INCIDENT COMMAND SYSTEM
AH-330 Strike Team/Task Force Leader – All Hazards

TOPIC: ADMINISTRATION

TIME FRAME: 2:00

LEVEL of INSTRUCTION: Level II

TERMINAL LEARNING OBJECTIVE: At the end of this topic, a student, given administrative duties as a ST/TFL, will be able to manage personnel actions, significant events and equipment issues, so that understanding of agreements are maintained and the duties are managed with maximum coordination, notification and documentation.

ENABLING LEARNING OBJECTIVE:
1. Describe ST/TFL’s administrative responsibilities regarding personnel actions that may need recognition or modification
2. Describe the scope of a ST/TFL’s responsibility if a significant event such as a burn-over, injury or fatality should occur involving the ST/TF
3. Describe a ST/TFL’s administrative function regarding equipment and property issues
4. Describe the types of agreements a ST/TFL may be operating under on any given incident

MATERIALS NEEDED:
- Field Operations Guide
- Appropriate audio visual equipment
- Appropriate audio visual material

REFERENCES:
- Field Operations Guide, ICS 420-1, FIRESCOPE

PREPARATION: Many of a ST/TFL’s responsibilities are administrative in nature. Most aspects of the position involve some administrative duties such as tracking, making proper notifications and documenting events that may at times, be as significant as an injury or fatality. Knowing your administrative responsibilities and being prepared will ensure a smooth operation, no matter how complicated a situation becomes.
I. ENABLING OBJECTIVES

A. Describe ST/TFL’s administrative responsibilities regarding personnel actions that may need recognition or modification

B. Describe the scope of a ST/TFL’s responsibilities if a significant event such as a burn-over, injury or fatality should occur involving the ST/TF

C. Describe a ST/TFL’s administrative function regarding equipment and property issues

D. Describe the types of agreements a ST/TFL may be operating under on any given incident

II. PERSONNEL CONSIDERATIONS

A. Personnel manifest

   1. Name and last 4 numbers of Social Security
   2. Agency
   3. Rank/classification
   4. Emergency Contact Name and Number
   5. Personnel Qualifications

NOTE: Refer students to Student Information Sheet 2-1-1, Strike Team Types and Minimum Standards, in the Student Supplement.

B. Changing of personnel / crew rotations

   1. Staffing/crew changes on apparatus must be coordinated with the ST/TFL to ensure it does not interfere with incident objectives
   2. Planning for staffing changes should start 48 hours in advance
### 3. Ramifications of not coordinating personnel changes

- **a)** Interrupts the incident objectives
- **b)** Interrupts operational continuity
- **c)** Interrupts work/rest periods
- **d)** Interrupts the interpersonal dynamics that have been developed
- **e)** Personnel are not properly briefed on
  1) Assignment
  2) Safety considerations

### C. Notifications

1. Routinely contact your home agency to keep them informed of personnel status
2. Maintain daily contact with your AREP
   - **a)** Crew rotations require a lot of coordination
   - **b)** Especially with any significant changes in your status

### D. Finance

---

What are some of the ramifications when you do not coordinate personnel changes?

How often should pay documents be updated?
1. ST/TFL’s need to ensure that all personnel update their pay documents daily

2. Pay documents
   a) OES F-42 – Emergency Activity Record
   b) CalFire FC-33 – Overhead/Crew/Equipment Report
   c) CalFire FC-33A – Fire Crew Activity Record
   d) USFS SF-261 – Crew Time Report
   e) Agency specific documentation

**NOTE:** Refer to Student Information Sheets 3-1-1a, b & c in the Student Supplement

E. Documentation
   1. Maintain Unit Log daily

2. Personnel evaluations
   a) All Resources, ST/TF Trainee and Overhead shall have a written evaluation at the end of the assignment
   b) Completed by immediate supervisor/trainer
   c) Evaluation forms
      1) ICS Form 224 – Crew Performance Rating

Who should be evaluated on an incident?
2) ICS Form 225 – Incident Personnel Performance Rating

NOTE: Refer to Student Information Sheet 3-1-2, ICS-224 Performance Rating, in the Student Supplement

III. SIGNIFICANT EVENTS

A. Significant Events include but are not limited to: Personnel injury/exposure; Shelter deployment/burn-over/entrapment; Fatality; Apparatus or Equipment Damage

1. Notification
   a) Immediate supervisor
   b) Safety Officer (SOF)
   c) AREP
   d) Include
      1) Nature of event
      2) Location
      3) Magnitude
      4) Personnel involved
         • No names over radio
      5) Initial action taken

2. Provide medical treatment
   a) Follow the Medical Plan ICS Form 206

What is a significant event?
3. Assemble the ST/TF
   a) The ST/TFL will gather accurate basic information
   b) Advise ST/TF personnel against personal communications with anyone outside the incident, including social media posts, until appropriate notifications have been made

   What are some ramifications to informing outsiders of events such as this?
   1) Cell phone calls home may cause unnecessary alarm
   2) All media contact will be handled by the incident Information Officer (PIO)

4. Preserve incident scene
   a) Flag area to prevent entry
   b) Do not disturb or remove anything from the scene
      1) This is critical to the chain-of-custody

