WASHINGTON STATE

FIRE SERVICES

RESOURCE

MOBILIZATION PLAN

Developed by:

Washington State Fire Defense Committee

Washington State Fire Marshal's Office

Approved by:

Chief John R. Batiste, Washington State Patrol

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Washington State Fire Services Resource Mobilization Plan

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Section 1
Introduction

Mobilization Plan v 13.2

The Washington State Fire Services Resource Mobilization Plan, herein referred to as the Plan, provides a mechanism for fire service resources to respond to fires, disasters, or other events that meet the intent of the Mobilization Plan Legislation (**RCW 43.43.961**).

The Plan was formalized in 1993 after the 1991 Spokane “Firestorm”. Since its inception, it has become a living document, with this being the twelfth update completed. Each update is a result of lessons learned by the fire service in mobilizations, updated policies and interagency relationships.

The Plan utilizes primarily fire service resources within Washington State; however, resources such as a Washington State Integrated Incident Management Team may be used for the management of an incident.

Section 1
Introduction

Mobilization Plan v 13.2

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Section 2
Authority

The Plan is developed in support of **Title 43.43 RCW**, State Fire Service Mobilization. The following statutes seek (or address) consistency in implementation:

- **Title 38.52 RCW**, governing Emergency Management;

  Assists in:

  - State Emergency Operations Center activation
  - Mobilization of Military assets
  - Mobilization of other resources

- **Title 43.43 RCW**, governing the Washington State Patrol (WSP);

  By statute:

  - Authorize mobilizations
  - Locates, tracks and dispatches resources to an incident
  - Provides a reimbursement mechanism

- **Title 76.04 RCW**, governing the Department of Natural Resources (DNR);

  Authority to protect lands under DNR authority:

  - Use as mutual aid partner

- **Title 35 RCW**, governing cities and towns;

- **Title 52 RCW**, governing fire protection districts.

Additionally, the Plan meets the prescribed criteria and is consistent with the International Fire Chiefs Association Intrastate Mutual Aid Plan.

Section 2
Authority

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The purpose of the Plan is to provide a process to quickly notify, assemble, and deploy fire service personnel and equipment to any local fire jurisdiction in the state that has expended or will expend all available local and mutual aid resources in attempting to manage fires, disasters or other events that jeopardize the ability of a jurisdiction and/or region to provide for the protection of life and property.

The Plan is “all hazard”, i.e., it is to be used to provide fire service resources in Washington State for fires, disasters, or other events where they are needed to protect life and property.

The Plan:

- Describes the state and regional organizations, the resources, and the process for the mobilization of resources in Washington State in response to fires, disasters, or other events that have exceeded the capabilities or capacity of local and mutual aid fire service resources.

- Serves as an educational tool for all fire service and other emergency response personnel to familiarize them with the state and regional fire service resources mobilization system.

- Sets forth the procedures providing reimbursement to the Washington Fire Service for eligible costs incurred while mobilized.

History of the Plan:

In 1992, in the wake of the October 1991 Spokane Fire Storm, the Washington State Legislature directed the creation of a Washington State Fire Services Resource Mobilization Plan. The State Fire Defense Board (now the State Fire Defense Committee) formed with representatives from nine regions across the state is tasked with reviewing, modifying and recommending adoption of the Plan to the State Fire Marshal for inclusion in the state Comprehensive Emergency Management Plan (CEMP). This Plan is an appendix to ESF-4 (Firefighting) of the CEMP.

The first formal adoption and approval of the Plan was completed in July 1994, only a few days before the major mobilization to Chelan County for the Tyee and Leavenworth Fire Complexes. The Plan proved effective in meeting the operational and financial demands of the Chelan County mobilization (which also brought to light needed changes in the Plan).

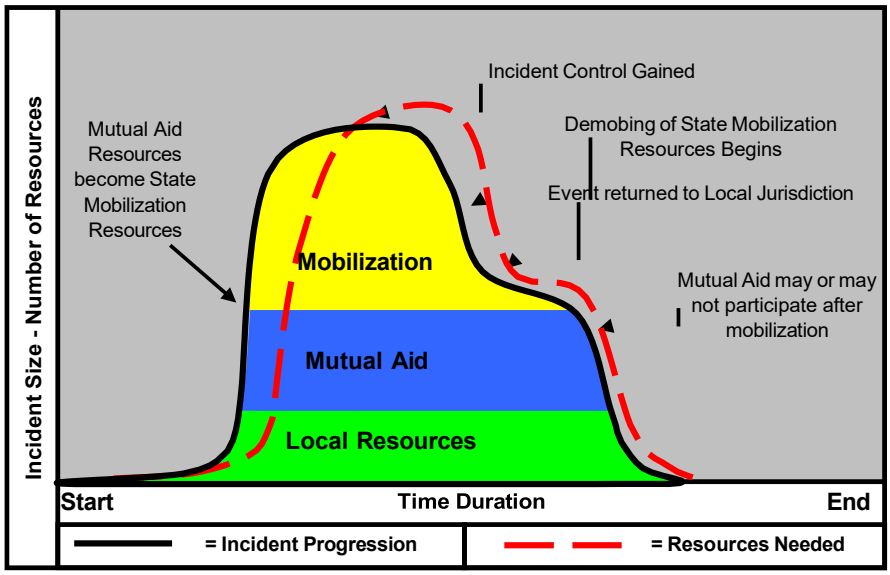
The Fire Defense Committee continues today with members from the Washington Department of Natural Resources, Washington State Patrol, Washington Military Department and the Washington Fire Service.

In 2015, after the devastation caused by the SR 530 Landslide in Oso, Washington, the Washington State Legislature amended RCW 43.43 to include All-Hazard incidents. This amendment allows for reimbursement for responding resources to an authorized All-Hazard mobilization event.

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The graph below reflects a developing incident starting with:

- Local Jurisdiction Response.
- Mutual Aid Resource Response.
- State Mobilization Resource Response, Incident Control Gained.
- Demobilization and Return of Incident to Local Jurisdiction.



The local jurisdiction responds utilizing Local Resources (Green). This jurisdiction will remain involved in the event through its duration, regardless of its magnitude. If the event is within the capabilities of the local jurisdiction, it will be handled by that jurisdiction exclusively. ***Section 7 Roles and Responsibilities – Local Jurisdictions***

Mutual aid is invoked when a local jurisdiction cannot contain or control an incident using its own resources. Mutual aid resources (Blue) will augment the local jurisdiction according to mutual aid agreements. ***Section 5 Mutual Aid***

In most situations, mutual aid resources when combined with the other local assets can achieve incident stabilization and control. If the event overwhelms available local and mutual aid resources, mobilization can be requested. ***Section 6 Requesting State Mobilization***

When authorized State Mobilization (Yellow), represents the mobilization of fire service resources across the state. Once approved, all local and mutual aid resources utilized at the incident become part of the mobilization process and are reimbursed as a result of State Mobilization. ***Sections 7, 8, 9; Roles and Responsibilities, Local Jurisidictions, Fire Defense Regions and State Agencies***

Once the conditions justifying the mobilization no longer exist, demobilization of state mobilized resources should begin and the incident returned to the local resources for suppression, rehab,

mop up, etc. Once it is transitioned back to the host agency, mobilization ends and the only allowable compensation are costs associated with closing out the state mobilized resources and return travel. At this time the host agency has jurisdiction and is responsible for completing any remaining tasks, as mentioned above, and the associated costs.

Suggested Criteria for end of Mobilization/Release of Mobilization Resources

Once the incident is controlled demobilization of state mobilization resources should be considered. The following decision making analysis should be used to help determine when to start phasing out state mobilization resources. ***Section 10; Release of an Incident Management Team from an Incident***

- Is the incident contained/controlled, or has the threat to the fire district's protection been mitigated?
- Have the fire district's objectives in the delegation of authority been met?
- Is the host jurisdiction able to manage the incident and provide initial attack for new incidents?
- Is the jurisdiction or region under immediate threat (floods, new ignitions, etc.)?

Answers to these four questions should assist the incident commander in determining when to demobilize state mobilization resources. It is the goal to return the incident back to local agency as soon as possible based off of the above analysis.

Section 5
Mutual Aid Requirements

Mobilization Plan v 13.2

The Plan provides for State Mobilization when a local fire jurisdiction and/or region has expended or will expend, all available local and mutual aid resources in attempting to manage fires, disasters, or other events that jeopardize the ability of a jurisdiction and/or region to provide for the protection of life and property.

State mobilization is <u>not</u> a replacement for local mutual aid.

Mutual aid agreements provide for rapid assistance from neighboring fire jurisdictions to meet the immediate requirements of an emergency situation demanding resources beyond those available from the local jurisdiction. Rapid intervention by mutual aid resources can secure control over an emergency incident that may otherwise continue to escalate.

Mutual aid is an essential element of local fire protection.

- All local fire protection jurisdictions are encouraged to participate in mutual aid agreements.
- Regional mutual aid agreements are encouraged.
- At a minimum, mutual aid agreements should encompass all adjacent fire jurisdictions, including those in other counties, regions, or states as applicable.

Provisions of Statute
"Mobilization" means that all risk resources regularly provided by fire departments, fire districts, and regional fire protection service authorities 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 risk resources to either direct emergency incident assignments or to assignment in communities where resources are needed. Fire department resources may not be mobilized to assist law enforcement with police activities during a civil protest or demonstration, however, fire departments, fire districts, and regional fire protection service authorities are not restricted from providing medical care or aid and firefighting when mobilized for any purpose. (**RCW 43.43.960**; emphasis added)

"Assignment in communities where resources are needed"
"Assignment in communities where resources are needed" is a provision intended to allow for area or regional redistribution of resources to maintain minimum community fire protection and optimal utilization of local and regional resources at the emergency incident (taking advantage of local apparatus capabilities, local personnel training and experience, and local community resource commitment.) An Incident Commander, Area Commander, or State Fire Marshal may assign available mobilized resources to achieve basic minimum local fire protection in communities that are under-protected because of their deep commitment of resources to the major emergency incident(s). The concept is one of wider and deeper move-up of fire resources, and by doing this, resources are assigned as required to both incident and coverage needs. This provision is not to be construed as authorization for backfill apparatus except as it may make critical or specially qualified resources available for mobilization.

Section 5
Mutual Aid Requirements

Mobilization Plan v 13.2

This Plan is intended to serve as a written Statewide Mutual Aid Plan, which allows for reimbursement and compensation of responding jurisdictions anytime mobilization is authorized.

Section 6
Requesting State Mobilization

Mobilization Plan v 13.2

Authority to Request State Fire Resources Mobilization

Only the Fire Chief of the local authority having jurisdiction, or fire chief's authorized representative, has the authority to request state fire services resource Mobilization.

***Question*:** *Can an Incident Commander of an Incident Management Team make a request for Mobilization if acting under a signed delegation of authority?*

Answer: *No, the Incident Commander would still need to work with the Fire Chief of the local fire protection district or fire chief's authorized representative to make this decision and the request.*

Conditions for Requesting State Fire Resources Mobilization

State mobilization can be requested when a local fire jurisdiction has expended or will expend all available:

- Local resources
- Mutual aid resources
- If a special resource is needed (trench rescue unit) and is not available through existing mutual aid agreements, this may be an extenuating circumstance where mutual aid has been exhausted without having a response. This would be reviewed on a case by case basis.

When attempting to manage fires, disasters or other events that jeopardize the ability to provide for the protection of life and property. Provided that:

- The fires, disaster or other event is within a local jurisdiction boundary, or
- Imminently threatening the jurisdiction, and
- Identified management action points are established and reached

Regional Fire Defense Plans shall provide for incident and resource situation and status tracking to assure that the Regional Fire Resource Coordinator is aware of developing situations.

Question: *If a fire is burning on lands protected by the Department of Natural Resources or a federally protected property can Mobilization be requested?*

Answer: *No, not unless the fire is threatening a local fire jurisdiction. Mobilization could only be authorized once the local jurisdiction's resources are expended and other pre-identified management action points are met.*

Incident Complexity Analysis

Every request for mobilization will need to include a completed Incident Complexity Analysis. This will aid the Mobilization Section in determining the type of incident management team to send. **Section 10 – Incident Command/Management**

When Request May Be Denied

Request for Mobilization may be denied if the Chief of the Washington State Patrol, in consultation with the State Fire Marshal, Regional Coordinator or Chair of the Fire Defense Committee, determines:

1. The local fire chief has not exhausted local resources and those of mutual aid agreement agencies or
2. There is no immediate threat to life and property or
3. The fire, disaster or other event is of a nature that the resources provided by implementation of the Plan could not be used or would be ineffective in mitigating the situation.

If the request is denied, the requesting agency will be contacted by the Mobilization Section. A denial does not preclude the request from being resubmitted if information or conditions change.

Unprotected Areas

State fire resources mobilization shall not be used to obtain fire protection resources for geographical areas with no local fire protection authority (i.e., unprotected areas, sometimes referred to as “No Man’s Land”) or for the protection of structures in such areas, except as necessary to assist a local fire protection jurisdiction in taking appropriate action on a threatening fire or other hazard outside its exposed jurisdictional area.

Proactive Implementation of State Fire Resources Mobilization

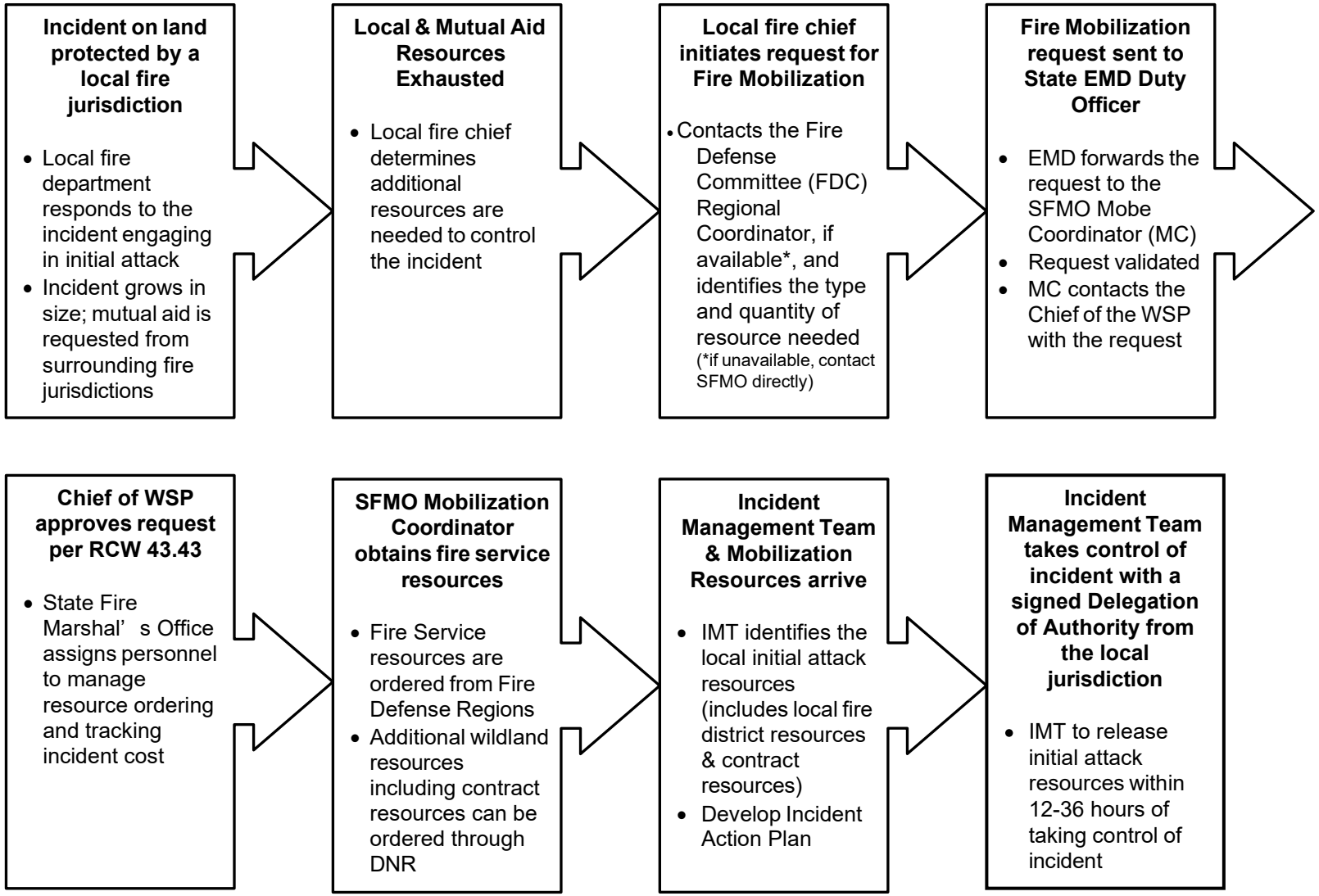
Planned or emerging events may result in an emergency or disaster situation that could exceed the capabilities of local and mutual aid resources, thus requiring state mobilization. Proactive mobilization may be used to provide resources that increase the fire service capability necessary to meeting the management and control objectives for the event. In a proactive mobilization request, the same process should be used as in a normal mobilization request, although conditions for approval may be imposed.

Information that may be requested for a proactive mobilization would include:

- Credible threat assessments – intelligence information.
- Forecasted severe weather or other natural event.
- Known lack of available resources and personnel.

Reimbursement of host jurisdiction costs may not be reimbursed.

Fire Mobilization Authorization and Response Process



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The Plan was implemented to provide a mechanism and a procedure for reimbursement to state agencies and local jurisdictions that respond to help others in time of need or to a host fire district or local county agencies that experiences expenses beyond the resources of the fire jurisdiction while protecting lives, homes and property.

The success of the Plan is contingent upon local government (fire jurisdictions, law enforcement agencies, and emergency management officials), the Regional Coordinators, and the involved state agencies having a clear understanding of the Plan and local Regional Plans.

The local jurisdiction should maintain or provide:

- List of available resources.
- Copy of the Washington State Fire Services Resource Mobilization Plan.
- Contact procedures for the Regional Fire Resource Coordinator.
- Decision mechanism for sending resources.
- Appropriate personal protective equipment.

Local Fire Chief

Upon determining that there is a fire, disaster, or other event and:

- All available local and mutual aid resources have been expended in attempting to stabilize and control an emergency incident presenting a clear and present danger to life and property; and

- Available resources are inadequate to achieve incident stabilization and control, and additional fire resources are required; then

- Upon determining state fire services resource mobilization is necessary make the request as specified in the Regional Plan, providing enough information to complete a Mobilization Request Form. ***Forms – Appendix M***
    - The completed Mobilization Request and Incident Complexity Analysis should be faxed to the EMD Duty Officer at the number indicated on the forms.

Mobilization <u>cannot</u> pay for those resources ordered or utilized before Mobilization is authorized.

By requesting mobilization, the local jurisdiction agrees to comply with the provisions of the Washington State Fire Services Resource Mobilization Plan. *Approval of mobilization does not eliminate the involvement of the responsible local jurisdiction.* The Fire Chief or designee (i.e., Fire Service Liaison) should participate in the Agency Administrator briefing, the IMT planning meeting, cooperator meetings, operational briefings, community meetings, and other meetings as requested. This will provide the Incident Management Team with local information and open a line of communications with the local fire jurisdiction. Participation in such meetings will be considered compensable time. These hours must be recorded on a Crew Time Report (CTR) and signed by the IC or the Mobilization Representative assigned to the incident.

Compensation for activities outside of those meetings listed above must be approved by the Mobilization Representative assigned to the incident or the Mobilization Resource Coordinator.

MOBILIZATION APPROVED – PREPARATION FOR RECEIVING RESOURCES

Local Incident Commander

- Obtain all information on frequencies in use on the incident by all participating agencies.
- Obtain a list of all pertinent telephone numbers (land line, cellular and satellite) in use at the incident.

Resource Support

Provide necessary and appropriate support for incoming state mobilization resources.

