

Operational Agreement
 between the
Santa Barbara County Sheriff's Office
 and the
Santa Barbara County Fire Department
 for the
Santa Barbara County Sheriff/Fire Air Support Unit

This Operational Agreement is made by the Santa Barbara County Sheriff's Office ("Sheriff's Office") and the Santa Barbara County Fire Department ("Fire Department"), in order to clarify Standard Operating Procedures for the Santa Barbara County Sheriff/Fire Air Support Unit. This is a working document between two County departments and does not diminish the legislative discretion of the County Board of Supervisors.

I. INTENT

The Santa Barbara County Sheriff/Fire Air Support Unit ("ASU") will be under the overall managerial authority of the Sheriff's Office. The unit will be commanded by the Sheriff/Fire Air Support Unit Manager (ASU Manager), a Sheriff's Lieutenant, or, in his absence, the Executive Officer (a Fire Battalion Chief). The ASU Manager through the unit Executive Officer will manage the responsibility for the day-to-day operations of the unit.

1. The ASU will ensure that two helicopters are available on a daily basis. During the period defined as the "High Fire Season" (May 1-November 30), at least two (2) Type II helicopters shall be available on a daily basis, seven (7) days per week.¹ The helicopters shall be equipped to meet the following needs:
 - Law enforcement operations
 - Fire suppression and support
 - Search and rescue
 - Water rescue
 - Advanced Life Support (ALS) rescue and transportation
 - Crew and mission essential personnel transport
 - Other agency assistance, including the Cal Fire State mission/Federal mission
2. Air Support missions will be prioritized as follows:
 1. Protection and/or saving of human life
 2. Protection of property and/or valuable natural resources
 3. Other missions

¹ In the event of an incident out of county, or an unforeseen incident which causes less than two (2) Type II helicopters to be available during "High Fire Season" (May 1-November 30), a full written report will be recorded on the daily log and sent to the ASU Manager and the Executive Officer for review.

II. TERM

This agreement shall commence on July 1, 2016 and shall end on June 30, 2019. The parties may not terminate this agreement prior to June 30, 2019. Thereafter, this agreement will be automatically renewed, unless terminated by either party with a six-month notice, or as otherwise directed by the Board of Supervisors. It shall be the responsibility of the Executive Command group of both agencies to meet at least quarterly to review any matters of concern to the ASU.

III. AGREEMENT

A. Staffing

1. At minimum, both agencies shall adhere to the agreed upon Staffing and Service Levels as outlined in Attachment 1 to this Operational Agreement.

B. Aircraft and Equipment

1. The ASU will ensure that two helicopters are available on a daily basis. During High Fire Season, at least two (2) Type II helicopters shall be available on a daily basis, seven (7) days per week, to be assigned as appropriate for fire, law enforcement, and search and rescue operations.
2. The helicopters provided for fire suppression and support, water rescue, ALS rescue, transportation of crew, and mission essential personnel transport shall be Type II helicopters configured to meet the specifications of the "Interagency Helicopter Operations Guide" (IHOG), including but not limited to:
 - a) 2,500 lb. card weight capacity
 - b) 300 gallon water capacity²
 - c) Rescue hoist
 - d) Water rescue basket
 - e) Complete ALS equipment
 - f) Red Bed or equivalent
 - g) Life raft
 - h) Fixed water tank with snorkel assembly or a Bambi Bucket if the tank is unavailable
3. The helicopter(s) and any other aircraft operated pursuant to this agreement shall be operated under all applicable Federal Aviation Agency (FAA) regulations.
4. The Sheriff's Office and Fire Department shall provide qualified Pilots for fire and law-related missions pursuant to the terms of this agreement. Pilots who meet or exceed the employment standards and qualifications listed in items 'a' through 'd' below will fill future Pilot vacancies.

Pilots used under the terms of this agreement for fire-related missions involving water dropping, hoist rescues, medivac, and water rescues must:

- a) Hold a currently valid FAA Commercial Pilot Certificate for Rotorcraft-Helicopter or higher

² Copter 4 currently only has a water capacity of 230 gallons.

- b) Have current licenses, permits, and approvals (interagency carded) from Cal Fire and/or USFS for firefighting missions/hoist
- c) Possess a current FAA Class II or higher physical examination card
- d) Have the following minimum flight experience:

<u>Experience</u>	<u>Flying Hours as Pilot in Command Category</u>
Helicopter PIC	2,500 ³
Mountain Flying	1,000
Turbine Engines	1,500
Night	30
Make and Model (Weight Class)	100/50 with flight school

- e) Be qualified and current in the aircraft mission and satisfactorily complete an evaluation administered by a qualified instructor Pilot, i.e. Chief Pilot, within two years of being permanently assigned to the unit, demonstrating their ability to perform the following maneuvers:

Law-Related Missions

- Long line/sling load operations
- FLIR
- Pursuit
- Surveillance/reconnaissance
- Patrol

Fire-Related Missions

- Water rescue operations: deployment of trained rescue swimmers and/or hoist rescue basket
- Medical evacuations/patient transport
- Hoist rescue/hoist standby
- Water dropping utilizing Bambi Bucket and fixed tank
- Agency assistance – State and Federal Mutual Aid requests
- Long line/sling load operations

General Missions and Qualifications

- Hoist operations
- Short haul operations
- Night vision goggle (NVG) operations
- Hover deployments and pickups
- Normal and crosswind landings and takeoffs
- Landing and takeoffs on sloping terrain
- Pattern flying and turns while hovering as prescribed
- Maximum performance takeoffs

³ Pilots serving in the unit on or before July 1, 2016, and who meet all other operational requirements, will be considered qualified with 2,000 hours as PIC.

