



Multi-Agency Coordination System Publication

ARTICLES OF ORGANIZATION AND PROCEDURES

MACS 410-4

October 2021

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## INTRODUCTION

The **FIREScope** Program originated in Southern California, organized under the acronym, “**F**irefighting **R**esources of **S**outhern **C**alifornia **O**rganized for **P**otential **E**mergencies” in 1972. By legislative action, the FIREScope Board of Directors and the California Office of Emergency Services (OES) Fire and Rescue Service Advisory Committee were consolidated into a working partnership on September 10, 1986. This consolidation represents all facets of local, rural, and metropolitan fire departments, the California Department of Forestry and Fire Protection, and federal fire agencies.

Through this partnership, FIREScope was established as a statewide program under the redefined acronym “**F**irefighting **R**ESources of **C**alifornia **O**rganized for **P**otential **E**mergencies.” To further support FIREScope’s statewide program, CALFIRMS (**C**ALifornia **F**ire Information **R**esource **M**anagement **S**ystems) in Northern California joined with FIREScope as the Northern Operations Team.

Under provisions set forth by Senate Bill 27, chaptered on October 2, 1989, under Health and Safety Code Section 13070, the California Governor’s Office of Emergency Services (OES), the California Department of Forestry and Fire Protection (CAL FIRE) and the State Fire Marshal (SFM) are to jointly establish and administer the FIREScope Program.

On July 1, 2013 the California Governor’s Office of Emergency Services was reestablished in accordance with Governor’s Reorganization Plan #2 and Assembly Bill 1317 (March 2013, effective July 1, 2013.) All references to the California Emergency Management Agency (Cal EMA) that were made in previous versions of this document have been changed in this edition to reflect the reestablishment of the California Governor’s Office of Emergency Services (Cal OES).

This document is intended to complete the legislative attempt to unify these various fire agencies together into one 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 to the Director of the California Governor’s Office of Emergency Services 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 Board, and the other being the organization/program of FIREScope.

The Cal OES Fire and Rescue Service Advisory Board’s role is to deal with mutual aid, 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 rest within a majority rule process due to the size of the Board and limited discussion time. Minority viewpoints are also forwarded to Cal OES for consideration.

The FIRESCOPE Board of Director's 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.

This MACS 410-4 document shall serve as FIRESCOPE's by-laws.

## **MISSION STATEMENT**

The mission of FIRESCOPE is to provide recommendations and technical guidance to the California Governor's Office of Emergency Services (Cal OES) on matters involving mutual aid; to 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**

FIRESCOPE's vision is to continue 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 statewide Fire and Rescue Mutual Aid System, and to provide a common voice for the California Fire Service.

## DEFINITIONS

**Consensus** - means that FIRESCOPE decision-making will make every attempt to come to general agreement on all interests and concerns before decisions are finalized and implemented.

**Decision Process** - means a process, which 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** - means a unit responsible for issuing FIRESCOPE developed ICS and MACS documents.

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

**Incident Command System (ICS)** - means a 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)** - means a 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)** - means a system consisting 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)** - means a group formed at the direction of the Secretaries of Agriculture and Interior to facilitate the coordination and effectiveness of wildland fire activities on a national level.

## **MEMBERSHIP**

### **MEMBER AGENCIES**

Through the unification of the FIRESCOPE Program and the Cal OES Fire and Rescue Service Advisory Committee, Board voting membership is comprised of the following agencies and departments:

- Bureau of Land Management
- California Department of Forestry and Fire Protection\*
- City Fire Departments (Two Representatives/one North and one South)
- County Fire Departments (One Representative/North)
- Kern County Fire Department\*\*(Also represents Counties South)
- Fire Districts (Two Representatives/one North and one South)
- Los Angeles City Fire Department\*
- Los Angeles County Fire Department\*
- National Park Service
- California Governor's Office of Emergency Services (Cal OES) \*
- Orange County Fire Authority\*\*
- Santa Barbara County Fire Department\*
- State Fire Marshal
- United States Forest Service\*
- Ventura County Fire Department\*
- Volunteer Fire Departments

\* "Original" Fire Agencies granted permanent status, with representation at all levels of FIRESCOPE.

\*\* FIRESCOPE Member Agencies that have permanent representation at all levels of FIRESCOPE.

North = OES Regions 2, 3, 4.

South = OES Regions 1, 5, 6.

This membership serves as the FIRESCOPE Board of Directors/Cal OES Fire and Rescue Service Advisory Committee, herein referred to as the Board of Directors.

### **MEMBER VACANCY**

Board member vacancies for City Fire Departments, County Fire Departments, Fire Districts, and Volunteer Fire Departments shall be filled through an application process. The respective member agency or department will fill all other sub-member vacancies. The Board of Directors will review applications with recommendations forwarded to the Director of Cal OES for the appropriate action. The Board and Cal OES Director have the responsibility for ensuring Board memberships are filled to maintain statewide interests.

## **MEMBERSHIP EXPANSION**

Departments or agencies interested in Board membership, shall meet the following membership criteria:

1. Fire protection responsibilities in California.
2. Actively supports the Statewide Fire and Rescue Mutual Aid System (capable of and willing to provide resources in support of this system [minimum of 15 fire suppression resources of any combination of ICS kind and type]).
3. Agree to adhere to policies and procedures governing FIRESCOPE and actively utilize FIRESCOPE developed ICS and MACS products.
4. Provide staffing commitment at all organizational levels of the FIRESCOPE Program.
5. Must be of a size capable of supporting a two-division incident as outlined in the FIRESCOPE Field Operations Guide for one operational period without outside assistance (minimum of 30 fire suppression resources of any combination of ICS kind and type and 16 overhead personnel).

Applications for FIRESCOPE Membership shall be submitted to the Board of Directors for review with recommendations forwarded to the Director of Cal OES for the appropriate action.

## **CHARTER ADVISORY BOARD MEMBERS**

The California Professional Firefighters (CPF) and the California State Firefighters' Association (CSFA) are permanently recognized as Charter Advisory Board Members by the FIRESCOPE Board of Directors/Cal OES Fire and Rescue Service Advisory Committee; and as such, will be included at the Board table, may attend all Board meetings, may discuss, and participate in all Board business and shall have permanent voting privileges on all policy matters.

## **ASSOCIATE ADVISORY BOARD MEMBERS**

Associate Advisory Board Members are interested fire service groups who have an active internal membership, which may be affected by FIRESCOPE's decisions or the California Fire and Rescue Mutual Aid System

Associate Advisory Board Members will be included at the Board table, may attend all Board meetings, may discuss, and participate in all Board business but may not vote on policy matters.

**ASSOCIATE ADVISORY BOARD MEMBERSHIP EXPANSION**

For a group to be added as an Associate Advisory member of the Board, all the following membership criteria shall be met:

1. Must have a vested interest in the outcome of Board actions.
2. Actively represents an internal membership of at least 500 members.
3. Cannot be a vendor or engage in fire suppression activities directly.
4. Must agree to adhere to policies and procedures that govern FIRESCOPE and the California Fire and Rescue Mutual Aid System, and actively utilize FIRESCOPE developed ICS and MACS products.

Applications for Associate Advisory Board membership shall be submitted to the Board of Directors for review with recommendations forwarded to the Director of Cal OES for the appropriate action.