- Operations Support (provide as many as possible):
  - Incident check-in.
  - Staging personnel.
  - Resource Tracking – ability to track initial attack personnel/equipment.
  - Maps, etc. as required.
  - Guides: Personnel from the local fire agency should be utilized as a guide for the Strike Team Leader (STL) and/or Division/Group Supervisor (DIVS) when the STL or DIVS is not familiar with the area surrounding an incident.

- Logistics Support (provide as many as possible):
  - Food
  - Shelter
  - Fuel
  - Emergency Public Information
  - Base camp locations – telephone, cell phone, radio coverage

Other support resources:
- County or city Department of Emergency Management.
- State Emergency Management Division.
- Department of Natural Resources.

Question: *Now that I've requested Mobilization, what should I do first?*

Answer: *Assign someone who is detail oriented to complete the above tasks. When establishing a Base Area, it needs to be of sufficient size to hold no less than 200 persons and equipment. Have directions and phone numbers if available. Think of places like schools, State Parks, and fairgrounds, <u>not</u> wide spots in the road.*

Question: *The Plan states units will be self-sufficient for 24 hours; however, the initial attack resources need food and water until the mobilization units arrive. Can I feed the initial attack personnel?*

Answer: *Yes, it is best to find a restaurant, store, or deli that can prepare sack lunches for personnel currently on the line. By utilizing local resources you can obtain the food sooner. Prior to ordering the food, contact the Mobilization Representative on scene, if they're not available, call the mobilization resource coordinator for a resource order number.*

Resource Tracking of Initial Attack Resources

The host jurisdiction is responsible for maintaining a tracking system, from the beginning of the incident, for all local and mutual aid resources.

Utilize ICS Form 201, Incident Briefing Form. Provide the completed ICS 201 form to the Mobilization Incident Commander.

The WSP Mobilization Representative will need this information and will issue resource order numbers to the initial attack personnel and equipment.

Question*:* *What information is needed?*

Answer*:* *Local resources will need to be tracked by Engine # or Personnel position, Engine or Tender Type, with department and personnel names assigned to each.*

Resource Number	Engine # Personnel Position	Engine - Tender Type	Department	Personnel
	# 34	Engine - 1	Douglas # 2	Smith, John
				Jones, Gary
				Paulson, Peter
	# 45	Engine - 3	Douglas # 6	Wright, Tom
				Wright, Barbara
	# 45 A	Tender - 2	Douglas # 6	Smith, Joe
	I/C		Chelan # 4	Hanford, Bob

MOBILIZATION APPROVED – JURISDICTIONS PROVIDING RESOURCES

After mobilization is approved, the resources that will be utilized at the incident need to meet the following minimum requirements:

Time Commitment

Every attempt will be made to release initial attack and immediate need resources within 12-36 hours.

Acceptance of Mobilization assignment requires a 72 hour time commitment; resources that cannot meet this minimum requirement should not accept the assignment. (**Exception**: Immediate Need Resource Requests). Assignments may extend beyond 14 days due to extended periods of fire activity and/or large, complex incidents. In such cases, the SFMO will refer to the Red Book for guidance on extension of assignments.

Crew change requests/notifications must be made through the incident chain of command and to the Mobilization Representative at the incident. Notice of the intended crew change must be provided a minimum of 24 hours in advance. A completed mobilization manifest shall be submitted for the incoming resource(s). Crew changes must be coordinated to occur during unassigned incident time.

Note: There are limitations on the reimbursement of costs incurred in making crew changes. ***Crew Change, Section 16***

Other Agency Requests for Fire Service Resources

Resources ordered by an outside agency (e.g., DNR, EMD, Forest Service) may not “switch” to state mobilization status if the incident later requires state mobilization resources.

Personnel

Mobilized personnel must be:

- Minimum of 18 years old;
- Trained, qualified, and experienced in the positions for which they are mobilized;
- Fully equipped with required personal protective equipment (PPE) and safety equipment that meets the requirements for WAC 296-305 for the assignment they are ordered; and
- Physically conditioned and fit to perform the tasks assigned.

  Wildland Response: At a minimum, line personnel shall meet all of the requirements and physical fitness qualifications for the position of NWCG Firefighter 2 or as specified in WAC 296-305-07010 and have completed the annual refresher and fire shelter training. Overhead positions must meet requirements as set forth in PMS 310-1 for the position they are ordered unless otherwise authorized by the Plan.

Apparatus

Appropriate and serviceable units:

- Utilize Form 296 Vehicle/Heavy Equipment Safety Inspection Checklist as a guide.
- Units found to be unreliable and/or unsafe may be decommissioned by the Ground Support Unit at any time.

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Regional Coordinator

The role of the Regional Coordinator prior to a Mobilization is:

- Maintain current Regional Fire Resource Lists.
- Know local jurisdiction roles and responsibilities.
- Develop and maintain a Regional Fire Defense Plan approved by the State Fire Defense Committee. Each regional plan must:
    - Meet the basic requirements for a Regional Fire Defense Plan as prescribed by the State Fire Defense Committee. ***Regional Fire Defense Plan Review and Update Schedule – Appendix F***
    - Be compatible with the local mutual aid nets and other interagency or inter-local agreements for fire resource response.

The role of the Regional Coordinator when a Mobilization request is likely:

- Ensure ability to contact the Washington State Military Department, Emergency Management Division, and be able to relay the necessary incident information for making a mobilization request. Utilize the Mobilization Request Form. ***Forms - Appendix M***
- Serve as point of contact for the Region.
- Provide 24 hour point of contact for resource requests.

Host Region

The Regional Coordinator of the Hosting Region should:

- Consult with the Fire Chief to determine the status of the incident:
    - Status (size up).
    - Duration or potential duration.
    - Assist in completing an Incident Complexity Analysis.
    - Protection responsibility/land ownership.
    - Special hazards.
    - Trigger Points (established ~ met).
- Identify resources needed:
    - Type.
    - Number.
    - Reporting location and time.
    - Application.
- Assist in submitting the request for Mobilization.
- Assist the Office of the State Fire Marshal:
    - Staging.
    - Check-in.
    - Locating or scouting.
    - Identifying initial attack resources.
    - Writing Delegation of Authority.

- Work with local jurisdiction to ensure understanding of Mobilization processes and procedures. If unavailable, another regional coordinator may be requested.

Responding Regions: Regional Fire Resource Coordinator

Regional Coordinators from other regions that will be providing resources for the Mobilization will:

- Utilize the Regional Fire Defense Plan and Regional Fire Resource List(s) to meet resource requests.
- Confirm to the mobilization resource coordinator within 1 hour that resources ordered can or cannot be filled. Return completed mobilization acceptance form once resources are confirmed.
- Provide responding resources with the assigned resource request numbers.
  - To be eligible for cost reimbursement, a responding jurisdiction must obtain the resource request numbers prior to responding.
- Ensure resources assemble and depart from home jurisdiction for regional assembly or incident within two hours of the request.

  Note: Immediate need resources should respond immediately, without assembly of teams or other undue delay. The regional coordinator should maintain status of these resources until incident check-in.

  Note: Resources either not assembled or enroute within a reasonable amount of time as determined by the mobilization resource coordinator in consultation with the Regional Coordinator, may be cancelled or re-assigned. Resources cancelled under these circumstances will not be eligible for reimbursement.

- Ensure that the Strike/Task Force Team Leader has received a completed Mobilization Manifest Form from units within the group, and a copy faxed or emailed to the State EOC prior to departure. The completed manifest shall be taken to the incident by the STL/TFL and turned in when checking in at the Mobilization. ***Forms – Appendix M***
- Provide input for the after-action report.

Regional Coordinators may be requested to respond to a Mobilization incident as a Fire Service Liaison Officer (FSLO) for the FDC to serve as a liaison to the Fire Chief of the host agency and provide guidance on the Plan. When requested, Regional Coordinators should arrive at the incident within 12 hours.

The FSLO may be appointed by the Chair of the Fire Defense Committee in consultation with the SFMO upon a request by the host Regional Coordinator, the Mobilization Resource Coordinator or the Mobilization Representative assigned to the incident. The appointed individual will be a current Regional Coordinator or Alternate Regional Coordinator who has in-depth knowledge of the Plan.

In the event that a qualified FDC member is not available, an alternate FSLO may be appointed by the FDC Chair. Such appointee shall be a past member of the FDC and must have thorough knowledge of the current version of the Plan.

Any person acting as a FSLO must be affiliated with an agency that has a current signed Mobilization Agreement with the Washington State Patrol.

The FSLO will provide a mechanism for the FDC to:

- Effectively represent the Plan when activated,
- Improve capability, efficiency, and response to major and complex incidents,
- Minimize confusion and ensure local fire agencies involved have a voice in the actions taken.

Types of Resource Responses

Mode	Resources Come From	When Needed	Notes
Immediate Need	Same Fire Defense Region/county or adjacent Region/county	Responding to incident within 20 minutes, having an eta of 2 hours or less. "Take no camping gear"	• Resources respond to incident within an area where they can arrive within two hours from when they left the home station. • May or may not rendezvous prior to departure. • Work one operational period then released.
Extended Attack	Other Fire Defense Regions	Responding to incident within 2 hours from the time of accepting the dispatch Response shall be routine (no lights or sirens) unless otherwise directed by the Regional Coordinator	• Expected to arrive and be on shift when the Incident Management Team takes over an incident. • 72 Hour time commitment to the incident.
Planned Need	Other Fire Defense Regions	Planned incident arrival time determines departure time	• Mutual aid resources respond within the Region, adjacent Regions as needed during the incident, after the Incident Management Team has taken over an incident. • Usually will rendezvous before departure and travel together

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Washington State Patrol, Fire Protection Bureau

The State Fire Marshal is responsible to:

- Serve as the state fire resources coordinator when the Plan is enacted.
- Notify the Chief of the Washington State Patrol for approval of mobilization request.
- Ensure a qualified Incident Commander is assigned to each state mobilization incident.
- Confirm with the host Regional Coordinator(s) that mobilization has been authorized.
- Promote the use of Incident Command System (ICS). The state of Washington has adopted the National Incident Management System (NIMS) for all situations where emergency mobilization is needed.
- Maintain resource coordination, tracking, incident timekeeping, verification, and other related fire resource allocation:
    - Obtain/confirm the current commitment of fire resources from the host region(s) to the incident.
    - Secure a commitment of resources from the nearest non-affected regions, utilizing the principle of “closest resources” should be adhered to insofar as possible.
    - Notify the requesting Regional Coordinator of the resources ordered and responding.
- Serve as the liaison to the Washington Emergency Management for the Washington Fire Service.
- Serve as the liaison with state and federal fire protection agencies, including Washington Department of Natural Resources, U.S. Forest Service, Bureau of Land Management, National Parks Service, U.S. Fish and Wildlife, and Bureau of Indian Affairs.

Washington State Military Department, Emergency Management Division

The mission of the Washington Military Department Emergency Management Division (EMD) is to minimize the impact of emergencies and disasters on the people, property, environment, and economy of Washington State. During state emergencies, EMD manages the State Emergency Operations Center (EOC).

Through the Plan, EMD is responsible for the following:

- Receive notice of the incident, the mobilization request with required supporting information (***Mobilization Request Form – Appendix M***) from the host Fire Chief/designee or Regional Coordinator, and provide the information to the WSP Mobilization Coordinator.

- Assist the Washington State Patrol, Fire Protection Bureau in compilation and dissemination of Governor's Report as requested.

For non-fire incidents, EMD will:

- Provide a qualified representative from EMD to respond with a SFDC Field Representative as a two-person Field Team to function as technical experts on the use of and access to Fire Mobilization Resources as well as coordination with local Emergency Management personnel regarding the overall response.
- Ensure application of NIMS/ICS principles utilizing a complexity analysis to establish appropriate incident management organization.
- Assist local jurisdiction(s) in appropriate emergency declarations and requests for state or federal declarations.
- Ensure appropriate coordination with local Emergency Operations Center/Emergency Management Agency and state EOC.
- Assist in determining appropriate Agency/Agencies Having Jurisdiction (AHJ) and development of the Delegation of Authority.
- Ensure Field Operations are being conducted and managed by a designated Incident Commander for command and control.
- Facilitate ordering of non-Fire Service operational resources through the local emergency management organization.
- Assist the AHJ and Agency Administrator with decision points related to response vs. recovery by creating appropriate links between Agency Administrators (i.e., County and City Executives), local emergency management organizations, and the Incident Commander.

Washington State Emergency Management Association (WSEMA)

Participate as a voting member of the Fire Defense Committee.

Washington State Department of Natural Resources

The Washington State Department of Natural Resources (DNR) is charged to protect private and state forest lands. Due to the intermingling of urban and forest areas, the DNR participates in mutual aid with many fire districts. The DNR is available to assist with regular forces during initial attack.

Through the Plan, the DNR is capable of mobilizing a substantial response that includes communications equipment, kitchens, and air support.

United States Forest Service (**USFS**)

The U.S. Forest Service is responsible to protect lands they manage. Due to the intermingling of urban and forest areas, the U.S. Forest Service participates in mutual aid with many fire districts.

Bureau of Land Management (**BLM**)

The U.S. Bureau of Land Management is responsible to protect lands they manage. The BLM provides fire protection with its own personnel and equipment or through various cooperative agreements with local fire jurisdictions.

National Park Service

The National Park Service is responsible to protect lands they manage. The National Park Service provides fire protection with its own personnel and equipment or through various cooperative agreements with local fire jurisdictions.

U.S. Fish and Wildlife Service

The U.S. Fish and Wildlife Service is responsible to protect lands they manage. The U.S. Fish and Wildlife Service provides fire protection with its own personnel and equipment or through various cooperative agreements with local fire jurisdictions.

Bureau of Indian Affairs (**BIA**)

The U.S. Bureau of Indian Affairs protects Indian Reservation lands. The BIA provides fire protection with its own personnel and equipment or through various cooperative agreements with local fire jurisdictions.

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Mobilization Plan v 13.2

COMMAND AND CONTROL OBJECTIVE

Establish responsibility for overall command and control of state mobilization resources. All incidents for which state fire resources mobilization is requested and authorized must be managed and operated using the NIMS (National Incident Management System) Incident Command System.

INCIDENT MANAGEMENT TEAMS

The State Fire Marshal shall ensure an appropriate level of Incident Management is assigned to each state mobilization incident. A state mobilization may be under the command of a qualified:

- Type 3 Incident Management Team.
- Complex Incident Management Team (CIMT)
- Unified Command (local Incident Commander with a Type 1, 2, 3, or 4 Incident Commander).

Until a Delegation of Authority is enacted, an incoming Incident Commander does not have the authority to assume command.

The Incident Management Team may come from the local area and the incident commander may be the current Incident Commander.

See Type 3 Team requirements within this section.

Process for Mobilizing an Incident Management Team

The Agency Having Jurisdiction (AHJ) is responsible for completing the Incident Complexity Analysis (ICA), reflecting the current situation of the incident. This can be accomplished with the Regional Coordinator's assistance. ***See Appendix M – Forms***

- An incident complexity analysis assists the Agency Administrator, Regional Coordinator, and State Fire Marshal's Office staff to analyze the current or predicted complexity of a situation/incident to determine the complexity of the incident and appropriate type of incident management team to order.
- This analysis should be performed as soon as possible on any incident, and periodic reassessments made as conditions change. The ICA shall be maintained as part of the permanent record of the incident.

The ICA shall be completed and submitted with all initial mobilization requests. If the incident is on-going or under the management of an IMT, the current ICA completed for the incident shall be submitted with the request (either the NWCG or approved mobilization ICA Form

It must be emphasized that the ICA should consider, when possible predictions for the incident to allow adequate time for assembling and arrival of ordered resources.

If the incident also involves other state or federal jurisdictions, those entities may have already decided to call for an IMT in which case Mobilization resources may be assigned to the incident managed by the other agency's IMT.

Agency Administrator

The Agency Administrator is the official responsible for the management of the jurisdiction requesting the mobilization. The Agency Administrator for an agency shall have the authority and responsibility for incident mitigation and management. The Agency Administrator will be responsible for providing a Delegation of Authority to the incoming Incident Commander (IC).

E x a m p l e : For a city fire department this could be the Mayor, City Manager or designee. For a fire district, this could be the Fire Chief, Board of Fire Commissioners or designee.

Responsibilities:
Agency Administrators are responsible for establishing specific performance objectives for the IC and delegates the authority to the IC to take specific actions to meet those objectives. Agency Administrator responsibilities to an IC and incident management team include:

- Provide/approve objectives and priorities for the management of the Incident.
- Coordinate with neighboring agencies on multi-jurisdiction fires to issue a joint delegation of authority.
- Ensure the ICA is completed .
- Issue a written Delegation of Authority (DOA) to the IC.
- Consider assigning liaisons to the incident management team as appropriate/needed.
- Identify and request opportunities for training assignments for local personnel.
- The Agency Administrator (or designated representative) should provide, at a minimum, a written overview or completed ICS Form 201 to brief incoming resources/IMT..

Local Agency Incident Commander Briefing

The local agency IC should be prepared to provide specific information on incident status, weather, logistics, and current operations.

Incident Commander to discuss with Agency Administrator:
- Initial response and incident take over time/date.
- Delegation of Authority – Issues, concerns, objectives.

Transfer of Command

In cases where one management organization is prepared to transfer command to another, the transfer of command responsibilities for an incident to an IMT must be as efficient and orderly as possible. The local team or organization already in place remains in charge until incoming team members are briefed by their counterparts and a DOA has been signed.

Delegation of Authority

The delegation of authority (DOA) from the Agency Administrator to the IC to manage an incident is accomplished through a written delegation document. The DOA should contain specific, measurable objectives to be accomplished by the IMT, as well as any limitations to that authority.

The State Fire Marshal's Office will assign an Incident Business Advisor to each incident to provide oversight regarding business practices and incident business management oversight commensurate with the incidents complexity.

Incident Status Reporting

- The status of the incident must be reported at least once every 24 hours to the State Fire Marshal's Office and the Agency Administrator, or as required on the DOA.
- The Agency Administrator may require additional reporting times.
- Incident status is reported on the Incident Status Summary (ICS-209) or an Intelligence Summary, depending on local requirements.

Release of an Incident Management Team from an Incident

The release of an IMT is basically the reverse process by which the IMT assumed command. The Agency Administrator must approve the date and time.

The outgoing team should start phasing in the local team or agency personnel as soon as demobilization begins. The outgoing team should not be released from the incident until agreed-upon incident objectives have been met.

Suggested Agency Administrator Criteria for Release:

- Incident must be controlled or contained.
- Incident base shut down, reduced, or in the process of.
- Planning Section Chief has prepared a draft of the incident narrative for the close-out debriefing.
- Finance/Administration Section Chief should have most known finance problems resolved. Contact made with the Mobilization Representative to hand over incident finance package.
- Damage to equipment or other damage caused by suppression efforts need to be reported to the Operations Section Chief.
- Overhead performance ratings are completed.
- Incident close-out debriefing with Agency Administrator. (The IMT should have a closed debriefing session prior to meeting with Agency Administrator).
- Agency Administrators or representatives should debrief team and prepare evaluation as soon as possible after release.

TYPE 3 INCIDENT MANAGEMENT TEAMS

Type 3 Incident Management Teams (IMT) available for response to State Fire Mobilization incidents within the State are required to submit an Incident Management Team Roster to their dispatch center in accordance with their IMT Operating Plan. An optional form is available in Appendix M*.*

All members must be fully qualified for the position assigned. Agencies allowing personnel to participate will be responsible for verifying training, certification, qualifications, and experience. Each agency and local governing board supporting an Incident Management Team member is responsible for ensuring that applicants are fully qualified to be considered for the position or positions for which they have applied.

In recognition of the requirement for training and the need to qualify additional personnel for future Incident Management Team assignments (as alternates, additions, or replacements), personnel may be mobilized by the State Fire Marshal's Office (SFMO).

Team Organization

Teams eligible for Mobilization deployment must be qualified under one of the following disciplines:

- NIMS ICS All Hazards – Type 3 Team, or
- NWCG

Team Configuration

Basic team size and composition will normally consist of 16 members not exceeding 25 members. The decision to increase or decrease the number of team members will be done through a review of the incident complexity and availability of qualified overhead to support the incident. This will be done prior to the Incident Commander accepting the mission from the Agency Administrator in coordination with State Fire Marshal's Office – Mobilization Resource Coordinator.