- Simulated high-density altitude takeoffs
 - Quick stops
 - Normal and steep approaches to a landing on a designated spot
 - Autorotation landings:
 - From a hover
 - From a straight-ahead (power recovery)
 - From 180 degrees in autorotation
 - Operations and procedure with hydraulics inoperative
5. Pilots used under the terms of this agreement for general law-related missions or search and rescue:
- a) Hold a commercially valid FAA Commercial Pilot Certificate for Rotorcraft-Helicopter.
 - b) Have current licenses, permits, and approvals (interagency carded) from Cal Fire and/or USFS for firefighting missions.
 - c) Possess a current FAA Class II or higher physical examination card.
 - d) Have the following minimum requirements:
- | | |
|----------------------------------|--|
| <u>Experience</u> | <u>Flying Hours as Pilot in Command Category</u> |
| Helicopter PIC | 1,500 |
| Mountain Flying | 1,000 |
| Turbine Engines | 1,500 |
| Night | 30 |
| Make and Model
(Weight Class) | 50/25 with flight school |
6. The ASU shall notify the Executive Officer of the schedule for USFS and/or Cal Fire inspections of the helicopter(s). A Fire Department Executive Officer shall attend the carding review process.
7. The Sheriff's Office and Fire Department agree to a fair and equitable method of cost sharing, as outlined in Attachment 2, to supply all necessary supporting equipment and the associated costs for the maintenance of equipment assigned for the helicopter(s), with the exception of ALS medical equipment and a fuel tender that shall be provided by the Fire Department, but staffed and maintained by the unit. All personnel assigned to the unit will acquire the necessary DMV licensure to operate the fuel tender.
8. The helicopter(s), when operated on Federal or State Controlled Wildfire Incidents, shall be operated in accordance with the IHOG, unless an Incident Commander approves deviations from the IHOG.
9. NVG operations during hours of darkness are authorized. NVG operations will be conducted in accordance with the FIREScope/Cal Fire NVG Guidelines, the County ASU Operations Manual, and at the discretion of the Pilot in command.

C. Operations

1. Air Support Missions will be prioritized in the following order:
 - a) Protection and/or saving of human life
 - b) Protection of property and/or natural resources
 - c) Other missions

Any aircrew flying on a lower priority mission will divert to a higher priority mission as needed.

2. At a minimum, one (1) fire qualified Crew Chief shall work seven (7) days a week.
3. Each agency shall appoint a designated Crew Chief(s) and/or collateral Crew Chiefs who are qualified to be responsible for the administrative and tactical functions of the aircraft, and who can fulfill the responsibilities of a Helicopter Manager while the helicopter is assigned to an incident.
4. Fire Department Paramedics shall be used for helicopter responses requiring emergency medical personnel. It shall be the responsibility of the Fire Department to ensure that Fire Department Paramedics are available for all rescue/EMS missions.
5. The helicopter(s) assigned to the ASU will be based at the Santa Ynez Airport, unless otherwise assigned.

The Fire Department has interagency and cooperative agreements with State and Federal agencies and may request that a helicopter be dispatched for such cooperative use pursuant to contracts with those agencies. The Sheriff's Office concurs with such response provided by the Fire Department pursuant to those agreements, if at least one operational Type II helicopter remains available in Santa Barbara County. This approval will be automatic with notification of the ASU Manager and Executive Officer at the time of the interagency request if the asset is listed as available in the Geographic Area Coordination Centers (GACC). See Appendix A.

In the event a Type II helicopter is requested to provide long-term assistance to another agency for fire support/hoist standby and is approved, a Type II helicopter module shall be dispatched.

The Type II helicopter module shall include:

- a) One (1) Type II helicopter;
- b) One (1) interagency carded/current Pilot;
- c) One (1) qualified Fire Qualified Crew Chief/Helicopter Manager;
- d) Two (2) Helitack Rescue Personnel;
- e) One (1) Mechanic with vehicle and tools; and

- f) One (1) fuel tender with licensed driver. The Mechanic may serve as the driver referenced in this section.

D. Availability

1. During the term of this agreement, the helicopter(s) shall be available as follows:
 - a) Immediate Response – At least one (1) Type II helicopter and one (1) Type III helicopter shall be available seven (7) days per week, no less than ten (10) hours per day. During High Fire Season, at least two (2) Type II helicopters shall be available on a daily basis, seven (7) days per week, no less than ten (10) hours per day. For the purposes of this agreement, the phrase “immediate response” shall mean the helicopter is in flight within fifteen (15) minutes of dispatch, with the exception of EMS responses, which will be no greater than ten (10) minutes in accordance with the Emergency Rescue Aircraft Services Agreement.
 - b) Standby Time – At least one (1) Type II helicopter shall be available each day for recall. During High Fire Season, at least two (2) Type II helicopters shall be available on a daily basis, seven (7) days per week. For the purposes of this agreement, “recall” shall mean the helicopter can be staffed and in flight within one (1) hour of notification.
 - c) These response times are not applicable for assets requested for out of county responses.
2. The ASU Manager or designee shall provide immediate notification to the Fire Chief or designee of any inability to provide availability under this agreement.

The Sheriff's Office, through the ASU budget, shall provide all necessary support for continuous, uninterrupted operation of the helicopter(s). ASU management personnel shall be notified via text message, cell phone or radio of any call for service requiring aviation. This notification shall occur in a timely manner, regardless of the hour.

E. Training

1. All crews shall be cross-trained in both fire and law-related missions in order to maximize personnel coverage and flexibility.
 - a) Both agencies shall assist one another in cross-training personnel in fire and law-related missions as required by this agreement. The eight (8) listed points below are the minimum qualifications for a cross-trained Crew Chief. An assigned Crew Chief shall meet these eight (8) minimum qualifications within six (6) months of assignment to the ASU. Additional training within Section 16 of the County ASU Operations Manual shall also be met within the first six (6) months of assignment to the ASU. A person assigned as a collateral Crew Chief shall meet these eight (8) minimum requirements within twelve (12) months of assignment as a collateral member of the ASU. Additional training within Section 16 of the County ASU Operations

Manual shall be met within the first six (6) months of assignment to the ASU.

Crew Chief – Fire Certifications:

- i. National Wildfire Coordinating Group (NWCG) Annual Wildland Fire Safety Refresher RT-130
- ii. NWCG Introduction to Wildland Fire Behavior S-190
- iii. NWCG Basic Air Operations/Helicopter Crew Member Training S-270/S-271
- iv. Emergency Medical Technician EMT 1

Crew Chief- Law Certifications:

- i. FLIR training
- ii. Tactical Law Enforcement Training (LAC)
- iii. Law enforcement radio use
- iv. Trained in all electronic equipment used in all aircraft to include the moving map, downlink system, etc.

