

	<p align="center">OFFICE OF STATE FIRE MARSHAL</p> <p align="center"><i>INCIDENT MANAGEMENT TEAMS</i></p> <p align="center">STANDARD OPERATING GUIDELINES</p>	<p>Number: SOG-I-1004 Adoption Date: July 2012 Author: Alan McMahan Review/Revision Date:</p>
<p>OSFM Approved: <u>Mark Wallace</u> Date <u>7/23/12</u> Mark Wallace, State Fire Marshal</p>		<p>ERU Program Manager: <u>Mariana Ruiz-Temple</u> Date <u>7/12/12</u> Mariana Ruiz-Temple, Emergency Response Mgr</p>
<p>SUBJECT: IMT Recruiting</p> <p>OBJECTIVE: To describe the Incident Management Teams recruiting process</p>		

I. **SCOPE**
This SOG outlines timelines and processes followed by Emergency Response Unit staff before, during and after Incident Management Team recruitment.

II. **GENERAL**
Incident Management Team member recruitment and selections are conducted by the Emergency Response Unit. Recruitments occur when a vacancy exists and/or insufficient pool members or trainees are available for consideration.

Incident Management Teams Program Coordinator oversees the recruitment process.

III. **IMT POSITIONS**
These are the authorized IMT positions for Command, General staff and Unit Leaders.

- COMMAND STAFF**
- Incident Commander
 - Deputy Incident Command
 - Safety Officer
 - Assistant Safety Officer
 - Incident Information Officer
 - Law Enforcement Officer

GENERAL STAFF & UNIT POSITIONS

OPERATIONS SECTION

- Operations Section Chief
- Deputy Operations Section Chief
- Division/Group Supervisors (4 per team)

PLANNING SECTION

- Planning Section Chief
- Deputy Planning Section Chief
- Resource Unit Leader
- Documentation Unit Leader (pool)
- Geographic Information Systems Specialist (pool)
- Training Specialist (pool)

FINANCE SECTION

- Finance Section Chief

LOGISTICS SECTION

- Logistics Section Chief
- Communications Unit Leader
- Incident Communications Manager
- Facilities Unit Leader

IV. RECRUITMENT TIMELINE AND SELECTIONS

IMT Program Coordinator will:

- establish a timeline for the recruitment period

<i><u>EXAMPLE TIME LINE</u> (Dates as example only)</i>	
<i>Jan 10</i>	<i>Start process</i>
<i>Jan 17</i>	<i>Open recruitment</i>
<i>Feb 9</i>	<i>Close recruitment</i>
<i>Feb 16</i>	<i>Applications to ICs for review (ICs review and score each applicant and bring resulting scores to IC Meeting)</i>
<i>March 2</i>	<i>IC Meeting or conference call to make final selections</i>
<i>March 3</i>	<i>List of accepted applicants and their positions to ERS Manager Notices emailed and letters mailed to each applicant</i>
<i>March 5</i>	<i>Order vests and clothing for new members Enter new members into database Revised roster issued to all IMT</i>
<i>March/April</i>	<i>New Member Orientation-- occurs at the annual joint IMT conference (Handout rosters, clothing and vests, ID card photos, guidebooks)</i>

- identify positions for which to recruit
- review all of the position applications for current qualifications

Applicant Review & Selection

The IMT Program Coordinator and Program Manager will review and approve applications to be accepted.

Recruitment ends:

Summary of applications & qualifications is created and forwarded with application to the appropriate IMT personnel for review and recommendation.

Applicant review:

The appropriate Section Chiefs and Deputies will review applications and make recommendations to the ICs. The positions detailed on the chart below will review applications and recommendations and may interview those applicants that they are considering. Interviews may be by phone if the ICs so choose.

Notification of Applicants

- Program Coordinator notifies those not selected to a team
- After all applicants not selected to a team have been notified, Program Coordinator advises ICs
- Applicants selected to a team will be notified by their IC of their final status by phone

Status

Team member – applicant is selected to hold a position on the Red, Blue or Green Team.

Pool member – applicant is selected to join pool of fully qualified individuals.

NOTE: To transition from Trainee status to a Pool the individual must have

- *completed all required training and task book(s) for the position,*
- *deployed at least one time with the OSFM IMT and performed in the capacity that they are training for, and*
- *submitted a written recommendation from the IC and Section Chief to whom the Trainee was assigned indicating the trainee successfully performed in the capacity they are training for.*

Transitional Trainee – a trainee who has completed all required qualifications but has never deployed with OSFM's IMT (see note above). Denoted by "Tt" on the roster.

Trainee – applicant has been accepted as a trainee, but has not completed all requirements of the position including task book, evaluation and recommendation. Denoted by "t" on the roster.

Not accepted – applicant is not selected to join the IMT in any capacity during current recruitment.

New Member orientation (held the morning of the Annual IMT Conference)

- 2-3 hours
- Issue clothing
- Take photos for ID cards and issue cards
- Issue printed rosters and IMT Guidebooks