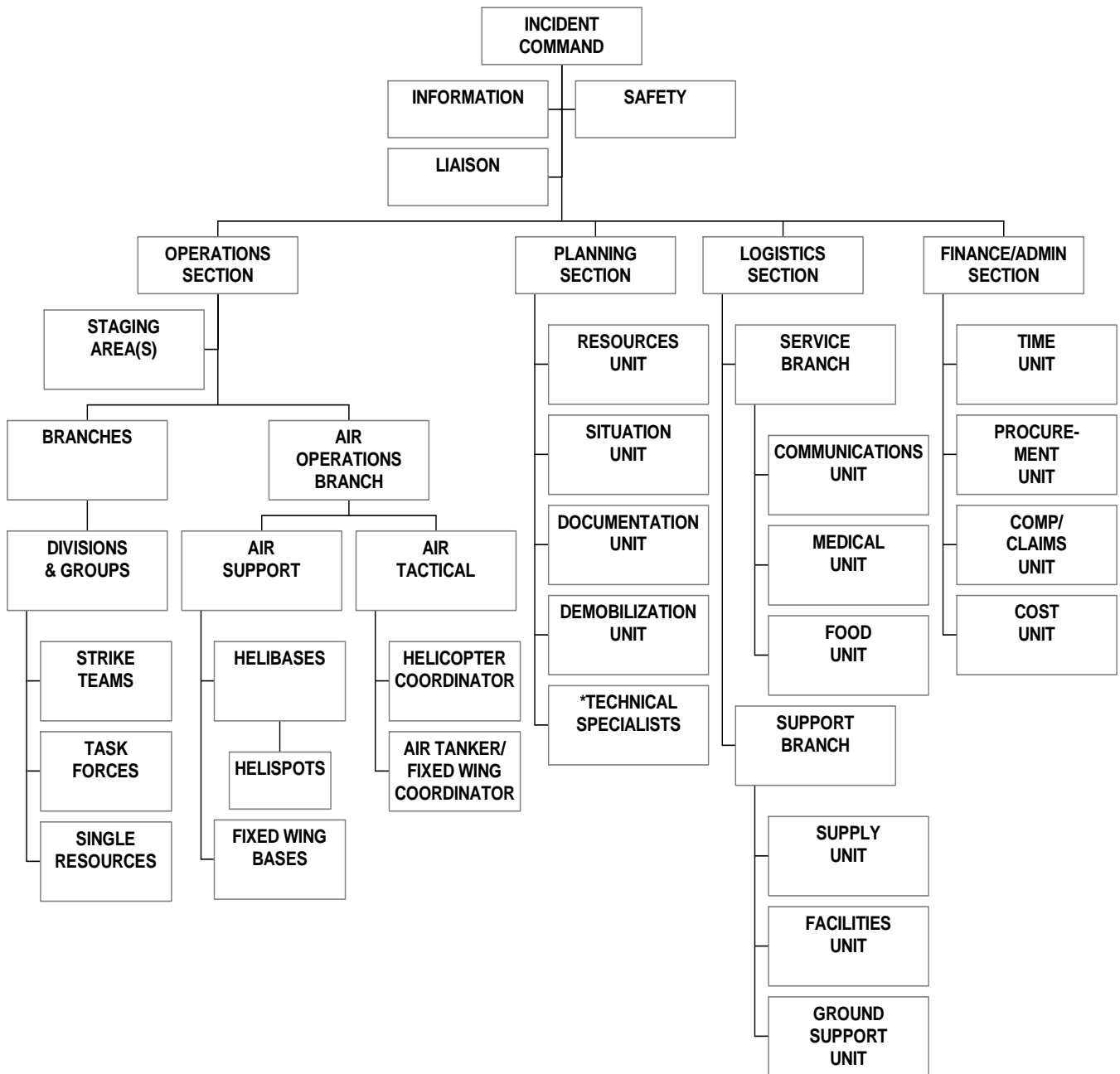


**CHAPTER 12  
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WILDLAND FIRE SECTION**

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ORGANIZATIONAL CHART



Wildland fire in Florida is a year round problem. Florida averages 5,000 wildland fires which consume 240,000 acres annually. The Florida Division of Forestry has been given statutory authority for the detection, prevention and suppression of wildland fire. Because of the ever growing complexity of wildland fire in the urban interface, most wildland fires require some type of unified response from fire and law enforcement agencies.