2. All Pilots assigned to fire-related missions under this agreement shall be trained in the policies, frequency plans, and special safety issues of FIRE/USFS/Cal Fire and any other agency, as necessary.
3. All Pilots and Crew Chiefs shall be required to complete the currency training in accordance with the County ASU Operations Manual, as approved and adopted by both agencies.
4. Training records shall be maintained for all personnel, including Pilots, and shall include a course description, course content, instructor name, date of training, length of training, and location of training. The records shall be available to both agencies for review. All training records shall be kept at the ASU hangar. Maintenance of such records is the responsibility of the unit Executive Officer.
5. The Executive Officer will be responsible for maintaining the Safety Management System (SMS), a training program to ensure adherence to training currency. This single set of training records will have records for all disciplines: Pilots, Crew Chiefs, and Fire Department Paramedics.
6. All members of the ASU will actively participate in the SMS to the fullest extent possible.

F. Communications

Daily, before 1700, ASU personnel will fill out the line-up for the next day to include the current evening standby crew members. That line-up will be placed into appropriate Sheriff's Office network locations (e.g. Fileroom, Common Folder, Aviation Beat Sheet, etc.). This allows Dispatch to fill out the appropriate beat sheets for proper notification.

1. A staffing report shall be transmitted to the Fire Department Duty Officer and the Communications Supervisor in the Dispatch Center within 30 minutes of commencement of daily operations. This report shall include:
 - a) Helicopter number(s)
 - b) Pilot name(s)
 - c) Crew Chief name(s)
 - d) Standby personnel
 - e) Special status changes (i.e. location if not at Santa Ynez Airport)
 - f) Other available aircraft
 - g) Availability for regional response (GACC)
2. When on an incident, the Crew Chief and/or Pilot will communicate with the Incident Commander having jurisdiction using the prescribed communications network of the jurisdictional organization.
3. The Crew Chief and/or Pilot should ensure the following minimum information is obtained before response on any fire-related mission:
 - a) Location and name of incident
 - b) Command radio frequency
 - c) Air-to-Ground frequency, if different from command frequency
 - d) Air-to-Air Victor (AM) frequency/Air-to-Air Tactics (FM) frequency, if other aircraft are operating
4. ASU on-duty personnel will actively participate in the SMS to the fullest extent possible and conduct a pre-flight risk analysis using the SMS, and a debriefing session, at the conclusion of each flight evolution. All involved crew members shall participate in an after-action review/debrief to discuss the response to the incident, with a focus on identifying lessons learned. The debriefing will be conducted in accordance with the NWCG Incident Response Pocket Guide (IRPG).

IV. MANAGEMENT AND SUPERVISION

- A. ASU Manager – a Sheriff's Lieutenant or other designated Sheriff's Office manager shall be responsible for the overall management of the ASU.
- B. Executive Officer – a Fire Department Battalion Chief
 1. The Executive Officer shall serve as the ASU's second in command and serve in the place of the ASU Manager when appropriate.
 2. As the direct representative of the ASU Manager, orders issued by the Executive Officer shall have the same force and effect as if issued directly by the ASU Manager.
 3. The Executive Officer shall serve as the ASU's Safety Officer.
- C. ASU management responsibilities shall include:
 1. Check on the daily assignment of personnel to assure that all potential missions are covered by qualified personnel.
 2. Select Pilot and Crew Chief, assign primary mission, and record on the daily roster.
 3. Assist with callbacks of personnel when helicopters are sent out of county.

4. Mechanics shall report to the ASU management, who will have the authority to take helicopters out of service in coordination with the ASU Manager. Both parties (Executive Officer and ASU Manager) must agree to putting any aircraft back in service. In the absence of either manager, the Senior Pilot will have input.
5. The Executive Officer and ASU Manager will confer in the scheduling of routine helicopter maintenance outside of High Fire Season.
6. The Executive Officer will track all currency of ASU personnel, including collateral personnel and Paramedics assigned to air missions, and keep the ASU Manager apprised of current and upcoming needs. The Executive Officer can also schedule currency, maintenance, After Action Reviews (AAR), and training as needed for Pilots, Crew Chiefs, and Paramedics, while keeping the ASU Manager informed.
7. The Executive Officer and ASU Manager will meet to develop, coordinate, and implement training/operational guidelines and performance standards.
8. The Executive Officer and ASU Manager will ensure that Pilots are meeting the required work/rest ratios on incidents and in quarters. The Executive Officer and ASU Manager will have the operational authority to change schedules, as dictated by the incident, to ensure work/rest ratios are adhered to by unit personnel.
9. The Executive Officer shall be the conduit in resolving any issues that arise with Fire Department personnel.
10. The ASU Manager shall be the conduit in resolving any issues that arise with Sheriff's Office personnel.
11. Complaints will be handled by the supervisors of the parent agency of the subject of the complaint.
12. The supervisor or chain of command of the parent agency will handle discipline and personnel matters, such as evaluations. Partner agency supervisors will give input and may add an addendum to the evaluations as necessary.
13. The supervisor or chain of command of the parent agency will handle on-duty injuries. The ASU Manager and Executive Officer will be notified of all on-duty injuries to ASU assigned personnel. ASU personnel will ensure that the Sheriff's Office and Fire Department chain of commands are notified. ASU management shall ensure all appropriate notifications are made to Cal OSHA, FAA, NTSB, etc.
14. The Executive Officer and ASU Manager will coordinate, direct, and implement changes to the County ASU Operations Manual, as needed. Such changes shall be reviewed and approved by the Sheriff's Office and Fire Department chain of command.

D. Selection of Personnel

1. In the event of a need to fill a vacancy within the ASU, at least one member from each participating agency (i.e. Sheriff/Fire) will participate in the setting of selection criteria and participate on any/all interview panels that are conducted.
2. All internal certification panels will include a member of each agency currently assigned to the ASU.

