

NORTHWEST REGION TYPE 3 INCIDENT MANAGEMENT TEAM

Operating Procedures

2006

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Northwest Region IMT Operating Procedures

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I. Mission Statement

- A. Provide an advanced “All-Risk” Type 3 Incident Management Team (IMT) as a mutual aid resource to agencies in the Northwest Region of Colorado for critical incidents.
- B. The IMT will provide for incident safety, operational coordination, support and fiscal accountability in an expedient manner for all-risk incidents.
- C. Turn-key team management system for long duration incidents or planned events.
- D. When Incident Command has already been established, the IMT will provide assistance and support to the requesting county or agency.
- E. Assist regional agencies in fielding and organizing resources.
- F. Provide resources to respond to in-state and Emergency Management Assistance Compact (out-of-state) requests for mutual aid assistance.

II. Overall Goal of the Incident Management Team

Assist Northwest Region communities and minimize the need to call for outside assistance on regionally controllable incidents and be prepared at all times to hand over command in a professional manner. This includes:

- Organized mobilization and integration with existing Command
- Competent Management
- Organized demobilization and transfer of Command

When assigned, Northwest IMT serves the Administrator(s) of a local administrative unit or a group of units and will abide by the policies of the agencies for which service is being provided.

Agency Administrators should provide broad consistent direction that will enable the team to develop objectives. It is appropriate to identify priorities, to limit use of certain resource, or to set cost targets, but not to dictate tactics.

Agency Administrator should be available for daily contact with the team or Incident Commander or designate a representative.

III. Methodology

The Northwest Region Type III Incident Management Team operates using the National Incident Management System as outline in Homeland Security Presidential Directive 5 and as adopted by all political subdivisions in the Northwest Region, with accommodations as necessary to interface the Federal inter-agency environment (NIMS-ICS). Specifically, NIMS ICS forms are used for documentation purposes.

This team is dedicated to the safety of personnel and the public. Identified hazards shall be mitigated through risk analysis, communications and sound judgment based upon operational principles, threat and capabilities of resources. The following general operational objectives are identified as simple guidelines:

Save Life Protect Property Protect resource.

IV. Membership

- A. The Incident Management Team (IMT) members are appointed into the group by their Department Head and approved by the Northwest All-Hazards Emergency Management Region Executive Board.
- B. All members must complete all of the required training outlined by the Colorado Type III Incident Management Team Guide for the position they wish to enter the team. Generally, the team goal and State of Colorado expectation is to have two certified individuals for each position and one trainee, at a minimum.
- C. Members must be reasonably available for major incidents away from his/her home unit.

V. Training

- A. All members must complete all of the required training outline by the Colorado Type III Incident Management Team Guide for the position they wish to enter the team.
- B. All existing members will be contacted by their Team Coordinator to determine if they are capable and willing to serve.
- C. Courses for membership include:
 - IS-700, IS-800, I-100, I-200 and I-300 Incident Command System
 - I-400 for Incident Commanders
 - Quarterly Regional IMT Training

VI. IMT Incident Operations

- A. The initial operating period for any responding member will be a minimum of twenty-four hours unless the incident is resolved during a shift.
- B. Personal vehicles and other items required for long duration incidents will be provided by the individual member.

VII. IMT Organization

- A. Team Coordinators and Incident Commanders will make up the Team Committee, which will place members in assignments within the team and the Northwest All-Hazards Emergency Management Region Executive Board, will approve final rosters.

- B. Team Coordinators will be appointed by the Northwest All-Hazards Emergency Management Region Executive Board.
- C. Team status shall be renewed on an annual basis. Personnel may be dismissed from the team, with just cause, as determined by the Team Leader.

VIII. Communications/Status Levels

This Communication Plan is deliberately designed to use a small number of channels during the initial hours of an incident or other large-area incident requiring response from multiple agencies. This plan may be modified on scene by the Incident Commander to better utilize radio equipment available from responding agencies.