The command and general staff positions and their responsibilities are the same as any other incident. Some of these positions require specialized wildland fire behavior and suppression training, especially those positions with fire line responsibilities, such as the Incident Commander and Operations Section Chief. Other positions that fall under the command and general staff level that have common functions and roles to all-risk incidents can be found in the appropriate section listing. Listed below are some of the more specialized or unique positions that you may encounter in a wildland fire incident.

### POSITION CHECKLISTS

**AIR OPERATIONS BRANCH MANAGER:** The Air Operations Branch Director, who is ground based, is primarily responsible for preparing the air operations portion of the Incident Action Plan. The plan will reflect agency restrictions that have an impact on the operational capability or utilization of resources (e.g., night flying, hours per pilot). After the plan is approved, Air Operations is responsible for implementing its strategic aspects—those that relate to the overall incident strategy as opposed to those that pertain to tactical operations (specific target selection).

Additionally, the Air Operations Branch Director is responsible for providing logistical support to helicopters operating on the incident. Specific tactical activities (target selection, suggested modifications to specific tactical actions in the Incident Action Plan) are normally performed by the Air Tactical Group Supervisor working with ground and air resources.

- a. Review Common Responsibilities (page 1-2).
- b. Organize preliminary air operations.

- c. Request declaration (or cancellation) of restricted air space area, (FAA Regulation 91.137).
- d. Participate in preparation of the Incident Action Plan through Operation Section Chief. Insure that the Air Operations portion of the Incident Action Plan takes into consideration the Air Traffic Control requirements of assigned aircraft.
- e. Perform operational planning for air operations.
- f. Prepare and provide Air Operations Summary Worksheet (ICS Form 220) to the Air Support Group and Fixed-Wing Bases.
- g. Determine coordination procedures for use by air organization with ground Branches, Divisions or Groups.
- h. Coordinate with appropriate Operations Section personnel.
- i. Supervise all Air Operations activities associated with the incident.
- j. Evaluate helibase locations.
- k. Establish procedures for emergency reassignment of aircraft.
- l. Schedule approved flights of non-incident aircraft in the restricted air space area.
- m. Coordinate and schedule infrared aircraft flights.
- n. Coordinate with Operations Coordination Center (OCC) through normal channels on incident air operations activities.
- o. Inform the Air Tactical Group Supervisor of the air traffic situation external to the incident.
- p. Consider requests for non-tactical use of incident aircraft.
- q. Resolve conflicts concerning non-incident aircraft.
- r. Coordinate with Federal Aviation Administration (FAA).
- s. Update air operations plans.
- t. Report to the Operations Section Chief on air operations activities.
- u. Report special incidents/accidents.
- v. Arrange for an accident investigation team when warranted.
- w. Maintain Unit/Activity Log (ICS Form 214).

**AIR TACTICAL GROUP SUPERVISOR:** The Air Tactical Group Supervisor is primarily responsible for the coordination of aircraft operations when fixed and/or rotary-wing aircraft are operating on an incident. These coordination activities are performed by the Air Tactical Group Supervisor while airborne. The Air Tactical Group Supervisor reports to the Air Operations Branch Director.

- a. Review Common Responsibilities (page 1-2)
- b. Determine what aircraft (air tankers and helicopters) are operating within area of assignment.
- c. Manage air tactical activities based upon Incident Action Plan.
- d. Establish and maintain communications and Air Traffic Control with pilots, Air Operations, Helicopter Coordinator, Air Tanker/Fixed Wing Coordinator, Air Support Group (usually Helibase Manager), and fixed wing support bases.
- e. Coordinate approved flights of non-incident aircraft or non-tactical flights in restricted air space area.
- f. Obtain information about air traffic external to the incident.
- g. Receive reports of non-incident aircraft violating restricted air space area.
- h. Make tactical recommendations to approved ground contact (Operations Section Chief, Branch Director, or Division/Group Supervisor).
- i. Inform Air Operations Branch Director of tactical recommendations affecting the air operations portion of the Incident Action Plan.
- j. Report on Air Operations activities to the Air Operations Branch Director. Advise Air Operations immediately if aircraft mission assignments are causing conflicts in the Air Traffic Control System.
- k. Report on incidents/accidents.

**HELICOPTER COORDINATOR:** The Helicopter Coordinator is primarily responsible for coordinating tactical or logistical helicopter mission(s) at the incident. The Helicopter Coordinator can be airborne or on the ground operating from a high vantage point. The Helicopter Coordinator reports to the Air Tactical Group Supervisor. Activation of this position is contingent upon the complexity of the incident and the number of helicopters assigned. There may be more than one Helicopter Coordinator assigned to an incident.

- a. Review Common Responsibilities (page 1-2).
- b. Determine what aircraft (air tankers and helicopters) are operating within incident area of assignment.
- c. Survey assigned incident area to determine situation, aircraft hazards and other potential problems.
- d. Coordinate Air Traffic Control with pilots, Air Operations Branch Director, Air Tactical Group Supervisor, Air Tanker/Fixed Wing Coordinator and the Air Support Group (usually Helibase Manager) as the situation dictates.
- e. Coordinate the use of assigned ground to air and air to air communications frequencies with the Air Tactical Group Supervisor, Communications Unit, or local agency dispatch center.
- f. Ensure that all assigned helicopters know appropriate operating frequencies.
- g. Coordinate geographical areas for helicopter operations with Air Tactical Group Supervisor and make assignments.
- h. Determine and implement air safety requirements and procedures.
- i. Ensure that approved night flying procedures are in operation.
- j. Receive assignments, brief pilots, assign missions, and supervise helicopter activities.
- k. Coordinate activities with Air Tactical Group Supervisor, Air Tanker/Fixed Wing Coordinator, Air Support Group and ground personnel.
- l. Maintain continuous observation of assigned helicopter operating area and inform Air Tactical Group Supervisor of incident conditions including any aircraft malfunction or maintenance difficulties and anything that may affect the incident.

- m. Inform Air Tactical Group Supervisor when mission is completed and reassign helicopter as directed.
- n. Request assistance or equipment as required.
- o. Report incidents or accidents to Air Operations Branch Director and Air Tactical Group Supervisor immediately.
- p. Maintain records of activities.

**AIR TANKER/FIXED WING COORDINATOR:** The Air Tanker/Fixed Wing Coordinator is primarily responsible for coordinating assigned air tanker operations at the incident. The Coordinator, who is always airborne, reports to the Air Tactical Group Supervisor. Activation of this position is contingent upon the need or upon complexity of the incident.

- a. Review Common Responsibilities (page 1-2).
- b. Determine all aircraft including air tankers and helicopters operating within incident area of assignment.
- c. Survey incident area to determine situation, aircraft hazards and other potential problems.
- d. Coordinate the use of assigned ground to air and air to air communications frequencies with Air Tactical Group Supervisor, Communications Unit or local agency dispatch center and establish air tanker air to air radio frequencies.
- e. Ensure air tankers know appropriate operating frequencies.
- f. Determine incident air tanker capabilities and limitations for specific assignments.
- g. Coordinate Air Traffic Control with pilots, Air Operations Branch Director, Air Tactical Group Supervisor, Helicopter Coordinator, and Air Support Group (usually Helibase Manager) as the situation dictates.
- h. Determine and implement air safety requirement procedures.
- i. Receive assignments, brief pilots, assign missions, and supervise fixed-wing activities.
- j. Coordinate activities with Air Tactical Group Supervisor, Helicopter Coordinator and ground operations personnel.
- k. Maintain continuous observation of air tanker operating areas.
- l. Provide information to ground resources, if necessary.

- m. Inform Air Tactical Group Supervisor of overall incident conditions including aircraft malfunction or maintenance difficulties.
- n. Inform Air Tactical Group Supervisor when mission is completed and reassign air tankers as directed.
- o. Request assistance or equipment as necessary.
- p. Report incidents or accidents to Air Operations Branch Director immediately.
- q. Maintain records of activities.

**AIR SUPPORT GROUP SUPERVISOR:** The Air Support Group Supervisor is primarily responsible for supporting and managing helibase and helispot operations and maintaining liaison with fixed-wing air bases. This includes providing 1) fuel and other supplies 2) maintenance and repair of helicopters 3) retardant mixing and loading 4) keeping records of helicopter activity, and 5) providing enforcement of safety regulations. These major functions are performed at helibases and helispots. Helicopters during landing and take-off and while on the ground are under the control of the Air Support Group's Helibase or Helispot Managers. The Air Support Group Supervisor reports to the Air Operations Branch Director.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain copy of the Incident Action Plan from the Air Operations Branch Director including Air Operations Summary Worksheet (ICS Form 220).
- c. Participate in Air Operations Branch Director planning activities.
- d. Inform Air Operations Branch Director of group activities.
- e. Identify resources/supplies dispatched for Air Support Group.
- f. Request special air support items from appropriate sources through Logistics Section.
- g. Identify helibase and helispot locations (from Incident Action Plan) or from Air Operations Branch Director.
- h. Determine need for assignment of personnel and equipment at each helibase and helispot.
- i. Coordinate special requests for air logistics.
- j. Maintain coordination with airbases supporting the incident.

