

**MONTERERY COUNTY FIRE CHIEFS ASSOCIATION  
FIRE OPERATIONS MANUAL  
SECTION 3**

**XYM Operational Policies and Procedures**

**California Office of Emergency Services  
Fire and Rescue Branch**

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**1. Purpose**

- A. To establish operational policies and procedures to ensure orderly, timely, equitable, and operationally appropriate utilization and deployment of Monterey County local government resources to mitigate emergency incidents in conformance with the California Fire Service and Rescue Emergency Mutual Aid Plan, California Fire Assistance Agreement, and Monterey County Fire Mutual Aid Plan.

**2. Policies**

- A. By motion at the March 2006 meeting, the Monterey County Fire Chiefs Association has adopted the following policies relative to the State OES - Monterey County Operational Area:
  - I. The Operational Area Fire and Rescue Coordinator *shall* be the Chief of a recognized Monterey County fire agency (Department Head).
  - II. Shall be elected at least every three (3) years by majority of county Fire Chiefs consistent with state OES election procedures.
  - III. Alternate Area Fire and Rescue Coordinator(s) shall be a Chief Officer.
  - IV. Shall be elected at least every three (3) years by majority of county Fire Chiefs consistent with state OES election procedures.
  - V. Alternate Area Fire and Rescue Coordinator Trainee(s) is not recognized within the state OES system, and is not necessary within the Monterey County Operational Area.

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- VI. The Operational Area Dispatch Center shall generally be the dispatch center utilized by the agency of the elected Operational Area Fire and Rescue Coordinator, except by mutual agreement to designate another dispatch facility. The Monterey County Fire Chiefs Association has endorsed the continued designation of the CDF Monterey Emergency Command Center as the preferred Operational Area Dispatch Center.

**3. Procedures**

A. Monterey County Operational Area Incidents

- I. The Incident Commander shall request all mutual aid resources through the established Unified Ordering Point. For incidents within Monterey County, this will be either (1) the Monterey County Emergency Communications Center (FIRECOMM), (2) the CAL FIRE San Benito-Monterey Unit (BEU) Emergency Command Center (CDF ECC), or (3) the Las Padres National Forest (LPF) Dispatch Center in Santa Maria, as appropriate.
- II. The appropriate Dispatch Center shall dispatch mutual aid resource(s), as available, according to the Monterey County Fire Mutual Aid Proximity Matrices contained in Chapter 4 of the Monterey County Fire Chiefs Association Operations Manual.
- III. The designated Monterey County Operational Area Dispatch Center shall notify the Operational Area Fire and Rescue Coordinator, or alternate in his/her absence, whenever one or more of the following occur:
- a) More than one than one (1) mutual-aid engine strike team is dispatched.
  - b) More than five (5) individual mutual-aid resources are dispatched.
  - c) Any unusual or complex incident requiring potential or actual use of multiple types of mutual aid resources.

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- B. Adjoining Operational Area Incidents (Santa Cruz, Santa Clara, and San Benito Counties)
  - I. Upon request from an adjoining operational area dispatch center, the designated Monterey County Operational Area Dispatch Center is authorized to dispatch one (1) engine strike team (immediate need) without prior authorization from the Operational Area Fire and Rescue Coordinator or the OES Region II Dispatch Center.
- C. Whenever an engine strike team is dispatched to an adjoining operational area under this section, the Monterey County Operational Area Dispatch Center shall notify the Operational Area Fire and Rescue Coordinator, or alternate in his/her absence, and the OES Region II Dispatch Center.
- D. Additional mutual aid resource requests for adjoining operational areas shall be filled consistent with the California Fire Service and Rescue Emergency Mutual Aid Plan as described in (C) below.
  - I. The Monterey County Operational Area Dispatch Center shall, in coordination with the Operational Area Fire and Rescue Coordinator or his/her designee, fill additional resource requests according to the proximity matrices contained in Chapter 5 of the Monterey County Fire Chiefs Association Operations Manual.
- E. Other Operational Area Incidents (non-adjoining)
  - I. Upon receipt of a resource order from the OES Region II Dispatch Center, the Monterey County Operational Area Dispatch Center shall:
    - a) Immediately notify the Operational Area Fire and Rescue Coordinator, or one of the Alternate Area Fire Coordinators if the Area Fire Coordinator is not available.

