

<p><b>Standard Operating Procedure</b></p> <p><b>ARIZONA DEPARTMENT OF FORESTRY AND FIRE MANAGEMENT</b></p>	<p><b>PEORIA FIRE-MEDICAL DEPARTMENT</b></p> <p><b>Operations</b></p> <p><b>204.17P</b></p> <p><b>Rev. 02/22/2018</b>      <b>Page 1 of 11</b></p>
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**PURPOSE**

To establish guidelines for continued support of the Arizona Department of Forestry and Fire Management in firefighting efforts by Peoria Fire-Medical Department personnel and equipment.

**POLICY**

The Peoria Fire-Medical Department has an intergovernmental agreement (IGA) with the Arizona Department of Forestry and Fire Management (ADFFM) to provide equipment and manpower for firefighting operations in the event of an emergency. This provision is subject to the below stipulations and the availability of such without a significant drop in the fire suppression capabilities of the Department. The Fire Chief or Designee will make that determination (on each individual request) from ADFFM.

**Coordinator**

The Program coordinators, (Designated by the Operations Chief) will manage this program, and shall have the responsibilities of:

- Liaison between the ADFFM, City of Peoria and the Fire Administration for program development and operation.
- Acting as a fixed contact person for the ADFFM in all contacts with the Peoria Fire-Medical Department, regarding training, certifications, qualifications and personnel issues.
- Identifying available equipment and manpower, then submission of a list to the Fire Chief or Designee and the (ADFFM) in accordance with this procedure.
- Assembly of manpower and equipment at the time of a callout.
- Assist the ADFFM and the Fire Administration, in resolving any concerns that may occur through this program.

**Duty Officer (DO)**

Duty Officers (D.O.) are regional positions that are in place for wildland fire callouts. There is an East and West Duty Officer and they play an important role in mobilizing available fire apparatus to wildland fire incidents through the Arizona Department of Forestry and Fire Management. Responsibilities of the position must be taken seriously to prevent missing incident assignments for the departments in this plan.

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The duty officer will be on-call 24-hours a day for a one-week period. Each department will rotate the D.O responsibility from 0800 hours Monday, April 3, through Monday, October 8, ending at 0800 hours each year.

The DO is responsible for notifying the program coordinators of a callout who will then contact the Fire Chief or Designee for approval. Once authorized the Coordinator will assist in outfitting the Equipment and identifying the personnel to respond to the incident.

Manpower / Equipment

Manpower and equipment will be provided to the ADFFM on their request in accordance with this procedure. Crews will be identified in advance and trained according to National Wildland Coordinating Group (NWCG) Standards if appropriate. The selection of personnel will be made by the coordinators of the program, upon approval from the Fire Chief or Designee and will follow the guidelines below:

- E-mail or written notification to program coordinators, requesting to participate in the program.
- All Wildland Fire Team personnel shall be Arizona State Certified Wildland Firefighters and must possess, or have the ability to possess a Valid “Red Card” from the United States Forest Service.
- The number of personnel assigned to the team will be determined through the labor management process.
- If and when selection to the program is restricted, participation may be limited to the following criteria,
  - Training
  - Experience
  - Rank and Seniority
  - Level of EMS Certification
- Team members shall be covered by the State Compensation Fund while representing the City of Peoria acting in agreement with the ADFFM. This will include training sessions, sanctioned by the Training Division of the Peoria Fire-Medical Department upon approval of the Fire Chief or Designee.

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Manpower and Equipment Identification

The Program Coordinators will identify and report available equipment and manpower to the Fire Chief or Designee. The following timetable should be used to identify these aspects in advance so proper training may be completed.

<i>On-Going</i>	<ul style="list-style-type: none"> <li>• Identification of personnel and equipment to be utilized during the upcoming fire season.</li> <li>• Identify training needs and implement necessary training for all personnel involved in the program.</li> <li>• Assure all task books are current and up to date.</li> <li>• Update the IQS database through ADFFM</li> </ul>
<i>Jan – Feb.</i>	<ul style="list-style-type: none"> <li>• Set up, complete all refresher training and pack test for members of wildland team.</li> </ul>
<i>March 1st</i>	<ul style="list-style-type: none"> <li>• Report manpower and equipment lists to the Fire Chief or Designee, ADFFM. and CAWRT.</li> </ul>
<i>Sept.-Nov.</i>	<ul style="list-style-type: none"> <li>• Review and update if needed current Cooperative Fire Rate Agreement including Fire Chief's signature. Deliver signed Cooperative Fire Rate Agreement to the ADFFM.</li> <li>• Prepare budget for upcoming equipment and training needs.</li> </ul>

Pay

Crews shall be paid in accordance to the established pay rate in the Cooperative Fire Rate Agreement and the General Provisions between the City of Peoria Fire-Medical Department and the ADFFM. According to existing City policy, No person shall be allowed to use sick time to participate in this program.

