

Santa Barbara City Fire Department - Standard Operating Procedures Organizational Operations	Code: O-III-8
ARFF Program Administration	
Chpt: III Hiring / Staffing	Revised: 1/24/12 Pages: 3

I. INTENT

A. It is the intent of the Santa Barbara City Fire Department to provide a cadre of certified personnel to perform ARFF (Aircraft Rescue Fire Fighting) functions.

II. SCOPE

A. This document shall constitute an administrative standard operating procedure and shall define and describe the following issues regarding the ARFF program:

B. AUTHORITY

1. It is the intent of the Department to comply with all existing FAA laws, and ordinances including, but not limited to:

a) **F.A.R 139 and F.A.A. AC # 150**

C. ARFF PROGRAM ORGANIZATION

1. The Santa Barbara City Fire Department's ARFF program shall consist of designated members of the Santa Barbara City Fire Department.
2. Unless otherwise noted, the terms ARFF shall refer to the members and functions of the Santa Barbara City Fire Department Aircraft Rescue and Fire Fighting program.

III. POLICY

A. TEAM COMPOSITION

1. The ARFF cadre will consist of 9 members (3 captains, 6 engineers) assigned to station 8 and an additional 18 members, **(6 on each shift)** (6 captains and 12 engineers/acting engineers) who will serve as fill in personnel in the event that a normally assigned station 8 person is gone or station 8 crews need to come into the city for training. **Additional members may be certified as the training budget permits.**

B. TEAM MEMBER QUALIFICATIONS

1. ARFF members shall meet all applicable FAA standards and hold all applicable certifications as required. See SOP [T-VI-1](#), sect. XII, A for list of categories. All members shall maintain currency annually.

C. ASSIGNMENT TO THE ARFF PROGRAM

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1. ARFF certification is mandatory for all personnel assigned to stations 8 and 3. ARFF certification will be voluntary for all others. If there are insufficient volunteers, the least senior members in rank, by shift, will be required to achieve and maintain ARFF certification so as to maintain the relief cadre as outlined in SOP O-III- 8, sec III-A (Team Composition).
2. Once chosen. The member will have 2 months to get current on all of the categories mentioned above with the exception of Live Burn. This will be scheduled by station 8 personnel as soon as convenient.
3. Those holding voluntary ARFF certification are committed to one year in the program from their 'Live Burn' date.
4. Those required to be certified, either by station assignment or seniority status must remain certified until there is a change in either station assignment or seniority status.

D. ARFF PERSONNEL ROTATION

1. Personnel permanently assigned to Station 8.
 - a) Members assigned to stations 3 and 8 as full time ARFF personnel do not have a time commitment and will utilize existing bid procedures to exit the ARFF program.
2. Relief/back fill cadre.
 - a) The length of a member's **voluntary** commitment to the ARFF program would be **one (1)** year from the date of their current live burn. At the end of **one (1)** years, the member may leave the ARFF program, or may extend.

E. TEAM MEMBER RESPONSIBILITIES

1. ARFF personnel shall act in accordance with FAA standards and are responsible to stay current in all required categories.
2. ARFF personnel shall coordinate occasional training sessions at station 8 to maintain proficiency on ARFF equipment.

F. TEAM ADMINISTRATION AND COORDINATION

1. Administration of the team shall be the responsibility of the Division Chief/Operations. Team coordination shall be the responsibility of the Training Chief.
2. Permanently assigned ARFF captains will be responsible for logging monthly training audits.

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G. CLASS COVERAGE ROTATION

1. Having station 3 personnel ARFF trained will make class coverage easier and have less impact on rotation and apparatus movement for classes taught in the city.
2. However, BC's and Lead Captains should consider impacts on station 3 crews if there are multiple classes in a quarter. Consideration should be given to rotating other shift ARFF members into the class coverage rotation. Reasons for this are twofold:
 - a) To lessen the impact on station 3 personnel and their ability to complete quarterly objectives.
 - b) To allow non station 3 ARFF volunteers to stay current on ARFF equipment and procedures.
3. This should especially be encouraged if there are non ARFF personnel at station 3 due to OT or reliefs.
4. The goal should be to split the class coverage evenly between station 3 and other shift ARFF personnel.