

Development of a Regional Type IV Incident  
Management Team for the Austin, Texas Area

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### **Certification Statement**

I hereby certify that this paper constitutes my own product, that where the language of others is set forth, quotation marks so indicate, and that appropriate credit is given where I have used the language, ideas, expressions, or writings of another.

A handwritten signature in black ink, appearing to read "Jeffrey J. Wittig". The signature is stylized with a large, sweeping flourish at the end.

Jeffrey J. Wittig

### **Abstract**

Given an increase in the response to all hazards among the emergency services community and the dwindling revenue to fund appropriate command-level supervision for larger or more complex incidents, the Oak Hill Fire Department and its regional neighboring agencies needed to improve their ability to function in the command environment of a large or complex emergency incident. The purpose of the research was to identify the methods available to develop a Type IV Incident Management Team that the Oak Hill Fire Department and neighboring agencies could utilize in the event of an escalating, multi-operational period, all-hazards incident. The action method of research was applied to this study to determine what methods have been used by other areas to establish a local or regional Incident Management Team, what liabilities and legal considerations would need to be overcome to obtain contractual agreement and support for the creation of a regional Incident Management Team, and how a regional Type IV Incident Management Team would be staffed, notified, and deployed for mitigation of an escalating all-hazards incident. After conducting a review of literature and separately surveying Emergency Services agencies across the nation and agencies in the greater Austin, Texas area, the research concluded that most areas do not currently have the internal capacity or outside agreements to establish and deploy an Incident Management Team. Further, the area demonstrated support for a Type IV Incident Management Team concept through funding, training, exercises, or responses in all areas of the command and general staff functions of an Incident Management Team. The recommendation was to develop a regional Type IV Incident Management Team for the Austin, Texas area through legal document review, execution of a Memorandum of Understanding document, and bolstering training of potential Regional Incident Management Team personnel.

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## **Introduction**

As the fire department of a small, non-municipal, mixed suburban and rural community that borders the capital city of Austin, Texas, the Oak Hill Fire Department experiences difficulty in establishing or implementing an effective incident management team for incidents spanning or projected to last for multiple operational periods.

The problem is that the greater Austin, Texas area, including the Oak Hill Fire Department, has not assembled a regional Type IV Incident Management Team to address the immediate needs of an escalating all-hazards event or transition to recovery from a significant emergency or disaster. The purpose of the research is to identify methods available to develop a Type IV Incident Management Team that the Oak Hill Fire Department can utilize in the event of an escalating, multi-operational period, all-hazards incident. The action research method will be utilized to answer the following questions: (a) what methods have been used by other areas to establish local or regional Incident Management Teams, (b) what liabilities and legal considerations must be overcome in order to obtain contractual agreement and support from local and regional governmental units for the creation of a local or regional Incident Management Team and, (c) how will a Type IV Incident Management Team be staffed, notified, and deployed in the Austin, Texas region for response to an escalating all-hazards incident?

## **Background and Significance**

The Oak Hill Fire Department, established in 1968 as a volunteer organization, utilized donations from area residents and business owners to purchase a used military crash truck to initiate the service delivery of the Oak Hill Fire Department. From these humble beginnings, the Oak Hill Fire Department has developed into a mostly paid combination fire department that has committed to four firefighters per unit minimum staffing levels with career staff and supports a

volunteer force to supplement its needs on large scale incidents. The Oak Hill Fire Department also enjoys a closest-unit automatic aid relationship with six other area departments, including every bordering department in its county.

The background of this problem is related to the inability of the Oak Hill Fire Department to conduct ongoing field operations in its jurisdiction during a large scale incident or one with increasing complexity that is anticipated to last longer than one operational period. The Oak Hill Fire Department does not currently have a plan to assemble or otherwise access a local or regional Type IV Incident Management Team for developing the necessary long-range strategies and support to conduct such an extended operation. Secondly, as a suburban and rural community on the outskirts of the urbanized state capital city of Austin, Texas, the Oak Hill Fire Department struggles to be able to deliver an array of services that meet the demands of the community on less than adequate funding, which is based on revenue from capped ad valorem (property) tax rates and a local sales tax. Without significant funding initiatives, continuation of effective and safe firefighting operations is in jeopardy. As the city of Austin continues its annexation of developed areas within the Oak Hill Fire Department jurisdiction, funding from property and sales taxation continues to decrease. The emergency response services delivered to the community will become increasingly difficult to maintain in the future as the funding for the Oak Hill Fire Department is reduced and the ability to function operationally is diminished, especially at increasingly complex incidents or those projected to last more than one operational period. The Oak Hill Fire Department must rely on alternative deployment methods to develop and implement an effective regional Type IV Incident Management Team to better serve the community and provide for the safety of its personnel.

This study relates to the United States Fire Administration's strategic goals number two and three. Strategic goal two seeks to improve local planning and preparedness. By studying this problem, the Oak Hill Fire Department will develop a solution to local planning and preparedness. Establishing a regional Type IV Incident Management Team will involve planning and preparedness that will benefit the entire region in which the team intends to respond. Strategic goal three seeks to improve the fire and emergency services' capability for response to and recovery from all-hazards. Through implementation of an all-hazards regional Type IV Incident Management Team, this study will have direct impact on the response to and recovery from all-hazards through more efficient and safer field operations.

In studying this problem, the Oak Hill Fire Department will exercise leadership as it relates to the National Fire Academy Executive Analysis of Fire Service Operations in Emergency Management course by developing a regional Type IV Incident Management Team to supplement the emergency management and fire service response functions in the region. As the solution is applied to the problem, the Oak Hill Fire Department will be in a position to manage and lead the enhancement of incident management that will be available to all of the departments and communities throughout the region as well as serving as a model for others to follow. The Oak Hill Fire Department will be in a position to assist other departments in the region and across the country that have a need to develop and implement a Type IV Incident Management Team.

