

# ROGUE VALLEY FIRE CHIEFS ASSOCIATION

<b>Document:</b>	<b>Fire Defense Board Chief System</b>
<b>Section &amp; #:</b>	Mobilization #4.03
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<b>Developed / Updated By:</b>	Chief Johnson/Chiefs Thompson/Holmes
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## **Purpose**

To establish the guidance in management of regional resources, providing a method for requesting additional resources from and outside Jackson & Josephine Counties in support of the Oregon State Fire Marshal (OSFM) Oregon Fire Service Mobilization Plan.

## **Scope**

Fire Defense Board Chiefs (FDBC's) and alternates will work within the scope of the policy, OSFM Oregon Fire Service Mobilization Plan and RVFCA mobilization procedures.

## **Procedure**

This procedure shall define how individuals are selected and operate while in the capacity of Fire Defense Board Chief (FDBC).

- I. Establishment of County Fire Defense Board Chiefs & Alternates
  - A. Fire Defense Board Chiefs
    1. The body of the Rogue Valley Fire Chiefs Association shall elect a primary Fire Defense Board Chief for each county every three years, for a three-year term, beginning in January 2012 (election schedule October 2020, 2023, 2026, 2029).
    2. All eligible Fire Chiefs will be asked to volunteer (self-nominate), to serve as the primary FDBC for their respective county. Nominations will be opened during the regularly scheduled October Chiefs meeting in the year prior to the end of the 3-year term. Nominations will be closed 1 week prior to the November Chiefs meeting. Voting will be conducted via electronic means with the results being ratified at the November Chiefs meeting.
    3. Eligibility: rank of Fire Chief or acting in capacity as Fire Chief (acting in capacity is defined as designated by the fire agency governing body or chief

operating officer).

4. Each fire agency will have one vote for their primary FDBC selection.

#### B. Fire Defense Board Chief – Alternates

1. The body of the Rogue Valley Fire Chiefs Association shall elect a total of six alternates for the same three-year period.
2. All Fire Chiefs and eligible Chief Officers will be asked to volunteer (self-nominate), to serve as an alternate FDBC. Nominations will be opened during the regularly scheduled November Chiefs meeting in the year prior to the end of the 3-year term. Nominations will be closed 1 week prior to the December Chiefs meeting. Voting will be conducted via electronic voting means with the results being ratified at the December Chiefs meeting.
3. Eligibility: rank of Fire Chief, acting in capacity as Fire Chief, or a Chief Officer with Fire Chief approval to serve.
4. Each fire agency will have one vote per alternate position.

#### C. Filling Vacancies

- Vacancies shall be filled by the body as the need arises **using the same electronic voting system noted above.**

#### D. List of alternates

- All six of the alternates and the primary FDBC from the opposite county shall serve as alternates in each county.

### II. Responsibilities

- A. Develop the Rogue Valley resource availability roster for sending resources to State AOC requests (Conflagrations, Prepositioning, Immediate Response, etc.).
- B. Represent the local fire service at the State Fire Defense Board level.
- C. Represent the local fire service at the county level as it relates to coordination and preparedness.
- D. Evaluate the need for resources for greater alarm incidents and for regional coverage during emergencies by coordinating with the local fire service agencies.

- E. When needed, request support from Office of the State Fire Marshal (OSFM) through the Regional Mobilization Coordinator (RMC), in concert with the local Fire Chief or Board of County Commissioners.
- F. Consider putting together “Make-Up” Task Forces as needed.
- G. Support local Fire Chiefs and ICs with managing incidents, staffing an organizational structure and the development of IAP’s, as needed.
- H. If ordering resources through OSFM, coordinate with the local OSFM Regional Mobilization Coordinator, Oregon (OEM), the Incident Commander of the assigned Incident Management Team, the local Fire Chief and ODF with incident needs or response readiness.
- I. Assist the local Fire Chief/IC in preparing for the IMT in-briefing.
- J. Coordinate resource utilization and demobilization with local agencies and OSFM.
- K. Maintain communication with the local Fire Chief/IC.
- L. Attend or delegate for Planning Meetings that occur during larger, long-term incidents.
  - See “Local Fire Chief/IC, Fire Defense Board Chief” checklist.

### III. General Operating Plan

An on-duty schedule shall be established by April 15<sup>th</sup> of each year. The schedule will assign coverage weeks to the various FDBC and alternates. Weeks will run Monday to Monday. Primary contact number for the FDBC Duty Officer is 541-203-9220. They agree to be available for response to facilitate coordination between local jurisdictions, the County and the State. The schedule will run from May 15<sup>th</sup> until October 1<sup>st</sup> of each year. During times outside of the above listed period, the process will be to contact the primary for each county, and if no contact is made, use the FDBC Duty Officer number, then go through the list of alternates until contact is made.

A copy of the schedule shall be sent to the following:

1. Emergency Communications of Southern Oregon (ECSO)
2. Josephine County 911
3. Jackson & Josephine County Emergency Managers

4. Medford & Grants Pass ODF Dispatch Offices
5. All regional participating fire agencies
6. OSFM via RMC

Responsibility of developing the schedule each year shall be the responsibility of one of the primary Fire Defense Board Chiefs.

- Jackson County Chief – even years
- Josephine County Chief – odd years

**During large scale emergencies:**

- A. During the “Fire Season” – historically around May 15 thru October 1, FDBC and Alternates that are available, that are not on the schedule, should contact the scheduled FDBC and see what additional assistance is needed.
- B. During the “Off Season” historically October 1 – May 14, whichever FDBC or Alternate contacts either ECSO or Jo Co. 911 first (Incidents in Jackson – ECSO, Incidents in Josephine – Jo Co. 911) shall be the FDBC for the remainder of the incident. The two dispatch centers shall communicate this info and ECSO will ultimately send out a “Chiefs” page announcing who the FDBC is. Other available FDBC and Alternates can then contact the designated FDBC for additional information.