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**CALIFORNIA FEDERAL DISPATCH TEAM**  
**OPERATING PLAN**

## CALIFORNIA FEDERAL DISPATCH TEAM OPERATING PLAN

The Dispatch Team is a subcommittee of the chartered Emergency Communications Center Managers Committee, under the USFS Pacific Southwest Region Fire and Aviation Management (FAM), Board of Directors.

### **Mission Statement**

To provide a qualified core group of expanded dispatch personnel to support local units and Geographic Area Coordination Centers (GACCs) during extended incident management activities. When available, resources may support the National needs.

### **Intent**

The intent is to enable the host dispatch organization to function in their regular duties during periods of increased activity and complexity resulting from a large incident or multiple incidents. This organization is a lateral expansion of the hosting dispatch organization, not a replacement, and performs under the direction of the hosting center manager.

### **Committee**

The Emergency Communications Center Managers Committee consists of Center Managers from each Federal Center. From within this group a chairperson and a co-chairperson is selected by the California ECC Center Managers.

### **Application Process**

By January 15<sup>th</sup> each year, the chairperson or co-chairperson of the Dispatch Team Sub-committee will ensure distribution of applications to all federal ECC managers and unit fire management officers to have them distributed to individuals on their unit that would be interested in applying.

In some cases a dispatch center may have multiple, permanent dispatchers that want to participate on a team, but this becomes a challenge to the ECC manager to maintain staffing. To mediate this dilemma, a dispatch center can submit a single application for a “shared” position on the team. As a team goes up on rotation, the team leader would contact the ECC manager of the given dispatch center and ascertain who from their operation will be accompanying the team for the given rotation.

The dispatch team applications are due to the chairperson by February 20<sup>th</sup>. All applicants require a supervisor’s and unit Fire Management Officer approval.

### **Team Selection**

All dispatch team members must meet the agency specific requirements for the position filled.

Individuals may be assigned to only one dispatch team at a time; this includes individuals from both in and out of the Pacific Southwest Region.

Priority of the team member selection is as follows:

1. Federal agency employees/shared Pacific Southwest Region
2. Pacific Southwest Region Administratively Determined (AD) employees (casual hire)
3. Out-of-Region/Federal Agency Employees & Administratively Determined (AD) employees (casual hire)
4. State/local agency employees

### ***Teams Configuration***

California will provide a minimum of 4 teams to a maximum of 6. Team members will be fully qualified in their position and proficient in IROC.

Teams will be configured as follows:

- 1 EDSP (Team Leader) one EDSP is required to mobilize the team.
- 1 EDSP (Deputy Team leader)
- 2 EDSD - mandatory
- 2 EDRC or EDSD - mandatory(team leader choice)
- 2 Trainees (optional) EDSP and/or EDSD, EDRC

\* Team leaders must be a permanent federal employee, a temporary AD lead may be utilized, if the team is actively searching for a permanent federal employee replacement. In this case, it is recommended that the team have a permanent federal employee EDSP (T) in it's configuration.

\* All team members must be self sufficient.

### ***Team Leader and Deputy Selection***

Selecting officials will consist of the Board of Directors (BOD) Dispatch Committee representative, a union representative, the Dispatch Center Manager Committee chairperson, and a GACC representative from either the north or south.

If the Dispatch Center Manager Committee chairperson is a team lead or candidate, then they will step down from the selection process.

### **Dispatch Team Member Selection**

Once the team leads are selected, the team leaders, along with a union representative, will meet and select the members for their teams from the application pool following the priority selection process noted above.

If a vacancy occurs for one of these positions after the initial selection process, the position can be filled from the available pool of applicants on the alternate list.

Team rosters, along with the alternate list, will be posted on the North Ops and South Ops web pages under Logistics/Dispatch on the "Overhead" link.

Once team selections are final, each team lead will make contact with their team members, advise them of the selection, and obtain any further information needed.

Applicants that were not selected will be notified by the chairperson or co-chair of the Dispatch Team Committee and advise them that they are on the alternate list.

Dispatch Team members will be invited to the annual Region 5 Dispatcher Refresher.

### **Team Tenure**

The federal team member tenure will be for 3 years.

Dispatch team members must reapply annually if one of the following conditions exist:

- The individual's tenure was completed (3 years)
- They were a trainee

- They were a trainee and became qualified in the position they recently held as a trainee.
- They were Administratively Determined (AD) employees
- They were an ESDS on a team and are now applying for a lead or deputy ESDS
- Employee who changed agencies and is no longer federal
- Out of region/GACC resources
- They are state/local government employees
- Anyone not identified on a team's previous years official roster

### **Dispatch Team Rotation**

Team rotation will be based on the Forest Service pay period schedule: bi-weekly beginning at 00:01 Sunday.

When there are only four dispatch teams in a particular year, the teams will only operate on a 2-hour call basis. During their rotation, the team will remain on 2-hour call until they are activated or until their rotation ends.

When there are more than four dispatch teams in a particular year, the teams will operate on a 2/24 hour on call basis. The first team in rotation for that on call period will be placed on 2-hour call, the second team will be placed on 24 hour call. When the first team is activated, the team on 24-hour call will be placed on 2-hour call and will remain in the 2-hour call position until they are activated or their rotation schedule ends. After the second team of the current pay period is activated, the next team in rotation may be placed on 2-hour call if the team leader agrees. It is the responsibility of the team members to advise their home dispatch center of their availability. Team leads may make their teams unavailable when on 24-hour call if it affects home unit staffing. The team leader will keep their GACC informed on team status. The GACC's will communicate team status to other GACC's and NICC.

After demobilization from an incident of less than 14 days, the team may go back to on-call status after all work/rest guidelines are addressed. It will be the responsibility of the team leader to resolve the details of availability and communicate them to their respective GACC.

### **Activation**

Dispatch team requests will be processed in IROC, and travel information will be entered by the sending units. Each team member will keep their home dispatch center advised of their status and travel, and will confirm their status and travel arrangements with the team leader. Activation is accomplished following normal dispatch procedures.

When a team is activated and has vacant positions, the team lead and/or deputy will utilize the alternate list prior to considering others in an attempt to bring their team to full capacity.

Dispatch teams will be ordered as a Overhead – Module, Suppression. Each team leader or deputy will ensure that their team rosters are up to date.

The dispatch team leader and/or deputy will obtain a completed dispatch team evaluation from the host dispatch center manager or acting center manager. A copy of the performance evaluation will be sent to the team leader who will provide a copy to the chairperson of the Dispatch Center Manager Committee and the Dispatch Team's GACC.

### **Team Usage**

Reassignment of teams may take place on a case by case basis and will be coordinated by host unit and approved by the GACC.

If a team cannot be reassigned, the GACC will go to the next team in the rotation.

Team Leads are encouraged to help and support other units as necessary. Team leads have the descretion to determin to what degree and what situation they can support staffing adjustments.

### **Availability**

Without one of the team's regular EDSPs, a team will not be considered functional or available. The team leader must be fully qualified as an EDSP. The deputy may be a trainee. If the identified team leader is not available, the deputy may take the team out on assignment. If the deputy is a trainee EDSP, the trainee must get a qualified EDSP off the alternate list or another team if available. The hosting unit must be notified when the team does not have a fully qualified team leader.

Participation on the team will limit a person's availability for other fire assignments during the 2-hour and 24-hour call period. While the team is on two-hour call, team members will be expected to meet their two-hour obligation, or advise their team leader in advance so that an alternate may be assigned.

If a team does not meet the availability requirements during their rotation, the next team in the rotation will be contacted.

*Revised April 8, 2021*