NWCG Qualified: personnel qualified in accordance with NWCG Guidelines in PMS 310-1 and holding a valid and current Incident Qualifications Card.

ALL-HAZARD (AH) Qualified: personnel qualified in accordance with standards that comply with NIMS requirements for All-Hazard positions. These standards are found in the current version of the Washington Incident Management Qualifications Program maintained by the Washington Emergency Management Division. Credentialing Program | Washington State Military Department.

Non-Wildland Fire Incident Management Team Configuration:

A Team accepting dispatch shall deploy with 16 required positions unless authorized by the State Fire Marshal's Office. All positions shall be filled by personnel with appropriate NIMS All-Hazard or NWCG qualifications as identified in the table.

Those positions without a minimum number required for dispatch are secondary positions that may be filled as needed. This will be done prior to the Incident Commander accepting the mission from the Agency Administrator and SFMO.

Minimum Qualified Positions Required for Mobilization		Required	Qualification Level	
Incident Commander Type 3	ICT3	1	NWCG/AH	
Safety Officer Type 3	SOF3	1	NWCG/AH	
Public Information Officer Type 3	PIO3	1	NWCG/AH	Local entities can establish level of skill to perform function.
Liaison Officer	LOFR	-	NWCG/AH	
Operations Section Chief Type 3	OPS3	1	NWCG/AH	Operations
Operations Section Chief Type 3	OPS3	-	NWCG/AH	Field Ops / Planning Ops (maybe DIVS)
Planning Section Chief Type 3	PSC3	1	NWCG/AH	
Logistics Section Chief Type 3	LSC3	1	NWCG/AH	
Finance/Admin Section Chief Type 3	FSC3	1	NWCG/AH	

Division/Group Supervisor	-	3	NWCG/AH	Single resource boss – Operational qualification must be commensurate with resources assigned (i.e., more than one resource assigned requires a higher level of qualification).
Plans Discretionary –	-	2	NWCG/AH	Qualified/Trainee
Logistics Discretionary –	-	2	NWCG/AH	Qualified/Trainee
Finance Discretionary –	-	2	NWCG/AH	Qualified/Trainee
Required Positions		**16**	-	
Discretionary Positions		17-25	NWCG/AH	Qualified/Trainee

All positions above 25 should be negotiated based on incident complexity and staffing requirements.

Wildland Fire Incident Management Team Configuration:

Those positions without a minimum number required for dispatch are secondary positions that may be filled as needed. This will be done prior to the Incident Commander accepting the mission from the Agency Administrator and SFMO.

Section 10
Incident Command / Management

Mobilization Plan v 13.2

Minimum Qualified Positions Required for Mobilization		Minimum Roster	Qualification Level	
Incident Commander Type 3	ICT3	1	NWCG	
Safety Officer Type 3	SOF3	1	NWCG	
Public Information Officer Type 3	PIO3	1	NWCG/AH	Local entities can establish level of skill to perform function.
Liaison Officer	LOFR	-	NWCG/AH	
Operations Section Chief Type 3	OPS3	1	NWCG	Operations
Operations Section Chief Type 3	OPS3	-	NWCG	Field Ops / Planning Ops (maybe DIVS)
Planning Section Chief Type 3	PSC3	1	NWCG	
Logistics Section Chief Type 3	LSC3	1	NWCG	
Finance/Admin Section Chief Type 3	FSC3	1	NWCG	
Division/Group Supervisor	-	3	NWCG	Single resource boss – Operational qualification must be commensurate with resources assigned (i.e., more than one resource assigned requires a higher level of qualification).
Plans Discretionary –	-	2	NWCG/AH	Qualified/Trainee
Logistics Discretionary –	-	2	NWCG/AH	Qualified/Trainee
Finance Discretionary –	-	2	NWCG/AH	Qualified/Trainee
Required Positions		**16**	-	
Discretionary Positions		**17-25**	NWCG/AH	Qualified/Trainee

All positions above 25 should be negotiated based on incident complexity and staffing requirements.

Qualifications/Credentialing

Members' credentials and qualifications are maintained by the local governing board.

- Single Resource:
  - Personnel on a Type 3 Team are dispatched as qualified by the team certification.
  - Agencies sending personnel as a Single Resource are stating they are qualified upon accepting an assignment for a specific position.

- Home jurisdiction is ultimately responsible for review of training, certification and credentialing of its participating employees.

Type 3 Incident Commanders/Operations and Safety Officer Qualifications:

- Unless specified below for types of incidents for which specific State or National qualification standards have been established, personnel serving on Type 3 teams or organizations shall follow the NIMS ICS All-Hazards Incident Management Training qualification standards.

- For Wildland Fire Incidents the standard is outlined in PMS 310-1 where the Incident Commander, Operations Section Chief, and Safety Officer must to be qualified under the Type 3 NWCG standards.

For Hazardous Materials Incidents within Washington State Administrative Code 296-824-30005 outlines the Competencies for Incident Commanders.

- Employees designated as Incident Commanders must be able to show they have competencies specified for the First Responder Operations Level:
  - Know of the state emergency response plan and the Federal Regional Response Team.
  - Can implement the local emergency response plan.
  - Can implement the employer's emergency response plan.
  - Have knowledge of the incident command system (ICS) and understand how they relate to it.
  - Can implement the employer's ICS.
  - Understand the hazards and risks associated with employees working in chemical protective clothing.
  - Understand the importance of decontamination procedures.

  Note: If the first employee arriving at the scene is not trained as an IC, they may take control of the incident within their designated role and training level.

Criteria for Dispatch

- Use primarily within the State of Washington.
  - Incident Complexity Analysis is within the Type 3 capability.

- Incident Commander to discuss with Agency Administrator:
  - Initial response and transition time/date.
  - Delegation of Authority – Issues, concerns, objectives.

- Team accepting dispatch will be expected to fill all of the positions as agreed upon at the time of request.

- Team assignments for incidents should be made by established geographical dispatch areas. ***See NWCC Interagency Dispatch Center Map – Appendix G***

Team assignments may be made outside of their dispatch area and based on availability and qualifications for the incident.

Mobilization Incident Assignment:

- Teams will be ordered from the interagency communications center with geographic responsibility for the incident.

- Resources may be expected to be self-sufficient for up to 24 hours depending on the conditions of the incident; this includes team and assigned resources.
    - See Section 18 for per diem claim guidelines.

Trainees

- Will be assigned from an established list of qualified personnel maintained by a Regional Coordinator. (*Qualified = Task book initiated*).
- Personnel cost to be paid by the incident while assigned.
- All training assignments will be commensurate with the designated level of complexity for the incident and the position.

Shadow Assignments

Shadow assignments serve the purpose of providing individuals exposure to how IMTs work, with the objective of improving that individual's understanding as it may relate to their normal job. These assignments are often used by Agency Administrators with limited fire experience as a way to help them deal with the fire aspect of their jobs better. These assignments have no direct benefit to the incident that hosts them.

Personnel costs are to be paid by the home agency and are not reimbursable by this plan.

Equipment Resources

Type 3 teams should work to provide their own resources (i.e. plans trailers, plotters, copiers, printers, computer equipment) whenever possible for the initial response to the incident, , however the incident will drive the specific resources that are needed to be effective.

Type 3 teams are expected to be self-sufficient as they may initially be:

- Operating in an environment with little to no basic services, including no electricity, no phone lines and no cell towers.
- Providing own power generation and a fuel supply to operate a minimum of 3 days without refueling.
- Sustaining long term deployment as well as short term responses.
    - Facilitating communications between multiple agencies.
    - A minimal set up time.

Question: What is an Agency Administrator?

Answer: An Agency Administrator is the individual that represents a jurisdictional organization and has the authority to give direction, make decisions, make agreements, and commit resources and funding. They may be from a federal, state, county, or local government organization. In addition, it may be appropriate at times to include non-governmental organizations as well.

Section 10

Incident Command / Management

Mobilization Plan v 13.2

Question: **Why is an Incident Management Team ordered?**

Answer: *Normally an Incident Management Team is ordered due to the complexity of the incident(s) and/or the span of control has exceeded the local agency(s) capacity.*

Question: **What makes up an Incident Management Team?**

Answer: *The Incident Management Teams will arrive with enough people to staff the Command and General functions, Operations, Logistics, Finance, and Plans Sections. Other staff positions are filled as needed. Unified command situations may require filling positions from cooperating agencies.*

Question: **Who does the Incident Commander work for?**

Answer: *The agency administrator(s) who have jurisdictional authority for the incident(s).*

Question: **What do they need to do their job?**

Answer: *A delegation of authority, a work area with support equipment, and interaction with and support from the Agency Administrator and their staff.*

Question: **What does the Incident Management team need from the Agency Administrator?**

Answer: *They need you to provide a direction. They need your involvement throughout the incident including participation in daily briefings and conference calls. They need close working relationships with your appropriate staff and other agency/organization staff as appropriate.*

Question: **What does the Incident Management team do?**

Answer: *Every assignment is unique; however, their primary objective is to assist in managing a complex incident with an emphasis on safety.*

They do this by: 1) Meeting operational objectives; 2) providing oversight, direction, coordination, and evaluation; 3) striving for cost effective incident management; 4) maintaining positive relationships; 5) resolving conflicts; 6) thinking strategically and providing both short and long term planning capabilities, and; 7) providing Agency Administrator(s) with advice and suggestions for a successful operation.

Question: **What does the Incident Management Team NOT do?**

Answer: *The Incident Management Team does not take the place of the agency administrator(s) in terms of providing direction in the form of a Situation Analysis decision making process, or resource management direction related to operational guidelines, mitigations and rehabilitation. They don't make or set policy or get heavily involved in politics.*

Question: **When is an Incident Management Team no longer needed?**

Answer: *When the complexity and organizational needs decrease to the point where local units can manage the incident. This can be indicated by one or more of the following situations: all objectives have been successfully met, and/or when transition to a smaller organization is appropriate due to changes in complexity and scope of the incident.*

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Air Operations Procedures

Air operations (attack, observation, and support) at all state mobilization incidents shall conform to the rules and procedures for air operations as adopted by the Washington State Department of Natural Resources.

Communications

Communication links are vital and must be ensured. ***Communications – Appendix L***

- The VHF radio spectrum will be primary on state fire mobilization incidents.
- All state mobilization resources must bring a programmable VHF radio or obtain one from the incident prior to deployment.
- All units of a strike team/task force and leader must have common communications other than REDNET (153.830 mHz) or OSCCR (156.135 mHz), unless otherwise specified in the Incident Communications Plan.
- Engines should have common inter-crew communications ability.

Fire Investigation

Ensures that the origin and cause of the fire is determined, and if found to be other than of natural cause, ensures that the cause of the fire is fully investigated by the jurisdiction having authority. The plan does not provide for personnel or equipment related to cause determination. Cause determination remains the responsibility of the AHJ (RCW 43.44.050).

Force Protection

Protection of responders will be coordinated with ESF 13 (Law Enforcement and Security) based on the nature of the mission and extent of risk to those responders. This protection shall include but not be limited to:

- Protection of personnel and equipment while in transit.
- Security at the Base of Operations.
- Protection during search & rescue operations.
- Protection during rescue operations.

The primary mission of the force protection resources is to assess and detect hostile activity before it becomes a risk to operations. The law enforcement officer must assess, evaluate, and then advise the Leader or the senior operations officer, regarding risk associated with criminal or hostile individuals or groups. Force protection is not allowed unless authorized.

Hazardous Materials Response Team

A hazmat team is comprised of hazardous material experts who specialize in detecting, containing, and removing any release or potential release of hazardous substances in order to control or stabilize an incident.

Technical Rescue

Technical rescue refers to those aspects of saving life or property that employ the use of tools and skills that exceed those normally reserved for firefighting, medical emergency, and rescue. The application of special knowledge, skill, and equipment to safely resolve unique and/or complex rescue situations. These disciplines include rope rescue, swift water rescue, confined space rescue, cave rescue, trench/excavation rescue, and building collapse rescue, and other rescue operations requiring specialized training.

Technical Specialists

Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. This is dependent on the nature, scope, complexity, and location of the incident, or according to specific requirements established by the IC. Specialists may serve anywhere within the organization. No specific incident qualifications are required, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.

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.

Sexual Harassment and Discrimination

All personnel participating in a mobilized incident will abide by all federal and state laws prohibiting any form of discrimination or harassment. All forms of discrimination and harassment under state and federal laws are prohibited. The policies and work rules of your home agency govern your conduct. (Refer to code of conduct in Appendix I of this Plan). The Incident Commander will ensure all incidents of discrimination or harassment reported by personnel at the incident are reported to the State Fire Marshal's Office and preliminarily investigated.

The decision whether to demobilize personnel will reside with the Incident Commander in consultation with the State Fire Marshal's Office. The Incident Management Team is responsible for:

- Gathering initial statements, and;
- Contact information from witnesses, and;
- Notifying the employee's home agency of the complaint.

If the preliminary investigation reveals any potential violations of federal or state laws prohibiting discrimination or harassment, it is expected that a formal investigation will be done

by the accused personnel's home agency according to the home agency rules and policies. The home agency will be responsible to investigate the incident, record the findings, and impose discipline if appropriate.

At the conclusion of the formal investigation, the home agency shall notify the State Fire Marshal's Office of the outcome. If the accused person is found to have engaged in misconduct as a result of the formal investigation, the home agency will also advise the status of the person's future participation in Mobilization.

If the home agency fails to notify the State Fire Marshal's office of the outcome of the formal investigation, the agency may not be called to participate in future State Mobilizations.

Agency Rules/Polices

Mobilized resources are required to follow their home agency's policies and work rules. Allegations of misconduct will be referred to the person's home agency. The home agency will be responsible for:

- Conducting an investigation into the allegation(s) to determine if there is a violation of home agency policy and/or procedure;
- Administering any corrective or disciplinary action for violation(s) of home agency policy and/or procedure.

Drug and Alcohol-Free Workplace

The unlawful manufacture, distribution, dispensing, possession or use of controlled substances (including alcoholic beverages) in the workplace or assigned workplace is prohibited. In compliance with the Federal Drug-Free Workplace Act of 1988, all employees and/or contractors are required to abide by this prohibition.

In addition to criminal prosecution, employees violating this prohibition will be subject to dismissal under the terms of the Fire Mobilization Plan and Fire Mobilization Temporary Employment Certification.

It is the Washington State Patrol's and all participating agencies' policy to maintain a drug and alcohol-free workplace for all personnel deployed to a mobilization. Drug abuse is a health hazard to the user and clearly undermines the workplace and causes unsafe work practices which are a danger to the abuser, to co-workers, and to the citizens of Washington State whose safety is one of our primary responsibilities.

Employees who may have a problem with drug abuse or chemical dependency are encouraged to seek assistance for rehabilitation.

RESOURCE TYPING

When referring to resources, the current NWCG Typing and Washington State Wage & Equipment Rate Guide will be applied**.**

Engines							
Type	**Use**	**Personnel (Minimum)**	**Tank Capacity (Gallon)**	**Pump Minimum (GPM)**	**Ground Ladders (Feet)**	**Master Stream (500 GPM)**	**Pump and Roll**
1	Structural	4	300	1000	48’	Yes	No
2	Structural	3	300	500	48’	No	No
3	Wildland	3	500	150	-	No	Yes
4	Wildland	2	750	50	-	No	Yes
5	Wildland	2	400	50	-	No	Yes
6	Wildland	2	150	50	-	No	Yes
7	Wildland	2	50	10	-	No	Yes

See Minimum Equipment - Appendix O for an equipment inventory. Ground Ladders are a combination of ladders that equal 48 feet.

Water Tenders						
Type	**Use**	**Personnel (Minimum)**	**Tank Capacity (Gallon)**	**Pump Minimum (GPM)**	**Maximum Refill Time (Minutes)**	**Pump and Roll**
1	Support	1	4000	300	30	No
2	Support	1	2500	200	20	No
3	Support	1	1000	200	15	No
1	Tactical	2	2000	250	-	Yes
2	Tactical	2	1000	250	-	Yes

Tactical Water Tender: When tactically deployed, this water tender will carry a minimum crew of two. Tactical deployment is defined as direct fire suppression missions such as pumping hoselays, live reel use, running attack, and use of spray bars and monitors to suppress fires.

Aerial Fire Apparatus				
Type	**Use**	**Personnel (Minimum)**	**Aerial Height**	**Ground Ladders**
1	Aerial	4	Greater than 75 feet	115
2	Aerial	4	Less than 75 feet	115

Ground Ladders are a combination of ladders that equal 115 feet.

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Emergency Medical Service Units				
Medical Certification (Minimum)	**Ambulance Equipped**	**Staffing Levels**		
		EMR	**EMT**	**Medic**
Line EMT or Paramedic When an EMT or Paramedic is needed on the line with the crews that are actively working an incident, the EMT's and paramedics must be equipped with medications and supplies appropriate for their level of certification per controlling MPD protocols.	No	N/A	Varies upon the request and mission	
BLS Support When the BLS service is needed in a camp, triage center, drug distribution point or to assist the MEDL where transportation is not needed or away from the line, and not needing transportation. EMT's and Medics may be requested with or without an ambulance depending upon their assignment.	No	Varies upon the request and mission		
BLS Support When the BLS service is to provide first aid at a camp, triage center, drug distribution point or to assist the MEDL where an ambulance is needed. BLS ambulance would be required to meet the equipment listed in Table A of WAC 246-976-300.	Yes	Any combination of the following – minimum number needed is 2. 1 EMT + 1 EMR 2 EMT's		
ALS Support When the ALS service is requested for standing by or is actively engaged in patient care. EMT's and paramedics must be equipped with medications and supplies appropriate for their level of certification per controlling MPD protocols. It would be up to the MEDL to determine if the EMT or Paramedic meets this requirement.	Yes Transport Capable	N/A	Any combination of the following – minimum number needed is 2. 1 EMT + 1 Medic 2 Medics	

(MPD) Medical Program Director – Each county has its own MPD.

STAFFING LEVELS

Equipment responding to a Mobilization incident must be staffed at either the minimum or maximum level as identified above. Any resource that does not meet the minimum staffing requirements will be paid at the lower rate where the requirement has been met. This does not apply to initial attack by a host agency or mutual aid response prior to the declaration of mobilization.

CONFIGURATION

Strike Team

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

Structural Strike Team:	5 Structural Engines (Type 1 or 2) 1 Strike Team Leader
Wildland Strike Team*:	5 Wildland Engines (Types 3, 4, 5, and 6) 1 Strike Team Leader
Tender Strike Team:	5 Water Tenders (Type 1, 2, and 3) 1 Strike Team Leader
ALS Strike Team:	5 ALS Ambulances (Transport Capable/Type 1 or 2) 1 Strike Team Leader
BLS Strike Team:	5 BLS Ambulances (Transport Capable/Two EMTs) 1 Strike Team Leader

*A contract engine will be ordered from the host interagency dispatch center for the incident when available.

Task Force

A task force is a combination of single resources 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 Task Force Leader
Rural Task Force:	3 Structural Engines (Type 1 or 2) 2 Water Tenders (Type 1, 2, and 3) 1 Task Force 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 Task Force Leader
Wildland Task Force:	5 Wildland Engines (Types 3, 4, 5, and 6) 1 Water Tender (Type 1, 2, and 3) 1 Task Force Leader

Ambulance Task Force: 3 ALS Ambulances
2 BLS Ambulances
1 Task Force 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.

Fire Mobilization

Regional Coordinators maintain an awareness of those resources available within their region. When the State EOC is activated for a fire mobilization, the Regional Coordinators may participate in conference calls to determine the status of equipment and personnel available for dispatch.

Mobilization incident prioritization and resource allocation may also be discussed during conference calls. The MAC priority list will be the standard however; the SFMO may prioritize mobilization incidents differently and reallocate resources accordingly dependent on incident conditions and information provided by the Fire Defense Committee and Mobilization field staff. All resource reallocations should be discussed with assigned incident management team prior to reallocation.

