

Butte County Cooperative Fire Protection
Policies and Procedures



Approved By: 
Greg McFadden, Fire Chief

Approval Date: **8/10/2015**

Subject: **8100 Command and Control**
Specific Subject: **8101.001 Duty Chief Responsibilities**

Original Policy Date: **8/10/2015**
Revision Date:

POLICY:

The Unit is required to designate a Unit Duty Chief that is available (24 hours per day, 7 days per week, and 365 days per year) as required in the CAL FIRE 8100 Command and Control Handbook, Section 8101.3.1.

The Unit Chief is responsible for the Unit and its operations. The Unit Chief delegates Command and Control authority to a Unit Duty Chief. The Unit Duty Chief acts on behalf of the Unit Chief and has delegated authority for Command and Control functions within the Unit. Orders initiated by the Unit Duty Chief carry the Unit Chief's full authority.

PROCEDURE:

The Unit Duty Chief shall be responsible to keep the Unit Chief, Region Duty Chief, local officials and other Unit Program Managers informed on serious issues or problems that occur in the Unit. These shall include but are not limited to: personnel issues that may lead to formal disciplinary action, vehicle accidents, employee injuries or illnesses that require medical attention, major emergency incidents and politically sensitive matters.

The scheduling Division Chief shall be responsible for ensuring the scheduling of a designated Duty Chief Daily. Assistant Chiefs will fill the Unit Duty Chief position; however in their absence the Unit Chief may fill the position when needed or a qualified Battalion Chiefs may be used on a limited basis.

Listed below are the principle responsibilities of the Unit Duty Chief

1. Shall be considered "On Duty" and must conform to all department policies and employee rules of conduct.
2. Must be immediately available by cell phone, radio, and radio pager at all times.
3. Be available to respond to emergency and non-emergency incidents.

4. Report to the ECC during period of multiple fires, extended attack fires or any major incident (when continuous direction or assistance is required); may respond to significant incidents to support the IC, but if committed for an extended period of time, must pass the duty to another Assistant Chief, Unit Chief or qualified Battalion Chief.
5. When available, send the appropriate Assistant Chief to significant incidents to support the IC.
6. Respond to any incident involving major injuries to personnel or for major damage to State/County/City/Town equipment or facilities.
7. Confer and consult with the Region Duty Chief and other Unit Duty Chiefs on situational and resource status.
8. Review daily statewide ICS-209's, weather reports and region and statewide intelligence summaries to stay current with the Region and Statewide situation.
9. Monitor Unit resource levels, predicted critical fire weather and ongoing region incident activity. Implement, update and cancel Unit Staffing Patterns and/or order out of Unit resources as necessary to ensure adequate fire protection is provided in the Unit.
10. During significant incident activity, provide operational oversight of the Unit ECC.
11. Keep the Duty Battalion Chiefs informed on situations and information.
12. Facilitate twice monthly Chief Officer conference calls and Initiate non-scheduled Unit conference calls for Chief Officers when appropriate (e.g. staffing patterns, significant events).
13. Complete and submit the Report On Conditions (ROC) as required by CAL FIRE 7700 Emergency Incident Management Handbook, Section 7794.
14. Complete and submit the Fire Management Assistance Program (FMAG) as required by CAL FIRE 8500 Cooperative Fire Services Handbook, Section 8562.
15. Ensure the ECC completes the FC-800 for: *Serious Injury or Death*, as required by CAL FIRE 1700 Safety Handbook, Section 1715; *CAL FIRE Vehicle Accident*, as required by CAL FIRE 1700 Safety Handbook, Section 1718; *CAL FIRE Property Crimes, Damage, Destruction or Loss* as required by SAM, Section 8643 and CALFIRE 8100 Command and Control, Procedure 802; *CCC Member Injury* as required by CAL FIRE 6400 CDC Camp Operations, Section 6454.
16. Ensure the ECC completes the ICS-209 (as required by CAL FIRE 8100 Command and Control, Section 8172) and approve the ICS-209 prior to submittal to Region.

17. Post Tweets on Butte County CAL FIRE Twitter account for applicable incidents following the CAL FIRE 0600 Information Handbook, Section 0691.
18. Ensure the Departments Live Fire Use policy is followed as required by CAL FIRE 8100 Command and Control Handbook, Section 8181
19. When required, ensure the use of NICS for applicable incidents.
20. Ensure Incident Cost Estimates are completed as required by CAL FIRE 3800 Incident Fiscal Management Handbook, Section 3861.3.2.1.
21. Keep ISE updated during Duty Chief period for all Chief Officers (OOU, SL, staffing patterns, etc.) and other staff employees during same period when their Battalion Chief is off duty. ISE updates include, employee's status updates and notes showing the employee's assignment, any applicable incident/request number/assignment information and who the employee is working behind with applicable incident/request numbers.
22. Ensure ISE is updated (correctly) by duty BC's with the same information indicated in #21 above.
23. Assume the responsibilities of the Units Ryan White Liaison (as required by CAL FIRE 1700 Health and Safety Handbook, Section 1852.5) when there are no Training Bureau assigned Safety Officers on duty.
24. Ensure notification to California Occupational Safety and Health Administration (Cal/OSHA) for Serious Accident and Near Miss Incidents as required by CAL FIRE 1700 Safety Handbook, Section 1716.
25. Ensure personnel held on duty and assigned to incidents get adequate relief, rest and relaxation as required by CAL FIRE 7700 Emergency Incident Management Handbook, Section 7757
26. Ensure notifications are made when threats exist to Power Transmission Lines as required by CAL FIRE 8100 Command and Control Handbook, Procedure 821.
27. Keep elected officials informed on significant events impacting their constituents.
28. Make sure EOC and/or JIC is activated for significant incidents and assign/maintain fire agency representative in EOC and/or JIC as needed.
29. Assign BTU Agency Representative to significant incidents in other jurisdictions involving commitment of BTU resources.
30. As the Operational Area Coordinator maintain situational and resource status with cooperating fire agencies.

31. During major incidents (in BTU) determine the need for an Incident Management Team (IMT) by consulting with the IC, Unit Chief and Region Duty Chief. If IMT activated ensure Line Officer is assigned and Unit responsibilities are completed promptly. In the absence of the Unit Chief, ensure that the IMT has received the Unit Chiefs Expectations document for incident management.
32. During major incidents (in BTU) determine the need for an Emergency Command Center Support Team by consulting with the ECC Chief (or Duty Officer) and Region Duty Chief.
33. During county-wide disasters (earthquakes, tornados, flooding, etc.) ensure appropriate disaster checklist is completed (i.e. earthquake, evacuation check list) and coordination with County Office of Emergency Management.
34. Notify the BTU Terrorism Liaison Officer (TLO) of suspicious activities so a Suspicious Activity Report (SAR) can be promptly submitted. Examples are vandalism/burglaries to any department facilities/equipment; threats to personnel; arson fires where terrorism may be involved; etc.