

HR LF	HR HF	Massachusetts Fire District - 14 Technical Rescue Team Structure TRT 3100-18-002	Effective Date 10/17/2019
LR LF	LR HF		

I) PURPOSE/SCOPE/APPLICATION

- A) To establish a basic structure to fulfill the administrative, staff, line, and incident requirements of the District 14 Technical Rescue Team.
- B) This SOG will identify Team Structure.
- C) This SOG shall apply at all times

II) REFERENCE DOCUMENTS

- A) N/A

III) DEFINITIONS

- A) N/A

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 compliant by this

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department for non-judicial administrative action in accordance with the laws governing employee discipline.

VII) STANDARD OPERATING GUIDELINE

A) Executive Committee

- 1) The Executive Committee should consist of the Fire Chiefs of all participating Department within Massachusetts Fire District 14.

B) Team Coordinator

- 1) The Team Coordinator should be appointed by the active members of the District 14 Technical Rescue Team and will report directly to the Executive Committee.
- 2) The Team Coordinator is the authorized representative and spokesperson of the organization. The coordinator may appoint a representative, in his/her absence, to attend meetings of other fire service organizations that affect the interest of the organization.
- 3) The Team Coordinator should be the spokesperson for the organization and should attend all meetings with the Executive Committee of the organization.
- 4) The Team Coordinator should be appointed by a vote of the active members of the District 14 Technical Rescue Team. The voting will take place in December prior to the expiration of the term. The new coordinator will assume office on the following January.
- 5) The Team Coordinator should serve a term of two years in length. At the end of a term, the Coordinator will be allowed to maintain the current position with only a two-thirds majority of the team.

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- 6) If at any time, the Team Coordinator resigns or ceases as a member of the team, the members will name his/her replacement with a new vote at the next team meeting/drill.
- 7) The Team Coordinator should be responsible for seeing that a training schedule for the year is completed and set.

C) Assistant Team Coordinator

- 1) The Assistant Team Coordinator should assume the duties of the leader in his/her absence.
- 2) The Assistant Team Coordinator should be appointed by the active members of the District 14 Technical Rescue Team and will report directly to the Team Coordinator.
- 3) The Assistant Team Coordinator should be appointed by a vote of the active members of the District 14 Technical Rescue Team. The voting will take place in December prior to the expiration of the term. The new coordinator will assume office on the following January.
- 4) The Assistant Team Coordinator should serve a term of two years in length. At the end of a term, the coordinator will be allowed to maintain the current position with only a two-thirds majority of the Board.
- 5) If at any time the Assistant Team Coordinator resigns or ceases as a member of the team, the members will name his/her replacement with a new vote at the next team meeting/drill.

D) Secretary / Logistics Officer

- 1) The Secretary / Logistics Officer should be responsible for accurate minutes of meetings, keeping a historical record of the organization in a minute book,

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maintain records of all important transactions of the organization, and perform other duties as directed by the Team Coordinator or his/her designee.

- 2) The Secretary / Logistics Officer should be responsible for the tracking of personnel records and training records.
 - 3) The Secretary / Logistics Officer should assist the Team Coordinator with the responsibility for seeing the training schedule is completed and set for the year.
 - 4) The Secretary / Logistics Officer should work with the hosting department of the monthly training to verify that all materials and resources are available.
 - 5) The Secretary / Logistics Officer will also make sure that training rosters have been completed and certificates have been issued to the attending students.
 - 6) The Secretary / Logistics Officer will be responsible for all team correspondence, emails, drill notifications, and contacts.
 - 7) Should the current Secretary / Logistics Officer relinquish his/her position, a person will be appointed by a vote of the team at the next appropriate meeting/drill.
- E) Department Representative
- 1) The Team shall consist of Forty(40) department representatives
 - 2) Representatives should be assigned by participating departments. Departments that do have a member assigned to an officer position on the team may elect to assign an alternate representative.
 - 3) The Department Representative should be responsible for coordinating with their represented fire department on matters of the District 14 Technical Rescue Team.

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F) Disqualification of Office

- 1) If any of the Officers, at any time (for reasons other than illness, injury, or other just cause or reason) fail to meet requirements of position set forth by said SOG, they should be deemed to have resigned from the position.
- 2) A member who assumes office as a result of replacing another officer should remain in office for the balance of the term and will continue to fulfill the obligations in the progression of office as prescribed in these operating guidelines.

VIII) RECORDS, REPORTS, CHARTS, FORMS

A) N/A

<p>Sog Review Dates:</p>
