

HR LF	HR HF	Massachusetts Fire District - 14 Technical Rescue Team Membership, Training, Attendance TRT 3100-18-001	Effective Date 10/17//2019
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I) PURPOSE/SCOPE/APPLICATION

- A) To establish minimum guidelines and regulations required for an individual to be considered an active member. These shall include but are not limited to training requirements and team participation.
- B) This SOG will identify Membership, Trainings and Meetings, Attendance Policy, and Probationary Review.
- C) This SOG shall apply for all Technical Rescue Team Members

II) REFERENCE DOCUMENTS

- A) N/A

III) DEFINITIONS

- A) **Drill**: Regularly scheduled monthly training drill.
- B) **Mandatory Drill**: One of four yearly drills - one for each discipline, rope, c-space, trench and structural collapse - that shall be mandatory in attendance. These drills shall be the responsibility of the team member to make up if they are missed before a member can be returned to operational status for that discipline.
- C) **Exercise**: Joint operation between the team and any outside agency.
- D) **Incident**: Any emergency situation where the team/squad is deployed.
- E) **Leave of Absence (LOA)**: A limited term of time that a member can request away from the team without losing his/her position. Maximum 6 Months (See SOP 12)
- F) **Meeting**: Any scheduled meeting for which your presence is requested.
- G) **Non-Operational Status**: Anytime a member's attendance falls below the standards set forth in this SOP, he/she will be put on non-operational status and will not be allowed to deploy to incidents until they have tested out.

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H) **Operational Status**: Any member that is in good standing and that can be deployed to incidents will be considered placed on operational status.

IV) SPECIALIZED ROLES AND RESPONSIBILITIES

A) All members are be responsible for enforcing this SOG.

V) SAFETY

A) N/A

VI) ENFORCEMENT

A) Failure to understand this Standard Operating Guideline may result in disciplinary action.

B) Any deviation from this Standard Operating Guideline may require a written report to the Chief overseeing the team and/or the District 14 Chair.

C) This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.

VII) STANDARD OPERATING GUIDELINE

A) General

1) Membership should be opened under the discretion of the District 14 Chiefs to willing and active individuals of Massachusetts Fire District 14. Providing that they are able to fulfill membership requirements as set forth in the SOGs, Policy and Procedures, and Regulations of the Team.

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- 2) Any person desiring membership should complete the application form prescribed by the Executive Committee and should return said application to the Team Coordinator for record.

B) Active Membership

- 1) Members should maintain active status with the team through the fulfillment of all team duties and attendance of four mandatory refreshers and 80% attendance of monthly drills.

C) Inactive Membership

- 1) In the event that an Active Member cannot fulfill the duties of Active Membership, the Team Coordinator should immediately change that member's status to that of an Inactive Member under the direction of the Executive Committee.
- 2) In order to regain Active Membership status, an Inactive Member must fulfill active duty requirements for four consecutive months and attend/makeup mandatory refreshers. Return to active duty is automatic upon completion of those four months, and the Team Coordinator or Logistics Officer should record the status change.
- 3) Inactive status caused by temporary medical conditions should not require make up of missed duties, as long as the inactive status was less than one year, and a doctor medical release is submitted.

D) Trainings and Meetings

- 1) General
 - (a) All meetings must be posted and all participating agencies must be notified a minimum of 48 hours prior to the start of the meeting.

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- (b) All meetings shall follow a written agenda as prepared by the Team Coordinator. Any additions and/or provisions to the agenda shall be submitted and added at the start of said meeting.
- (c) Following the conclusion of a meeting, the secretary or his/her designee shall prepare the minutes of said meeting and distribute to all participating agencies. All meeting minutes shall be completed within 96 hours of the completion of said meeting.
- (d) All trainings shall follow a prepared outline and organizational guideline. All participants shall sign-in on a class roster, which will be filed with the Team Coordinator upon completion of the training.

2) Executive Board Meeting

- (a) The Executive Board shall meet monthly to discuss, review, and conduct regular business of the District 14 Technical Rescue Team.

3) Training

- (a) Training will be conducted on the second Tuesday of every month with no training scheduled in July or August.
- (b) Each Department associated with the team will coordinate assigned monthly training through department representative and present training to team members as assigned on a rotating schedule.
- (c) Team members shall attend 80% of the monthly training and must attend the four mandatory refreshers during the year. If refreshers cannot be attended for any reason, by any member, they shall be made up by the individual member before year's end on member's own time.

E) Attendance Policy

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1) Incidents

- (a) All members will be required to attend as many incidents as possible to which the team has been dispatched in a year.
- (b) Members must reply to their team dispatch text message and sign the incident roster to be considered present.

2) Drills

- (a) All members will be required to attend 80% of all drills in a training cycle.
- (b) If a member's attendance falls below the 80% mark during the course of the training cycle, they will be put on non-operational status.
- (c) All rosters must be signed by attending members.
- (d) The D14 TRT will hold four mandatory training sessions each year. There will be one mandatory session for each major discipline. These disciplines will include high angle rope rescue, confined space rescue, trench rescue, and structural collapse rescue. Should a member miss a mandatory training session, he/she shall be placed on non-operational status until such time as the/she can make up the discipline.
- (e) Mandatory Training Sessions - hours of training may include daytime or nighttime operations.
 - (1) High angle rope rescue technician level – 8 hour drill
 - (2) Confined space rescue technician level – 8 hour drill
 - (3) Trench rescue technician level – 16 hour drill
 - (4) Structural collapse technician level – 16 hour drill

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(f) Regular monthly training sessions will be four hours in length and run from either 0830 to 1230 hours or 1800 - 2200 hours.

(g) At least once each training cycle the team will hold an evening drill requiring the deployment of lighting of both team and personal use. This will enhance the safety and skill sets of all members and better prepare for nighttime deployments should the need arise.

F) Probationary Review

- 1) The probationary period will be 1 year from team appointment.
- 2) A minimum of six (6) written reviews shall be conducted during this period
- 3) The review should consist of the following:
 - (a) Strengths, Weaknesses, and identified areas of improvement needed.
 - (b) A work improvement plan should be created by the reviewers to assist the member with identified areas of improvement.
- 4) Reviews should be conducted by the following
 - (a) Assigned Squad Leader and/or Team Leaders
 - (b) Completed reviews shall be forwarded to the Operational Chiefs for final review and approval.
- 5) A session should be conducted with the member to allow for their review and input.
- 6) The members should sign the completed review at the conclusion of this session.
- 7) Three (3) failing reviews may result in the member being removed from the team.

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VIII) RECORDS, REPORTS, CHARTS, FORMS

A) N/A

Sog Review Dates: