
 <p style="text-align: center;">Sonoma Lake Napa Unit POLICIES & PROCEDURES</p>	<p>Policy Number: 3900 Revision Date: June 1, 2019</p>
<p style="text-align: center;">ASSISTANCE BY HIRE</p>	<p>Approved By: <u></u></p>

I. INTENT

The Sonoma-Lake-Napa Unit in cooperation with local government agencies utilizes Assistance by Hire (ABH) to allow for the immediate utilization of local government firefighting resources to augment State resources. This procedure is intended to provide direction for CAL FIRE Incident Commanders and cooperating agencies for utilization of local resources on CAL FIRE controlled incidents within the Sonoma Lake Napa Unit. This procedure does not cover mutual aid requests placed through the State Office of Emergency Services under the California Fire Assistance Agreement.

II. DEFINITIONS

Wet Hired Engines- herein referred to as “WET”- A local government engine that is staffed consistent with ICS standards by local agency personnel. Wet engines will be used to supplement state resources on incidents and for station coverage and are considered available for state response when hired.

Dry Hired Engines- herein referred to as “DRY” - A local government engine that is hired by CAL FIRE and staffed with a CAL FIRE crew. Dry engines are used to supplement state resources on incidents and for station coverage and are considered available for state response when hired dry. Dry engines have specific equipment requirements that are identified in this policy.

Overhead- Personnel from local agencies that are qualified for assignment. Any overhead assignments that may travel to the fire line will require full PPE and fire line qualifications.

CAL FIRE Official- A CAL FIRE Chief Officer from the Sonoma Lake Napa Unit or a representative of the Sonoma Lake Napa Unit Hired Equipment Committee.

Required Training- All personnel hired under ABH shall be certified for the position they were hired for by CAL OES/CICCS (red card) standards, as a minimum. All apparatus operators shall have the appropriate California driver’s license for the apparatus they are operating. It is the sending agencies responsibility to maintain records of the required training and licensing.

III. REQUIREMENTS

APPARATUS

Apparatus must be in good mechanical condition and be able to sustain arduous fire line assignments.

Apparatus hired DRY will also require the following:

- A safety compliance inspection (DOT standards) by a qualified CAL FIRE inspector at time of hire.
- All firefighting personnel can travel in an enclosed cab.
- SCBA's that comply with the current CAL FIRE specification.
- Two narrow band capable portable radios that comply with the current LNU CAL FIRE specification.
- A dedicated Burn Kit equipped with CAL FIRE Burn Kit inventory.

PERSONNEL

All personnel hired under ABH shall comply with the following:

- Meet the required training for the position they were hired for by CAL OES/CICCS standards.
- Shall have all mandated personnel protective equipment (PPE) for all risk incident response.
- Shall fully meet CAL OSHA Title 8 Section 5144 by being clean shaven to provide SCBA facemask seal and have been fit tested within the last 12 months.
- Shall be in their respective agencies uniform when under hire. If the sending agency does not have a uniform, appropriate attire that identifies the personnel as fire department representatives shall be worn.

STAFFING

Engine staffing shall not be reimbursable for less than three or a maximum of four personnel: One company officer (Captain, Lieutenant, Company Officer), one operator (Engineer, Apparatus Operator) and one to three firefighters.

Water tender (WT) minimum staffing shall be one Apparatus Operator/Engineer for each operational period. For extended operations (exceeding 16 hours) a relief operator is required. An additional firefighter is authorized for each operational period.

COMMUNICATIONS

It is the responsibility of the sending agency to ensure the apparatus has adequate communications capability. Personnel and apparatus, which cannot adequately and effectively communicate with other resources on the incident will be released and not paid. All radios will be narrow band capable & programmable; CAL FIRE Emergency Command Center (ECC) may be able to assist if needed.

ORDER

A CAL FIRE official shall be responsible for determining when ABH will be utilized. Until that determination has been made by a CAL FIRE official, local resources will be considered mutual aid. The CAL FIRE official will be responsible for providing the ECC with the resource identifier and time of hire and obtaining a request number from the ECC for each resource hired.

IV. RATES AND REIMBURSEMENT

Timeframes for payment for equipment and personnel will be portal to portal* once the designated thresholds have been met. ***The Administrative Rate, Workers Compensation Rate, and Unemployment Insurance Rate shall not be reimbursable.***

ENGINES

- INCIDENTS- After 12 hours of service on an incident, payable back to the time of assignment. This includes travel time to return to the station and up to one hour to place the apparatus back into service.
- STATION COVERAGE- If apparatus is ordered/requested through ABH for station coverage, payment will begin when the engine is staffed and available for assignment. Requests for station coverage utilizing ABH are generated by the Sonoma Lake Napa Unit Duty Chief and typically requested by the Battalion Chiefs. Apparatus requested for station coverage by the Emergency Command Center (ECC) is master mutual aid unless identified as ABH by the ECC at time of request.
- DRY hired engines are paid from the time of acceptance.

