

Boulder County Wildland Fire Cooperator  
Business Meeting Minutes – May 7, 2010

**MISSION:**

*The mission for the BCWFC is to support safe and effective wildland fire training and provide a forum for open discussion of wildland fire activities.*

Meeting called to order 1010 hours

Introductions

Approval of April 2010 Meeting Minutes 1<sup>st</sup> G Toll, 2<sup>nd</sup> D Zader. None opposed.

Old Business

None

Financial update – E Philips

- Current Balance - \$2108.04
- Update regard switching accounts – Still looking at options that would work best for the group; working with BCFFA as well.
- Money from J Maclean event deposited.
  - Payments made for Administrator duties and Joint Fire class materials.
- Maclean event – Haberstick
  - Overall cost to BCWFC \$225.00 – Thank you.
  - Approximately 60 people in attendance.
  - Overall feedback is that people that attended liked the event.

Training Update

- S130/190 Update – Koch
  - Begins Monday, May 10<sup>th</sup>.
  - Costs for this class will be minimal.
  - Night class week of May 10<sup>th</sup>; Day/Night class the following week.
  - Have all of the instructors and field days lined down.
  - Exercise taking place in Four Mile's district. D Zader coordinating the field day.
  - Approximately 60 students registered.
    - 41 students in the day class
    - 16 students in the night class
- Basic Firing/Holding Operations – Zader
  - Dates: Friday, May 21 1800-2200 hours Location: TBD
  - This will be before the S130/190 field days.
  - Contact D Zader if you are interested; this is aimed at instructors helping with the field days – others welcome if there is room.
- Joint Fire Update – A Moschetti
  - A few more refreshers that are coming up – check jointfire.com for more information.
  - Currently looking at scheduling classes for this fall.

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- Pack tests are also being offered. Check [jointfire.com](http://jointfire.com) for more information. “Walk Ins” are welcome!

**New Business**

- Chubb Insurance MOU – (Chard)
  - Handouts sent out – will also be sent as an attachment to the minutes
  - This is a group that homeowners can hire to come do structure protection on their property in the event of a wildfire.
  - This is a private company that has been around for many years.
  - This group has a Memorandum of Understanding (MOU) with the county.
  - This company will be allowed to operate per the MOU.
  - This group is an insurance company – they are not a fire entity or first/initial responders.
  - Discussion held regarding how this group will operate.
    - This group will need to check in with Command when arriving on scene.
    - Command will have the authority to authorize or deny Chubb’s access to the affected area.
    - Chubb representatives are to follow the direction of the Incident Commander.
  - Contact the Sheriff’s Department if there is any deviation from the MOU.
  - What is the risk to allowing them in?
    - Command needs to keep in contact with this group and keep them aware of danger heading that way or in the area.
    - This group will have radio capabilities to be contacted.
  - This group is/will be trained at the NWCG level.
  - Group agreed to table further discussion until the June meeting after people have had the chance to read the MOU.

**Other Business**

- BCIMT Update – Toll
  - BCIMT received their State Certification as the fourth team for the State of Colorado!
  - Other teams: Northwest IMT, JeffCo IMT, Eastern Colorado IMT
  - News release was done for the BCIMT - will be sent as an attachment to the minutes.
  - This means that the BCIMT can be used for incidents anywhere in the State of Colorado.
  - Main priority and responsibility is to serve Boulder County.
  - This will open up more grant monies for the IMT to use for training and operation purposes.
  - BCIMT welcomes participation from interested parties.
  - BCIMT is meeting Wednesday, May 12<sup>th</sup> from 3-5pm in the Houston Rm. Across from the Public Works building.
  - Rotation list has been established.
- Boulder County CWPP Program – J Webster
  - Brett Haberstick is also serving on a committee to help with this project.
  - About 1500 acres/50 projects are currently being considered.

