

Sonoma County's Strike Team Leader

Standard operating Guideline
(Updated April 2021)



SCOPE

The Sonoma County Fire Chiefs understand the importance and benefits of participating in the California Fire Service and Rescue Mutual Aid System. The Sonoma County Fire Chiefs also recognize the importance of meeting and maintaining all established federal, state, and local standards governing personnel, training, equipment, communications, and apparatus related to the activation and deployment of these resources.

OBJECTIVE

To ensure that all agencies, personnel, and equipment participating in the California Fire Service and Rescue Mutual Aid System are compliant and held accountable for meeting the established standards found within but not limited to the latest versions of the:

1. California Fire Assistance Agreement
2. California Incident Command Certification System (CICCS) 2018 version
3. FIRESCOPE Primary Mobile Suppression Resources (Minimum ICS Standards)
4. FIRESCOPE Appendix A – FIRESCOPE Radio and Communications Guidelines
5. California Fire Service and Rescue Emergency Mutual Aid System – Strike Team/Task Force Leader Manual
6. Sonoma County Fire Service Mutual Aid Plan
7. Sonoma County Fire Chiefs Association Strike Team/Task Force Procedures and Guidelines

By meeting these requirements, agencies receiving resources from the Sonoma County Operational Area will be assured that they receive well-equipped and well-qualified resources and personnel for the task at hand.

DEFINITIONS

CICCS - California's Incident Command Certification System

CICCS Peer Review Committee - An assigned group responsible for confirming an applicant is qualified to participate in a level 300 position.

Initial Attack – Usually a Code 3 response for protection of life and property. Requests for initial attack engines should be geographically closest to the Incident and within the REDCOM dispatch protocols. Depending on the request (type & number), the engines shall respond "immediately or as quickly as possible." If a Strike Team/Task Force is ordered in this manner, the engines and the closest 24 hour covered Battalion will form up at the Incident.

Immediate Need – May or may not be a Code 3 response.

- A response within Sonoma County or adjoining counties - the engines and the closest 24 hour covered Battalion will form up at the Incident.
- The dispatched Battalion will be replaced by a Strike Team Leader from the list if the Incident turns into an extended event. The change-out will be coordinated by The REDCOM Duty Officer, the Agencies involved, and REDCOM.

Exception:

"Immediate Need" requests from agencies within counties that are more than 100 air miles from Sonoma County will be filled by utilizing the "Planned Need" deployment procedure.

OES Operational Area Coordinators - Representatives selected by the Sonoma County Fire Chiefs to authorize the movement of resources both within and outside the OES Operational Area.

Operations/Training Group – A subcommittee of the Sonoma County Fire Chiefs responsible for managing and supervising the Strike Team leader program and deployments.

Redcom Duty Officer – A chief officer qualified through the Operations/Training Group responsible for assisting with Sonoma County resources for large-scale incidents and Strike Team deployments.

Planned Need – Responses for a later operational period (not typically Code 3) to any location within the state. Usually, the time to initiate a response will be one (1) hour or more from notification time.

Qualifying Assignment – Period consisting of a minimum of two (2) operational periods and the inclusion of a demobilization process. (A review of the STL Demob process is acceptable when a position change out occurs due to an extended assignment).

Red Card or IQS Card – Either national system will be recognized and utilized by the Sonoma County system to document an individual's certifications and qualifications for mutual aid purposes.

Overhead Participation Form – Found on the SCFCA website. Form used to initiate an individual's request to participate in the Sonoma County program.

Overhead Renewal Form- Found on the SCFCA website and used to confirm an individual wish to participate in the program for that calendar year.

IROC – Resource Ordering and Status System A nationwide tracking system used by California to order apparatus and personnel within the OES system.

SCFCA - Sonoma County Fire Chiefs Association

POLICIES

The Strike Team/Task Force concept has become an effective tool in managing "All-Risk" emergencies. To maintain this effectiveness, the members of all participating Sonoma County fire agencies must follow and adhere to the standards and expectations established in this document (including its references and appendices).

The Operational Area Coordinators and the CICCS Peer Review Committee shall administer the Sonoma County's Strike Team and Overhead program.

Individuals who fail to comply with any of the established policies, procedures, or training requirements outlined in this document may be considered ineligible for participation in the program. The Operational Area Chiefs, the CICCS Peer Review Committee, or the Sonoma County Fire Chiefs may determine if an individual or Agency is ineligible to participate in this program based on Certification, Qualification, Experience Performance, and Compliance.