A. Status Levels

Team Deployment Status Levels

- Advisory: Conditions are identified that are favorable for incident occurrence
- Alert: (Standby) Incident complexity is reaching the level that may require activation of the team.
- Activation: Request for the team has been made and the team is committed

IMT Member Status Levels

- Available: Stated on the team roster as available for deployment
- Unavailable: Stated as not available for assignments
- Notified: Informed of current assignment situation
- Responding: Mobilized en route

Demobilization Status Levels

- Demob: Released from incident en route back to home unit
- Returned from assignment: At home unit but not status as available or unavailable

Team Status Levels

- Available
- Unavailable
- Committed

Once the team is recognized by the State of Colorado as a Type 3 IMT, these status levels will be continually updated in the Resource Ordering and Status System (ROSS).

B. Notification

Northwest Region IMT assistance may be requested by either the on-scene Incident Commander or by a county representative.

Requesting Agency information:

- Location of incident (Directions and Coordinates if available).
- Fire Name, Incident Number and Jurisdiction
- Location of ICP
- Incident Type/Conditions
- Staging area (if established)
- Frequency or Communication Information
- Expected need: Short/Long Team/Partial
- Order Number (if available)
- Other Information

Upon receiving a request for activation of the IMT, the County Emergency Manager from where the request is coming from **will** notify the Vail Public Safety Communications Center at (970) 479-2245, who will contact the on-call Incident Commander. They will contact the County Emergency Manager to determine the needs of the incident and have VPSCC notify the team via a notification system.

The goal is to have team response within a one-hour time frame. Confirmation of team response shall occur within a 15-minute time frame.

C. IMT Call Signs

The Incident Management Team will use ICS call signs during all incidents. Units responding to an incident should go 'en route/responding' and 'at staging' on the air with their usual radio call sign. Once at staging, the Incident Command will give them a new name or number, based on their assignment (PIO, Safety, etc.) in the field. The ICS call signs will be used until the member is relieved from the incident.

D. Responding, Check-in and Special Operations Communications

IMT will use functional call signs established by the Incident Command System rather than individual identification during all incidents (i.e. "Incident Location Command"). Personal call signs will be used en route to an incident and once relieved from an incident. ICS call signs will be used for every other function during an incident.

E. Resources

See team and individual resource initial response requirements.

- F. This Communication Plan is deliberately designed to use a small number of channels during the initial hours of an incident or other large-area incident requiring response from multiple agencies. This plan may be modified on scene by the Incident Commander to better utilize radio equipment available from responding agencies. See the current team ICS form 205 for details of the plan.

IX. Team Working Guidelines

A. Transition

When the team has been requested and arrives at scene, the following transition guidelines will be followed.

1. Make contact with the IC and/or local agency representative. Identify the arrival of the team and determine expectations of requesting agency/agency administrator for team participation.
2. Attain report on current status of incident including, but not limited to:

Size-Up Report:	What is the current status of the event? Example: Fire Status, Threatened Population, Structures, Resources, Fire Behavior and Weather...
Objectives:	What are the current operational objectives and priorities?
Actions/Assignments:	What is the current status of committed resources, where are they operating and what are they assigned to accomplish?
Progress of Current Actions and anticipated revision or needs:	
	Are current efforts having the desired effect? What is needed to accomplish the objectives?
Note: Initial Attack IC should utilize the ICS 201 to record actions and to provide initial briefing.	

3. Determine timeline for assuming or unifying command.
4. Assure that an organized transition is facilitated. **Note: This is a timeframe with high potential for safety and control issues. All necessary actions to avoid problems in these areas must be addressed.**
5. When possible, a team meeting shall be conducted to assure an orderly transition prior to the actual assumption of command by the team.

Note: The team shall conduct themselves at all times in a courteous, cooperative and considerate manner when working with the local agencies

before, during and after transition. When possible, members of the Local Agency or Authority Having Jurisdiction should be utilized in support, trainee and incident assignments. Each person is important to the overall outcome of the incident and is encouraged to participate in a constructive manner as assigned by Command. Team members, crews and citizens are to be treated with respect and dignity. Discrimination and harassment will not be tolerated.