Plan:

- Members will receive their normal paycheck from the City including Fair Labor Standards Act (FLSA) compensation while on a wildland fire assignment.
- Payment for hours worked during normal scheduled days will be forfeited to the City. For example, if a member works A-Shift and while on a wildland

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assignment, works 16 hours on an A-Shift, they will not receive overtime for that work period; instead they will receive their normal pay for a 24-hour shift.

- If a member has a prescheduled vacation or an Absent With Relief (AWR) not working. He/She will have their leave request removed and paid at their regular rate of pay.
- Any hours worked on a non-scheduled workday will be paid at that member's overtime rate of 1.5 times their regular rate.
- Members assigned to an incident who have prescheduled AWR's working, will have Two options;
  - Decline the assignment,
  - Find relief for the AWR

#### Return to Home Unit

- Members returning home on their shift after full a *two-week assignment will receive the rest* of the shift off with pay. Members who are scheduled to work over the next two days will also get their shift off with pay. For example, if the team returns on an A-1, any member assigned to A-Shift will get the rest of the day off. Members assigned to work the next two days, A-2 and B-1 will also get their shift off.
- Members returning home on their shifts after working less than two weeks but more than one week will receive the rest of the shift off with pay. Members scheduled to work the next day will also get the shift off with pay. Members working the day after next will be required to report to work as scheduled. For example, if the team returns on A-1, any member assigned to A-Shift will get the rest of the day off. Members assigned to work the next day, A-2 will get that shift off also. All other members are required to report to work as scheduled.
- Members returning home on their shift after working less than one week but more than twenty four (24) hours will get the rest of their shift off with pay. All other members will report to work as scheduled
- Members returning home after working less than twenty four (24) hours will report to work as assigned

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Equipment Fees

The City of Peoria will be reimbursed for all equipment loaned to the ADFFM according to a pre-determined fee rate, outlined in the Cooperative Fire Rate Agreement between the City of Peoria Fire-Medical Department and the ADFFM.

Company Capabilities

It shall be the responsibility of the ADFFM to determine the type of equipment and general manpower needed for a particular incident. The Program Coordinator(s) will fill these requirements utilizing qualified department personnel currently participating in the program.

Emergency medical equipment from the wildland cache shall be placed on apparatus and utilized per Arizona Department of Health Services guidelines. At no time will front line medical equipment be taken and used on a wildland fire assignment through the ADFFM. Emergency Medical Services (EMS) equipment will complement the highest level of medically trained personnel on the apparatus. Wildland EMS equipment will consist of items determined by the Emergency Medical Services (EMS) division and the Peoria Fire-Medical Departments Medical Control Doctor.

When outside the response area of the Peoria Fire-Medical Department. The Department of Health Services (DHS) has rendered the opinion that Advanced Life Support (ALS) providers, as long as base station is in agreement, may treat fellow firefighters who have become ill or injured in the line of duty and in LIFE THREATENING situations. Where local EMS cannot provide ALS services in a timely manner, or does not provide ALS services, Company personnel may also treat citizens.

Patient care will be rendered following Current Peoria Fire-Medical Department off-line protocols that have been established and approved by medical control. If patient care is initiated, a Peoria Fire-Medical Department EMS encounter form will be filled out. A post patch, or if possible a normal patch must be recorded and forwarded to all interested parties during or immediately following the incident. Base hospitals will be utilized to seek on-line medical direction when indicated while on an Arizona Department of Forestry and Fire Management assignment. They are aware of the agreement with the State.

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Company Capabilities:

Engine Company (Type 1)	(1) Pumper with required equipment (1) Engine Boss (1) Fire Engineer or qualified move-up firefighter (1) Firefighter (1) Firefighter
Brush Company (Type 6) (Type 3)	(1) Brush truck and required equipment (1) Engine Boss (1) Fire Engineer or qualified move-up firefighter (1) Firefighter
Command Unit	(1) Command Car or Vehicle (1) Chief Officer / qualified National Wildfire Coordinating Group Standards (1) Fire Captain / Aide
Tanker	(1) Tanker type 2 support or tactical (1) Support 1 or 1 Firefighters (2) Tactical 1 Engine Boss and 1 Firefighter

Firefighters may be used in a “move-up” capacity if an Engineer is not available provided they meet the criteria of training and experience of the Peoria Fire-Medical Department. Per Arizona Department of Forestry and Fire Management requirement, an Engine Boss must be on the engine at all times. Firefighters working out of class (WOOC) will receive move-up pay from the ADFFM for the duration of the assignment only.