E. Deployment of Resources and Personnel

The ASU Manager and Executive Officer concur that priority resource and personnel deployment should be as follows:

1. The Fire Department Pilots and Crew Chiefs will be given first priority in the response to Fire Department missions, which include water dropping, hoist rescue, medical evacuations, rescue standby, and water rescue. If Fire Department resources are unavailable, or in the event of a major incident, Sheriff's Office Pilots and Crew Chiefs will respond.
2. Sheriff's Office Pilots and Crew Chiefs will be given first priority of Sheriff's Office missions, which include foot and vehicle pursuits, surveillance, warrants, body recovery, marijuana eradication, and search and rescue. If Sheriff's Office resources are unavailable, or in the event of a major incident, Fire Department Pilots and Crew Chiefs will respond.
3. Nothing in subsections 'a' & 'b' shall preclude the assignments of air crews for training or proficiency purposes.

V. COUNTY SHERIFF/FIRE AIR SUPPORT UNIT OPERATIONS MANUAL

The County ASU Operations Manual shall be developed, approved, and adopted by both agencies. Personnel from both agencies will meet annually, prior to the fire season, to review and update the operations manual.

It is agreed that all members of the ASU shall abide by the ASU Expectations document and all applicable policies and procedures as expressed in the County ASU Operations Manual. This manual is specific to the needs, objectives, and goals of the County ASU.

VI. COUNTY SHERIFF/FIRE AIR SUPPORT UNIT AVIATION ACCIDENT, INCIDENT, AND HAZARD REPORTING

The County ASU will adopt and follow the County ASU Aviation Accident, Incident, and Hazard Reporting procedure, as outlined in Attachment 2.

VII. COUNTY SHERIFF/FIRE AIR SUPPORT UNIT POLICY

If a conflict in policy and procedures arises, each respective employee's department policy and procedures manual will take precedence. It is incumbent upon the ASU Manager and the Executive Officer to identify potential points of conflict prior to them assuming operational significance.

VIII. ADMINISTRATION

The Santa Barbara County Fire Chief and the Santa Barbara County Sheriff shall be responsible for the administration of this agreement. Each party to this agreement represents to the other that it has sufficient resources and/or other agreements to perform the covenants hereunder.

All notices given or required to be given under this agreement shall be in writing and may be given by facsimile, personal delivery, or by U.S. Mail. Notices shall be sent to:

Eric L. Peterson, Fire Chief
4410 Cathedral Oaks Road
Santa Barbara, CA 93110

Bill Brown, Sheriff-Coroner
4434 Calle Real
Santa Barbara, CA 93110

IX. ENTIRE AGREEMENT

This writing embodies the entire agreement and understanding between the parties hereto and there are no other agreements and understandings, oral or written, with reference to the subject matter hereof that are not merged herein and superseded hereby. Future extensions or modifications to this agreement may be made in the form of written addendums, which will require the signature of the Fire Chief and Sheriff, and attached hereto as part of this agreement.

X. APPROVALS

Eric L. Peterson, Fire Chief
Santa Barbara County Fire Dept.

Bill Brown, Sheriff-Coroner
Santa Barbara County Sheriff's Office

Date

Date

ATTACHMENT 1

Staffing and Service Level

ASU Staffing Level:

One (1) Sheriff's Lieutenant (Manager)
One (1) Fire Battalion Chief (Executive Officer)
Two (2) Air Support Pilots (Fire Department employees)⁴
One (1) Sheriff's Sergeant/Pilot
Two (2) Sheriff's Deputy Pilot
Two (2) Sheriff's Deputy, Special Duty- Crew Chief
Two (2) Fire Captain Crew Chiefs
One (1) Aircraft Mechanic (full time Fire Department employee)
One (1) Aircraft Mechanic (full time Sheriff's Office employee)

Minimum Service Level:

One (1) Type II helicopter, seven (7) days per week, ten (10) hours per day
One (1) Type II helicopter, seven (7) days per week, after normal business hours
During the period defined as High Fire Season (May 1-November 30), at least two (2) Type II helicopters shall be available on a daily basis, seven (7) days per week, ten (10) hours per day

Operational Aviation Assets:

Copter 1
Copter 2
Copter 3
Copter 4
Copter 308
Cessna 206

⁴ Subject to Board approval.

Attachment 2

ASU Fleet Maintenance Fund

1. The Joint Sheriff/Fire ASU program cost sharing for annual on-going budgeted fleet maintenance and fuel costs is based on a 60% Sheriff and 40% Fire contribution.
2. The Joint Sheriff/Fire ASU recognizes the need to set aside funds for the purpose of meeting major maintenance and/or repair needs for the shared ASU fleet. The goal of setting aside budgeted, unspent maintenance funds, is to reduce/eliminate budget fluctuations that occur as a result of the timing of unforeseen but necessary major fleet maintenance and repairs. This fiscal approach promotes a more stable and predictable annual budget for the ASU fleet maintenance and maximizes efficiency in long-term planning for the program.
3. The County will establish a Committed Fund Balance designation for Joint ASU Program Fleet Maintenance within the General Fund for this purpose.
4. Funds budgeted for the Joint ASU program fleet maintenance that are not spent during the fiscal year are to be accounted for within the ASU Program Fleet Maintenance Fund Balance account, and are to be available for appropriation to fund the agreed upon fleet maintenance, repairs, replacements that arise beyond the budgeted regular maintenance and repair requirements as follows:
 - a. Fleet Maintenance: 60% Sheriff / 40% Fire
 - b. Fleet Major Repairs: 60% Sheriff / 40% Fire or as agreed upon by Command Executive Group
 - c. Fleet Replacement Costs: As agreed upon by Command Executive Group
5. There will be a quarterly meeting of the Command Executive Group (CEG is to be defined), held in October, January, April and July to review the financial status, budget performance and planning of all program costs, including maintenance & repairs, fuel and training costs.
6. There will be a meeting scheduled in May for the purpose of reviewing the estimated fiscal year-end financial results of the Joint Sheriff/Fire Air Support Unit program and the Command Executive Group will agree upon the amounts, if any, to be added to and accounted for in the ASU Fleet Maintenance Fund at the end of the fiscal year.
7. Additional meetings of the Command Executive Group may be coordinated as needed, in order to review and approve funding from the ASU Fleet Maintenance Fund for any unbudgeted major repair or fleet replacement costs that arise during the year.
8. Out of County incident reimbursement revenue will be allocated at the end of the fiscal year based on the actual personnel billed to the agency. Incident revenues received for the equipment portion billed will be allocated at the end of the fiscal year to the ASU Fleet Maintenance fund, to be used and accounted for as determined by the Command Executive Group.

