprehensive emergency management plan.

It is the responsibility of the chief to mobilize jurisdictions under the Washington state fire services mobilization plan. The state fire marshal shall serve as the state fire resources coordinator when the Washington state fire services mobilization plan is mobilized.

[2010 1st sp.s. c 7 § 47; 2003 c 405 § 3; 1997 c 49 § 10; 1995 c 269 § 1101; 1992 c 117 § 11. Formerly RCW 38.54.030.]

Notes:

Effective date -- 2010 1st sp.s. c 26; 2010 1st sp.s. c 7: See note following RCW 43.03.027.
Effective date -- 1995 c 269: See note following RCW 9.94A.850.
Part headings not law -- Severability -- 1995 c 269: See notes following RCW 13.40.005.
Findings -- 1992 c 117: See note following RCW 35.21.775.

RCW 43.43.963
State fire service mobilization — Regional fire defense boards — Regional fire service plans — Regions established.

(1) Regions within the state are initially established as follows but may be adjusted as necessary by the state fire marshal:
   a. Northwest region - Whatcom, Skagit, Snohomish, San Juan, and Island counties;
   b. Northeast region - Okanogan, Ferry, Stevens, Pend Oreille, Spokane, and Lincoln counties;
   c. Olympic region - Clallam and Jefferson counties;
   d. South Puget Sound region - Kitsap, Mason, King, and Pierce counties;
   e. Southeast region - Chelan, Douglas, Kittitas, Grant, Adams, Whitman, Yakima, Klickitat, Benton, Franklin, Walla Walla, Columbia, Garfield, and Asotin counties;
   f. Central region - Grays Harbor, Thurston, Pacific, and Lewis counties; and
   g. Southwest region - Wahkiakum, Cowlitz, Clark, and Skamania counties.

(2)(a) There is created a regional fire defense board within each region created in subsection (1) of this section.

The regional fire defense boards shall consist of two members from each county in the region. One member from each county shall be appointed by the county fire chiefs' association or, in the event there is no such county association, by the county's legislative authority. Each county's office of emergency management or, in the event there is no such office, the county's legislative authority shall select the second representative to the regional board. The department of natural resources fire control chief shall appoint a representative from each department of natural resources region to serve as a member of the appropriate regional fire defense board.

Members of each regional board will select a chairperson and secretary as officers. Members serving on the regional boards do so in a voluntary capacity and are not eligible for reimbursement for meeting-related expenses from the state.

3)(a) Regional defense boards shall develop regional fire service plans that include provisions for organized fire agencies to respond across municipal, county, or regional boundaries.

   b. Each regional plan shall be consistent with the incident command system, the Washington state fire services mobilization plan, the requirements of this section, and regional response plans already adopted and in use in the state. The regional boards shall work with the relevant local government entities to facilitate development of intergovernmental agreements if any such agreements are required to implement a regional fire service plan.

c. Each regional fire service plan must include a mechanism by which a local fire mobilization radio frequency, consistent with RCW 76.04.015, is identified and made available during the initial response to any forest fire that crosses jurisdictional lines so that all responders have access to communications during the response. Different initial response frequencies may be identified and used as appropriate in different geographic response areas. If the fire radio communication needs escalate beyond the capability of the identified local radio frequency, the use of other available designated interoperability radio frequencies may be used.

d. Each regional fire service plan shall be approved by the director of fire protection.

[2010 1st sp.s. c 7 § 48; 2010 c 38 § 2; 1997 c 49 § 11; 1992 c 117 § 12. Formerly RCW 38.54.040.]

Notes:

Reviser's note: This section was amended by 2010 c 38 § 2 and by 2010 1st sp.s. c 7 § 48, each without reference to the other. Both amendments are incorporated in the publication of this section under RCW 1.12.025(2). For rule of construction, see RCW 1.12.025(1).

Effective date -- 2010 1st sp.s. c 26; 2010 1st sp.s. c 7: See note following RCW 43.03.027.
Findings -- 1992 c 117: See note following RCW 35.21.775.

RCW 43.43.964
State fire service mobilization -- Development of reimbursement procedures.

The Washington State Patrol in consultation with the Office of Financial Management and the Washington Military Department shall develop procedures to facilitate reimbursement to state agencies and jurisdictions from appropriate federal and state funds when state agencies and jurisdictions are mobilized by the chief under the Washington State Fire Services Mobilization Plan. The Washington State Patrol shall ensure that these procedures provide reimbursement to the host district in as timely a manner as possible.

2003 c 405 § 4; 1997 c 49 § 12; 1995 c 391 § 7; 1992 c 117 § 13. Formerly RCW 38.54.050.]

Notes:

Effective date -- 1995 c 391: See note following RCW 38.52.005.
Findings -- 1992 c 117: See note following RCW 35.21.775.

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Available Resources

Firefighting personnel and equipment that can be mobilized and sent to another jurisdiction without jeopardizing the firefighting capabilities of the sending jurisdiction.

Camp(s)

Camp(s) are strategically located in order to locate resources to better support incident operations. At camps, certain essential support operations (e.g., feeding, sleeping and sanitation) can be maintained. Also at camps, minor maintenance and servicing of equipment will be done. Camps may be located if necessary to meet tactical operations requirements.

Command Post

The Command Post will be the location from which all incident operations are directed. There should only be one Command Post for the incident. In a unified command structure where several agencies or jurisdictions are involved, the responsible individuals designated by their respective agencies would be co-located at the command post.

Critical Need Resource

Those position identified by the Fire Defense Committee as having a shortage of qualified personnel to regularly fill a resource request will be considered a “Critical Need Resource”. An example of this would be a Communications Technician.

Emergency Management Director

The individual charged with coordinating emergency services in a jurisdiction as provided for in Chapter 38.52 RCW.

Emergency Management Division, (EMD)

The Emergency Management Division of the Washington State Military Department.

Fire Chief

"Fire chief" includes the chief officer of a statutorily authorized fire agency, or the fire chief's authorized representative. Also included are the Department of Natural Resources fire control chief, and the Department of Natural Resources regional managers.

Helibases

Helibases are located in and around the incident area where helicopters may be parked, maintained, fueled, and loaded with retardants, personnel, or equipment. More than one helibase may be required on very large incidents. Once established on an incident, a helibase will not usually be relocated.

Helispots

Helispots are more temporary and less used locations where helicopters can land, take off, and in some cases, load water or retardants.

Host Jurisdiction

A "host jurisdiction" is any jurisdiction in which the state mobilization incident exists. A host jurisdiction is eligible for the reimbursement of excess costs incurred in the stabilization and control of an emergency incident from the time that state mobilization is declared. Excess costs are those costs and expenses that exceed normal and usual operating expenses.

Immediate Need Resources

Fire resources needed for immediate deployment in an extended attack situation where their active and timely addition to the control effort may significantly contribute to achieving important control objectives. These types of incidents are those that pose the greatest risk to the public and usually have significant social and economic impact.

Immediate need resources do not fall under any other criteria than below:

- Mobilized for a definite time period, 36 hours or less,
- Deployed in 15 minutes or less from request,
- May configure en route or on arrival,
- Sent with skilled, experienced leadership in independent, small unit action and capable of assisting host agency,
- Completely self-sufficient for up to 48 hours (must not burden the overwhelmed, hosting agency),
- In an "assigned" status for entire deployment,
    - Resources that wish to "roll over" from immediate need to planned need must meet work to rest ratio.
    - If apparatus only will remain as a resource, arrangements for crew personnel change will need to be made.
    - At point resources are determined to be planned need, immediate need assigned status ends.
- Resources will be rested prior to returning to home unit or home unit may provide relief drivers to return units and people.

Incident Base

The incident base is the location at which primary support activities are performed. The base will host all equipment and personnel support operations. The incident logistics section, which is responsible for ordering all resources and supplies, is also located at the base. There should only be one base established for each incident, and normally the base will not be relocated. If possible, incident base locations would always be included in the pre-attack plans.

Incident Command System

NIMS, the National Incident Management System. This is the combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure, with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

Interface Engine

The interface engine is a special wildland engine with capabilities similar to a Type 1 or 2 engine. It has greater capacity, with a minimum 250 gpm pump and 500 gallons of water. The interface engine is equipped with ladders, Self Contained Breathing Apparatus (SCBAs) structural and wildland hose and listed separately on the *Washington – Oregon Interagency Rate Schedule* as amended and adopted by the Washington State Association of Fire Chiefs.

Jurisdiction

For the purposes of this *Mobilization Plan*, includes the state, county, city, fire district, and port firefighting units which agree to be a party to this *Mobilization Plan*.

Local Governing Board

An individual agency or group of agencies that provide policy guidance and oversight to an interagency Type 3 Incident Management Team. This Board is responsible for providing policy direction regarding the safe, efficient use and support for this valuable mutual aid resource. The agencies involved are primarily government agencies, but does not preclude private business from participation.

Mobilization

Fire service resources beyond those available through existing agreements will be requested and, when available, sent in response to an emergency or disaster situation that has exceeded the capabilities of available local resources. In the case of an extremely large-scale fire emergency or other disaster, mobilization may also mean the redistribution of regional and/or statewide fire service resources to direct firefighting assignments or to be repositioned in communities where the local fire service resources need backup support. Once state mobilization has been authorized, all incident (host) jurisdiction and mutual aid resources become state mobilization resources.

Mutual Aid

Emergency interagency assistance provided without compensation under an agreement between jurisdictions pursuant to Chapter 38.54 RCW. Fire service mutual aid is contingent upon a responding Fire Chief's approval and agreement that the requested equipment and resources are available without jeopardizing local capabilities. The practice of agreeing to offer mutual aid is intended to eliminate the need for complex financial and legal agreements among neighboring jurisdictions. Once state mobilization has been authorized, all mutual aid resources present at the incident become state mobilization resources.

Regions

There are nine fire services resource mobilization regions with the following makeup:

Central Region: Grays Harbor, Lewis, Pacific, and Thurston Counties

Lower Columbia Region: Kittitas, Klickitat, and Yakima Counties

Mid Columbia Region: Adams, Chelan, Douglas, Grant and Okanogan Counties

Northeast Region: Ferry, Lincoln, Pend Oreille, Spokane, Stevens and Whitman Counties

Northwest Region: Island, San Juan, Skagit, Snohomish, and Whatcom Counties

Olympic Region: Clallam and Jefferson Counties

South Puget Sound Region: King, Kitsap, Mason, and Pierce Counties

Southeast Region: Asotin, Benton, Columbia, Franklin, Garfield, and Walla Walla Counties

Southwest Region: Clark, Cowlitz, Skamania, and Wahkiakum Counties

Regional Coordinator

The designated individual or agency selected by a Regional Fire Defense Board to conduct the designated responsibilities of that position.

Request (Resource Order) Number

The number assigned to each resource that is requested and/or approved by the State Fire Resource Coordinator during a state mobilization incident. The request number is assigned for tracking purposes.

Resources

All personnel and equipment necessary to fight fires or respond to other disasters and support the efforts of firefighters.

Resource Coordination

The effort to locate and arrange for the delivery of resources needed by Fire Chiefs and Incident Commanders. Resource coordination involving the state mobilization of fire and other support resources within a region is the responsibility of the Regional Fire Resource Coordinator. In the case of fires or other disasters involving more than one region or when resources from more than one region must be mobilized, the State Fire Resource Coordinator has the primary responsibility for resource coordination in conjunction with the Regional Fire Resource Coordinators.

Staging Areas

Staging areas are established for temporary location of resources for response in three-minute notice. Staging areas will be established to locate resources not immediately assigned. A staging area can be anywhere that mobile equipment can be temporarily parked awaiting assignment.

A staging manager is responsible for checking in all incoming resources, dispatching resources at the request of the Operations Chief and requesting logistics section's support as necessary for resources located in the staging area.

Units assigned to staging and included in the Incident Action Plan are eligible for compensation.

State Fire Marshal

Director of the Fire Protection Bureau (Fire Protection Services) of the Washington State Patrol and, for purposes of this Plan, is also defined as the **State Fire Resource Coordinator**.

Status of Incident

Containment/Contained: The hazard has stabilized, however it has not been tested by time, weather, or other factors. Typically, the planning for demobilization of resources would begin at this time. Prudent judgment is necessary during this period to determine which resources are demobilized. Mobilization has not ended and resources can be called back if needed.