- k. Coordinate activities with Air Operations Branch Director.
- l. Obtain assigned ground to air frequency for helibase operations from Communications Unit Leader or Incident Radio Communications Plan (ICS Form 205).
- m. Inform Air Operations Branch Director of capability to provide night flying service.
- n. Ensure compliance with each agency's operations checklist for day and night operations.
- o. Ensure dust abatement procedures are implemented at helibase and helispots.
- p. Provide crash-rescue service for helibases and helispots.
- q. Ensure that Air Traffic Control procedures are established between Helibase and Helispots and the Air Tactical Group Supervisor, Helicopter Coordinator or Air Tanker/Fixed Wing Coordinator.
- r. Maintain Unit/Activity Log (ICS Form 214).

#### **HELIBASE MANAGER:**

- a. Review Common Responsibilities (page 1-2).
- b. Obtain Incident Action Plan including Air Operations Summary Worksheet (ICS Form 220).
- c. Participate in Air Support Group planning activities.
- d. Inform Air Support Supervisor of helibase activities.
- e. Report to assigned helibase. Brief pilots and assigned personnel.
- f. Manage resources/supplies dispatched to helibase.
- g. Ensure helibase is posted and cordoned.
- h. Coordinate helibase Air Traffic control with pilots, Air Support Group Supervisor, Air Tactical Group Supervisor, Helicopter Coordinator and the Takeoff and Landing Controller.
- i. Manage retardant mixing and loading operations.
- j. Ensure helicopter fueling, maintenance and repair services are provided.
- k. Supervise manifesting and loading of personnel and cargo.
- l. Ensure dust abatement techniques are provided and used at helibases and helispots.
- m. Ensure security is provided at each helibase and helispot.

- n. Ensure crash-rescue services are provided for the helibase.
- o. Request special air support items from the Air Support Group Supervisor.
- p. Receive and respond to special requests for air logistics.
- q. Supervise personnel responsible to maintain agency records, reports of helicopter activities, and Check-In List (ICS Form 211).
- r. Coordinate activities with Air Support Group Supervisor.
- s. Display organization and work schedule at each helibase, including helispot organization and assigned radio frequencies.
- t. Solicit pilot input concerning selection and adequacy of helispots, communications, Air Traffic Control, operational difficulties, and safety problems.
- u. Maintain Unit/Activity Log (ICS Form 214).

#### **HELISPOT MANAGER:**

- a. Review Common Responsibilities (page 1-2).
- b. Obtain Incident Action Plan including Air Operations Summary Worksheet (ICS Form 220).
- c. Report to assigned helispot.
- d. Coordinate activities with Helibase Manager.
- e. Inform Helibase Manager of helispot activities.
- f. Manage resources/supplies dispatched to helispot.
- g. Request special air support items from Helibase Manager.
- h. Coordinate Air Traffic Control and Communications with pilots, Helibase Manager, Helicopter Coordinator, Air Tanker/Fixed-Wing Coordinator and Air Tactical Group Supervisor when appropriate.
- i. Ensure crash-rescue services are available.
- j. Ensure that dust control is adequate, debris cannot blow into rotor system, touchdown zone slope is not excessive and rotor clearance is sufficient.
- k. Supervise or perform retardant loading at helispot.
- l. Perform manifesting and loading of personnel and cargo.
- m. Coordinate with pilots for proper loading and unloading and safety problems.
- n. Maintain agency records and reports of helicopter activities.

**MIXMASTER:**

The Mixmaster is responsible for providing fire retardant to helicopters at the rate specified and for the expected duration of job. The Mixmaster reports to the Helibase Manager.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain Air Operations Summary Worksheet (ICS Form 220).
- c. Check accessory equipment, such as valves, hoses and storage tanks.
- d. Take immediate steps to get any items and personnel to do the job.
- e. Plan the specific layout to conduct operations.
- f. Determine if water or retardant is to be used and which helicopters may have load restrictions.
- g. Maintain communication with Helibase Manager.
- h. Supervise the crew in setting up operations.
- i. Supervise crew in loading retardant into helicopters.
- j. Make sure supply of retardants is kept ahead of demand.
- k. Attend to the safety and welfare of crew.
- l. See that the base is cleaned up before leaving.
- m. Keep necessary agency records.

