

ROGUE VALLEY FIRE CHIEFS' ASSOCIATION

Document:	IMTP – Incident Management Team Pool
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The Rogue Valley Fire Chiefs' Association (RVFCA) is the sponsoring organization for the Incident Management Team Pool (IMTP). The IMTP in turn is managed by a standing committee responsible for maintaining a roster of qualified and trainee personnel operating within the scope of Type 3/4 All Hazard incidents and responding under the terms and authority of the RVFCA Mutual and Automatic Aid Agreements.

RVFCA member agencies agree to furnish personnel, upon request and as available, for IMTP activations. Availability is determined by each agency. The duration and use of these resources will be consistent with the Rogue Valley Fire Chiefs' Association Mutual Aid policy.

IMTP personnel may also be deployed under the terms of [MOG 4.02 - Mutual Aid on Unprotected Lands](#), which is outside the scope of this policy.

Purpose

The Authority Having Jurisdiction (AHJ) over a given incident is responsible for the development of an Incident Management Team appropriate to meet incident needs. The IMTP is intended to augment local incident managers, by making available, qualified and trainee personnel to supplement the AHJ in their efforts to fulfill Incident Command system functions. The IMTP is not intended to represent all positions that may be needed, nor is it expected that all positions will always be necessary. AHJ incident managers may or may not be members of the IMTP.

In general, the AHJ is expected to fill as many positions as capabilities allow, and to maintain incident command unless a formal delegation of authority has been signed. However, incident authority and responsibility may *not* be delegated to IMTP personnel, as this would be outside the scope of the RVFCA Mutual and Automatic Aid Agreements. However, IMTP personnel may operate in the capacity of unified command.

When incident complexity increases, personnel within the IMTP may be used to prepare the incident for transition to the next appropriate level of management, while allowing AHJ personnel to remain focused on managing the incident.

Guideline

It shall be the intent of the Rogue Valley Fire Chiefs' Association to:

- Operate under the guidelines of the Rogue Valley Fire Chiefs' Association and the general provisions of the National Incident Management System (NIMS).
- Encourage and support member agencies in their efforts to fulfill agency responsibilities as identified under the Agency Responsibilities section of this guideline.
- Review and update this plan and the IMTP roster on an annual basis.
- Assure all dispatch centers and RVFCA member agencies in Jackson and Josephine Counties have the information necessary to implement the provisions of this guideline.

Deployments

It is the responsibility of each AHJ to identify the need for IMTP resources and any Incident Commander (IC) or designee may place a request for IMTP personnel once the need has been identified. The processing of such requests is covered under the section on *Activation Procedures* below.

Upon request IMTP personnel may fill ICS positions in any or all of the following capacities:

1. For the initial attack operational period,
2. To meet future operational needs,
3. To prepare for transition of the incident to an incoming team,
4. Or to augment positions on an incoming team (subject to qualifications).

Self-deployment of IMTP personnel should be considered where an accelerated response can be instrumental in filling critical command staff functions during initial attack. (Also see "Activation by Type of Page").

Incident Assignments

By default, incident assignment will be based on qualifications as indicated on the IMTP roster. However, incident managers may alter assignments based on incident needs and resource experience, as allowed under the terms of the RVFCA Mutual and Automatic Aid Agreements. As such, IMTP personnel may accept any assignment they would otherwise be qualified/authorized to accept under standard mutual aid response.

Activation Procedures

Radio broadcasting of IMTP activation requests is highly encouraged, but the RVFCA group paging system is the primary mechanism for member activation. The paging

system utilizes a digital/text message which is sent to all members.

The system is operated through Emergency Communications of Southern Oregon (ECSO). Josephine County 9-1-1 may facilitate a page through ECSO for Josephine County agencies. However, it is highly recommended that a designated member of the AHJ making the request communicate directly with ECSO to verify the specific information to be included in the page prior to the page being sent.

IMTP Notifications

There are three levels of notification.

1. Informational
2. Immediate Response
3. Resource Request (future needs)

Informational:

- This type of notification can be used to inform IMTP members that there is an escalating incident that **MAY** need additional IMTP resources. It remains informational and no action is requested. Most RVFCA member agencies utilize multi-alarm level informational pages (generally 3rd alarm). And when used, those pages shall meet this need.
- Such notifications may be used for self-dispatch of management personnel into neighboring jurisdictions, when authorized through local auto-aid practice and protocol. Activations of this type can be instrumental in filling critical command staff functions during initial attack.

Immediate Response:

- This notification authorizes immediate activation of all IMTP personnel, subject to authorization by the IMTP member's employing agency.
- Members responding should contact the dispatch center associated with the command frequency identified in the page, once in route.
- The notification is to include as much of the following as known/applicable:
 - Titled: IMTP ACTIVATION
 - The default is a full IMTP activation unless specific positions are identified
 - Incident type
 - ICP or alternate check-in location
 - Command frequency
 - Identifier for incident contact and phone number (both optional)
 - End with ECSO to identify page origination

Resource Request

- This notification is intended to assist the AHJ in meeting future resource needs, typically in anticipation of a second operational period.