Controlled: Stabilization of the hazard has been tested or improved during the 24-36 hours since contained. For purposes of mobilization, this would be the end of mobilization, although the responsible agencies may still have some period of time on the incident.

When actions have been taken to make the hazard stable and control and containment have been established ending the threat to lives and property, mobilization resources are not normally utilized. For example; Mop-up operations are generally beyond the scope of mobilization.

Strike Team

A Strike Team is five of the same kind of resources, with common communications and a leader.

Structural Strike Team:	5 Structural Engines (Type 1 or 2) 1 Team Leader
Wildland Strike Team:	5 Wildland Engines (Types 3, 4, 5, and 6) 1 Team Leader
Tender Strike Team:	5 Water Tenders (Type 1, 2, and 3) 1 Team Leader

Sub-Regions

Areas within one of the defined regions that work together for planning purposes.

Task Force

Mobilization resources can be configured in any combination of single resources within the span of control, assembled for a particular tactical need, with common communications, and a leader.

Specific Task Force configurations:

Urban Task Force:	4 Structural Engines (Type 1 or 2) 1 Aerial Ladder 1 Team Leader
Rural Task Force:	3 Structural Engines (Type 1 or 2) 2 Water Tenders (Type 1, 2, and 3) 1 Team Leader
Interface Task Force:	2 Structural Engines (Type 1 or 2) 2 Wildland Engines (Types 3, 4, 5, and 6) 1 Water Tender (Type 1, 2, and 3) 1 Team Leader
Wildland Task Force:	4 Wildland Engines (Types 3, 4, 5, and 6) 1 Water Tender (Type 1, 2, and 3) 1 Team Leader
EMS Task Force:	3 ALS Ambulances 2 BLS Ambulances 1 Team Leader

The intent of defined task force configuration is to allow resources to be configured by regions and enhance the ordering process.

Task force configurations are not limited to those defined and may be made up at an incident from resources available to meet situational needs.

Team Leader

A Task Force or Strike Team Leader shall be a firefighter with training, qualifications, and experience in the command of multiple companies. For the purpose of Mobilization incidents, a Strike Team Leader can lead both Strike Teams and Task Forces. A Task Force Leader is a higher qualified position that can lead different types of resources simultaneously (i.e., hand crews, dozers and engines). The Strike Team Leader shall have their own vehicle and not be part of an engine crew.

Tactical Water Tender

A Tactical Water Tender is used for direct fire suppression missions such as pumping hoselays, live reel use, running attack, and use of spray bars and monitors to suppress fires.

Unit Staffing

	Minimum	Maximum
Structural Engine	3	4
Interface Engine	3	4
Wildland Engine	2	3
Water Tender	1	2
Aerial Ladder	4	5
Tactical Tender	2	2

Urban Structure Protection

Resources deployed to protect structures in an urban environment necessary to apply safe and effective strategy and tactics to minimize the threat to life and property. This may include placing urban firefighting equipment in recognized urban environments that may have water systems for interior and exterior structural firefighting. Personnel working in this environment need to be trained in Structural Firefighting.

Wildland Engine

A National Wildfire Coordinating Group (NWCG) Type 3, 4, 5, or 6 fire engine.

Wildland Hand Crew

A hand crew consists of either ten or twenty wildland firefighters including a team leader and has its own transportation. The crew must be properly equipped, trained, and qualified.

Wildland Interface Structure Protection

Resources deployed to prepare and protect structures in a wildland interface environment necessary to apply safe and effective strategy and tactics to minimize the threat to life and property. This may include size-up, wildland initial and extend attack actions, structure triage, and wildland firefighting structure protection tactics. Personnel working in this environment need to be trained in Wildland firefighting.

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Appendix D
Delegation of Authority – Transfer of Command

Purpose and Scope of the Delegation of Authority
The purpose of the Delegation of Authority is to transfer the responsibility and authority for incident management (i.e., legal command and incident decision authority) to the recipient, in this case to a designated Incident Commander (IC). The Delegation of Authority is a written transfer of authority vesting the designated IC with the control and management of the incident in accordance with prescribed instructions and limitations.

A continuous command presence must be maintained on all incidents until all resources are released. Command of incidents, and some or all personnel in the incident management organization, may change one or more times as the incident changes in size or complexity, is of long duration, or changes jurisdiction(s).

A briefing that captures all essential information for continuing effective command of the incident and provides for firefighter and public safety must occur prior to transfer of command. This information should be recorded and displayed for easy retrieval and subsequent briefings.

The transfer of command authorities for an incident must be as efficient and orderly as possible. The incident commander and his/her organization in place remains in charge of the incident until the incoming commander and his/her personnel are briefed by their counterparts and, where one is required, a delegation of authority has been signed.

Many safety problems emerge as an incident becomes larger and/or more complex. Incident transfer of command historically has been one of the most dangerous phases of incident management.

Incidents should transfer command at a specific time, preferably at the start of a new operational period.

The operational effort should continue during transfer period with command and control of the incident firmly in place, and with clear, achievable and sound strategy and tactics communicated to and implemented by all firefighting resources.

Incident Commander Briefing
The outgoing Incident Commander must brief the incoming incident commander upon his/her arrival. The incoming Incident Commander should not assume command until thoroughly briefed and an exact time of command transfer is determined.

If the incoming Incident Commander is arriving with a team, his/her team members may also attend the briefing. Likewise, if the outgoing Incident Commander has a team in place, those team members may also attend the briefing. After the briefing, incoming team members will start phasing into their areas of responsibility, but will not assume control until the predetermined time as agreed upon by the incoming and outgoing Incident Commanders.

Notification of transfer of command must be immediately communicated to **ALL** firefighting resources, affected dispatch office(s), and agency administrator(s) through radio communication and/or verbal briefing. Ensure this time is documented.

Incident Commander's Checklist
The incoming Incident Commander, at all levels of complexity, should address the items found on the Incident Commander's Checklist Form before he/she assumes command of an incident.
See Forms – Appendix M

Agency Administrator's Responsibility for the Transfer of Command and Release of Incident Management Teams
The following guidelines are for the orderly transfer of command of fire management authorities to incoming Incident Commanders and their teams as well as their release. Agency administrator(s) always maintain responsibility for the incident. Some information will need to be in writing and some may be verbal.

Assumption of Authority

- The incident commander in place is in charge until officially released. Release should not occur until incoming incident commander and his/her team members are briefed by their counterparts and ready to take full command of incident.
- The operational effort should continue during transfer period with command and control of the incident firmly in place, and with clear, achievable and sound strategy and tactics communicated to and implemented by all firefighting resources. As a general rule, command transfer should occur at the end of an operational period.
- The requesting unit should specify the expected time of arrival and expected time of transfer of command to the incoming team.
- The current Incident Commander should contact the local Agency Administrator in advance for location and time for Agency Administration briefing.

Agency Administrator Briefing – Essential Elements
The Incident Command System (ICS) uses the term "Agency Administrator" (AA) as a generic title for the Agency Executive or Official (or designee) who is responsible for that agency's response to an emergency. This title is used temporarily, regardless of that person's normal position title. Another term used for this position is "Agency Official", but it is not a standard title.

It is important to understand that a Delegation of Authority is not an abdication of responsibility or authority, but rather a means of assuring them in an unusual emergency setting by providing for an assignment with prescribed conditions and limitations. The authority granted must be broad enough to ensure that local policy and priorities can be effectively implemented, accountability provided for, limitations as to scope, time and/or incident may be included, and the power of review and termination retained.

An Agency Administrator's Briefing is used when an incident exceeds the capability of the agency's normal response organization and an IMT is being assigned. Along with a Delegation of Authority, the AA briefing is used to convey critical information that the IMT needs to safely and efficiently assume Command of the incident and achieve the management goals and objectives of the Agency Administrator.

This briefing should take place as soon as the incoming team is completely assembled.

Use the Agency Administrators Briefing Form to ensure all points are covered. ***See Forms – Appendix M***

Release of an Incident Management Team
The Agency Administrator must agree to the date and time for the release of an Incident Management Team. The incident should only be turned back when the objectives in the Delegation of Authority have been achieved.

A large amount of information is provided during the briefing that must be sorted, analyzed, prioritized and shared among the IMT members. Successful IMTs have developed effective methods of accomplishing this process. Of course, good listening skills are required, but the IMT must also be able to work together to ensure that critical intelligence is shared. Sometimes the AA allows time for questions, but not always.

The IMT should conduct a quick, internal Strategy Meeting immediately following the AA Briefing. During this meeting the IMT shares the important issues that each member gathered during the AA Briefing or may have obtained from other sources up to that point in time.

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Appendix E
Mobilization Awareness Training

2009 Version - Mobilization Plan

Mobilization Awareness Training is required for all personnel who may be called to respond to a state mobilization incident.

Purpose

Provide basic information to state mobilization emergency responders on the:

- Washington State Fire Services Resource Mobilization Plan.
- Operating environment in which the responder will be working.
- Necessary systems and procedures in place at a major emergency event for the responder to adequately function and perform.
- Appropriate actions and behavior expected of the emergency responder.
- Compensable hours for personnel and equipment (Sections 17 and 18).

Class Objectives

Upon completion of the training, the student will be able to:

A. Mobilization Plans and Requests

1. Discuss types of incidents that initiate/require state mobilization.
2. Explain the region's Fire Resource Mobilization Plan.
3. Identify and explain the region's mobilization coordination center.
4. Explain the Washington State Fire Services Resource Mobilization Plan.
5. Identify and describe required state mobilization assignment information and activities required before departure.

B. Recommended/Required Training of the State Mobilization Responder

1. Discuss limits of activity/intervention based on training levels.
2. Discuss field training that may occur at the incident.

C. Personal Travel Kit for State Mobilization Response

1. Identify limitations on, and requirements for, personal equipment.
2. Discuss a personal clothing and safety equipment list.
3. Discuss personal hygiene and care during a state mobilization incident.

D. State Mobilized Apparatus/Equipment

1. Identify apparatus types and resource configurations.
2. Explain the "wet rate" paid for apparatus.
3. Explain the role of the Ground Support Unit, including its responsibility for inspections.
4. Define the essentials of the equipment inspection checklist.
5. Define who provides/pays for repairs and replacements of what during a state mobilization incident.
6. Explain documentation of, and responsibility for, procured items.

E. Command and Support Structure of a State Mobilization

1. Define "span of control" during a state mobilization incident.
2. Identify immediate supervisors.
3. Demonstrate an understanding of basic ICS.
4. Explain whose orders a responder must follow.

F. Expectations of Mobilization Responders

1. Describe the "assumed commitment" of a state mobilization incident response. (Prepared for a 72 hours minimum assignment and 24 hours of self-support).
2. Describe the Immediate Response process.
3. Describe the code of conduct for a state mobilization incident.
4. Describe discipline procedures during a state mobilization incident.

G. Safety Aspects of a State Mobilization

1. Identify potential dangers inherent in state mobilization incidents.
2. Define standard safety procedures/precautions that responders must use.
3. Describe injury and accident reporting procedures.

H. Documentation: Record Keeping Systems and Procedures

1. Explain the use and significance of the incident mission number and the request (resource order) number.
2. Explain individual timekeeping.
3. Identify and demonstrate the completion of required unit documentation. Explain methods of compensation/reimbursement.
4. Demonstrate state mobilization check-in and check-out.

Regional Fire Defense Plan Review
Rotation Schedule

Northeast Region	2009
Northwest Region	2009
Olympic Region	2009
South Puget Sound Region	2010
Southeast Region	2010
Southwest Region	2010
Central Region	2011
Lower Columbia Region	2011
Mid Columbia	2011
Northeast Region	2012
Northwest Region	2012
Olympic Region	2012
South Puget Sound Region	2013
Southeast Region	2013
Southwest Region	2013
Central Region	2014
Lower Columbia Region	2014
Mid Columbia	2014
Northeast Region	2015
Northwest Region	2015
Olympic Region	2015
South Puget Sound Region	2016
Southeast Region	2016
Southwest Region	2016
Central Region	2017
Lower Columbia Region	2017
Mid Columbia	2017

Regional Fire Defense Plans should contain the following provisions:

I. Administrative Provisions

A. Date of Adoption by the Regional Fire Defense Board.
B. Table of Contents.
C. Plan Purpose Statement.
D. Definition of Terms.
E. Regional Fire Defense Board Roster.
F. Description of Existing Mutual Aid Networks.
G. Relationship of Regional Plan to Local Plans.
H. Regional Agencies Participating and Available Resource Lists.
I. Criteria for Determination of When Mutual Aid is Expended.