### **Literature Review**

While incident management teams are becoming more popular nationwide, they are not well documented at the Type IV regional level in current literature. Research has been conducted concerning the establishment and implementation of Type III Incident Management Teams.

Other types of incident management teams are discussed in detail, but Type IV teams are only mentioned in passing from the agency that develops standards and guidelines for these teams. According to the United States Fire Administration website, discussion about incident management teams includes the following graphic to illustrate the timeline for response and operations of Incident Management Teams (United States Fire Administration, 2012).

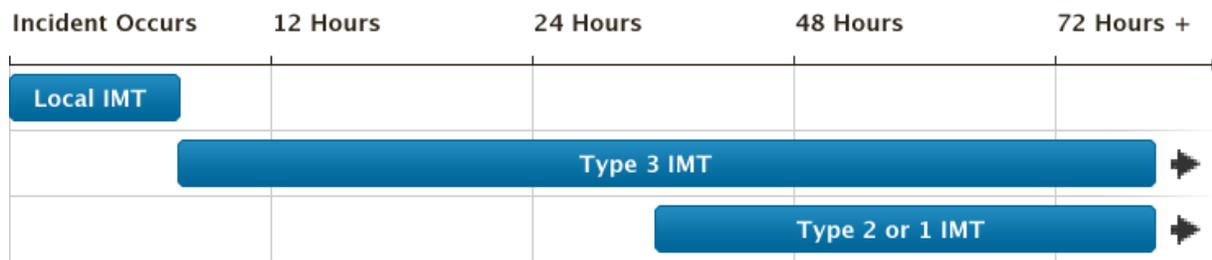


Figure 1 Incident Management Team Timeline for Response and Operations (United States Fire Administration, 2012)

As presented in Figure 1, a Type IV or Type V Incident Management Team is referred to as a “Local Incident Management Team” with the Type III Incident Management Team typically being implemented just prior to 12 hours of incident duration. The Local Incident Management Team can be established as local only, with several resources, or with more than 10 but less than 100 responders with the incident commander providing direct supervision of resources and management of the incident (United States Fire Administration, 2007). Similarly, the Federal Emergency Management Agency provides guidance in typing of Incident Management Teams. Notably, there is no difference between Incident Management Teams types one through four with the exception of specialized functions required for a Type I Incident Management Team (Federal Emergency Management Agency, 2004, p. 41). The only differentiating factor for serving on a specific type of Incident Management Team is that of degree of experience.

Incident Management Teams have been studied extensively, with much attention and focus given to the benefits of implementing an Incident Management Team. Notably, safety and efficiency have been demonstrated as the positive outcomes of establishing an Incident Management Team on emergency or disaster scenes and the lack of doing so has been highlighted in many firefighter fatality reports. Beyond establishing an Incident Management Team or an Incident Commander at minimum, it has been found that Incident Commanders operating in more than one role or function are less able to ensure the safety of firefighters operating on the emergency incident scene. According to a National Institute for Occupational Safety and Health (NIOSH) Firefighter Fatality Investigation Report, a volunteer Lieutenant was killed and two Firefighters were injured in 2012 following a bowstring roof collapse at a theatre fire in Wisconsin. Contributing factors to the fatality included “Initial arriving units not establishing/performing/implementing an incident management system, an overall incident commander, an incident action plan (IAP), and a 360-degree situational size up.” Key recommendations included “Fire departments should ensure that an effective incident management system is established with a designated incident commander not involved with fire suppression activities.” Their findings also indicated “Fire departments should ensure that the incident safety officer (ISO) position, independent from the incident commander, is appointed and effectively utilized at every structure fire meeting the requirements within NFPA 1521 Standard for Fire Department Safety Officer” (National Institute for Occupational Safety and Health, 2013).

Additional positive impacts of Incident Management Teams are discussed in various literature. In the Austin, Texas area, thirteen fire departments service the majority of Travis County with all but the city of Austin Fire Department being relatively small departments.

“Local Incident Management Teams are especially beneficial in counties or regions comprised of smaller agencies with limited resources” (Murgallis, Phelps, & Joerschke, 2004). Hawkins (1991), in his Executive Fire Officer research, regards pre-designated Incident Management Teams as superior to Incident Management Teams that are not assembled until appropriate resources arrive on an active incident. Varnell (2006) further regarded a trained and readily staffed Incident Management Team in the area as providing excellent resource management, planning capabilities, and multi-agency interoperability, while also making the transition to a Type III or higher type Incident Management Team easier. Williams (2010) also points out that “by combining with other departments within their local area, even small volunteer fire departments can have easy access to support for Incident Commanders.” The Austin, Texas area is mostly comprised of combination fire departments, but their sizes are generally no different than any other volunteer fire department across the country.

### **Procedures**

To answer research question one related to methods that have been used by other areas to establish a local or regional Incident Management Team, other departments in Texas were studied to ascertain their awareness of and participation in a local or regional Type IV Incident Management Team. A survey instrument was utilized to gather data concerning this target audience.

To answer research question two related to liabilities and legal considerations to be overcome in order to obtain contractual agreement and support from local and regional governmental units for the creation of a local or regional Incident Management Team, Texas public safety agencies were studied through a survey instrument to determine what the target

audience perceived as the potential barriers or issues for establishing a Type IV Incident Management Team in their area.

