



INFORMATION BULLETIN

Office of the
Fire Commissioner

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Office of the Fire Commissioner MOC Operations

INTRODUCTION

This purpose of this Information Bulletin is to introduce the concept of a Provincial Fire Department, which the Solicitor General has the authority to have formed during a Provincial Declared State of Emergency. Once initiated, the Fire Commissioner is the designated authority over the fire service of British Columbia. To assist in the activation of the Provincial Fire Department, the Office of the Fire Commissioner has adopted a management system and structure that conforms to the British Columbia Emergency Response Management System (BCERMS).

The Office of the Fire Commissioner (OFC) utilizes a Ministry Operations Centre (MOC). Located in Victoria as the organizational tool of the OFC, the MOC is designed to provide support to one or more site level operations. The functional objective of the MOC is to organize support for site operations as required.

The system is supported by Regional and District Fire Chiefs. Six Regional Chiefs have been appointed, one for each Provincial Emergency Program (PEP) Region. The Regional Chiefs appoint a District Chief for each Regional District within their jurisdiction.

REGIONAL AND DISTRICT CHIEF OBJECTIVES

The Regional and District Chiefs assist with coordination of structural fire fighting resources between the site and the MOC.

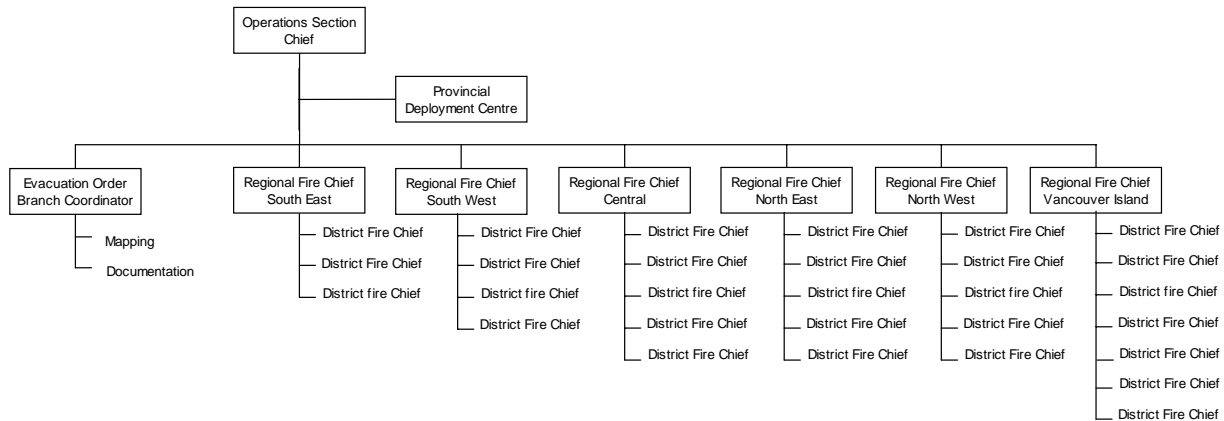
Appointments to these positions are made based on experience, ability and/or the availability of individuals. The OFC's long-range objective is to develop training specific to each position and develop a criteria based selection process.

Neither the MOC nor the appointed individuals are operational. District Chiefs report to Regional Chiefs and the Regional Chiefs report to the MOC. Both Regional and District Chiefs are essential to the functionality of the MOC. They provide a two way conduit for information to be passed up and down the organizational structure.

Operational Support

While no part of the MOC is operational, the Operations Section Chief may support site operations with resources. The Operations Section of the MOC consists of two Branches, the Evacuation Order Branch and the Structural Protection Branch. These Branches represent the two primary support functions of MOC operations.

The organizational chart for the Operations section is as follows:



While the organization chart appears at the limit of span of control, it would be rare for all regions of the Province to be activated at one time.

Regional Fire Chief

Each of the six Provincial Emergency Program (PEP) regions will be represented by an appointed Regional Fire Chief. The Regional Chief represents the OFC for the purposes of contact, reporting and mentorship within each of the Districts located in the region. Regional Chiefs may operate from a fire hall or the Provincial Regional Operations Centre (PREOC) and will report to the MOC Structural Branch Director or Operations Section Chief. Since the MOC is not operational, the function of a Regional Chief is organizational and, therefore, not normally vested with authority over fire departments in the region.

District Fire Chief

Each District Chief represents the OFC for the purpose of contact, reporting and mentorship within the District he or she is located. Again the function is organizational, not operational.

The philosophy of the framework design is to help ensure representation for each area that could be affected by catastrophic events. The framework also provides a conduit for orderly financial reporting to the Province from any activated District. While positions are not activated unless necessary, each District in British Columbia has predetermined representation needed for requesting Provincial support and resources in times of emergency.

Position: Regional Fire Chief
Section: Operations
Reports to: Operations Section Chief

Overview:

The Regional Chiefs are responsible for their respective regions as assigned. This includes resource strategies to support site and MOC objectives, strategic distribution of apparatus within the region and support for the District Chiefs. The Regional Chief will determine regional resource requirements, working closely with District Chiefs and as fire activity changes, apparatus will be increased, decreased or moved among districts in an overall strategy to maximize effectiveness without hoarding resource. The regional chief advises the MOC Operations Section Chief of need assessments and updates on a daily basis.

Responsibilities:

1. Coordinates or arranges for regional structural fire protection and suppression resources.
2. Coordinates structural fire fighting resource allocation to district fire departments.
3. Coordinates the mobilization and transportation of all resources through the Operations Section Chief.
4. Confirm and report any response boundary issues to the MOC Operations Section Chief.
5. Completes and maintains regional status reports for major incidents requiring or potentially requiring provincial support, and maintain status of unassigned fire fighting resources in the area in conjunction with the Operations Section Chief and the District Chiefs.
6. Implements the objectives of the MOC Action Plan assigned to the Operations Section Chief.
7. Overall responsibility of the region's fire fighting resources.

Activation Phase:

- If asked to report to MOC field operations, check in with the Personnel Unit (in Logistics) upon arrival at the MOC. Obtain an identification card and vest, if available.
- Report to MOC Operations Section Chief.
- Set up workstation and review responsibilities.
- Establish and maintain a position log (ICS 214) that chronologically describes the actions taken during the shift.
- Determine resource needs, such as a computer, phone, plan copies, and other reference documents.
- Based on the situation, activate the necessary districts within the region based on MOC determined boundaries (often Regional District Boundaries).

- ❑ Prepare and submit a preliminary branch status report and major incident reports as appropriate to the Operations Section Chief.
- ❑ Prepare objectives for the Regions and provide them to the Operations Section Chief prior to the first Action Planning meeting.

Operational Phase:

- ❑ Ensure that position logs and other files are maintained.
- ❑ Confirm and resolve, through the Operations Section Chief, any response boundary issues.
- ❑ Provide the Operations Section Chief with an overall summary of regional operations periodically or as requested during the operational period.
- ❑ Refer all contacts with the media to the MOC Information Officer and be prepared to speak on technical matters when requested.
- ❑ Ensure that all fiscal and administrative requirements are coordinated through the Operations Section Chief (notification of any emergency expenditures and daily time sheets).
- ❑ Prepare information for the subsequent operational period and provide information to the Operations Section Chief prior to the end of the shift and the next Action Planning meeting.
- ❑ Provide relief person with a briefing at shift change and provide information on all on going activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- ❑ Deactivate assigned position and close out logs when authorized by the Operations Section Chief or designate.
- ❑ Be prepared to provide input to the after-action report.
- ❑ Complete all required forms, reports, and other documentation. All forms should be submitted through your supervisor to the Planning Section (Documentation Unit), as appropriate, prior to departure.
- ❑ Ensure relief personnel are thoroughly briefed before leaving workstation.
- ❑ Organize work area and provide a contact number before leaving.

Position: District Chief
Section: Operations
Reports to: Regional Fire Chief

Overview:

The District Chief is primarily responsible for overall coordination of a district designated by the MOC. This will normally be the boundary of the Regional District. This position is assigned to an individual with a good understanding of the district, the departments located within the boundaries, available local resources and existing mutual aid agreements. More than likely, affected districts will have more than one serious fire burning, so it is advantageous for the District Chief to have good liaison with the Ministry of Forests. Often, one or more staging areas may be located in a district and the District Chief is responsible for a coordinated plan to deploy resources when needed. The District Chief works closely with the Regional Chief, ensuring the Regional Chief is aware of district operations and needs. The overall planning of regional operational objectives is dependent on accurate, up to date information provided by the District Chiefs.

Responsibilities:

1. Coordinates or arranges for District structural fire suppression and protection resources.
2. Coordinates structural fire fighting resource allocation for Incident Command Posts.
3. Coordinates the mobilization and transportation of all resources through the Regional Fire Chief.
4. Completes and maintains district status reports for major incidents requiring or potentially requiring provincial support, and maintain status of unassigned fire fighting resources in MOC area bases.
5. Ensures objectives of the MOC Action Plan are communicated to subordinates assigned to the site level Structural Fire Fighting Branch.
6. Supervises support objectives of the MOC Regional Chief.

Activation Phase:

- Report to Regional Fire Chief.
- Set up workstation and review position responsibilities.
- Establish and maintain a position log (ICS 214) that chronologically describes the actions taken during the shift.
- Determine resource needs, such as a computer, phone, plan copies, and other reference documents.
- Prepare and submit a preliminary branch status report and major incident reports as appropriate to the Regional Fire Chief.
- Prepare objectives for the District; provide them to the Regional Fire Chief prior to the first Action Planning meeting.

Operational Phase:

- ❑ Ensure that position logs and other files are maintained.
- ❑ Confirm and report to the Regional Fire Chief, any response boundary issues.
- ❑ Maintain current status on Fire suppression activities being conducted in the area.
- ❑ Provide the Regional Fire Chief with an overall summary of District operations each day.
- ❑ Refer all contacts with the media to the MOC Information Officer but be prepared to speak on technical matters when requested.
- ❑ Ensure that all fiscal and administrative requirements are coordinated through the Finance/Administration Section (notification of any emergency expenditures and daily time sheets).
- ❑ Prepare objectives for the subsequent operational period; provide them to the Regional Fire Chief as required.
- ❑ Provide your relief with a briefing at shift change; inform him/her of all on going activities, branch objectives for the next operational period, and any other pertinent information.

Demobilization Phase:

- ❑ Deactivate assigned position and close out logs when authorized by the Regional Fire Chief or designate.
- ❑ Complete all required forms, reports, and other documentation. All forms should be submitted through the supervisor to the Planning Section (Documentation Unit), as appropriate, prior to departure.
- ❑ Be prepared to provide input to the after-action report.
- ❑ If another person is relieving, ensure they are thoroughly briefed before leaving workstation.
- ❑ Organize work area and provide a contact number before leaving.

The contents of this Information Bulletin are not intended to be provided as legal advice and should not be relied upon as legal advice.

Information Bulletins are distributed to British Columbia Fire Departments, Local Assistants to the Fire Commissioner and where applicable, other related agencies and authorities, in order to provide general information on fire-related issues.

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