6. The Team will establish a location for a command post and shall establish necessary support and facilities.
7. The Team is responsible for directing and supporting the incident throughout, as well as recognizing the need to move to a higher mode, attaining and controlling necessary resources.
8. Briefings and Meetings will be held as needed to keep all personnel informed and the incident coordinated. These shall include:

Agency Administrator Briefing

Strategy Meetings

Team Meetings

Plans Meeting

Critiques and Close Out

Coordination and Communication are critical elements. Effective methods of assuring this are of primary importance.

9. The Team is also responsible for documentation and providing all incident and post-incident reports to the appropriate agency.

All incident personnel are responsible for providing ICS-214 Unit Log and supplementary documentation per operational period. These should be completed prior to going off shift if possible.

Transition time frame may depend on incident complexity, expertise of the IC, local factors and other factors. The teams should prepare to assume command as earlier as possible if the local IC is having difficulty maintaining safety, span of control, and consider the exhaustion of the command team. The team may transition at the start of a new operational period after the initial attack phase.

IMT-IC should insist the Type 1 or 2 Team personnel shadow the IMT General Staff personnel for 2 hours prior to transition.

B. Demobilization Planning

Demobilization shall be carried out in an orderly manner to accomplish a cost effective program commensurate with efficient and effective organization practices.

Planning for demobilization shall begin while the incident is being mobilized. Adequate records of personnel, transportation and equipment used or being moved are necessary. Good coordination can cut costs.

C. Release of the IMT

The Command and General staff should plan on transiting to the local agency on a daily basis.

The date and time must be approved by the Agency Administrator(s).

The following criteria shall be considered before release of the team:

1. Incident must be under control
2. All surplus resources should be released and demobilized
3. ICP and camp shutdown, reduced or in the process
4. Planning Section Chief has prepared a narrative report and final incident package
5. Finance Section Chief should have all known finance problems resolved
6. IMT critique completed and notes included with final package

Finance and/or Logistics Section Chief(s) may have to stay longer to resolve problems.

Team should have closed debriefing session prior to leaving incident and schedule formal debriefing in the near future.

D. Aircraft Operations

The primary goals of the dispatch for any aircraft resource are:

Safety Effectiveness Efficiency

Reminder: All air resources are Initial Attack (IA) resources and are subject to diversion at anytime for higher priority incidents, regardless of whether ordered for a single drop or large incident. Orders for these resources should be based on actual current incident needs. Response times are the most critical aspect of IA resources, identify the need early and order early.

E. Intelligence

Situation gathering and distribution plays a vital role in logistical coordination. It is **CRITICAL** that the situation processed is **COMPLETE, ACCURATE** and **TIMELY**. Management decisions, priorities resource allocations are based on this data.

Report Name	Time Available
National Sit Report	0600 hours
Fire Weather Forecasts	0730 and 1500 hours
Daily Morning Report/Resource Status	1100 hours
RMA SIT Report	1800 or 2400 when activity warrants
FBA Information	As Updated

All other critical fire information will be electronically mailed, with a follow-up phone call, to the Dispatch Centers for further distribution (i.e., Red Flag info, etc.)

F. Form-up

IC will ensure minimal team positions are filled. IC will contact Agency Administrator and Local Incident Commander and determine briefing location. Team will determine ICP, base, and staging location. Response communications will be established by issuing radios to Command and General Staff, DIVS, FOBS, SITL & RESL. Communications Unit Leader will issue additional radios as needed. IC will ensure team equipment and command vehicles have been dispatched. IC and Logistic Chief should discuss pre-order and determine any additional needs prior to moving to briefing location

Team shall move to the initial attack ICP and expect to assume command upon arrival. Team should attempt to survey incident prior to assumption of command.

X. Command Section

A. Incident Commander

- Obtain incident briefing and Incident Briefing Form (ICS Form 201) from prior Incident Commander.
- Assess incident situation
- Conduct initial briefing
- Activate elements of the Incident Command System.
- Brief command staff and section chiefs.
- Ensure planning meetings are conducted.

- Approve and authorize implementation of the Incident Action Plan.
- Determine information needs and inform command personnel of needs.
- Coordinate staff activity.
- Manage incident operations.
- Approve requests for additional resources and requests for release of resources.
- Approve the use of trainees on the incident.
- Authorize release of information to news media.
- Ensure Incident Status Summary (ICS Form 209) is completed and forwarded to the dispatch center.
- Approve plan for demobilization.
- Release resources and supplies.

B. Liaison Officer

- Obtain briefing from the Incident Commander.
- Provide a point of contact for assisting/cooperating agency representatives.
- Identify agency representatives from each agency including communications link and location.
- Respond to requests from incident personnel for inter-organizational contacts.
- Monitor incident operations to identify current or potential inter-organizational problems.
- Maintain Unit Log (ICS Form 214).

C. Safety Officer

- Obtain briefing from the Incident Commander.
- Identify hazardous situations associated with the incident.
- Participate in planning meetings.
- Review incident action plan.
- Identify potentially unsafe conditions.
- Exercise emergency authority to stop or prevent unsafe acts.
- Investigate accidents that have occurred within the incident area.
- Review and approve Medical Plan (ICS Form 206).
- Maintain Unit Log (ICS Form 214).

D. Public Information Officer

- Contact the jurisdictional agency to coordinate public information activities.
- Establish single incident information center whenever possible.
- Arrange for necessary workspace, materials, telephones, and staffing.
- Obtain copies of current INC-209's (Situation Status Summary Reports).

- Prepare initial information summary as soon as possible after arrival.
- Observe constraints on the release of information imposed by the incident commander.
- Release news to news media and post information in the command post and other appropriate locations.
- Attend meetings to update information released.
- Arrange for meetings between media and incident personnel.
- Provide escort service to the media and VIP's
- Provide fire retardant clothing for media and VIP's (as appropriate).
- Respond to special requests for information.
- Maintain Unit Log (ICS Form 214)

XI. Operations Section

A. Transition

1. This procedure should be used if initial Incident Command (IC) has requested that the IMT take over entire command of the incident. If the initial IC is handling the incident but needs assistance with other roles, then the IC will need to brief the Team Leader on these needs.
 - Team Leader should report to the Incident Command Post (ICP) and shall perform the following:
 - Request a general briefing from IC
 - Update IC as to IMT's status
 - Assign duties
 - Assist IC in any way requested
 - Next arriving General Staff member, or as assigned by the Team Leader, shall designate team formation location away from the ICP. Vests should be assigned when the IMT cache arrives. When IMT is ready to assume command, the Team Leader will be notified and IMT will only approach the ICP with the Team Leaders approval. Once the IC has given approval, transition will begin.
 - IC/OPS/PLANS needs to be totally focused on stabilizing the incident in the first few hours. Plans should be placed in their traditional role after the incident stabilizes. Their initial order of business shall be the following:
 - Perform a scene size-up
 - Develop an action plan
 - Place action plan on ICS 201
 - Complete ICS 201,202 & 205

2. The initial IC has the operations of the incident under control, but requires assistance with other roles. The Team Leader will contact IC to get a briefing on what is needed. The Team Leader will then assign personnel as necessary.

B. Operations Section Chief

- Obtain briefing from the incident commander.
- Develop the tactical operations portion of the Incident Action Plan.
- Supervise operations.
- Establish staging areas.
- Determine need and request additional resources.
- Review suggested list of resources to be released and initiate recommendation for release of resources.
- Assemble and disassemble strike teams assigned to operations section.
- Report information about special activities, events, and occurrences to Incident Commander.

D. Staging Area Manager

- Obtain a briefing from the Operations Section Chief.
- Proceed to the staging area.
- Establish staging area layout.
- Determine and support needs for equipment, feeding, sanitation, and security.
- Establish check-in function as appropriate.
- Post areas for identification and traffic control.
- Request maintenance service for equipment at staging area as appropriate.
- Respond to request for resource assignments.
- Obtain and issue receipts for radio equipment and other supplies distributed and received at the staging area.
- Report resource status changes as required.
- Maintain staging area in orderly condition.
- Demobilize the staging area in accordance with the Incident Demobilization Plan.
- Maintain Unit Log (ICS Form 214).