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- b) Verify the response mode requested:
- i. **Initial Attack:** All requested resources shall acknowledge, accept or deny the dispatch page within (2) minutes. Assigned resources shall respond within (5) five minutes into an adjoining Operational Area (Santa Cruz, Santa Clara, or San Benito County).
  - ii. **Immediate Need:** Response within 30 minutes to a designated staging / assembly point. Code-2 response to incident in strike team configuration. **The Operational Area Dispatch Center should verify any immediate need request where travel time exceeds two hours.**
  - iii. **Planned Need:** Response time to a designated staging /assembly point as determined by the assigned Strike Team Leader. Planned departure time shall include sufficient travel time to ensure safe arrival at incident, operationally ready for deployment, within the time frame specified by the Operational Area Dispatch Center at time of dispatch. Code 2 response to incident in strike team configuration.
- c) Verify reimbursement status of request (Master Mutual Aid vs. CFAA Agreement vs. pending/approved FMAG reimbursement)
- i. Order / Request number may provide indication of reimbursement status as follows:
    - a. An Order Number ending with a U, F, or P (e.g BEU-xxxx, LPF-xxxx, NYP-xxxxx), with a Request Number beginning with an E or O indicates resource request is reimbursable under the California Fire Assistance Agreement (CFAA). Example: Order # CZU-1234, Req. # E-45



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- ii. Ensure agency-assigned STEN is qualified for position in XMY Emergency Resource Directory.
- iii. If assignment is not accepted/confirmed within five (5) minutes, assign to next rotational agency.

b) Engine Strike Team Leader – Trainee (STEN-T):

- i. Utilize STEN-T rotational list in XMY ERD.
- ii. Priority is to assign Chief Officers.
- iii. Preference is for STEN and STEN-T *not* to be from same agency.
- iv. If assignment is not accepted/confirmed within five (5) minutes, offer assignment to the next person on the rotational list.

c) Other overhead positions

- i. Utilize the appropriate position rotational list in the XMY ERD.
- ii. If assignment is not accepted/confirmed within five (5) minutes, assign to the next person on the rotational list.

d) Other Resources:

- i. Coordinate with the Operational Area Fire and Rescue Coordinator to determine appropriate resource to assign.

III. Initial notification/dispatch information shall include as appropriate:

- a) Order & request number
- b) Strike Team Designator (e.g. 2175-A) as applicable
- c) Assigned Strike Team Leader designator as applicable

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- d) Assigned Strike Team Leader-Trainee designator as applicable
  - e) Response mode
  - f) Designated staging / assembly point
    - i. Hwy. 1 North: Chevron station on west side of Hwy 1 at Riverside Drive, Watsonville.
    - ii. Hwy. 1 South: Crossroads Shopping Center parking lot at SEC Hwy. 1 and Rio Road, Carmel
    - iii. Hwy. 101 North: Truck stop on east side of Hwy. 101 at Monterey Road, Gilroy
    - iv. Hwy. 101 South: Truck stop west side of Hwy. 101 at Wild Horse Road, King City
    - v. Hwy. 152 East: Casa de Fruta parking lot at Hwy. 152 and Casa de Fruta Parkway
  - g) Assigned travel frequency
- G. Obtain response verification from each agency dispatched, including resource identifier, personnel names and rank, and estimated time of arrival.
- H. Provide resource order fill information to OES Region II Dispatch Center.
- I. Track incident assignment information, including date of assignment, order/request number, and resource assigned.
- J. Update engine and/or position rotational list(s) as appropriate. Ensure ERD reflects date of overhead position assignments.
- K. Notify the top five (5) agencies on updated rotational list(s) of their “on deck” status.

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- L. State OES Type-II engine assignments are considered the same as local government engine assignments for rotational list purposes. If MCF fills an OES engine assignment, they are rotated to the bottom of the Type-I engine strike team rotational list.

**4. Resource Status:**

- A. The Monterey County Operational Area Fire and Rescue Coordinator shall maintain a rotational list of local agency resources available for emergency incident assignment outside the local operational area within the response time criteria described in (C) above.
- B. The Monterey County Operational Area Fire and Rescue Coordinator shall establish and maintain an operational area engine rotational list for Type I and Type-III engines, by agency.
  - I. Each agency shall be responsible for advising the Monterey County Operational Area Dispatch Center of *any change* in availability status for Type-I or Type-III engine assignments.
    - a) List Rotation will occur at time of incident assignment, or if an agency is not available for an assignment when otherwise shown in “available” status.
    - b) *An agency will not lose their position on the rotational list due to short-term (less than 30 days) unavailability, or for declining a non-reimbursed assignment.*
  - II. The top five (5) available agencies on the Type-I and Type-III engine rotational lists shall constitute the Operational Area *Pre- Designated Engine Strike Teams*, and are expected to maintain “immediate need” status daily (response within 30 minutes).
  - III. The Operational Area Dispatch Center shall notify the next agency on the rotational list of their assignment to the pre-designated strike team whenever one of the first five agencies becomes unavailable for any reason (reverse notification procedure shall also apply).

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- IV. The Type-III Pre-Designated Engine Strike Team shall be expected to maintain *“immediate need”* status from *May 1 - November 30*, or any other time designated by the Operational Area Fire and Rescue Coordinator.
  
- C. The Monterey County Operational Area Fire and Rescue Coordinator shall also establish and maintain a *pre-designated Engine Strike Team Leader* rotational list by agency.
  - I. Each agency shall be responsible for advising the Monterey County Operational Area Dispatch Center of *any change* in availability status for Engine Strike Team Leader assignments.
  
  - II. List Rotation will occur at time of incident assignment, or if an agency is not available for an assignment when otherwise shown in *“available”* status.
  
  - III. *An agency will not lose their position on the rotational list due to short-term (less than 30 days) unavailability, or for declining a non-reimbursed assignment.*
  
  - IV. Agency may only assign personnel who are designated as a *“qualified”* Engine Strike Team Leader in the Monterey County Operational Area Emergency Resource Directory.
  
- D. The Monterey County Operational Area Fire and Rescue Coordinator shall establish and maintain a position rotational list for all other ICS overhead positions for which two or more persons have qualified under the California Incident Command Certification System (CICCS), and are listed as qualified in the Monterey County Operational Area Emergency Resource Directory.

**5. Incident Assignments**

- A. Engine strike team personnel should be available for a minimum assignment of seven (7) days.
  
- B. Engine Strike Team Leaders should be available for a minimum assignment of fourteen (14) days.
  - I. Strike Team Leaders will not normally be relieved during an assignment. Any relief of the Strike Team Leader will be

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coordinated through the Monterey County Operational Area Fire and Rescue Coordinator.

- C. Engine personnel shall normally be targeted for relief after five days, however, operational considerations may dictate otherwise.
  - I. All personnel relief shall be coordinated through the assigned Engine Strike Team Leader and the Operational Area Dispatch Center.
- D. Relief should occur *only* when the strike team is off shift, or during demobilization.
- E. All resources shall be self-sufficient for the first 24 hours of assignment, including:
  - I. Fuel
  - II. Food
  - III. Water
  - IV. Batteries
  - V. Resources should be prepared for little or no logistical support for at least the first operational periods.
- F. Local agency resources are expected to arrive at the incident and prepared for an assignment *by their estimated arrival time*. For initial attack and immediate need requests, this means as quickly as safely possible, without stopping for meals, etc.
- G. Strike Team Leader Responsibilities:
  - I. In addition to all other assigned duties and responsibilities, assigned Strike Team Leaders shall:
    - a) Contact the XMY Operational Area Dispatch Center each day as able, preferably between 1000 and 1200, with a daily status update (resource status, personnel changes, problems, etc.).
    - b) Notify the XMY Operational Area Dispatch Center of anticipated demobilization date/time.
    - c) Ensure completion of an ICS-225 (incident performance evaluation) by each line supervisor during assignment.

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- d) Upon demobilization and return to Monterey County, forward all ICS-225's to the Monterey County Operational Area Fire and Rescue Coordinator within 48 hours.
  
- e) Submit a brief written summary of the assignment to the Monterey County Operational Area Fire and Rescue Coordinator within 10 days, including the following (bullet point format preferred):
  - i. Summary of assignment
  
  - ii. What worked well
  
  - iii. What didn't work well
  
  - iv. Lessons learned
  
  - v. Any recommendations