II. Operational Provisions

A. Concept of Operations.
B. Map of Region.
C. Designation of Regional Fire Resource Coordinator and an Alternate with 24-hour Contact Points.
D. Description of Local and Regional Support Functions.
E. Reference to other Pertinent Documents, including Standard Operating Guidelines.
F. Designation of Potential Primary and Secondary Staging Areas, Mobilization Points (for departure assembly) and Resource Bases (fuel, food).
G. Communications System.

III. Plan Maintenance, Training, and Testing

A. Description of Training Program.
B. Plan Testing Method.
C. Description of Communication Needs and Training.
D. Regional Plan Review and Revision Process.

REGIONAL FIRE DEFENSE PLAN REVIEW CHECKLIST

_____ Region

The Regional Fire Resource Coordinator is to complete and provide this checklist when submitting Regional Fire Defense Plan for review by the State Fire Defense Committee.

Administrative Provisions	**Page(s)**
Date of Adoption by Regional Fire Defense Board	
Table of Contents	
Plan Purpose Statement	
Definition of Terms	
Regional Fire Defense Board Roster (names and addresses)	
Description of Existing Mutual Aid Networks	
Relationship of Regional Plan to Local Plans	
Regional Agencies Participating and Available Resource Lists	
Criteria for Determination of When Mutual Aid is Expended	
Operational Provisions	
Concept of Operations: Description of Activation of Regional Plan	
Map of Region	
Designation of Regional Coordinator and Alternate with 24-hour Contact Points	
Description of Local and Regional Support Functions	
Reference to Other Pertinent Documents (e.g., Operating Guidelines)	
Potential Staging Areas, Mobilization Points, and Resource Bases	
Communications System	
Plan Maintenance, Training, and Testing	
Description of Training Program	
Plan Testing Method	
Description of Communications Needs and Training	
Regional Plan Review and Revision Process	

Comments:

Submitted by: _____ Phone Number: _____

Date: _____

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Type 2 Incident Management Teams
Washington has five designated integrated Incident Management Teams (IMTs), supported by a pool of qualified alternates. Each IMT is a full team, comprised of 42 members. Specialist positions and trainees can increase the total number to 50.

The teams are provided direction from the Geographic Board which is comprised of members from the:

- Washington Fire Service.
- US Forest Service.
- Bureau of Land Management.
- Bureau of Indian Affairs.
- National Fish and Wildlife.
- National Park Service.
- Department of Natural Resources.
- Washington State Patrol – Fire Protection Bureau.

Incidents
Washington's IMTs are all-incident, all-hazard teams. The IMTs will deal with any jurisdiction or jurisdictional mix of personnel assigned to the team.

Qualifications
In accordance with the agreement between all agencies, all IMT members will be position qualified in accordance with NWCG 310-1. The 310-1 system is a performance-based qualification system used nationally for NIMS ICS positions. Qualification requires both:

(1) Successful completion of required training, and
(2) Completion of the position task book demonstrating actual performance of all position tasks.

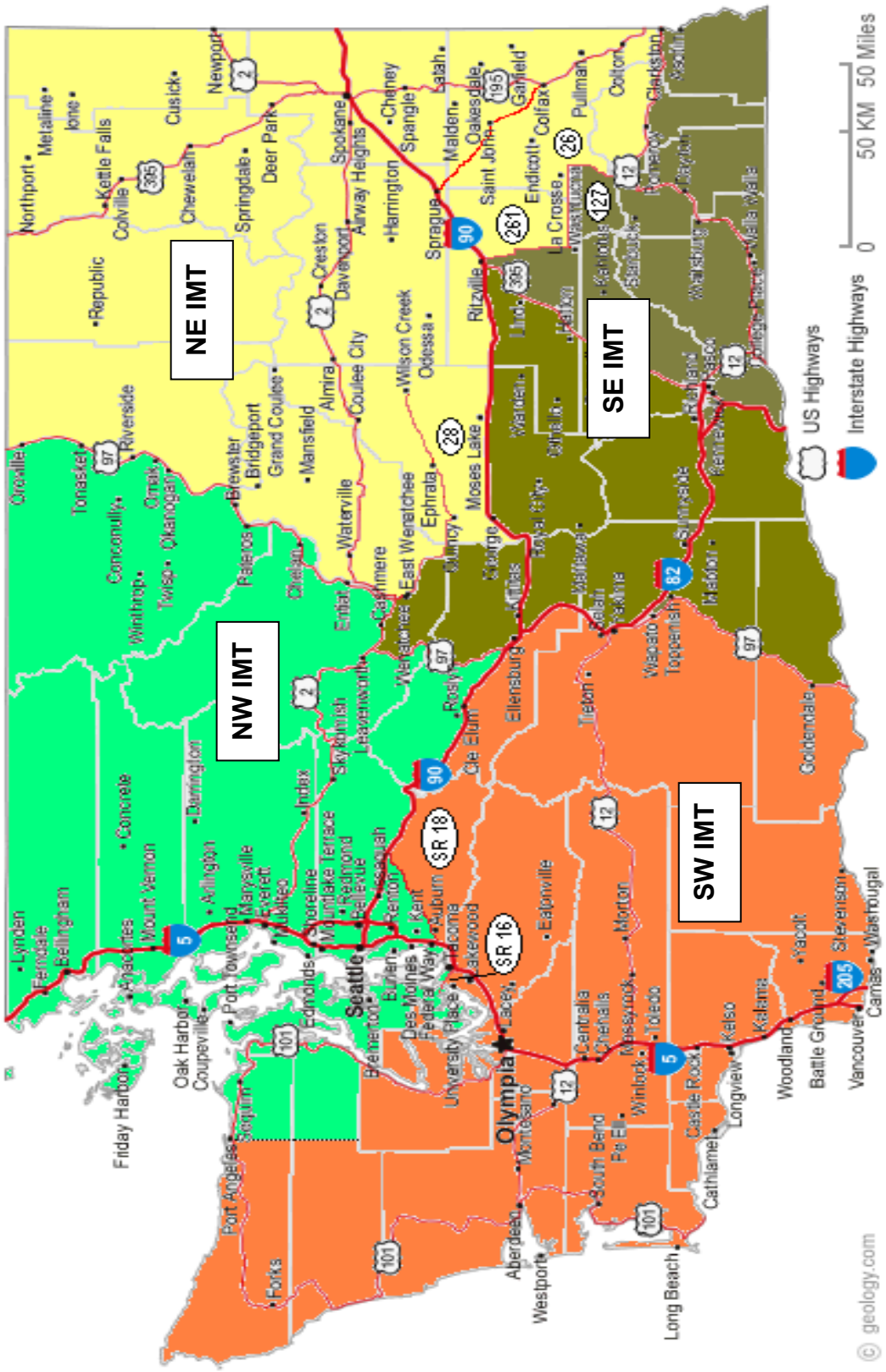
Those persons who wish to be a team member, alternate or trainee must submit an application through the Regional Coordinator.

Regional Type 3 Incident Management

Teams who want to be available for response to State Fire Mobilization incidents within the State are:

- Required to submit a Roster to the State Fire Marshal's Office through the Regional Coordinator each year.
- This roster will include team members names, position qualified for and a 24-hour point of contact number.
- Incident Commander(s) will be appointed by the local governing board.
- The maximum number of recognized Type 3 Incident Management Teams will be one per region, (Regions are not required to have a Type 3 IMT.

Appendix G
Regional Type 3 IMT Dispatch Map



This map is to be used to determine the initial boundaries where the Regional Type 3 IMT's will be dispatched for wildland fire incidents. ***See Criteria for Dispatch – Section 11***

Appendix H
L&I and Volunteer Pension Relief Comparison

2009 Version - Mobilization Plan

Personnel compensated directly by the Washington State Patrol
Are not eligible for any benefits from the Volunteer Firefighters and Reserve Officers' Relief and Pension Act for work compensated by the state's fire mobilization program. For additional information: http://www.bvff.wa.gov or 1-877-753-7318 (toll free).

Personnel who are compensated directly by the Washington State Patrol are covered by Labor and Industries (L&I) insurance while mobilized. For additional information regarding coverage, download L&I's brochure: "Workers' Guide to Industrial Insurance Benefits" at http://www.lni.wa.gov/IPUB/242-104-000.pdf.

Personnel who respond to a Mobilization
May be eligible for the U.S. Department of Justice's Public Safety Officers' Benefits (PSOB) Program. For additional information:
http://www.ojp.usdoj.gov/BJA/html/specprog.htm or 1-888-744-6513 (toll free).

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Appendix H
Comparison of Benefits Between Washington Labor and Industries and the Board of Volunteer Fire Fighters
2009 Version - Mobilization Plan

Benefit	L&I Coverage (through WSP) *	BVFF Coverage **
Fees	Paid by WSP for each volunteer firefighter on a per hour basis.	$30 per volunteer per year paid by the municipality. Full-paid non-LEOFF firefighters covered for 1.5% of annual salary.
Medical	If claim is accepted, L&I pays for all doctor, hospital, surgical, pharmacy, and other health care services necessary for the treatment of your workplace injury or occupational disease. There are usually no out of pocket expenses to an employee.	As necessary – Physicians paid according to L&I's fee schedule.
Other Services	May include, but are not limited to ambulance service, special or home nursing care, dental repair, convalescent care, crutches, braces, artificial limbs, glasses and hearing aids.	Same, as long as the services are made necessary by a documented fire service injury.
Prescriptions	See Medical.	Paid in full
Hospital	See Medical.	Room and care plus extras such as x-rays, laboratory, physical care.
Disability Compensation	The employee is not paid for the day of the injury or first three calendar days after the injury unless he or she is unable to work for a period of 14 consecutive calendar days or more from the date of injury. An unsuccessful attempt to return to work within the 14-day period will not affect the eligibility for payment for the first three days following the injury, if the worker is off work on the 14th day. If the employee becomes disabled later than three days after an injury, time-loss compensation begins on the first day he or she is unable to work.	Not to Exceed amount of loss.

*For L&I information download the **"Workers' Guide to Industrial Insurance Benefits"** at http://www.lni.wa.gov/IPUB/242-104-000.pdf
** Information for the Board of Volunteer Firefighters was taken from their website and from the BVFF directly; http://www.bvff.wa.gov
*** Comparison provided to show illustrated examples of coverage that is provided by both L&I and the BVFF.

Appendix H
Comparison of Benefits Between Washington Labor and Industries and the Board of Volunteer Fire Fighters
2009 Version - Mobilization Plan

Benefit	L&I Coverage (through WSP) *	BVFF Coverage **
Disability Compensation	Time loss compensation payment ranges from 60 to 75 percent of the injured worker's gross wage and certain benefits, depending upon the workers marital status and number of children at the time of the injury. **Example:** $ 4,000 a month at 60% = $ 2,400 a month *** $ 4,000 a month at 65% = $ 2,600 a month *** $ 3,000 a month at 60% = $ 1,800 a month *** $ 3,000 a month at 65% = $ 1,950 a month *** (plus spouse and children)	For first 6 months – if unable to work at regular occupation: 1. $85 per day + COLA. 2. $2,550 + COLA per month maximum. After 6 months – if fully disabled: 1. $1,275 + COLA per month for member. 2. Plus $225 + COLA for spouse. 3. Plus $110 + COLA per child under 18. 4. Maximum of $2,550 + COLA per month.
	If your industrial injury or occupational disease causes permanent loss of bodily function, you will receive a permanent partial disability award. The amount received for any physical loss is established by the Legislature and does not include compensation for pain and suffering. There are two types of permanent partial disabilities: 1) Specified disabilities: some disabilities have awards that are already set by law. These are easily quantified losses, such as loss of vision or hearing, or the loss of an eye, leg, foot, toe, arm or finger by amputation. 2) Unspecified disabilities: these disabilities include every other type of impairment caused by an on-the-job injury or occupational illness, such as back injuries. For unspecified disabilities, the extent of total bodily damage determines the amount of the award. Qualified doctors use nationally recognized medical standards and guidelines to make this determination.	The State Board may determine that the injured participant receive a lump sum compensation to the same extent as is provided for a permanent partial disability under the workers' compensation under Title 51 RCW in lieu of monthly disability payments.

