

HR LF	HR HF	Massachusetts Fire District - 14 District Assistants Team Membership and Training 3500-23-003	Effective Date 08/08/2023
LR LF	LR HF		

I) PURPOSE/SCOPE/APPLICATION

- A) The Purpose of this standard Operating Guideline (SOG) is to identify the team membership and required training.
- B) This SOG will cover team makeup, minimum qualifications and required training.
- C) This SOG will be applied at all times.

II) REFERENCE DOCUMENTS

- A)

III) DEFINITIONS

- A)

IV) SPECIALIZED ROLES AND RESPONSIBILITIES

- A) All members shall be responsible for enforcing this SOG

V) SAFETY

- 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

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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) Team Makeup

- 1) Membership of the D14 Chiefs District Assistance Team (DAT) will be Chief Officers in good standing with the D14 Fire Chiefs Association
- 2) Assignment to the team is a major commitment for both the member and the member's organization. A key component of the Fire District 14 –DAT is sustainment of staffing for all team positions.
- 3) Membership of the D14 DAT will be capped at 10 positions.

B) Minimum Requirements

- 1) All team members shall have completed the following training courses:
 - (a) IS 100, 200, 300, 400, IS700 or (IS700a)
 - (b) Applicable ICS/Emergency Management position specific training
- 2) Members must be employees of a Fire District 14 community and hold a senior leadership role for a minimum of five years.
- 3) Applicants shall complete an application, and include supporting documentation (i.e., certificates, resume, etc) and forward to the FIRE DISTRICT 14 - DAT Committee.
- 4) All applications will be reviewed by the Fire District 14 Committee and recommendations made to Fire District 14 Executive Committee.

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5) The DAT Committee will make final decisions on team membership and will approve trainee positions. It is the goal of the Fire District 14 Board of Directors that the most qualified persons will be used in the positions to provide the highest quality of incident management.

C) Training

- 1) Along with an in-depth understanding of ICS, members of the D14 DAT will need to have thorough understanding of the D14 Strike Team activation and deployment process as well as the State Fire/EMS Mobilization Plan.
- 2) Team members will be required to meet for ongoing training and exercises at least two times per year. One training session may be a class room or seminar in nature and one should be a practical/table top drill. All team members should look for opportunities to develop themselves and others.

VIII) RECORDS, REPORTS, CHARTS, FORMS

A)

Sog Review Dates: