

# ROGUE VALLEY FIRE CHIEFS ASSOCIATION

<b>Document:</b>	<b>RVIMT - Rogue Valley Incident Management Team</b>
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## Introduction

The Rogue Valley Fire Chiefs Association (RVFCA) is the sponsoring organization for the Rogue Valley Incident Management Team (RVIMT). RVIMT is a pool of qualified and trainee personnel operating within the scope of Type 3/4 All Hazard incidents and responding under the terms of the RVFCA Mutual and Automatic Aid Agreements.

## Purpose

The RVIMT pool is intended to augment local incident managers, by making available, qualified and trainee personnel to fulfill Incident Command System Functions. Where the incident complexity increases, functions of the RVIMT may be used to prepare the incident for transition to the appropriate level of management, while allowing local incident managers to remain focused on managing the incident.

Local incident managers may or may not be members of the RVIMT. Incident managers may authorize a RVIMT Incident Commander to operate in unified command, however, incident authority and responsibility is *not* delegated to the RVIMT, unless a formal delegation of authority has been signed.

## Policy

It shall be the policy of the Rogue Valley Fire Chiefs Association to:

- Operate under the guidelines of the Rogue Valley Fire Chiefs Association and the general provisions of the National Incident Management System (NIMS).
- It is the responsibility of the participants' agency/department to maintain qualifications for personnel listed on the RVIMT Pool roster for response to large-scale and/or complex incidents within Jackson and Josephine counties.
- Review and update this plan and the RVIMT Pool roster on an annual basis.

- Assure all dispatch centers and RVFCA member agencies in Jackson and Josephine Counties have the information necessary to implement the provisions of this guideline.

## **Deployment**

The Fire Defense Board Chief (or designee) will be responsible for the deployment of the RVIMT.

The objective of the RVIMT is to fill ICS positions upon request. Such requests may be made to fill positions for the initial attack operational period, to fill future operational needs or prepare for transition the incident to additional oversight. This is not intended to represent all positions that may be needed, nor is it expected that all positions will always be necessary. The host agency is expected to fill as many positions as capabilities allow, and to maintain incident command unless a formal delegation of authority has been signed.

RVFCA member agencies agree to furnish personnel, upon request and as available, for team activations. Availability is determined by each agency. The duration and use of these resources will be consistent with the Rogue Valley Fire Chiefs Association Mutual Aid policy.

## **Risk Management Statement**

- We will risk ourselves a lot, within a structured plan to save a savable life.
- We will risk ourselves a little within a structured plan to save savable property.
- We will not risk ourselves at all to save lives or properties that are already lost.

## **Incident Assignments**

Incident assignment shall be based on qualifications as indicated on the team roster. Incident Commanders may alter incident assignments based on incident needs.

## **Identification**

Team members will be identifiable in the field through the use of RVIMT name badges or vests that identify qualified positions. Each team member shall strive to wear this badge when working at an incident.

## **RVIMT Group Paging/ Activation Procedures**

The RVIMT group paging system is the primary mechanism for member activation, utilizing a digital/text message sent to all members. The system is operated through

Emergency Communications of Southern Oregon (ECSO). Josephine County 9-1-1 will facilitate a page through ECSO for Josephine County agencies.

It is preferred that the requester make phone contact with the FDBC or ECSO to verify the specific information to be included in the page prior to the page being sent. All pages should end with *EC*SO to assist in identifying where the page originated.

### **Informational IMT page:**

This type of page can be used to inform IMT members that there is an escalating incident that **MAY** need additional IMT resources. It remains informational and no action is requested.

### **Immediate IMT Activation**

This page is to initiate an immediate response and include the following:

- Titled: IMT ACTIVATION
- Full team activation or the specific positions requested
- Incident type
- Location to report to or ICP location
- Contact phone number of requestor, if available
- Command frequency

This will activate all available personnel for immediate response or for the specific positions requested. Members responding to the page should contact the requestor or go in-service with their primary dispatch center.

Once IMT resource needs are met, a follow up page is advisable to prevent additional and unneeded response.

### **Future IMT Deployment**

This type of request is used to fill positions to meet future needs.

