

ROGUE VALLEY FIRE CHIEFS ASSOCIATION

Document:	Quick Checklist Local Fire Chief / Fire Defense Board Chief
Section & #:	Forms #5.02
Adoption / Updated Date:	May 1, 2013 – January 2023
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Review Date:	May 2028

Local Fire Chief/Incident Commander (LFC/IC) Quick Checklist

1. Evaluate extent of problem.
2. Evaluate resources required vs available.
3. Coordinate response with ODF.
4. Request Mutual Aid – apply pre-programmed alarm levels up to one (1) Regional Task Force/Strike Team through dispatch.
5. Contact FDBC for assistance in arranging additional response.
6. In coordination with FDBC, and local State Fire Marshal (OSFM) Regional Mobilization Coordinator (RMC) request State Mobilization/Conflagration. Complete the appropriate Conflagration Request Form and documents and participate in the mobilization request phone call.
7. Ensure requirements and expectations of (OSFM) Fire Service Mobilization Plan will be met.
8. Establish Incident Command System/request RVFCA IMT assistance/prepare to delegate authority, if necessary.
9. Maintain communication with unified wildland agency Incident Commander.
10. Maintain communication with Fire Defense Board Chief (FDBC), as necessary.
11. Coordinate demobilizations with FDBC/IMT – non preprogrammed resources.
12. Ensure coordination with emergency services & other local agencies.

Extended Incidents

1. Develop expanded ICS organizational structure - Command & General Staff, Division/Groups and Task Forces, as required.
2. Provide input into the development of the Incident Action Plan (IAP).

Make decisions that will be required for the development of the IAP, what positions are desired from the local area that will be tied into the overall organizational structure, how local task force/strike teams will be integrated into the IAP and any objectives that are specific to the mission of protecting structures. Request RVFCA IMT assistance and designate specific personnel to work with wildland agency personnel in developing the IAP. Include maps as available.

3. Assign key overhead transition resources.

Make a decision on how the transition of command will take place and specific personnel that will be assigned in order to assure that the transition is seamless. Specific attention should be placed on overhead that are familiar with the location and priority for structural protection. List types of roles that personnel maybe assigned, for example –Task Force Leaders and Division/Group Supervisors.

4. Complete Conflagration Request Form and In-Briefing document, if necessary.

Work with or assign personnel to request OSFM resources through the OSFM RMC and prepare for the IMT in-briefing. General topics for structural agencies are local personnel that are to be part of the organizational structure both long-term and short-term (transition) and any other pertinent information that needs to be shared with the entire IMT.

5. Attend or delegate someone to attend Planning Meetings.

Planning meetings are generally held twice in a 24-hour period (at the beginning of each operational period) – find out the schedule of these meetings and make sure you attend or have someone attend on your behalf.

Fire Defense Board Chief (FDBC) Quick Checklist

1. Evaluate incident needs and availability of local resources.

2. When needed, request OSFM support through the RMC – complete Conflagration Request Form and prepare to participate in request call.

If emergency is in a fire protection district or municipality, contact by FDBC is adequate, when in a structurally unprotected area, this request must be made with the Board of County Commissioners/County Administrator. Follow flow chart and request protocols as outlined in the Conflagration Request Packet.

3. *Compile list of Incident Resources.

This list should only show those resources that will be remaining on the incident beyond transition of command.

4. Ensure adequate resources are available within the county.

Once both local task force/strike teams (RV1/RV2) are committed, put together another task force (make up task force, if available) until the resources are released and become available.

5. Assist Local Fire Chief/IC (LFC/IC) with decisions regarding Organization & IAP. Assist and prompt the LFC/IC to make decisions that will be required for the development of the IAP, what positions are desired from the local area that will be tied into the overall organizational structure, how local task force/strike teams will be integrated into the IAP and any objectives that are specific to the mission of protecting structures. Request RVFCA IMT assistance and designate specific personnel to work with wildland agency personnel in developing the IAP. Include maps as available.

6. *Ensure contact is made with IC from OSFM IMT prior to arrival of IMT. Participate on mobilization phone call.

After confirmation of an assignment of IMT is made by OSFM, make contact with the IC of the IMT and discuss the desires of the LFC/IC and get a list of personnel arriving with the IMT to coordinate the organizational structure so that it is documented in the IAP for the next operational period.

7. *Assist Local Fire Chief/IC prepare for IMT In-Briefing.

Assist the LFC/IC in preparation of the IMT in-briefing. General topics for structural agencies are local personnel that are to be part of the organizational structure both long-term and short-term (transition) and any other pertinent information that needs to be shared with the entire IMT (templates can be found in #5.07 and #5.08). If both the LFC/IC and the FDBC plan on speaking at the in-briefing, work out what each one is covering.

8. Coordinate resource utilization & demobilization with local agencies & OSFM.
9. Maintain communication with Local Fire Chief/IC and County Emergency Manager.
10. Attend or delegate someone to attend Planning Meetings.

Planning meetings are generally held twice in a 24-hour period (at the beginning of each operational period) – find out the schedule of these meetings and make sure you attend or have someone attend on your behalf.

*Extended Incidents – these typically apply when the incident management level is Type 1, 2 or 3.