ATTACHMENT 3

SANTA BARBARA COUNTY SHERIFF/FIRE AIR SUPPORT UNIT (ASU) AVIATION ACCIDENT, INCIDENT AND HAZARD REPORTING GUIDELINES

OBJECTIVE

Subsequent to an ASU aircraft involved accident/mishap/incident, ASU personnel must accomplish the following as expeditiously as possible:

1. Rescue and care of the aircrew and other involved persons
2. Protection of the scene and ASU equipment
3. Acquisition and preservation of evidence needed for a comprehensive investigation
4. Notification of ASU chain-of-command and assigned investigative personnel

DEFINITIONS

For purposes of NTSB reporting, refer to the following definitions:

Aircraft Accident – An occurrence with the operation of an aircraft which takes place between the time any person boards the aircraft with the intention of flight and the time when all such persons have disembarked, and in which any person suffers death or serious injury, or in which the aircraft receives substantial damage.

Aircraft Incident – An occurrence other than an accident, associated with the operation of an aircraft, which affects or could affect the safety of operations. Some examples are:

Airspace Conflict – A near mid-air collision, intrusion, or violation of airspace rules.

Forced Landing – A landing necessitated by failure of engines, systems, or components, which makes continued flight impossible, and which may or may not result in damage.

Aircraft Out of Service – A maintenance discrepancy, which causes an interruption to the services being performed, while posing no immediate threat to the safety of operations.

Fatal Injury – Any injury which results in death within 30 days of the accident.

Incident with Potential – An incident that narrowly misses being an accident and in which the circumstances indicate significant potential for substantial damage or serious injury. The ASU Safety Officer will determine final classification.

Maintenance Deficiency – An equipment defect or failure which affects the safety of operations, or that causes an interruption to the services being performed.

Minor Injury – Any injury that has been documented as "incident only" or has potential for personnel seeking further medical examination.

Operational Hazard – Any condition, act or set of circumstances that exposes or could expose aircraft operations, associated personnel or equipment to unnecessary risk or harm.

Precautionary Landing – A landing necessitated by apparent impending failure of engines, systems, or components, which makes continued flight inadvisable.

Serious Injury (FAA) – Any injury which: (1) requires hospitalization for more than 48 hours, commencing within 7 days from the date the injury was received; (2) results in a fracture of any bone (except simple fractures of fingers, toes, or nose); (3) causes severe hemorrhages, nerve, muscle, or tendon damage; (4) involves any internal organ, or (5) involves second or third degree burns, or any burns affecting more than five (5) percent of the body surface.

Serious Injury – (CAL OSHA) – **MANDATED REPORTING** Serious injuries are those that: (a) require in-patient hospitalization for more than 24 hours for other than medical observation; (b) involve loss of a body part; or (c) involve serious disfigurement.

Substantial Damage – Damage or failure which adversely affects the structural strength, performance, or flight characteristics of the aircraft, and which would normally require major repair or replacement of the affected component. Substantial damage DOES NOT INCLUDE engine failure or damage limited to an engine if only one engine fails or is damaged, bent fairings or cowlings, dented skin, small punctured holes in the skin or fabric, ground damage to rotor or propeller blades, and damage to landing gear, wheels, tires, flaps, engine accessories, brakes, or wing tips.

AIRCRAFT ACCIDENT/INCIDENT REPORTING

Initial Notification: All aircraft accidents or incidents involving (1) ASU aircraft, (2) aircraft of another fire agency operating on a Santa Barbara County or local incident, or (3) ASU personnel, whether in the air or on the ground, will be reported as soon as safely possible by radio or telephone to the ASU Manager and ASU Executive Officer of the unit in which the accident or incident occurred. The notification will not interfere with any ongoing lifesaving measures, but will be immediate if necessary to prevent additional imminent occurrences. **The minimum information to be reported is the information required on the SBC-119 (ASU Aircraft Accident/Incident Report). This report shall be completed whenever it meets any of the benchmarks established above.**

Responsibility for Initial Notification: Initial notification is the responsibility of the Pilot, Crew Chief, or other Fire/Sheriff personnel witnessing or involved in the event. A phone call shall be made as soon as possible to the ASU Manager and ASU Executive Officer.

Subsequent Notifications: Notification to the Fire Operations Division Chief. If he/she is not available, notification to the Duty Chief. Notification to the Sheriff's chain-of-command Criminal Investigations Division Commander, Law Enforcement Operations Chief.

If a "Board of Inquiry" is established, it will follow guidelines outlined in the Santa Barbara County ASU Operations Manual, and include the Executive Officer overseeing the ASU as a voting board member.

Written Notification: Following these verbal notifications, the Pilot, Crew Chief, or other Fire/Sheriff personnel who initially witnessed or discovered the accident or incident will immediately complete an electronic version of the **SBC-119 Aircraft Accident/Incident Report**, attach the report to an email message, and send the SBC-119 to the ASU Manager and Executive Officer.

If the person responsible to complete the report does not have computer access or is on an offsite assignment, they will notify the ASU Manager and ASU Executive Officer of the event via a telephone call.

USFS SAFECOM Reports: If the event warrants notification and/or training for others to benefit from the occurrence, then a SAFECOM report shall be completed. This is NOT punitive and only enhances safety and communications amongst other air programs. <https://www.safecom.gov/>.

NTSB Accident Report: A National Transportation Safety Board (NTSB) accident report is required, per Title 49 CFR Ch. VIII, Part 830, Subpart E, §830.20, for all aircraft accidents. The report is to be filed on a NTSB Form 6120.1 (OMB No. 3147-001) within 10 days after an accident or incident as listed in §830.5(a) of Part 830. The department's designated Aviation Safety Officer, as the liaison between the department and the NTSB, will prepare and submit the report for ASU owned or contracted aircraft.

CAL FIRE/Contract County Incident Documentation: A Green Sheet and/or Blue Sheet will be completed, providing a brief synopsis of the event and contributing narrative. This will be accomplished within 24 hours of the incident, and the follow-up will be posted after 72 hours, or upon completion of the investigation of the incident/accident.

The Aviation Safety Officer will log and track the report on an Operational Hazards Log until a final disposition is made on elimination of the hazard.

OPERATIONAL HAZARD REPORTING

An "Operational Hazard" is any condition, act, or set of circumstances that exposes or could expose aircraft operations, associated personnel, or equipment to unnecessary risk or harm.

The SBC-119 document should also be utilized to report operational hazards consisting of, but not limited to, unsafe practices or conditions that do not pose an immediate threat to flight or personnel safety, but which the reporting party feels shall be investigated and resolved.

INCIDENTS/ACCIDENTS FOR SBC-119 FORM UTILIZATION

This form will be utilized for all circumstances that meet the above guidelines detailed under "Operational Hazard" and "Definitions," as well as the following:

- Hoist malfunctions
- Altitude deficiencies/spatial disorientation
- Complaints or discrepancies in water drops and firefighting
- Human factors necessary for review/discussion (fatigue, work/rest, crew cohesion)
- Mishandled controls
- Maintenance error
- Collision with ground-based object
- Engine power loss or variation
- Weather-related problems
- Heavy/hard landing
- Over torque
- External load hit/tail rotor
- Mechanical defect/failure

- Overweight
- Collision with water
- Hydraulic failure
- Unidentified noise

ANNUAL REPORT

The ASU Safety Officer shall annually report to the Sheriff's Office and Fire Department on the previous year's accident and incident rate and identified operational hazards. A trend analysis and assessment will be made as part of this report.

Section 25 of the County ASU Operations Manual will still be utilized and followed when pertaining to the following criteria:

- News media
- Notification
- Investigative requirements: a Serious Accident Response Team (SART) will also be deployed by the Fire Department to work in conjunction with the Sheriff's Accident Investigation Team (AIT).
- Temporary removal from flight duty
- Board of Inquiry: the ASU Executive Officer will also be a member on this board

SANTA BARBARA COUNTY SHERIFF/FIRE AIR SUPPORT UNIT
AVIATION ACCIDENT, INCIDENT AND HAZARD REPORT FORM

(SBC-119)

DATE:

REASON FOR REPORT:

INCIDENT NUMBER:

INCIDENT NAME:

DATE OF EVENT:

TIME OF EVENT:

REPORT COMPLETED BY:

INCIDENT LOCATION:

CALL SIGN:

AIRCRAFT INCIDENT TYPE

(See supporting document)

MISSION/PURPOSE OF FLIGHT

CONDITIONS AT ACCIDENT/INCIDENT SITE

LIST NAMES OF PILOT/CREW CHIEF/PASSENGERS

LIST WITNESSES INVOLVED

LIST INJURED/ILL INVOLVED

EQUIPMENT INVOLVED

EXPLAIN MECHANICAL PROBLEM

BRIEFLY DESCRIBE ACCIDENT/UNSAFE HAZARD OR MECHANICAL PROBLEM

STATEMENTS

SUPPORTING DOCUMENTS

FINDINGS

RECCOMENDATIONS/CORRECTIVE ACTION

NTSB NOTIFICATION

YES/NO

SAFECOM INITIATED

YES/NO

AAR CONDUCTED

YES/NO

BLUE OR GREEN SHEET CREATED

YES/NO

ASU SAFETY OFFICER/ASU MANAGER AND EXECUTIVE OFFICER NOTIFIED

DATE:

TIME:

Appendix A

What does the GACC (Geographic Area Coordination Center)/CalMAC (California Multi-Agency Coordination) mean to the ASU?

Through the master mutual aid process, resources are shared amongst numerous fire agencies in California. The Fire Department is a Contract County and has obligations for resource responses as a fire district and contractually through Cal Fire. The Fire Department frequently responds to mutual aid calls to cooperating agencies within and out of the county. This sharing of resources is a reciprocal process which has benefited our county tremendously. Santa Barbara County has had three of the top 25 most devastating fires in the state of California. If it was not for resource sharing and the effectiveness of the master mutual aid system in California, these and many more fires could have been a lot worse. The Fire Department is a founding member of FIRESCOPE and has been an integral member in the creation and development of master mutual aid for the state.

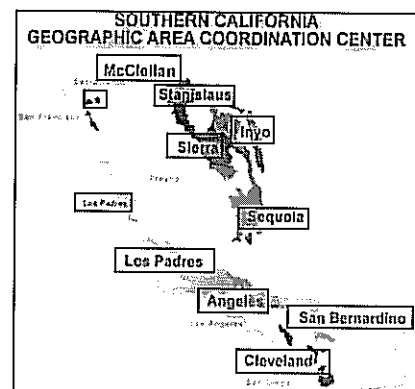
The GACC and the MAC prioritize resources and incidents for response. All new fire starts get priority of aircraft, and under the coordination centers, they determine the needs and appropriate responses. All Fire Department resources are listed in the Resource Ordering and Status System (ROSS) and available for daily responses. All critical and limited resources are put into the GACC for availability. The top two resources needed at all incidents are aircraft and hand crews. This allows ASU helicopters to respond to not only automatic aid, but master mutual aid for water dropping and hoist stand by. Please see below for further explanation on GACC, MAC and CalMAC.

CalMAC Acts as the Statewide Authority to:

- Evaluate incident situation status reports and organizational resource status reports, as provided by the Northern and Southern California MAC Groups.
- Provide oversight for geographic area allocation of scarce and/or limited resources based on established priorities.
- Develop statewide incident priorities and strategies to submit to the National Multi-Agency Coordination Group (NMAC) for coordination and inclusion in national incident priorities.

The United States and Alaska are divided into 11 geographical areas for the purpose of incident management and mobilization of resources (people, aircraft, ground equipment). The GACC provides leadership and support, not only for wildland fires, but emergencies such as floods, earthquakes, hurricanes, tornadoes, etc.

