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**Section: 1.35 Incident Management Team Membership**

Effective Date: 04/23/2012

Revision Date: 02/06/2012

Approved by: Fire Chief John Ehret 04/23/2012

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**Scope:**

This policy applies to all South Metro Fire Department (SMFD) employees who are members of national, state or local incident management teams (IMT).

**Purpose:**

The South Metro Fire Department places a high value on incident management skills and abilities. The incidents managed by South Metro staff range from the very minor medical incident up to and including natural disasters that have the potential to impact the entire community served by the South Metro Fire Department. Due to the low frequency of large-scale incidents and natural disasters, it is difficult to obtain the training and experience necessary to deal with these types of incidents. Because of this difficulty, the South Metro Fire Department supports the membership of its command-level staff on incident management teams, where South Metro personnel have the opportunity to more frequently work on large-scale incidents or natural disasters to gain the valuable training and experience necessary to be prepared should a similar incident occur within South Metro's service area.

The purpose of this policy is to provide the tools and means necessary for participation on incident management teams that regularly work on large-scale incidents and natural disasters.

**Procedure:**

1. Team Membership
  - a. Employees eligible for Department-sponsored membership on national, state or local IMTs are command-level staff – rank of captain and above. Employees below the rank of captain may be approved for IMT membership at the discretion of the Fire Chief.
  - b. Employees are responsible for their own application and acceptance into positions on IMTs.
  - c. Employees are responsible for maintenance of training records necessary for continued membership on the IMTs.
  - d. The Department will sponsor necessary training and meetings as able. This sponsorship may include tuition, lodging and travel expenses where necessary.
2. Compensation
  - a. IMT members shall not be entitled additional pay for their IMT membership.
  - b. IMT members will be afforded up to fourteen(14) days per year for IMT deployments.
    - i. Any compensation paid to the employee, within these 14 days, by the incident for the employee's time on a deployment will be reimbursed to the Department.
  - c. IMT members may be deployed more than fourteen(14) days per year with approval from the Fire Chief.
    - i. IMT members will be required to use paid time off (vacation or holiday time) or leave without pay for deployments beyond the initial fourteen(14) days.
3. Uniform and Personal Protective Equipment
  - a. IMT members may use their department uniform allowance to purchase equipment and clothing necessary for the performance of their duties.

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- b. The department may choose to purchase personal protective equipment for the IMT member as able and necessary.
4. Department Vehicle Usage
- a. IMT members are permitted to use South Metro administrative vehicles in the performance of IMT duties.
  - b. Use of a department vehicle must not interfere with the daily operations of the fire department.
  - c. The IMT member will comply with all applicable laws and department policies while operating the department vehicle.
  - d. The department vehicle must not be driven in manner that reflects poorly on South Metro Fire.
  - e. All expense reimbursements received by the IMT member for vehicle usage, mileage, fuel, etc. will be reimbursed to the department by the IMT member.

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