CERTIFICATION, QUALIFICATIONS, AND EXPERIENCE

It is acknowledged that the California Fire Service and Rescue Emergency Mutual Aid System is an all-risk system. However, most of the requirements for certification of personnel and equipment are based on the system's wildland fire response component. It is recognized that the most frequent use of the mutual aid system is for large wildland fires and that the frequency of use for that purpose tends to be increasing. Combating these fires continues to present a significant risk to all wildland firefighters safety participating in these responses.

The requirements found in the California Incident Command Certification System (CICCS), used to certify participants in the mutual aid system, are primarily based on the training, education, and experience associated with wildland firefighting. CICCS is based on the procedure established by the National Wildfire Coordinating Group (NWCG), designed around NWCG Publication 310-1 (Wildland Fire Qualification System Guide), and has been used for many years. As of 2011, California has adopted a new version known as the "California Incident Command Certification System 2018 Position & Qualification Guides", This new version is the adopted standard of the SCFCA.

Compliance with CICCS is a requirement of the California Fire Assistance Agreement. The State Board of Fire Services, The Fire and Rescue Services Advisory Committee/FIRESCOPE Board of Directors, The California Fire Chiefs Association, and The California State Firefighters Association have all endorsed CICCS. CICCS has become the minimum requirement for certification and qualification of wildland firefighters in the State of California. Failure to comply with the CICCS standards could result in an agency's disqualification for reimbursement under the agreement.

Personnel participating in mutual aid positions at the CICCS level 100 Engine Company Firefighter (see appendix A) and CICCS Level 200 Company Officer/Engine Boss (see appendix B) are reviewed and certified by the Fire Chief of his or her Agency. Personnel participating at the CICCS 300 level, Strike Team/Task Force Leader and Unit Leader positions (see appendix C) are reviewed by an Operational Area CICCS Peer Review Committee. A Regional CICCS Peer Review Committee reviews personnel participating at the CICCS 400 level, and a State CICCS Peer Review Committee reviews higher levels.

The experience required to become a STL can only be developed through the performance of fire suppression duties as a Firefighter, Company Officer/Engine Boss, and Chief Officer or Acting Chief Officer with fire suppression responsibilities. Fire Captains must be qualified Acting Battalion Chiefs at the time of final qualification.

Participating personnel from Sonoma County shall carry an appropriate Red Card or IQS Card issued by their Fire Chief.

PHYSICAL FITNESS

The participant's fitness level in the mutual aid system is determined by the CICCS requirements specific to the position. In general, a firefighter meeting the fitness standards for full firefighting duty is considered to meet the CICCS 2018 arduous requirement. The arduous classification would require the participant to have above-average endurance and superior conditioning. All firefighters responding as part of a Sonoma County Strike Team/Task Force are required to perform arduous duty.

STRIKE TEAM LEADER AND TRAINEE LISTS

The Sonoma County Operational Area Mutual Aid Personnel List contains the current list of qualified Strike Team Leaders and Trainees. The Strike Team Leader program will maintain a combined list not to exceed 35 Leaders and Trainees. This number will be subject to adjustment based on the ability to maintain currency.

The Strike Team Leader & Trainee rotational lists are to create equal opportunities for all participants. The Rotational List is part of the Active Status Resource Management Program posted on the SCFCA's website. sonomacountyfirechiefs.org

Strike Team Leaders & Trainees will be formed into a name list available on this website. It is the individual's responsibility to status themselves based on their availability. The Operations/Training Group will manage the overall program.

- A Strike Team Leader requiring an assignment due to currency may be placed above a trainee for an assignment.

PROCEDURES FOR QUALIFYING AS A STRIKE TEAM LEADER (STL)

TRAINEE Application Process

An applicant for any Strike Team Leader Trainee position who meets all of the established qualifications and experience requirements may submit an application packet for STL Trainee, with permission from their Fire Chief to the Sonoma County Chair CICCIS Peer Review Committee. The CICCIS Peer Review Committee will review the application to determine if the applicant meets the requirements established by the CICCIS and Sonoma County Fire Chiefs for the Trainee Position requested.

Trainee applications will be reviewed at the next scheduled CICCIS Peer Review committee meeting following the date submitted.

An applicant for the position of STL Trainee shall submit the documents indicated below; (see Appendix D for further specific application details)

1. A completed Strike Team Trainee Application signed by the Trainees Fire Chief.
2. A letter from the applicant's Fire Chief requesting that the CICCIS Peer Review Committee review the applicant's application and provide a recommendation for the issuance of a Strike Team Position Task Book.
 - a. The letter must include a statement attesting to the applicant's fitness level meeting the CICCIS 2018 or equivalent fitness level of arduous.
3. Certificates of completion for all required training for the CICCIS position of STEN are required in accordance with the 2018 CICCIS guidelines.