5. Coordination
   a) The ST/TFL will coordinate with the AREP, Liaison Officer, or IC prior to making notification to the sending unit
      1) Required notification – OSHA
      2) Families – Personal contact
b) The ST/TFL in conjunction with the incident, coordinate the establishment of a Liaison at the medical facility

1) Consider using a local fire department to Liaison for you

2) Transition to agency specific liaison as soon as possible

3) This position is key to obtaining information on patient status

Who should be dealing with media issues?

c) PIO

1) To take care of media issues

6. Major accident investigation

a) The ST/TF will be placed on out-of-service status

1) This is due to personnel concerns

2) Necessary for investigation

b) Involved personnel will be interviewed

7. Strike Team support after the incident

a) Liaison/IC

b) AREP

c) Liaison at receiving medical facility

1) Fire agency contact for families

d) Critical Incident Stress Management (CISM)
1) The ST/TFL may need to coordinate CISM with the incident and/or the sending agency

Are there any finance issues?

8. Finance
   a) Workers Compensation forms
      1) Compensation/Claims Unit

NOTE: A separate incident number may be generated, requiring additional documentation for cost tracking

9. Major accident investigation
   a) There will be multiple agencies involved

IV. EQUIPMENT/PROPERTY CONSIDERATIONS

A. Apparatus/equipment damage
   1. Report to DIVS if on line assignment, Comp/Claims Unit if in Base Camp
      a) Vehicle accident – use State form STD 270 or agency specific form

NOTE: Refer to Student Information Sheet 3-1-3, State of California Vehicle Accident Report (STD 270), in the Student Manual

   b) Incident will only pay for that which is documented and approved
      1) Different agreements, different rules, different outcomes
   c) AREP or Liaison should be involved
d) If equipment lost or damaged cannot be replaced by incident supply, make sure you have appropriate authorization (ICS-213 and “S” Number) for purchase later

e) Document

What are your responsibilities regarding damage to private property?

2. Private property damage
a) Notify DIVS if on line assignment, Comp/Claims Unit when in Base Camp
   1) Obtain owners name, address, etc.
   2) Nature of event
   3) Location
   4) Magnitude

b) Document

3. Taking photographs of damage to bolster your comp/claims package
a) Consider electronic transfer of photos
b) Use date/timestamp if possible

c) Sequence your photos
   1) Door decal
   2) License plate
3) VIN plate
4) Damage

B. Equipment Time

1. The ST/TFL may be required to sign and verify shift tickets for equipment time
   a) You should only be responsible for those resources assigned to you
   b) Refer others to DIVS

NOTE: Refer students to Student Information Sheet 3-1-4, Shift Tickets, in the Student Supplement

V. AGREEMENTS

A. There are an array of agreements at various levels of governments and between agencies that allow for and provide assistance during times of emergencies

1. Mutual Aid
   a) Assistance rendered free of charge
      1) Non-reimbursable
      2) Generally a short duration assignment

Most of us have heard the term “Mutual Aid.” Can anyone explain what Mutual Aid means?
2. Assistance by Hire (ABH)
   a) Assistance paid for (reimbursed) by the user

3. Local agreements
   a) Voluntary, between two or more local entities that describe the initial responses to incidents occurring within adjoining areas or in areas of close proximity
   b) The agreements will determine whether the responses are Mutual Aid or Assistance by Hire

4. Cooperative Fire Management Agreement (CFMA)
   a) Between CalFire, USFS, BLM and the NPS (collectively known as Forest Agencies)
   b) Though the missions of these agencies differ, they acknowledge one another’s objectives, authorities and policies in order to minimize the potential exposure impact of a wildland fire on intermingled or adjacent lands, involving any combination of these agencies

5. Direct Protection Area (DPA)
   a) An area delineated by boundaries regardless of statutory responsibility,
where the protection is assumed by administrative units of either Federal or State agencies

b) The agency with the direct protection responsibility, known as the Protecting Agency, has assumed both fire suppression and fiscal responsibility as agreed

6. California Fire Assistance Agreement (CFAA)
   a) Used by the Forest Agencies in times of severe wildfire conditions, when local government apparatus are needed to provide structural protection or to supplement their respective agency-controlled resources to aid in the suppression effort

   b) The Agreement makes OES and/or various local government jurisdiction’s emergency apparatus available for dispatch and use through the State Fire & Rescue Mutual Aid System

7. A more detailed discussion regarding the provisions of the CFAA as it pertains to the ST/TFL will occur later under the “Local/Agency Specific issues section of this course
SUMMARY:

In order to accomplish your administrative duties as an ST/TFL, you must understand your responsibilities regarding personnel, significant events, and equipment issues. You should also have an overall understanding of agreements you may be operating under. These duties will generally consist of notifications, coordination, and documentation. Staying on top of your administrative duties is one of the best ways to ensure success as a ST/TFL.

EVALUATION:

The student will complete a written quiz at a time determined by the instructor.

ASSIGNMENT:

Review your notes and read appropriate section(s) of the Student Supplement in preparation for the upcoming quiz. Study for the next session.