

**Number: Title:****Page 1 of 5****A-11 ZONE COORDINATOR, ASSISTANT ZONE COORDINATOR & ZONE DUTY CHIEF****ZONE COORDINATOR****PURPOSE:**

This policy identifies the duties of and establishes procedures for the notification of the Zone Coordinator.

**ZONE COORDINATOR:**

Shall be responsible for the coordination of suppression and rescue resources within the Central Zone during multiple or large incidents which require automatic and/or mutual aid resources. Basic duties will include, but not be limited to:

1. Shall be the liaison to the Operational Area Fire and Rescue Coordinator.
2. Shall be liaison for all Central Zone resources working outside of Central Zone.
2. Shall be the Chair of the Zone Fire Chiefs meeting.
3. Shall be the liaison to other Zones within San Diego County.
4. The Zone Coordinator shall be notified by HCFA Communications Center as follows:
  - All third or greater alarms
  - Working High Wildland incidents
  - Any request for Strike Teams
  - Any requests for Mutual Aid
  - Any request by Fire Rescue Coordinator for out-of-zone Mutual Aid that may have a potential impact to the Central Zone
  - Any large or unusual incidents within Central Zone, which may have a potential impact in the Central Zone.
  - Severe Weather Warnings
  - Any notifications to HCFA of unusually serious fire weather conditions
  - Any Incidents occurring in the State or County which could impact the Central Zone
  - Any earthquake or natural disaster
  - Strike Team updates from Zone Strike Team Leaders
  - Release of Central Zone Strike Teams
5. The Zone Coordinator shall be elected for a 3 year term at the first regular Central Zone Fire Chief's meeting after the beginning of rotational calendar year. Note: Rotation years are those divisible by 3. (2012, 2015, 2018, 21, 27...and so on)
6. Mid-term vacancies: A mid-term vacancy shall be filled by the elected AZC for the remainder

**APPROVED: 05/17/13****REVISED: 12/15/19**

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of the ZC's term. The /an AZC vacancy shall be filled by a vote of the Chief's (at their next regularly scheduled meeting) to fill the remainder of the AZC's term.

7. The Zone Coordinator shall be the designated "Agency Fire Chief" from one of the Central Zone Fire Agencies.
8. The Zone Coordinator shall notify the Assistant Zone Coordinator and Zone Duty Chief when he/she will be out of town.

**ASSISTANT ZONE COORDINATOR****PURPOSE:**

This Policy identifies the duties of and establishes procedures for the notification of the Assistant Zone Coordinator.

**ASSISTANT ZONE COORDINATOR:**

Shall assist the Zone Coordinator as needed and serve as the Zone Coordinator in his or her absence.

1. Shall be the liaison to the Zone Operations Committee.
2. The Assistant Zone Coordinator shall be notified by HCFA Communications center as follows:
  - All third or greater alarms
  - Working High Wildland incidents
  - Any request for Strike Teams
  - Any requests for Mutual Aid
  - Any request by Area Fire Rescue Coordinator for out of Zone mutual aid that may have a potential impact on the Central Zone
  - Any large or unusual incidents within Heartland, which may have a potential impact on Central Zone
  - Severe Weather Warnings
  - Any notifications to HCFA of unusually serious fire weather conditions
  - Any incidents occurring in the State or County which could impact Central Zone
  - Any earthquake or natural disaster
  - Strike Team Updates from Strike Team Leaders
  - Release of Central Zone Strike Teams
3. The Assistant Zone Coordinator shall be elected for a 3 year term at the first regular Central

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- Zone Fire Chiefs meeting after the beginning of the rotational calendar year. Note: Rotation years are those divisible by 3. (2012, 2015, 2018, 21, 24, 27...and so on).
4. The Assistant Zone Coordinator shall be the designated "Agency Fire Chief" from one of the Central Zone Fire Agencies.
  5. The Assistant Zone Coordinator shall notify the Zone Coordinator and Zone Duty Chief when they will be out of town.

**ZONE DUTY CHIEF****PURPOSE:**

This policy identifies the duties and establishes procedures for the notification of the Zone Duty Chief.

**Zone Duty Chief:**

Shall assist the Zone Coordinator as needed, shall act as the Zone Coordinator in the absence of both the Zone Coordinator and Assistant Zone Coordinator. **The Zone Duty Chief shall acknowledge all notification pages.**

1. The Zone Duty Chief shall be notified by HCFA Communications Center as follows:
  - All second or greater alarms
  - Working Medium or High Wildland incidents
  - Any request for Strike Teams
  - Any requests for Mutual Aid
  - Any request by the Area Fire Rescue Coordinator for out of Zone Mutual Aid that may have a potential impact on the Central Zone
  - Any large or unusual incidents within Central Zone, which may have a potential impact on the Central Zone.
  - Severe weather warnings
  - Any equipment failure in the HCFA Communications Center
  - Any notifications to HCFA of unusually serious fire weather conditions
  - Any incidents occurring in the State or County, which could impact Central Zone
  - Any specialized equipment out of service
  - Any earthquake or natural disaster
  - Strike Team updates from Strike Team Leaders
  - Release of Central Zone Strike Teams
  - Any other unusual circumstance or prolonged activities, which may require his/her attention

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- Move-up of engine companies
  - As requested
2. The Zone Duty Chief duties shall include, but not be limited to:
- Recall of HCFA personnel
  - Dispatch of resources out of Zone
  - Requesting out of Zone Resources
  - Coordination of all in-zone resources and cover companies
  - Prioritization and dispatching of non-life threatening and public service incidents
  - Notification and Status updates to all Central Zone Chiefs and the Zone Coordinator
  - Authorization of essential emergency repairs to communications system
  - Shall be responsible to make relief for Strike Teams or strike team members on a regular or emergency basis
  - Communication with jurisdictional Duty Chiefs on personnel and resource status
3. The Zone Duty Chief shall be rotated weekly among Central Zone Fire Chiefs. The Zone Coordinator and the Assistant Zone Coordinator shall not be included in this rotation.
4. The rotation of the Zone Duty Chief shall occur at 0800 A.M. on each Monday. Should that Monday be a recognized holiday by Heartland Communication Facility Authority, the rotation shall occur on Tuesday at 0800 A.M.

**Notification Procedures HCFA:**

The Following procedures shall be utilized to notify the Zone Duty Chief.

1. By Alpha mate pager
2. By Telephone pager (if available)
3. By Telephone

If a response is not received within five minutes, an attempt will be made to contact the individual by telephone at their home or office. If they are not available, contact the Zone Coordinator, or in their absence the Assistant Zone Coordinator.

When receiving notification, The Zone Duty Chief shall immediately contact the Communications Center via telephone or radio, advising them they have received the notification.

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**SUMMARY:**

This Policy can no way cover all the instances or situations that may require the attention of the Zone Duty Chief. If a doubt exists in your mind whether a notification should occur, notify the Zone Duty Chief and ask.

**EMERGENCY OPERATIONS – ORGANIZATION CHART**

1. Zone Coordinator
2. Assistant Zone Coordinator
3. Zone Duty Chief
4. HCFA Communications Director (COM 41)
5. HCFA Communications Supervisors
6. HCFA Fire Dispatchers

**APPROVED: 05/17/13**

**REVISED: 12/15/19**