



FRESNO COUNTY FIRE

PROTECTION DISTRICT

PAID-CALL FIREFIGHTER POLICY & PROCEDURE HANDBOOK

POLICY NO.: 300-07

SUBJECT: TELECOMMUNICATIONS

EFFECTIVE DATE: November 1, 2009

REVISION DATE: October 1, 2013

RESPONSIBILITY: Fresno County Fire Protection District
Paid-Call Firefighter

POLICY/PROCEDURE:

PURPOSE:

All Paid-Call Firefighter (PCF) Company members should be entirely familiar with the Fire District's communications and emergency alerting system, and the responsibility each individual has to follow proper procedures and protocol for mobile radio and radio pager usage.

POLICY:

PCF Company members utilizing frequencies licensed to the Fresno County Fire Protection District and the Fresno-Kings Unit of CAL FIRE, shall, at all times, do so following the regulations established by the Federal Communications Commission (FCC) sections 8070 and 8071 of the FCC Telecommunications Handbook 8000. Any deviation from these procedures, governing allocation, licensing and rule-making, may result in rule violations which could lead to loss of the Fire District's permission to use one or more of these assigned frequencies.

Procedures

1. The CAL FIRE Emergency Command Center (ECC), supporting the operations of the Fresno-Kings Unit and the Fresno County Fire Protection District, is located in Fresno at the Fresno Yosemite International Airport, immediately adjacent to the Fresno Air Attack Base. All radio communications directed to our ECC will be addressed as “Fresno.”
(i.e., “Fresno, Engine 75 responding”)
2. The use of proper radio etiquette and protocol will be exercised during all routine business and emergency incident traffic. If at all possible, routine business should be conducted either face-to-face or on the telephone. It is not proper to use first names or acknowledgement of appreciation, at any time.
3. When responding to an incident it is imperative that the responder utilize the proper radio frequency(s). Responders must monitor both command and tactical frequencies to ensure the greatest level of situational awareness.
4. Under emergency conditions, the use of “clear text” is vital for delivering a message to a respondent. Each message is to be clear and concise, and users should think before they speak their thoughts.
5. It is not necessary to advise the ECC of an apparatus’ routine travel within their local response (initial attack) area. The ECC will be notified, however, when traveling to the far perimeter or outside of the initial attack area. Delays in response exceeding five minutes will be reported to the ECC.
6. The ECC will be immediately advised when an apparatus is placed out of service; and again when it is placed back into service.

Proper frequency usage will be as follows:

Dispatch Net:

District 1 - Primary dispatch/return net for all emergency incidents.

Command Nets:

District 2 - Primary Command net for all District (LRA) emergency incidents.
Secondary Command net for all State (SRA) emergency incidents.

Local 1 - Primary Command net for all State (SRA) emergency incidents.
Secondary Command net for all District (LRA) emergency incidents.

Local 2 - Secondary Command net for SRA and LRA emergency incidents
Law enforcement net and routine traffic.

VFIRE 21 - Primary Command net used on OES incidents.

Tactical Nets:

- District 3 - Primary Tactical net for District (LRA) incidents.
- Calcord - Non-repeater Tactical net used between multiple agencies during medical emergency response.
- VFire 22 and 23 - Primary Tactical nets for OES incidents (i.e., Kings Co. FD)
Secondary Tactical net for District (LRA) incidents.
- CDF Tac 6, 7, & 8 - Primary Tactical net on SRA incidents

Administrative Net:

Utilization of the Local 2 frequency is the preferred choice for most all normal day-to-day routine/administrative radio traffic. Routine traffic initiated by the ECC (i.e., morning staffing, weather, etc.) would be the normal exceptions. Use of Local 2 is acceptable when not in use as an incident Command frequency. It is acceptable to use District 1 to request your respondent to “switch to Local 2” or have another unit “place a call.”

Radio Paging System:

Radio pagers are programmed to be activated with the quick-call tones established for each fire station. Each PCF who has been issued a radio pager is held personally responsible for the well-being of the equipment. Pagers should be carried during such times as PCF Company members are available for emergency response. Extra care should be exercised to shield pagers from water and any other natural or man-made elements that may compromise their functionality. Damaged or otherwise inoperative pagers should be taken to the appropriate District fire station for repair and/or replacement.

The use of radio traffic should be limited to essential communications. The following list represents examples of appropriate and inappropriate traffic:

Words and Phrases

Unreadable

Application

Used when signal received is not clear.
In most cases, try to add the specific trouble.
Example: “Unreadable, background noise.”

Loud and Clear

Self explanatory

Stop Transmitting

Self explanatory

Copy, copies

Used to acknowledge message received.
Unit radio identifier must also be used.
Example: “Engine 75, copies.”

Affirmative

Yes

Negative

No

Respond, responding

Used during dispatch – proceed to or proceeding to an incident.

Example: "Engine 77, respond..." or "Fresno, Engine 77 responding."

Enroute	Normally used by administrative or staff personnel to designate destinations. Enroute is not a substitute for responding. Example: "Fresno, Chief 4301 enroute Southern Operations Center."
In-quarters, with station name or number	Used to indicate that a unit is in a station. Example: "Fresno, Engine 77 in quarters, Wonder Valley Station."
Uncovered	Indicates a unit is not in service, because there are no personnel to operate it.
Out-of service	Indicates a unit is mechanically out of service. Example: "Fresno, Engine 73, out-of service." Note, when repairs have been completed the following phrase should be used: "Fresno, Engine 73, back in service, available."
In-Service	This means that the unit is operating, not in response to a dispatch. Example: "Fresno, Engine 74, in-service, Training."
Repeat	Self-explanatory
Weather	Self-explanatory
Return to _____	Normally used by ECC to direct units that are available to a station or other location.
What is your location?	Self-explanatory
Call _____ by phone	Self-explanatory
Disregard last message	Self-explanatory
Stand-by	Self-explanatory
Is _____ available for a phone call?	Self-explanatory
At scene	Used when units arrive at the scene of an incident. Example: "Fresno, Engine 71, at scene."
Available	Used when a unit is ready for a new assignment or can return to quarters. The ECC

will give the unit a new assignment or direct it to return to quarters. Example: "Fresno, Engine 73 available." "Engine 73 return to Hurley."

Available at scene

Used when a unit is still committed to an incident, but could be dispatched to a new emergency if needed.

Can handle

Used with the amount of equipment needed to handle the incident. Example: "Fresno, Battalion 4312, can handle with units now at scene."

Report on conditions

Self-explanatory

Fire under control

Self-explanatory

Emergency traffic only

Radio users will confine all radio transmissions to an emergency in progress or a new incident. Radio traffic which includes status information such as, responding, reports on conditions, at scene and available will not be authorized during this period.

Emergency traffic

Term used to gain control of radio frequency to report an emergency. All other radio users will refrain from using that frequency until cleared by ECC.

Resume normal traffic

Self-explanatory.

POLICY RESPONSIBILITY:

Board of Directors, Fire Chief, District Administrative Officer, Division Chiefs, Battalion Chiefs, Station Captains, Paid-Call Company Officers, Paid-Call Fire Apparatus Operators, Paid-Call Firefighters.