



MULTI-AGENCY COORDINATION SYSTEM
PUBLICATION

Articles of Organization and Procedures

MACS 410-4

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This document contains information relative to the Incident Command System (ICS) component of the National Incident Management System (NIMS). This is the same Incident Command System developed by FIREScope.

Additional information and documentation can be obtained from the following source:

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HISTORICAL REVIEW

Following the wildfires in 1970, Congress provided special funding to the United States Forest Service (USFS) in 1971. This funding was used to develop a system for improving the Southern California fire service coordination on multi-jurisdictional incidents. This effort became known as "FIREScope" (Firefighting Resources of Southern California Organized for Potential Emergencies).

Federal, state, and local fire services (USFS, California Department of Forestry and Fire Protection (CAL FIRE), California Governor's Office of Emergency Services (Cal OES), Los Angeles County, Ventura County, Santa Barbara County, and Los Angeles City) joined together to design, develop, and implement the program to serve as a prototype for national application. The system's success has resulted in its use for all types of emergency and non-emergency events nationally and internationally.

Federal funding ended in 1981, leaving an estimated 40% of the system design incomplete, and it was put into a "maintenance mode" under the direction of Cal OES. Cal OES assumed the program and has continued the design, development, and implementation with limited funding, but with large support from the fire service community. A key feature of the Cal OES stewardship has been the maintenance of the FIREScope decision-making process.

The primary product of FIREScope was the development of the Incident Command System (ICS), which consists of the following components:

- Common terminology
- Common organizational structure
- Modular basis for organizational development
- Written or oral action plans with objectives Integrated facilities
- Integrated communications

Other products produced by FIREScope include:

- Multi-Agency Coordination System (MACS)
- Interagency communications
- Map system
- Infrared monitoring
- Micro-weather monitoring
- Fire spread modeling
- Funding

Since FIREScope was initiated, there has been a formal decision-making organizational structure with procedures. This decision-making process has been a key factor in implementing change by involving all fire service levels. The organizational structure is composed of the following increments in descending order:

- Board of Directors
- Operations Team
- Task Force
- Specialist Groups
- Subcommittees

In September 1986, the decision-making process and composition of FIREScope were combined with the Cal OES Fire and Rescue Service Advisory Committee. This action brought statewide input into FIREScope products and modified the FIREScope acronym as **F**irefighting **R**ESources of **C**alifornia **O**rganized for **P**otential **E**mergencies to fit multi-disciplined emergency management throughout the state.

In 1988, Senator Campbell introduced Senate Bill 27, that required Cal OES, CAL FIRE, and the Office of the State Fire Marshal to jointly establish and administer the FIREScope program.

Under provisions set forth by Senate Bill 27, chaptered on October 2, 1989, under Health and Safety Code Section 13070, Cal OES, CAL FIRE and the Office of the State Fire Marshal (OSFM) are to jointly establish and administer the FIREScope Program.

Today's FIREScope program has met the original objectives set forth in the Legislation. The FIREScope Board has continued its original mission and now incorporates an all-hazard approach to guide the California fire service into the future. The FIREScope program utilizes a Plan of Work to guide the Board, Operations Team, Task Force, and Subcommittees to incorporate this all-hazard approach into organizational and field use.

INTENT

The intent of this document is to codify the legislative direction and to unify these various fire agencies together into one unified voice and direction. The character of this group is comprised of diverse fire agencies derived from the founding legislation. The synergy created by these diverse fire agencies provides valuable input and is advisory to the Director of Cal OES in addressing the future of fire/rescue services in California and assures excellent representation for the continued development of FIREScope products.

This document addresses the roles of these two previous entities: one being the organization/program of the Cal OES Fire and Rescue Service Advisory Committee and the other being the organization/program of FIREScope.

CAL OES FIRE AND RESCUE SERVICE ADVISORY COMMITTEE

The Cal OES Fire and Rescue Service Advisory Committee's role is to monitor, manage, and provide subject matter expertise as it pertains to the statewide mutual aid system, cooperative agreements, fire/rescue regional policy issues, and to advise the Director of Cal OES in matters of statewide importance. The decision-making process for these matters' rests within a "majority rule" process due to the size of the Board and limited

discussion time. Minority viewpoints are also forwarded to the Director of Cal OES for consideration.

FIRESCOPE BOARD OF DIRECTORS

The FIRESCOPE Board of Directors' role is maintaining and improving FIRESCOPE products and services (i.e., Incident Command System [ICS] and the Multi-Agency Coordination System [MACS]).

The decision-making process for these matters is built upon the FIRESCOPE organization and the "consensus" decision-making process that creates buy-in among diverse local, state, and federal fire agencies toward a common goal.

MISSION STATEMENT

The mission of the Cal OES Fire and Rescue Service Advisory Board is to provide recommendations and technical guidance to the Director of the California Governor's Office of Emergency Services (Cal OES) on matters involving mutual aid; and as the FIRESCOPE Board, maintain the FIRESCOPE Decision Process; and to continue the operation, development, and maintenance of the FIRESCOPE Incident Command System (ICS) and the Multi-Agency Coordination System (MACS).