4. Proof of the required experience as a Company Officer/Engine Boss and Chief Officer or Acting Chief Officer.

The CICCIS Peer Review Committee Chair will notify the applicant and their Fire Chief of the Committee's findings. If the applicant does not meet the established requirements, the applicant and their Fire Chief will be provided with an explanation of deficiencies and the best course of action to re-apply.

If the applicant meets the established requirements, letters will be sent to the applicant, their Fire Chief, and the Operational Area Coordinator(s) indicating that the applicant meets all requirements for the STL Trainee Position and that the Fire Chief may issue a Position Task Book. The Operational Area Coordinator will ensure that the STL Trainee is added to the established STL Trainee list and entered in IROC.

Strike Team Leader Trainee Requirements

Following the issuance of a STL Trainee Position Task Book by the Trainee's Fire Chief, the Trainee will be responsible for the following currency and training requirements.

1. Completion of the required Position Task Book (CICCIS requirement)
2. Documented completion of a Sonoma County Overhead Refresher (CICCIS & SCFCA requirement)
3. Participation in a minimum of two (2) assignments with two (2) different Strike Team Leaders from different agencies. (SCFCA requirement)
 - a. Each required assignment shall include a minimum of two operational periods (12 or 24 hours) in duration, and at least one assignment shall include a demobilization process.
4. Training assignments may only be accepted with a current Sonoma County Strike Team Leader unless approved by the Sonoma County Operational Area Coordinator or his/her designee. (SCFCA requirement)
5. Trainees are required to ride in and work from the same vehicle with the Strike Team Leader. (SCFCA requirement)
 - a. A separate vehicle may be used to reach a common destination at the beginning of an assignment when the Strike Team Leader authorized it.
6. A final favorable evaluation from an approved Sonoma County Strike Team Leader not affiliated with the Trainee's Agency. (SCFCA requirement)
7. Clarifications or appeals of this process will be handled on a case-by-case basis by the Sonoma County CICCIS Committee.

Trainees shall submit an annual Renewal Request for participation in the STL program.

PROCEDURES FOR QUALIFYING AS A STRIKE TEAM LEADER (STL)

CICCIS Application Process

An approved STL Trainee who has completed their STL Position Task Book, per the guidelines in this SOG, may submit an application packet, with approval of their Fire Chief, for STL position to the Chair of the Sonoma County CICCIS Peer Review Committee. The CICCIS Peer

Review Committee shall review the STL Trainee application to determine if the Trainee has met the requirements established by CICCIS and the SCFCA for the STL position requested.

An applicant for the position of STL shall submit the documents indicated below; (see Appendix E for further specific application details)

1. A completed STL Trainee Position Task Book.
2. Attended an SCFC sponsored Overhead refresher class.
3. A letter from the applicant's Fire Chief requesting that the CICCIS Peer Review Committee review the candidate's application and provide a recommendation for the issuance of a STL Certification.
4. Agency position experience (Chief Officer or Qualified Acting Chief Officer)
5. Documentation of incident assignments including but not limited to:
 - ICS 214 for each Incident assigned.
 - Incident Action Plans for the operational periods assigned.
 - Incident Training Specialist evaluations
6. Evaluations from the Trainee's STL's.
7. Evaluations of the Strike Team by an incident supervisor if available.

The CICCIS Peer Review Committee Chair will notify the applicant and their Fire Chief of the Committees' findings.

- Suppose the applicant does not meet the established requirements. In that case, the applicant and their Fire Chief will be provided with an explanation of deficiencies and the best course of action to correct the situation.
- If the applicant meets the established requirements, a letter indicating that the Trainee does meet the requirements of CICCIS and the SCFCA for the STL position will be sent to the applicant and their Fire Chief indicating that the applicant meets all requirements for the position of STL. The CICCIS Peer Review Committee Chair will also notify the Operational Area Coordinators in writing to assure that the new STL is added to the STL list and is entered in IROC.
- Newly Qualified Strike Team Leaders shall complete two qualified assignments with a qualified Strike Team Leader as the assistant before being assigned a Trainee.