Hours worked out of class by firefighters while assigned to Arizona Department of Forestry and Fire Management operations, shall be credited toward the required hours set forth in the City of Peoria Memorandum of Understanding (MOU) for working out of class pay. If the required hours have been met the WOOC individual will receive 5% increase in pay for all hours worked in that capacity.

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Incident Response

The ADFFM will have the responsibility of initiating an incident response by contacting the Duty Officer, as far in advance as possible. The Fire Chief or designee will make the final decision to accept or decline the assignment. The Program Coordinator will be contacted to assemble requested manpower and equipment.

The ADFFM will provide the following information at the time the incident is initiated:

- Location / Date / Time of personnel assembly.
- Location / Date / Time of equipment assembly (if different).
- Expected location and duration of assignment.
- Requested manpower and equipment needed.
- Any requests for specialized equipment and / or manpower.
- Incident number
- Equipment (E) or Overhead (O) number

It then will become the responsibility of the Coordinators to:

- Assemble and notify personnel.
- Assemble equipment
- Notify the ADFFM of crew / equipment assignments.
- Verbally advise the Fire Chief or designee of actions taken.
- Notify Shift BC's verbally or by e-mail of actions taken.

The Coordinator(s) will arrange for personnel and equipment to be at the assembly point(s) at the designated times. The Fire Department and all personnel assigned to an incident, agree by accepting, to continue assignments to the ADFFM unless there is hardship on part of the Department, City or individual to be determined by the Fire Chief or Designee.

Members of the Peoria Fire-Medical Department Wildland Team will complete eight hours of refresher training and a pack test annually. At the completion of this training members will be issued a current red card and be eligible for call out, as a member of the Peoria Fire-Medical Department Wildland Team.

Callouts will be based on an established list that will rotate as members. Are assigned to fires. Once a member completes check-in at the fire incident they will be rotated to the bottom of the list. The list will carry over from year to year and will be updated in the

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first week of March to reflect the current active members of the Wildland Team for the year. Members who are unable to complete the eight hour refresher or the pack test during the offered dates will not be eligible to respond to any fire incidents through the ADFFM.

An Engine Boss from the Peoria Fire-Medical Department will accompany any engine(s) to a fire assignment requested through ADFFM. If an Engine Boss from the Peoria Fire-Medical Department is unavailable, a PFMD member will accompany the response with an Engine Boss from another City with a current and valid IGA with ADFFM.

Safety

As with all Fire-Medical Department operations, Safety should be prime consideration to all personnel. All appropriate City and Fire-Medical Department Standard Operating Procedures, including the risk profile, shall apply to personnel assigned to State Land Department operations. It shall be the responsibility of the Engine Boss to observe and enforce all safety regulations. However, it is the responsibility of every firefighter to conduct themselves in a safe and professional manner at all times. Personnel who are involved with unfamiliar operations should seek the necessary guidance and supervision to avoid accidents and injury.

All personnel assigned to Arizona Department of Forestry and Fire Management operations shall be familiar with the National Wildfire Coordinating Group Fireline Handbook, which will be used as an SOP for all wildland and wildland urban interface firefighting assignments.

Apparatus Operation

Fire Engineers and Acting Engineers, driving and operating City owned fire apparatus shall be responsible for apparatus and equipment checks as well as the proper use and operation of it, according to established City and Department Standard Operating Procedures. Any discrepancies found should immediately be reported to Engine Boss and up the chain of command if necessary.

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Personal Protective Equipment

Personal protective equipment (PPE) will be issued through the Peoria Fire-Medical Department and will be the responsibility of the team member. All red bags will be packed and stored in an area that is quickly accessible. Items issued through the Peoria Fire-Medical Department are listed below.

- 2 - Nomex fire shirts
- 3 pair nomex pants
- Helmet and goggles
- Head lamp
- Leather lace up boots ( 8" top minimum ) and no steel toes
- Leather gloves
- Red bag
- Wildland brush coat

Gear Requirements

Personal Gear: The following list is recommended personal gear to pack in the red bag (2-week bag) and bring on wildland fire assignments. Keep in mind this gear cannot exceed 35 pounds. Bags will be marked with the members name and stored in an area that is quickly accessible.