VISION STATEMENT

To provide national leadership in the development of all-hazard incident management and multi-agency coordination systems, to enhance and encourage full participation by the California fire service in the California Fire and Rescue Mutual Aid System, and to provide a common voice for the California Fire Service.

DEFINITIONS

Consensus - items or areas under the purview of the FIRESCOPE, decision-makers will make every attempt to reach a general agreement on all interests and concerns before decisions are finalized and implemented.

Decision Process - the process governs FIRESCOPE decision-making through a coordinated interaction among the five organizational levels of the FIRESCOPE Program (Board of Directors, Operations Team, Task Force, Specialist Groups, and Subcommittees).

Document Control Unit - the unit responsible for issuing FIRESCOPE-developed ICS and MACS documents.

Fire and Rescue Mutual Aid System - the statewide system that manages the progressive mobilization of equipment and personnel in support of on-scene all-hazard emergency response and management.

Incident Command System (ICS) - the standardized on-scene incident management system which manages the combination of facilities, equipment, personnel, procedures, and communications to operate within a common organizational structure, supporting incident management to effectively accomplish stated objectives pertinent to the incident.

Multi-Agency Coordination System (MACS) - the combination of facilities, equipment, personnel, procedures, and communications integrated into a common system to coordinate assisting agency resources and support emergency operations through decision-making regarding prioritization of incidents and the sharing and allocation of critical resources.

National Incident Management System (NIMS) consists of five major sub-systems (Incident Command System, Training, Qualifications and Certification, Supporting Technologies, and Publications Management), which provides a total systems approach to all-hazard incident management.

National Wildfire Coordinating Group (NWCG) - The NWCG provides national leadership to enable interoperable wildland fire operations among federal, state, local, tribal, and territorial partners.

ARTICLES OF ORGANIZATION AND PROCEDURES BOARD OF DIRECTORS AGENCIES

The FIRESCOPE Board of Directors and the Cal OES Fire and Rescue Service Advisory Committee are comprised of the fire chiefs and directors from the following agencies and each agency is considered a voting member:

- Los Angeles City Fire Department (1)
- Los Angeles County Fire Department (1)
- Orange County Fire Authority (1)
- Santa Barbara County Fire Department (1)
- Ventura County Fire Department (1)
- Kern County Fire Department (1)
- California Governor's Office of Emergency Services (Cal OES) (1)
- California Department of Forestry and Fire Protection (CAL FIRE) (1)
- California State Fire Marshal & State Fire Training (1)
- US Forest Service (1)
- U.S. Bureau of Indian Affairs (1)
- U.S. Bureau of Land Management (1)
- U.S. Fish & Wildlife Service (1)
- National Park Service (1)
- Large City Fire Departments (North/South) * (2)
- Small/Medium City Fire Departments (North/South) ** (2)
- County Fire Departments North/South (2)
- Fire Districts (North/South) (2)
- Volunteer Fire Departments (North/South) (2)

*Large City Fire Departments are agencies with 25 staffed fire stations or more.

**Small/Medium City Fire Departments are agencies with less than 25 staffed fire stations.

Northern Agencies are located in Cal OES Mutual Aid Regions II, III, or IV. Southern Agencies are located in Cal OES Mutual Aid Regions I, V, or VI

Each Board Director from the agencies listed above will identify a subordinate of appropriate rank to serve on the Operations Team, Task Force, and Subcommittee(s) (one representative per group). Only one (1) member from each agency/group will have voting responsibility.

When a Board Director identifies a subordinate to serve on the Operations Team, Task Force, or Subcommittee, and the member selected is not from the Board Director's Agency, that Director will ensure the selected member represents one of the identified groups listed below.

- Large City Fire Departments (North/South) * (2)
- Small/Medium City Fire Departments (North/South) ** (2)
- County Fire Departments North/South (2)
- Fire Districts (North/South) (2)
- Volunteer Fire Departments (North/South) (2)

It will be the responsibility of the Board Director member nominating the subordinate to inform the other Board of Directors to which group above the member will be representing and have the Board of Directors' concurrence in regard to the subordinate member representing their group.

BOARD OF DIRECTORS VACANCIES

Board Director vacancies for Large, Small/Medium City Fire Departments, County Fire Departments, Fire Districts, and Volunteer Fire Departments shall be filled through an application process. The FIRESCOPE Board Chair, Vice-Chair, and Executive Coordinator (Cal OES Fire and Rescue Fire Chief) will review applications, interview the candidates, and make the final selection(s). The new Board Director is responsible for identifying subordinates of appropriate rank to serve on the Operations Team, Task Force, and Subcommittee(s) (one voting representative per group).

The FIRESCOPE Board Chair will forward recommendation(s) to the Director of Cal OES for final decision. The FIRESCOPE Board Chair and Vice-Chair are responsible for filling vacancies as expeditiously as possible to maintain statewide mutual aid interests.