Utilizing the resource tracking form the Regional Coordinator can either report their status verbally during the conference call or fax it to the EOC. ***Forms - Appendix M***

Interagency Resource Ordering Capabilities (IROC)

The Department of Natural Resources keeps track of those resources under its control using a national computer database system called IROC. Currently this is not being used by Mobilization.

Emergency Operations Center (EOC)

Local EOCs may provide resource coordination and support to the on-scene Incident Command. When local resources are exceeded, State EOCs may provide additional expertise, resources, and support. When State resources are exceeded, State EOCs may request additional resource support and coordination assistance from other States or from the Federal Government. Mobilization does not order resources through the State EOC.

Directions for Completing the Resource Inventory

Only include resources that are available for response to a disaster elsewhere, without reducing your own capabilities to an unacceptable level.

Use the special information area on the inventory list for resources that need clarification for unusual attributes (Example: personnel that are bi-lingual or sign for the deaf).

Use a separate list, if necessary, for additional resources not typed on these resource lists. Be specific in describing features or qualifications. ***Forms – Appendix M***

Emergency Management Assistance Compact (EMAC)

Mobilization cannot be approved for sending resources out of state on an EMAC request for EMD. The EMAC process requires a contract and estimated cost for service to be done prior to accepting an assignment.

Pacific Northwest Emergency Management Arrangement (PNEMA)

Mobilization cannot be approved for sending resources out of state on a PNEMA request for EMD. The PNEMA process requires a contract and estimated cost for service to be done prior to accepting an assignment.

PRINCIPLES

In accordance with the Plan, the Washington State Patrol will reimburse fire agencies for the eligible costs incurred while mobilized for a major emergency incident.

In the event that a state mobilization incident qualifies as a presidential or other federally declared disaster, the reimbursement policy will not change with regard to the local jurisdiction participants. Local jurisdictions will be fully reimbursed for their eligible state mobilization expenses, even if all costs associated with the state mobilization incident are not eligible for federal reimbursement.

The number and type of apparatus and personnel mobilized and tasked to a major emergency incident will be reasonable and necessary as determined by the Incident Commander in discussion with the Mobilization Coordinator of the Washington State Patrol, and Fire Protection Bureau, and will be mobilized according to this Plan.

Criteria for Payment

The Plan and its enabling law, **Title 43.43 RCW**, provide for reimbursement of costs to "fire jurisdictions" only. Support of state mobilization resources is an inherent requirement of state mobilization and its procurement is deemed to be within and essential to state mobilization. The cost of necessary support is therefore reimbursable as state mobilization costs.

Contracts

All fire jurisdictions participating in fire mobilization need to have a valid General Service Contact with the Washington State Patrol. This agreement allows the Washington State Patrol to exchange funds with the fire jurisdiction. Reimbursement for personnel and equipment cannot be made until a contract is in place. Contracts are good for 5 years from the date signed.

Other vendor contracts will need prior approval of the State Fire Marshal's Office. This process minimizes the potential for error or delay in obtaining critical resources or paying costs. This provision shall not be used to circumvent the prescribed usual resource acquisition process.

Resource Order Authority

A resource request number shall be assigned to each mobilized unit or person to include overhead personnel, equipment, aircraft, crews, and supplies. The resource request number is the authority reference for all claims, including those of the personnel assigned to the units but it is not, per se, an authorization for payment.

A resource request number is required for all resources. The Washington State Patrol Fire Protection Bureau will issue all resource request numbers.

Self-Dispatching

Fire Department units and/or individuals shall not self-dispatch to an activation of the Mobilization Plan. The SFMO in concert with the Fire Defense Committee will take aggressive action to ensure that such resources are not utilized by denying logistical support, funding, and reimbursement to self-dispatched units or personnel.

Incident Cost Share Agreements

All agencies having ownership of an incident need to be involved in the discussion and finalization of the Cost Share Agreement. Incident Management Teams may be asked to track the percent of effort by Division or agency. The Finance Section Chief may provide detail cost reporting which could be used in determining the cost of an incident.

Reimbursement of other agencies and private companies working on an Incident Management Team

Incident personnel who are working with the Incident Management Team holding a position listed on the Organization Assignment List, ICS Form 203, are eligible for reimbursement. This would cover personnel working on teams who are employed by state, county and city agencies that would include: Emergency Management Divisions, County Public Works, Public Utility Districts, Sheriff's and Police Departments, Public Health officials, mapping (GIS).

Public Agency Resources (Non-Fire Agency)

Departments and agencies shall fulfill their primary roles and responsibilities during an incident without expectation of reimbursement through mobilization.

Washington State Patrol may enter into a contract with any Washington public agency to provide critical resources in support of mobilization when those resources are not available from fire service agencies.

When entering into a contract, all requirements, benefits, and guidelines of the Plan apply the same as a fire service agency. This would include rates of pay, compensable hours, backfill and mileage rates, etc.

The number and type of resources and personnel mobilized will be reasonable and necessary as determined by the Incident Commander in discussion with the Mobilization Coordinator and/or assigned Mobilization Representative.

Examples of resources/personnel not eligible for reimbursement:

- Agency representatives/liaisons to the incident assigned by their jurisdiction/agency
- Personnel performing their regular duties
- Mutual aid to support regular duties
- Specialized equipment to support regular duties

Private Contract Fire Resources

Private contract fire resources may enter into an agreement with a local fire protection jurisdiction and under the terms and conditions of that agreement, become a resource of that jurisdiction. These private contract resources may then be mobilized as fire protection jurisdiction resources.

In such a case, the contracted resource is seen and identified as a resource from the local fire protection jurisdiction. The Plan governs all practices, payment conditions, and rates, just as it does for all other state mobilization resources.

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PERSONNEL COMPENSATED BY EITHER WSP OR HOME AGENCY

POSITION REQUIREMENTS

It is the expectation that all personnel come qualified as ordered. On a wildland incident, an incident qualification card is required for Strike Team Leader trainee and above, regardless of pay status (career vs casual hire). Casual hire personnel seeking reimbursement higher than FF2 must meet or exceed the standards set out in PMS 310-1 and provide their qualification card. Trainee positions below Strike Team Leader will be paid at the highest level carded.

Timekeeping

All personnel time is documented on the Emergency Firefighter Time Report, form OF-288. Time for muster, travel, check-in, demobilization, and rehab must be kept separate from fire time. Personnel may not approve their own time worked. Personnel must document their time on a Crew Time Report (CTR), and have it approved by their Division Supervisor, Unit Leader, Section Chief, or Incident Commander. Time must be signed by the resource's chain of command on the Incident, not their home unit.

Travel Time

> Travel time is calculated as the mileage from home agency to incident divided by 45 mph, however it is understood that conditions vary (See Excessive Travel). Computer programs such as Bing Maps or other similar mapping program will be used to determine mileage, utilizing the shortest route based on mileage available unless otherwise authorized by the WSP.

This calculation takes into consideration rest breaks and fueling. Travel will be documented on a Crew Time Report (CTR).

No travel time will be paid for personnel traveling at their own choice between place of residence, base camp, and/or point of hire.

Excessive Travel: In those cases of excessive travel time, a CTR will be completed documenting the extra time (including the reason), signed by home unit Chief, and forwarded to the Mobilization Section. Submittal of additional time is not a guarantee of payment and is subject to review and approval.

Responding personnel are eligible for 2 hours of muster time prior to departing for assignment and 1 hour to place the equipment back into service upon arriving back at the home unit (see example below). Time spent picking up a rental vehicle and completing associated paperwork is considered included in the muster time. Rehab is for agency apparatus only that have line assignments, i.e., strike team leader, engines, ground support, etc.

Muster/Travel/Check-in Example



CREW TIME REPORT

(1) CREW NAME: Central Region Strike Team # 2 — (2) CREW NUMBER: 2705
(3) OFFICE RESPONSIBLE FOR FIRE — (4) FIRE NAME: Rock Candy Mountain Fire — (5) FIRE NUMBER

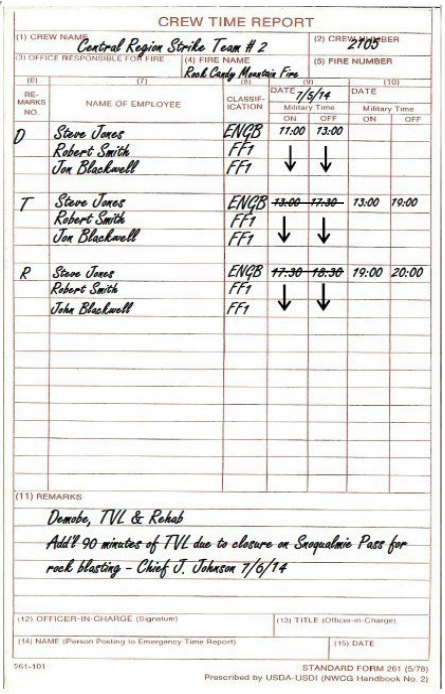
(6) RE-MARKS NO.	(7) NAME OF EMPLOYEE	(8) CLASSIF-ICATION	(9) DATE 7/5/14 Military Time ON	(9) Military Time OFF	(10) DATE Military Time ON	(10) Military Time OFF
M	Steve Jones	ENGB	13:00	15:00		
	Robert Smith	FF1	↓	↓		
	Jon Blackwell	FF1				
T	Steve Jones	ENGB	15:00	19:30		
	Robert Smith	FF1	↓	↓		
	Jon Blackwell	FF1				
C	Steve Jones	ENGB	19:30	20:00		
	Robert Smith	FF1	↓	↓		
	John Blackwell	FF1				

(11) REMARKS
Muster & Travel to Rock Candy Mountain Fire
C Check-in

(12) OFFICER-IN-CHARGE (Signature) — (13) TITLE (Officer-in-Charge)
(14) NAME (Person Posting to Emergency Time Report) — (15) DATE

561-101 STANDARD FORM 261 (5/78) Prescribed by USDA-USDI (NWCG Handbook No. 3)

Excessive Travel Example



CREW TIME REPORT

(1) CREW NAME: Central Region Strike Team # 2 — (2) CREW NUMBER: 2705
(3) OFFICE RESPONSIBLE FOR FIRE — (4) FIRE NAME: Rock Candy Mountain Fire — (5) FIRE NUMBER

(6) RE-MARKS NO.	(7) NAME OF EMPLOYEE	(8) CLASSIF-ICATION	(9) DATE 7/5/14 Military Time ON	(9) Military Time OFF	(10) DATE Military Time ON	(10) Military Time OFF
D	Steve Jones	ENGB	11:00	13:00		
	Robert Smith	FF1	↓	↓		
	Jon Blackwell	FF1				
T	Steve Jones	ENGB	~~13:00~~	~~17:30~~	13:00	19:00
	Robert Smith	FF1	↓	↓		
	Jon Blackwell	FF1				
R	Steve Jones	ENGB	~~17:30~~	~~18:30~~	19:00	20:00
	Robert Smith	FF1	↓	↓		
	John Blackwell	FF1				

(11) REMARKS
Demobe, TVL & Rehab
Add'l 90 minutes of TVL due to closure on Snoqualmie Pass for rock blasting - Chief J. Johnson 7/6/14

(12) OFFICER-IN-CHARGE (Signature) — (13) TITLE (Officer-in-Charge)
(14) NAME (Person Posting to Emergency Time Report) — (15) DATE

561-101 STANDARD FORM 261 (5/78) Prescribed by USDA-USDI (NWCG Handbook No. 3)

Travel by Ferry
For those resources that use a ferry to travel either to or from a Mobilization deployment, the compensable hours will be calculated as outlined below. The ferry toll is not a reimbursable Mobilization cost. (See Section 17 – Apparatus Compensation for the guidelines that apply to equipment.)

For those traveling to an island where the ferry is the only option:
Travel time is calculated at the mileage from home agency to incident divided by 45 mph + 1 hour for personnel only to allow for waiting time and time on ferry.

For those traveling to Kitsap County or Olympic Peninsula and taking the ferry as an alternate route:
Travel time is calculated at the mileage from home agency to incident divided by 45 mph. There is no additional personnel compensation for riding on the ferry or waiting for the ferry. If the ferry is faster than the hours credited, there will be no deduction of hours; however, if the ferry is slower there will be no additional credit of hours.

Time in assigned status (on-duty time)
Assigned hours are those in which the employee is assigned to duty on the incident according to the shift plan. Assigned hours include reasonable time spent in preparation for work before and after the shift, travel to and from the assignment, time spent in assigned staging, briefings, check-in, and demobilization. Meal breaks are considered on-duty time for personnel on the fire line only.

Ordered Standby Hours
Compensable ordered standby shall be limited to those times when an individual is held by direction or orders in a specific location, fully outfitted and ready for assignment. Must be documented as ordered standby on the Crew Time Report in order to be compensable. These hours are calculated for each 24-hour period after check-in for resources who have not been assigned to the incident. These hours do not apply to travel time to and from the incident. Only the mobilization Representative assigned or the Mobilization Resource Coordinator have the authority to approve order standby.

Staging Hours
Time spent in a mobilization or demobilization center, or other general area, including incident base, where the individual can rest, eat, or, to a limited degree,
pursue activities of a personal nature is not compensable as ordered standby. This includes staging of IMTs and other resources in either lodging facilities or staging areas while waiting for an assignment.

Ordered standby is when resources are assigned to staging for initial attack or emergency deployment to the field; all hours will be reimbursable. Such time is compensable only to the extent needed to complete the guaranteed twelve (12) hours for that calendar day. Only the Mobilization Representative assigned or the Mobilization Resource Coordinator have the authority to guarantee more than base hours.

Non-Compensable Time
Time when an individual is not on assigned duty and is free to leave the area.

1. Unscheduled hours for meals, i.e., breakfast.
2. Sleeping periods.
3. Time required for vehicle/equipment servicing or maintenance.
4. Crew change travel time (either direction).
5. Out-of-Service time (i.e., unit decommissioned or broken down), if crew was reassigned, it must be documented on the Crew Time Report.
6. Daily briefings - Only the Single Resource Boss and above will be compensated for attending unless other direction is provided by Operations or IC.

Work Rest and Length of Assignment, Initial and Extended Attack
Within the initial 48-hour period, for initial attack and extended attack operations, work and rest periods may vary in length. Full 2:1 work to rest ratio must be accomplished. This requires a minimum of 16 hours rest spread over the next 48 hours.

Within the initial 48 hours of an incident, initial attack and extended operations work to rest periods may vary in length. Shifts exceeding 16 hours, including travel time, shall be approved in writing by the Incident Commander. Mitigation measures shall be employed to achieve compliance with 2:1 work to rest ratio policies.

Crew Change

When accepting a dispatch to a Mobilization event, resources are required to stay until demobilized. If an agency wishes to replace a crew after 72 hours assigned to an incident it may do so; however only the following cost will be reimbursed:

- Cost of providing transportation for the crews to and from the event is reimbursable:
  - Driver's time (roundtrip) unless one of the crew members is changing out;
  - Mileage cost (roundtrip).
  - Paperwork will be completed at incident.
- No time is allowed for any of the changing crewmembers.

Travel Time Compensated						
	Response to Event	Crew Change #1		Crew Change # 2		Demobilization from Event
	Travel In	Travel In	Travel Out	Travel In	Travel Out	Travel Out
Crew # 1	Yes		No			
Crew # 2		No			No	
Driver for Change #1		Yes	Yes			
Mileage		Yes	Yes			
Crew # 3				No		Yes
Driver for Change # 2				Yes	Yes	
Mileage				Yes	Yes	

Question: *What does being paid only one-way-in, one-way-out mean?*

Answer: *The Plan does not compensate for changing personnel. One-way-in, One-way- out means just that. In the example above, Crew # 1 (initial response crew) is paid for travel time from home to event (One-way-in). Crew # 2 is not compensated for travel to or from the event. Crew # 3 is compensated only for travel time home from event (One-way-out). The only personnel compensated to and from the event are the drivers so long as they are not crewmembers.*

Incident Management Team Personnel
Personnel assigned to an Incident Management Team are to be compensated consistent with the guidelines described in Section 15.

Incident Time Off
Any incident personnel may request non-compensated time off from the incident, subject to the approval of the Incident Commander. The compensable time reported for the incident shall specifically indicate any such time off, and it shall not be compensable or reimbursable as an agency cost.

Support Personnel
Fire agency costs for personnel working in a support role specific to the state fire service resource mobilization effort, such as personnel responsible for coordinating the state mobilization effort (i.e., Regional Coordinators), are reimbursable provided such costs are above and beyond normal and usual fire agency cost. This does not include administrative support when calculating billing or reimbursement issues, or local and county coordinators.

Incident Support Personnel
Those jurisdictions providing resources are not to send support personnel (i.e., paramedics or mechanics) with ordered resources. They will not be eligible for cost reimbursement, nor will they be given resource request numbers. Attempts to obtain resource request numbers for these personnel will be considered prima facie evidence of fraud (RCW 9A.60).

Question: *I am a firefighter for the host jurisdiction and have been assigned to work with the EOC on donation management. Are my hours reimbursable through mobilization?*

Answer: *No. Donation management is an EMD function and outside the scope of mobilization.*

Host Agency and Mutual Aid Apparatus and Personnel
Initial attack resources provided by the host jurisdiction, and mutual aid partners will be reimbursed for apparatus and personnel cost during the initial phase of the incident once mobilization has been approved. Once the incident management team assumes command of the incident, only those resources considered part of the mobilization response will be eligible for continued reimbursement and must be checked in and under the command and control of the incident management team. Independent action is not compensable.

PERSONNEL COMPENSATED BY WSP

Fire agency personnel not compensated by their home agency who are mobilized under the Plan will be hired and paid as short-term "exempt" employees of the Washington State Patrol, Fire Protection Bureau. References to "temporary" firefighters are based on the short-term nature of the employment with the Washington State Patrol, Fire Protection Bureau, not their employment status under the Washington Administrative Codes.

Temporary employment status with the Washington State Patrol, Fire Protection Bureau begins:

- At the time state mobilization is declared for those resources already on the incident, or
- Upon mobilization or assignment to a responding state mobilization resource holding an authorized incident resource request number.

Mobilized personnel do not receive state:

- Insurance Benefits (exception: Industrial Insurance provided through L&I).
- Retirement.
- Vacation.
- Sick Leave.
- Personal Holiday.
- Holidays.

Note: "Exempt" in this context refers to civil service law and does not have the same meaning as "exempt" under the Fair Labor Standards Act.

Employment status with the Washington State Patrol, Fire Protection Bureau ends at the time that the demobilized resource arrives back at their home station and the equipment has been placed back into service (maximum time of 1 hour per person on the equipment).

Rates: Hourly rates will be defined by the Washington State Wage & Equipment Rate Guide for the position qualified and assigned. ***See Rates - Appendix N***

Engine Boss (Single Resource) or FF1 Reimbursement:
Those persons wishing reimbursement by the Washington State Patrol for positions higher than Firefighter 2 will need to meet or exceed the standards as set out in PNWCG 310-1 Guide, and documented on the firefighter's qualification card.

Workweek: The workweek is the WSP standard workweek. It begins at 12:01 AM Sunday and ends at midnight on Saturday.

Regular Hours: All hours up to 40 hours in a workweek.

Overtime Hours: All hours worked in excess of 40 hours each workweek shall be paid at one and one-half times the regular rate.

Required Documentation: All ordered personnel compensated by WSP must provide the following documentation at the time of check-in on each incident:

1. Current year IRS Form W-4
2. Waiver of Polygraph/Background Check
3. State of Washington Authorization for Automated Clearing House (ACH), Direct Deposit of Wages
4. Copy of current position qualification card

Forms located at "Forms Needed for Payment-Volunteer Firefighter" on Washington State Fire Marshal's website under "All Risk Mobilization"

PERSONNEL COMPENSATED BY HOME AGENCY

Fire agency personnel compensated by their home agency who are mobilized under the Plan will continue to be employees of that agency at all times. Fire agency reimbursement of personnel costs includes the following:

Regular Hours: All hours regularly scheduled at their home agency for personnel assigned to a mobilization incident. These hours will be calculated the same as the agency calculates their regular hours for days scheduled for duty at their regular hourly rate. (Example: 8, 10, 12, or 24 hours scheduled duty days.)