- Cash - \$60 - \$80
- Socks - 7 pairs
- Underwear - 7 pairs
- Pants - 3 pairs
- Jacket - 1 each
- Shirts - 1 to 3 each
- Undershirts - 7 each
- Watch
- Sunglasses
- Credit card for emergencies
- Bandannas - 7 each
- Tennis shoes for camp use
- Prescription medications
- Razor & Shaving cream
- Towel/Wash cloth & soap
- Toothpaste - tooth brush
- Pocket notebook and pen
- Chapstick
- Eyewash
- Shampoo
- Toenail Clippers
- Foot Powder
- Sunscreen
- Pocket knife
- Sleeping bag

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### Expectations

At their home department, most firefighters are accustomed to receiving a fire call, getting to the scene within five minutes, and instantly work the fire. On a wildland assignment the “hurry up and wait” situation is often the case. Because of the potentially large number of resources coming into a particular area from many parts of the United States, the requesting agency often will have to stage your strike team until an exact assignment can be given. This type of circumstance can be upsetting to a firefighter expecting to see flames the first instance he/she arrives in the vicinity of the fire.

Also, remember that fire conditions may change during your travel time to the fire. One fire may go out and you may be rerouted to another fire, possibly in another state, or may be returning without actually being utilized.

The Arizona Department of Forestry and Fire Management has expectations of the engines and personnel that participate in these extended fire assignments. The commitment to participate requires that the engine is equipped and mechanically ready, the personnel are fit and trained, and that all rules of conduct are adhered to in the policy statement.

### Rules Of Conduct

The following rules of conduct for all personnel shall apply to those individuals assigned to Wildland Firefighting for the ADFFM.

- Rules of conduct for all personnel on fire suppression assignments :
- Your supervisor’s direction or instructions are to be followed at all times unless they are clearly illegal, unsafe, or unreasonable. If you disagree with your supervisors in situations *Other Than The Above*, you should do as instructed and then utilize grievance procedures to resolve the problems.
- Each individual is expected to be ready, willing and able to meet work requirements. This requires each individual to get adequate rest.
- Each individual is responsible for their off-duty conduct and will be cause for concern when it impairs the performance of the individual or may cause damage to property (personal or government); disrupts the camp routine or otherwise impinges upon the rights of others, or when it may jeopardize the management activities of the incident management team. Misconduct on or off duty is grounds for discipline and will be dealt with accordingly.
- Crew Bosses or Superintendents will be responsible for their crew members and

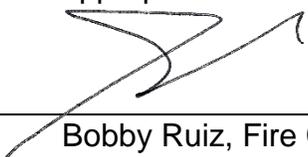
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will organize so that crews are properly prepared and on time for the work shift. All supervisory personnel are responsible for enforcing the rules of conduct and performance of all personnel under their direct supervision.

- When necessary to leave camp for personal reasons, all individuals must first obtain written permission from their immediate supervisor, then sign out with the Planning Section, and sign in upon return to camp.
- Each individual will properly use and protect any property that may come into their custody or control. Whenever an individual becomes aware that government property, including contract property, is being misused, taken for personal use, or otherwise used for unauthorized purposes, they will immediately report it to their supervisor. The supervisor will take immediate action to correct the situation and to prevent further misuse of the property.
- All individuals have the responsibility to see that these rules are followed and to take action to prevent violations. When violations cannot be prevented, such actions will be reported to your supervisor or other authority through the appropriate chain of command.
- Violations of any of the above rules of conduct can result in the individual's immediate removal from the fire, and the circumstances reported to the home agency for possible disciplinary action.
- Prohibited conduct in Fire Camp:
  - Selling, distributing, or personally using (unless prescribed by a physician) any intoxicating beverage, or any narcotic drug, hallucinogen, marijuana, barbiturate or amphetamine.
  - Personal conduct which is disruptive to operations.
  - Loud and unnecessary noises so as to interrupt people sleeping.

Whenever misconduct occurs that cannot be satisfactorily corrected on the spot, the individual(s) involved will be immediately removed from assignment and returned to their home agency. The immediate supervisor, or supervisory positions in the chain of command responsible for making this decision, above the immediate supervisor, will document the offense. The Incident Commander will see that copies of the documentation are sent to the appropriate locations for follow-up actions.

Approved:

  
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 Bobby Ruiz, Fire Chief

05/30/2018  
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 Date