ASSOCIATE BOARD OF DIRECTORS ORGANIZATIONS

The FIRESCOPE Board of Directors and the Cal OES Fire and Rescue Service Advisory Committee has identified Associate Member organizations. The president, executive director, or chairperson from the following agencies and departments are voting members:

- California Professional Firefighters (1)
- California Fire Chiefs Association (1)
 - Represents FDAC, Metro Chiefs, League of Cities
- California State Firefighters' Association (1)
 - Represents California Tribal Fire Chiefs Association

ASSOCIATE BOARD OF DIRECTORS' VACANCIES

Associate Board of Director vacancies shall be filled by the President, Executive Director, or Chair of the Association represented. The FIRESCOPE Board Chair will forward recommendation(s) to the Director of Cal OES for final decision. The FIRESCOPE Board Chair and Vice-Chair are responsible for filling vacancies as expeditiously as possible to maintain statewide mutual aid interests.

PARTNER AGENCIES & ORGANIZATIONS

The FIRESCOPE Board of Directors and the Cal OES Fire and Rescue Service Advisory Committee have identified Partner Agencies & Organizations. The fire chiefs, directors, executive directors, presidents, chairpersons, or Technical Specialists from the following agencies and departments serve in an advisory role only and are **NOT** voting members:

- U.S. Fire Administration (1)
- National Fire Academy (1)
- FEMA Region 9 (1)
- NWCG (1)
- National Oceanic & Atmospheric Agency (NOAA) (1)
- National Fire Protection Association (1)
- California National Guard (1)
- International Association of Fire Chiefs (IAFC) (1)
- Western Fire Chiefs Association (WFCA) (1)
- Other organizations as needed

PARTNER AGENCIES & ORGANIZATIONS VACANCIES

The Board of Directors shall review written requests from partner agencies and organizations who wish to participate in the FIRESCOPE program. The Board shall determine if these partner agencies or organizations contribute to the California Fire and Rescue Mutual Aid System. Upon concurrence, the FIRESCOPE Board Chair will forward recommendation(s) to the Director of Cal OES for final decision.

ADVISORY TEAMS

Advisory Teams are established by the Board of Directors to serve as a subject matter expert group on issues or topics directly related to the Board decision process. An Advisory Team is a direct report to the Board and will be designated as Standing or Ad Hoc. Advisory Teams will develop and maintain an annual Charter, Plan of Work, and Roster.

EXPANSION OF FIRESCOPE AGENCY / ORGANIZATION MEMBERSHIP

Should the FIRESCOPE Board of Directors receive written notice from an agency or organization that believes its members are not adequately represented on the FIRESCOPE Board, the Board Chair, Vice-Chair, and Executive Coordinator (Cal OES Fire and Rescue Chief) will meet with the Director of Cal OES and will make a determination on the request.

DECISION PROCESS

To ensure decisions by the Board of Directors pertaining to FIREScope products support the California Fire and Rescue Mutual Aid System, FIREScope decision-making is based on a standardized method known as the "Decision Process". This decision-making process involves all levels of the FIREScope organization, with interaction between levels administratively supported by FIREScope's Executive Coordinator. Depending on the type and kind, issues may enter the decision process at any organizational level. Decision Process issues are categorized as follows:

1. **Developmental** - Issues which involve the development of new or modification of existing FIREScope developed products.
2. **Policy and Procedural** - Issues that affect the management and operation of FIREScope and the California Fire and Rescue Mutual Aid System.
3. **Informational** - Issues of general interest that do not normally require action taken by FIREScope.

The general procedures that govern how these three issue categories are addressed within the Decision Process are as follows:

- Developmental issues are the responsibility of the Task Force to provide the required staff work to validate issue appropriateness and to develop those products that adequately address issue needs. Staff work can involve the use of Specialist Groups and Subcommittees. When products are developed, they will be forwarded to the Operations Team for review and approval. It will be the responsibility of the Operations Team to determine the level of involvement by the Board of Directors in review of Task Force-developed products.
- Policy and Procedural issues being addressed through the Decision Process require that issues be identified as statewide Fire and Rescue Mutual Aid System or FIREScope related issues. For those issues involving mutual aid, the Board of Directors serves as an advisor to the Director of Cal OES.
- As determined by the Board, other organizational levels of FIREScope and/or the statewide Fire and Rescue Mutual Aid System may be involved to support this advisory role. For those issues involving FIREScope, the Board of Directors serves as the final decision-making authority of the Decision Process. The Operations Team and Task Force will provide the required staff work to analyze issue impacts and recommend course of action to be taken.

- Informational issues can be addressed at any organizational level. However, the organizational level receiving the informational issue will be responsible for determining whether an issue will need to be provided to other levels as information. The Executive Coordinator will assist in the exchange of information between all organizational levels of FIREScope.

All decisions within the Decision Process for FIREScope products are made by consensus. A simple majority vote makes decisions pertaining exclusively to the California Fire and Rescue Mutual Aid System of the Board of Directors. If an issue should arise in which consensus cannot be achieved, the unresolved issue will be forwarded to the next organizational level for review and resolution with an explanation as to the reason(s) for non-consensus. The Board of Directors will serve as the final authority in addressing issues of non-consensus within the Decision Process.