Regular hours at the incident are not reimbursable when the agency is seeking backfill reimbursement for the same hours. Backfill is not required by the home agency.

Premium pay incentives tied specifically to mobilization and not normally paid by the agency or other non-reimbursable incidents, shall not be compensable.

Any premiums negotiated into a collective bargaining agreement or other employment agreement that are not paid as part of the department's normal and customary operations within its own jurisdiction are not compensable.

Overtime Hours: Overtime hourly rates for personnel assigned to a mobilization incident for overtime hours worked. Overtime hours are those hours not regularly scheduled to work at their home agency and are assigned on the incident action plan.

Compensable overtime hours are the same as those in **Time in assigned status (on-duty time)**.

Question: *If I am scheduled to work a 24-hour work day (7 a.m. to 7 a.m.) on Monday and I am called to respond to a State Mobilization event at noon, and continue working on my days off, Tuesday and Wednesday returning home at 6 p.m., how many overtime hours am I entitled to?*

Answer: *In this case, Mobilization will compensate your regular hours from noon on Monday until 7a.m. on Tuesday. Since Tuesday and Wednesday are your days off, you will be reimbursed for the assigned hours. If on Tuesday you worked from 6 a.m. to 6 p.m., you are entitled to 11 hours of overtime. This is because from 6 a.m. to 7 a.m. you are still on your regular assigned shift. On Wednesday, you work from 6 a.m. to noon at the event and are demobilized and travel time home places you back at your home station at 6 p.m., you will be compensated for 12 hours of overtime.*

Monday		Tuesday	Wednesday	
Scheduled Shift: 0700 Monday to 0700 Tuesday		Day Off	Day Off	
Respond to Mobilization at Noon		Assigned 0600 to 1800	Assigned 0600 to 1200, demobed and travel time home.	
Hours Compensable by Mobilization				
Day	**Hours**	**Regular**	**Overtime**	**Total**
Monday	Noon to Midnight	12	0	12
Tuesday	Midnight to 7am	7	0	7
Tuesday	0700 - 1800	0	11	11
Wednesday	0600 - 1200	0	6	6
Wednesday	1200 – 1800	0	6	6
Total		19	23	42

Question: *Does Mobilization reimburse for callback hours?*

Answer: *No, only regular and overtime hours are reimbursed as defined above.*

Backfill: When a fire agency sends personnel who were scheduled to work, it may have a need to replace those personnel in order to provide support for those it protects. The term Backfill Personnel applies to those persons who come in on a non-scheduled work day and replace the person assigned to the Mobilization event.

The fire agency will be reimbursed for positions that require replacement staff for those personnel assigned to mobilization. Only regularly scheduled hours are eligible for backfill consideration.

When an agency receives reimbursement for backfill of a mobilized position, the agency will not be eligible for reimbursement of the regular hours of the mobilized employee. The assumption is the duties and responsibilities of the mobilized employee to the political subdivision by which they are employed are performed by the backfill employee.

Question: *Does Mobilization provide backfill on non-scheduled work days or "Kelly" days?*

Answer: *No, backfill only applies to regularly scheduled shifts. "Kelly" days will be considered the same as a non-scheduled work day.*

Question: *If a mobilized firefighter is backfilled with a firefighter who is reimbursed at a regular hourly rate or a shift stipend, is the backfill reimbursable?*

Answer: *No, backfill reimbursement only applies to overtime cost incurred by the agency for bringing in personnel on a non-scheduled work day.*

Returning Mobilized Firefighter who has been "Backfilled": When required to comply with local minimum staffing requirements, the regular or overtime costs of a replacement firefighter filling for a firefighter tasked to a state mobilization are reimbursable. When the mobilized firefighter arrives back home, eligibility ends for any cost reimbursement (1) for that firefighter and (2) for the backfilling replacement firefighter.

If the mobilized firefighter arrives home during his/her regular work shift, the expectation is that he/she will report for and return to work. If the home fire agency chooses to allow the returning firefighter to go home (i.e., to his/her personal residence), rather than to return to work, *it does so at its own expense and is not reimbursable.*

Total Cost of Compensation (TCC): All personnel claims submitted (except for contractors) are required to utilize the TCC method. TCC compensates for a regular hourly wage plus benefits.

Life insurance, Medical, Dental, Employee Assistance Programs and Disability Insurance is all included in the Medical/Dental Section and is applied only to the regular hour rate. While the overtime base rate may be 1.5 times more than the regular time, once benefits are added, this is no longer a true statement. Overtime TCC should always be less than 1.5 times the regular TCC rate. ***See Washington State Fire Marshals website***

Total Cost of Compensation					
	Regular Rate	Overtime Rate			
Base Hourly Rate:	$ 24.00	$ 36.00	**Regular Rate** without benefits. **Overtime** is 1.5 times the Regular Rate.		
Social Security:	$ 1.49	$ 2.24	**Social Security** 6.2%;	Should be similar to:	$ 1.49
Medicare:	$ 0.35	$ 0.53	**Medicare** 1.45%;	Should be similar to:	$ 0.35
LEOFF/PERS:	$ 2.12	$ 3.18	**LEOFF 2**: 8.83%; **PERS 1**: 6.0%; **PERS 2**: 5.45%; **PSES 2**: 6.57%		
L&I Insurance:	$ 0.31	$ 0.31	**L&I Insurance** - Rate is the same for Regular Hours and Overtime Hours.		
Medical/Dental Insurance:	$ 4.15		**Insurance** is based on Regular Hours worked in a month. N/A to Overtime.		
Total:	$ 32.42	$ 42.25			

Required Documentation: All reimbursement claims for personnel compensated by the home agency must include the following documentation:

1. Individual Time Record – Completed for each mobilized firefighters
2. Individual Time Record – Completed for each backfill firefighter, when applicable
3. Backfill Summary, when applicable, CLEARLY identifying who the backfill was relieving
4. Shift calendar with list of personnel on each shift
5. OF-228s – Includes IA requests
6. Payroll reports
7. Copy of Labor Agreement or MOU when 'Shift Premium' is used.

See "Career Payment Reimbursement Form" on Washington State Fire Marshal's website under "All Risk Mobilization" for reimbursement instructions.

APPARATUS ELIGIBILITY

Only those fire agency all-hazard apparatus utilized in state mobilization, including but not limited to structural firefighting units, required support units, and command vehicles will be compensated.

Intent of Statute

"When available" The statute and the Plan both provide for the mobilization of resources "when available". If an apparatus or equipment resource must be backfilled, then it is unavailable and is not to be mobilized. "When available" means that there is no requirement to provide fire resources in response to a state mobilization request and that no replacement or backfill apparatus will be provided to a local fire protection jurisdiction that has committed apparatus to a state fire resources mobilization. If a backfill apparatus is requested, the mobilized apparatus will be demobilized and returned as soon as possible; no replacement will be authorized.

COMPENSATION

Unlisted Rates

Equipment not listed in the Washington State Wage & Equipment Rate Guide should be hired at rates listed in the FEMA Schedule of Equipment Rates. If the equipment is not listed in either of these rate tables, the equipment should be rented at a reasonable negotiated rate. Reasonable means a rate comparable to that paid for equipment listed that is similar in type, size or function. Negotiations should include at least the Incident Commander or the Finance Section Chief who must document the negotiation. The negotiated rate must be reviewed and approved by the WSP prior to making payment. Rates in the rate tables are for new, or like new, equipment.

See Rates – Appendix N

Compensable Time (On-Shift)

Hours will include reasonable travel from point of hire to the incident and return to the point of hire from the incident upon release; travel between the incident base and assigned work location; and for specifically directed work. Specific work includes, but is not limited to, assigned suppression work, assigned staging and/or readiness, and assigned support activities.

Exceptions:

- If equipment is hired at the incident, none of the travel to the incident is allowed.
- Equipment that is not in a safe and operable condition will not be hired.
- Time required for maintenance is not compensable.

Time Keeping

Equipment use shall be recorded by time unit personnel as follows:

Hourly Rate – to the nearest half hour
Mileage Rate – nearest mile

Travel Time

Travel time is calculated as the mileage from home agency to incident divided by 45mph, however it is understood that conditions vary (See Excessive Travel). Computer programs such as Map Point (or other similar mapping program) will be used to determine mileage. This calculation takes into consideration rest breaks and fueling.

Excessive Travel: In those cases of excessive travel time, a shift ticket will be completed documenting the extra time (including the reason), signed by home unit Chief, and forwarded to the Mobilization Section. Submittal of additional time is not a guarantee of payment and is subject to review and approval.

Travel by Ferry:

For those resources that use a ferry to travel either to or from a Mobe deployment, the compensable hours will be calculated as outlined below. The ferry toll is not a reimbursable Mobilization cost. (See Section 16 – Personnel Compensation for the guidelines that apply to personnel.)

For those traveling to an island where the ferry is the only option:
Travel time is calculated at the mileage from home agency to incident divided by 45 mph. No additional equipment compensation allowed for waiting time and time on ferry.

For those traveling to Kitsap County or Olympic Peninsula and taking the ferry as an alternate route:
Travel time is calculated at the mileage from home agency to incident divided by 45 mph. There is no additional personnel compensation for riding on the ferry or waiting for the ferry. If the ferry is faster than the hours credited, there will be no deduction of hours; however, if the ferry is slower there will be no additional credit of hours.

Wet Rate
All apparatus and equipment are paid as a "wet rate". A wet rate is inclusive of all fuel, oil, maintenance, repair, insurance, and incidental cost (example ferry transportation and bridge tolls). These costs are paid by the owner and are not reimbursable.

Equipment/Apparatus hired will be used on: unimproved roads, steep, hilly, rocky terrain, and subject to extreme heat, dust, and smoky conditions.

Paid As Ordered
Units are paid based on the resource order. If a unit has the ability to operate in an upgraded capacity, and a DIVS or higher requests the unit to operate in the upgraded capacity, the unit will be compensated at the appropriate rate. The change in capacity will be documented on the shift ticket.

Decommissioned (Out-of-Service) Units
Decommissioned units are out-of-service. Out-of-service apparatus are not eligible for any incident assignments or state mobilization payment until repaired and accepted by the Ground Support Unit. Personnel assigned to that unit are not eligible for compensation unless reassigned. Only an Incident Commander may overrule an out-of-service order issued by the Ground Support Unit.

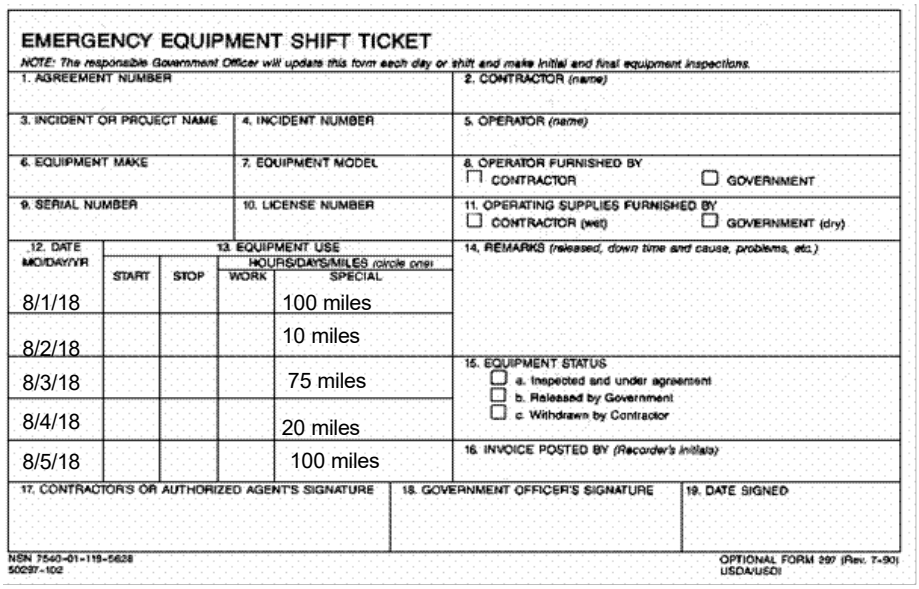
Mileage and Daily Guarantee

Vehicles used for transportation to and from a mobilization event will be paid at the Washington State Wage and Equipment Rate Guide mileage rates. Vehicles used for transportation on the incident will be paid a daily guarantee or rate per mile, whichever is higher depending upon the type of vehicle.

Those resources ordered for overhead line positions shall have their own vehicle meeting the criteria of a command vehicle and cannot be placed as a crew member on an engine or tender.

Example:

A Strike Team Leader drives an SUV to an incident. He drives the miles as indicated on the Emergency Equipment Shift Ticket.



EMERGENCY EQUIPMENT SHIFT TICKET

NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.

1. AGREEMENT NUMBER				2. CONTRACTOR *(name)*
3. INCIDENT OR PROJECT NAME		4. INCIDENT NUMBER		5. OPERATOR *(name)*
6. EQUIPMENT MAKE		7. EQUIPMENT MODEL		8. OPERATOR FURNISHED BY ☐ CONTRACTOR ☐ GOVERNMENT
9. SERIAL NUMBER		10. LICENSE NUMBER		11. OPERATING SUPPLIES FURNISHED BY ☐ CONTRACTOR (wet) ☐ GOVERNMENT (dry)
12. DATE MO/DAY/YR	13. EQUIPMENT USE START	STOP	HOURS/DAYS/MILES (circle one) WORK / SPECIAL	14. REMARKS *(released, down time and cause, problems, etc.)*
8/1/18			100 miles	
8/2/18			10 miles	
8/3/18			75 miles	15. EQUIPMENT STATUS ☐ a. Inspected and under agreement ☐ b. Released by Government ☐ c. Withdrawn by Contractor
8/4/18			20 miles	
8/5/18			100 miles	16. INVOICE POSTED BY *(Recorder's initials)*

17. CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE	18. GOVERNMENT OFFICER'S SIGNATURE	19. DATE SIGNED

NSN 7540-01-119-5628 50297-102 — OPTIONAL FORM 297 (Rev. 7-90) USDA/USDI

The payment for this vehicle would be as follows:

Day	Miles	Rate	Subtotal	Guarantee
August 1, 2018	100	$ 1.14	$ 114.00	$ -
August 2, 2018	10	$ 1.14	$ -	$ 50.00
August 3, 2018	75	$ 1.14	$ 85.50	
August 4, 2018	20	$ 1.14	$ -	$ 50.00
August 5, 2018	100	$ 1.14	$ 114.00	$ -
	305		$ 313.50	$ 100.00

Note that on August 2 and August 4, 2018, the daily guarantee exceeds the mileage rate. The higher rate is then

Question: *Can I be an STL or TFL assigned to an engine without my own vehicle?*

Answer: *No, you should only accept the assignment if you have your own transportation.*

Mechanical Failure
The cost of mechanical or other physical damage repair is deemed to be included within the cost of the "wet rate" paid for apparatus. There is no reimbursement for these costs.

Examples:

- Mechanical breakdowns, including major items (e.g., motor, transmission, differential).
- Body damage, minor (e.g., scratched paint from brush and trees, or damage sustained running through fences) or major (e.g., body and fender damage).
- Cost incurred due to incidental loss or damage to apparatus, equipment, or personal property are not reimbursable.
- Cost of temporary replacement for lost or damaged apparatus, equipment, or personal property (e.g., rental expense) while permanent repairs or replacement are being pursued is not reimbursable.

Fuel/Oil/Maintenance Cost
Fuel, oil, and maintenance costs that are charged to state mobilization by units at the incident will have those cost deducted from the units' payment.

Rental Vehicles
Those persons called to respond as a Division Group Supervisor or Strike Team Leader who do not have an agency owned vehicle available, may rent a vehicle to utilize on an incident. This requires:

1. Pre-authorization from the State Fire Marshal's Office prior to renting.
2. The vehicle is rented under the home agency's name.
   a. Agency responsible for:
      i. Driver's actions.
      ii. Tickets incurred (criminal or traffic).
3. The home agency pays the cost of the vehicle rental.
   a. Reimbursement sought after the incident for actual cost only.

Vehicle rentals will be the exception when responding to a mobilization event.

Minimum Guarantee

Engines

For engines, 50% of the Daily Rate will be paid per 24-hour period for firefighting apparatus, if actual hours worked (assigned) is less than eight (8) hours, provided that the apparatus is in service (response ready). Out of Service (OOS) engines will not be eligible for this compensation.

Date	22	23	24	**Example** This is an example where the ½ daily rate guarantee is applied for the 23rd. The 22nd and 24th were travel days. The engine would be paid for 2 ½ days.
Hours	2	5	8	
Description	Travel to fire 1200 to 1400	Unassigned	Assigned @ 0600 and work until 1200 and 2 hours travel home	

Mechanics

Guarantee is based on the mechanic, helper, and work truck being hired together for an incident. If the total time they are used is less than five hours, they will be paid at the guarantee rate. This applies only to mechanics/works trucks ordered by mobilization.

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Supplies

Non-expendable supplies checked out from the incident supply unit must be returned prior to final demobilization and departure. The cost of supplies not returned, and for which there is no documentation attesting to fire loss, transfer, or other disposition, will be deducted from the unit payment.

Other expenses may be authorized for reimbursement on a case-by-case basis. Such other expenses must be approved by the WSP, Fire Protection Bureau prior to the cost being incurred.

Telephone Charges

Allowable (reimbursable) telephone expenses include those calls made during the mobilization for incident business only. These calls would normally be made by members of an Incident Management Team, Strike Team Leaders, and Single Resource Bosses. Calls must be reasonable and prudent, limited calls between state mobilization resources and their home agency, e.g., brief daily status update (maximum 10 minutes per day). No personal use is reimbursable.

Claims must be submitted with all charges. Mobilization will reimburse only those minutes used per phone call, not the cost of the monthly service or special features. No special billings may be used in support of these costs. (Note: "special billing" charges the calls to State Mobilization.)

No equipment resource order number will be issued for telephones other than installation at a camp. Cellular phones will use the Overhead or Equipment resource order number.

Travel

Time spent traveling from home agency to an event and back is considered compensable time. Costs incurred while traveling may also be compensable. These are:

- **Per Diem**
  Extended Attack Resources are expected to be self-sufficient for up to 24 hours depending on the conditions of the Incident. Per diem cannot be claimed during this initial 24 hour time period unless:
    - Travel will be in excess of 6 hours and out of your home jurisdiction, or
    - Otherwise approved by the State Fire Marshal's Office or Incident Commander.

  After 24 hours, resources may submit per diem claims only for those meals that are not available at camp. The following guidelines apply:
    - Paid in accordance with Washington State Office of Financial Management (OFM) rates (www.ofm.wa.gov/resources/travel/colormap.pdf).
    - Reimbursement for per diem expenses may not exceed OFM rates.

- Resources must be in travel status.
- For travel home in excess of 6 hours, if sack lunches are provided, per diem claims will not be allowed.

- **Personnel Accommodations**
  - Established camp accommodations for housing, feeding, and support of state mobilized personnel shall be used when provided.
  - Alternate accommodations may be utilized at the expense of the user. The costs for alternative accommodations are not reimbursable.

Other Expenses
Other expenses may be authorized for reimbursement on a case-by-case basis. Such other expenses must be approved by the WSP, Fire Protection Bureau prior to the costs being incurred**.**

- **Contracts**
  Only the Finance Section Chief for the fire mobilization Incident Management Team, the Regional Coordinator, and State Fire Marshal shall have the authority to negotiate and enter into a payment arrangement for facilities, meals, and other costs associated with the incident.

- **Emergency Purchases**
  Purchases made in response to unforeseen circumstances beyond the control of an agency which present a real, immediate, and extreme threat to the proper performance of essential functions and/or may be reasonably expected to result in excessive loss or damage to property, bodily injury, or loss of life.

If goods or services are obtained for a Mobilization incident and the cost will exceed $10,000, the State Fire Marshal's Office needs to be notified as soon as possible.

Compliance with the following procedures in the event of personal injury to any personnel mobilized under the *Mobilization Plan* is <u>required</u>.

Notice of Injury to Medical Unit

The Medical Unit is to be advised of any injury immediately. The Medical Unit will provide or arrange for the care of the injured person.