To answer research question three related to determining how a Type IV Incident Management Team should be staffed, notified, and deployed in the Austin, Texas area for mitigation of an escalating all-hazards incident, public safety agencies in the Austin, Texas area were studied through a survey instrument to gather and analyze the general opinions and beliefs of the target audience.

The survey instrument utilized to answer research questions one and two consisted of a request sent to a statewide email list serve group administered and maintained by the Texas Fire Chiefs Association. A request was submitted to the list serve moderator to post an invitation to the online survey instrument. A limitation of the survey was that the invitation was posted on a newsgroup-style list serve, meaning that not every member of the restricted access group may have seen the invitation to be able to participate and that not every public safety agency in the State of Texas may have seen the survey or been a member of the particular email list serve to be able to participate. Another limitation was that the survey instrument was only advertised and available to agencies with some form of computer and internet access. Agencies without easy access to the online survey instrument would have most likely found it difficult to participate in the survey.

The survey instrument utilized to answer research question three consisted of an invitation sent via email to specific email addresses of the executive officers of public safety agencies in the City of Austin and Travis County area. A limitation of the survey was that the invitation was emailed directly to individuals in an unsolicited fashion, leaving the potential for email filtering to prevent a potential respondent from seeing and participating in the survey.

Another limitation was that the survey instrument was constructed in a fashion that tracking of individual responses was not available, meaning that the potential exists for a respondent to submit survey information more than one time. Agencies could also have inadvertently responded through more than one person, representing either duplicative or contradictory information.

### **Results**

In the survey of Texas Fire Departments and public safety agencies, it was found that of the 47 respondents to the survey instrument, 29 do not currently have access to a Type IV Incident Management Team, but 20 of those respondents would be interested in doing so. The survey instrument utilized to answer research questions one and two consisted of a total of eight possible questions constructed in a fashion that only applicable questions were asked of a respondent based upon their previous answers. The eight questions are described below with survey response percentages.

Question one inquired if the respondent's jurisdiction had currently established its own or otherwise had access to a Type IV Incident Management Team. Responses were solicited in a Yes or No fashion.

Thirty-eight percent of respondents indicated they had established their own or otherwise had access to a Type IV Incident Management Team. Sixty-two percent indicated they did not. Respondents answering that they did not have their own or have access to a Type IV Incident Management Team were routed directly to question eight to answer the next applicable question for their situation.

Question two inquired if the respondent's Type IV Incident Management Team activated based on a first responder or local public safety department request or if it required activation by

emergency management officials or others in their jurisdiction. Answer choices presented were: Activates on First Responder request, Activates on Emergency Management authorization, or Some other method. Seventy-one percent of respondents indicated their Type IV Incident Management Team activated on Incident Responder request. Twenty-three percent indicated their Incident Management Team activated on Emergency Management authorization, and six percent indicated their Incident Management Team activated by some other method.

Question three inquired if the Type IV Incident Management Team was filled by personnel from only their own jurisdiction or if it was comprised of personnel from other agencies. Available responses were: Jurisdiction personnel only or Multi-agency personnel. Forty-four percent of respondents selected jurisdiction personnel only for their response and fifty-six percent of respondents selected multi-agency personnel for their response.

Question four requested a response to indicate if there was a legal document, agreement, or memorandum of understanding in place if their Type IV Incident Management Team was comprised of multi-agency personnel. Response choices presented were: Yes or No. Seventy-eight percent of respondents indicated that a document was in place while twenty-two percent responded that no document was in place.

Question five inquired if these legal documents, agreements, or memorandums of understanding included language concerning liability and responsibility for response to and management of incidents. Respondents were asked to select either Yes or No. Seventy-eight percent of respondents indicated that their documents included such wording while twenty-two percent responded that their documents did not include such wording.

Question six requested a response of Yes or No if the respondent had developed a Standard Operating Guideline or Policy for their Type IV Incident Management Team. Fifty

percent indicated they had developed a guideline or policy while fifty percent indicated they had not.

Question seven requested that the respondent indicate if they had activated and implemented their Type IV Incident Management Team on an incident or training exercise. Response choices were Yes or No with eighty-eight percent indicating yes and 12 percent indicating no.

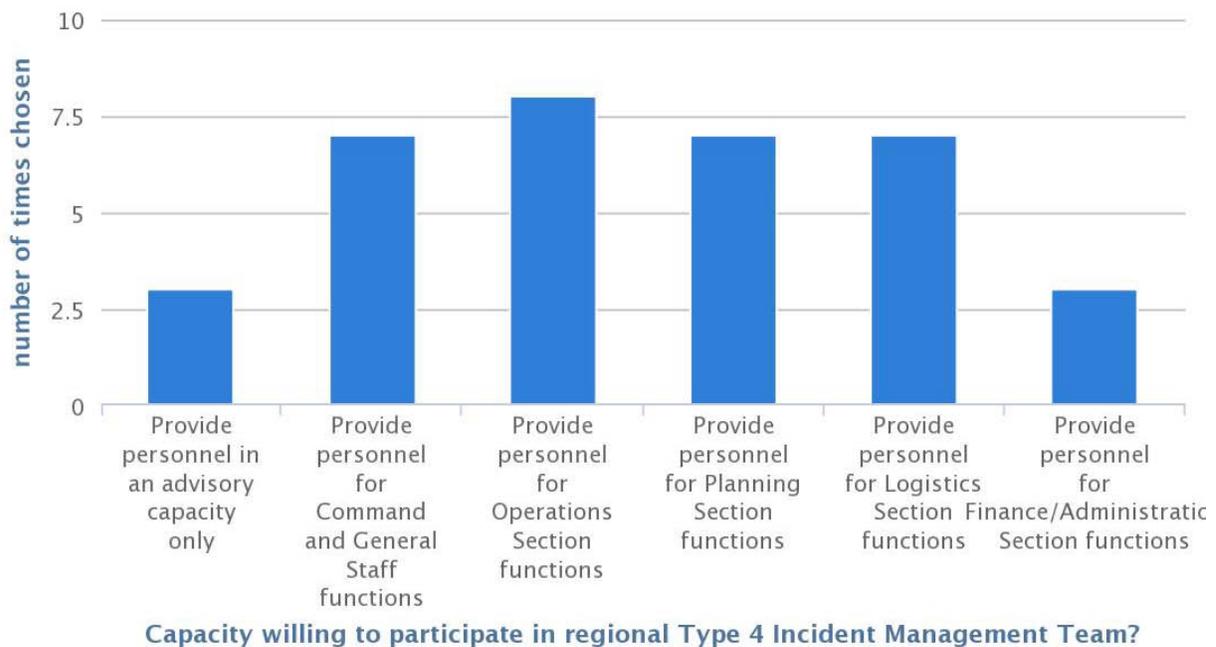
Question eight requested only those respondents who had not established or otherwise had access to a Type IV Incident Management Team to indicate if their agency would be interested in participating on a regional Type IV Incident Management Team if it was available in their area with responses limited to Yes or No. Seventy-one percent of respondents indicated they would be interested in participating, twenty-one percent indicated they would not be interested in participating, and seven percent indicated the question was not applicable.