AUTHORITY

The Board of Directors serves as the final authority in the FIREScope Decision Process and advises the Director of Cal OES on issues influencing the California Fire and Rescue Mutual Aid System. In addition, the Board will direct the course of action taken by the FIREScope Program, which includes the Operations Team, Task Force, Specialist Groups, and Subcommittees, through the adoption and implementation of policies and procedures developed through the Decision Process.

GOALS

1. Provide professional recommendations and technical assistance to the Director of Cal OES on policy and procedural issues that influence Cal OES Fire and Rescue Branch operations and the California Fire and Rescue Mutual Aid System.
2. Continue statewide operation, development, and maintenance of the FIREScope developed Incident Command System (ICS) and Multi-Agency Coordination System (MACS) components.

OBJECTIVES

1. Sets FIREScope policy and establishes overall program objectives, establishing priorities and providing direction to the Operations Team.
2. Responds to requests for assistance from and provides advice to the Director of Cal OES.
3. Serves as the final authority to the FIREScope Decision Process, providing direction on issues that influence funding, scheduling, structure, and functions of ICS and MACS in its development and application.
4. Keeps constituents informed of FIREScope products and actively pursues

support for the use of these products.

OPERATING PROCEDURES SELECTION OF BOARD CHAIR & VICE-CHAIR

The Chair and Vice-Chair of the Board of Directors will be chosen based upon a recommendation made by the Board of Directors to the Director of Cal OES for a three-year term. The Chair and Vice-Chair may be selected from Northern and Southern California to provide balanced representation. When the term of the Chair or Vice Chair has been completed, the new Chair and/or Vice Chair will be determined at the Annual October Board Meeting. Unexpected vacancies will be filled by a Board vote at the meeting following the occurrence of the vacancy. The Director of Cal OES will make the final determination.

MEETINGS

The frequency of Board, Operations Team, Task Force, and Subcommittee meetings shall be determined by the Chair of the Board of Directors but shall not be less than two (2) per calendar year. A minimum of one meeting per calendar year will be held in the state's southern half and one in the northern half.

The business meeting agenda will be divided into two (2) parts for business having to do with Cal OES Advisory Committee issues and FIRESCOPE products.

In the advent of time-sensitive issues, the Chair of the Board of Directors may approve scheduling a virtual meeting among all its members.

The Board of Directors may have occasion to schedule closed meetings to discuss sensitive matters. The Board Chair will determine if attendance may be in person or virtual. Only voting members will be invited to attend closed meetings. No alternates, proxy members, or visitors will be allowed to attend.

A quorum shall consist of 50% + 1 of the voting members for Board of Directors' in-person meetings and/or virtual meetings.

FIRESCOPE Board, Operations Team, Task Force, Specialist Group, and Subcommittee meetings are open to the public, and all fire service agencies and organizations. The Board of Directors encourages all public safety agencies and organizations to attend and to extend the invitation to attend meetings to all fire service agencies in California.

VOTING

Voting is to be done by Board Directors, Operations Team, Task Force, Specialist Group, and Subcommittee members only. Department/Organization alternates and Advisory Associates (Subject Matter Experts, Vendors, etc.) do **NOT** have voting proxy of the rostered Director/Member. The public and all California Fire Service agencies and organizations are welcome and encouraged to attend any of the FIRESCOPE Board, Operations Team, Task Force, Specialist Group, and Subcommittee meetings, but do **NOT** have voting authority. Members voting by virtual attendance is acceptable. When several members of the same identified agency are present, that represented agency will only have one voting member.

Decision-Making & Process

1. All decisions related to FIRESCOPE products shall follow the consensus decision- making process.
2. All California Fire and Rescue Mutual Aid System decisions shall follow a simple majority
3. Rule process with the opportunity for a minority viewpoint to be passed on to the Director of Cal OES.
4. [Bagley-Keene Open Meeting Act](#): FIRESCOPE Board of Director meetings will comply with all dictates of the Bagley-Keene Open Meeting Act.
5. The most current edition of Robert's Rules of Order will be used to administer meetings at all levels of FIRESCOPE.
6. This MACS 410-4 document shall serve as the FIRESCOPE and the Cal OES Fire and Rescue Service Advisory Committee by-laws. A simple majority vote may amend these by-laws after a seven-day review period of the entire Board.

ORGANIZATION

FIRESCOPE consists of five organizational levels, each separate but interactive with each other. The five organizational levels of FIRESCOPE are:

Organizational Level	Representation Level (recommended)	General Responsibilities
Board of Directors	Chief/Director/Executive Director/President of FIRESCOPE agencies	<ul style="list-style-type: none"> • Sets FIRESCOPE policy and establishes direction • Sets priorities and provides direction to the Operations Team. • Approves annual FIRESCOPE Plan of Work. • Final authority for FIRESCOPE decision process. • Recommends policy and procedure changes to Cal OES Director.
Operations Team	Deputy/Assistant/Division Chief or equivalent rank and Representatives from NIMS Consortium, and U.S. Coast Guard.	<ul style="list-style-type: none"> • Recommends policy and procedure changes to the Board of Directors. • Develops and implements the annual FIRESCOPE Plan of Work. • Reviews and approves Task Force products.
Task Force	Battalion/Division Chief or equivalent rank of Board member affiliated agency	<ul style="list-style-type: none"> • Reviews and develops FIRESCOPE products for decision process consideration. • Determines the need and provides liaisons to Specialist Groups and Subcommittees. Provides direction to and monitors progress of Specialist Groups and Subcommittees.