Strike Team Leader Requirements

Each year, all STL's in the Sonoma Operational Area, desiring to serve for that fiscal year (July 1 to June 30), shall complete a renewal form that their Fire Chief signs. The signed form shall then be sent to the CICCIS Peer Review Committee Chair. Renewal forms will be accepted anytime and reviewed by the CICCIS peer review committee. Renewal forms are available on the SCFCA Web site under the Operations Chiefs Section. The renewal process will be used to verify;

1. The applicants request to participate as a STL for the fiscal year. (SCFCA requirement)
2. Attendance in an OES sanctioned Overhead Refresher Class. A Certificate date must be within the last two calendar years. (CICCIS & SCFCA requirement)
3. Most recent assignment as a STL, one assignment of 2 operational periods every five years is required. (CICCIS and SCFCA requirement)
5. Current contact information. (SCFCA requirement)

Renewals will be screened by the CICCIS Committee for compliance with both CICCIS and SCFCA requirements. The Chair of the CICCIS Peer Review Committee will forward the approved list of STL's to the Sonoma County Operational Area Coordinator for inclusion in the STL Rotation List.

Suppose the applicant has not met the established requirements. In that case, the applicant and their Fire Chief will be provided with an explanation by the Chair of the CICCIS Peer Review Committee of deficiencies and the best course of action to correct the situation.

Currency requirements may also be maintained by performance in higher assignments requiring STL as a prerequisite. (CICCIS guideline)

GENERAL REQUIREMENTS FOR STRIKE TEAM & TASK FORCE LEADERS

All Strike Team and Task Force Leaders shall be responsible for the following items.

1. Work with REDCOM and the REDCOM DUTY OFFICER to verify a Trainee or an Assistant is lined up.
 2. Providing the appropriate training for the STL Trainee.
 3. Compliance with the Sonoma County ST/TF Code of Conduct.
 4. Completion and submission, to the proper location, all required forms, and paperwork, including but not limited to:
 - a. **ICS 214s and F-42 or FC-33** as required by the Incident
 - Submitted to the Incident and home agency.
 - b. **Sonoma County Strike Team Leader After Action Report.**
 - Submitted to the Sonoma County Op Area Coordinator or their assignee
 - c. **Sonoma County Company Evaluation Form** (*completed by the STL*) for each assigned company. Copies shall be submitted to;
 - The Incident (if required)
 - To each home agency
 - The Sonoma County Op Area Coordinator or their assignee
 - d. **Sonoma County Strike Team Leader and Trainee Evaluation Form** (*Completed by the Engine Company*).
 - Provided by the STL to each engine company officer. The form shall be completed upon return from the strike team assignment. When finished, it shall be reviewed by the Fire Chief or his designee and signed. It shall then be forwarded to the Sonoma County Op Area Coordinator or their assignee to be reviewed with the rest of the Strike Team Leaders documentation.
2. All required documentation shall be completed by the Strike Team Leader, the assigned Trainee, and the participating agencies and be submitted to the Sonoma County Op Area Coordinator or their designee before being stused. Available for another assignment.
 3. The Sonoma County Operations/Training group will be forwarded lessons learned as appropriate and for inclusion in future Overhead Refresher Classes.

GENERAL RESPONSIBILITIES FOR STRIKE TEAM/TASK FORCE LEADERS (STL/TFL)

Apparatus

Vehicles used by Strike Team/Task Force Leaders shall comply with the most current versions of the following.

1. FIREScope ICS 420-1
2. California Fire Service and Rescue Mutual Aid System – Strike Team/Task Force Leader Manual
3. California Fire Assistance Agreement

Also, the Strike Team/Task Force Leader shall ensure the following.

1. The vehicle being used is marked.
2. The vehicle being used is a pick-up or full-size SUV (4WD recommended).
3. The vehicle be equipped with a GPS
4. The vehicle accommodates the Trainee.
5. The Trainee has a portable radio that meets the communication requirements.

Communications Equipment

All apparatuses will be equipped with mobile and portable radios that are programmed to meet the requirements as established in the following documents. There shall also be a Cellular Phone.

1. FIREScope ICS 420-1
2. California Fire Service and Rescue Emergency Mutual Aid System – Strike Team/Task Force Leader Manual
3. California Fire Assistance Agreement
4. Sonoma County REDCOM radio lineup.

Personal Protective Equipment

All personnel are expected to respond with a complete set of the appropriate wildland and structure, personal protective equipment (PPE) required for the type of Incident as established in:

1. NFPA 1977: Standard on Protective Clothing and Equipment for Wildland Fire Fighting
2. NFPA 1971: Protective Clothing for Structure Firefighting
3. NFPA 1500, Standard on Fire Department Occupational Safety and Health Program
4. 29 CFR 1910.132 (OSHA), General Requirements, PPE
6. Agency-specific policies

Minimum Commitment

When dispatched, a STL/TFL shall be prepared for a minimum commitment of (14) days assigned to the Incident, including travel time.