## 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 of FIRESCOPE member	<ul style="list-style-type: none"> <li>• Sets FIRESCOPE policy and establishes direction</li> <li>• Sets priorities and provides direction to the Operations Team</li> <li>• Final authority for FIRESCOPE decision process</li> <li>• Recommends policy and procedure changes to Cal OES Director</li> </ul>
Operations Team	Deputy/Assistant/Division Chief or equivalent rank and Representatives from NIMS Consortium, U.S. Coast Guard and U.S. Fire Administration	<ul style="list-style-type: none"> <li>• Recommends policy and procedure changes to Board of Directors</li> <li>• Develops and implements plan of work</li> <li>• Reviews and approves Task Force products</li> </ul>
Task Force	Battalion Chief or equivalent rank of Board member affiliated agency	<ul style="list-style-type: none"> <li>• Reviews and develops FIRESCOPE products for decision process consideration</li> <li>• Determines the need and provides liaisons to Specialist Groups. Provides direction and monitors progress of Specialist Groups and Subcommittees</li> </ul>
Specialist Groups	<ul style="list-style-type: none"> <li>• Dependent on level of technical expertise required</li> <li>• Comprised of members of subordinate Subcommittees</li> <li>• Members are voted on by Subcommittee and approved by</li> </ul>	<ul style="list-style-type: none"> <li>• Assists Task Force in the development of FIRESCOPE products</li> <li>• Deconflict Subcommittee projects between disciplines</li> <li>• Provide Liaisons to Subcommittees</li> </ul>

	<p>Task Force</p> <ul style="list-style-type: none"> <li>• One of the two members from the subordinate Subcommittee serving on the Specialist Group must be the Chair or Vice Chair</li> </ul>	
<p>Subcommittees (Standing and Ad Hoc)</p>	<p>Dependent on level of technical expertise required</p>	<ul style="list-style-type: none"> <li>• Assists Task Force &amp; Specialist Groups in the development of FIRESCOPE products</li> <li>• Two members of each Subcommittee will sit on the related Specialist Group</li> </ul>

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

# **BOARD OF DIRECTORS**

## **MEMBERSHIP**

The Board of Directors shall consist of the Chief or Director of FIRESCOPE member organization. Board vacancies will be filled through an application process coordinated by the Executive Coordinator. The Board of Directors will review applications with recommendations forwarded to the Director of Cal OES for appropriate action.

## **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 statewide Fire and Rescue Mutual Aid System. The Board will direct the course of action taken by the FIRESCOPE Program that includes the Operations Team, Task Force, Specialist Groups, and Subcommittees through 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 which 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 in the use of these products.

## **OPERATING PROCEDURES**

1. The 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 two-year term. The Vice-Chair of the Board of Directors will be selected by Board members, serving a concurrent term with the Chair. The Chair and Vice-Chair may be selected from Northern and Southern California to provide balanced representation, but not required.
2. The frequency of Board meetings shall be determined by the Board Chair but shall not be less than two (2) per calendar year. A minimum of one meeting per calendar year will be held in the southern half of the state and one in the northern half.
3. Decisions for all FIRESCOPE products shall follow the consensus decision-making process. All Fire and Rescue Mutual Aid System decisions shall follow a simple majority rule process with the opportunity for a minority viewpoint to be passed on to the Director of Cal OES.
4. The business meeting agenda shall be divided into two (2) parts for business dealing with Cal OES Advisory Committee issues and FIRESCOPE products.
5. In the advent of time sensitive issues, the Board of Directors may initiate a conference call among all its members.
6. A quorum shall consist of eight (8) voting members for Board of Director's meetings and/or conference calls.
7. This MACS 410-4 document shall serve as the Board's by-laws. These by-laws may be amended by a simple majority vote after a seven-day review period of the entire Board.

## **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 agenda, ensuring previous meeting minutes and information pertaining to upcoming meeting are made available to Board members at least seven (7) days prior to meeting.
4. Attending Board Meetings and ensuring complete and comprehensive meeting minutes are recorded and published for Board review and approval.
5. Ensuring that 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**

Fire departments and agencies at the federal, state, and local levels may apply for Operations Team membership. Application for membership shall be submitted to the Board of Directors for review. The Board 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.). The Operations Team shall consist of a representative from each Member Agency, two representatives from each of the Cal OES Fire and Rescue Mutual Aid Regions (unless already represented by a Member Agency), two from Volunteer Fire Agencies, and representation from the NIMS Consortium, U.S. Coast Guard, and U.S. Fire Administration. Operations Team membership shall be reviewed annually by the Board of Directors.

## **AUTHORITY**

The Operations Team serves as the reviewing body for Task Force produced products. The Operations Team determines which products and issues provided by the Task Force 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 direction provided by the Board.

## **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 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 two-year term.
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 coordination of work projects and exchange of information.
  - b. Scheduling Operations Team meetings and developing meeting agenda, ensuring previous meeting minutes and information pertaining to upcoming meetings are made available to Operations Team members at least seven (7) days prior to 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 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.

## **TASK FORCE**

### **MEMBERSHIP**

The Task Force shall be representative of Board Member Agencies with representatives needing operational and functional expertise in the areas of mutual aid, ICS, and MACS. The Board of Directors shall be responsible for determining Task Force size and agency make-up. Task Force vacancies shall be filled through an application process for those Board Member agencies governed by county, city, fire district, and volunteer fire department representation.

### **AUTHORITY**

The Task Force serves as the technical staffing element, providing recommendations to the Operations Team on issues influencing ICS and MACS components. The Task Force provides a level of quality control in the development and application of FIREScope products and coordination with NWCG, DHS and FEMA on common issues that influence ICS and MACS development at the national level.

### **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 with the National Wildfire Coordinating Group's (NWCG) Incident and Positions Standards Committee (IPSC) in addressing ICS and MACS applications.
3. Coordinate with the 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 the NWCG IPSC and the NIMS Coordination Group to address ICS and MACS issues that influence FIRESCOPE and NWCG/NIMS developed products.
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 one-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. Provide direction on FIREScope policies, procedures, and guidance on the decision- making process.
  - c. Facilitate the movement of documents between the Specialist Group and the Task Force.
  - d. Advise the Specialist Group of assignments from the Task Force.
  - e. Ensure Charters, Plans of Work, Biographies, and Rosters are updated on an annual basis.
  - f. Ensure the Specialist Group meetings do not conflict with other FIREScope meetings.
  - g. Facilitate interagency coordination with other stakeholders.
  - h. Ensure the Specialist Group 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.

## **SPECIALIST GROUPS**

### **MEMBERSHIP**

Specialist Groups assist the Task Force in the development, implementation, and maintenance of 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 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**

1. The Chair for the Specialist Group shall be elected by the respective Specialist Group members for a one-year term. Election shall occur at the last Specialist Group meeting of each calendar year.
2. The Specialist Group Chair shall be responsible for the following:
  - a. Point of contact for the Task Force Liaisons in coordination of work and exchange of information.
  - 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
3. 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 1<sup>st</sup> of each calendar year.

4. 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**

### **MEMBERSHIP**

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 of the representative agency.

### **OPERATING PROCEDURES**

1. The Chair for the Subcommittee shall be elected by the respective Subcommittee members for a one-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.
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 December 1<sup>st</sup> of each calendar year.

## DECISION PROCESS

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

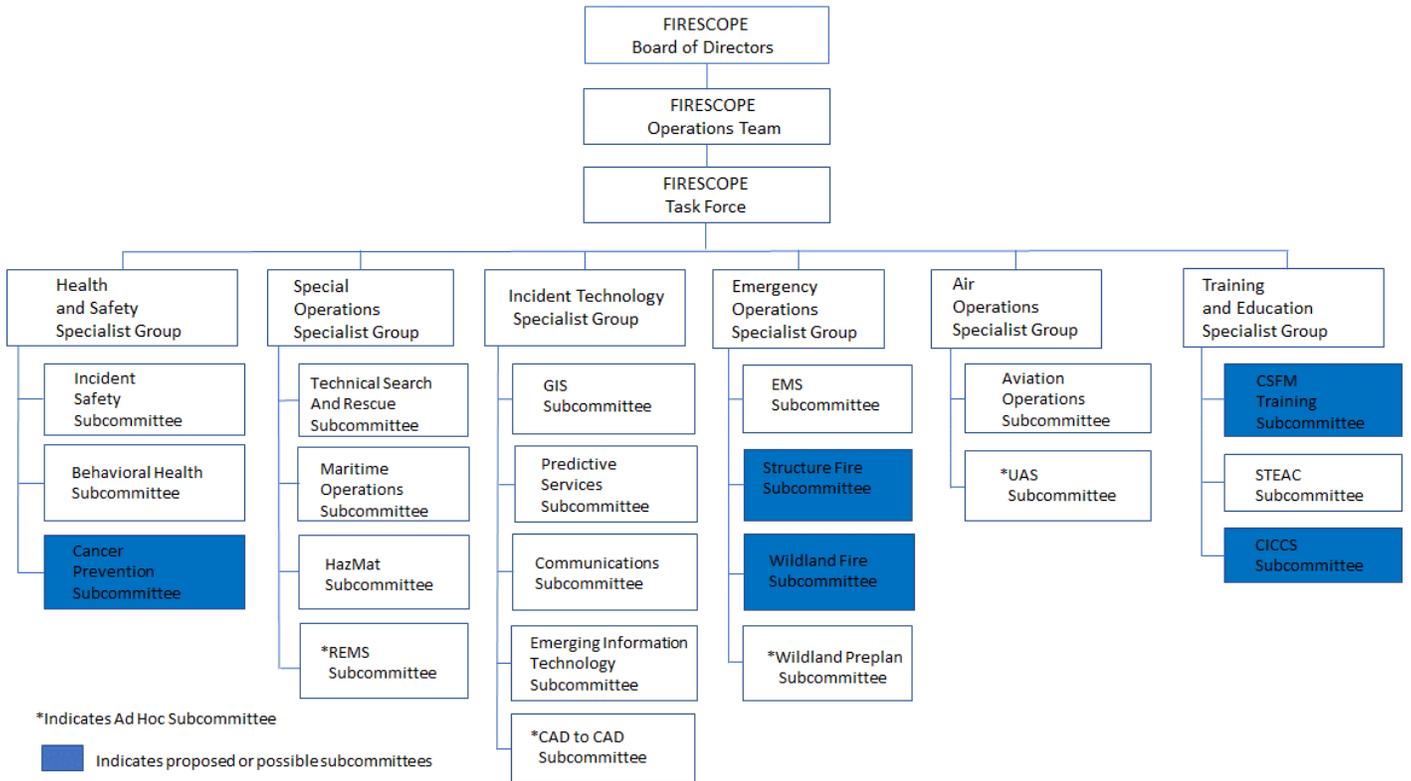
1. **Developmental** - Issues which involve the development of new or modification of existing FIRESCOPE developed products.
2. **Policy and Procedural** - Issues that affect the management and operation of FIRESCOPE and the statewide Fire and Rescue Mutual Aid System.
3. **Informational** - Issues of 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 Cal OES Director. 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. The organizational level receiving the informational issue will have the responsibility of 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. Decisions pertaining exclusively to the statewide Fire and Rescue Mutual Aid System are made by a simple majority vote 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.

### FIRESCOPE 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 a professional garment that would 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' polo shirts, the Task Force selected two garment manufacturers of the FIRESCOPE Polo Shirt. 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.

To purchase the FIRESCOPE Polo Shirt, members will obtain their garment(s) 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 to fund or subsidize the purchase of the FIRESCOPE Polo Shirt. The purchasing and wearing of the FIRESCOPE Polo Shirt will be strictly on a voluntary basis, and members will be responsible for purchasing garments at their own expense should they chose to participate.

### **WEAR POLICY**

The polo shirt is 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 polo shirt may be fabricated without approval from FIRESCOPE's governing bodies. The use of the official FIRESCOPE logo shall be limited to the application on the polo shirt and shall not be applied to any other type of clothing, headwear, gear, or fashion accessories.

**PHOTOS**