Organizational Level	Representation Level (recommended)	General Responsibilities
Specialist Groups	<ul style="list-style-type: none"> • Dependent on the level of technical expertise required • Comprised of members of subordinate Subcommittees. Members are voted on by Subcommittee and approved by Task Force • One of the two members from the subordinate Subcommittee serving on the Specialist Group must be the Chair or Vice Chair 	<ul style="list-style-type: none"> • Assists Task Force in the development of FIRESCOPE products. • Deconflict Subcommittee projects between disciplines. • Provide Liaisons to Subcommittees.
Subcommittees (Standing and Ad Hoc)	Dependent on the level of technical expertise required	<ul style="list-style-type: none"> • Subcommittees assist Task Force & Specialist Groups in the development of FIRESCOPE products. • Two members of each Subcommittee will sit on the related Specialist Group.

Coordination between organizational levels is the responsibility of FIRESCOPE's Executive Coordinator (Cal OES Fire and Rescue Chief). The Executive Coordinator reports directly to the Chair of the Board of Directors and serves as the contact point for the Operations Team and Task Force Chairs. Cal OES shall act as staff to the FIRESCOPE Board, Operations Team, Task Force, Specialist Groups, and Subcommittees and will be receptive to FIRESCOPE's recommendations and attempt to support/fund FIRESCOPE's direction.

EXECUTIVE COORDINATOR

The Cal OES Fire and Rescue Chief shall fill the position of the FIRESCOPE Executive Coordinator. This position reports directly to the Board Chair and is responsible for the following:

1. Coordination of issues and information between the FIRESCOPE organizational levels.
2. Point of contact for the Chairs of the Operations Team and Task Force.
3. Scheduling Board Meetings and developing meeting agendas, ensuring previous meeting minutes and information pertaining to an upcoming meeting are made available to Board members at least seven (7) days prior to the meeting. Upcoming Board meeting agendas will be distributed and posted on the FIRESCOPE website homepage a minimum of ten days prior to the scheduled meeting.
4. Attending Board Meetings and ensuring complete and comprehensive meeting minutes are recorded and published for Board review and approval.
5. Ensuring Board decisions that require action are forwarded to those parties affected by these decisions.
6. Maintaining current membership rosters and biographies of Board of Directors, Operations Team, Task Force, Specialist Groups, and Subcommittees for distribution to the appropriate organizational levels.

OPERATIONS TEAM

MEMBERSHIP

The Operations Team shall consist of a representative from each voting Board Member Agency, two representatives from each of the Cal OES Fire and Rescue Mutual Aid Regions (unless already represented by a Board Member Agency). In the case of a Cal OES Region not being represented by a Board Member Agency, fire departments and agencies at the local level may apply for Operations Team membership. Application for membership shall be submitted to the Board of Directors for review. The Board of Directors shall be responsible for ensuring the Operations Team has equitable representation based on geographic and department/agency type (i.e., paid, volunteer, municipal, rural, etc.). Operations Team membership shall be reviewed annually by the Board of Directors. In all cases the Operations Team Roster shall reflect what agency each member is representing. Specifically, the roster shall reflect an affiliation with the following agencies:

- Large City Fire Departments (North/South) * (2)
- Small/Medium City Fire Departments (North/South) ** (2)
- County Fire Departments North/South (2)
- Fire Districts (North/South) (2)
- Volunteer Fire Departments (North/South) (2)

AUTHORITY

The Operations Team serves as the reviewing body for Task Force produced documents. The Operations Team determines which products and issues the Task Force provides need to be forwarded to the Board of Directors for consideration and direction.

The Operations Team provides technical, and staff support to the Executive Coordinator in carrying out the Board's direction.

GOAL

Provide technical expertise to the Board of Directors and professional direction to the Task Force on operational, developmental, and maintenance issues involving FIRESCOPE developed Incident Command System (ICS) and Multi-Agency Coordination System (MACS) components.

OBJECTIVES

1. Recommend changes in FIRESCOPE policy and direction to the Board of Directors for review and consideration.
2. Provide technical and staff support to the Executive Coordinator in implementing Board decisions that require action to be taken.

3. Develop and implement an annual FIREScope Plan of Work in response to Board direction and needs identified by the Operations Team, assigning projects associated with the Plan of Work to the Task Force.
4. Review and approve Task Force developed FIREScope products.
5. Keep constituents informed of FIREScope products and actively pursues support in the use of these products.