Incident Report

The injury must be immediately reported to the on-scene Division Supervisor or higher officer so that the circumstances can be confirmed and a record made. This report, supported by the record in the unit log and supplemented by the report of the Medical Unit, is required for the support of any claims made. Utilize the Personal Injury Notice. ***Forms – Appendix M***

Insurance Coverage

Injuries sustained while in the employ of the Washington State Patrol, Fire Protection Bureau are covered under the Washington State Labor and Industries (L&I) insurance laws. Injuries sustained while in the employ of the home fire service agency are covered under the benefit programs provided by that agency.

Personnel Compensated by the Washington State Patrol:

Injury Report to Washington State Patrol
Immediately upon an employee of the Washington State Patrol, Fire Protection Bureau sustaining an injury, the Incident Management Team shall take the following actions:

1. Report the injury, within 24 hours, to the Washington State Patrol, Fire Protection Bureau representative assigned to the incident and provide the following:

    - Personal Injury Notice. ***Forms – Appendix M***
    - Medical Unit Report.
    - Emergency Firefighter Time Report (Optional Form 288).

2. If the injured person is taken to a hospital or other medical facility, advise the facility that it is an on-the-job injury covered by Washington State L&I and complete the L&I claim form (to be provided by the medical facility). (See Person's Seeking Treatment below) The employer name and address to be listed on this form is:

Washington State Patrol
PO Box 42620
Olympia WA 98504-2620

Personnel Compensated by Home Agency:

Injury Report to Home Fire Service Agency
The following actions need to be taken immediately upon an employee of any fire service agency sustaining an injury:

1. Report the injury, within 24 hours, to the home fire service agency and the Washington State Patrol, Fire Protection Bureau representative assigned to the incident.

2. Complete and fax to the home fire service agency, within 24 hours after the injury occurs, the following:

    - Personal Injury Notice (**Forms – Appendix M**).
    - Medical Unit Report.
    - Emergency Firefighter Time Report (Optional Form 288).

3. If the injured person is taken to a hospital or other medical facility, advise the facility that it is an on-the-job injury covered by Washington State L&I (except LEOFF Plan 1 members) and complete the L&I claim form (to be provided by the medical facility). (See Person's Seeking Treatment below) The employer name and address to be listed on this form is that of the home fire service agency.

A full report of any reportable firefighter injury, including incident history, cause of injury, and action taken, shall be made to the home fire agency.

Person's Seeking Treatment:

Those personnel who seek medical attention for a work related injury that occurred at a Mobilization incident must inform the Health Care Provider that this is a work related injury.

The Health Care Provider is then responsible for assisting the worker with the filing of their Labor and Industries claim form called "Report of Industrial Injury or Occupational Disease" (ROA).

For those personnel being reimbursed by the Washington State Patrol, use the information below to complete the employer's information:

Claims Manager – Human Resources Division
Washington State Patrol
PO Box 42620
Olympia, WA 98504-2620

For those personnel being reimbursed by your home agency, complete the employer portion of the form with your home agency information.

While at the Health Care Provider's office, workers should be given the worker's portion of the Report of Industrial Injury or Occupational Disease (ROA) to complete as well as a copy to take

home. This portion will have your Labor and Industries Claim Number. A copy of this form needs to be attached to the Mobilization "Injury/Exposure Report" form and left at the Mobilization Incident.

The provider then mails the employer's portion to Washington State Patrol – Human Resources Division. The Human Resources Division is the only department authorized to complete the employer's portion of the ROA. If the ROA and Injury/Exposure Report are not submitted there is a chance your claim will be initially denied.

Washington State law (**RCW 51.28.010**) requires that an employee immediately report any on-the-job injury to his or her employer. Under the Mobilization Plan, this report must be made to the Incident Management Team in charge of the Mobilization.

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Submittal of Claims

Claims must be submitted to the Washington State Patrol, Mobilization Section within 45 days of the end of the mobilization.

Exceptions: (i.e., late claims) will be reviewed on a case by case basis.

Agencies or persons with claims that may exceed the 45-day period need to submit a written request for exception with a detailed explanation for the exception.

Claim Forms

Claims for expenses and reimbursement of costs incurred under state fire services mobilization are to be made utilizing the state mobilization forms. ***Forms – Appendix M***

Exceptions: The incident Finance Section will create the payment records for all apparatus and volunteer personnel. No agency records or expense claims are to be prepared for these.

Records

Accurate time and activity records for all units and personnel are required to be maintained by the unit leader, Strike Team or Task Force Leader. Unit time records for equipment and personnel must be submitted to the Incident Time Unit daily. Completed unit logs must be submitted to the Demobilization Unit prior to departure from the incident.

Limitation of Claims

The cost of apparatus or equipment repair or replacement due to loss or damage as a direct result of state mobilization activity will be paid, provided that such loss or damage was not caused by the willful misconduct, negligence, or bad faith of the claimant. The only costs that are reimbursable under this provision are for physical loss or damage caused directly by the dynamics of the emergency event or direct firefighting activity**.**

Examples:

- Losses incurred due to a “cut and run” order.
- Physical damage caused by falling debris from the fire.

Appeal of Denied Claims

Notification of a claim denial will be made in writing upon review by the Mobilization Section. A denial of payment of costs may be appealed in writing to the Regional Fire Resource Coordinator within 30 days of the notice of the denial. The Regional Fire Resource Coordinator will seek to determine the facts of the claim and resolve the appeal. If resolution cannot be reached, the Regional Fire Resource Coordinator will take the appeal to the State Fire Defense Committee for review and recommendation.

Review of Appeal

The State Fire Defense Committee will review appeals within 90 days of receipt and may request additional information as needed for review. After review, the State Fire Defense Committee will make a recommendation to the Chief of the Washington State Patrol for disposition.

Decision on Appeal

The Chief of the Washington State Patrol will receive the State Fire Defense Committee's recommendation and within 30 days of receipt make a determination on the appeal. The claimant will be advised in writing of the decision by the Chief of the Washington State Patrol.

Audit

All claims for expenses and reimbursement of costs incurred are subject to audit. Audit of personnel may call for, and the local jurisdiction making the claim shall provide, all records necessary to conclusively show that actual payments were made for which reimbursement is claimed.

Claims determined to be fraudulent will be denied and the agency/personnel may be prohibited from future participation.

Audit Teams

After a mobilization event, a Payment Team may be assembled within a proximity to the event. The team will audit all claims, processing volunteer firefighters and all equipment claims so they can be submitted for payment by the Washington State Patrol.

The size of the team will depend on the size of the event. The pool will be comprised of personnel from the Washington Fire Service, local, and state agencies. The pool will consist of experienced and qualified timekeepers or persons with a background in Mobilization claims. At minimum, members should have taken S-260 and S-261.

Apparatus and Equipment Loss or Damage

Apparatus and equipment loss or damage for which any reimbursement of cost may be sought is required to be reported to the on-scene Division Supervisor or higher officer when the loss or damage is incurred so that the circumstances can be confirmed and a record made.
Forms – Appendix M

This loss or damage reported, supported by the record in the unit log, is required for the support of any claims made.

Claims for Reimbursement: Claims for reimbursement of cost for apparatus or equipment loss or damage must be:

- Submitted on Loss/Damaged Equipment Form.
- Accompanied by:
  - Copy of the investigation.
  - Invoice copies showing the actual cost incurred.

Damage Caused by Suppression/Incident Control Efforts
The Incident Management Team is responsible for tracking any damages caused by personnel or equipment assigned to the incident regardless of the cause. This information will be provided daily to the Mobilization Representative at the incident.

The IMT will document the following:

- Location of the damage (Address and GPS coordinates)
- Owner information
  - Identify if real or personal property
  - Name of owner
  - Phone number
  - Address (of property and mailing)
- What was damaged and the extent
  - Be descriptive and include measurements if needed
- Estimated loss value
- Mitigation efforts done by the IMT – coordinate with Mobilization Representative
  - (i.e., reset fence post or replace yard hydrant)
- Witness information
- Name of person causing the damage
  - How was the damage caused (i.e., retardant drop)
- Investigative report
  - Unit Logs
  - Damage forms
  - Photographs
- Photographs

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Liability and Indemnification Provisions

As provided in **RCW 43.43.962**, the Plan shall be consistent with, and made a part of, the Washington State Comprehensive Emergency Management Plan. Thus, state fire services mobilization under Chapter 43.43 RCW should be considered part of the state's emergency management program under Chapter 38.52 RCW, and subject to that chapter's liability and indemnification provisions.

As such, **RCW 38.52.180(2)** provides, in relevant part, as follows: All legal liability for damage to property or injury or death to persons (except an emergency worker, regularly enrolled and acting as such), caused by acts done, or attempted, under the color of this chapter in a bona fide attempt to comply therewith shall be the obligation of the state of Washington. Suits may be instituted and maintained against the state for the enforcement of such liability, or for the indemnification of persons appointed and regularly enrolled as emergency workers while actually engaged in emergency management duties, or as members of any agency of the state or political subdivision thereof engaged in emergency management activity…PROVIDED, that the foregoing shall not be construed to result in indemnification in any case of willful misconduct, gross negligence, or bad faith on the part of any agency of emergency management….

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State Mobilization Plan Review and Amendment

The State Fire Defense Committee will review and debrief state mobilization actions and develop recommendations for improvements to this Plan.

The development of state mobilization and reimbursement procedures for the efficient movement and equitable reimbursement of firefighting resources statewide is a dynamic process. Additional lessons gained from the experience of actual mobilizations of fire resources to major emergency incidents of all types will prompt future revisions and refinements to this Plan.

Regional Plans

As required by **RCW 43.43.963(3)**, each Fire Defense Region will develop a Regional Fire Defense Plan that is consistent with the Plan, the incident command system (NIMS ICS), and other regional response plans that are already adopted and in use. ***Regional Fire Defense Plan Review and Update Schedule – Appendix F***

The State Fire Defense Committee will review and approve all Regional Fire Defense Plans every three years per the rotation schedule shown below. At the September meeting of the State Fire Defense Committee, the three regions scheduled for plan review will submit a copy of their respective plan along with a completed copy of the Regional Fire Defense Plan Review Checklist. ***Regional Fire Defense Plan Review and Update Schedule – Appendix F***

Representatives of the State Fire Defense Committee, to include a Regional Fire Resource Coordinator, EMD, and WSP, will review the submitted plans in accordance with the Regional Fire Defense Plan Review Checklist. This review committee will present the reviewed plan for approval at the November meeting of the State Fire Defense Committee. The Chair of the State Fire Defense Committee will submit the approved Regional Fire Defense Plans to the Director of Fire Protection for final approval in accordance with **RCW 43.43.963**.

A copy of each approved Regional Fire Defense Plan shall be provided to the Emergency Management Division for accessibility by state agency staff in the State EOC.

Training

The Plan and related procedures serve as the major training tools for developing knowledge of how state fire resources mobilization will occur in Washington State. The State Fire Defense Committee will develop appropriate training to support the Plan.

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Appendix A
Fire Defense Committee Bylaws,
Membership, Map & Past Members
Mobilization Plan v 13.2

Washington State Fire Defense Committee

Bylaws

Article I: Authority

The State Fire Defense Committee was created by the Washington State Fire Protection Policy Board (FPPB) pursuant to the fulfillment of the requirements of RCW 43.43.962. All responsibility and authority of the FPPB transferred to the Chief of the Washington State Patrol effective July 1, 2010.

Article II: Purpose

The State Fire Defense Committee shall, subject to the approval of the Chief of the Washington State Patrol:

1. Develop and maintain the Washington State Fire Services Resource 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 submit the Washington State Fire Service Resources Mobilization Plan to the Director of Fire Protection for approval by the Chief of the Washington State Patrol.

4. Review regional response plans as scheduled within the State Mobilization Plan and recommend for approval. All plans shall be NIMS compliant.

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

Article III: Membership

Section 1. Voting Members

Voting members shall be:

1. In order of preference: 1)The State Fire Marshal, 2) the Assistant State Fire Marshal, and 3) the Response Section Chief Deputy 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. Represent the State Fire Defense Committee at official functions or designate member representatives.
   c. Appoint the chairs and members of all committees.
   d. 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 to the public for attendance.

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 24-hours notice shall be given to all voting members.

Special meetings shall be noticed to all members of the committee in writing, electronically, or by phone at least 24 hours in advance, unless such notice has been waived by a member. The notice will include items for business or action to be taken. Final disposition shall not be taken on any other matter at such meetings.

Emergency Meetings / Plan Activation Meetings
The chair or a majority of members may call for a meeting of the FDC with a minimum of 1-hour notice to address matters related to the implementation/activation of the fire mobilization plan. This includes, but is not limited to, meeting(s) to receive information or situational updates related to pre-positioning, weather events, mobilization requests for all-hazard events, or other areas identified within the plan that require action by the FDC.

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, prior to the meeting date 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 practical.

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.

Washington State Patrol
Fire Protection Bureau
PO Box 42642
Olympia WA 98504-2642

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Brian Briscoe
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Department of Natural Resources
Resource Protection Division
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Olympia WA 98504-7037

Russ Lane
Division Manager
Wildfire Division
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Washington Military Department
Emergency Management Division
Building 20/MS: TA 20
Camp Murray WA 98430-5122

Alert and Warning Center (AWC)
State Emergency Operations Officer
800.258.5990
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Kevin Wickersham
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Mark Douglas
State EMAC Coordinator
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Appendix A
Fire Defense Committee Bylaws, Membership, Map & Past Members
Mobilization Plan v 13.2

Washington State Emergency Management Association

Kyle Bustad President
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360.867.2800 (O)
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Central Region

Leonard Johnson
Thurston County Fire District # 9
125 Delphi Road NW
Olympia WA 98502
360.866.1000
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ljohnson@mclanefire.org

Matt Miller (Alternate)
Hoquiam Fire Department
625 8Th St.
Hoquiam WA 98550
360.538.3960
mmiller@cityofhoquiam.com

Lower Columbia Region

Wes Long
Klickitat County Fire District #3
PO Box 151
Husum, WA 98623
509.493.2996
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Joel Byam (Alternate)
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509-831-9959
joel.byam@ycfd5.org

Mid-Columbia Region

Brandon Asher
Chelan Fire and Rescue
232 E. Wapato Ave.
Chelan WA 98816
509.682.4476
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Travis Svilar (Alternate)
Grant County Fire District # 5
11058 Nelson Rd
Moses Lake, WA 98837
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Northeast Region

Mike Nokes
Spokane County Fire District # 4
315 E Crawford Street

Deer Park WA 99005
509.467.4500
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Ryan Power (Alternate)
Spokane County Fire District # 3
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Cheney, WA 99004

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509.466.4698 FAX
rpower@scfd3.org

Northwest Region

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Gold Bar WA 98251
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eric.andrews@snofire26wa.gov

Travis Hots (Alternate)
Snohomish County Fire Dist. #22
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Arlington, WA 98223
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Olympic Region

Tim McKern
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360.765.0133 FAX
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Don Svetich (Alternate)
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Quilcene WA 98376
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South Puget Sound Region

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Southeast Region

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Southwest Region

Ben Peeler
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Appendix A
Fire Defense Committee Bylaws, Membership, Map & Past Members
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Appendix A
Past Fire Defense Committee Members

Mobilization Plan v 13.2

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 - 2019
Andrews, Eric	Northwest	Snohomish # 26	2004 - present
Asher, Brandon	Mid-Columbia	Chelan Fire and Rescue	2024 - 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 - 2014
Becker, Bruce	Olympic	Port Angeles Fire Department	1999
Bjork, Dale	Mid-Columbia	Grant County # 5	1996-1997; 2001-2010
Bowen, Blake	Mobilization	Washington State Patrol	2019 - 2021
Boyles, Bill	DNR	DNR - Resource Protection	1996 - 1998
Brautaset, Glenn	Northwest	Mt Vernon Fire Department	2004 - 2008
Briscoe, Brian	Mobilization	Washington State Patrol	2022 - present
Burgher, Jon	Olympic	Clallam County # 2	2001 - 2002
Byam, Joel	Lower Columbia	Yakima County # 5	2024 - present
Carlson, Ed	EMD	Military Department	1997
Carr, Sue	Mobilization	Washington State Patrol	2004 - 2010
Caster, Ron	Central	Grays Harbor County # 12	1993 - 1994
Cates, Jack	Northeast	Spokane County # 9	2013 - 2022
Click, Lonnie	Southeast	Benton County # 1	2014 - 2024
Corso, Mary	State Fire Marshal	Washington State Patrol	1997 - 2002
Cooper, Ben	Olympic	Jefferson County # 5	2007 - 2008
Cross, Chad	State Fire Marshal	Washington State Patrol	2023 - present
Curtis, Garnett	South Puget Sound	Central Mason Fire & EMS	2013 - 2015
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 - 2012
DeWitt, Kent	Olympic	Jefferson County # 3	1996
Duffy, Charles	State Fire Marshal	Washington State Patrol	2010 - 2017
Egan, Terry	EMD	Military Department	1998
Eikum, Dan	Mobilization	Washington State Patrol	2005 - 2007
Elliot, Rich	Lower Columbia	Kittitas Valley Fire Rescue	2017
Ezelle, Robert	EMD	Military Department	2013 - present
Fallstrom, Jon	South Puget Sound	King County # 10	1997 - 2007
Frank, Merle	WSEMA	City of Puyallup EMD	2008 - 2015
Gannie, Melissa	Mobilization	Washington State Patrol	2017 - present
Gear, Bob	Southeast	Benton County # 1	1993-1996; 2004-2009
Goldstein, Scott	Northeast	Sky Valley Fire	2026 - present
Graham, James	Southwest	Cowlitz # 2	2017 – 2025
Graue, Jim	Northeast	Spokane County # 9	1993 - 2002

Names in **bold are active members.

Appendix A
Past Fire Defense Committee Members

Grill, Jerry	Central	Lewis County # 12	1995 - 1999

Names in **bold are active members.

Appendix A
Past Fire Defense Committee Members

Mobilization Plan v 13.2

Name	Representing	Agency	Plan Years
Hagerhjelm, Chuck	EMD	Military Department	1999 - 2001
Hamp, Chris	EMD	Military Department	2002
Harris, Mike	Southeast	Franklin # 3	2017 - present
Hatley, Tom	Central	Grays Harbor # 2	2021 – 2022
Hendershot, Tedd	Central	Thurston County # 9	2004 - 2016
Hernandez, Esther	Mobilization	Washington State Patrol	2007 - 2024
Hines, Neil	Southeast	Kennewick Fire Department	2008 – 2017
Holloway, Bruce	Northeast	Spokane County # 3	2001 – 2011
Hoover, Ken	DNR	DNR – Fire Control	1993 - 1994
Hots, Travis	Northwest	Snohomish County # 22	2016 – 2021; 2023-present
Hudson, Tony	Olympic	Clallam County # 3	2014 - 2017
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 - 2011
Johnson, Leonard	Central	Grays Harbor # 2	2016 - 2020
Johnson, Leonard	Central	McLane Black Lake	2020 - present
Johnson, Randy	Mid-Columbia	Chelan County # 1	2004 - 2009
Johnson, Randy	Northeast	Spokane County # 4	2012 - 2021
Kadrmas, Jim	EMD	Military Department	2011
Kahley, Mark	DNR	DNR – Resource Protection	2000 - 2008
Kalmbach, Steve	Mobilization	Washington State Patrol	1999-2001; 2004-2006
Kaikkonen, John	DNR	DNR – Wildfire Division	2014 - 2017
Kassel, Albert	DNR	DNR – Resource Protection	2012 - 2013
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
Kuhnhenn, Joel	South Puget Sound	King County # 45	2012 - 2013
LaFave, Dave	Southwest	Cowlitz County # 2	1993 - 2017
Lane, Russ	DNR	DNR – Wildfire Division	2023 - present
LeBlanc, Charles	State Fire Marshal	Washington State Patrol	2015 - 2021
LeDoux, Patrick	South Puget Sound	Kirkland Fire	2025 - present
Leitch, Dave	Lower Columbia	Yakima County # 12	2005 - 2016
Long, Wes	Lower Columbia	Klickitat # 3	2019 - present
Lowe, Bob	Olympic	Jefferson County # 2	2010 - 2012
Lowe, Tom	Olympic	Clallam County # 3	1997 - 1999
Lowers, Scott	Mid-Columbia	Chelan County EMD	1998
Maier, Barbara	Mobilization	Washington State Patrol	2012 - 2018
Matlick, Mike	State Fire Marshal	Washington State Patrol	2005 - 2010
McDowell, Tom	Southwest	Clark County # 13	1996 - 2015
McCosh, Devin	Mobilization	Washington State Patrol	2021
McKern, Tim	South Puget Sound	Mason # 5	2016 - 2020
McKern, Tim	Olympic	Quilcene	2020 - present

Names in **bold are active members.

Appendix A
Past Fire Defense Committee Members

Mobilization Plan v 13.2

Name	Representing	Agency	Plan Years
McNutt, John	Mobilization	Washington State Patrol	2021 –2022
Merritt, Bob	Northwest	Snohomish County # 4	1993 - 1996
Miller, Matt	Central	Hoquiam Fire Department	2023 – present
Minty, Bob	Olympic	Jefferson County EMD	1993 – 1996
Mosher, Phil	Mid-Columbia	Chelan County # 6	2012 –2022
Mullen, Jim	EMD	Military Department	2004 – 2012
Murray, Joe	EMD	CTED	1993 – 1994
Neckels, Bill	Northeast	Spokane County # 4	2022 – 2025
Nokes, Mike	Northeast	Spokane County $4	2025 - present
North, Steve	Central	Thurston County # 9	2006 - 2020
O'Brien, Kelly	Mid-Columbia	Chelan County # 3	2009 - 2024
Orman, Chris	Lower Columbia	Yakima County # 4	2003 - 2005
Otto, Gail	Mobilization	Washington State Patrol	1997 - 1998
Peeler, Ben	Southwest	Clark # 13	2016 - 2018
Peeler, Ben	Southwest	Clark-Cowlitz Fire Rescue	2018 - present
Perz, Paul	Mobilization	Washington State Patrol	2007 - 2014
Peters, Mike	Central	Thurston County # 9	1995 - 1999
Pierre, Samuel	State Fire Marshal	Washington State Patrol	2004 - 2005
Power, Ryan	Northeast	Spokane County #3	2026 - present
Ramsey, Linda	EMD	Military Department	1996
Robertson, Aaron	Mobilization	Washington State Patrol	2024 – 2025
Rutherford, Ron	Lower Columbia	Yakima County # 12	1996 - 2002
St. John, Anjela	Mobilization	Washington State Patrol	2010 - 2011; 2014
Sablan, Cathy	Mobilization	Washington State Patrol	2020 - 2022
Scharnhorst, Ryan	Southeast	Pullman Fire Department	2025 - present
Schorno, Joe	Mid-Columbia	Grant County # 3	1999
Searles, Brandon	South Puget Sound	Central Mason Fire & EMS	2022 - present
Serra, Roger	Northwest	Snohomish County EMD	2001 - 2002
Shellhart, Matthew	State Fire Marshal Office	Washington State Patrol	2026 - present
Shramek, Joe	DNR	DNR – Resource Protection	2004 - 2009
Simmons, Skip	DNR	DNR – Resource Protection	2002 – 2003
Sinclair, John	Lower Columbia	Kittitas Valley Fire & Rescue	2017 -2022
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	North Kitsap Fire & Rescue	2004 - 2023
Snider, Paul	Mobilization	Washington State Patrol	2010
Soden, John	Lower Columbia	Yakima County # 2	1993 - 1995
Steele, Bill	Central	Thurston County # 2	2001 - 2002
Svetich, Don	Olympic	Clallam County # 3	2017 - present
Svilar, Travis	Mid-Columbia	Grant County # 5	2024 - present
Thompson, Bob	Southeast	Benton County # 4	2001 - 2002
Turley, Chuck	DNR	DNR - Wildfire Division	2017 - 2021

Appendix A
Past Fire Defense Committee Members

Mobilization Plan v 13.2

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

Mobilization Plan v 13.2

Name	Representing	Agency	Plan Years
Van Valkenburg	South Puget Sound	South King Fire & Rescue	2023 - 2024
Viada, John	DNR	DNR – Resource Protection	1999 - 2001
Vogel, Steve	Olympic	Clallam County # 3	2004 - 2005
Voss, Mike	Northwest	Skagit County EMD	2008 - 2016
Wakefield, Dave	South Puget Sound	Pierce County # 22	1993 - 2004
Walker, Allen	Lower Columbia	Yakima County # 5	2001 – 2017
Walkowski, Jim	Olympic	East Jefferson Fire & Rescue	2019 - 2020
Wilkerson, Ed	Olympic	Jefferson County # 3	2008 - 2009
Walkup, Bill	Northeast	Spokane County # 8	2000 - 2013
Watkinson, Mark	Northwest	Skagit County EMD	2004 - 2005
Waller, Don	Northwest	Snohomish County # 4	2021 - 2024
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

Names in **bold are active members.

Past Chairs of the Fire Defense Board

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

Past Chairs of the Fire Defense Committee

Name	Representing	Agency	Years
Graue, Jim	Northeast	Spokane County # 9	1995 - 2002
Wakefield, Dave	South Puget Sound	Pierce County # 22	2003 - 2004
McDowell, Tom	Southwest	Clark County # 13	2005
Walkup, Bill	Northeast	Spokane County # 8	2006 - 2008
Lafave, Dave	Southwest	Cowlitz County # 2	2008 - 2014
Smith, Dan	South Puget Sound	North Kitsap Fire & Rescue	2014 - 2017
North, Steve	Central	Thurston County #9	2017 - 2020
Johnson, Leonard	Central	McLane Black Lake	2020 - present

Appendix A
Past Fire Defense Committee Members

Mobilization Plan v 13.2

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Appendix B
RCW 43.43 State Fire Service Mobilization

Mobilization Plan v 13.2

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) "All risk resources" means those resources regularly provided by fire departments, fire districts, and regionals fire protection authorities required to respond to natural or man-made incidents, including but not limited to:
   (a) Wild land fires:
   (b) Landslides;
   (c) Earthquakes;
   (d) Floods; and
   (e) Contagious diseases.

(2) "Chief" means the chief of 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, regional fire protection service authority, or port district units, or other units covered by this chapter.

(5) "Mobilization" means that all risk resources regularly provided by fire departments, fire districts, and regional fire protection service authorities 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 risk resources to either direct emergency incident assignments or to assignment in communities where resources are needed. Fire department resources may not be mobilized to assist law enforcement with police activities during a civil protest or demonstration, however, fire departments, fire districts, and regional fire protection service authorities are not restricted from providing medical care or aid and firefighting when mobilized for any purpose.

   When mobilization is declared and authorized as provided in this chapter, all risk resources regularly provided by fire departments, fire districts, and regional fire protection service authorities, 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 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.

(7) “State fire marshal” means the director of fire protection in the Washington state patrol.

[2015 c 181 § 2; 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—2019 c 259: "This act is necessary for the immediate preservation of the public peace, health, or safety, or support of the state government and its existing public institutions, and takes effect July 1, 2019." [2019 c 259 § 3]

Intent—2015 c 181: See note following RCW 43.43.965

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 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 all risk 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 interlocal 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 all risk resources for mobilization provided that the mobilization must meet the requirements identified in the Washington state fire service mobilization plan.

[2015 c 181 § 3; 2003 c 405 § 2; 1997 c 49 § 9; 1995 c 391 § 6; 1992 c 117 § 10. Formerly RCW 38.54.020.]

Notes:

Intent—2015 c 181: See note following RCW 43.43.965

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—Part headings not law—Severability—1995 c 269: See note following RCW 18.16.050.

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.

(b) 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.

(c) 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.

RCW 43.43.965

State fire service mobilization—Plan use for purposes other than fire suppression—Annual report.

The chief of the Washington state patrol must report on an annual basis the following information for each emergency or disaster in which the Washington state fire service mobilization plan was used for purposes other than fire suppression, and reimbursement was made under RCW 43.43.961:

(1) The type and nature of the disaster or emergency;

(2) The reasons why the host jurisdiction and mutual aid resources were exhausted;

(3) The additional risk resources provided under the mobilization plan;

(4) The cost incurred by the state patrol;

(5) The amount of reimbursement made under RCW 43.43.961 to the host jurisdiction and to each nonhost jurisdiction providing all risk resources; and

(6) An assessment and any recommendations of actions that can be taken by the host jurisdiction and its mutual aid network to prevent future use of the fire mobilization plan for similar disasters or emergencies.

[2015 c 181 § 4]

Notes:

Intent—2015 c 181: "The legislature recognizes the vital role that our state's fire service personnel play in responding not just to fires but to disasters of varying types and kinds. The legislature further recognizes that the fire service mobilization plan may be a more effective tool for use in all emergencies and disasters to which fire departments, fire districts, and regional fire protection service authorities typically respond. It is the intent of the legislature that state fire service mobilization be allowed in all incidents to which fire departments, fire districts, and regional fire protection service authorities typically respond, so long as the mobilization meets the requirements identified in the Washington state fire service mobilization plan. It is the intent of the legislature to review the use of the fire mobilization plan for emergencies and disasters other than fire suppression to determine if this policy should continue or be modified." [2015 c 181 § 1]

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Appendix C
Definitions

Mobilization Plan v 13.2

All-Hazard Incident

An incident, natural or human caused, that requires an organized response by a public, private, and/or governmental entity to protect life, public health and safety, values to be protected, and to minimize any disruption of governmental, social, and economic services. One or more kinds of incident (fire, flood, mass casualty, search, rescue, evacuation, etc.) may occur simultaneously as part of an all hazard incident response. Term used interchangeable with all-hazard. See RCW 43.43.960 (1) for definition of All Risk Resources.

Authorized Representative

Appointment made by the Fire Chief of the local jurisdiction for an individual to serve on their behalf, who has authority to make decisions affecting that agency's or organization's participation in incident management activities. Examples may include officers' from the local jurisdiction and the Fire Defense Committee Regional Representative.

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.

Emergency Support Function (ESF)
The functional approach that groups the types of assistance a state and/or local jurisdiction is most likely to need, (e.g., mass care, health and medical services) as well as the kind of federal operations support necessary to sustain state response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

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.

Fire Service Liaison Officer
An individual appointed by the Chair of the Washington State Fire Defense Committee and tasked with providing on-scene support of the mobilization process through interagency interaction and representation.

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 20 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

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.

Management Action Points

Geographic reference points or specific changes of current situation where an escalation or alternative of management actions may be warranted. These points are clearly identified and the management actions to be taken are clearly described in an approved strategic

plan. Timely implementation of the identified actions when the incident reaches the action point is generally critical to successful accomplishment of the objectives.

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.

Mobilization Representative
State Fire Marshal's Office employee assigned and dispatched to an incident to serve as the Agency Representative and Incident Business Advisor.

Mobilization Resource Coordinator
Coordinates with the Assistant State Fire Marshal to review and validate Mobilization requests. After Mobilization has been authorized, works with Regional Coordinators to order and fill initial resource request.

Mutual Aid
Emergency interagency assistance provided without compensation under an agreement between jurisdictions pursuant to Chapter 38.54 RCW.

Recovery
The development, coordination, and execution of service- and site-restoration plans; the reconstitution of governmental operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Regions
There are nine fire defense 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, and Stevens 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, Walla Walla, and Whitman 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.

Response
Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

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.

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

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

Surge Resources
Fire Service resources needed for a defined period of time to boost capabilities, designed to achieve control objectives at an ongoing incident. Typically deployed over a weekend (48 hours or less) to capture volunteer personnel (i.e. deploy Friday afternoon and return to home unit Sunday evening).

Task Force
A task force is a combination of single resources assembled for a particular tactical need with common communications and a leader.

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 hose lays, live reel use, running attack, and use of spray bars and monitors to suppress fires.

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

Mobilization Plan v 13.2

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.

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.

Release of an Incident Management Team
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.

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.

Appendix D
Delegation of Authority – Transfer of Command

Mobilization Plan v 13.2

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Appendix E
Mobilization Awareness Training

Mobilization Plan v 13.2

Mobilization Awareness Training is required for all personnel who may be called to respond to a state mobilization incident. Agencies should utilize the training presentation included in this Appendix for all mobilization training and trainers should be familiar with the Plan prior to conducting training.

PURPOSE

Provide basic information to state mobilization emergency responders on the:

- Washington State Fire Service Resources 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 16 and 17).

CLASS OBJECTIVES

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

A. Mobilization Plans and Requests

1. Explain the Washington State Fire Service Resources Mobilization Plan.
2. Explain the region's Fire Resource Mobilization Plan.
3. Identify the Regional Coordinators and explain the region's mobilization procedure.
4. Explain Mobilization Authorization and Response Process.

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. Expectations of Mobilization Responders

1. Describe the code of conduct and discipline procedures for a state mobilization incident.
2. Describe the "assumed commitment" of a state mobilization incident response. (Prepared for a 72 hours minimum assignment and 24 hours of self-support).
3. Identify equipment requirements for a wildland assignment and a personal clothing and safety equipment list.
4. Discuss Social Media guidelines.

D. State Mobilized Apparatus/Equipment

1. Identify apparatus types and resource configurations.
2. Discuss contract engine assignment to Mobilization strike teams.

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.
5. Identify roles and responsibilities of Mobilization Representative and FDC Field Representative.

F. Safety Aspects of a State Mobilization

1. Describe operating environment and 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.

G. Recordkeeping Systems and Procedures

1. Explain the use and significance of the incident number and the request (resource order) number.
2. Identify and demonstrate the completion of required unit documentation.
3. Demonstrate state mobilization check-in and check-out.
4. Explain individual timekeeping.
5. Explain principles of compensation/reimbursement for personnel and apparatus.
6. Explain process for submitting reimbursement claim for damaged equipment.
7. Explain process for personnel who seek medical attention for injuries received on a Mobilization incident.

Regional Fire Defense Plan Review
Rotation Schedule

South Puget Sound Southeast Southwest	2031
Central Lower Columbia Mid-Columbia	2032
Northeast Northwest Olympic	2027
South Puget Sound Southeast Southwest	2028
Central Lower Columbia Mid-Columbia	2029
Northeast Northwest Olympic	2030

Appendix F
Regional Fire Defense Plan Review

Mobilization Plan v 13.2

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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Complex Incident Management Teams
The Pacific Northwest Region (WA/OR) has seven designated integrated Incident Management Teams (IMT), 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.
- Oregon Department of Forestry

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:

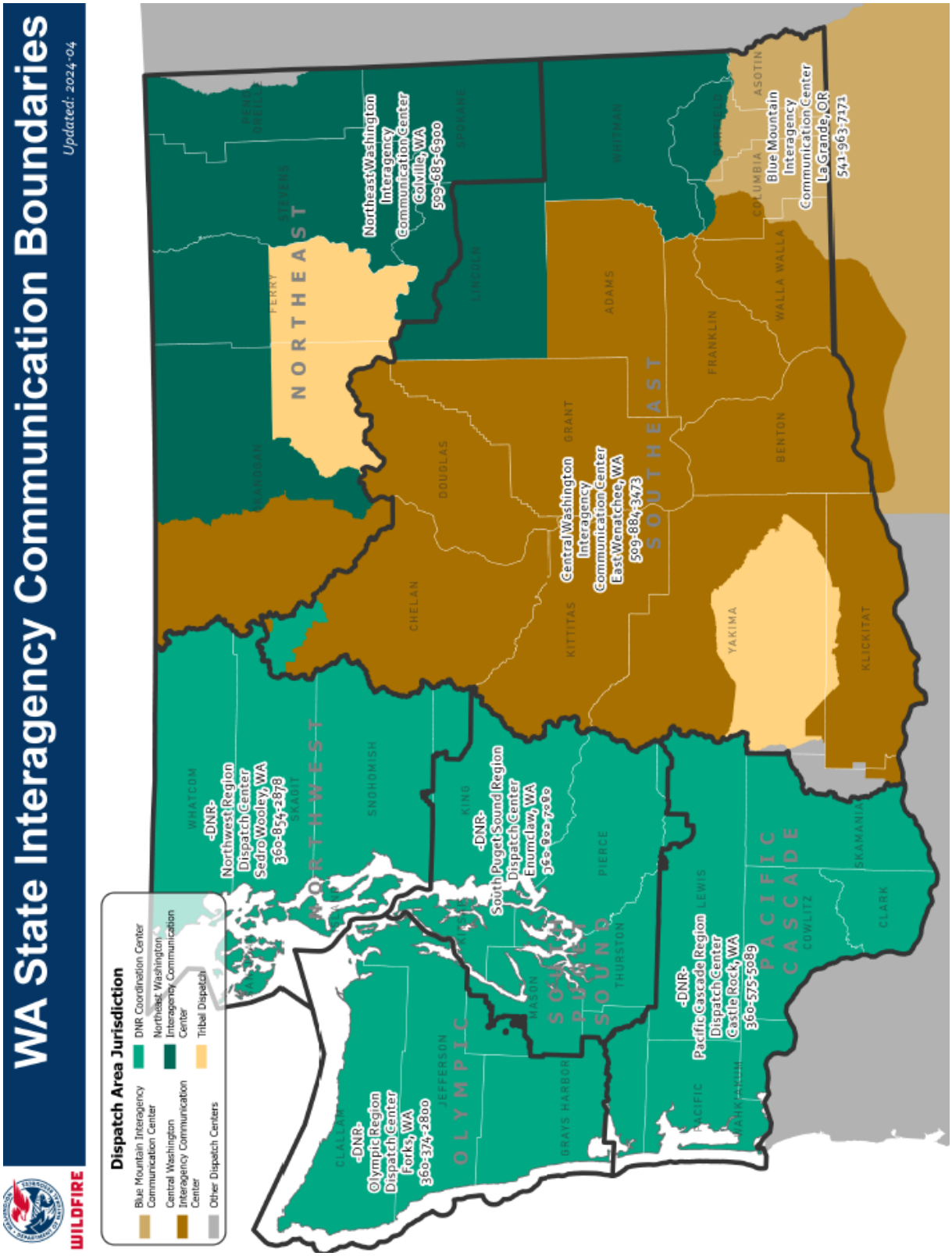
(1) Successful completion of required training, and
(2) Completion of the position task book demonstrating actual performance of all position tasks.

Regional Type 3 Incident Management Teams
Type 3 Incident Management Teams are available and certified on a local, regional, metropolitan, state or federal level. Type 3 IMTs are comprised of trained personnel from different departments, organizations, agencies, and jurisdictions within a state, activated to support incident management at incidents that extend beyond one operational period. Type 3 IMTs will respond throughout the State or regionally depending on the type of IMT.

A Type 3 Incident is normally considered to:

- Involve less than 300 incident personnel,
- Resources configured as a single resource to a Task Force/Strike Team configuration,
- The incident is not expected to be contained/controlled in the first operational period,
- The incident requires a written Incident Action Plan (IAP).

The requirements for teams who want to be available for response to State Fire Mobilization incidents within the State are in **Section 10 – Incident Command/Management**.


WA State Interagency Communication Boundaries
Updated: 2024-04
WILDFIRE
Dispatch Area Jurisdiction
Blue Mountain Interagency Communication Center
DNR Coordination Center
Northeast Washington Interagency Communication Center
Central Washington Interagency Communication Center
Tribal Dispatch
Other Dispatch Centers
NORTHEAST
NORTHWEST
SOUTHEAST
PACIFIC CASCADE
OLYMPIC
SOUTH PUGET SOUND
Northeast Washington Interagency Communication Center Colville, WA 509-685-6900
Blue Mountain Interagency Communication Center La Grande, OR 541-963-7171
Central Washington Interagency Communication Center East Wenatchee, WA 509-884-3473
-DNR- Northwest Region Dispatch Center Sedro Wooley, WA 360-854-2878
-DNR- South Puget Sound Region Dispatch Center Enumclaw, WA 360-825-1631
-DNR- Olympic Region Dispatch Center Forks, WA 360-374-2800
-DNR- Pacific Cascade Region Dispatch Center Castle Rock, WA 360-575-5689
PERRY
STEVENS
PEND OREILLE
SPOKANE
WHITMAN
ASOTIN
COLUMBIA
GARFIELD
LINCOLN
ADAMS
FRANKLIN
WALLA WALLA
GRANT
DOUGLAS
BENTON
KITTITAS
YAKIMA
KLICKITAT
CHELAN
OKANOGAN
WHATCOM
SKAGIT
SNOHOMISH
KING
PIERCE
THURSTON
MASON
LEWIS
SKAMANIA
CLARK
COWLITZ
CLALLAM
JEFFERSON
GRAYS HARBOR
PACIFIC
WAHKIAKUM

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Aviation Support requests
Whether requesting aviation support as the only resource needed for a mobilization, or as part of a larger mobilization request, the following information should be relayed to the Resource Coordinator in order to ensure smooth and safe deployment of aviation resources.