**DECK COORDINATOR:**

The Deck Coordinator is responsible for providing coordination of a helibase landing area for personnel and cargo movement. The Deck Coordinator reports to the Helibase Manager.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain Air Operations Summary Worksheet (ICS Form 220).
- c. Establish emergency landing areas.
- d. Ensure crash/rescue procedures are understood by deck personnel.
- e. Establish and mark landing pads.
- f. Ensure sufficient personnel are available to load and unload personnel and cargo safely.

- g. Ensure deck area is properly posted.
- h. Provide for vehicle control.
- i. Supervise deck management personnel. (Load Masters and Parking Tenders)
- j. Ensure dust abatement measures are met.
- k. Ensure that all assigned personnel are posted to the daily organization chart.
- l. Ensure proper manifesting and load calculations are done.
- m. Ensure Air Traffic Control operation is coordinated with Landing and Takeoff Coordinator.
- n. Maintain agency records.

### **LOADMASTER (PERSONNEL/CARGO):**

The Loadmaster is responsible for the safe operation of loading and unloading of cargo and personnel at a helibase. The Loadmaster reports to the Deck Coordinator.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain Air Operations Summary Worksheet (ICS Form 220).
- c. Ensure proper posting of loading and unloading areas.
- d. Perform manifesting and loading of personnel and cargo.
- e. Ensure sling load equipment is safe.
- f. Know crash/rescue procedures.
- g. Supervise loading and unloading crews.
- h. Coordinate with Takeoff and Landing Controller.

### **PARKING TENDER:**

The Parking Tender is responsible for the takeoff and landing of helicopters at an assigned helicopter pad. The Parking Tender reports to the Deck Coordinator. (A Parking Tender should be assigned for each helicopter pad.)

- a. Review Common Responsibilities (page 1-2).
- b. Supervise activities at the landing pad. (Personnel and helicopter

- movement, vehicle traffic, etc.)
- c. Know and understand the crash/rescue procedures.
  - d. Ensure agency checklist is followed.
  - e. Ensure helicopter pilot needs are met at the landing pad.
  - f. Ensure pad is properly maintained (dust abatement, marking, etc.).
  - g. Ensure landing pad is properly marked.
  - h. Check personnel seatbelts, cargo restraints and helicopter doors.

### **TAKEOFF AND LANDING CONTROLLER:**

The Takeoff and Landing Controller is responsible for providing coordination of arriving and departing helicopters at a helibase and all helicopter movement on and around the helibase. The Takeoff and Landing Controller reports to the Helibase Manager.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain Air Operations Summary Worksheet (ICS Form 220).
- c. Check radio system before commencing operation.
- d. Coordinate with radio operation on helicopter flight routes and patterns.
- e. Maintain communications with all incoming and outgoing helicopters.
- f. Maintain constant communications with radio operator.
- g. Coordinate with Deck Manager and Parking Tender before commencing operation and during operation.

### **HELIBASE RADIO OPERATOR:**

The Helibase Radio Operator is responsible for establishing communication between incident assigned helicopters and helibases, Air Tactical Group Supervisor, Air Operations Branch Director and Takeoff and Landing Controller. The Helibase Radio Operator reports to the Helibase Manager.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain Air Operations Summary Worksheet (ICS Form 220).
- c. Establish communication needs at helibase.

- d. Ensure orders from Air Operations Branch Director are relayed to Helibase Manager.
- e. Maintain constant communications with all helicopters.
- f. Notify Takeoff/Landing Coordinator of incoming helicopters.
- g. Verify daily radio frequencies with Helibase Manager.
- h. Maintain a log of all helicopter takeoff/landings, ETA's, ETD's and flight route check-ins.
- i. Establish helicopter identification call numbers and post.
- j. Ensure helicopter timekeeping is completed.
- k. Establish and enforce proper radio procedures.
- l. Notify Air Operations Branch Director immediately of any overdue or missing helicopters.
- m. Understand crash/rescue procedures.
- n. Receive clearance from Air Tactical Group Supervisor before launching helicopters.