In the survey of city of Austin and Travis County area fire departments and public safety agencies, a survey instrument was utilized to answer research question three consisting of a total of seven questions described below with survey response percentages.

Question one inquired if the respondent's agency had personnel with the training and resources necessary to manage an escalating incident or an incident spanning more than one operational period without assistance from other public safety agencies. Clarification was made to indicate that the question was specific to Incident Management assignments and not operational/suppression resources. Responses were solicited in a Yes or No fashion. Fifty-eight percent of respondents indicated their agency had personnel with the necessary training and forty-two percent indicated they did not.

Question two inquired if the respondent’s agency be willing to participate in a regional Type IV Incident Management Team with the resources referenced in question one. Answer choices presented were Yes or No. Ninety percent of respondents indicated they would participate and ten percent indicated they would not.

Question three inquired in what capacity the respondent’s agency would be willing to participate in a regional Type IV Incident Management Team. Available responses were: Provide personnel in an advisory capacity only, Provide personnel for Command and General Staff functions, Provide personnel for Operations Section functions, Provide personnel for Planning Section functions, Provide personnel for Logistics Section functions, and Provide personnel for Finance/Administration Section functions. Nine percent of respondents indicated advisory capacity only, twenty percent for command and general staff, twenty-three for operations section, twenty percent for planning section, twenty percent for logistics section, and nine percent for finance/administration.

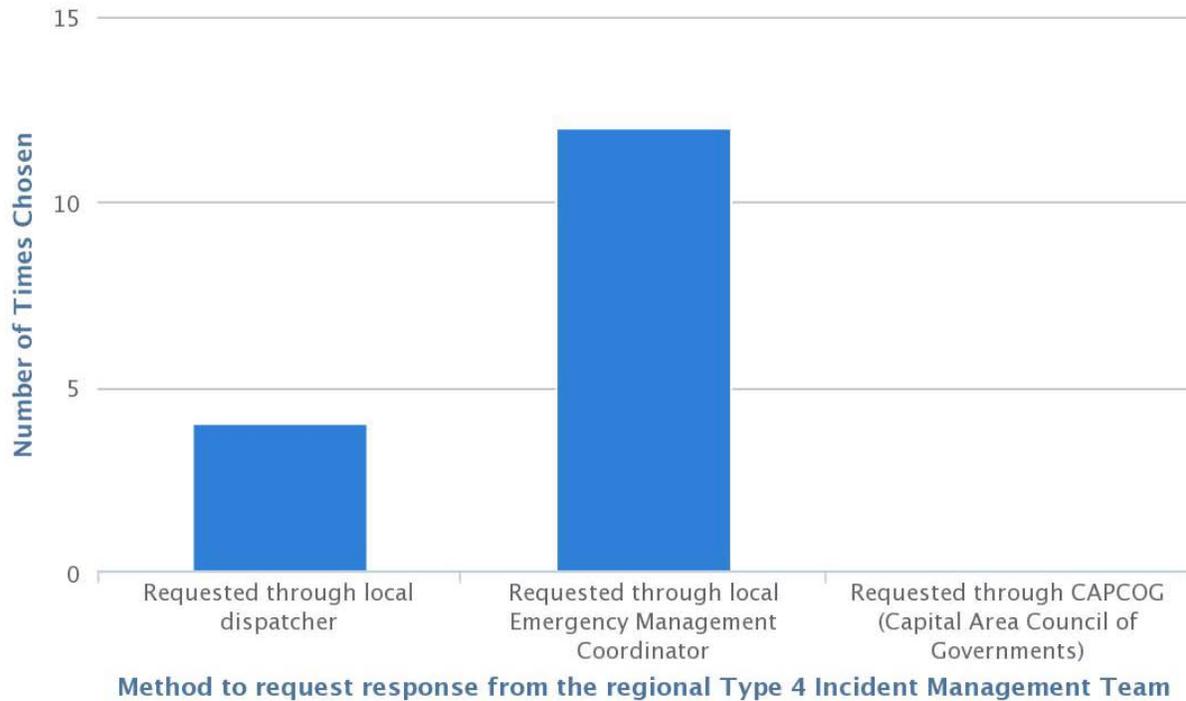


Question four requested a response to indicate if the respondent's agency would be willing to enter into an appropriate legal agreement or memorandum of understanding for participation in a regional Type IV Incident Management Team that covers liability, responsibility, and authority of a Type IV Incident Management Team operating within their jurisdiction. Response choices presented were: Yes or No. Ninety-four percent of respondents indicated they would be willing while six percent responded that they would not.