Name and mobile phone number of person ordering aircraft.

- Location of the fire
- Latitude and Longitude
    - Preferred coordinates are Degrees/decimal Minutes (ex. 46º 14.96' x 119º 15.20')
- Descriptive Location – 7 miles SSE of the Hwy 17/Hwy 28 junction
- Township/Range/Section

- Type of aircraft being requested
- If the IC cannot see entire fire, consider requesting Air Attack as part of the request

- Ground contact: Call sign, name, cell phone number

- Incident Information
- Incident Name (make sure to coordinate with state/fed agencies)
- Incident Commander
- Command and Air to Ground Frequencies

- Other aircraft operating within fire traffic area (FTA)
- Agricultural/crop dusters, law enforcement, media, private, etc.
- Provide type and tail number if possible.

- VALUES AT RISK – this is a critical component when prioritizing incidents/aircraft is necessary.

* If aircraft are already operating within the fire traffic area that are not dispatched by the interagency dispatch centers, they must clear the FTA prior to the arrival of requested resources.

**Aircraft ordered by a local jurisdiction prior to a Mobilization request
- MUST initiate flight following with the appropriate interagency dispatch center and use transponder code ("squawk") 1255.
- Required to have a current USFS DOI Helicopter Operating card for the pilots and fuel operators.
- Contract vendors are required to have a certificate for water dropping operations (CFR Parts 133 and 137).
- Private vendors providing aerial suppression activities need to reference the applicable NWCG manuals and recommended guidelines.
- For safety reasons, once agency aircraft arrive over the incident, all aircraft will communicate and coordinate under their command-and-control direction.

- Private vendors will provide all documentation at the time of invoicing, documenting compliance with the items within this appendix.
-

Appendix H
Aviation Support Requests

Mobilization Plan v 13.2

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Appendix I
Mobilization Team Leader Guide

Mobilization Plan v 13.2

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. Refer to **Appendix K – Recommended Travel Kit**.

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. Your Dispatch Center.
2. Regional Coordinator.
3. WSP POD at State EOC (253) 912-4932.

DUTIES AND RESPONSIBILITIES

Wildland Response: The Strike Team Leader **shall be** qualified in accordance with PMS 310-1. Personnel responding to a request for overhead positions shall meet the training requirements established for the ICS position to be filled.

All-Hazard Response: The Strike Team Leader shall be trained to USFA All-Hazard Task Force/Strike Team Leader or comparable training.

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 or personnel issues.

7. Ensuring your vehicle and all apparatus in the strike team have adequate communications capability.
8. Verify all Apparatus have copies of 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 or other agencies represented on your Strike Team/Task Force, and the Washington Fire Service.
11. Mentoring and coaching trainees assigned to your strike team.
12. Notify WSP Mobilization Coordinator or FSLO if the arrival of your strike team will be delayed.

Simply stated, the Strike Team/Task Force Leader 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 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 either in the same vehicle as the Strike Team Leader or in a separate 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 PMS 310-1 for wildland incidents or USFA All-Hazard for all-Hazard incidents.

Operational Procedures

The Strike Team/Task Force Leader will receive instructions at the time of dispatch; information should consist of the following:

Incident Assignment

Incident Name and Type: 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/region; 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 Department of Natural Resources 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 #	2136
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
Strike Team Leader Trainee	**O**	2141	2141

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.

Immediate, or Planned Need: Immediate Need Resources will be called for from 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? Check their qualification card.
  - 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 without compensation.

- Identification: Strike Team Leaders should have a Strike Team Leader Kit.
  - The kit should include:
    - Copy of the Mobilization Plan
    - ICS Forms:
      - Unit Log
      - Crew Performance Evaluation
      - Individual Performance Evaluation
      - Crew Time Report
      - Emergency Equipment Shift Ticket
      - Emergency Firefighter Time Report
      - Emergency Equipment Use Invoice
  - IRPG
  - Washington Fire Service Directory
  - Hazardous Material Guidebook (ERG)
  - Accident Report Forms
  - Legal pad, pens, clipboard
  - Map(s)
  - Forms to be completed prior to departure:
    - Mobilization Manifest
    - Apparatus Inventory
    - Emergency Firefighter Time Report
    - Emergency Equipment Use Invoice

This packet of information is intended to make the required record keeping easier; however, it should not hamper your primary mission. Instruct company officers/crew bosses to inventory their engines prior to demobe (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 Number (WA-WFS-***)
  - Your Strike Team/Task Force number (O-****)
  - 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 assures work records on assigned personnel and apparatus are accurate.

- 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).
- Turn in CTR and Equipment tickets to time recorder at the end of each shift.

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 damage or loss, repairs, and maintenance.

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.

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.

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 to sustain crews for a minimum of 24 hours. 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. 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 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 of fire service apparatus. It is designed to record information from the emergency equipment shift ticket.

  - 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 and STL Trainee. 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. Maintain safe following distances; slowest engine in front, STL (T) bringing up the rear. Advise when approaching quarter fuel during travel, at least half fuel at time of deployment.

☐ **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. 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.

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Appendix K
Recommended Travel Kit

Mobilization Plan v 13.2

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

- 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.
- Sunglasses.

Additional Recommendations for Personal Travel Kit

- Clothing
  - Rain gear
  - Hat
  - Sweatshirt
- Personal Hygiene Supplies
  - Towel
  - Lip balm/Sunscreen
  - Replacement glasses/contacts
  - **Medication, if needed**
- Money/Credit Cards
- Red Card
- Miscellaneous
  - Tent, sleeping bag, pillow, blankets, foam pad

  - First Aid Kit
  - Belt weather kit
  - Pocketknife
  - Medical Information Card

Team Supply

- Portable radio
- Toilet paper, tissues, paper towels, garbage bags
- Flares
- Binoculars
- Batteries (flashlight and radio), battery charger
- Food and water (24 hours)
- Maps/GPS device
- Apparatus:
  - Extra engine oil & transmission fluid
  - Engine drive belts
  - Fuel card

Strike Team / Task Force Leader

- ICS Forms: 214 (Unit Log), 224 (Crew Performance)
- Mobilization Manifest Form
- Washington State Wage & Equipment Rate Guide
- Washington State Fire Services Resource Mobilization Plan
  - Sections 16 & 17 Compensable Hours Personnel/Equipment
- Washington State Fire Service Directory
- Accident report forms
- Legal pads, pens, clipboard
- Maps/GPS device
- Cellular telephone
- Forms to be completed prior to departure:
  - Mobilization Manifest Form
  - Apparatus Inventory
  - Crew Lists (name, SSN, emergency contact)

Appendix L
Communications

Mobilization Plan v 13.2

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

Appendix L
Communications

Mobilization Plan v 13.2

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 <)

Appendix M
Forms

Mobilization Plan v 13.2

Form Name:	Used For/By:
Mobilization Request	Fire Chief to Request Mobilization
Incident Complexity Analysis Form – Type 3 Incident	Fire Chief when Requesting Mobilization
Incident Complexity Analysis Form – All-Hazard Incidents	Fire Chief when Requesting Mobilization
Delegation of Authority (Fire)	Fire Chief & IMT Incident Commander
Mobilization Manifest	Anyone Responding to a Mobilization
Personnel Reimbursement Request	Agencies Seeking Reimbursement for Personnel
Expense/Claim Reimbursement Request	Anyone Submitting a Claim for Expenses
Injury/Exposure Report	Anyone that is Injured or Exposed to a Hazard
Loss/Damaged Equipment Report	Used to Record Loss or Damage to Equipment
Fire Department Resource Inventory	All Fire Jurisdictions – Complete Annually
Regional Resource Availability	Regional Coordinator – Complete as needed
Type 3 IMT Roster	Incident Management Team – Submit Annually to Regional Coordinator by May 1
Type 3 IMT Mission Acceptance	Incident Management Team – When Accepting a Mobilization Assignment
WSP Waiver of Polygraph/Background Check	Personnel Reimbursed as Employee of the Washington State Patrol

Appendix O
Recommended Minimum Equipment

Mobilization Plan v 13.2

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:		
(minimum equipment)	**Type 1**	**Type 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
Pulaski:	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 Fusees	1	1

Appendix O
Recommended Minimum Equipment

Mobilization Plan v 13.2

Wildland Engines:	Type				
(minimum equipment)	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
Pulaski:	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 Fusees	1	1	1	1	1

Appendix O
Recommended Minimum Equipment

Mobilization Plan v 13.2

Water Tender – Non Tactical:	Type		
(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
Pulaski:	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

Appendix O
Recommended Minimum Equipment

Mobilization Plan v 13.2

Tactical Water Tender:	Type	
(minimum equipment)	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
Pulaski:	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 Fusees	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	2	Each
Pump, 2" Volume, Homelite with 2" draft hose w/strainer	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

Mobilization Plan v 13.2

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
9” Gravity Sock w/1-1 ½” to 1” reducer and 1-1” to ¾” reducer & 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 # _____		

Appendix O
Recommended Minimum Equipment

Mobilization Plan v 13.2

Item	Required	Unit
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
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	1	Box
Firefighter Time Report (OF286), EERA (OF-288)	1	Box
Safety Glasses	10	Each
Earplugs (foam)	3	boxes

Appendix O
Recommended Minimum Equipment

Mobilization Plan v 13.2

Item	Required	Unit
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

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

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
Mobilization Plan v 13.2

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.

State Fire Marshal's Office Agency Representative (Mobilization Representative)

SFMO personnel are dispatched to the incident to serve as the Mobilization 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 Washington State Patrol, Washington Emergency Management Division (WEMD), and 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.

Wildland Incidents:

On a strictly fire service Mobilization, all orders are placed through the Mobilization 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 Mobilization Representative will work with the Regional Coordinators to fill the 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 Mobilization Representative.

For orders such as portable toilets, sack lunches, or batteries the order is placed with the Mobilization 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 Mobilization Representative will take on the task of obtaining 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 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 Mobilization 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 Objectives and Strategic Plan, where the Incident Commander or ordering designee cannot provide an explanation for the order, will be delayed until an explanation can be provided.

All-Hazard Incidents:

All orders for Washington State Fire Service Resources (mobilization resources) will be placed through the Mobilization Representative. A Resource Order Number will be assigned for all orders that will be placed. The Mobilization 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 Mobilization Representative.

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

All orders except those for Washington Fire Service Resources should go through the designated local emergency management agency and relayed to the State EOC as appropriate. The local dispatch and/or EMD liaison should work with the Incident Commander or designee.

Resource Denial Process

1. If the Mobilization Representative, in consultation with the FSLO, when available, 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 Mobilization 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 for which the denied resource was intended.

   If the resource is approved, the Mobilization 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.

Appendix Q
Mobilization Pre-Positioning

Mobilization Plan v 13.2

Proactive Mobilization may be used to pre-position resources to increase the fire service capability necessary to meet the management and control objectives for a predicted or emerging incident or event.

Process for initiating pre-positioning

The process of pre-positioning will be initiated by the fire chief of the local fire protection jurisdiction or the fire chief's authorized representative through the Regional Fire Defense Coordinator(s) who will assess observed and anticipated conditions to ensure pre-positioning of resources will accomplish the following:

1) Increase resource availability and reduce arrival time to an incident which may require State Fire Resource Mobilization
2) Provide resources which can make a positive impact on;
    a. Firefighter safety
    b. Protection of life and property
    c. Incident stabilization

Primary inputs for consideration may include, but are not limited to the following:

- The Northwest Coordination Center's 7-Day Significant Fire Potential Indicator shows the potential exists for three (3) or more days of extreme risk in one fire area.

- Warnings issued by governmental agencies (such as the National Weather Service, Pacific Tsunami Warning Center, USGS National Volcano Warning System, etc.,) indicating a high probability of an all-hazard incident occurring that will require State Fire Resource Mobilization.

- An emerging weather event (such as abundant lightning or high wind) is predicted which could result in the need for State Fire Resource Mobilization.

- An assessment of fire resource capability within the affected area(s) to meet the anticipated workload demands.

Authorization of Pre-Positioned Mobilization

- Regional Coordinator or representative submits request to State EMD Duty Officer.
- EMD forwards request to the SFMO Mobilization Coordinator.
- Mobilization Coordinator validates the request.
- Mobilization Coordinator contacts FDC Chair and Vice Chair for approval.
- If Chair and Vice Chair approve request, Mobilization Coordinator contacts the Chief of the WSP with the request.

If denied, the Mobilization Coordinator will notify the Regional Coordinator from the requesting region. A denial does not preclude the request from being resubmitted if information or conditions change.

If approved, the Mobilization Coordinator will activate the Mobilization Section for response and coordination.

Appendix Q
Mobilization Pre-Positioning

Mobilization Plan v 13.2

The number and type of resources to be pre-positioned will be determined by the Fire Defense Committee Chair, Vice-Chair, Mobilization Coordinator, and Regional Coordinator based upon the predicted hazard and complexity. Resources appropriate for the event, depending on the fuel loads, topography, operational need, etc., will be determined at the time of the request.

The pre-positioned resources will predominately be provided from areas not affected by event/s, thus maintaining availability of resources who may be experiencing increased fire conditions (weather, fuels, and interface).

Requesting Regional Coordinator (FDC committee member)

Shall have the following information determined upon request for pre-positioned resources.

- Justification of pre-positioned resources.
- Staging area identified and approved for use.
- Communication plan for pre-positioned resources.
- Check in of resources.
- Available to assist with logistical needs.
- Approve resources use on IA.
- Conduct briefing and daily work assignment to Task Force/Strike Team Leaders.
- If assigning resources, the Regional Coordinator shall ensure TFL/STL's have all pertinent information that is required, such as contact information of the command post, incident location, staging area and situation report.

Pre-Positioned Resources:

- TFL/STL shall maintain awareness of developing weather and fire situations.
- All personnel and apparatus shall be ready for assignment including fuel, water and PPE.
- Shall be ready to respond within 15 minutes, while in staging.
- Refer to Section 18 for per diem eligibility.

Pre-positioned resources may engage in initial attack in coordination with the host region Regional Coordinator. The Regional Coordinator will communicate with the Mobilization Coordinator. If a Mobilization request is submitted and approved, the resources may be assigned to the incident by the Mobilization Coordinator as extended attack resources.

If more than one Mobilization Request is received at the same time, the resources will be assigned to the incident where the resources are closest. Nothing would preclude the resources from being split between the incidents. If the threat of a significant fire still exists, a second set of resources may be called upon to replace or supplant the previously staged resources.

Pre-positioned Resources – Operational Period

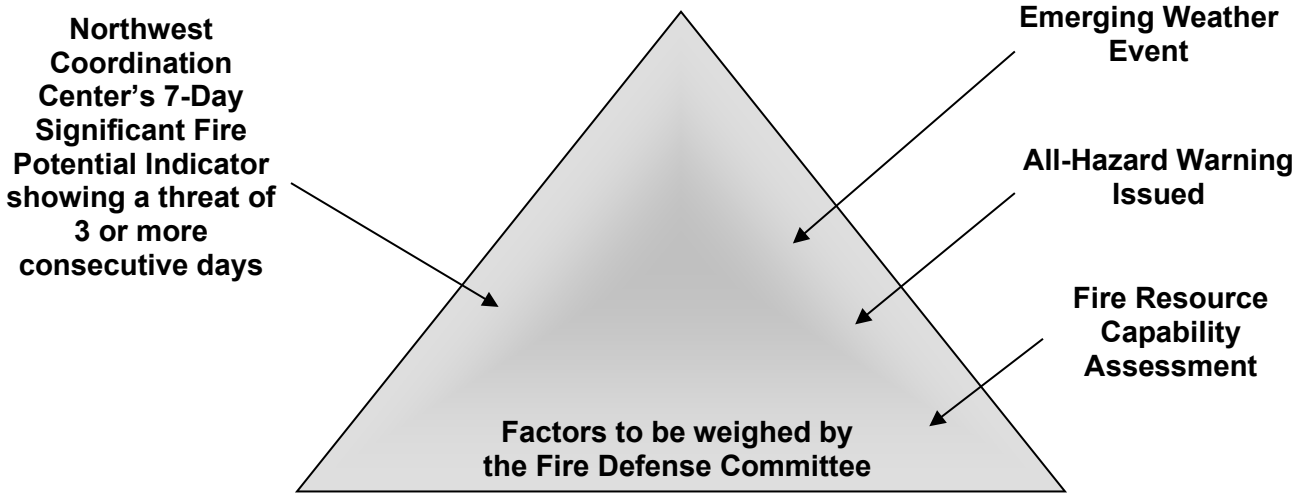
Pre-positioned resources mobilized under proactive implementation of State Fire Resource Mobilization shall adhere to a 12-hour operational period, unless approved by the Mobilization

Representative assigned or the Mobilization Resource Coordinator.

If pre-positioned resources are assigned to a mobilized incident, they will no longer be considered pre-positioned and will be compensated in accordance with standard practices within the Plan.

Pre-Position will not exceed 48 hours, exclusive of travel.

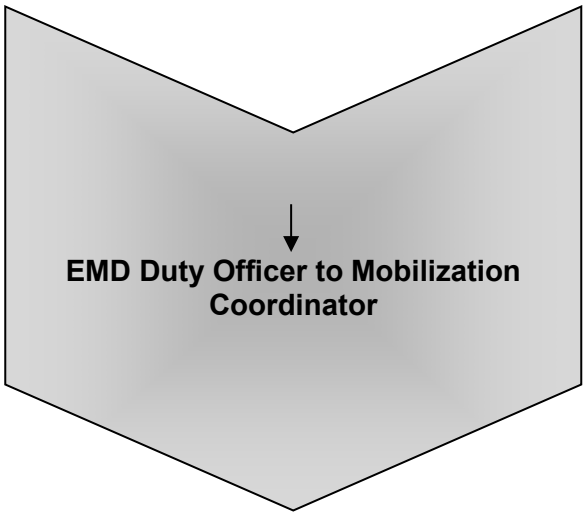
REQUEST FOR PRE-POSITIONING



Consensus by the Fire Defense Committee

1. Response time
2. Impact of resources

Mobilization Request for Pre-Positioning Forwarded to EMD Duty Officer



Appendix Q
Mobilization Pre-Positioning

Mobilization Plan v 13.2

Matrix for use by the Fire Defense Committee:

	Question	Question	Notes:
7-Day Significant Fire Potential Indicator:	Is there a significant event potential?	Does the weather condition exist for more than 3-days?	
Emerging Weather Event	Is there an event occurring? If so, what is the hazard?	Does the event have a high probability of requiring Fire Resource Mobilization?	
All-Hazard Warning Issued	Is there a significant event potential?	If yes, what is the event and its anticipated duration?	
Fire Defense Region:	Is there an event that reduces a Region's resource capability?	If yes, what is the event and the anticipated duration?	
Region 6 Preparedness Level:	What is the current Level?	Are there a number of active fires burning?	
Goals of Staging			
Could these additional resources make an impact on providing firefighter safety, protection of life and property and potentially reduce the time needed to control the incident?	Additionally, what values are at risk? Communities, infrastructure, homes # (____), commercial businesses, agriculture, etc.		

Region	Present	Yes	No	Region	Present	Yes	No
Northeast	Name			**Olympic**	Name		
Mid-Columbia	Name			**Northwest**	Name		
Southeast	Name			**South Puget**	Name		
Lower Columbia	Name			**Central**	Name		
				Southwest	Name		

☐ Staging of resources is recommended.

☐ Staging of resources is **not** recommended.