#### **HELICOPTER TIMEKEEPER:**

The Helicopter Timekeeper is responsible for keeping time on all helicopters assigned to the helibase. Helicopter Timekeeper reports to the radio operator.

- a. Review Common Responsibilities (page 1-2).
- b. Obtain Air Operations Summary Worksheet (ICS Form 220).
- c. Determine number of helicopters by agency.
- d. Determine helicopter time needed by agency.
- e. Record operation time of helicopters.
- f. Fill out necessary agency time reports.
- g. Obtain necessary timekeeping forms.

**TECHNICAL SPECIALISTS:** Certain incidents or events may require the use of Technical Specialists who have specialized knowledge and expertise. Technical Specialists may function within the Planning Section, or be assigned wherever their services are required. The following are examples of wildland fire technical specialists.

**FIRE BEHAVIOR SPECIALIST:** The Fire Behavior Specialist is primarily responsible for establishing a weather data collection system, and to develop required fire behavior predictions based on fire history, fuel, weather, and topography information.

- a. Review Common Responsibilities (page 1-2).
- b. Establish weather data requirements.
- c. Verify dispatch of meteorologist.
- d. Confirm that mobile weather station has arrived and is operational.
- e. Inform meteorologist of weather data requirements.
- f. Forward weather data to Planning Section Chief.
- g. Collect, review and compile fire history data.
- h. Collect, review and compile exposed fuel data.
- i. Collect, review and compile information about topography and fire barriers.
- j. Provide weather information and other pertinent information to Situation Unit Leader for inclusion in Incident Status Summary Report (ICS Form 209).
- k. Review completed Incident Status Summary report and Incident Action Plan.
- l. Prepare fire behavior prediction information at periodic intervals or upon request and forward to Planning Section Chief.
- m. Maintain Unit/Activity Log (ICS Form 214).

**WATER RESOURCES SPECIALIST:**

- a. Review Common Responsibilities (page 1-2).
- b. Participate in the development of the Incident Action Plan and review general control objectives including alternative strategies presently in effect.
- c. Collect and validate water resource information within the incident

- area.
- d. Prepare information on available water resources.
- e. Establish water requirements needed to support fire suppression actions.
- f. Compare incident control objectives as stated in the Plan, with available water resources and report inadequacies or problems to Planning Section Chief.
- g. Participate in the preparation of Incident Action Plan when requested.
- h. Respond to requests for water information.
- i. Collect and transmit records and logs to Documentation Unit at the end of each operational period.
- j. Maintain Unit/Activity Log (ICS Form 214).

**ENVIRONMENTAL SPECIALIST:**

- a. Review Common Responsibilities (page 1-2).
- b. Participate in the development of the Incident Action Plan and review the general control objectives including alternative strategies.
- c. Collect and validate environmental information within the incident area by reviewing pre-attack land use and management plans.
- d. Determine environmental restrictions within the incident area.
- e. Develop suggested priorities for preservation of the environment.
- f. Provide environmental analysis information, as requested.
- g. Collect and transmit required records and logs to Documentation Unit at the end of each operational period.
- h. Maintain Unit/Activity Log (ICS Form 214).

**RESOURCE USE SPECIALIST:**

- a. Review Common Responsibilities (page 1-2).
- b. Participate in the development of the Incident Action Plan and review general control objectives including alternative strategies as requested.
- c. Collect information on incident resources as needed.
- d. Respond to requests for information about limitations and capabilities of resources.

- e. Collect and transmit records and logs to Documentation Unit at the end of each operational period.
- f. Maintain Unit/Activity Log (ICS Form 214).

**TRAINING SPECIALIST:**

- a. Review Common Responsibilities (page 1-2).
- b. Inform Planning Section Chief of planned use of trainees.
- c. Review trainee assignments and modify if appropriate.
- d. Coordinate the assignments of trainees to incident positions with Resources Unit.
- e. Brief trainees and trainers on training assignments and objectives.
- f. Coordinate use of unassigned trainees.
- g. Make follow-up contacts on the job to provide assistance and advice for trainees to meet training objectives as appropriate and with approval of unit leaders.
- h. Ensure trainees receive performance evaluation.
- i. Monitor operational procedures and evaluate training needs.
- j. Respond to requests for information concerning training activities.
- k. Give Training Specialist records and logs to Documentation Unit at the end of each operational period.
- l. Maintain Unit/Activity Log (ICS Form 214).

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