Question five inquired if their agency would be willing to financially sponsor their personnel to attend training courses related to specific assignments on a regional Type IV Incident Management Team. Respondents were asked to select either Yes or No. Ninety-four percent of respondents indicated they would be willing while six percent responded that they would not.

Question six requested a response of Yes or No if their agency would participate in exercises and simulations related to the regional Type IV Incident Management Team. One hundred percent indicated that they would participate in such exercises or simulations.

Question seven requested that the respondent indicate what method would be the most desirable method to request response from the regional Type IV Incident Management Team (that would be pre-established in an agreement). Response choices were: Requested through local dispatcher, Requested through local Emergency Management Coordinator, or Requested through CAPCOG (Capital Area Council of Governments) with seventy-five percent indicating through local emergency management coordinator, twenty-five percent indicating through a local dispatcher, and zero percent indicating through CAPCOG.



### Discussion

The results of research question one, related to methods that have been used by other areas to establish a local or regional Incident Management Team, indicate that many agencies do not currently feel that they have access to or the ability to participate in a Type IV Incident Management Team. Responses to the survey instrument indicated that 38% of respondents have established their own or otherwise had access to a Type IV Incident Management Team, leaving 62% indicating that they did not have access or otherwise participate in an Type IV Incident Management Team. However, 72% indicated that they would be interested in participating in one. It is notable that 47 agencies responded to this question. Of the many survey instruments being utilized in the fire service research environment today, a response from 47 agencies within the state of Texas is significant.

This research suggests that there are insufficient agencies with a formalized regional Type IV Incident Management Team in the state of Texas to be able to build a successful pattern

for development of such an Incident Management Team. Looking outside of the state of Texas for ideas to establish a regional Type IV Incident Management Team proves problematic as laws, government liability, and authority cause inconsistent and potentially unrealistic solutions to be evaluated. Some areas are also able to stand up their own Type IV Incident Management Team given the size of their available personnel pool or their access to other nearby governmental assets. Further, with only 56% of respondents indicating that multi-agency personnel were utilized to form their Type IV Incident Management Team, the research reflects that even with an established need, most agencies are not set up to operate a regional, multi-agency Type IV Incident Management Team. A limitation of the survey instrument could be construed from a possible lack of understanding what constitutes a Type IV Incident Management Team, especially given the overall lack of literature to address this particular type of Incident Management Team (United States Fire Administration, 2012). Specific to the focus of this research, respondents from the Capital Area indicated that 58% had personnel with the necessary training to staff Type IV Incident Management Team positions and 90% of them were willing to have those personnel participate on a team.

The results of research question two, regarding liabilities and legal considerations to be overcome in order to obtain contractual agreement and support from local and regional governmental units for the creation of a local or regional Incident Management Team, indicate that 78% of respondents indicated that a document was in place for their multi-agency Type IV Incident Management Team. With 78% of respondents indicating that liability and responsibility for response was included in these documents and 50% indicating that a standard operating guideline or policy had been developed, it can be deduced that existing Type IV Incident Management Teams have established a method for overcoming liability and potential legal issues

through their documentation. Specific to the Capital Area, 94% of respondents indicated that their agency would be willing to enter into an appropriate legal agreement to address liability, responsibility, and authority of a possible regional Type IV Incident Management Team.

Respondents from the Capital Area also indicated that financial participation was supported through training or assignments by 94% while 100% indicated they would participate in related exercises and simulations.

The results of research question three related to determining how a Type IV Incident Management Team should be staffed, notified, and deployed in the Austin, Texas area for mitigation of an escalating all-hazards incident, indicated that 71% of general respondents activated a Type IV Incident Management Team based on incident responder request and 23% activated after emergency management authorization. Capital Area respondents indicated that 58% had personnel qualified to participate in some capacity on a regional Type IV Incident Management Team, with 9% in an advisory only role, 20% in command and general staff, 23% in the operations section, 20% in the plans section, 20% in the logistics section, and 9% in the finance/administration section. With 100% of Capital Area respondents indicating they would participate in exercises and simulations, it was demonstrated that the Capital Area is willing and able to provide appropriate personnel. Capital Area respondents also indicated a preference for activation of a Type IV Incident Management Team through the local emergency management coordinator at 75% with 25% being requesting through a local dispatcher and none desiring a request through the regional Council of Governments.

### **Recommendations**

The purpose of the research was to identify methods available to develop a Type IV incident management team that the Oak Hill Fire Department can utilize in the event of an

escalating, multi-operational period, all-hazards incident. The results of the research provided data that not only is a regional Type IV Incident Management Team desired in the Austin, Texas area, but is also both needed and supported. With the information that has been gathered, a draft Interlocal agreement has been presented to legal representation for each potential party for participation in a regional Type IV Incident Management Team. With requisite federal level training already conducted, sufficient training, experience, and knowledge exists to form a regional Type IV Incident Management Team in the Austin, Texas area. Further training should be sought out to complete position specific training, including L-900 series all-hazards training.

Many researchers make the case for implementing an Incident Management Team even though it is acknowledged that a significant event in their area is unlikely. A secondary objective of the resulting Incident Management Team for the Austin, Texas area will be to provide for assistance during long-term scale-down operations following an event. This will provide for an easier transition from managing a complex incident back into the local recovery effort. This also provides good field experience for members serving on the Type IV Incident Management Team while operating in less stressful and time critical situations.