Requests for future team needs shall be titled IMT RESOURCE REQUEST and include the following:

- Titled: IMT RESOURCE REQUEST
- Full team or the specific positions requested
- Incident type/location
- Work period or duration
- Requestor contact number

### **Cancellations**

ECISO should be requested to send a cancellation page to the IMT group indicating that the needed positions have been filled or that a need no longer exists.

## **Agency Responsibilities**

It is the RVFCA member agency's responsibility to:

- Understand the commitment involved in sponsoring a team member(s).
- Assist team members in developing and maintaining incident management training and skills specific to their team assignment and the qualification systems as identified by reference in the body of this document.
- Provide the appropriate PPE and resources to perform the functions of the position.

## **Team Member Responsibilities**

It is the team member's responsibility to:

- Understand the commitment involved in team membership. Each team member is to be familiar with the IMT mobilization procedures as contained within this guideline.
- Conduct activities within RVFCA IMT guidelines and the general provisions of the National Incident Management System (NIMS).
- Respond in a command vehicle (when applicable) with cellular phone and radio communication capabilities inclusive of all common primary and tactical frequencies used by RVFCA member agencies.
- Respond prepared with the necessary materials & supplies to fulfill any and all qualified functions.
- Maintain and assure all necessary forms and record keeping to be completed as required.
- Participate in an accountability system throughout the duration of the incident.
- Receive an in-briefing from the Incident Commander (or representative) for assignment and to brief subordinates as appropriate.

## **Selection**

### **Application Process**

Fire District 3 is the designated coordinating/records agency for the IMT. Fillable applications are located on the RVFCA website and are accepted through Fire District 3 at any time throughout the year.

Once a file has been initiated for the Applicant, the application package is forwarded to the IMT Planning Lead, who will facilitate an initial screening. Completed application packages will be forwarded to the Executive Committee for review.

## Minimum Requisite Criteria for Participation

The following section details minimum criteria for IMT pool members.

Requirements for State mobilizations are not addressed in this guideline.

Applicants must be in good standing with a sponsoring agency that is a member of the RVFCA and may be listed on the roster for as many ICS positions as qualifications allow. Applicants must submit an application indicating each position they wish to be considered for and:

- The sponsoring agency/department, or designee, must certify that the applicant has met the minimum ICS training, medical and physical fitness requirements for position(s) and that they agency will support the members participation.
- Pool members must meet the requirements detailed under *Training / certification* below.
- The Applicant will submit sufficient documentation for the position specific training with their application.

### Training / certification

#### Fully qualified positions on the roster:

- ICS-100, ICS-200, IS-700, and IS-800 and initiated position task book.
- I-300 for Command and General Staff Positions.
- Position specific training:
  - DPSST; FEMA All Hazard; or NWCG 310-1.
  - Completed position task book and position specific training is required.

#### Trainee positions on the roster:

- Individuals rostered in a position as a trainee are required to have a position task book initiated for that position.
- ICS-100, IS-700 & ICS-800. ICS-200 is desired but not required.
- Position specific training is **desired** but not required.
  - A trainee position may be available for personnel who have not yet completed position specific training.

### Training Documentation

Certifying documents may include a combination of the following:

- FEMA All-Hazard (C&G positions)
- Fire & Aviation Standards
- NWCG PMS 310-1
- DPSST Standards (Operations track up to Division/Group Supervisor)

Minimum documentation to be accompanied with the application may include one or more of the following:

- Copy/copies of NWCG, FEMA, or DPSST position specific training certificate (preferred). May also be in the form of an agency IQS printout or college transcript;
- Copy of recent (within 5 years) ODF, USFS, BLM, or OSFM qualification card (Red Card) specific to the position(s) applied for;
- For qualified positions a completed NWCG or FEMA Task Book (front page and signature page only) specific to the position(s) applied for.
- Post application, ongoing training documentation shall be maintained at the team member's sponsoring agency.
- Wildland Master Records

### **Medical / Physical**

Minimum medical and physical fitness for the position shall be determined by the Member's sponsoring agency.

### **Experience**

Sufficient experience related to the position as determined by the Member's sponsoring agency.

### **IMT Executive Committee**

The IMT Executive Committee shall approve all appointments to the Incident Management Team. The Executive Committee shall include the elected Fire Defense Board Chiefs (Jackson & Josephine County) and the IMT Pool ICs. The Lead IC shall function as the committee chair.

The Executive Committee may remove team members from the roster for poor performance, unsafe acts or inactivity.