

# EL DORADO COUNTY FIRE PROTECTION DISTRICT

## STANDARD OPERATING GUIDELINES

---

### ARTICLE 3: EMERGENCY PROCEDURES & OPERATIONS

EFFECTIVE DATE: 4-1-15

### SECTION 24: FIRELINE EMT & EMTP

REVISED DATE: 4-21-2021

---

**PURPOSE:** To establish qualifications and operating procedures for ECF Employees to operate in the capacity of a Fire Line Paramedic (EMPF) or Fire Line EMT (EMTF)

**PROCEDURE:**

To determine a qualified employee and operating in the capacity of a Fire Line Paramedic or Fire Line EMT

**As of 4/21/21 NWCG Required classes and/or Trainings:**

1. Current California Paramedic License and El Dorado County EMSA Accreditation (EMPF) or current California EMT Certification (EMTF)
2. Fire Line Paramedic/EMT class S-223 (Or equivalent)
3. “Firefighter Training” S-130
4. “Introduction to Wild Land Fire Behavior” S-190
5. ICS 100
6. “Human factors in the wildland Fire Service” L-180
7. NIMS IS-700 “An Introduction”
8. “Annual Fire Line Safety Refresher” RT-130 (**Done Annually**)
9. Current Arduous Pack Test (**Done Annually**)
10. Current Red Card (**Done Annually**). CICCIS Qualifications as an EMPF or EMTF with Arduous Fitness Level and signed by the Fire Chief (or his/her designee). Card will be kept with the deploying employee throughout deployment.
11. Strike Team Leader/Overhead Refresher Class (**Done Annually**)

**Desirable classes (not required):**

S-290 “Intermediate Wild Land Fire Behavior”

S-270 “Introduction to Air Operations”

\*\*\*It is the responsibility of each Fire Line EMT or Medic to Complete #8 thru #11 (in the above requirements section) **EVERY YEAR and send the appropriate “paperwork” via email to the Fireline EMT/Medic program coordinator.** You will **NOT** be deployed if you have **NOT** kept current. This is a privilege and you will not be hounded to get your paperwork in to be current so you can deploy.

**Procedure for Deploying EMPF or EMTF**

A. Deploying ECF employee shall contact the Duty Division Chief to confirm the request and acquire a physical copy of the IROC Resource Order. The employee will confirm the “O” number (order number) and CFAA Agreement (Ensuring portal to portal) which is required prior to deploying and any other special requests the incident is making (if any) to assure the incident is receiving what they ordered. The employee will make 2 additional copies of the Resource Order prior to deploying (1 copy for employee personal records and 1 copy for the Medical Unit Leader (MEDL) or Incident Logistics Section Chief upon arrival at the incident if MEDL is NOT established).

B. Deploying ECF employee shall coordinate picking up and inventorying the Line Medical Gear (Housed at Station 28, contact Duty Captain). This will include Controlled Substances and Controlled Substance Daily Logs to be filled out ***EVERY DAY*** of Deployment. If deploying as a solo EMPF, a single signature is acceptable while deployed with a verified inventory with another ECF employee immediately upon arrival back at home unit (Company Officer Preferred), see letter “F”. Inventory of medical gear shall be consistent with El Dorado County EMS Agency Fire Line Paramedic/EMT Field Policy available online at:  
[http://www.edcgov.us/Government/EMS/Policies\\_and\\_Procedures/Field\\_Policies.aspx](http://www.edcgov.us/Government/EMS/Policies_and_Procedures/Field_Policies.aspx)

C. Under normal circumstances, deploying EMPF or EMTF will utilize a district vehicle classified as an SUV by OES (not a pickup). If unavailable, employee can use a pickup (U-21). If no District vehicles are available, consider a rental vehicle from Enterprise Car Rentals in Placerville (ONLY IF A RENTAL VEHICLE IS APPROVED ON THE IROC ORDER).

D. Deploying EMPF or EMTF shall review the Fire Scope Position Manual if it is their first time deploying in the calendar year prior to arrival at the Incident Base Camp. Deploying employee shall operate in accordance with the Position Manual throughout deployment. Fire Scope Position Manuals are available online at:  
[http://www.firescope.org/documents/public%20searches/pub-viewer-all.php?doc\\_category=ICS+Position+Manuals&submit=Continue](http://www.firescope.org/documents/public%20searches/pub-viewer-all.php?doc_category=ICS+Position+Manuals&submit=Continue)

E. Deploying EMPF or EMTF shall document all *significant patient contact* (beyond basic first aid) including AMA's while deployed. El Dorado County Emergency Medical Services "Medic Unit Pre Hospital Care Report" (PCR) is the standard form and shall include all appropriate signatures and times. Documentation of Patient Care shall be submitted to incident host agencies and a legible copy of the PCR shall be forwarded to the El Dorado County EMS Agency upon return to home unit. A copy of the PCR shall be retained and turned in at the employee's home station for CQI purposes. This information is defined under the El Dorado County EMS Agency Fire Line Paramedic Field Policy paragraph #5.

F. Deploying EMPF shall remain in control of any Controlled substances throughout the deployment. This is defined as "In his or her immediate possession" further defined as: "In the same room, vehicle, etc." **AT ALL TIMES**. In the event the EMPF deployed alone and no witnesses are available, a single signature on the controlled substance log is acceptable. Upon return to home station, verification with a second witness signature verifying the contents of the controlled substance pouch are required (Company Officer Preferred). This information is defined under the El Dorado County EMS Agency Fire Line Paramedic Field Policy paragraph #8.

G. Deployed EMPF or EMTF shall contact the ECF Duty Division Chief 1 time every day of the deployment when phone service is available for a daily briefing and deployment update.

H. Deployed EMPF or EMTF shall utilize ICS Form 214 Unit Activity log for everyday documentation. A running ICS 214 is acceptable for the duration of every incident ECF personnel are assigned to. Upon redispach to another incident, a new ICS 214 shall be started.

I. Deployed EMPF or EMTF shall ensure OES Form F-42 are filled out in its entirety upon returning to home station. F-42 will be reviewed and signed by OES Representative and Incident Time prior to departure from incident. If OES and Time are not available, the Incident Commander shall sign F-42. Golden Rod (Gold Copy) shall be turned in to Program Manager or Duty Division Chief within 24 hours of arrival at home unit to start the reimbursement process from OES.

J. Upon returning to home unit, deployed EMPF or EMTF shall ensure vehicle is cleaned and fueled with all maintenance done and daily/weekly logs completed. Any pending maintenance issues shall be brought to the attention of appropriate Duty Captain. Line Medical Gear shall be restocked, cleaned and returned to Station 28. Controlled Substances and Controlled Substance Logs shall be signed over to Station 28 Captain. Prior to going home, employees shall contact Duty Division Chief to report all above items have been completed.

K. At any point during the deployment, should unforeseen problems arise, the deployed EMPF or EMTF shall contact the Program Manager/ECF Duty Division Chief or Fire Chief immediately.

L. ECF employees on their first assignment/deployment will be accompanied by another ECF employee who is qualified and experienced when possible.

M. The staffing level shall consist of a maximum of 5 EMPF's and 5 EMTF's for a maximum of 10 deployable personnel within the District. That should include the program manager if they are deployable. Altering these numbers will be at the discretion of the Fire Chief or his/her designee.

N. Program Manager shall be at the level of a Company Officer or higher. Program Manager is responsible for:

- Teaching the ECF equivalent of S-223 for new members
- Record keeping annually, for qualified and active personnel (Arduous Pack Test, Annual ST/Overhead refresher and all required certificates to be considered qualified).
- Strive to maintain the District approved maximum of 5 Paramedics and 5 EMT's for opportunity within the program, based on seniority interest requests.
- Update ECF SOG Article 3 Section 16 every 2 years