XII. Planning Section

A. Planning Section Chief

- Obtain briefing from Incident Commander
- Activate Planning Section units
- Establish information requirements and reporting schedules for all ICS organizational elements for use in preparing the Incident Action Plan
- Establish a weather data collection system when necessary
- Supervise preparation of the Incident Action Plan

- Assemble information on alternative strategies
- Identify the need for specialized resources (Weather, Fire Behaviorist, HazMat, etc.)
- Provide periodic predictions on incident potential: Pro-active planning – one of the most important functions is to look beyond the current situation and anticipate potential problems
- Compile and display incident status summary information
- Supervise planning section units
- Manage Plans/Observers

B. Resource Status Unit Leader (ReStat)

- Report to and receive briefing and special instructions from Planning Section Chief upon arrival.
- Establish check-in function at specified incident locations.
- Using the Incident Briefing Form (ICS Form 201) prepare and maintain the command post display (organization chart and resource allocation and deployment sections of the display).
- Assign duties to resource unit personnel.
- Confirm dispatch of and estimated time of arrival for ordered resources unit personnel.
- Establish contacts with incident facilities by telephone or through the communications center, and begin maintenance of resource status.
- Participate in planning section meetings as required by the Planning Section Chief.
- Gather, post and maintain resources status of transportation, support vehicles and personnel. “T” Card system and resource designators.
- Provide resource summary information to situation unit as requested.
- Receive order to demobilize resource units.
- Dismantle and store resource unit displays.
- List expendable supplies that need replenishing and file with supply unit leader.
- Maintain Unit Log (ICS Form 214).

C. Situation Status Unit Leader (SitStat)

- Report to and receive briefing and special instructions from person in charge of Planning activities upon arrival
- Prepare and maintain command post display
- Collect all incident related data at earliest possible opportunity and continue for the duration of the incident
- Participate in incident planning meetings as required by the Incident Commander
- Prepare the Incident Summary Form (ICS Form 209) before each planning meeting

- Maintain communications link with Plans Observer. They are SitStat's eyes and ears
- Provide photographic services and maps
- Provide resources and situation status information in response to specific requests
- Receive order to demobilize situation unit
- List expendable supplies that need replenishing and file with supply unit
- Maintain Unit Log (ICS Form 214)

D. Documentation Unit Leader

- Obtain briefing from Planning Section Chief.
- Establish and organize incident files.
- Retain and file duplicate copies of official forms and reports.
- Accept and file reports and forms submitted by ICS units.
- Check on accuracy and completeness of records submitted for files.
- Correct errors or omissions by contacting the appropriate ICS units.
- Provide duplicates of forms and reports to authorized requestors.
- Prepare incident documentation for Planning Section Chief when requested.
- Maintain, retain, and store incident files for after incident use.
- Maintain Unit Log (ICS Form 214).

XIII. Logistics Section

A. Logistics Section Chief

- Obtain briefing from Incident Commander.
- Plan organization of logistics section.
- Assign work locations and preliminary work tasks to section personnel.
- Notify resources unit of logistics section units activated including names and locations of assigned personnel.
- Assemble and brief unit leaders and branch directors.
- Participate in preparation of the Incident Action Plan. (Service and support elements)
- Identify service and support requirements for planned and expected operations.
- Provide input to and review communications, medical and traffic plans.
- Coordinate and process requests for additional resources.
- Review incident action plan and estimate section needs for the next operational period.
- Ensure that the incident communications plan is prepared.
- Advise on current service and support capabilities.

- Receive demobilization plan from planning section.
- Recommend release of unit resources in conformity with demobilization plan.
- Ensure general welfare and safety of logistics section personnel.
- Maintain Unit Log (ICS Form 214).

B. Ground Support Unit

- Obtain briefing from Logistics Section Chief.
- Participate in support branch/logistics section planning activities.
- Implement traffic plan developed by the planning section.
- Support out-of-service resources.
- Notify resources unit of all status changes on support and transportation vehicles.
- Arrange for and activate fueling, maintenance, and repair of ground resources.
- Maintain inventory of support and transportation vehicles (ICS Form 218).
- Provide transportation services.
- Collect information on rented equipment.
- Requisition maintenance and repair supplies (i.e. Fuel, spare parts)
- Maintain incident roads.
- Submit reports to the Logistics Section Chief.
- Maintain Unit Log (ICS Form 214).

