

Appendix IV: Emergency Support Function

4 – Firefighting

Primary Agency	Department of Financial Services (DFS), Division of State Fire Marshal (SFM)
Support Agencies	Department of Agriculture and Consumer Services, Florida Forest Service, the Florida Fire Chiefs' Association, State Emergency Response Plan (SERP) Coordinators; Local Fire Service providers; Florida Division of Emergency Management

Section 1: Introduction

The purpose of Emergency Support Function 4 (ESF 4) is to provide state support and coordination to local governments for the deployment of resources needed in response to actual or potential emergency/disaster or planned events.

Section 2: Roles and Responsibilities

2.1 Organization

The Department of Financial Services, Division of State Fire Marshal is the lead agency for ESF 4. Supporting the State Fire Marshal Office include representatives from the Florida Fire Chiefs' Association, the Department of Agriculture and Consumer Services, Florida Forest Service, and the Florida Division of Emergency Management (FDEM). Representatives from primary and support agencies will be present in the State Emergency Operations Center (SEOC) on a 24-hour basis during SEOC activations. ESF 4 reports directly to the Emergency Services Branch Chief who reports to the Operations Section Chief.

2.2 Responsibilities

2.2.1 Primary Agency – Department of Financial Services, Division of State Fire Marshal

The Department of Financial Services, Division of State Fire Marshal's Office is the lead agency in ESF 4. As the lead agency, SFM coordinates with the support agencies in directing firefighting and other fire-based resources and response activities.

2.2.2 Support Agencies

Agency	Responsibilities
1. Florida Fire Chiefs' Association (FFCA)	a. Works with the Division of State Fire Marshal by forwarding requests for firefighting and other assistance to the seven fire regional response areas designated in the State of Florida Statewide Emergency Response Plan (prepared by the FFCA in coordination with the SFM).
2. Department of Agriculture and Consumer Services, Florida Forest Service	a. Serve as lead agency during an activation of the SEOC for wildfires.

	b. Request and coordinate the use of all State and/or Forestry Agency Compact assets that are ordered for control of wildfires.
3. Florida Division of Emergency Management	a. Leads the State Emergency Response Team (SERT) b. Provides Logistical, Meteorological, Planning, Fiscal and coordination in support to ESF 4.

Section 3: Concept of Operations

3.1 General

Firefighting involves managing and coordinating firefighting support, command, and control as needed to local governments for detection and suppression of fires, including mobilization of resources, deploying personnel, equipment, and supplies to support impacted local government response.

3.2 Operational Objectives

3.2.1 Preparedness

- a. The Florida Fire Chiefs’ Association and the Division of State Fire Marshal coordinate training and exercises regularly utilizing the Statewide Emergency Response Plan (SERP).

3.2.2 Response

- a. Activate the State Fire Resource Coordination Group.
- b. Coordinate State and local resources from outside the impacted area through the County EOCs and coordinating with other responding agencies.
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- c. Transportation MAY be provided, if available, but is usually the responsibility of the responding agency. This may require coordination with ESF 1. Additionally, resources may be pre-positioned as conditions permit (i.e., pre-landfall for hurricanes).
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- d. Members of ESF 4 may serve the State Emergency Response Team in Field Operations on any appropriate field operations team assigned.

3.2.3 Recovery

- a. Department of Financial Services, Division of State Fire Marshal, and the Florida Forestry Service personnel may serve as members of any deployed recovery team assigned depending on the nature of the event.
- b. ESF 4 will supplement local departments with equipment, resources, and personnel upon request as appropriate and available.

Section 4: Finance and Administration

4.1 Financial Management

All disaster response agency assets, city/county or otherwise, who provide assets and staff to requests from ESF 4, must submit their preliminary estimated costs for the resources requested within four days of deployment. Once department personnel and equipment have been demobilized and released back home complete reimbursement claims packages are to be submitted to the Florida Division of Emergency Management (MutualAid@em.myflorida.com) and Department of Financial Services / Division of State Fire Marshal (ESF49@myfloridacfo.com) within 15 business days of demobilization orders. The final request must include the following:

4.1.1 Salaries

Provide a schedule for all employees, time worked, pay and benefit rates, separating regular time from overtime; NOTE: Depending on the level of activation, mission assigned, Collective Bargaining Agreement (CBA) and local pay policies individuals/teams may be eligible for 24-hour pay during operations. The SFM lead, and FDEM makes that determination at the onset of the response depending on the severity and duration of operations.

4.1.2 Travel

Provide copies of the travel vouchers that have been paid due to disaster response. The appropriate Finance Director must certify these as true expenditures. If meals, lodging, or other support were provided by the State or another entity individual travel costs are not eligible.

4.1.3 Equipment

Provide a detailed description of the equipment used to assist, detailing the type and size, pump size and horsepower, where the equipment was used, number of hours per piece, per day, and type of work each piece performed. Vehicle rates – Primary use as passenger vehicles including pick-up trucks, SUVs and sedans shall be charged at current mileage rate. Vehicles that are primarily large equipment such as fire apparatus, semi tractors, EMS units and so forth shall be charged at the most current FEMA hourly cost code rate.

4.1.4 Materials

If eligible items were purchased to support the deployment the department must provide copies of invoices/receipts, Pcard statements and bank payments.

Logistical support provided by another entity such as meals, lodging and supplies shall not be claimed by the responding department.

4.2 Authorities and References

1. Federal ESF 4 Annex.
2. EMERGENCY RESPONSE TEAM ANNEX FOR WILDFIRE OPERATIONS FFS Fire Suppression Draft – Forestry.
3. FFCA STATEWIDE EMERGENCY RESPONSE PLAN (SERP) July 17, 2021
4. Florida Fire Chiefs' Association; and the State Fire Marshal. November 21, 2002