



# FIRESCOPE Task Force Member Orientation

MACS 410-6

Welcome to the FIRESCOPE Task Force (TF). Your assignment to the Task Force shows both your home agency's and the FIRESCOPE organization's collective faith in your skills and commitment to the fire service. This document is intended to provide basic information about FIRESCOPE and to outline the expectations of your participation in the organization.

You are now poised to directly contribute to the advancement of all hazard incident management and interagency cooperation that has been the FIRESCOPE mission for over 40 years. Since 1972, when FIRESCOPE was founded, the organization has relied on individuals from many agencies to design and maintain the FIRESCOPE programs including the Incident Command System (ICS) and the Multi-Agency Coordination System (MACS).

As a member of the Task Force, you will be expected to represent your agency and the California fire service. You should be prepared to provide input in the development of guidance and procedures that contribute to effective incident command through ICS. The TF is a collaborative group that focuses on collective solutions to industry challenges. Although the organization was founded in the fire service, we address all hazards and cross disciplines.

## **FIRESCOPE Mission Statement**

*"The mission of FIRESCOPE is to provide recommendations and technical assistance to the Office of Emergency Services (OES), to maintain the FIRESCOPE Decision Process, and to continue the operation, development, and maintenance of the FIRESCOPE Incident Command System (ICS) and the Multi-Agency Coordination System (MACS). The mission of the OES Fire and Rescue Services Advisory Committee is to provide professional recommendations and technical assistance to the Director of OES and the OES Fire and Rescue Branch on program elements."*

FiRESCOPE, an acronym from its full title, **F**irefighting **RES**ources of **C**alifornia **O**rganized for **P**otential **E**mergencies, remains the leader in incident management development. Under provisions set forth by Senate Bill 27, chartered on October 2, 1989, under Health and Safety Code Section 13070, the Office of Emergency Services (OES), California Department of Forestry and Fire Protection (CAL FIRE) and the State Fire Marshal (SFM) are to jointly establish and administer the FIRESCOPE Program.

ICS is recognized at a national level as the incident command element of the National Incident Management System (NIMS) as administered by Federal Emergency

Management Administration (FEMA). The system has been accepted internationally as a model of effective incident management. As effective as the current ICS model may be, it is a living system that requires continual review and updating to assure that it meets current incident command and resource management practices. Your work with FIREScope is important and may ultimately have international influence.

## **FIREScope Organization**

The FIREScope organization currently operates using four primary levels of committee, each one reporting up to the next level. Each group has representation from a broad spectrum of fire and emergency management agencies providing input ranging from federal to volunteer perspectives. FIREScope relies on the “consensus” decision-making process that creates buy-in among diverse local, state, and federal agencies toward a common goal. Active participation from all members is expected during discussions and product development.

### **Board of Directors:**

The Board of Directors (BoD) is comprised of Chief/Director level members from a variety of federal, state and local agencies who are responsible for charting the overall direction of FIREScope programs.

The BoD meets four times a year in January, April, July and October for a single day. The meeting locations alternate between the north and south, typically Sacramento and Burbank. Additional conference call meetings are arranged by the BoD Chair as needed to assure continuity of FIREScope business.

### **Operations Team:**

The Operations Team (Ops Team) is made up primarily of Chief Officers at the Division, Assistant, Deputy or higher level in their home agencies. The group’s primary responsibilities are to provide technical expertise to the Board of Directors and professional direction to the Task Force. The Ops Team further serves as the reviewing body for products forwarded from the TF and determines when products and issues provided by the Task Force are ready to be forwarded to the BoD for consideration and direction.

The Ops Team holds a two day meeting, twice a year in January and June. These meetings are normally on dates adjacent to TF meetings to facilitate common travel and attendance. Additional conference call meetings are arranged by the Ops Team Chair as needed to assure continuity of FIREScope business.

### **Task Force:**

Task Force members typically hold the rank of Battalion or Division Chief. The TF’s main function is to provide operational and functional expertise in the areas of mutual aid, ICS, and MACS. At the direction of the Ops Team, the TF maintains the ICS 420-1 Field Operations Guide and manages projects as assigned to define and clarify ICS functions as they apply to a variety of disciplines.

The TF meets monthly. The meetings are held at different locations around the state and typically cover two days. Length of the meeting may be adjusted by the chair as needed to handle the current workload. Meeting dates and locations are determined by collective agreement of the TF members. Meeting sites and accommodations are coordinated by a hosting member of the TF.

There are four fixed meeting months and locations for specific purpose:

January in Pismo Beach	(In conjunction with Ops Team meeting)
April in Redding	(For North Ops MACS exercise)
May in Riverside	(For South Ops MACS exercise)
June in San Francisco	(In conjunction with Ops Team meeting)

The TF maintains the management of projects that are assigned by the Ops Team and listed in the FIRESCOPE Plan of Work. Some projects are completed by members of the TF while some are delegated to Specialist Groups that are organized by specific disciplines. The TF also has the responsibility to bring issues to the Ops Team that are determined to need attention.

### **Specialist Groups:**

Specialist Groups (SG) and Working Groups (WG) are assembled to assist the Task Force in the development, implementation, and maintenance of FIRESCOPE products. Representation on these groups is determined by the issues being addressed and the subsequent level of technical expertise required.

There are currently 10 Specialist Groups that address specific disciplines. Currently, the groups include: Aviation, Communications, EMS, Emerging Information Technology, GIS, Haz Mat, High Rise, Predictive Services, Safety, US&R.

Each Specialist/Working Group will have a TF member assigned as a Liaison responsible for providing their group with direction as needed.

There is a specific difference between Specialist and Working Groups.

- Specialist Groups are permanently established to address issues concerning a specific discipline.
- A Working Group is a temporary assembly of subject matter experts gathered to address a specific issue. WG may include members from different disciplines assembled to provide guidance on a particular issue that benefits from the input of a variety of disciplines. Once the need or issue has been addressed, the WG is disbanded.

## **Product and Document Approval Process**

As FIREScope products are developed, they are to be submitted to the next higher organizational level group for review and approval. After review, the materials should be either:

1. Approved as submitted and moved to the next level
2. Returned with comment for additional editing
3. Amended as determined by the approving group and moved to the next level of the approval process.

Prior to publication, FIREScope products should pass through the decision process which may include the approval by the Board of Directors as recorded in their meeting minutes.

## **Participation and Attendance**

As a Task Force member, it is important that you are present at the monthly TF meetings. Although all members hold important responsibilities at their home agency, they are expected to attend the TF meetings. The home agency of each member has pledged their support for FIREScope and is expected to honor that support by allowing your attendance at the meetings. Each member's input and representation is vital to the collective mission of FIREScope. It is critical to the team effort that we establish and maintain solid and productive working relationships amongst our members.

Each TF member will periodically assume or be assigned responsibility for specific projects or product development. Typically, project responsibility is assumed according to the interest and expertise of the TF member. Additionally, each TF member will serve as the primary liaison to a FIREScope SG and as an alternate Liaison to a second SG. Attendance as Liaison to SG meetings is required. (See Liaison Responsibilities Section)

Your attendance at the Ops Team meetings is highly recommended and expected. Each TF member will greatly benefit from direct exposure to their group and activities. In many cases, the presentation of Task Force products will be required. Task Force members closest to the specific product are expected to be present to explain the specifics of the product and provide clarity if questions are asked.

Appropriate attire at all FIREScope meetings is a minimum of business casual or departmental uniform.

For the sake of continuity and productivity, it is highly recommended that each member provide a succession plan for their replacement if they leave the group. There is a great value in the exposure to the group's meetings and practices prior to assuming a full participatory seat.

## **Liaison Responsibilities**

Every TF member is assigned the primary liaison responsibility to a specialist group and an alternate Liaison position to a different SG as back up for the primary liaison. Consideration for assignments is made according to each member's area of interest or expertise. Attendance at the Specialist Group meetings is required. If the primary Liaison cannot attend a scheduled SG meeting, the alternate Liaison should attend.

The Liaison responsibilities include:

- Attendance at all SG meetings (or arranging for alternate from the TF).
- Delivery of assignments to the SG from the TF.
- Monitoring the work of the SG and assuring that the work is in compliance with FIREScope standards.
- Reporting back to the TF on all activities of the SG.
- Forwarding recommendations for project work back to the TF

### **Meeting Accommodations and Travel Arrangements**

All TF meetings are coordinated by a member of the group. The member is expected to arrange a meeting place and hotel availability at a conveniently close facility. Typically, the meeting place is at a departmental facility of the member's home agency.

Since a number of the TF members are restricted by travel cost caps, arranging a block of hotel rooms at a negotiated "State Rate" is expected. Individual reservations are the sole responsibility of each member.

Another common restriction placed on travel by home agencies is advanced notice. It is expected that the TF member hosting the meeting will finalize accommodations and post a flyer for the meeting at least 45 days in advance. The TF will designate meeting locations 6 months in advance and include the locations in the group's monthly meeting minutes.

Each Task Force member is responsible for arranging their own travel in accordance with their home agency's policies. As a part of the assignment to the TF, the member's home agency has committed to fiscal support of the individual's FIREScope travel requirements. Pay for the TF member's time commitment is part of the home agency's financial support of the FIREScope assignment. FIREScope does not provide direct remuneration for hours worked or travel costs. (Exception: The TF Chair's travel costs to BoD meetings is arranged through CalOES.)

### **Further Information and Research**

To better understand the FIREScope organization, mission and goals it is recommended that each TF member explore and review the FIREScope web site [www.FIREScope.org](http://www.FIREScope.org)

Specifically, the document, *MACS 410-4 Articles of Organization and Procedures*, provides a complete description of FIREScope operational structure.

All TF members are available to help with any questions that may arise.