The Southern California Geographic Area Coordination Center (OSCC) is the focal point for coordinating the mobilization of resources for wildland fire and other incidents throughout the geographic area. Located in Riverside, CA, the Center also provides Intelligence and Predictive Services related-products designed to be use by the internal wildland fire community for purposes of wildland fire and incident management decision-making.



All agencies and geographic areas work together under the auspices and direction of the National Interagency Fire Center (NIFC).

The GACC is a result of an interagency agreement established by the respective Geographic Area Coordinating Group. The primary mission of the GACC is to serve Federal and State wildland fire agencies through logistical coordination and mobilization of resources (people, aircraft, ground equipment) throughout the geographical area, and with other geographic areas, as necessary. This is generally done through coordinating the movement of resources between the many dispatch centers within the geographic area and, as necessary, with the National Interagency Coordination Center (NICC) when resources are unavailable within the area or when mobilization support is needed in other geographic areas.

Although the primary mission of the GACC is logistical coordination, it also has support programs in Predictive Services, Intelligence, and in several Center's Fire Information. Predictive Services consists primarily of professional meteorologists who monitor weather and fuel conditions, conduct briefings, produce fire weather related products, liaison with the National Weather Service, and oversee all aspects of the Remote Automated Weather System (RAWS). The Intelligence Section is primarily responsible for collecting and disseminating wildland fire and prescribed fire activity information, monitoring the status of national firefighting resources, maintaining year-to-date and historical fire occurrence data, and managing the Sit Report and ICS-209 programs. In some GACCs, the Predictive Services and Intelligence sections work as one unit called the Predictive Services Group. The Predictive Services and Intelligence Sections, whether separated or combined, work collaboratively producing Weekly, Monthly, and Seasonal Fire Weather/Fire Danger Outlooks.

Each Coordination Center provides additional support to their respective geographic area's wildland fire community through training, workshops, special projects, and other tasks. Except for dispatch of air tankers and lead planes based outside the dispatch center responsibility the fire is located in, the GACC does not have initial-attack dispatch responsibilities.

The MAC Group cooperators include the USDA Forest Service, the U.S. Department of Interior, National Weather Service, California Department of Forestry and Fire Protection, California Governor's Office of Emergency Services, Kern County, Santa Barbara County, Ventura County, Los Angeles County, Orange County, and the City of Los Angeles.

MAC Group Purpose and Function

A MAC Group typically consists of agency administrators or their designees who are authorized to commit agency resources and funds. Their function is to support incident management through coordinating their collective resources, sharing incident information, implementing coordinated strategic policies to prevent and/or combat a growing emergency(s). In order to accomplish this objective, the MAC Group must establish a common operating plan. The area represented can be a city, county/operational area, region, such as one of the six Cal OES Fire and Rescue Mutual Aid Regions, or a geographic area, such as Northern and Southern California geographic areas or a statewide MAC Group such as CalMAC.

MAC Group objectives in coordinating finances, equipment, personnel and resources are:

- Establish priorities for response
- Allocate critical resources based on established priorities
- Establish and/or implement communication systems integration
- Insure Information coordination both internally and externally
- Establish Intergovernmental decision coordination
- Develop strategies and contingency plans

It is extremely important that MAC Group members have full authority from their respective agencies to commit resources, including equipment, personnel, and fully represent their agency or department in MAC Group decisions. Local level and operational area MACs multi-agency coordination is an essential element in support of jurisdictional Emergency Operations Centers (EOC).

Local Level and Operational Area MACS

The local or operational area MAC Group provides jurisdictional or area-wide direction and/or policy. The MAC Group also identifies priorities for response and allocation of resource use based on the established priorities. MAC Group intelligence gathering and information exchange activities are usually accomplished through the information systems established by the EOC, such as the use of the MACS Form 404 or ICS Form 209. The MAC Group usually meets prior to each operational period. After analyzing current situational information, establishes priorities and disseminates this information to the EOC for implementation in operational plans.

In more complex emergencies, the MAC Group may choose to establish support positions that work for a MAC Group Coordinator under the direction of a MAC Group Chairperson. The complexity of the situation and preplanned procedures should identify organizational structure, meeting locations and meeting frequency. Procedural guides or mobilization guides should establish and describe MAC Group activation procedures and identify required informational needs and decision requirements for the specific jurisdictional area(s) involved. More detailed MAC information can be found in FEMA's MAC Guide entitled "Span of Control Tools" in the NWCG I-401 Multi-Agency Coordination curriculum and in the SEMS.

Regional Level MACs

Multi-Agency Coordination may also be achieved by bringing together representatives from various political levels such as county governments and functional agencies to coordinate in an inter-jurisdictional Regional MAC Group. In California, this could incorporate the Cal OES Regions I through VI. This level of coordination of emergency activities has potential to increase due to the complexity of incidents within Cal OES Regions and broader legal authorities within cities, counties, water districts, fire protection districts, etc.

In areas where occurrence of complex incidents is more commonplace it may be beneficial to formally establish MAC Groups within applicable Cal OES Regions. Should Regional MAC Groups be establish, formal operating procedures should be developed and shared with the Geographic Area MAC Groups and any affected local MAC Groups.

Geographic Area MACs

From a historical and informational standpoint, Geographic Area MAC Groups were established for the primary purpose of coordinating wildfire response and suppression activities among multiple regions and agencies in Southern California. FIREScope initially established the Southern California Geographic MAC Group in the late 1970's. In 1987, a MAC Group was formally established in Northern California representing the Northern Geographic Area. Each MAC Group has been activated numerous times since they were established. Currently the Geographic Area MAC Groups are established to ensure:

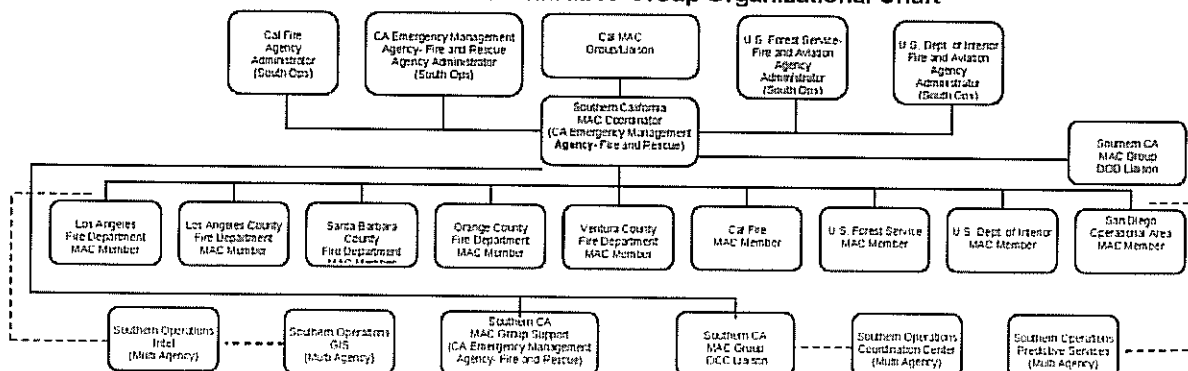
- Scarce or limited resources are allocated efficiently and effectively.
- Participating agencies that provide resources do not impair their ability to carry out their own mission.
- Timely and accurate incident intelligence and information is made available to the public.
- Decisions are documented and tracked so that proper financial management can occur and financial responsibility is determined.
- Develop contingency plans and trigger points for implementation.

California Multi-Agency Coordination (CalMAC)

During periods of significant statewide emergency activity that require high levels of emergency resource commitment, it may become necessary to activate a statewide MACs, herein referred to as CalMAC. The purpose of CalMAC is to prioritize incidents and manage resource allocation on a statewide basis. CalMAC may be activated when a Geographic Area exceeds its ability to meet resource needs and must rely on resource commitments from other Geographic Areas. When this occurs for extended periods, it can adversely impact statewide response capability. During periods of statewide resource drawdown, even though only one Geographic Area may be experiencing multiple incidents, it may be necessary to activate CalMAC to manage resource allocation on a statewide basis. When this level of resource commitment and utilization occurs, it requires close coordination to assure that:

- Scarce resources are allocated effectively and efficiently.
- Participating agencies providing resources also maintain their ability to carry out their missions.
- Timely and accurate incident intelligence and information are available for statewide planning, media communication and public service.
- Decisions are documented and tracked so proper financial management occurs and financial responsibility is determined.
- Development of statewide strategies and contingency plans are shared with Geographic MACs for coordinated implementation.

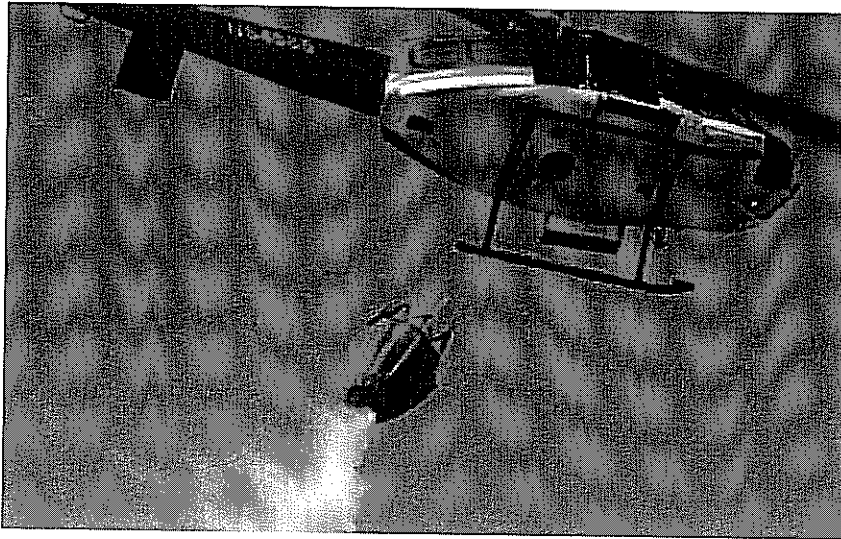
Southern California MAC Group Organizational Chart



Appendix B

Glossary

Bambi Bucket – The Bambi Bucket (pictured below) is an aerial firefighting product designed to be slung below a helicopter during fire-fighting operations. The Bambi Bucket is a collapsible bucket utilizing a pilot-controlled valve that could deliver a concentrated column of water from the helicopter to the fire.



Executive Command Group – The Executive Command Group will be comprised of the County Fire Chief or designee and the County Sheriff or his designee.

FIRESCOPE – **F**irefighting **R**esources of **S**outhern **C**alifornia **O**rganized for **P**otential **E**mergencies (FIRESCOPE) was organized after the disastrous 1970 wildland fires in southern California. The goal of this group was to create and implement new applications in fire service management, technology and coordination, with an emphasis on incident command and multi-agency coordination.

Forward Looking Infrared (FLIR) - Cameras, typically used on military and civilian aircraft, use a thermographic camera that senses infrared radiation.

GACC - The Geographic Area Coordination Center (GACC) is the focal point for coordinating the mobilization of resources for wildland fire and other incidents throughout the Geographic Area. The Southern California Geographic Area Coordination Center located in Riverside, CA, also provides Intelligence and Predictive Services related-products designed to be use by the internal wildland fire community for purposes of wildland fire and incident management decision-making.

Interagency Helicopter Operations Guide (IHOG) - The Interagency Helicopter Operations Guide (IHOG) was created by the National Wildlife Coordinating Group with the design to promote safe, cost-efficient and effective aviation services in support of agencies. The IHOG defines and standardize national, interagency helicopter management and operational procedures for helicopter users from participating agencies. Through standardization, facilitate the ability of personnel from different agencies to work cooperatively on incidents or projects and provide a framework within which areas, regions, states, and local units can provide supplemental, site-specific guidance.

Pilot in Command (PIC) – The pilot in command (PIC) of an aircraft is the person aboard the aircraft who is ultimately responsible for its operation and safety during flight.

NWCG - The National Wildfire Coordinating Group (NWCG) provides national leadership to develop, maintain, and communicate interagency standards, guidelines, qualifications, training, and other capabilities that enable interoperable operations among federal and non-federal entities.

Red Bed – The "Red Bed" is an adjustable gurney type device bed that a patient is placed on during helicopter medical transports. The bed attaches to a removable plate in the floor.