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- Maps were available at meeting.
- Please provide information of projects that are not being shown.
- This is a large interagency cooperation effort.
- In the future looking at cross boundary projects.
- Final numbers and information will be made available to all agencies that would like it.
- BCWFC Email group is now large enough that emails are getting sent separately to each group – BCWFC1 and BCWFC2
- AMR Senior Education Day (L McConnell will send out event flyers for both Boulder and Longmont locations)
  - National EMS week is May 16 -22, 2010 – Theme: Anytime, Anywhere, We'll be there!
  - AMR will be hosting a “Senior Safety Education” event in Longmont and Boulder.
    - Longmont (in conjunction with Longmont Fire) – Monday, May 17<sup>th</sup> at the Senior Center at 710 Longs Peak Ave. from 12:30-5pm
    - Boulder – Tuesday, Wednesday, Thursday May 18, 19 & 20<sup>th</sup> at the Boulder Operations location 3800 Pearl St. – Lunch at 11:00 a.m.
    - Both events will have apparatus on display and offer presentations on Injury/Fall Prevention for Older Adults, Fire Safety Education, and CPR/First Aid Awareness
    - For more information contact: Jay Neumann (AMR) 720-202-2201
- FTC Training – R O'Donnell (O'D)
  - Wants to make sure folks are receiving training announcements.
  - R O'Donnell/L McConnell forwarding all training and letting recipients decide what is important.
  - A lot of training coming through and being offered.
  - Please contact O'D if you have questions.
- Homeowner Mitigation Flyer/Homeowner Triage Flyer (double carbon)
  - This is a small sheet that is filled out by the crews and left as a door hanger for the homeowner outlining what work was done.
  - L McConnell will scan these documents and attach to the minutes.
  - Group agreed that this is something that might work for all agencies.
  - Will give agencies time to look over and will discuss possible production of these countywide or for interested agencies at June meeting.

Meeting adjourned at 1115

**The next BCWFC meeting will be Friday, June 4<sup>th</sup> @  
Boulder Rural Station 1 beginning at 1000 hours.**

*Minutes respectfully submitted by Laura McConnell on Friday, May 7, 2010.*



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**MEMBERS/AGENCIES IN ATTENDANCE:** *(based on sign in sheet)*

Fritz Koch – BCWFC Co-Chair/Lefthand Fire  
B Haberstick – BCWFC Co-Chair/Sunshine Fire  
Eric Philips – BCWFC Treasurer/Boulder Cty Parks/Open Sp.  
Laura McConnell – BCWFC Admin

Tom Stoffel – Lefthand Fire  
Zach Littlefield – Four Mile Fire  
Jim Webster – Boulder County  
Greg Toll – City of Boulder Wildland Fire Div.  
Bruce Beresford – Hygiene Fire  
Steve Lynn – Boulder Mountain Fire  
Mike Inderwiesen – AMR Ambulance  
Rob O'Donnell (O'D) – Boulder Rural Fire  
Mike Chard – Boulder OEM  
Paul Demos – Boulder OEM  
Greg Nichols – Boulder Rural Fire  
Garrett Ball – Coal Creek Fire  
Jack Faber – Sugarloaf Fire  
Dave Zader – City of Boulder Wildland Fire Div.  
Kelly Idema – Boulder Open Space Mountain Parks  
Rob Bozeman – Boulder Mountain Fire  
Andrew Moschetti – BES/JointFire

**MEMORANDUM OF UNDERSTANDING  
BETWEEN**

**Chubb & Son, a division of Federal Insurance Company**

As Manager and/or Agent for the  
Member Companies of the  
Chubb Group of Insurance Companies,  
Including

Federal Insurance Company  
Vigilant Insurance Company  
Pacific Indemnity Company  
Great Northern Insurance Company  
Chubb Indemnity Insurance Company  
Chubb National Insurance Company  
Chubb Custom Insurance Company  
Northwestern Pacific Indemnity Company  
Executive Risk Indemnity, Inc.  
Executive Risk Specialty Insurance Company

(Hereinafter referred to as “**CHUBB**”)

**AND THE**

**Boulder County Sheriff's Office**

(Hereinafter referred to as “**BCSO**”)

**1. PURPOSE OF THE AGREEMENT**

Private insurance companies have established wildfire mitigation services that deploy resources (contractors) to incident scenes to perform pre-suppression activities, such as removal of fuel and creation of a defensible perimeter, setting up roof or perimeter sprinklers, and/or the coating of homes and combustibles with fire-blocking gels. With an ever-increasing number of structures in the urban interface, insurance resources providing pre-suppression activities within restricted areas can have a beneficial impact on structural protection, if the operations are performed professionally and do not interfere with public fire agency resources. Such pre-suppression activities also would have the desired effect of encouraging civilian evacuation; homeowners who feel their property has an additional layer of protection would be more likely to evacuate.