Relief Process

Before the 12th day, the STL/TFL shall assess the Incident's expected duration. If the Incident is expected to exceed seven (14) days, the STL/TFL will coordinate with the Sonoma County

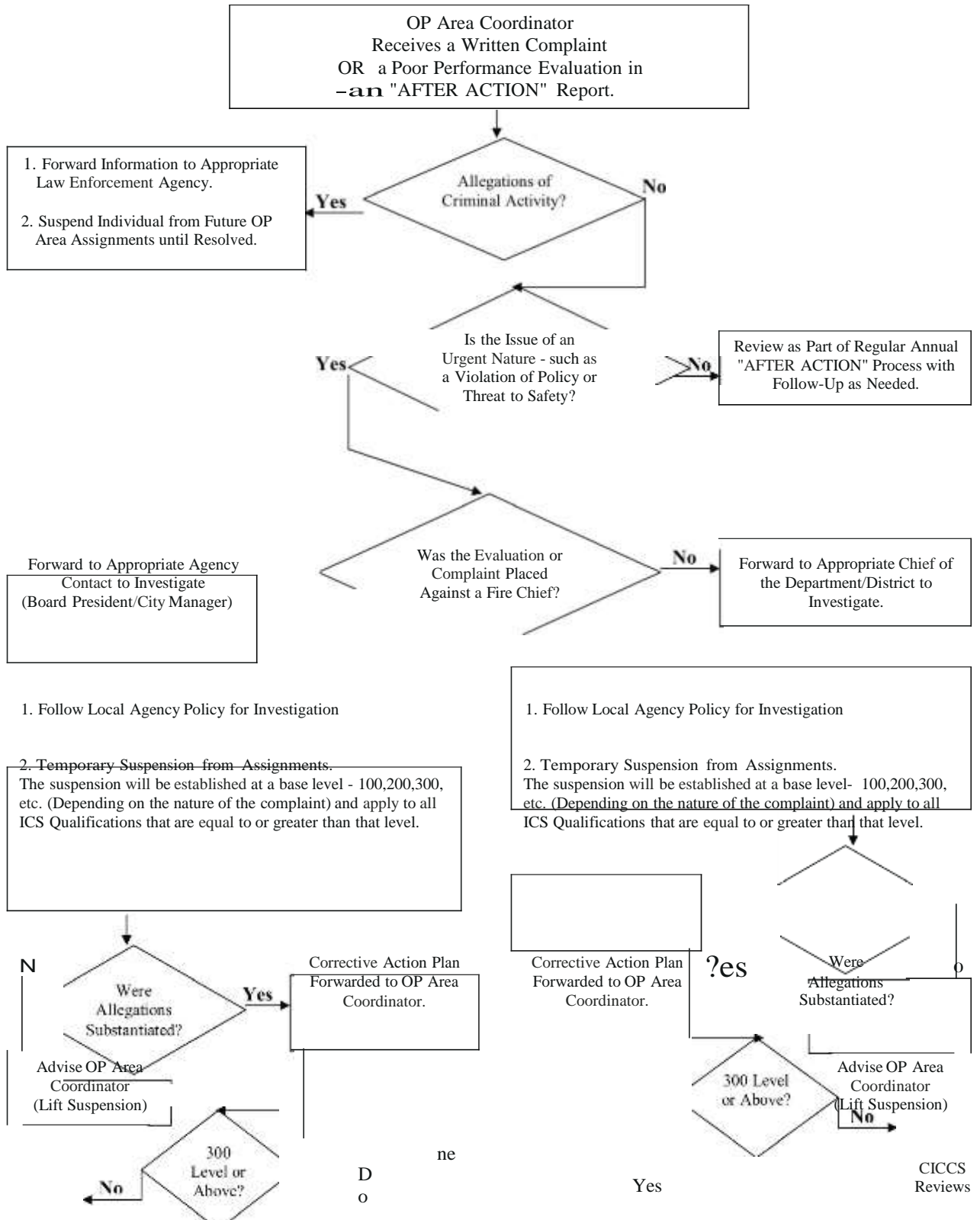
REDCOM Duty Officer, the CAL OES Agency Rep for the Incident, and the engine company officers.

