

**Purpose**

To provide the background and introduce the Metro Zone Strike Team/Task Force Leader/Trainee position requirements, assignment, and rotation.

**Policy**

The Metro Zone Coordinator will maintain a list of CICCS-qualified STEN/TFLDs and STEN-Ts from each department within the zone. Each agency shall be responsible for posting this information to the San Diego Metro Zone website. STEN-Ts must be approved by the fire chief of the local agency and possess an initiated Position Task Book for the ICS position of STEN/TFLD. The San Diego Metro Zone website calendar (sandiegometrozone.com) provides a Strike Team/Task Force Leader Selection Guide. This guide is designed to ensure a reliable selection method is in place and provides an agreed upon distribution of opportunities for STEN/TFLDs to maintain currency and opportunities for trainees to become qualified.

Metro Zone agencies work cooperatively and collaboratively to take full advantage of the opportunity to respond to mutual aid incidents. More importantly, the opportunity to meet performance and certification requirements outlined in CICCS is paramount and should not be trivialized. If an agency is not able to fulfill the STEN/TFLD or trainee position, partnering with another Metro Zone agency shall be done to take full advantage of the deployment. The use of a STEN/TFLD from one agency and a trainee from another agency shall preempt missing a deployment opportunity based on the Strike Team/Task Force Leader Selection Guide. During these situations, an outside agency STEN-T will most likely be required to travel separately to the incident and form up with the other zone agency STEN/TFLD to avoid response delays.

A. Metro Zone Type 3 STEN

The Metro Zone has agreed that only those agencies that utilize type 3 apparatus will serve as STEN for type 3 team deployments. Those agencies include Chula Vista Fire Department (CHV), Poway Fire Department (POW), Miramar Fire Department (MSM), Federal Fire Department (FFD), and San Diego Fire-Rescue Department (SND).

B. Strike Team Leader Trainee

The Metro Zone has developed a matrix to assist with providing equitable opportunities for deployment of zone trainees to enhance certification as a STEN/TFLD. The Metro Zone supports the philosophy that chief officers will be used as STEN/TFLDs. Therefore, only the zone agencies that have deployable chief officers are included in the matrix. Currently these agencies are Chula Vista, Coronado, National City, Miramar, Poway and San Diego.

By 0800 hours daily, each Metro Zone agency will post the name(s) and contact information of their available STEN/TFLD and STEN-T on the Metro Zone website calendar. The Metro Zone coordinator or their designee will access the San Diego Metro Zone website calendar, and using the Strike Team Leader Rotation Matrix, prepare the daily worksheet outlining STEN/TFLD and STEN-T availability, and forward the worksheet to all metro zone agencies.

It is the assumption that if a STEN/TFLD or STEN-T is not listed on the calendar, the agency does not have deployable personnel. In cases where the STEN/TFLD or STEN-

T is unavailable to deploy, the next agency in the rotation will be contacted. This process will continue until the position can be filled.

Trainees will be assigned to all strike team assignments. In no situations will a Metro Zone STEN/TFLD take out a strike team without a STEN-T, a STEN/TFLD approaching 'time out', or an aide. If necessary, the STEN-T will rendezvous with STEN/TFLD at the incident to avoid any delay in response of the STEN/TFLD.

C. Metro Zone Strike Team Leader Matrix

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Day 8	Day 9	Day 10	Day 11	Day 12	Day 13	Day 14
SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
													MZ rotation day
SND	CRD	SND	CHV	SND	MSM	SND	NAT	SND	CHV	SND	POW	SND	CHV, CRD, MSM, NAT, POW
	Type 3: MSM						Type 3: POW						Type 3: CHV

- 14-day recurring rotation.
- To ensure accurate information, it is best to access and enter calendar information via the San Diego Metro Zone website ([sandiegometrozone.com](http://sandiegometrozone.com)).
- The indicated agency is designated for a Primary type 1 and type 3 Strike Team Leader (STEN) and /or STEN Trainee; unless otherwise indicated (see day 2, day 8 and day 14).
- The secondary STEN / STEN-T will move to the next day in the agency rotation. The tertiary STEN/STEN-T will move to the subsequent day in the agency rotation.
- At the beginning of each shift (0800), the agency STEN and STEN Trainee for primary and secondary should be entered on the Metro Zone website calendar for each individual day including a contact phone number.

D. Example of calendar posting

DAY 2:

Primary Type 1 STEN	CRD P .Brown 619-xxx- xxxx	Secondary STEN	SND J. Smith 858 xxx- xxxx
Primary Type 1 STEN-T	SND D. Jones 619-xxx- xxxx	Secondary STEN-T	SND D. West 858 xxx- xxxx
Primary Type 3 STEN	MSM J. North 858-xxx- xxxx		
Primary Type 3 STEN-T	SND J. East 858-xxx- xxxx		

- If unable to provide either a STEN or STEN Trainee, the opportunity moves to the next agency in line until the position is filled.
- Note: Rotation is based upon daily schedule posted on the Metro Zone website

calendar (at sandiegometrozone.com). Agencies with no posted contact (i.e.: name/phone number) information will be skipped to the next in agency in line.

- Day 14 is a rotational type 1 opportunity for one Metro Zone agency (except SND). If unable to fill the type 1, the opportunity moves to the next in line, with the exception of SND. The type 3 opportunity is designated for CHV permanently; if unable to fill, the opportunity moves to MSM and then POW. If still unable to fill, the opportunity moves to the next rotational day. The rotation is alphabetically based.

#### E. Documentation

All STEN/TFLD and STEN-T are required to complete the following documentation during a response:

- Reimbursement paperwork such as OES F-42
  - Shall be completed for each unit including leaders and trainees (separate forms shall be used if the leader and trainee come from different agencies.)
- Unit Activity Log, ICS 214
  - One required for each unit including leaders and trainees
- Incident Personnel Performance Rating, ICS 225
  - One required to be completed for all unit supervisors (captains) including one for leader and one for trainee.

All documentation shall be reviewed by a training specialist, if assigned to the incident, prior to demobilization. Originals or copies shall accompany the rated individuals back to their home base. This documentation shall be forwarded as directed by local agency policies and procedures.