



SERVICE CONFERENCE CALL SCRIPT

SERVICE CONFERENCE CALL DETAILS

Conference Call Date and Time:
Incident Number:
Name and Rank of Deceased:
Bargaining Unit (BU)/Membership Confirmation:

For anticipated Type I (I.I or I.II) and Type II (II.I or II.II) Services, the Service Conference Call will be led by the Region or Sacramento Duty Chief, as appropriate. For anticipated Type III and Type IV Services, the most appropriate Duty Chief based on the Decedent’s last work location will lead the Service Conference Call. The order of the Service Conference Call shall be:

- 1. Roll Call
- 2. Discussion Points
- 3. Final Comments

ROLL CALL

ATTENDANCE		TYPE I / II	TYPE III	TYPE IV	APPROVAL	FINAL COMMENTS	
POSITION / NAME							
Director		<input type="checkbox"/>			TYPE I <input type="checkbox"/>	<input type="checkbox"/>	Final Comments to be in reverse order of Roll Call
Chief Deputy Director		<input type="checkbox"/>			TYPE II <input type="checkbox"/>	<input type="checkbox"/>	
State Fire Marshal		<input type="checkbox"/>				<input type="checkbox"/>	
DD - Communications		<input type="checkbox"/>				<input type="checkbox"/>	
DD - Management Services		<input type="checkbox"/>				<input type="checkbox"/>	
DD - Fiscal Services		<input type="checkbox"/>				<input type="checkbox"/>	
DD - Fire Protection		<input type="checkbox"/>				<input type="checkbox"/>	
Sac/Region/Unit Duty Chief		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Deputy Director/Region Chief Or designee		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	TYPE III <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
Unit Chief / Program Manager Agency Administrator		<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	TYPE IV <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
L2881 General Vice President		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	
Other BU Representative		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	



TYPE I/II SERVICE DISCUSSION POINTS

Items to be discussed:

- Type of Service (Type I or Type II)
 - Type I (I.I or I.II)
 - Type II (II.I or II.II)
- Bargaining Unit of Decedent
- Service Elements requested
- Level of participation
- Fiscal responsibility
- Resource commitments
- Unit Chief / Program Manager provides Situational Update.
- Unit Chief / Program Manager requests Service Type and identifies Service Elements requested.
 - Identifies date and time of Service
- Confirm Region Chief / Deputy Director supports requested Service Type and Service Elements. Provide additional comments if needed.
 - Identify fiscal responsibility, including use of emergency fund for LODD Type I Service.
- Confirm L2881 Vice President and/or other Bargaining Unit representative supports requested Service Type and Service Elements
- All Deputy Director(s) present provide additional comments.
- Director or Designee approves Type I/Type II Service.

FINAL COMMENTS

The Duty Chief hosting the call will ask participants for final comments in reverse roll call order. Reference the roll call chart.

Confirm review of Service Planning Guide by Incident Commander/Agency Administrator.



TYPE III/IV SERVICE DISCUSSION POINTS

Items to be discussed:

- Type of Service (Type III or Type IV)
- Bargaining Unit of Decedent
- Service Elements requested
- Level of participation
- Fiscal responsibility
- Resource commitments
- Unit Chief / Program Manager or representative provides Situational Update.
- Unit Chief / Program Manager or representative requests Service Type and identifies Service Elements requested.
 - Identifies date and time of Service
- Confirm L2881 Vice President and/or other Bargaining Unit representative supports requested Service Type and Service Elements.
- Deputy Director/Region Chief or designee approves Type III Service.
- Unit Chief or Program Manager approves Type IV Service.
- For Type III/IV Services, notification of approved service will be emailed to e-team@fire.ca.gov by the conference call host. Information within the email should include:
- Email Subject: Approved Type XX Memorial Service
 - Name of the deceased (include Unit/Program where employee last worked)
 - Name of family and Union Liaison
 - Date and location of Service
 - Approved Service Type

FINAL COMMENTS

The Duty Chief hosting the call will ask participants for final comments in reverse roll call order. Reference the roll call chart.