OVERHEAD

- After 12 hours of service on an incident, payable back to the time of assignment. This includes travel time to return to the station.

WATER TENDERS

- After 5 hours of service on an incident, payable back to the time of assignment. This includes travel time to return to the station and up to one hour to place the apparatus back into service.
- *Water tenders that are not available for the full operational period once assigned will be compensated portal to portal for personnel and hours available for equipment.

PERSONNEL RATES

- Personnel rates will be based on the current CAL OES Salary Survey and applicable attachments on file. (CAL OES Salary Survey Attachment "A" or "B" for non-suppression or supplemental personnel.) ***An hourly rate will be calculated at time and a half of base rates for personnel utilizing the current CAL OES Rate Letter. Personnel will be reimbursed for the total hours documented on the FC-33 and the CAL FIRE dispatch record up to a maximum of 24 hours per calendar day***

FIRE ENGINE & WATER TENDER RATES

- An hourly rate will be calculated for each engine utilizing the current CAL OES Rate Letter based on the apparatus' GPM. The apparatus will be reimbursed for the total hours documented on the FC-33 and the CAL FIRE dispatch record up to a maximum of 24 hours per calendar day. These rates apply to any ICS engine type.

UTILITY RATES

- A daily rate will be calculated for each utility utilizing the CAL OES Rate letter based on size and /or type of the utility. Mileage will not be reimbursed.

OTHER EQUIPMENT

- For equipment not listed in the CAL OES Rate letter, the FEMA Schedule of Equipment Rates will be utilized. If equipment is not in either the CAL OES Rate letter or the FEMA schedule the rates utilized for CAL FIRE private hired equipment will be negotiated.

CAL OES: <http://www.caloes.ca.gov/cal-oes-divisions/fire-rescue/reimbursement>

FEMA: <https://www.fema.gov/schedule-equipment-rates>

V. GENERAL

APPARATUS LIABILITY: CAL FIRE assumes *no* liability for any damages to any local government equipment. No local government official or fire department may obligate the state to financial liability.

For **WET** hired equipment, any loss or damage to local agency apparatus or support equipment while traveling to or from an incident, and repairs due to normal wear and tear or due to negligent or unlawful operation by the operator, shall be the responsibility of the local agency. Minor damage caused by the incident or operating conditions may be reimbursed by CAL FIRE and documented on a ME-107. Major damage will be addressed through the Department of General Services Government Claims Program.

For **DRY** hired equipment in the event of accident or mechanical breakdown to the apparatus under hire, CAL FIRE will repair apparatus to condition of at initial time of hire. Mechanic's services or parts are chargeable back to the local agency when routine break downs occur.

CONSUMABLES: CAL FIRE will replace consumable items such as fusees, rations, drinking water, radio and headlamp batteries, chainsaw, portable pump and drip torch fuel, and Class A foam that were consumed under CAL FIRE direction. The items consumed will be documented on Material Requisition or Transfer (F-72) and Incident Replacement Requisition (OF-315).

FUEL: Apparatus may obtain fuel at no charge from a CAL FIRE facility or incident base, documented on form AO-78a with the incident number, for fuel used while under CAL FIRE's control.

MEALS: Personnel on apparatus assigned to station coverage may obtain meals at the CAL FIRE facility, documented on the meal sheet with names, dates and incident numbers at no cost to the personnel.

VI. DOCUMENTATION

DOCUMENTATION: Local government agencies hired under ABH will need to submit the following documentation to Sonoma Lake Napa Unit Headquarters:

- CAL FIRE FC-33 documenting personnel time signed by a CAL FIRE Officer
- Invoice for payment with the following information-
 - Resource order and request number
 - Personnel Reimbursement
 - Equipment/Apparatus Reimbursements
- Current OES Salary Survey

The documentation can be submitted either electronically or by mail to:

Electronic Submittals: calfire.lnu.abh@fire.ca.gov

Or

CAL FIRE
Sonoma Lake Napa Unit
1199 Big Tree Rd.
St. Helena, Ca 94574
Attn: ABH Billing

If a Finance Section is assigned to an incident with ABH resources the local agency shall bring the completed CAL FIRE FC-33 and OES Salary Survey to the Finance Section for documentation processing on the incident.

Invoices shall be submitted by the local agency cooperator within 30 days following the end of the assignment.