1. The travel and transition time for the crew changes should be considered non-reimbursable unless approved by the Incident Commander and the CAL OES Agency Rep.
2. If a crew change is necessary before the end of seven (14) days, all parties should assume that the travel and transition time is not reimbursable.
3. All changes in personnel and or apparatus shall be approved by the STL/TFL.

SONOMA COUNTY FIRE CHIEFS ASSOCIATION PERFORMANCE COMPLAINT FLOW CHART

1. Performance issues that are not resolved at the Incident will be addressed in the following manner:
 - a. A direct formal complaint, in writing, from CAL OES or an incident representative to the Sonoma County Operational Area Coordinator.
 - b. A below standard performance evaluation or accusation issued, in writing, by an incident representative or member of the Strike Team/Task Force.
2. Performance issues relating to 100 and 200 level personnel will be directed to the fire chief of the Agency involved for review and possible action.
 - a. Before the agency fire chief being notified of any performance issue, the individual(s) will be notified that a complaint has been made and the specific issues involved.
 - b. Depending on the severity of the accusation, it may be necessary for the Op Area Coordinator to suspend the Agency from further deployments until the issue is resolved and the Sonoma County Operational Area CICCIS Peer Review Committee has reviewed and approved the recommendation made by the member's supervisor, or head of his/her governing body.
3. Performance issues regarding 300 level positions and above will be directed to the fire chief of the Agency involved for review and possible action.
 - a. Before the agency fire chief being notified of any performance issue, the individual(s) will be notified that a complaint has been made and the specific issues involved.
 - i. If the individual involved is a fire chief, the issue will be directed to their immediate supervisor.
 - ii. If the individual involved does not have a direct supervisor, the issue will be directed to the President or Chair of their governing body.
 - b. Depending on the severity of the accusation, it may be necessary for the Sonoma County Operational Area Coordinator to suspend the Agency from further deployments until the issue is resolved. The Sonoma County Operational Area CICCIS Peer Review Committee has reviewed and approved the recommendation made by the member's supervisor or head of his/her governing body.

**Flow-Chart for Handling Complaints / After Action Reports submitted to the Fire & Rescue
Operational Area Coordinator-Sonoma County (Draft 10/26/2009)**



Agency Actions
and Establishes
Requirements
(if any) for
Reinstatement.

Yes

Done

APPENDIX D

INSTRUCTIONS FOR STRIKE TEAM LEADER TRAINEE APPLICATIONS

Applications for STL Trainee's position shall be submitted to the Chair of the Sonoma County CICCS Peer Review Committee in an appropriate size binder with the title "Strike Team Leader Trainee Application" and the applicant name, rank, and Agency on the front cover.

The contents of the application binder shall be organized in the following manner:

Tab #1

A completed Strike Team Trainee Application signed by the Trainees Fire Chief

Tab #2

A letter from the applicant's Fire Chief requesting that the CICCS Peer Review Committee review the applicant's application and provide a recommendation for the issuance of a Strike Team Position Task Book.

1. The letter must include a statement attesting to the applicant's fitness level meeting the CICCS Qualifications Guide fitness level of arduous.

Tab #3

Certificates of completion for all required training for the CICCS positions of Firefighter, Company Officer/Engine Boss and Strike Team Leader (see 2018 CICCS Guidebook)

Tab #4

Proof of experience as a Company Officer, Chief Officer, or Acting Chief Officer
Evidence of experience may consist of items such as:

1. Letters or evaluations documenting performance on a specific incident.
2. Copies of IAPs or 214s
3. Incident reports

INSTRUCTIONS FOR STRIKE TEAM LEADER APPLICATIONS

Applications for STL position shall be submitted to the Chair of the Sonoma County CICCIS Peer Review Committee in an appropriate size binder with the title "Strike Team Leader Application" and the applicant name, rank, and Agency on the front cover.

The contents of the application binder shall be organized in the following manner:

Tab #1

A completed CICCIS application
A completed STL Trainee Position Task Book.

Tab #2

Certificate of attendance of a SCFCA Strike Team Leader Refresher Class

Tab #3

A letter from the applicant's Fire Chief requesting that the CICCIS Peer Review Committee review the candidate's application and recommend issuing a STL Certification.

Tab #4

Documentation of incident assignments including but not limited to:

1. ICS 214 for each Incident assigned.
2. Incident Action Plans for the Operational Periods Assigned on each Incident.
3. Copies of other forms completed by the Trainee for each assignment

Tab #5

Evaluations of the Trainee from the Trainee's STL's.