**CHUBB** has established such a wildfire mitigation service and markets the service as *Chubb Wildfire Defense Services*.

Public fire agencies have legitimate safety concerns regarding the activity of private fire resources in restricted areas. To address these concerns, insurance program resources must be held to the same operational and training standards as public fire agency resources.

This Memorandum of Understanding (“MOU”) formalizes the relationship between **CHUBB** and the **BCSO** so that *Chubb Wildfire Defense Services* resources can assist in disaster preparedness by becoming fully integrated into **BCSO**’s wildfire response.

## 2. AUTHORITY

Pursuant to § 30-10-512, C.R.S., the Boulder County Sheriff acts the fire warden and is responsible for the coordination of fire suppression efforts in case of prairie, forest or wildland fires or wildfires occurring in the unincorporated area of the county outside the boundaries of a fire protection district or which exceed the capabilities of a fire protection district to control or extinguish.

Fire protection districts have the authority to control fire incident scenes within the boundaries of their respective districts, and, together with other public agencies, control access to restricted or evacuated areas.

## 3. ROLES AND RESPONSIBILITIES

**CHUBB** is a group of affiliated insurance companies lawfully providing homeowners insurance coverage and other forms of property insurance to residents of Boulder County and other property owners throughout the State of Colorado. **CHUBB** retains resources (contractors) to provide wildfire mitigation operations as part of a service **CHUBB** markets to its policyholders as *Chubb Wildfire Defense Services*.

*Chubb Wildfire Defense Services* resources do not perform structure firefighting and are not wildfire first responders. The operations of these insurance program resources include wildfire pre-suppression activities and limited structural protection, such as fuel mitigation, zone sprinkler systems & the spraying of fire-blocking gels on homes. *Chubb Wildfire Defense Services* resources shall be considered a Cooperating Agency as defined in the NWCG Guidelines.

**BCSO** is the Agency Having Jurisdiction over fire incidents occurring in the unincorporated areas of Boulder County outside the boundaries of a fire protection district or which exceed the capabilities of a fire protection district to control or extinguish.

#### 4. PREPAREDNESS

As part of *Chubb Wildfire Defense Services*, **CHUBB** will contract with and deploy to fire incidents only resources that are trained, equipped and operate consistent with the NWCG Guidelines and the National Incident Management System. The Chubb Wildfire Defense Service shall deploy either; 1) non-publicly owned Wildland Resources (engines), or 2) if publicly owned, these Resources shall originate from outside Boulder County.

#### 5. COORDINATION DURING EMERGENCIES

Chubb Wildfire Defense Service resources shall place an initial phone call to BCSO Central Dispatch Office and, once an Incident Command Post is established, physically Check In with BCSO at the ICP to provide Submittal Documents (template attached for reference), including qualifications description and mission details (property addresses and supporting mapping). Upon completion of mission, the Chubb Wildfire Defense Service resources shall report to ICP (Liaison Officer or other designated ICP contact) and inform the ICP of the time of de-mobilization from the Incident and confirm to the ICP that Chubb Wildfire Defense Service contractors have accounted for all of their resources.

*Chubb Wildfire Defense Services* resources will adhere to the protocols outlined in Appendix A, attached hereto and made a part of this MOU. Provided these resources adhere to the protocols, and as fire safety conditions allow, **BCSO** shall permit *Chubb Wildfire Defense Services* resources to operate within restricted or evacuated areas.

Chubb Wildfire Defense Service resources shall utilize programmable radios to meet Federal AG-0343-S-07-9002 Wildfire radio standards/operating frequencies (see below for reference). When arriving on site, Chubb Wildfire Defense Service will physically locate IC for direct communication/coordination and radio check. If ICP is not developed, radio communications will be established using published frequencies from BCSO and radio contact will be established to receive BCSO instructions.

##### Federal AG-0343-S-07-9002 Radio Standard

The radio must be capable of programming incident frequencies and of operating in the frequency range of 148MHz to 174MHz in the analog wide band (25KHz) and narrow band (12.5KHz) modes or P25 (digital) compliant radios in the frequency range of 138MHz to 174MHz.

#### 6. POST EMERGENCY ACTIVITIES

*Chubb Wildfire Defense Services* resources will work with **BCSO** and other responding Jurisdictional Agencies to evaluate lessons learned after each incident or proclaimed disaster.

## 7. PROTECTION OF INFORMATION

Information essential to effective emergency response, such as names and addresses of **CHUBB** policyholders with homes located in restricted or evacuated areas, will be shared by *Chubb Wildfire Defense Services* resources with **BCSO**. **BCSO** recognizes the sensitive and proprietary nature of such information and agrees to protect it to the extent permitted by law.

## 8. NO CREATION OF RIGHTS OR LIABILITIES

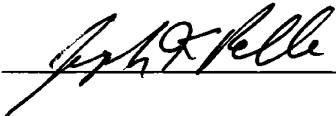
No legal rights, obligations, employment relationship or contract for services are created between the **BCSO** or Boulder County and **CHUBB** as a result of entering into this MOU. Nothing in this MOU shall be deemed to be a waiver of any rights or defenses available to BCSO under the Colorado Governmental Immunity Act, § 24-10-101, *et seq.*, C.R.S.

## 9. TERM

This MOU shall remain in effect until such time as either party to the agreement terminates their participation by providing written notice to the other party.

## 10. SIGNATURES

**Boulder County Sheriff's Office**

By: 

Printed Name: JOSEPH K. PELLE

Title: SHERIFF

Date: 04/28/10

**Chubb & Son, a division of  
Federal Insurance Company**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



## **Appendix A**

### **Insurance Resource Protocols**

1. All insurance resources must respect the decision of the AHJ/IC as they are the final decision makers in the command, control, liability and safety of the incident.
2. The AHJ/IC and law enforcement have complete authority and legal right to control an emergency incident. Private resources are not first responders and are completely subject to the directions and limits set forth by public safety agency personnel. The insurance resources have no claim or stake in unified command and do not have any role in incident command.
3. Insurance program resources shall provide a representative that reports to the Incident Commander or the Liaison Officer (or AHJ designated representative) and can communicate with their insurance program resources.
  - a. This representative shall attend all planning and operational briefings and shall be available to represent said the insurance program resources in regards to qualifications and specific interests to be involved, etc.
  - b. Insurance resources are responsible to communicate their location and movements through the resource representative to the Incident Commander/Liaison Officer/AHJ.
  - c. Failure to notify the Incident Commander/Liaison Officer/AHJ of the location or movement of insurance resources could subject them to removal from the incident.
4. Insurance resources shall check-in with the Incident Commander/Liaison Officer (or AHJ designated representative) immediately upon arrival at a fire scene.
  - a. Insurance resource representatives shall provide the Incident Commander/Liaison Officer with evidence of qualifications and certification of personnel to NWCG 310-1 standard and of engines and equipment approved and equipped to NWCG and Region 1 Best Value Contracting standards or equivalent.
  - b. Insurance resource representatives shall provide the Incident Commander/Liaison Officer with a list or map of known insured properties within the restricted areas.
  - c. Upon request, the insurance resource representative shall provide the Incident Commander/Liaison Officer with proof of insurance for workers' compensation, general liability and motor vehicle coverage for each vehicle.
5. The Incident Commander/Liaison Officer (or AHJ) must authorize access to any community under evacuation/restriction prior to deployment of an insurance resource within a restricted emergency area. Access should be granted only to qualified insurance resources meeting standardized training qualifications, such as NWCG 310-1.
6. Insurance resources shall be permitted within evacuation zone or emergency area to respond only to their insured properties and will follow all Incident Command orders in regard to safety, tactics and coordination with adjacent resources.

Vendors trying to sell or freelance their services to homeowners during an incident should be excluded from, or removed from, the incident.

7. Insurance resources must be able to monitor incident radio traffic so they maintain situational awareness and know when an area is being evacuated/restricted.
8. Insurance resources should focus their activities on pre-fire activities and pre-treatment of values-at-risk in those areas where they have received Incident Commander/Liaison Officer authorization to enter and/or those areas not under evacuation orders.
9. Insurance resources operating in evacuated areas assume full responsibility for the safety of their resources, personnel and equipment.
10. All engines and equipment owned and operated by insurance resources shall not be marked on the outside of the vehicle so as to appear to be a public fire resource.

*Example Template for Incident Specific ICP Submittal*



**Wildfire Defense Systems**

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**Chubb Wildfire  
Defense Service  
Incident Submittal Package**

Submitted To:

Boulder County Sheriff Office.

Submitted By:

Wildfire Defense Systems Inc.  
P.O. Box 2269  
Red Lodge MT 59068

Operations Center Phone: 406 282-7104 ext. 2

Date:

## **Response Component**

WDS and Operation Center locations include Montana and California. These Operations Centers utilize Internet based fire intelligence sources, local news, policyholder reporting and other available sources to monitor current fire activity. The client location in relationship to the fire activity is evaluated. A determination is then made to assess if a response is warranted. Resources may be dispatched to the homeowner's property when a wildfire threatens an enrolled Chubb Wildfire Defense Service policyholder property or a civil authority initiates an evacuation order as a result of an approaching wildfire.

If access to the incident is granted, once on scene the enrolled property is assessed and prepared for possible fire encroachment. Policyholders are encouraged to obey all evacuation requests/orders. If time allows, debris is clean and cleared from the home or structure. The Chubb Wildfire Defense Service utilizes all available Wild land Engine based technologies and apparatus including application of Thermo-Gel fire blocking gel. Clean up is handled as necessary.

- Services: Pre-suppression and structure protection activities performed in accordance with the training, safety and operational requirements defined in the USFS Fire line Handbook (NWCG Handbook #3, PMS410-1) and the USFS Incident Response Pocket Guide (PMS#461), as well as other state and local requirements. This is not a first responder service; rather, work will be performed in support of local, state and federal responders. Pre-Suppression defensive measures may include emergency fuel mitigation, zone sprinkler system setup, fuel break preparation and fire blocking gel application.
- Coordination with Incident Command: Operate under site Incident Command established by Municipal Fire Departments, State or Federal Wildfire Agencies.
- Radio communication capabilities include radio cloning to meet IC communications needs.

## **Chubb Wildfire Defense Service Resource Standards and Qualifications**

This policy will provide the frame work for cooperation that will enhance the mission of both parties, providing for firefighter and public safety first.

### **Standards**

#### **Minimum Personnel Qualifications:**

- NWCG 310-1 National Standard
- Personnel carded at appropriate ICS position
- Contractor to provide access to online database or Federal Contracting Personnel Training verification so Agency Personnel can verify training and certifications. Verification shall consist of Federally Approved online Databases sources or approved regional authorized MOU Training and Certification Provider.
- All personnel to wear required Personal Protective Equipment
- Crews will be logistically self-sufficient

#### **Equipment Standards**

- All Engines and Equipment to hold current Annual Federal Inspection and/or under current Federal Best Value, EERA Contract or equivalent.
- Engines NWCG approved and equipped to meet Region 1 Best Value Contracting standards.
- All OES items required for local agency type 3's
- Mobile and Portable radios that are compatible with Federal, State and Local agencies These radios shall have the ability to be field programmable

#### **Communications:**

- Advise agency when en route and/or in the area of the incident
- Insurance resources will monitor agency frequencies
- Responsible jurisdiction & incident command teams provide communication plan during incidents
- Will provide liaison between Incident Command team & Liberty Mutual resources. This contact will include a list of all resources working in the area, properties affected and what level of pre-suppression activities has been initiated. A determination will be made by the IC on who theses resources will contact during the incident.
- Insurance: The contractor must have insurance certificates for liability, auto and work comp in a folder in each Engine and available for Inspection.



## **Protocol**

- Upon arrival to an incident base the Company Representative will check in with Agency Liaison.
- Provide Agency Liaison with check in form, if needed.
- Photo Identification, Fire Qualification card for all personnel (to be retained by Personnel) Vehicles identification, Mechanical inspection, weight slips and certification of insurance. This information will be available in a small binder or folder on each Engine.
- The Company Representative will provide Agency Rep, Operations or Incident commander with response property address.
- Representative will attend briefings and receive incident action plan.
- Resource will make communication with Division /Group supervisor as situation requires.
- Any actions taken and all intelligence gathered will be recorded.
- If Gel is applied a placard will be placed at the address with all info detailed.
- In the event that clients are not within defined division boundary Intelligence info will be reported to Agency Liaison.
- In the event of imminent threat action will be taken following all established safety standards.

## **Threatened Insurer Policyholder Address List**

*(Inserted for specific incident)*

## **Mapping of Locations**

*(Inserted for specific incident and attached hereafter)*

## Wildfire Defense Systems Resources On Site

Incident:

Resource Order:

Descriptive Location	Project	Preseason Agreement #	On Site Manager and Phone # 530 927-7959	Subcontractors Name and Phone # 530 898-8153	Ordering Office or Field Rep
					WDS 406 282-7104

Resource Requested	Order Date	From	To	Needed Date/Time	Deliver To	Assigned Date/Time	Estimated Time of Departure	Estimated Time of Arrival	Release Date
		WDS-OPS							

<u>LAT</u>	<u>LONG</u>
TWN	RNG SEC

Documentation:

**FOR IMMEDIATE RELEASE:**

**Monday, May 3, 2010**

**CONTACT:**

Laura McConnell, Public Information Officer  
Boulder County Type III Incident Management Team  
(303) 775-9132



**Boulder County Type III Incident Management Team Receives State Certification**

**Denver, CO** – Members of the Colorado Type III Incident Management Team Subcommittee met last Wednesday in Denver to discuss the Boulder County Type III Incident Management Team's (BCIMT) application for State Certification. Members of the committee reviewed the team's application and based on a number of requirements voted unanimously to approve the team's application. This approval makes the BCIMT the fourth All-Hazards Incident Management Team approved and available for the State of Colorado. Currently there are three other state teams: Eastern Colorado, Jefferson County and Northwest Incident Management Teams.

The BCIMT is made up of over eighty Emergency Services response personnel from approximately 30 agencies in and around Boulder County. This team of individuals will be utilized and available as a resource for Boulder County and across the State of Colorado for large scale emergencies. Members of this team specialize in areas ranging from response, finance and associated cost, media and community relations and several other functional areas.

The BCIMT will provide advanced incident management capability required of the Boulder County Sheriff's Office under Senate Bill 20. A resource with the amount of depth, training, and expertise that the BCIMT offers will be a great asset to Boulder County, its agencies and residents. The team will not only provide a much needed framework of support for large scale incidents, but will also facilitate advanced interagency cooperation. The team's recognition and certification from the State will allow agencies and residents throughout the state to benefit from this team's unique capabilities. "As beautiful as Boulder County is, it is also susceptible to major catastrophic events including flash flooding and wildfires. The formation of the Incident Management Team helps bring professional leaders together from numerous disciplines, who will help manage these events when they occur. By practicing and training together, and seeking state certification, the IMT team has helped ensure that Boulder County is better able to manage a large scale event" stated Boulder County Sheriff Joe Pelle.

Last year the team committed themselves to over 1,900 hours of training and development. This year the team will focus on fine tuning response guidelines, working policy and procedures, and training as a group with all members working together on mock incidents. "The BCIMT will be a great resource to Boulder County as well as the State of Colorado. Its development brings together a group of individuals with special skills and training in a coordinated format to better serve the communities that are being affected. Our job is to help organize and provide a structure in order to better support affected communities, and agencies, so that an efficient and timely conclusion to the incident is met", stated BCIMT Coordinator Dan Eamon.

Over the past several years FEMA and the Department of Homeland Security along with numerous government agencies have worked to increase the number of Incident Management Teams that can and will respond to Local, State and National emergencies. These teams are trained to respond to All-Hazard incidents ranging from wildfire to hurricanes, mass casualty incidents to hazardous material spills, and any large scale manmade or natural disaster.

###