

**CAL FIRE Butte Unit**  
Policies and Procedures



Approved By:   
Darren Read, Unit Chief

Approval Date: **June 9, 2016**

Subject: **8100 Command & Control**  
Specific Subject: **8130.050 Staffing Patterns**

Original Policy Date: **January 2010**  
Revision Date: **April 2016**

**POLICY:**

Strategic Preparedness/Special Staffing Patterns provide increased levels of operational readiness beyond the normal day-to-day staffing. They are implemented in response to minimum staffing deficiencies, actual or predicted critical weather, increased risk/threat, current incidents, or drawdown of CAL FIRE suppression resources.

**PROCEDURE:**

Based on actual or anticipated operational need Strategic Preparedness Staffing, with Select Call Staffing of individual or groups of resource(s) (engines, crews, dozers or overhead) may be declared by a CAL FIRE Operational unit, Region or Statewide.

An incident number will be assigned (refer to CAL FIRE Handbook 8110) for each Strategic Preparedness declaration with specific request numbers covering the type of resource(s) under the Select Call Staffing.

ECC Strategic Preparedness documentation will include a notation of why the Select Call Staffing Pattern was declared. All equipment and personnel costs associated with Strategic Preparedness Staff be charged to the Emergency Fund; PCA 00908 Fire Emergency – Special Staffing Pattern. The declaration and termination of Unit Strategic Preparedness will be approved by the Unit Duty Chief. Unit Strategic Preparedness will be promptly reported to Region and Sacramento by the ECC.

In order to achieve minimum equipment or special staffing, at the direction of the Unit Duty Chief, the ECC may hold all personnel on duty until staffing needs are met. Personnel held on duty who exceed the minimum staffing requirements will be reported to the ECC (CADWEB – rostered on the station or an engine or by radio). Once staffing needs are met, at the direction of the Unit Duty Chief, the ECC will release excess personnel to go off duty. Prior to the release of excess personnel, personnel held on are not permitted to leave unless they have direct approval from their covering Battalion Chief.

The declaration of a Strategic Preparedness Staffing Pattern should not affect an employee's scheduled vacation. An employee's vacation will not be changed without mutual consent of the employee except during a declared state of emergency. Refer to Section 10.2.5.1 of the Bargaining Unit 8 Memorandum of Understanding.

Minimum Staffing Authorizing Select Call Duty Chief Single resources or groups of resources and overhead may be placed on Select Call Staffing availability based on existing, potential or predicted situations or conditions. For example:

1. All Chief Officers
2. 4 Division Supervisors
3. All reserve engines staffed with three persons
4. Two Captains with utility vehicles qualified as Engine Strike Team Leaders
5. Lookout
6. Dozers staffed
7. Fire Crews staffed
8. Water Tender staffing
9. CAL FIRE engines staffed with a minimum of four persons

The Unit Duty Chief may act on behalf of the Unit Chief in declaration of Strategic Preparedness, Select Call Staffing Pattern.

# CAL FIRE Strategic Preparedness SITUATION AND CONDITIONS

Date:

Time:

Prepared by:

Weather

Confidence Level \_\_\_\_  Localized  General  Wind Event  RH  Temp  LAL  Rains  Other

Increased Risk/Threat

Holiday Weekends  Special Events  Homeland Security Level

Predictive Services

ERCs  NFDRS Indices

Non-Fire Events

L.E. Support  Natural Disasters  Human Disasters  Other  N/A

## SITUATION AND RESOURCES STATUS

Drawdown Levels

Engines  Crews  Dozers  Aircraft  Fixed  Rotary  Overhead  Fed, Local Government

Current Incidents

CDF  Federal  Local  Out of State

Team Activations

CNR  CSR  Federal  Local

MACs Mode & PLs

CNR  CSR  Cal MAC  NMAC

## CDF ACTION ITEMS

Order Number: CABTU000000

### Resources

Engines (Request No. \_\_\_\_\_)

Staff 4/0  Staff Reserves  Camp Engines  Pre-form Strike Teams  Pre-position Teams

Crews (Request No. \_\_\_\_\_)

Cover 24/7  Pre-form Strike Teams  Pre-position Strike Teams

Dozers (Request No. \_\_\_\_\_)

Cover 24/7  Pre-form Strike Teams (2HFEO/ Doz)  Pre-position Strike Teams

**Aircraft** (Request No. \_\_\_\_\_)

- Early Up  Pre-position  Hire CWN Rotary  Hire CWN Fixed Wing (detection) \_\_\_\_\_

**Overhead**

**ECCs**(Request No. \_\_\_\_\_)

- Expanded to support other Units  Contingency  Region and Units

**Lookouts** (Request No. \_\_\_\_\_)

- Lightning  Severe Weather  Other Special Activities

**MCCs** (Request No. \_\_\_\_\_)

- Hard cover w/MCC Tech(s)

**MKUs** (Request No. \_\_\_\_\_)

**Line Supervisors** (Request No. \_\_\_\_\_)

- Strike Team Leaders  Division Supervisors  One Strike Team Leader/Camp w/vehicle (FC & BC)

**Other** (Request No. \_\_\_\_\_)

**CONSIDERATIONS/MITIGATIONS**

**Pre-Position or staff in Place**

**Location for pre-positioning**

- Localized event  Centrally w/rapid access to general area  Logistics to support resources

**Summary**

**Or**

**Post Incident Action Summary (PIAS)**

Projected Costs

Fire Occurrence/During Staffing

Pattern Resources Assignment to Fire

Summary/Narrative

\_\_\_\_\_  
Unit Duty Chief

\_\_\_\_\_  
Approving Official