In the State of Texas, the necessary documentation to establish a Type IV Incident Management Team includes a delegation of authority process. The Texas A&M Forest Service is the coordinator of state-sponsored Type III Incident Management Teams and has developed a process that the Appendix was modeled after. The Appendix is a draft Memorandum of Understanding for agencies wishing to participate in the regional Type IV Incident Management Team. Attachment A to the Appendix is the proposed Code of Conduct for team members. Attachment B depicts the delegation of authority process in a graphical fashion. Attachments C and D are sample Delegation of Authority and Return of Delegated Authority forms,

respectively. It is recommended that a regional Type IV Incident Management Team be developed for the Austin, Texas area by increasing training and signing a Memorandum of Understanding to officially establish the Type IV Incident Management Team.

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## Appendix

### Memorandum of Understanding

#### Between

#### Capital Area Fire Chiefs Association

#### And

#### Regional Incident Management Team Member

#### And

#### The Participating Agency/Employer/Sponsor

This memorandum of understanding (MOU) is entered into this \_\_\_\_ day of \_\_\_\_\_, 2014 by and between the Capital Area Fire Chiefs Association (CAFCA) and the Participating Agency/Employer/Sponsor \_\_\_\_\_ and Regional Incident Management Team (RIMT) Member \_\_\_\_\_.

#### I. PURPOSE

To delineate responsibilities and procedures for RIMT activities under the authority of the Travis County or City of Austin Emergency Management Plan(s).

#### II. SCOPE

The provisions of this MOU apply to RIMT activities performed at the request of CAFCA. The scope of this MOU also includes training activities mandated by CAFCA to maintain RIMT operational readiness.

#### III. PERIOD OF PERFORMANCE

The MOU shall commence on the date of signature and shall continue in full force and effect through September 30, 2014. This MOU shall automatically renew on October 1 of each successive year unless otherwise terminated by all parties as described in section IX.B.

#### IV. DEFINITIONS

- A. Activation: The process of mobilizing RIMT Members to deploy to a designated incident or event site. When RIMT responds to such a mobilization request, the Member is required to arrive with all equipment and personal gear to the designated Point of Assembly (POA) within one hour of activation notice. In the event of a request to deploy directly to an established Incident Command Post (ICP) on the site of an active incident, RIMT Member shall proceed to the ICP with due caution and begin check in and

familiarization procedures, including briefing incoming RIMT Members regarding potential needs of the incident.

- B. Alert: The process of informing RIMT Members that an event has occurred and that the RIMT may be activated at some point in the near future.
- C. Deactivation: The process of demobilizing RIMT Members upon notification from CAFCA to stand down.
- D. Coordinator: a designated Officer of CAFCA.
- E. Member: An individual who has been formally accepted into the RIMT, meeting all requirements for skills and knowledge, and is in good standing with regard to compliance with necessary training and fitness.
- F. Participating Agency/Employer/Sponsor: The RIMT Member's employer or sponsor who, by execution of this MOU, has provided official support of the Member's involvement in the RIMT.
- G. RIMT: An integrated collection of personnel meeting standardized capability criteria for addressing incident management needs during disasters.
- H. Local RIMT Sponsored Training and Exercises: Training and/or exercises performed at the discretion, control, and funding of a participating agency or RIMT Member in order to develop and maintain the incident management capabilities of the Member and the RIMT.

## V. RESPONSIBILITIES

- A. CAFCA shall:
  - 1. Recruit and organize the RIMT
  - 2. Provide administrative, financial, and personnel management related to the RIMT and this MOU.
  - 3. Provide access to training to RIMT Members as available. Training offered shall be consistent with the objectives of developing, upgrading, and maintaining individual skills as identified in the position description requirements, necessary to maintain operational readiness.
  - 4. Develop, implement, and exercise a notification and call-out system for RIMT Members.
  - 5. Maintain a primary contact list for all RIMT Members.
- B. The Agency/Employer/Sponsor shall:
  - 1. Maintain a roster of all its personnel participating in RIMT activities.
  - 2. Provide a primary point of contact to CAFCA for the purpose of notification of RIMT activities.
  - 3. Provide administrative support to employee Members of RIMT (i.e. "time off" from work or duty assignments when fiscally reasonable to do so for RIMT activities such as training, meetings, and actual deployments).

C. Member shall:

1. Be physically capable of performing assigned duties required in the position description (PD) requirements for the assigned position.
2. Maintain knowledge, skills, and abilities necessary to operate safely and effectively in their assigned position.
3. Maintain support of Agency/Employer/Sponsor for participation in RIMT activities.
4. Keep Agency/Employer/Sponsor advised of RIMT activities that may require time off from work or duty assignments.
5. Advise RIMT point of contact of any change in notification process (i.e. change of email address, phone number, etc.).
6. Be available for immediate call-out during times of Alert.
7. Respond immediately to a mobilization request with acceptance or refusal of current mission request and arriving within one hour from time of mobilization request to the assigned POA or as soon as possible to the ICP.
8. Be prepared to operate in a hazardous or disaster environment.
9. Follow the RIMT Code of Conduct (Attachment A).

VI. **PROCEDURES**

A. Activation

1. Upon request from CAFCA for assistance, and/or determination that pre-positioning the RIMT is prudent, CAFCA shall request the activation of the RIMT to respond to a designated POA or directly to the ICP.
2. CAFCA shall communicate an Alert and/or Activation notice to RIMT Members through the established RIMT notification and call-out system.