- IMTP personnel are to contact the requestor identified in the notification to receive assignment specifics.
- It is the responsibility of the responding IMTP member to obtain authorization from the member's employing agency.
- The notification is to include as much of the following as known/applicable:
 - Titled: IMTP RESOURCE REQUEST
 - Specific position(s) requested
 - Incident type
 - Check-in time, work period & duration (when known)
 - ICP or alternate check-in location
 - Requestors contact name & number
 - End with ECSO to identify page origination

Cancellations

ECSO should be used to send a cancellation page to the IMTP group indicating that the needed positions have been filled or that a need no longer exists.

IMTP respondents should also monitor the primary dispatch frequency of the requesting AHJ, as the cancellation may be transmitted over the air.

Administration

The IMTP Committee shall approve all appointments to the IMTP through an application process. The Committee shall include the elected Fire Defense Board Chiefs (Jackson & Josephine County) and the IMT Pool ICs. The Lead IC shall be appointed by the RVFCA Executive Board for a term aligned with Fire Defense Board appointments and shall function as the committee chair. The Committee may remove team members from the roster for poor performance, conduct, unsafe acts, or inactivity.

Responsibilities

IMTP Committee

The Committee is responsible for management and administration of the IMTP specific to the provisions of this guideline.

Agency Responsibilities

It is the RVFCA member agency's responsibility to:

- Support the mission of the IMTP, as demonstrated through agency sponsorship of personnel on the IMTP roster.
- Understand the commitment involved in sponsoring a Pool member(s) and facilitate

their response to large-scale and/or complex incidents within Jackson and Josephine counties.

- Assist Pool members in developing and maintaining incident management training and skills specific to their Pool assignment and the qualification systems as identified by reference in the body of this document.
- Provide the appropriate PPE, tools, and supplies to perform the functions of the position.

Pool Member Responsibilities

It is the Pool member's responsibility to:

- Understand the commitment involved in Pool membership. Each Pool member is to be familiar with IMTP mobilization procedures as contained within this guideline.
- Conduct activities within RVFCA IMTP guidelines and the general provisions of the National Incident Management System (NIMS).
- Respond in a command vehicle (when applicable) with cellular phone and radio communication capabilities, inclusive of all common primary and tactical frequencies used by RVFCA member agencies.
- Respond prepared with the necessary materials & supplies to fulfill qualified functions.
- Assure all necessary forms and record-keeping are completed as required.
- Participate in an accountability system throughout the duration of the incident.
- Receive an in-briefing from the Incident Commander (or representative) for assignment and to brief subordinates as appropriate.
- Strive to maintain a reasonable level of skill and proficiency through active response or refresher training.

Selection

Application Process

Applications are located on the RVFCA website and are accepted through the RVFCA email system at any time throughout the year. The applications will then be forwarded to the IMTP Committee.

The IMTP Committee shall be responsible for reviewing the application and notifying the applicant of acceptance into the IMTP, or have the deficiencies identified if rejected. The IMTP Committee may remove IMTP members from the roster for poor performance, unsafe acts, or inactivity.

Minimum Requisite Criteria

NOTE: This guideline is intended to address RVFCA Mobilization Participation only, as State mobilization requirements are outside the scope of this guideline.

The following section details minimum criteria for IMTP pool members:

Applicants must be in good standing with a sponsoring agency that is a member of the RVFCA and may be listed on the roster for as many ICS positions as qualifications allow. Applicants must apply, indicating each position they wish to be considered for and:

- The sponsoring agency/department, or designee, must certify that the applicant has met the minimum ICS training, medical and physical fitness requirements for the position(s), and that the agency will support the members participation.
- Pool members must meet the requirements detailed under *Training / Certification* below.
- The Applicant will submit sufficient documentation for the position-specific training with their application.

Training / Certification

Fully qualified positions on the roster:

- ICS-100, ICS-200, IS-700, and IS-800.
- ICS-300 for Command and General Staff Positions.
- Position-specific training:
 - DPSST; FEMA All Hazard; or NWCG 310-1.
 - Position task book

Trainee positions on the roster:

- ICS-100, ICS-200, IS-700, and IS-800.
- Position-specific training is **desired** but not required:
 - A trainee position may be available for personnel who have not yet completed position specific training.
 - Individuals rostered in a position as a trainee are required to have a position task book initiated for that position.
 - Trainees are encouraged to accompany qualified members as often as possible

Training Documentation

Certifying documents may include a combination of the following:

- FEMA All-Hazard (C&G positions)
- Fire & Aviation Standards

- NWCG PMS 310-1
- DPSST Standards (Operations track up to Division/Group Supervisor)

Minimum documentation to be accompanied with the application may include one or more of the following:

- Copy/copies of NWCG, FEMA, or DPSST position specific training certificate (preferred). May also be in the form of an agency IQS printout or college transcript.
- Copy of recent (within 5 years) ODF, USFS, BLM, or OSFM qualification card (Red Card) specific to the position(s) applied for.
- For qualified positions, a completed NWCG or FEMA Task Book (front page and signature page only) specific to the position(s) applied for.
- Post application, ongoing training documentation shall be maintained at the Pool member's sponsoring agency.
- Wildland Master Records

Medical / Physical / Experience

Minimum medical and physical fitness, as well as sufficient experience related to the position, shall be determined by the Member's sponsoring agency.