*For L&I information download the **"Workers' Guide to Industrial Insurance Benefits"** at http://www.lni.wa.gov/IPUB/242-104-000.pdf
** Information for the Board of Volunteer Firefighters was taken from their website and from the BVFF directly; http://www.bvff.wa.gov
*** Comparison provided to show illustrated examples of coverage that is provided by both L&I and the BVFF.

Appendix H
Comparison of Benefits Between Washington Labor and Industries and the Board of Volunteer Fire Fighters
2009 Version - Mobilization Plan

Benefit	L&I Coverage (through WSP) *	BVFF Coverage **
Death Benefit	Immediate 100 percent of state's average wage for 2008 (July 1, 2007 to June 30, 2008) is $ 4,472.10. **RCW 41.04.017**; A $150,000 death benefit shall be paid as a sundry claim to the estate of an employee of any state agency, who dies as a result of injuries sustained in the course of employment and is not otherwise provided a death benefit through their enrolled retirement system.	$ 152,000
Funeral Benefit	Up to 200 percent of the State's average wage for deaths that result from injuries: The 2008 benefit would be $ 8,944.20.	$ 2,000
Survivor Benefit	The surviving spouse and legally dependant children receive a monthly pension if a work related injury or occupational illness results in an employee's death. The amount is based on the formula used for setting time-loss compensation payments. If the surviving spouse remarries, they may choose a final cash settlement or the right to resume monthly payments if the marriage is terminated. Dependant children continue to receive monthly benefits while they are dependants, even if the surviving spouse remarries.	1. $1275 + COLA per month to surviving spouse. 2. Plus $110 + COLA for each child under 18. 3. Maximum of $2,550 + COLA per month. 4. Stops upon remarriage.
Mileage / Travel	L&I can reimburse out-of-pocket travel expenses when the injured worker must travel more than 10 miles one way from his or her home to receive adequate health care services and it is pre-authorized.	The State Board may provide reimbursement at State Rate for travel to extended treatment not available in firefighter's own area.
Written Accident Reports	A report must be submitted to the Washington State Patrol within 24 hours of the injury.	Must be submitted to the State Board within 90 days of the accident.

*For L&I information download the **"Workers' Guide to Industrial Insurance Benefits"** at http://www.lni.wa.gov/IPUB/242-104-000.pdf
** Information for the Board of Volunteer Firefighters was taken from their website and from the BVFF directly; http://www.bvff.wa.gov
*** Comparison provided to show illustrated examples of coverage that is provided by both L&I and the BVFF.

Appendix H
Comparison of Benefits Between Washington Labor and Industries and the Board of Volunteer Fire Fighters
2009 Version - Mobilization Plan

Benefit	L&I Coverage (through WSP)*	BVFF Coverage **
Screening physical exam for new volunteers	N/A	Reimbursed up to $50 per exam.
Damaged Clothing	In some cases, benefits may cover the cost of personal clothing, footwear, or protective equipment that is damaged or lost because of the workplace injury. The same is true if those items are lost or damaged because of emergency treatment offered on the scene. Receipts for repair and replacement articles are required.	N/A
Vocational Rehabilitation	Injured employees who are unemployable as a result of their industrial injuries may qualify for vocational rehabilitation services.	Injured employees who are unemployable as a result of their industrial injuries may qualify for vocational rehabilitation services.
Pension Awards	A monthly pension for life is granted to an employee whose injury or illness results in permanent inability to work based on medical and vocational reports. Pensions are also granted if the accident results in the loss of both legs, or both arms, or the loss of a leg and an arm, or a complete loss of eyesight.	A monthly pension may be granted to a firefighter who is unable to perform any work for compensation or profit for as long as they remain unable to work at any job. A pension will also be granted if the accident results in the loss of both arms, or both legs, or the loss of a leg and an arm or complete loss of eyesight.

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Questions Commonly Asked Regarding L&I Coverage at Mobilization Incidents Inside and Outside of Washington State	
How do I know who is covering my insurance?	If you are a volunteer or part-time/part-paid fire fighter and you are paid by: • Home agency: You may be covered by either the Board of Volunteer Firefighters (BVFF) or L&I. • Washington State Patrol: You are covered by L&I.
Am I eligible for the Public Safety Officer Benefit (PSOB) if covered by L&I or BVFF?	One of the requirements for PSOB coverage is that a public safety officer must have been authorized to perform the line-of-duty action during which a traumatic injury was sustained. If you meet that requirement, then an application for the PSOB can be submitted on your behalf. Each application is reviewed and determined on a case by case basis.
Covered on shift or in camp?	"If you direct a firefighter to be in an area to fight a fire and you are feeding and housing them in a temporary camp, they are covered while directly fighting fires and while on location at the camp." Doug Mathers L&I Auditor
What is "Acting in the course of employment?"	**RCW 51.08.013 "Acting in the course of employment."** (1) "Acting in the course of employment" means the worker is acting at his or her employer's direction or in the furtherance of his or her employer's business which shall include time spent going to and from work on the jobsite, as defined in RCW 51.32.015 and RCW 51.36.040, insofar as such time is immediate to the actual time that the worker is engaged in the work process in areas controlled by his or her employer, except parking area. It is not necessary that at the time an injury is sustained by a worker he or she is doing the work on which his or her compensation is based or that the event is within the time limits on which industrial insurance or medical aid premiums or assessments are paid.
Coverage Out of State?	State employees are covered by L&I anytime they are injured on work time. It doesn't matter who the incident jurisdiction is or whether the DNR employee is in state or out of state. When a Washington State employee gets medical treatment out of state for a work related injury, instruct the medical provider to call the Washington State Department of Labor and Industries at 1-800-848-0811 (Provider Hotline). The provider should ask L&I for a provider number and an Injury Report form with a Claim Number.
When does my L&I Coverage start with State Mobe?	From the time you report to the station, preparing to leave for the incident until you get back.

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Appendix H
Scenario of Washington Labor and Industries Benefits for a Volunteer Fire Fighter Injured or Killed on a State Mobilization
2009 Version - Mobilization Plan

Scenario	Marital Status	Status	Benefit
Worker #1 volunteers as a firefighter every year. She has no other employment. She was injured after working two hours as a volunteer firefighter. Last year during the fire season she earned $ 9,900. Her wage is set at $ 9,900 divided by 12 months = $ 825 average monthly wage. 60% of $ 825 = $ 495 Time Loss Benefit. (single – No dependants) 65% of $825 = $536.25 Time Loss Benefit. (Married – No dependants) 65% of $825 = $536.25 Time Loss + 1 dependant at $16.50 = $552.75 **(Married with dependants)**	Single – No Dependants	Permanent Disability – Monthly Pension (No survivor benefit).	$ 495 per month.
		Permanent Disability – Monthly Pension (with survivor benefit if marries).	$ 495 Survivor benefit only if death is related the industrial injury.
		Reserve Estimate.	$ 85,000.
		Death.	No benefit – Could consider dependent children.
		Burial Expenses.	$ 8,944.20.
	Married with No Dependants	Permanent Disability – Monthly Pension **Option 1.**	$ 536.25 per month.
		Permanent Disability – Monthly Pension **Option 2. *****	$ 500.13 per month; If death is unrelated to the industrial injury benefit is $ 500.13.
		Permanent Disability – Monthly Pension **Option 3. *****	$ 517.56 per month; If death is unrelated to the industrial injury benefit is $ 258.78.
		Reserve Estimate.	$ 93,000.
		Death: Monthly Survivor (Widow and Dependant).	$ 495 Payable for life, UNLESS remarries – may be eligible for remarriage settlement.
		Death: Immediate Payout.	$ 4,472.10.
		Burial Expenses.	$ 8,944.20.
		Reserve Estimate.	$ 77,000.

Appendix H
Scenario of Washington Labor and Industries Benefits for a Volunteer Fire Fighter Injured or Killed on a State Mobilization
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Scenario	Marital Status	Status	Benefit
Option 1: No Survivor Benefits. **Option 2**: Monthly Survivor Benefit, Death Unrelated to Industrial Injury. **Option 3**: Monthly Survivor Benefit, Death Unrelated To Industrial Injury. Also receive Cost of Living Adjustments July of each year. Monthly benefits may decrease if begin receiving Social Security. ***Options 2 and 3** are payable for life regardless of remarriage.	Married with 1 Dependant	Permanent Disability – Monthly Pension **Option 1.**	$ 552.75.
		Permanent Disability – Monthly Pension **Option 2. ***	$ 516.63 per month; If death is unrelated to the industrial injury benefit is $ 500.13
		Permanent Disability – Monthly Pension **Option 3. ***	$ 535.06 per month; If death is unrelated to the industrial injury benefit is $ 258.78
		Reserve Estimate.	$ 94,000.
		Death: Monthly Survivor (Widow and Dependant).	$ 511.50 Payable for life UNLESS remarries – may be eligible for remarriage settlement
		Death: Immediate Payout.	$ 4,472.10.
		Burial Expenses.	$ 8,944.20.
		Reserve Estimate.	$ 79,000.

Appendix I
Mobilization Team Leader Guide
2009 Version - Mobilization Plan

Introduction

This document is provided for fire service Strike Team/Task Force Leaders and Company Officers. It will provide guidance in the preparation and operation of your Washington State Fire Service Resources Mobilization Strike Team at any incident.

The information presented is based on past experience, recognized standards, and policies and procedures. The Strike Team/Task Force has become an effective tool in the emergency management of incidents of all types. The use of Strike Teams and/or Task Forces enables fire agencies to make incident assignments. Fire apparatus and crews, with a team leader, arrive as a team, work as a team, and are released or reassigned as a team.

Requests for apparatus should always be by ICS Type and Kind:

A “Strike Team” is defined as:

> "Specified combinations of the same kind and type of resources, with common communications and a leader."

In some instances, due to the nature of an incident, Task Forces may be formed. A Task Force is defined as:

> "A group of resources with common communications and a leader, that may be pre-established and sent to an incident, or formed at an incident."

It is important that you understand the difference between Strike Teams and Task Forces.
An engine strike team is a specified number (5) and type of engines (Type 1, 2, 3, 4, 5, and/or 6), assembled for a tactical assignment on an emergency.

A Task Force could be any combination of engines, mixed with other types of suppression and rescue resources. An example of a Task Force is two engines, a ladder truck, and an ambulance, with a leader.

If you are a Team Leader, Company officer, or a firefighter, many thoughts will flash through your mind when your department is assigned to a major emergency.

- What personal items and clothing do you need to pack?
- Is all personal protective equipment (PPE) needed? Wildland and Structural?
- Will your strike team respond together or will you assemble at the emergency?
- Do you know where the incident is located? How will you get there?
- Do you need an Incident Order Number and Request Number?
- Can you communicate with your supervisor by radio or cell phone?
- Who do you contact if you have a problem while en route to the emergency?
- On arrival, who do you report to?
- Will you need to complete special forms?

The purpose of this document is to present the information you need to answer these questions.

Our goal is to prepare you to respond to any incident and perform the tasks you have been trained for.

Response Preparation

Many fire departments in Washington have developed Strike Team Kits, which may be carried in a staff vehicle or on an engine. You may also wish to develop a checklist to assist you before leaving on an assignment that will require you to travel long distances and be of an extended duration.

> **Remember:** It may be some time before you eat and get a place to sleep. You can get wet, dirty, and cold. Be prepared to take care of your personal needs. Being properly prepared strengthens personal confidence and security.

Needs

- Credit Cards - Fuel, Personal, ATM, telephone calling card.
- Money - to be used for food, phone calls, other needs while traveling to and from the Incident.
- Change of clothes, underwear, socks, and proper footwear.
- Personal items: toothpaste, toothbrush, shaving supplies, toilet paper, bandana, towel, replacement eye glasses/contact lens, etc.
- Medicine or medication, if required.
- Canteen, non-perishable food (freeze dried or MRE), canned juices, etc.
- Sleeping bag, blankets, cot, or sleeping pad.
- Safety equipment: Structural and wildland turnouts, helmet, gloves, fire shelter, goggles, boots (high top, all leather, lace-up, sewn lug sole), etc.
- Breathing apparatus (with spare bottles).
- First Aid Kit, eye-wash, aspirin, snake bite capability.
- Portable radio, extra batteries, charger.
- Cellular telephone, pager, etc., extra batteries, chargers.
- Maps: AAA, Thomas Brothers, topographic, etc.
- Belt weather kit.
- Compass, GPS device, clipboard, tape, pencils, flagging, etc.
- Other items you may require for a long assignment.

Note: Don't forget the apparatus and its needs. If not carried, bring:

- Extra engine oil, transmission fluid.
- Engine drive belts.

It is important that you know the proper procedures to follow in the event problems develop while enroute or returning from a Strike Team response. Do you have the authority to purchase fuel, food, motel accommodations, or to repair apparatus and equipment? If you do not have the authority, it is important you know whom to contact for assistance.

This document cannot address policies and procedures that apply to all fire departments assigned to a mobilization incident. In any case, if you have an emergency, contact the closest fire agency for temporary assistance. It is extremely important that you notify your home agency, Regional Coordinator, or dispatch center if you encounter problems on the road. They can assist in making the necessary arrangements, provide direction, and contact your department for you.

You should have these phone numbers with you at all times:

1. Dispatch Center.
2. Regional Coordinator.
3. State EOC 24-Hour Number (800) 258-5990 or WSP POD (253) 912-4932.

Duties and Responsibilities
The Team Leader selected to command the strike team **should be** qualified by NWCG 310-1 Standards and be knowledgeable in both structural and wildland fire control. Personnel responding to a Forest Agency request for overhead positions shall meet the training requirements established for the ICS position to be filled. ***Reference: NWCG 310-1***

Most fire departments, with the assistance of their Fire Defense Region should take part in Team Leader training classes. Following successful completion of classes, individuals may be placed on a list as a Team Leader (or as a Trainee), if authorized by the Chief of their department. Team Leader "lists" will be maintained by the Washington State Patrol, Fire Protection Bureau.

The Strike Team/Task Force Leader (Engine) is Responsible for:

1. The overall safety and condition of the strike team, personnel and equipment.
2. The movement of the strike team traveling to and returning from the emergency.
3. Operational deployment of the strike team at the incident, as directed by the Incident Commander, or other member of the Incident Management Team.
4. Familiarity with strike team operations, including assembling, responding, and directing the actions of the assigned units, keeping the team accounted for at all times.
5. If the strike team is dispatched on an Initial Attack basis, assembling the units at the incident.
6. Contacting their home agency, Regional Coordinator or dispatch center for assistance with problems encountered on the incident, including mechanical, operational, or logistical issues.
7. Ensuring your vehicle has adequate communications capability.
8. Check all Apparatus Inventory and Mobilization Manifest Forms for each engine assigned to you at the incident.
9. The safety of all personnel and apparatus during response, emergency operations, or while in staging areas, mobilization center, and return to home jurisdictions.
10. Maintaining positive public relations for home agency, the incident, other agencies represented on your Strike Team/Task Force, and the Washington Fire Service.

Simply stated, the Strike Team/Task Force Leader (Engine) must, have the capability and experience for managing, coordinating, and directing the actions of fire crews/companies at a wide variety of emergency situations. This includes maintaining all required records, and ensuring the logistical needs of all personnel are met during the entire activation of the strike team/task force.

A Strike Team/Task Force may, at the discretion of State Mobilization Resource Coordinator, include a Strike Team/Task Force leader trainee as a member of the unit. The trainee will be covered under their own Overhead resource request number. The Strike Team/Task Force leader trainee should check in with the Planning Section or an Incident Training Specialist. The Strike Team/Task Force Leader Trainee shall travel with the Strike Team/Task Force in a vehicle from the existing Strike Team/Task Force and will not be reimbursed for the use of a separate trainee vehicle. Personnel filling Strike Team/Task Force leader (trainee) positions shall be certified at the Strike Team/Task Force leader (trainee) level per Wildland Fire Qualification NWCG 310-1.

Operational Procedures

The Strike Team/Task Force Leader will receive instructions at the time of dispatch by the Operational Area Fire and Rescue Coordinator Dispatch Center. Information should consist of the following:

Incident Assignment

Incident Name, and Type: If known: i.e., "Goodnoe Hills" - mobilization fire in Klickitat County Fire District # 7 jurisdictional boundary.

Incident Order Number: You will receive an Incident Order Number. This number indicates who you will need to submit claims for payment to. This is based on a national system. The first two letters indicate the state, the next three letters represent the agency location; for Mobilization, these will always be WFS for the Washington Fire Service, followed by three numbers. These are sequential numbers issued to each incident.

Anytime an "S" is the third letter in the agency location, it represents DNR in Washington, unless the first two are "WF", then it's the Washington Fire Service. Examples of other federal numbering schemes are:

State Mobilization WA-WFS-000 DNR will be WA-**S-000,
Forest Service WA-**F-000, Bureau of Land Management WA-**D-000
Bureau of Indian Affairs WA-**A-000 National Park Service WA-**P-000
US Fish & Wildlife WA-**R-000

Resource Request Number: Associated with the Incident Order Number, you must receive a Resource Request Number (example: E-202) prior to leaving for an incident.

Overhead personnel will be issued an "**O**" number.
Equipment w/personnel will be issued an "**E**" number.
Aircraft w/personnel will be issued an "**A**" number.
Crews will be issued a "**C**" number.
Supplies will be issued an "**S**" number.

Example: Strike Team Leader, Strike Team Leader Trainee, and five engines with four persons on each engine;

Position	Number Type	Personnel Number	Equipment Number
Strike Team Leader	**O**	2135	2135
Engine 1 w/4 people	**E**	Uses Equipment #	2137
Engine 1 w/4 people	**E**	Uses Equipment #	2138
Engine 1 w/4 people	**E**	Uses Equipment #	2139
Engine 1 w/4 people	**E**	Uses Equipment #	2140
Engine 1 w/4 people	**E**	Uses Equipment #	2141
Strike Team Leader Trainee	**O**	2136	2136

Reporting Location and Travel Route: Obtain detailed information, if needed, i.e., "Goodnoe Hills" Staging Area, Klickitat County Fairgrounds, East on SR14 from Vancouver, North on SR97 into city of Goldendale, take first exit, cross over freeway. Fairgrounds ahead ½ mile on right.

Initial Attack, Immediate, Or Planned Need: Immediate Need Resources will be called for from the within the Fire Defense Region or adjacent Fire Defense Region. The request for Immediate Need resources is to **Protect Life or Property** imminently threatened by the event.

If the assignment is a **Planned Need** and will not begin until the next operational period, or a designated time subsequent to the next period, it will be determined how much time is needed for the resources to prepare and respond, and whether they will assemble at an established rendezvous point or at the incident.

This will in turn determine the departure time of the resources. If time permits, it is desirable for the resources to assemble and be briefed by the Strike Team/Task Force Leader prior to arriving at the incident.

Mode	Time Frame	Location Of Incident
Initial Attack Same Fire Defense Region or adjacent Region.	Instantly or as quickly as possible	• Closest available mutual aid resources within operational area or adjacent operational area. • Resources will normally rendezvous **at the incident**.
Immediate Need Same Fire Defense Region or adjacent Region.	Responding to incident within 20 minutes "Take no camping gear"	• Mutual aid resources respond to incident within a dispatch area no more than 1 hour drive from station. • May or may not rendezvous prior to departure. • Work one operational period then released.
Planned Need Normally from an adjacent Fire Defense Region.	Planned incident arrival time determines departure time	• Mutual aid resources respond within the Region, adjacent Regions as needed for the next operational period or as determined by requesting agency. • Usually will rendezvous before departure and travel together

At the Rendezvous Point: Provide Strike Team/Task Force Briefing.

- Introduce yourself to the Company Officers, and other team members.
- Inform the team what you know about the incident and the strike teams on assignment.
  - Determine your response route; consider time of day and fueling stops.
  - Select one Engine Company Officer to "bring up the rear" while traveling and to lead the Strike Team/Task Force in your absence.
  - Identify a common radio frequency or obtain cell phone numbers for the team for enroute communications.
- Provide a safety briefing for traveling.
- Conduct an inspection of the strike team to determine crew size and capability, apparatus capability, special equipment carried, and communication capability, etc.
  - Are the members qualified for the request?
  - Do they have the proper PPE?
    - Personnel arriving at a mobilization that are not qualified and that do not have the proper PPE will be sent home.

- Identification: Strike Team Leaders should have a Strike Team Leader Kit.
  - The kit should include:
    - Copy of the Mobilization Plan
    - ICS Forms:
      - Check In
      - Unit Log
      - Crew Performance
      - Crew Time Report
      - Equipment Time Record
      - Personnel Time Record
  - NWCG Fireline Handbook
  - Washington Fire Service Directory
  - Hazardous Material Guidebook
  - Accident Report Forms
  - Legal pad, pens, clipboard
  - Map(s)
  - Forms to be completed prior to departure:
    - Mobilization Manifest
    - ICS 211, Incident Check-in List
    - Apparatus Inventory
    - Crew List (name, SSN, Emergency Contact)

This packet of information is intended to make the required record keeping easier; however, it should not hamper your primary mission if you do not receive the "kit," instruct company officers to inventory their engines after release (or reassignment to another incident). The Strike Team Leader on scene will verify inventory. At time of response, you may be requested to respond directly to a Division/Group Supervisor for immediate assignment. The Strike Team/Task Force Leader should check-in and obtain a briefing from the Division/Group Supervisor as soon as possible after arrival.

Active Assignment

- Reporting Location - obtain detailed information.
- Incident Information - you should receive the following at time of dispatch:
  - Incident Type and Check-In location
  - Name of incident, if known
  - Incident Order and Request Number
  - Your Strike Team/Task Force number
  - Communications frequency (travel and tactical)
  - Name of the person to whom you are to report and radio call number **Note**: Use clear text (no radio codes) and common terminology in all radio transmissions.

The Strike Team/Task Force Leader reports to a Division/Group Supervisor and is responsible for performing tactical assignments assigned to the Strike Team or Task Force. The leader reports work progress, resource status, and other important information to a Division/Group Supervisor and maintains work records on assigned personnel.

- Review Common Responsibilities, found in Chapter 1 of the Field Operations Guide.
- Review assignments with subordinates and assign tasks.
- Monitor work progress and make changes when necessary.
- Coordinate activities with adjacent strike teams, task forces, and single resources.
- Travel to and from active assignment area with assigned resources.
- Retain control of assigned resources while in available or out-of-service status.
- Submit situation and resource status information to Division/Group Supervisor.
- Maintain Unit/Activity Log (ICS Form 214).

Procedures and General Guidelines

The following procedures and guidelines apply to all personnel and equipment participating in mobilization.

1. Type I or Type II Engines are commonly requested for structural protection in a wildland or urban interface fire environment. They are not designed for operations on narrow, unsafe roads, cat, or brush trails. Use good judgment when deploying fire apparatus during emergency operations. Plan ahead.
2. Only qualified members of the assigned department shall drive and operate agency fire engines (agency insurance coverage).
3. Unit Logs are to be carried on all Engines. Record all losses, repairs, and maintenance. When completing the report, attach all fuel delivery receipts to the EERA.

Warning: Fire engines are heavy fire apparatus. Avoid excessive speed, especially on grades. Frequent brake application causes brake fade and the brake system will be ineffective. Have qualified maintenance personnel adjust brakes on a regular basis.

The purchase of tires and batteries requires approval of the Division Group Supervisor. It is acceptable to borrow (if possible) a tire or battery from a local fire agency during an emergency response. During a major fire emergency, tire service is normally available at or near the incident base (contact Ground Support unit). This type of repair is generally included in the “wet rate” and not reimbursable.

Structure Protection Assignments

Personnel assigned to a Type 1 structure engine strike team or task force can be expected to operate in the urban interface for structure protection of homes, businesses and other improvements.

To operate safely, crews should be aware of the following safety concerns:

1. Limited ingress and egress.
2. Limited water supplies.
3. Power lines.
4. LPG tanks.
5. Septic tanks.
6. Animals.
7. Bridge load limits.
8. Extreme Fire Behavior.

Due to the potential of numerous structures and a lack of resources, crews involved in structure protection may have to triage structures for defense. This involves an evaluation process to determine which structures might be capable of being saved. The evaluation should fall into three categories:

1. Defendable without any effort (take no action)
2. Not defendable with the time and resources available (take no action)
3. Defendable with the time and resources available (take action)

Structures with the following features could be deemed unsafe to defend:

- Wood shingle roofs or wood-sided finish
- Unprotected eves and attic spaces
- Hazardous materials present
- Located in saddles or “chimneys”
- Excessive vegetation next to structure with no defensible space

Actions taken by crews performing structure protection duties should include the following:

- Post a Lookout, confirm communications, identify escape routes and safety zones.
- Establish a plan and contingency plans.
- Back apparatus into position and locate a water supply (garden hose, pool, water tank).
- Close windows and doors, etc. of structure - Cover attic vents.
- Move combustibles away from the structure - Shut off the gas or LPG.
- Ladder the roof with homeowner’s ladder.
- Turn on porch or other exterior light.
- Deploy 1 ½” or 1 ¾” hose lines around the structure (use shortest lengths possible).
- Remove vegetation necessary from around structure(s) to improve defense.
- Have a 1 ½” or 1 ¾” protection hose line for the truck.
- Remain mobile; be prepared to redeploy quickly.
- Maintain LCES.
- When defending a structure, abandon the operation if more than ¼ of the roof is involved - Do not attempt interior fire operations without standard structural fire resources.

Engine Strike Team/Task Force Responsibilities

Do Not:

- ☐ Do Not, take lawn chairs, hammocks, large radios, or TV. Pets or animals are not allowed. YOU ARE RESPONDING TO AN EMERGENCY.
- ☐ Do Not, bring non-fire related equipment on engines (i.e, mattresses, chairs, etc.) If it doesn't fit in the compartments, do not take it.
- ☐ Do Not, have major repairs done on engines without authorization. You may have to pay the bill yourself. This includes tires and batteries.

Do:

- ☐ Do provide staffing of three or four firefighters, safely belted in the cab of the apparatus. No Personnel Shall Ride On Tailboard. All personnel must have full turnouts for structure fires and all required wildland personal protective equipment. All members will wear and use PPE when appropriate. Consider double layering with cotton under garments.
- ☐ Do take a change of clothing, toothbrush, soap, towel, sleeping bag, and air mattress. Rations should be carried on the engine for emergencies. Take cash, credit cards, and get receipts for all purchases. Do take an ice chest for the crew, which will be stored in the compartment. A small portable radio/TV is permissible. Bring reading material, camera, etc. (Caution: lost or damaged personal items may not be replaced or repaired by the Fire Agency.)
- ☐ Do notify your Dispatch Center when you are enroute and when you arrive back to your home station.
- ☐ Do treat all firefighters, officers, and the public with respect. You might not always agree with the way things are being done. Keep your eyes open and learn.
- ☐ Do call your regional coordinator by phone or radio and the Washington State Fire Marshal located at the State EOC at (253) 912-4932, or 24 Hours at (800) 258-5990, if a mechanical problem occurs on the way to an assignment. They will advise you how to handle the problem.
- ☐ Do engage the public while on assignment. Explain what you're doing. Answering questions and communicating your role is essential.

Code of Conduct:

Resources mobilized to an incident shall promote and maintain a harmonious and productive work place environment. Core to the State Fire Marshal's values is the belief that all employees deserve to be treated with the utmost respect and dignity. All resources shall strive to ensure that these basic ideals are promoted and maintained. Ultimately, this is the standard by which the State Fire Marshal will:

- Measure how employees interact with those they serve.
- Establish the expectation of how individuals will be treated and how individuals will treat others.

The State Fire Marshal will make available only those resources that align themselves with the following code of conduct.

The Code of Conduct entails the following qualities:

- Lead by example.
- Be proficient in your craft.
- Promote a positive environment.
- Deal with issues directly.
- Empower others to solve problems.
- Treat others as equals and with respect.
- Expect the best.
- Share your knowledge.

Demobilization/Release

The Planning Section is responsible for the preparation of the Demobilization Plan to ensure that an orderly, safe, and cost effective movement of personnel and equipment is accomplished from the incident. The Logistics Section is responsible for implementing the plan.

- Demobilization and release will take place in accordance with the Incident Demobilization Plan using ICS Form 221. ***Follow Demobilization Plan***

- Return all radios and equipment on loan to you from the incident.

- **Timekeeping:** OF286 Emergency Equipment – Use Invoice is utilized to record and substantiate activities fire service apparatus. It is designed to record information equipment.

    - The OF288 Emergency Firefighter Time Report is used to track personnel time.

- **Debriefing:** Critique assignment and performance. NOTE: Some Incidents/Agencies will require that the Incident Personnel Performance Rating form, ICS 225, be filled out for each subordinate. It will save time during Demob to check ahead to determine if Performance Ratings will be required. Notify personnel that the area/facilities should be returned to the pre-incident condition.

- Vehicle Safety Inspections may be required before a Strike Team can be released. <u>This takes time, plan ahead</u>. ICS Form 212, the Incident Demobilization Vehicle Safety Inspection, will be completed by the inspector (usually an agency mechanic). Ensure your paperwork (equipment/personnel) is turned in prior to arriving at timekeeping to demobe. This will assist in avoiding delays.

- Instruct personnel on travel procedures to return home or to new incident. (Determine any planned stops and disassembly points)

- Notify your home agency and dispatch center of your release, travel route, and estimated time of arrival back home.

Strike Team Briefing Checklist

☐ **General Message and Incident Update**
Introduce self, STL Trainee, and identify "Asst. STL" (most experienced engine captain). Provide brief overview of known incident information and assignment, work ethic, professionalism, and human relations expectations.

☐ **Communications**
Identify cell phone numbers, travel, and tactical radio frequencies. Determine radio designators for engines/captains, STL, and STL (T). Radio traffic will be kept brief, professional, and to minimum. Information will normally be exchanged up and down via Captains' Meetings and the chain of command. **Exception:** immediate and/or unresolved safety issues. Distribute portable radios/batteries if available/needed

☐ **Engine Readiness**
Full water tank, rig for probable assignment, identify engines, resource order number on windshield with white shoe polish applicator.

☐ **Safety**
Review known or probable incident hazards, emphasizing LCES; Identify EMS resources on team; PPE donned.

☐ **Travel Procedures**
Response urgency, including appropriate use of emergency lights/siren,
travel route, planned stops, and reporting location. Keep formation tight; slowest engine in front, Asst. STL engine bringing up the rear. Advise when approaching quarter fuel during travel, at least half fuel at time of deployment.
Fuel payment procedures.

☐ **Operations**
Briefly review essential elements of anticipated tactics (e.g. structure protection, progressive hose lay, running attack), emphasizing water conservation and mobility.
Identify members having special experience/qualifications, e.g. Hot Shot, sawyer, mechanic. Assignments will primarily be based on crew experience, capability, and readiness. No freelancing. Engine Bosses will advise their STL when their assignments are completed or if they are receiving conflicting orders from the Division Supervisor, etc.

☐ **All the time**
Staging means 3-minute ***maximum*** ready time. Accountability and behavior expectations during unassigned time; all supply requisitions will go through the STL or designee. If anyone is unable to commit to this assignment for at least 72 hours, advise as soon as possible.

☐ **Closing Comments/Questions**
May postpone until approaching incident.

Appendix J
Compensation of Full-Time FLSA-Exempt Personnel For State Fire Mobilization Assignments
2009 Version - Mobilization Plan

Purpose
There have been recurring questions regarding the means for compensating full-time FLSA-exempt personnel for state fire mobilization assignments. The underlying question is: Can exempt personnel be granted extra compensation without compromising their exempt status? These guidelines answer that question and provide policy and procedure examples.

(**See Forms – Appendix M for examples**)

Fair Labor Standards Act

The federal Fair Labor Standards Act establishes the standards and requirements for employee compensation. Employees who meet minimum prescribed standards of responsibility and are paid a salary (as opposed to an hourly wage rate) are classified as "exempt" from FLSA compensation rules. The FLSA "test" for determining exempt status is beyond the scope of these guidelines.

The primary thrust of the FLSA regulations for exempt status addresses the loss of that status when an employee is subject to deductions from pay, not additions to pay.

The regulation specifically allows for additional compensation, and consistent letter rulings state that such additional compensation may be made on any basis.

Many public employers who otherwise pay exempt employees on a salary basis also have some form of overtime compensation that may be in the form of additional pay (often at a straight time rate) or compensatory time.

Regulations

The regulations include a specific allowance for additional compensation besides salary: Minimum guarantee plus extras. It should be noted that the salary may consist of a predetermined amount constituting all or part of the employee's compensation. In other words, additional compensation besides the salary is not inconsistent with the salary basis of payment. 29 CFR Section 541.118(b).

Another regulation that is notable applies to overtime payments: Section 7(p)(2) of the FLSA provides that where state or local government employees, solely at their option, work occasionally or sporadically on a part-time basis for the same public agency in a different capacity from their regular employment, the hours worked in the different jobs shall not be combined for the purpose of determining overtime liability. 29 CFR Section 553.30(a).

The important aspect of this regulation is the reference to "occasional or sporadic", which is further defined in the succeeding subsection:

The term occasional or sporadic means infrequent, irregular, or occurring in scattered instances. There may be an occasional need for additional resources in the delivery of certain types of public services that is at the time best met by the part-time employment of an individual who is already a public employee. 29 CFR 553.30(b)(1).

Administrative Letter Rulings: Department of Labor, Wage and Hour Division
Two letter rulings dated April 6, 1995, from Daniel F. Sweeney, Deputy Assistant Administrator, address the point in question.

(1) Opinion concerning whether a salaried exempt employee can be paid additional compensation for services rendered in excess of 40 hours in a workweek.
(2) Does the payment of additional compensation to employees who meet both the duties test and salary basis for exemption under Part 541 defeat an otherwise valid exemption?

Response:

Additional compensation besides the required minimum weekly salary guarantee may be paid to exempt employees for hours worked beyond their standard workweek without affecting the salary basis of pay. Thus, extra compensation may be paid for overtime to an exempt employee on any basis. The overtime payment need not be at time and one-half, but may be straight time, or at one-half time, or flat sum, or on any other basis.

Department of Labor Field Operations Handbook
This reference clearly allows the use of either overtime or compensatory time for exempt employees:

Extra Compensation Paid for Overtime
Extra compensation may be paid for overtime to an exempt employee on any basis. The overtime payment need not be at time and one-half, but may be straight time, or flat sum, or on any other basis. Section 22b01.
This appears to be based on the 1995 administrative letter rulings cited above.

Court Rulings
Court rulings on the question of additional compensation effecting exempt status are split. The 4th Circuit has explicitly found that employees exempt under the act (FLSA) may be paid overtime (on whatever basis) for hours worked beyond their regular schedule. No federal court has unequivocally condemned such practices. One Federal District court has expressly approved straight-time overtime, but another has suggested that hourly overtime would invalidate the exemption. None of these court rulings have addressed the administrative letter rulings by the Department of Labor or the potential good faith reliance defense thereon.

Review of the relevant case law indicates that regular and consistent payment of overtime or compensatory time, in conjunction with normal and regular duties and assignments, may defeat salaried status. If the extra hours are usual and/or regularly anticipated, additional compensation for such extra hours is not considered generally consistent with salaried status. These characteristics contrast sharply with the reference in the regulations to “occasional or sporadic” instances of special part-time or temporary public employment, which are exceptions from even normal (i.e., non-exempt) overtime payment if the work is undertaken at the sole option of the employee. The point is noted because state fire resource mobilizations are clearly “occasional and sporadic” as defined by the Department of Labor.

Decision Summary
Department of Labor regulation specifically permits additional compensation besides salary for exempt employees.

State fire resource mobilization is an infrequent event, only implemented in the event of a major emergency situation requiring resources beyond those available locally or by virtue of mutual aid. Court questions on the effect of additional compensation payments to exempt status center on regular and consistent local practices.

Extra compensation for exempt status personnel, granted for response to major emergency incidents that are infrequent and unusual, is allowable, and such extra compensation will not defeat salaried status.

Implementation Procedure
Local fire protection jurisdictions that have concluded that extra compensation is allowable for their exempt personnel responding to state fire resource mobilizations have generally enacted a policy prescribing the principles for granting such extra compensation and, in some instances, incorporated provisions for it within their staff salary and benefit program. Such policies and procedures are encouraged because they can incorporate the legal foundations for them and prescribe the principles for allowing such payments.

Examples of policies and procedures are found in **Appendix M – Forms.**

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Appendix K
Recommended Travel Kit

2009 Version - Mobilization Plan

General Recommendations for Personal Travel Kit

- Clothing: Underwear (two sets)
  Outerwear (one set)
  Socks, Jackets
- Optional: Rain gear, Hat, Sweatshirt or sweater
- Protective Clothing: Required personal protective equipment
  Accountability tags
- Personal Hygiene Supplies: Toilet kit
  Towel, Lip balm, Lotion, Sunscreen
- Sleeping bag
- Miscellaneous: Medical Information Card
  Red Card (or other certified training record)
  Sunglasses, Watch, Pocket knife

Team Supply

- Toilet paper, tissues, paper towels, garbage bags
- Flares
- Binoculars
- Batteries (flashlight and radio), battery charger
- Water (bottled)
- Food (72 hours)

Strike Team / Task Force Leader

- ICS Forms: 211 (Check-In), 214 (Unit Log), 224 (Crew Performance)
- Mobilization Manifest Form
- NWCG Fireline Handbook (all incidents)
- State Chief's Rate Schedule
- Washington State Fire Services Resource Mobilization Plan
  - Section 17 and 18 Compensable Hours Personnel/Equipment
- Washington State Fire Service Directory
- Accident report forms
- Legal pads, pens, clipboard
- Map(s)
- Cellular telephone
- Forms to be completed prior to departure:
  - Mobilization Manifest Form
  - ICS 211, Incident Check-in List
  - Apparatus Inventory
  - Crew Lists (name, SSN, emergency contact)

Appendix K
Recommended Travel Kit

In the event of a state mobilization of fire resources for any reason, responding fire personnel must remember that the minimum state mobilization time commitment is 72 hours (three days) and at least the first day (24 hours) should be viewed as one without logistical support provided at the incident.

The minimum equipment and supply inventory for a state mobilization response will depend on the nature of the incident, the task assignment, and the duration of the incident. Most of the recommended inventory is common and can be prepackaged and ready for quick response. A backpack is recommended for use as an easy to transport, 24-hour survival kit in the event that crews are immediately deployed without the benefit of setup time in base camp. All other items should be placed in a durable duffle bag; suitcases are not recommended.

Recommended Minimum Items for Wildfire / Interface Operations
NWCG Fireline Handbook (NFES 0065)

- Generally, the total weight limit per individual is 55 pounds. (35 pounds for personal equipment and 20 pounds for web gear or briefcase)
- Tags or markings are recommended for identifying personal gear.
- External frame packs should not be used due to their bulk.
- Personal protective equipment required:
  - Wildfire: Fire shelter, flame-resistant clothing, hardhat (with chinstrap and headlight clips)
  - Interface Operations: In addition to wildfire equipment above, complete structural personal protective equipment.
- Small backpack and other web gear for working on the fireline.
- Work gloves.
- Leather boots (lace-up, heavy duty).
- Socks (heavy duty).
- Jackets: One heavy, one light, of cotton, wool, or flame-resistant material.
- Agency-approved fire shirts and trousers.
- Underclothes (non-synthetic fabric).
- Handkerchiefs.
- Personal toilet gear.
- Watch.
- Optional: Sunglasses, writing paper, envelopes, and stamps.

Cameras are not recommended for fireline personnel.

Fire Defense Region

- Identify in-region Communications resources
  - Radio systems (fire/law VHF and UHF)
  - Mobile Command Posts
  - Radio Cache

- Identify in-region Communications Unit personnel

  - Fire dispatch personnel available for state mobilization
  - Communications Unit leaders
  - Radio technicians

  - Establish training for personnel to ensure their preparation to function in their specified roles.

- Identify radio frequencies utilized within the region, and prepare a plan for their coordinated utilization in support of major operations.

Communications Support Units				
Communications resources for all hazard dispatches. Includes equipment, chassis and personnel requirements for each type.				
Minimum Capabilities	**Type 1**	**Type 2**	**Type 3**	**Type 4**
Chassis Length	35'+	25' – 35'	20' to 30'	Under 18'
Vehicle Type	Custom trailer, bus chassis, conventional cab / van chassis, or diesel motor home	gas or diesel motor home chassis, or custom trailer;	Converted SUV, travel trailer or custom built trailer.	Converted vehicle, may not be motorized
If a trailer, does it require an additional tow vehicle?	Yes	No	No	Yes
Number of Console and/or Work Stations:	4–6	2-4	1-3	1-2
Private meeting area for Command Staff:	Yes	Yes	No	No
Internal Power Source:	Yes	Yes	Yes	Yes
RF Communications Capability: (for the incident and with adjoining and other agencies with whom inter-operability is required)	Yes	Yes	Yes	Yes
VHF BK/Relm Narrow Band Portable Radios: (with AA battery packs)	40	40	20	10
UHF Programmable Portable Radios: (with battery packs capability)	30	30	15	10

Communications Support Units				
Minimum Capabilities	**Type 1**	**Type 2**	**Type 3**	**Type 4**
VHF Portable FM Repeaters: (with linking capability)	4	4	2	1
UHF Portable FM Repeaters: (with linking capability)	2	2	1	N/A
Interoperability Module Capability: (capable of linking a minimum of 5 disparate systems)	Yes	Yes	Yes	N/A
Portable Repeaters: (with 700-800 MHz linking capability)	2	2	N/A	N/A
Cell phone capability:	Yes	Yes	Yes	Yes
Internet Access - High Bandwidth: (capabilities via satellite such as INMARSAT or V-Sat)	Yes	Yes	N/A	N/A
Internet Access: Faxing through cell system or satellite.	Yes	Yes	Yes	Yes
Voice communication: Independent telephone circuits via satellite providing office style telephone system.	4+	2-4	N/A	N/A
Voice communication: Fixed satellite telephone capability	Yes	Yes	1	N/A
Portable Satellite Phones:	4+	3	1	
Personnel: COML	1	1	Either a COML or a INCM	Up to 2 communications personnel as needed.
Personnel: INCM	1	1		
Personnel: Radio Technicians	1	1	1	
Personnel: Radio Operators	3	3	2	
Communications Unit Availability:	Extended Operation (up to 21 days)	Extended Operations (up to 14 days)	Short Duration Operations (> than 1 week)	Short Duration Operations (1 week or <)

Minimum Wildland Fire Equipment

In addition to the NFPA Standards, the minimum amount of wildland fire equipment an engine, tender or tactical tender should be dispatched with is:

Structure Engines:

	Type	
Structure Engines (minimum equipment)	**1**	**2**
First Aid Kit: (5-person)	1	1
Fire Shelter: 1 per person (NFPA Approved)	4	4
Head Lamps: (w/batteries) (1 per person)	4	4
Reflective Warning Device (set of 3)	1	1
Fire extinguisher (4BC or better)	1	1
Wheel chocks	2	2
Backpack Pumps:	2	2
Shovels: (size 0)	2	2
Pulaksi:	2	2
Spanner Wrench: Combination, 1 each, 1” to 1-1/2”	1	1
Hydrant Wrench:	1	1
Fire Hose Clamp:	1	1
Double Male: 1-1/2” NH	1	1
Double Male: 1” NPSH	1	1
Gated Wye: 1-1/2” NH	4	4
Reducers: 1-1/2” NH to 1”	4	4
Double Female: 1-1/2” NH	1	1
Double Female: 1” NPSH	1	1
Adapters: 1-1/2” NH Female to 1-1/2” NPSH Male	2	2
Adapters: 1-1/2” NPSH female to 1-1/2” NH Male	2	2
Adapters: ¼ turn to 1-1/2” NH (1 Female and 1 Male)	2	2
Nozzles: Combination Fog/Straight Steam, 1”	4	4
Suction Hose w/Screened Foot Valve or Strainer 2-1/2" (in feet)	24	24
Drip Torch or Case of Fusee's	1	1

Wildland Engines:

Wildland Engines (minimum equipment)	Type				
	3	4	5	6	7
First Aid Kit: (5-person)	1	1	1	1	1
Fire Shelter: 1 per person (NFPA Approved)	3	3	3	3	3
Head Lamps: (w/batteries) (1 per person)	3	3	3	3	3
Reflective Warning Device (set of 3)	1	1	1	1	1
Fire extinguisher (4BC or better)	1	1	1	1	1
Wheel chocks	2	2	2	2	2
Backpack Pumps:	2	2	2	2	2
Shovels: (size 0)	2	2	2	2	2
Pulaksi:	2	2	2	2	2
Spanner Wrench: Combination, 1 each, 1” to 1-1/2”	1	1	1	1	1
Hydrant Wrench:	1	1	1	1	1
Fire Hose Clamp:	1	1	1	1	1
Double Male: 1-1/2” NH	1	1	1	1	1
Double Male: 1” NPSH	1	1	1	1	1
Gated Wye: 1-1/2” NH	4	4	4	4	4
Reducers: 1-1/2” NH to 1”	4	4	4	4	4
Double Female: 1-1/2” NH	1	1	1	1	1
Double Female: 1” NPSH	1	1	1	1	1
Adapters: 1-1/2” NH Female to 1-1/2” NPSH Male	2	2	2	2	2
Adapters: 1-1/2” NPSH female to 1-1/2” NH Male	2	2	2	2	2
Adapters: ¼ turn to 1-1/2” NH (1 Female and 1 Male)	2	2	2	2	2
Nozzles: Combination Fog/Straight Steam, 1”	4	4	4	4	4
Suction Hose w/Screened Foot Valve or Strainer 2-1/2" (in feet)	24	24	24	24	24
Drip Torch	1	1	1	1	1
Case of Fusee's	1	1	1	1	1

Water Tender – Non Tactical:

	Non-Tactical		
Water Tenders (minimum equipment)	**1**	**2**	**3**
Fuel to operate the pump and engine for 12 working hours	Yes	Yes	Yes
First Aid Kit: (5-person)	1	1	1
Fire Shelter: 1 per person (NFPA Approved)	2	2	2
Head Lamps: (w/batteries) (1 per person)	3	3	3
Reflective Warning Device (set of 3)	1	1	1
Fire extinguisher (4BC or better)	1	1	1
Wheel chocks	2	2	2
Shovels: (size 0)	1	1	1
Pulaksi:	1	1	1
Suction screen suitable to match the capacity of the pump	1	1	1
Spanner Wrench: Combination, 1 each, 1”, 1-1/2” to 2-1/2"	1	1	1
Hydrant Wrench:	1	1	1
Fire Hose Clamp:	1	1	1
Discharge Outlets: 2-1/2” NH thread	2	0	0
Discharge Outlets: 1-1/2” NH thread,	2	2	2
Hose: 1-1/2" NH Thread (in length of feet)	200	200	200
Hose: 2-1/2" NH Thread (in length of feet)	30	30	30
1” Combination Nozzle: 1-1/2” NH thread	1	1	1
Suction Hose w/Screened Foot Valve or Strainer 2-1/2" (in feet)	24	24	24
Adapters: ¼ turn 1-1/2” NH adapter (1 Female and 1 Male)	2	2	2
Adapters: 1-1/2” NH Double Male	1	1	1
Adapters: 1-1/2” NH Double Female	1	1	1
Adapters: 1-1/2” NH Gated Wye	1	1	1
Adapters: 2-1/2” NH to 1-1/2”NH Reducer	2	2	2
Adapters: 1-1/2” NH Female to 1-1/2” NPSH Male adapter	2	2	2

Water Tender – Tactical:

Water Tender (minimum equipment)	Tactical	
	1	2
First Aid Kit: (5-person)	1	1
Fire Shelter: 1 per person (NFPA Approved)	1	1
Head Lamps: (w/batteries) (1 per person)	2	2
Reflective Warning Device (set of 3)	1	1
Fire extinguisher (4BC or better)	1	1
Wheel chocks	2	2
Backpack Pumps:	2	2
Shovels: (size 0)	2	2
Pulaksi:	2	2
Spanner Wrench: Combination, 1 each, 1” to 1-1/2”	1	1
Hydrant Wrench:	1	1
Fire Hose Clamp:	1	1
Double Male: 1-1/2” NH	1	1
Double Male: 1” NPSH	1	1
Gated Wye: 1-1/2” NH	4	4
Reducers: 1-1/2” NH to 1”	4	4
Double Female: 1-1/2” NH	1	1
Double Female: 1” NPSH	1	1
Adapters: 1-1/2” NH Female to 1-1/2” NPSH Male	2	2
Adapters: 1-1/2” NPSH female to 1-1/2” NH Male	2	2
Adapters: ¼ turn to 1-1/2” NH (1 Female and 1 Male)	2	2
Nozzles: Combination Fog/Straight Steam, 1”	4	4
Suction Hose w/Screened Foot Valve or Strainer 2-1/2" (in feet)	24	24
Drip Torch or Case of Fusee's	1	1

Water Handling Supply Cache

For Type 3 Incidents, Regions may develop a cache of water handling supply equipment. The following is provided as a starting point for a cache minimum:

Water-Handling Trailer
Inventory Sheet

Region: _____

Item	Required	Unit
Pump, Mark 3, W/Kit, 2"draft hose w/foot valve strainer Serial No._____	2	Each
Pump, 2" Volume, Homelite with 2" draft hose w/strainer Serial No. _____	1	Each
Fuel for all pumps is to be stored on the towing vehicle		
Tank, folding 1,500 gal	3	Each
Tank, collapsible, 5,000 gal with adapters and sling net	1	Each
Hose, 2" x 50', collapsible, vol pump	2	Rolls
Hose, 1 ½" x 100' synthetic lined	75	Rolls
Hose, 1" x 100 synthetic lined	50	Rolls
Hose, garden ¾" x 50' synthetic	120	Rolls
Hose, siphon, w/o couplings	6	Each
Hose, 2 ½" x 50' collapsible	1	Roll
Pump, backpack, (bladder bags)	12	Each
Mop-up kit, lateral line, 3 wand	10	Each
Valve, gated wye, 1 ½" (each wye is stored with 1- 1 ½" to 1" reducer)	12	Each
Wyes, Malnor (for Toy Hose)	3	Each
Shutoff, Malnor (for Toy Hose)	1	Each
Tee, hose, inline, w/boiler cocks	24	Each
Nozzle, 1" forester with 3/16" straight and 6 GPM tips	12	Each
Nozzle, 1" combination, barrel KK	6	Each
Nozzle, 3/4" for Toy Hose	5	Each
Coupling, double male 1 ½"	6	Each
Coupling, double female 1 ½"	6	Each

Appendix O
Recommended Minimum Equipment

2009 Version - Mobilization Plan

Item	Required	Unit
Adapter, thread 1 ½”np f to 1 ½”nh m	3	Each
Adapter, thread 1 ½”nh f to 1 ½”np m	3	Each
Adapter, ¼ turn, 1 ½” nh-f (DNR)	3	Each
Adapter, ¼ turn, 1 ½” nh-m(DNR)	3	Each
Adapter, 3/4" 1/4 turn (for Toy Hose)	4	Each
Reducer, 1 ½”nh-f to 1”npsh-m	24	Each
Reducer, 1”npsh-f to ¾”nh-f	24	Each
Wrench, spanner 11”	3	Each
Wrench, spanner 5”	3	Each
Wrench, spanner, pry bar, universal	3	Each
Wrench, lug, tire	1	Each
Clamp, hose, shut-off	3	Each
Gasket, hose 2”	12	Each
Gasket, hose 1 ½”	24	Each
Gasket, hose 1”	24	Each
Gasket, hose ¾”	24	Each
Sock, gravity 9” with 1- 1 ½” to 1” reducer and 1- 1” to ¾” reducer and tie cords.	3	Each
Sheeting, plastic, 20’ x 100’	1 roll	Each
Pail, collapsible	3	Each
Packboard, with tie cord, 10’	4	Each
Packsack, with straps	6	Each
Shovel, size #1 with sheath	1	Each
Pulaski, with sheath	1	Each
Headlamp, w/o batteries	12	Each
Extinguisher, dry chemical 5 lb.	1	Each
Reflectors, triangle	3	Each
Jack, vehicle 4 ton	1	Each
Tire, spare, mounted on rim	1	Each
Trailer, 16’, 7,000 GVWR	1	Each
Property # _____		

The Following Items Are Located On The Towing Vehicle		
Item	**Required**	**Unit**
Tank, gasoline, 5 gal. Pump adapted, (with mixed gas)	4	Each
Can, Fuel Safety, vented 5 gal. (W/ un-mixed gas vol. Pump)	1	Each
Oil, 2 cycle mix, 1 quart	8	Each
Foam, concentrate class A, 5 gal	3	Each
Funnel, 1 quart w/strainer	1	Each
Spout, gas, flexible 16”	5	Each
Additional Equipment		
Fusees	2	Case
Drip Torches	5	Each
Fire Shelters with cases	2	Each
10 Person first aid kit	1	Each
Vinyl gloves: Small	1	Box
Vinyl gloves: Medium	1	Box
Vinyl gloves: Large	1	Box
Vinyl gloves: X-Large	1	Box
Orange Safety Vest: Medium	1	Each
Orange Safety Vest: Large	1	Each
Orange Safety Vest: X-Large	1	Each
Flagging - Orange	4	Rolls
Flagging - White	5	Rolls
Flagging - Escape Route	30	Rolls
Flagging - Lime Green	4	Rolls
Flagging - Black/Yellow	12	Rolls
Flagging - Blue	7	Rolls
Flagging - Spot Fire	5	Rolls
Flagging - Red	10	Rolls
Glow Sticks - 30 minute	18	Each
Glow Sticks - 12 Hour	16	Each

Item	Required	Unit
Coolers	2	Each
MRE's	24	Each
Stapler	1	Each
Staples	2	Boxes
Garbage Bags	2	Boxes
Crew Time Reports, Unit Logs, Equipment Shift Tickets, OF-288's, OF-286's	1	Box
Safety Glasses	10	Each
Earplugs (foam)	3	boxes
Leather Gloves - Size: Small	10	Each
Leather Gloves - Size: Medium	10	Each
Leather Gloves - Size: Large	10	Each
Leather Gloves - Size: Xtra-Small	10	Each
Leather Gloves - Size: Xtra-Large	10	Each
NFES 0362 Catalog, NFES, Parts 1 & 2 PMS 449-2	1	Book
Sign, Direction Arrow, white tag, 14" X 11"	5	Each
Sign, (blank), white tag, 14" X 11"	5	Each
Sign, _____ Base, white tag, 14" X 11"	5	Each
Sign, Check-In, white tag, 14" X 11"	5	Each
Sign, Staging Area, white tag, 14" X 11"	5	Each
Sign, Incident Command Post, white tag, 14" X 11"	5	Each
Sign, Information Officer, white tag, 14" X 11"	5	Each
Sign, Communications Unit, white tag, 14" X 11"	5	Each
Sign, Finance, white tag, 14" X 11"	5	Each
Sign, Planning, white tag, 14" X 11"	5	Each
Sign, Logistics, white tag, 14" X 11"	5	Each

Additionally, the Region providing the trailer would also provide a vehicle to transport the trailer and person to act as the Cache Manager, tracking supplies as they are issued and returned. Ideally the vehicle to tow the trailer should be a flatbed truck with stake sides.

Appendix P
Relationship of the Washington State Patrol and the Agency Administrator
2009 Version - Mobilization Plan

This Appendix is meant as a guide to show the relationship between the Washington State Patrol and the Agency Administrator (AA). The AA is a single person, and will be from the Agency Having Jurisdiction (AHJ) upon Mobilization being approved and would likely be one of the Fire Commissioners, Mayor, City Executive or in some cases the Fire Chief. This person will be the one signing the Delegation of Authority to the Incident Management Team (IMT).

During the initial attack phase, the Fire Chief or local Incident Commander may be given verbal authorization to sign the Delegation of Authority on behalf of the AHJ if it isn't possible to have that person at the incident when the IMT arrives.

The Delegation of Authority will provide the Incident Commander of the IMT specific direction to handle the incident. Once the Delegation of Authority is signed, the Incident Commander is working for the AA.

The State Fire Marshal's Office (SFMO) which is a Bureau of the Washington State Patrol plays a dual role at Mobilizations. Personnel from the Mobilization Section of the SFMO are assigned to the Mobilization immediately after being authorized.

The first responsibility of the SFMO is to locate and dispatch resources needed as identified by the initial attack incident commander. The initial attack incident commander will continue to be in charge until an Incident Management Team has a signed Delegation of Authority and takes operational control.

This influx of personnel will require a place to operate a base camp. The logistics staff of the IMT is responsible for establishing a base camp where the incoming personnel will park equipment, sleep and eat at. This camp may also serve as the Incident Command Post (ICP). A school is an ideal location to have both the ICP and base camp. Logistics becomes an issue at this point where food (breakfast, lunch and dinner), water, and sanitation (restrooms and showers) become essential.

Agency Representative

SFMO personnel are dispatched to the incident along to serve as the Agency Representative. The responsibilities of this person are:

- Assist in financial support by providing a Resource Order Number for all resources ordered.
    - This is a method to track cost and prevent duplication of orders.
- Assist the Finance Section of the IMT in completing the necessary paperwork for people, equipment, contracted resources and purchases.
    - This paperwork is the crux of the reimbursement process and if not completed properly at the incident, will delay the reimbursement process.
- Obtain incident information from the Incident Commander and report back to State Patrol, Washington Emergency Management Department (WEMD), Department of Natural Resources (DNR) which is then reported to the Governor's Office and media.

- Ensure implementation of sound incident business practices, such as cost effectiveness of resources and that adequate financial documentation is done.
- Provide guidance and support on differing fiscal / payment / business needs and requirements that are specific to the SFMO with the goal being to implement the most efficient business practices.
    - These practices will also ensure that if the incident is eligible for Federal Emergency Management Agency (FEMA) reimbursement dollars, the mobilization related costs will pass an audit.

Resource Order Processing

All orders for resources will use the single point of ordering. This means that all orders come from the Incident Commander unless he/she appoints a person to take on this responsibility; normally the ordering function is assigned to the Logistics Section of an Incident Management Team.

On a strictly fire service Mobilization, all orders are placed through the SFMO Agency Representative. A Resource Order Number will be assigned for all orders that will be placed. A placed order is one that is in the process of being filled. For Washington Fire Service resources, the SFMO Agency Representative will work with the Regional Coordinators to fill request. If there are no resources available through the Washington Fire Service, the order will be sent to the DNR Olympia Coordination Center. Once they find a resource to fill the order, they will notify the SFMO Agency Representative.

For orders such as sanikans, sack lunches or batteries the order is placed with the SFMO Agency Representative. A Resource Order Number will be assigned and given back to the Logistics Section to fill the order. If the IMT or host agency can obtain and pay for the resource, a claim will be submitted for reimbursement at the end of the incident. If they can get the resource but don't have funds available, the vendor will be contacted to see if the purchase can be obtained now and paid for later with a WSP credit card. If it can't be obtained without payment, the SFMO Agency Representative will take on the task of getting the resource and paying for it at the time of delivery.

During joint or multiple jurisdiction incidents, all orders except those for Washington Fire Service Resources will be go through either a DNR or US Forest Service expanded dispatch center. The expanded dispatch will work with the Incident Commander or designee. All orders for Washington State Fire Service Resources will be placed through the SFMO Agency Representative. The orders will be placed with the Regional Coordinators to fill.

All orders require a short explanation outlining why the resource is being ordered. Orders that do not fit the Operational, Planning or Tactics Briefings and where the Incident Commander or ordering designee cannot provide an explanation for the order, will be delayed until an explanation can be provided.

Resource Denial Review Process

1. If the Agency Representative denies a resource request from the Incident Commander, the denial will be documented on a General Message with a copy being kept in the Incident Documentation Box.

2. The Agency Representative will contact the Chief Deputy State Fire Marshal (CDSFM). The resource request will be presented along with the documentation regarding the decision to deny the resource request.

   If the resource is denied; the Incident Commander will return to managing the incident and see if alternative resources will accomplish the task the denied resource was intended.

   If the resource is approved; the Agency Representative will be notified and place the order immediately.

   This final discussion will be recorded on a General Message and a copy being kept in the Incident Documentation Box.

Resource Request Denial Review

Any resource orders that are denied and go through at least Step # 1 shall be discussed at the next Fire Defense Committee meeting. A determination will need to be made if the denial was a result of a conflict with:

- The Mobilization Plan.
  - Conflict between the Plan and operational necessity.
  - Potential misuse of the Plan by the Incident Commander.
  - The resource requested wouldn't be effective in the time that it takes from order to arriving on scene. This would apply to orders that have a cost associated from the time the resource commits to the assignment.
- State Purchasing or Finance Rules.
  - Durable versus expendable goods.
  - Emergency versus non-emergency purchases.
- Washington State Patrol Agency Policy.
  - Policy that would put the SFMO personnel in violation of written agency rules.
  - The resource request exceeds the SFMO personnel authority.

The Fire Defense Committee would use the event as a Lessons Learned and if needed identify additional training or changes that may prevent a similar situation in the future.

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