B. Mobilization, Deployment, and Redeployment

1. CAFCA will notify Members of RIMT activation.
2. Upon arrival at the POA or the ICP, Members will receive initial briefings, maps, and any other items available to facilitate the initial setup and support of the RIMT operation.

C. Management

1. CAFCA will have and maintain overall management, command, and control of all RIMT resources and operations.
2. Tactical deployment of RIMT will be under the direction of the local Incident Commander and the RIMT Incident Commander assigned to the incident.
3. CAFCA may remove a RIMT Member from the RIMT at any time with or without cause.

4. The RIMT Incident Commander shall ensure that the Delegation of Authority Development Process is implemented (Attachment B).
5. A Delegation of Authority (Attachment C) shall be issued prior to assumption of command by the RIMT Incident Commander.
6. Upon conclusion of the RIMT involvement in the incident, the RIMT Incident Commander shall issue a Return of Delegated Authority (Attachment D).

## VII. TRAINING AND EXERCISES

### A. Local RIMT Sponsored Training and Exercises

Periodically, RIMT Members will be requested or required to attend a local RIMT sponsored training or exercise. Local RIMT sponsored training or exercises shall be performed at the direction, control, and funding (if applicable), if the local RIMT in order to develop other technical skills of the RIMT Members.

### B. Minimum Training Requirements

Member is required to attend a minimum of 50% of the required RIMT training and exercise opportunities provided for the assigned RIMT position. Failure to attend 50% of the training and exercise opportunities will result in dismissal from the RIMT in the assigned RIMT position. Exceptions may be granted at the sole discretion of CAFCA.

## VIII. ADMINISTRATIVE, FINANCIAL, AND PERSONNEL MANAGEMENT

### A. Reimbursement to Agency/Employer/Sponsor

Agencies will bill each other for extended operations (beyond four-hours). The billing documentation must follow the same guidelines used for FEMA reimbursements. Invoice(s) shall be submitted to the jurisdiction receiving assistance within 30 days after demobilization utilizing the established Austin Fire Department reimbursement invoice spreadsheet. Billable items include:

#### 1. Labor costs

- a. Time actually assigned on incident
- b. Overtime calculations per FLSA
- c. Fringe benefit costs

#### 2. Apparatus/Equipment usage at FEMA standardized usage cost rates

#### 3. Materials used with supporting documentation of need for the specific incident

### B. Medical Care for Injury or Illness

If member incurs an injury or illness while traveling to, from, or during RIMT training, exercise, standby, or deployment, the RIMT Member and their Agency/Employer/Sponsor is responsible for all costs and filings with Worker's Compensation, as applicable.

### C. Liability

It is mutually agreed that CAFCA and the RIMT Member's Agency/Employer/Sponsor shall each be responsible for their own losses arising out of the performance of this MOU.

D. Third-Party Claims

Specifically citing Texas Government Code Section 791.006(a-1), the parties agree that, for purposes of determining civil liability for non-party claims, the act of any person or persons while supporting incidents consisting of fighting fires, providing rescue services, providing first response EMS services, traveling to or from any type of emergency call or emergency scene, or in any manner furnishing services in accordance with this MOU, shall be the act of the party performing such act. The payment of any and all civil or other liability, including negligence, resulting from the furnishing of services under this MOU is the responsibility of the individual party performing such acts. This shall specifically include, but not be limited to, the payment of court costs, expenses, and attorneys' fees resulting from any such claim or lawsuit. The parties agree that the assignment of liability described in this Section is intended to be different than liability otherwise assigned under Section 791.006(a) of the Texas Government Code.

E. Immunity

It is expressly understood and agreed that the entering into and execution of this does not waive, nor shall be deemed to waive, any immunity or defense that would otherwise be available to a party against third-party claims arising from activities performed under this MOU.

F. Employment Status

The RIMT Member shall remain an employee or member of Agency/Employer/Sponsor and not of CAFCA at all times.

**IX. CONDITIONS, AMENDMENTS, AND TERMINATION**

- A. This MOU may be modified or amended only by written agreement of all parties.
- B. Any party, upon 30 day written notice, may terminate their participation in this MOU.
- C. This MOU shall be construed under the laws of the State of Texas. Any suits relating to this MOU shall be filed in a district court of Travis County, Texas.

**X. POINTS OF CONTACT**

<p><u>CAFCA</u> CAFCA President 203 E. Pecan Street Pflugerville, TX 78660</p>	<p><u>Agency/Employer/Sponsor</u> _____ _____ _____</p>
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**XI. GENERAL PROVISIONS**

- A. This MOU, with the rights and privileges it creates, is assignable only with the written consent of the parties.
- B. To the extent applicable, RIMT Member and Agency/Employer/Sponsor shall use the dispute resolution process provided in Chapter 2260, *Texas Government Code*, and the related rules adopted by the Texas Attorney General to attempt to resolve any claim for

breach of contract made by RIMT Member or Agency/Employer/Sponsor that cannot be resolved by in the ordinary course of business. RIMT Member shall submit written notice of claim of breach of contract under this section to the CAFCA designated official at the address provided in Section X, who will examine the claim and any counterclaim and work to resolve the claim.

**XII. ENTIRE AGREEMENT**

This MOU, along with Attachment A, RIMT Member Code of Conduct, reflects the entire agreement between the parties.

This MOU is entered into by and between the following parties:

Capital Area Fire Chiefs Association

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

Participating Agency/Employer/Sponsor

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

RIMT Member

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

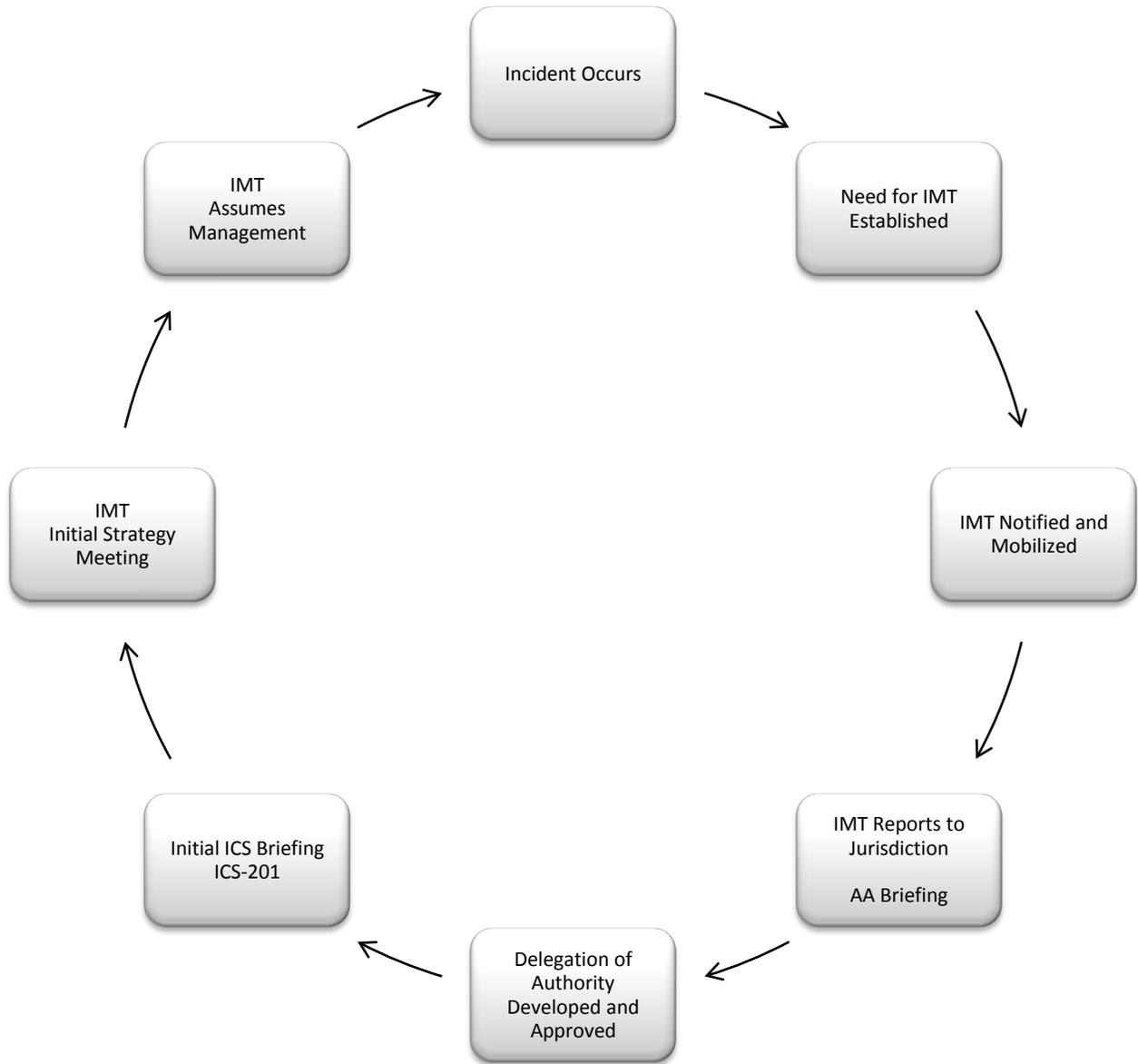
**ATTACHMENT A**

RIMT Member Code of Conduct

- No transportation/use of illegal drugs/alcohol
- Firearms are authorized to be carried by only current TCLEOSE certified commissioned officers
- Normal radio protocol used/traffic kept to a minimum
- Know your chain of command/who you report to
- Limit procurement of equipment
- Do not take things without authorization
- Act professionally
- Remain ready even when unassigned
- Recreation limited to unassigned hours
- Maintain/wear safety gear/clothing
- Wear proper uniform
- Remember your actions reflect your organization and the RIMT

**ATTACHMENT B**

Delegation of Authority Development Process



**ATTACHMENT C**Delegation of Authority

{Jurisdiction Name}

{Authorized Individual}

As of {time} on {date}, I have delegated authority to manage {incident name} to {name of Type IV Incident Management Team}. The incident has caused significant damage to homes and infrastructure. My considerations for management of this response are:

1. Provide for responder and public safety
2. Manage the incident response with as little environmental impact as possible
3. Key resource considerations are:
  - a. integrate with existing command structure in a Unified Command
  - b. coordinate Federal, State, and local resources in the mitigation or recovery efforts of the effected area
  - c. establish an accountability process of on scene, arriving, and demobilizing resources
4. Incident management considerations include:
  - a. provide for communications flow with local government and cooperators
  - b. establish a Joint Information Center for handling media briefings and press releases
5. Manage the response in a cost-effective and efficient manner
6. Manage the response in accordance with National Incident Management System as per Homeland Security Presidential Directive 5

7. Provide training opportunities for area personnel to strengthen organizational capabilities
8. Develop daily Incident Action Plans and conduct daily operational briefings

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Signature

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Date

**ATTACHMENT D**Return of Delegated Authority

The signing of this document returns the authority and responsibility for the management of the {incident name} to the local jurisdiction(s) having authority. It is mutually agreed that the objectives and management direction have been met and the {name of Type IV Incident Management Team} is hereby released effective at {time} on {date}.

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Incident Commander