

UNITED STATES DEPARTMENT OF AGRICULTURE

FOREST SERVICE

PACIFIC SOUTHWEST FOREST AND RANGE EXPERIMENT STATION
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August 16, 1976



Mike Scherr
California Division of Forestry
P.O. Box 1067
Riverside, California 92502

Dear Mike:

On August 11, the following persons met at Ontario Airport for the second meeting of the FIRESCOPE Operations Team:

Stanley E. Barlow	Keith C. Metcalfe
Richard G. Barrows	Richard R. Millar
Harold W. Greenwood	Charles W. Philpot
Robert L. Irwin	Michael O. Schori
Stanley E. Masson	Charles Ulrey

- I. First business was to review answers to Regional Forester Leisz's July 26, 1976 memo concerning a 6-month trial for the Operations Team. Answers have been received from all partners except Santa Barbara County. A majority of the Board members concurred with the proposal and it was agreed that the Team will function as proposed with a re-evaluation of need and effectiveness by February, 1977.

Dick Barrows proposed the formal designation of Chuck Ulrey as an Operations Team member. Barrows will notify all partners of this change by letter, and also clarify his own position as a formal member of the Board of Directors. The new membership of the Operations Team will thus become:

Stanley E. Barlow, Chief Deputy, Los Angeles County
Fire Department

Stanley E. Masson, Fire Chief, Ventura County Fire
Department

Richard R. Millar, Chief, Division of Fire Management,
U.S. Forest Service, Region 5

Dr. Charles W. Philpot, Assistant Director, Continuing Research for Southern California and Hawaii, Pacific Southwest Forest and Range Experiment Station

Michael O. Schori, Deputy State Forester, California Division of Forestry

Charles Ulrey, State Coordinator, Office of Emergency Services

Santa Barbara County's member will be named, hopefully, in the near future. Los Angeles City's representation at future sessions was encouraged.

II. The agenda from Irwin's July 20 memo occupied efforts for the remainder of the session. Discussion and decisions were:

A. OES Role (Item #3 from Task Force Decisions paper of April 1, 1976)

Ulrey is now established in a position which includes his performance as an interim "OCC Service Manager." His current duties in this part of his total responsibilities are less than those ultimately required in the FIRESCOPE OSD. This is because of the limited operations in progress now, and the problems associated with starting-up the System.

- It was agreed that a "two-phase" position description is needed. This will cover the current (first phase) duties being performed, and the perceived future job load (second-phase).

Ulrey will draft this description, including proposed budgets and supervisory responsibilities. The FIRESCOPE OSD will be used as a guide for the second phase. The "COMSTAT" section of the Task Force will assist in the preparation at Ulrey's request and direction.

Ulrey's draft will be presented at the next meeting for Operations Team review, and if acceptable, for referral to individual Board of Directors' members.

- The foregoing discussion exposed the need for the various fiscal arrangements necessary to properly manage the OES responsibilities.

A "master" cooperative agreement is required between the partners and OES to permit shared financing of the OCC operations. This also needs to be a two-phase document, for current and future needs.

Operations Team members committed to have their respective agency's fiscal specialists meet with Ulrey in the immediate future. Their task is twofold:

- 1) Develop a simple, interim memorandum of understanding by September 16 for Operations Team review, and
- 2) draft a plan for the preparation of more long-term, detailed agreements to be prepared in the future. This plan also, should be discussed in the September meeting.

B. Common Terminology (#5 in Task Force paper)

- Chief Houts' July 26 letter to Irwin was distributed. All other members agreed to submit a similar progress report to the Program office within two weeks. Irwin will consolidate and distribute to all partners.

No agreement was reached on the adoption of common terminology. Millar and Schori pointed out the problems associated with "exporting" the terminology outside the FIREScope Region before the Incident Command System has been accepted by the field and fully validated.

The lengthy discussion did establish that many efforts are being made by all partners to move toward common terminology, and that the outlook is ultimately optimistic; however, the process of adoption will probably have to be an evolutionary one for some time to come.

C. Document Control System

The Systems Development Corporation's "Recommended FIREScope Document Control System" proposal of October 31, 1975, was adopted as an acceptable guide for documentation and control. Acceptance was specifically limited to the standards and formats proposed, and did not include the full manning and/or costs for the final design as envisioned by SDC. (Again, the problem is one of two phases; interim operations are necessary now, but at less than full system levels.)

- To address the most immediate publication problem, it was decided that Ulrey would proceed with his efforts to obtain costs and agency needs for the "Incident Command System Publications." Task Force assistance will be given to him for this job, which should be completed by September 16.

When agency needs are determined and reported to OES, the economic survey will be completed to find the best printing alternative.

OES will then confirm agency orders and Operations Team will commit to expenditures through cooperative agreements or in-kind contributions.

III. The next meeting will be held on Thursday, September 16, same time (0900) and place.

Agenda for that session will cover:

- A. Reports resulting from this meeting
 - OCC Service Manager Position Description
 - Interim Memorandum of Understanding
 - Publication needs
- B. Item #4, ICS Implementation (from Task Force Decisions paper)
- C. (Tentative) One-hour presentation by Dick Chase introducing "Data Base" concepts and needs.

Bob Irwin

ROBERT L. IRWIN
FIRESCOPE Program Manager

cc: Chandler Philpot
Chase Tikkala
DeBruin Tipton
Dresser Ulrey
Guilkey Vance
Haleva Westenberger
 Wilson