# PURPOSE/SCOPE/APPLICATION

## To establish a basic structure to fulfill the administrative, staff, line, and incident requirements of the District 14 CISM Team.

## This SOG will identify Team Structure & Administration.

## This SOG shall always apply.

# REFERENCE DOCUMENTS

## N/A

# DEFINITIONS

## ICISF: International Critical Incident Stress Foundation

## MSPSN: The Massachusetts Statewide Peer Support Network established by the Department of Fire Services.

## CISM Team: A team of firefighters and EMS personnel including police officers, ED nurses, mental health professionals and clergy specially trained and certified to the standards of the International Critical Incident Stress Foundation (ICISF). The CISM team provides peer support services including group and individual counseling, training, and education.

# SPECIALIZED ROLES AND RESPONSIBILITIES

## All members are responsible for enforcing this SOG.

# SAFETY

## N/A

# ENFORCEMENT

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

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

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

# Structure & Organization of Team

## Executive Committee

### The Executive Committee should consist of the Fire Chiefs of all participating Departments within Massachusetts Fire District 14.

## Operational Chief

### The Operational Chief should be appointed by a vote of the active members of the District 14 Executive Committee. The voting will take place in December prior to the expiration of the term. The new Operational Chief will assume office on the following January.

### The Operational Chief is the authorized representative and spokesperson of the organization. Operational Chief may appoint a representative, in his/her absence, to attend meetings of other fire service organizations that affect the interest of the organization.

### The Operational Chief should be the spokesperson for the organization and should attend all meetings with the Executive Committee of the organization.

### The Operational Chief should serve a term of two years in length. At the end of a term, the Operational Chief will be allowed to maintain the current position with only a two-thirds majority of the team.

## Team Coordinator

### The Team Coordinator should be selected by the Operational Chief for CISM of District 14. The Team Coordinator reports directly to the CISM Team Administrator.

### If at any time, the Team Coordinator resigns or ceases as a member of the team, the Team Administrator will name his/her replacement.

### The Team Coordinator should be responsible for seeing that a training schedule for the year is completed and set.

### The Team Coordinator should be responsible for scheduling and facilitating all training and meetings, keeping a historical record of the topics and attendance, maintain records of all important transactions of the Team , and perform other duties as directed by the Operations Chief or his/her designee.

### The Team Coordinator should be responsible for the tracking of personnel records and training records.

### The Team Coordinator will be responsible for all team correspondence, emails, meeting & training notifications, and contacts.

## Assistant Team Coordinator

### The Assistant Team Coordinator should assume the duties of the leader in his/her absence.

### The Assistant Team Coordinator should be appointed by the Team Administrator of the District 14 CISM Team.

### 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 only with the approval of both the Administrative for the Team and the Team Coordinator.

### If at any time the Assistant Team Coordinator resigns or ceases as a member of the team, the Team Administrator will appoint a replacement.

# Team Member Classifications, Roles & Responsibilities

The District 14 CISM Team is composed of four categories of members: 1)Active Member,2) Provisional Member, 3)Inactive Member, and 4)Resource Member.

## Structure of the Team

### The Team shall consist of a maximum of thirty(30) members.

### Team Members should be selected from District departments.

### The Team Members should be responsible for coordinating with their respective fire department on matters of the District 14 CISM Team.

# RECORDS, REPORTS, CHARTS, FORMS

## The Team shall maintain records as necessary and as required by the Districts Standard Operating Guidelines.

SOG Review Dates: