ASSIGNMENT OF STAFF FIRE BATTALION CHIEFS
AGREEMENT BETWEEN
ORANGE COUNTY FIRE AUTHORITY
AND
ORANGE COUNTY FIRE AUTHORITY CHIEF OFFICERS ASSOCIATION

The Orange County Fire Authority (OCFA) and the Orange County Fire Authority Chief Officers Association (COA) (collectively the "Parties") enter into this Agreement on the subject of assignment of Staff Fire Battalion Chiefs. In recognition of evolving organizational needs, the Parties agree that the list of staff positions in Article IV (Employment Provisions), Section 7, which was subsequently amended by the side letter dated April 5, 2017, is hereby further amended and shall now read as follows:

Section 7. Assignment of Staff Fire Battalion Chiefs to Fire Prevention

A. A current staff Fire Battalion Chief position assigned to Fire Prevention shall be filled by either 1) a Fire Battalion Chief who possesses the knowledge, skills, and ability to perform the functions of the position and who meets the minimum qualifications set forth in a classification specification for the position; or 2) by a civilian (non-OCFACOA) employee who possesses the knowledge, skills, and ability to perform the functions of the position or who meets the minimum qualifications set forth in a classification specification for the position. When the position is filled by a Fire Battalion Chief, that position shall be represented by the OCFACOA. When the position is filled by a civilian employee, that position shall be represented by the Orange County Fire Authority Management Association OCFAMA.

When filling a vacancy in the above position, first consideration shall be given to an existing Fire Battalion Chief, or a Fire Battalion Chief candidate who is on a current Fire Battalion Chief promotional eligible list, recognizing that final determination on filling the position in Inspection Services with a Fire Battalion Chief or civilian employee is a management right based upon the needs and position compatibility/suitability. A classification specification shall be maintained for the position of Fire Marshal (Inspection Services) that shall specify the knowledge, skills, and abilities and minimum qualifications necessary to perform the functions of the position. When modifications are made to the classification specification, the OCFA shall provide the OCFACOA with opportunity for review and input prior to such modifications.

B. In addition to the identified position listed above, the parties agree that the following list of staff positions shall be filled/held by a Fire Battalion Chief:

- Corporate Communications
- Emergency Medical Services
- Training and Safety
- Training and Safety/Recruitment/Promotions
- Human Resources
- Air Operations
- Investigations
- Strategic Services
- Wildland Pre-Fire Management
- Emergency Planning and Coordination
C. Effective on a date to be mutually agreed upon between the parties, but no later than January 2019, the three staff Fire Battalion Chief positions formerly assigned to (1) Corporate Communications, (2) Emergency Planning and Coordination, and (3) Strategic Services shall be reassigned as shift Fire Battalion Chief positions in the Emergency Command Center (ECC).

1. The general roles, responsibilities, and reporting structure for these three shift Fire Battalion Chief positions are described in the Attachment (though Attachment is not intended to be all-inclusive).

2. Although these three ECC shift Fire Battalion Chief positions are no longer designated staff positions, they shall continue to receive Staff Assignment Pay but will not receive Holiday Compensation (as described in Article VI, Sections 2.A.1, 2.A.2, 2.A.4 and 2.A.5). Staff Assignment Pay per Article XXII, Section 3.C, is hereby modified only for these three ECC shift Fire Battalion Chief positions as follows:

a. Fire Battalion Chiefs assigned to the three ECC shift positions shall receive staff assignment pay of ten percent (10%) of the employee’s base salary per month during such assignment, prorated on an hourly basis for all regular shift hours paid. Staff assignment pay shall apply to workers’ compensation and be considered as part of the employee’s base pay for the earning of other benefits as provided by law.

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ORANGE COUNTY FIRE AUTHORITY (OCFA)

Brigette Gibb
Human Resources Director

Dave Anderson
Assistant Chief, Support Services

Lori Zeller
Assistant Chief, Business Services

Peter J. Brown
Labor Negotiator

Date: 10/22/18

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ORANGE COUNTY CHIEF OFFICERS ASSOCIATION (COA)

Tim Perkins
COA President

Jim Henery
COA Vice President

George Casario
COA Representative

Date: 10/22/18
# Orange County Fire Authority

## Command and Control Structure

| Fire Chief | • Plan, organize, and direct the operations of the OCFA  
|           | • Act as Director of Emergency Services (DES) and Operational Area (OA) Coordinator |
| Deputy Chief/Operations Bureau | • Direct day-to-day activities  
|                             | • Fill Acting Fire Chief in absence of Fire Chief |

### Operations Chief
**Command & Control Functions**
The Operations Chief acts on behalf of the Fire Chief and has delegated authority for Command and Control functions. Authorities and responsibilities include, but are not limited to:
- Command and Control direction regarding resource utilization, deployment, and staffing
- Implement, update, and cancel department staffing patterns
- Adjust response standards based on conditions
- Authorize and allocate out-of-county resources
- Serve as primary department contact for outside agencies and shares information
- Make internal and public statements relative to emergency incident status and conditions
- Assume Incident Command on significant and/or complex incidents

### Division Chief (rotational)
**"Duty Chief"**
**Command & Control Functions**
The Duty Chief acts on behalf of the Operations Chief when not available and has delegated authority for Command and Control functions.

### Shift Battalion Chief
**"Duty Officer"**
**Command of ECC and conduit for Operations/Duty Chief**
The Duty Officer provides a conduit for the Operations Chief and Duty Chief to exercise Command and Control functions. The Duty Officer is continuously available, and responsibilities include, but are not limited to:
- Assume command of Emergency Command Center
- Make critical decisions prior to the arrival of ground resources
- Monitor active incidents and conditions, and give direction as needed; support large/complex incidents
- Gather and disseminate incident status and resource intelligence
- Receive and process requests for resources to other regions and CalFire
- Monitor resource levels, and balance the distribution of resources
- Serve as primary department contact for operations personnel
- Ensure all media inquiries are handled properly
- Gather and distribute intelligence such as weather, incident, and threat activity
- Maintain fire danger rating system, relief vehicle inventory, and Daily Status Report
- Liaison to Duty Manpower and Apparatus Coordinators for large incidents and during out-of-county activity
- Coordinate conference calls (e.g., serious accidents, briefings, event planning, etc.)
- Support Command Center Chief with duties as required

### ECC Manager
**"Command Center Manager" and Fire Communications Supervisor**
**"Shift Supervisor"**
Supervises dispatchers & implements policy and direction

- Receive operational direction from Operations Chief, Duty Chief, or Duty Officer
- Supervise and coordinate the activities of the Emergency Command Center
- Direct, monitor, and review center performance
- Ensure readiness of all personnel and emergency equipment
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<th>Role</th>
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| Division Chief                            | - Oversee Command and Control operations  
- Coordinate emergency planning with federal, state, and local jurisdictions and agencies  
- Act as Orange County Operational Area Executive Board and Emergency Management Council member, and fills alternate Director of Emergency Services (DES) position  
- Manage Department Operations Center (DOC) during major emergencies  
- Analyze and generate reports on response data and deployment and make recommendations to Operations Chief  
- Maintain plans and documents for major in-county emergencies and drawdown situations  
- Coordinate and implement response maps, specialty maps, and fire preplans; implement digital mapping and Command and Control technologies that enhance emergency response  
- Supervise Orange County Intelligence and Assessment Center representative  
- Represent OCFA on local, state, and federal task forces such as Terrorism Task Force, Orange County Intelligence Assessment Center, Nuclear Power Authority, and Marine Disasters  
- Maintain city and county emergency plans such as the Multi-Agency-Mutual Aid Plan, California Emergency Management Agency (CALEMA) Mutual Aid Plan, Orange County Fire Service Operations Area Annex and Mutual Aid Plan, and the OCFA Supplement Response Guidebook. |
| “Command Center Chief”                     |                                                                                                                                                    |
| Administer Command Center and Emergency Planner |                                                                                                                                                    |
| ECC Manager                                | - Supervising and coordinating the activities of the Emergency Command Center  
- Receive operational direction from Operations Chief, Duty Chief, and Duty Officer  
- Coordinate assigned activities with other sections, outside agencies, and general public  
- Direct, monitor, and review center performance  
- Oversee staffing and readiness of dispatch personnel |
| “Command Center Manager”                   |                                                                                                                                                    |
| Senior Fire Communications Supervisor      |                                                                                                                                                    |
| “Senior Administrative Supervisor”         |                                                                                                                                                    |
| Fire Communications Supervisor             |                                                                                                                                                    |
| “Administrative Supervisor”                |                                                                                                                                                    |
| Fire Communications Supervisor             |                                                                                                                                                    |
| “Administrative Supervisor”                |                                                                                                                                                    |
| Extra-help Technical Specialist            |                                                                                                                                                    |
| “Weather 1”                                |                                                                                                                                                    |