Tab #6

Evaluations of the Strike Team by an incident supervisor if available.

APPENDIX F

CODE OF CONDUCT

1) Overview

- a) The Strike Team/Task Force Leader must have the capability and experience for managing, coordinating, and directing the actions of fire companies in a wide variety of emergencies. This includes maintaining all required records, attending appropriate briefings and meetings, and ensuring all personnel's logistical needs are met during the entire activation of the Strike Team/Task Force.
- b) The Company officer on each engine is responsible for the readiness, accountability, and performance of his/her personnel and equipment.
- c) Firefighter safety is the most crucial consideration on every assignment.
 - i) Assuring that every firefighter returns home safely is the job of every member on the Strike Team/Task Force.
 - ii) To this end, the only time it is acceptable to stay in or assign resources to an unsafe, uncertain, or marginal situation is to protect citizens' lives. It can be put in these terms:
 - (1) Risk a lot in a calculated manner to save savable lives.
 - (2) Risk a little in a calculated manner to save savable property.
 - (3) Risk nothing to save property or lives that are certain to be or already are lost.

2) Code of Conduct – General (Duration of the Incident)

- a) Personnel are considered paid from portal to portal and therefore considered "On Duty" from the time of dispatch and until they return to quarters.
 - i) Personnel shall at all times conduct themselves in a manner consistent with the expectations and philosophies of their Agency and the Sonoma County Fire Chiefs.
 - ii) The image of each Agency and the Sonoma County Fire Services are of the utmost importance and are second only to maintaining the readiness of the Strike Team/Task Force and the safety of its personnel.
 - iii) All personnel in the Strike Team/Task Force shall be acutely aware of public perception and avoid activities and actions that may appear inappropriate.

- (1) All individual Department/District policies apply from the time personnel leave the station until they return to quarters; therefore, personnel shall not participate in any activity that would not be acceptable while on duty with their own Agency.
 - (2) All personnel shall treat all members of the public, subordinates, supervisors, and media with respect.
 - (3) At no time during the assignment shall personnel be in civilian clothing unless that clothing is part of the Agency's regular duty uniform.
- iv) No alcohol or drugs will be transported or consumed at any time.
- b) Avoid discussing information relating to victims (patients) or specifics about the Incident with the media. These requests should be referred to the Incident Information Officer.
 - c) Limit the procurement of equipment and supplies to what is needed by the Strike Team/Task Force.
 - i) All non-consumable equipment issued at the Incident or provided on the line must be returned before demobilization.
 - d) The Strike Team/Task Force shall maintain a "State of Readiness" at all times, from the time they leave their station until they return to quarters.
 - i) The Strike Team/Task Force should be kept together at all times unless it is essential to manage the logistical needs of individual engine companies.
 - ii) On Planned Need assignments, Strike Team/Task Force Leaders should travel to and from the Check-In or Demobilization Location with the Strike Team/Task Force.

3) Code of Conduct - Assigned Status (On Shift)

- a) During structure protection assignments, personnel may need to consider entering unoccupied and/or evacuated dwellings. The Strike Team/Task Force Leader must be considerate and respectful that they are entering private property, and the need to do so should be seriously considered. Strike Team/Task Force Leaders must enforce the following guidelines with the crews working on these assignments:
 - i) The Strike Team/Task Force Leader must be permitted by the property owner to enter the structure. That permission and the owners contact information must be documented on the ICS 214 or;
 - ii) The dwelling is in imminent danger from the approaching fire, and entry is warranted to conduct appropriate protective measures: i.e., closing windows, removing flammable curtains, closing doors, etc. or;
 - iii) The crew must take refuge inside the dwelling, as a survival zone, to retreat from the fire.
- b) Respect the property of the residents you are protecting, do not remove any personal belongings or remnants of private property.

- c) All members are expected to work productively and be physically fit to complete the assignment regardless of the nature of the work.
- d) No member shall accept any assignment that they are not qualified to perform.
- e) Turning down and assignment, "Turn Down," due to the lack of necessary qualifications, safety or defective equipment issues should be in accordance with the latest version of the "How to Properly Refuse Risk" section of the in PMS #441, NFES #1077, Incident Response Pocket Guide.
- f) Avoid using lawn chairs when in assigned status, either on the line or while staged.
- g) Strike Team/Task Force Leaders and Company Officers are expected to openly solicit input and listen to concerns and issues brought forth from their crews and address those issues appropriately.
- h) Strike Team/Task Force Leaders should not accept a field promotion that will leave the Trainee in charge of the Strike Team/Task Force unless they can remain together during that assignment. If staying together is not possible, permission must be obtained from the Sonoma County Operational Area Coordinator.