OPERATING PROCEDURES

1. The Operations Team Chair shall be elected by the respective members of the Operations Team for a three-year term. Election shall occur at the first Operations Team Meeting of the calendar year.
2. The Chair of the Operations Team shall be responsible for the following:
 - a. Point of contact for the Executive Coordinator and Task Force Chair in coordinating work projects and exchanging information.
 - b. Scheduling Operations Team meetings and developing meeting agendas, ensuring previous meeting minutes and information pertaining to upcoming meetings are made available to Operations Team members at least seven (7) days prior to the meeting.
 - c. Ensuring complete and comprehensive meeting minutes are recorded and published for Operations Team review and approval, providing copy of approved minutes to the Executive Coordinator.
 - d. Attending Board of Directors meetings as Operations Team representative.
 - e. Maintaining current membership roster and biographies for Operations Team, providing roster updates to the Executive Coordinator.
3. The frequency of Operations Team meetings, either in person or virtual, shall be determined by the Chair but shall not be less than once every three months.
4. Operations Team members provide representation to FIREScope for all unrepresented fire departments and agencies within their respective areas. Operations Team decisions will be made by consensus. The Chair will be responsible for ensuring Operations Team decisions are shared with the Executive Coordinator. In the event consensus cannot be achieved, non-consensus issues will be forwarded to the Board of Directors for discussion and resolution.

TASK FORCE

MEMBERSHIP

Task Force vacancies shall be filled by their respective agency Board Director. The appointed Task Force member shall possess operational and functional expertise in the areas of mutual aid, ICS, and MACS.

AUTHORITY

The Task Force serves as the technical staffing element, providing recommendations to the Operations Team on issues influencing ICS and MACS components. In addition, the Task Force provides a level of quality control in the development and application of FIREScope products.

GOALS

1. Provide technical expertise and support to the Operations Team and the Executive Coordinator to address issues influencing mutual aid, ICS, and MACS applications.
2. Coordinate early in the decision process with the National Wildfire Coordinating Group (NWCG), Department of Homeland Security (DHS), and Federal Emergency Management Agency (FEMA) to promote the compatibility of FIREScope developed products with the National Incident Management System (NIMS) developed products.

OBJECTIVES

1. Develop and maintain FIREScope-developed products in response to changes in FIREScope user needs.
2. Recommend changes in FIREScope-developed products to the Operations Team for review and consideration.
3. Provide technical and staff support to the Operations Team in implementation of projects identified in the FIREScope Plan of Work.
4. Determine need for and provide direction to Specialist Groups and Subcommittees in support of FIREScope product development and maintenance.
5. Maintain a working relationship with Partner Agencies and Organizations to address ICS and MACS issues that influence FIREScope.
6. Keep constituents informed of FIREScope products and actively pursue support in the use of these products.

7. The Task Force members hold the responsibility of serving as point of contact in fielding inquiries and questions regarding FIRESCOPE from departments and agencies within their respective geographical areas.

OPERATING PROCEDURES

1. The respective members of the Task Force shall elect the Task Force Chair for a two-year term. Election shall occur at the first Task Force Meeting of each calendar year.
2. The Chair for the Task Force shall be responsible for the following:
 - a. Point of contact for the Chair of the Operations Team and Executive Coordinator in coordination of work projects and exchange of information.
 - b. Scheduling Task Force Meetings and developing meeting agendas.
 - c. Ensuring comprehensive meeting minutes are recorded and published for Task Force review and approval, and a copy of approved minutes are forwarded to the Executive Coordinator and Chair of the Operations Team.
 - d. Coordinating issuance of new and revised ICS and MACS documents with FIRESCOPE's Document Control Unit.
 - e. Attending Board of Directors and Operations Team Meetings as Task Force representative, reporting on Task Force activities.
 - f. Maintaining current membership rosters and biographies for the Task Force, Specialist Groups, and Subcommittees, providing roster updates to the Executive Coordinator.
3. The Chair shall determine the frequency of Task Force Meetings. Meetings shall be held at least once per month but may be held more frequently based on need. At least twice per year, a Task Force Meeting will be held in Northern California and twice per year in Southern California.
4. The Task Force is responsible for determining the need and providing direction to Specialist Groups. Each group will have at least two Task Force members assigned as Task Force liaisons. Duties and responsibilities of the liaisons are:
 - a. Ensure Liaison attendance at all Specialist Group meetings.

- b.
 - c. Provide direction on FIREScope policies, procedures, and guidance on the decision-making process.
 - d. Facilitate the movement of documents between the Specialist Group and the Task Force.
 - e. Advise the Specialist Group of assignments from the Task Force.
 - f. Ensure Charters, Plans of Work, Biographies, and Rosters are updated on an annual basis.
 - g. Ensure the Specialist Group meetings do not conflict with other FIREScope meetings.
 - h. Facilitate interagency coordination with other stakeholders.
 - i. Ensure the Specialist Group and Subcommittee membership is consistent with the requirements within this document (MACS 410-4).
5. Task Force decisions will be made by consensus. The Chair will be responsible for ensuring the Operations Team Chair, and Executive Coordinator are made aware of these decisions. In the event consensus cannot be achieved, non-consensus issues will be forwarded to the Operations Team for discussion and resolution.