C. Food Unit Leader

- Obtain briefing from Logistics Section Chief.
- Determine location of working assignment, and number of personnel assigned to base and camps.
- Determine method of feeding to best fit each situation.
- Obtain necessary equipment and supplies to operate food service facilities at base and camps.
- Ensure that sufficient drinkable water is available to meet all incident needs.
- Set up food unit equipment.
- Prepare menus to ensure incident personnel of well-balanced meals.
- Ensure that all appropriate health and safety measures are taken.
- Supervise cooks and other food unit personnel.
- Keep inventory of food on hand and check in food orders.
- Provide supply unit leader food supply orders.
- Demobilize food unit in accordance with incident demobilization plan.
- Maintain Unit Log (ICS Form 214).

D. Facilities Unit Leader

- Receive Incident Action Plan.
- Participate in Logistics section planning activities.
- Determine requirements for each facility to be established.
- Prepare layouts of incident facilities.
- Notify unit leaders of facility layouts.
- Activate incident facilities.
- Obtain personnel to operate facilities.
- Provide sleeping facilities and security services.
- Provide facility maintenance services – sanitation, lighting and clean up.
- Demobilize base and camp facilities.
- Maintain facilities unit records.
- Maintain Unit Log (ICS Form 214).

E. Communications Unit Leader

- Obtain briefing from Logistics Section Chief.
- Determine communications unit personnel needs.
- Advise on communications capabilities/limitation during preparation of the Incident Action Plan.
- Prepare and implement the incident radio communications plan.
- Ensure that the incident Communications Center and message center are established.
- Set up telephone and public address systems.
- Ensure that communications systems are installed and tested.
- Ensure that an equipment accountability system is established.
- Ensure personal portable radio equipment is distributed from the cache.
- Provide technical information on:
 - Adequacy of communications systems currently in operation.
 - Geographic limitation on communications systems
 - Equipment capabilities
 - Amount and types of equipment available.
 - Anticipated problems in the use of communications equipment.
- Supervise communications unit activities.
- Maintain records on all communications equipment as appropriate.
- Recover equipment from relieved or released units.
- Maintain Unit Log (ICS Form 214).

F. Medical Unit Leader

- Obtain briefing from Logistics Section Chief.
- Participate in Logistics section planning activities.
- Determine the level of emergency medical activities performed prior to activation of a medical unit.
- Prepare the Medical Emergency Plan (ICS Form 206).

- Prepare procedures for major medical emergencies.
- Declare major medical emergencies as appropriate.
- Respond to requests for medical aid, transportation or supplies.
- Prepare medical reports.
- Submit reports as directed.
- Maintain Unit Log (ICS Form 214).

XIII. Finance Section

A. Finance Section Chief

- Obtain a briefing from the Incident Commander.
- Attend briefing with responsible agency to gather information.
- Attend planning meeting to gather information on overall strategy.
- Identify and order supply and support requests for finance section.
- Develop an operations plan for finance function on incident.
- Prepare work objectives for subordinates, brief staff, make assignments, and evaluate performance.
- Determine need for commissary operation.
- Inform Incident Commander and general staff when section is fully operational.
- Meet with assisting and cooperating agency representatives as required.
- Provide input in all planning sessions on financial matters.
- Maintain daily contact with agency(s) administrative headquarters on finance matters.
- Ensure that all personnel time records are transmitted to home agencies according to policy.
- Participate in all demobilization planning.
- Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- Brief agency administration personnel on all incident related business management issues needing attention and follow-up prior to leaving the incident.
- Maintain Unit Log (ICS Form 214).

B. Cost Unit Leader

- Obtain briefing from the Finance Section Chief.
- Coordinate with agency headquarters on cost reporting procedures.
- Ensure all equipment/personnel requiring payment are identified.
- Obtain and record all cost data.
- Prepare incident cost summaries.
- Prepare resources-use cost estimates for planning.
- Make recommendations for cost savings to Finance Section Chief.
- Maintain cumulative incident cost records.

- Ensure that all cost documents are accurately prepared.
- Complete all records prior to demobilization.
- Provide reports to Finance Section Chief.
- Maintain Unit Log (ICS Form 214).

C. Procurement Unit Leader

- Obtain briefing from the Finance Section Chief.
- Contact appropriate unit leaders on incident needs and any special procedures.
- Coordinate with local jurisdiction on plans and supply sources.
- Obtain incident procurement plan.
- Prepare and sign contracts and land use agreements as needed.
- Draft memorandums of understanding.
- Establish contracts with supply vendors as required.
- Interpret contracts/agreements and resolve claims or disputes within delegated authority.
- Coordinate with compensation/claims unit on procedures for handling claims.
- Finalize all agreements and contracts.
- Complete final processing and send documents for payments.
- Maintain Unit Log (ICS Form 214).

XIV. Travel and Training Reimbursement Policy

General Policy:

The Summit County Sheriff's Office has agreed to be the Fiscal Agent for the IMT and will use their routine financial systems the county uses to insure appropriate approvals, expenditures and accounting for grant funding, individual agency contributions and reimbursements, along with reimbursements from agencies having jurisdiction for which the IMT has served.

The individual agency participants have had their Agency Head sign a nomination form that clearly indicates the home **agency's** fiscal and commitment responsibilities:

The applicant must provide the permission of their supervisor/chief who has the authority to allow them to be away from their daily assignment for extended times and understand the need to backfill in their home position when called to work with the Incident Management Team. Assignments will not be any longer than 72 hours without additional approval. The applicant will be expected to attend quarterly team training to develop their skills as members of the regional IMT.

I concur with the goals, commitment, and availability of the applicant for disaster/critical incidents emergency assignments as a member of the Northwest Region Type 3 Incident Management Team. The applicant has permission to leave their work assignment and has the necessary worker's compensation insurance. **I understand there is no funding for salary or overtime reimbursement for the applicant from the IMT**, although **the agency/agencies** having jurisdiction of an incident may reimburse the **applicant's** home agency for incidents over 24 hours.

Training Policy:

- It is expected that IMT team members will receive basic and intermediate incident command system training (ICS 100, 200, 300, 700 and 800) from their home agencies. Generally the Northwest Colorado IMT will provide advanced level, position specific and on-the-job training to team members at no cost to the trainee. Lodging and meal costs will be the responsibility of the team member or their agency.
- If funding is available to the team for training, it will be authorized by either of the Team Coordinators and it is encouraged that home agencies share training expenses with the IMT.

Travel Policy:

- Generally travel expenses will not be reimbursed by the IMT, unless reimbursement or funding is available and authorized by a Team Coordinator or Incident Commander. Every effort should be made to carpool or use government vehicles when conducting IMT business.
- Auto mileage for use of personal automobiles if reimbursed will be at the IRS rate, which is announced each January. Mileage will not be reimbursed for government vehicles unless provided by an agency/agencies having jurisdiction of an incident.
- Lodging will only be paid for or reimbursed if authorized by a Team Coordinator or Incident Commander, prior to the rental of a room. Team members should always request the "government rate" when making reservation and their governmental agencies tax exempt number should be used when checking-in. IMT members who are not members of a governmental agency may use the Summit County's number.

Meals:

- Meal generally will not be reimbursed, if they are authorized by the Team Coordinator or Incident Commander they will be paid at the following rates:

Breakfast	\$8.00
Lunch	\$12.00

Dinner \$22.00
 \$42.00

- Meal reimbursement should not be requested when time permits having meals in the team member's home county, i.e. breakfast before leaving for training.

Salary:

- If salary is to be reimbursed it will be in accordance with the Cooperative Resource Rate Form (CRRF) as negotiated annually with the Colorado State Forest Service. If an agency participating in the IMT is not covered by a CRRF agreement, they will be reimbursed at their current salary as provided by the team member's home agency. Each team member not covered by a CRRF agreement should be able to provide their exact current salary and overtime salary, when on an assignment.