4) CONDUCT – Available Status (Off Shift)

- a) Personnel should not wear "Nomex PPE" (Yellows) when in "available" or "off shift" status except when en route to or returning from an assignment.
- b) Personnel shall be in their Agency's duty uniform at all times while in public view and anytime they are dining out.
- c) Exceptions:
 - i) With the Strike Team/Task Force Leader, personnel's permission in their agencies duty uniform pants with logo T-shirt may shop for supplies or take care of logistical needs.
 - ii) Personnel may wear their Agency's duty uniform with a logo T-shirt, in place of uniform shirt and badge, while in Base with the Strike Team/Task Force Leader's permission.
 - iii) Personnel may be in their Department/District approved exercise uniform at a hotel to relax at the facilities and in Base to travel to and from showers or during fitness activities as authorized in this policy.
 - iv) There are times in which the Strike Team/Task Force or individual engine company may be "available" or "off shift" in a remote area or "spike camp" and out of the public view. The Strike Team Leader/Engine Captain should use their best judgment in choosing the appropriate uniform in these situations.
 - v) The Sonoma County Fire Chiefs realize that not all agencies issue uniform shirts, pants, and badges. For those agencies, a uniform that meets the intent of this policy will be acceptable.

- d) Personnel may participate in recreational activity provided or approved by the Incident or the OES Representative with final approval of the Strike Team/Task Force Leader.
 - i) Recreational activities are limited solely to the use of the swimming pool while "available." Or "off shift" status at a hotel.
 - (1) Swimming suits are approved for use while at a hotel swimming pool.
- e) Fitness activities are limited to using the hotel or Incident Base's fitness equipment or jogging within a one-block radius of either with the Strike Team/Task Force Leader's permission.
 - i) With the Strike Team/Task Force Leader's approval, other non-contact, non-competitive fitness activities may be allowed only if they are part of the Agency's standard fitness program. The activity does not interfere with the Strike Team/Task Force readiness or create a negative public perception.
 - ii) The appropriate fitness uniform will be worn.
- f) The Strike Team/Task Force leader will make every reasonable effort to keep the Strike Team/Task Force together at all times.
 - i) All personnel will maintain a 1-hour readiness for reassignment purposes.
 - ii) The Strike Team/Task Force Leader will assure that he/she is within immediate contact of the Incident Base at all times.
 - iii) Engine companies will assure that they are within immediate contact of the Strike Team/Task Force Leader at all times.

5) FEEDING

- a) Feeding outside of Base Camp is not reimbursable to the responding Agency.
- b) Every effort will be made to feed personnel at the established Base Camp.
 - i) If personnel are fed at a location other than Base Camp, reimbursement for the meal costs are up to individual members unless their Agency has approved otherwise.
 - ii) The Strike Team/Task Force Leader will consider these issues when deciding when feeding outside of Base Camp and make every effort to keep the Strike Team/Task Force together.

6) HOTELS

- a) Hotels may be provided by and paid for by the Incident.
- b) When the Incident does not provide hotels, the cost is not reimbursable to the responding Agency.

- c) Every effort will be made to sleep personnel at Base Camp when the Incident does not provide motels.
 - i) If the Strike Team/Task Force agrees to obtain a motel during their "un-assigned" or "off shift" hours and the hotel is not provided by and paid for by the Incident the cost of the hotel is up to the individual members unless their Agency has approved otherwise.
 - ii) The Strike Team/Task Force Leader will consider these issues when deciding when obtaining motel rooms not provided by the Incident and make every effort to keep the Strike Team/Task Force together.
 - iii) All personnel will maintain a 1-hour readiness for reassignment purposes.
 - iv) The Strike Team/Task Force Leader will assure that he/she is within immediate contact of the Incident Base at all times.
 - v) Engine companies will assure that they are within immediate contact of the Strike Team/Task Force Leader at all times.

7) EVALUATIONS

- a) The performance of each company will be evaluated after the Incident by their Strike Team/Task Force Leader, and every engine company will evaluate the Strike Team/Task Force Leader.
- b) These evaluations must be returned to the Sonoma County Op Area Coordinator or their designee within the established time period. The responsible party or Agency will be removed from the appropriate Strike Team/Task Force rotational list.
- c) These evaluations will be used as part of the annual renewal process for Strike Team/Task Force Leader and semi-annual refresher classes.