SPECIALIST GROUPS

MEMBERSHIP

Specialist Groups assist the Task Force in developing, implementing, and maintaining FIREScope products. The Specialist Groups will review the work of the subordinate Subcommittees. Representation on the Specialist Group is comprised of members of the subordinate Subcommittees. Two members of each Subcommittee will sit on the respective Specialist Group. The members of the subcommittee selected to serve on the respective Specialist Group will be elected by members of the Subcommittee. At least one of the subordinate Subcommittee members represented on the Specialist Group will be either the Chair or Vice Chair of the Subcommittee. The Specialist Groups will review and deconflict products from the Subcommittees and make recommendations to the Task Force. Membership on Specialist Groups requires Task Force approval, continued agency employment, and support of the sponsoring agency. Retired representatives serving on Specialist Groups require a letter of approval and support from the Chief, Director, or President of the representative agency.

Each Specialist Group will have at least two Task Force Liaisons responsible for providing their group with Task Force direction as needed.

OPERATING PROCEDURES

The Chair for the Specialist Group shall be elected by the respective Specialist Group members for a two-year term. Election shall occur at the last Specialist Group meeting of each calendar year.

1. The Specialist Group Chair shall be responsible for the following:
 - a. Point of contact for the Task Force Liaisons in work coordination and information exchange.
 - b. Scheduling of Specialist Group meetings and ensuring the Task Force Liaisons are advised of the meeting date and location.
 - c. Maintaining current membership roster and biographies of Specialist Groups, providing updates to the Task Force through Task Force Liaison upon request.
 - d. Review and deconflict products from subordinate Subcommittees and make recommendations to the Task Force
2. Each Specialist Group shall develop and operate under the provision set forth by a Charter and Plan of Work. A Charter and Plan of Work will outline group membership, level of technical expertise required of membership, and group goals and objectives. Each Charter and Plan of Work will be submitted to the Task Force for review and approval by December 1st of each calendar year.
3. Specialist Group decisions will be made by consensus. The Chairs will be responsible for forwarding these decisions to the Task Force Liaisons for Task Force consideration and approval. In the event consensus cannot be achieved, non-consensus issues will be forwarded to the Task Force for discussion and resolution.

SUBCOMMITTEES

Subcommittees assist the Task Force & Specialist Groups in the development, implementation, and maintenance of FIREScope products. The Subcommittees will be organized under a Specialist Group and will be either "Standing" or "Ad Hoc." Standing Subcommittees are established to address long-term needs while "Ad Hoc" Subcommittees are established to address a specific need or short-term issue. Once the need or issue has been addressed, the Ad Hoc Subcommittee will be disbanded.

Two members of each Subcommittee will sit on the respective Specialist Group. At least one of the Subcommittee members represented on the Specialist Group will be either the Chair or Vice Chair of the Subcommittee. Products from the Subcommittee will be submitted to the respective Specialist Group for review. Membership on Subcommittees requires Task Force approval, continued agency employment, and support of the

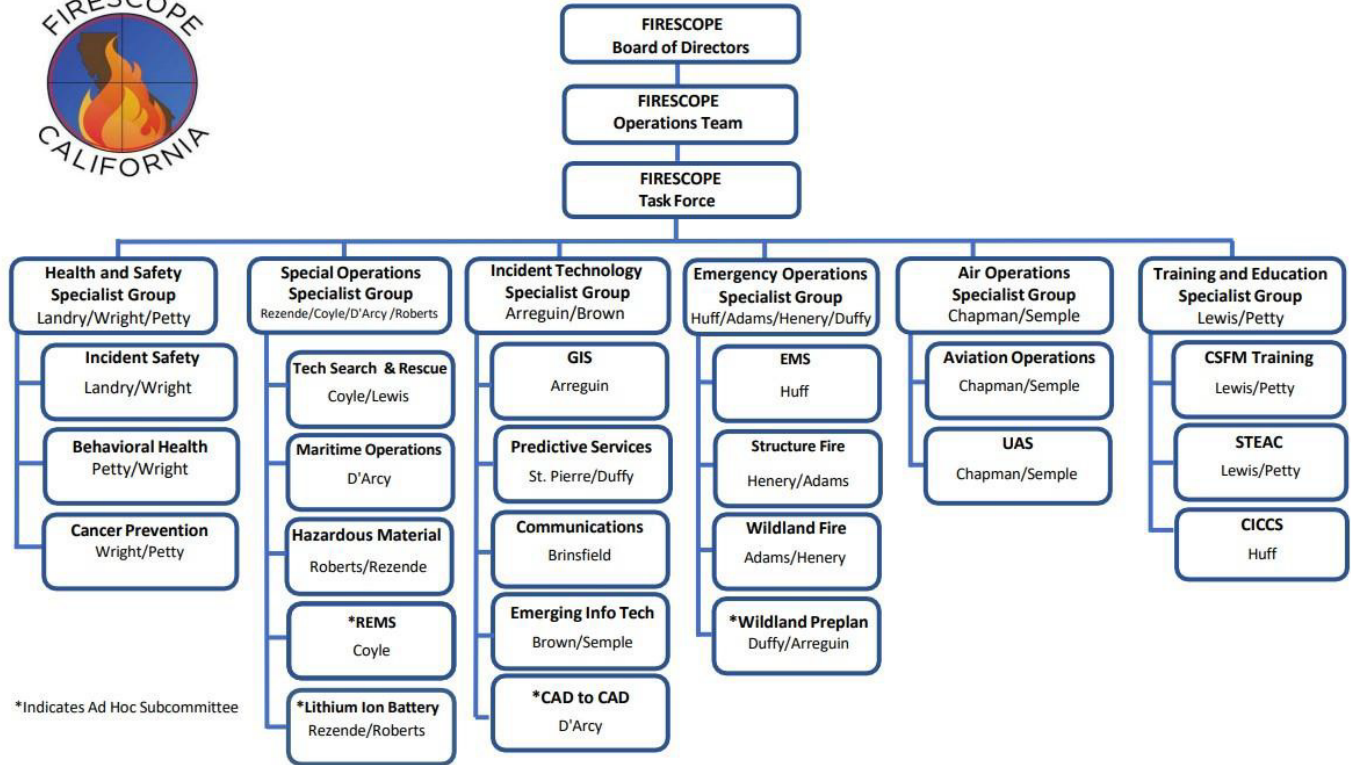
sponsoring agency. Retired representatives serving on Subcommittees require a letter of approval and support from the Chief, Director, or President of the representative agency.

OPERATING PROCEDURES

1. The respective Subcommittee members shall elect the Chair for the Subcommittee for a two-year term. Election shall occur at the last Subcommittee meeting of each calendar year.
2. The Subcommittee Chair shall be responsible for the following:
 - a. Point of contact for the Specialist Group and Task Force in coordination of work and exchange of information.
 - b. Scheduling of Subcommittee meetings and ensuring the respective Specialist Group Chair is advised of the meeting date and location.
 - c. Maintaining current membership roster and biographies of Subcommittee members, providing updates to the respective Specialist Group and Task Force upon request. Each roster shall indicate the affiliated approved Board of Director agency as listed on page 5 of this document. In all cases the Subcommittee Team Roster shall reflect what agency each member is representing. Specifically, the roster shall reflect an affiliation with the following agencies:
 - Large City Fire Departments (North/South) (2)
 - Small/Medium City Fire Departments (North/South) (2)
 - County Fire Departments North/South (2)
 - Fire Districts (North/South) (2)
 - Volunteer Fire Departments (North/South) (2)
3. Each Subcommittee shall develop and operate under the provision set forth by a Charter and Plan of Work. A Charter and Plan of Work will outline the level of technical expertise required of membership, and group goals and objectives. Each Charter and Plan of Work will be submitted to the Task Force for review and approval by November 1st of each calendar year.
4. In the event consensus cannot be achieved, non-consensus issues will be forwarded to the Specialist Group or Task Force for discussion and resolution.

FIRESCOPE ORGANIZATIONAL CHART

FIRESCOPE SPECIALIST GROUP/SUBCOMMITTEE ORGANIZATIONAL CHART



APPENDIX A

FIRESCOPE APPAREL

FIRESCOPE has been in existence since 1972. When it comes to first impressions, appearance makes a significant difference, especially for professional organizations. A uniformed look imparts professionalism and a group's identity to the viewing public. To that end, the Task Force has designed professional garments that readily identify FIRESCOPE members, provide a degree of uniformity in attire worn at official functions, and increase the public's awareness of the organization and its mission.

PRODUCT DESIGN

After reviewing the style, fit, material, and quality of several manufacturers' garments, the Task Force selected two manufacturers of the FIRESCOPE garments and associated products. Both approved manufacturers' garments will be sold by a single approved vendor. The approved vendor will embroider the official FIRESCOPE logo and name of the respective group or body (e.g., Operations Team, Task Force, Special Operations Specialist Group, HAZMAT Subcommittee, etc.) according to design specifications provided by FIRESCOPE (See photos on page 22). Color choices will be limited to black, grey, blue. A female style/cut shirt will be an available option.

PROCUREMENT PROCESS

Through the approved vendor, Cal OES staff will administer the procurement process to ensure conformity in specifications, as well as the quality and overall look of the apparel. Additionally, this standardized purchasing procedure helps to mitigate any potential conflicts of interest (or appearance of such) that may arise.

Upon request, the FIRESCOPE Task Force Chair shall provide the contact information and website hyperlink(s) for the approved vendor. When the approved vendor changes, the Task Force Chair will send an update to all FIRESCOPE chairs for dissemination.

FIRESCOPE members will purchase products online through the approved vendor's e-commerce system. When placing an order, members will be required to submit a purchasing code, which will be provided to active FIRESCOPE members only.

FIRESCOPE nor Cal OES will be responsible for funding or subsidizing the purchase of the FIRESCOPE garments and/or associated products. The purchasing and wearing of the FIRESCOPE garments will be voluntary, and members will be responsible for purchasing garments at their own expense should they choose to participate.

WEAR POLICY

The garments are designed to be worn only at official FIREScope functions or when representing FIREScope at other fire service events or meetings. When engaged in social activities after work meetings, members should avoid wearing the FIREScope Polo Shirt when adult beverages are being consumed to avoid bringing potential discredit to FIREScope or the California fire service in general.

Other than what has been approved, no other color garments may be fabricated without approval from FIREScope's governing bodies.

PHOTOS

