

SUSSEX COUNTY TECHNICAL RESCUE TEAM

Administrative Procedures



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1.0 Purpose

- 1.1 The Sussex County Technical Rescue Team (“SCTRT”) is a group of individuals acting as a team to respond to technical rescues (rope rescue, confined space, high angle, trench, structural collapse, etc.) within Sussex County, Delaware & the surrounding jurisdictions as needed.

2.0 Scope

- 2.1 The SCTRT is a voluntary unit designed to provide Sussex County and surrounding areas with personnel that are trained and experienced in technical rescue techniques.
- 2.2 The SCTRT also will endeavor to provide the area with specialized technical rescue equipment in the following special rescue disciplines: confined space, heavy vehicle stabilization, high angle and rope, trench, and structural collapse.

3.0 General Organization

- 3.1 The SCTRT is organized under the jurisdiction of the Sussex County Volunteer Firefighter’s Association (“SCVFA”).
- 3.2 Team leadership consisting of eight members shall be elected annually by the general membership of the SCTRT.
 - 3.2.1 Elected leadership of the SCTRT must be approved by the President of the Sussex County Fire Chiefs Association (SCFCA) and the President of the SCVFA. See *Administrative Procedure 6.3*
- 3.3 All eight leadership members shall meet the minimum requirements of the team as described in this document and shall be active members of the team.
- 3.4 The eight members elected annually to lead the team and to coordinate and communicate with the Presidents of the SCFCA and the SCVFA. They consist of a team Chief, Deputy Chief, three Captains, and three Lieutenants.
- 3.5 The team leaders shall meet at least quarterly to discuss administrative, personnel, and training matters.
- 3.6 The leadership team will work with the SCVFA, who shall appoint an Oversight Committee to assist with budgeting and funding issues.

4.0 Oversight Committee

- 4.1 The Oversight Committee is composed of three members at large appointed by the SCVFA President and 1 member from the SCFCA.

- 4.2 The Oversight Committee is charged with assisting the SCTRT with budgeting and funding issues.

5.0 SCTRT Officers

- 5.1 SCTRT Chief (Tech Rescue 50)
 - 5.1.1 The Chief is responsible for the day-to-day activity of the subcommittees and the SCTRT.
 - 5.1.2 The Chief shall serve as point of contact to all outside organizations and ensure all goals and objectives, projects, and all other functions recommended by the oversight committee and confirmed by the membership are accomplished in a timely manner.
 - 5.1.3 The Chief (or a designee) shall preside at all meetings of the SCTRT, shall preserve order and decorum, and enforce these Standard Operating Guidelines and Administrative Procedures.
 - 5.1.4 The Chief shall decide on all questions of order; shall have the casting vote on all issues when both sides are equally divided; and shall appoint all sub-committees based upon the recommendations of the Oversight Committee.
 - 5.1.5 The Chief reserves the ability to suspend a member whose actions meet those as described under the Standard of Conduct procedure. The suspension can be for up to 4 months to allow for a recommendation for removal to the membership at the next regular meeting.
 - 5.1.6 In the absence of the Chief, the elected SCTRT Deputy Chief shall assume the duties as necessary.
 - 5.1.7 The requirements to hold the position of SCTRT Chief are as follows:
 - 5.1.7.1 Possess operations certification in at least four of the disciplines listed in *Administrative Procedures* Section 7.
 - 5.1.7.2 Certified Delaware EMR or higher (or equivalent, as determined and approved by the Delaware State Fire School).
 - 5.1.7.3 Have completed ICS 100, 200, 700, and 800.
 - 5.1.7.4 Have completed IC-300.
 - 5.1.7.5 Have completed Delaware State Fire School (“DSFS”) Officer II, or a DSFS approved equivalent.
- 5.2 SCTRT Deputy Chief (Tech Rescue 51)
 - 5.2.1 The Deputy Chief is responsible for the day-to-day activity of the subcommittees and the SCTRT as delegated by the Chief.
 - 5.2.2 In the absence of the Deputy Chief, the elected SCTRT Captains shall divide the duties as necessary.

- 5.2.3 The requirements to hold the position of SCTRT Deputy Chief are as follows:
 - 5.2.3.1 Possess operations certification in at least four of the disciplines listed in *Administrative Procedures* Section 7.
 - 5.2.3.2 Certified Delaware EMR or higher (or equivalent, as determined and approved by the Delaware State Fire School).
 - 5.2.3.3 Have completed ICS 100, 200, 700, and 800.
 - 5.2.3.4 Have completed IC-300.
 - 5.2.3.5 Have completed Delaware State Fire School (“DSFS”) Officer II, or a DSFS approved equivalent.
- 5.3 SCTRT Captain (Tech Rescue 52, 53, and 54)
 - 5.3.1 The SCTRT Captains shall assist the Chief and Deputy Chief with the day-to-day operations of the team, as designated and assigned by the Chief or Deputy Chief.
 - 5.3.2 The requirements to hold the position of SCTRT Captain are as follows:
 - 5.3.2.1 Possess operations certification in at least three of the disciplines listed in *Administrative Procedures* Section 7.
 - 5.3.2.2 Certified Delaware EMR or higher (or equivalent, as determined and approved by the Delaware State Fire School).
 - 5.3.2.3 Have completed ICS 100, 200, 700, and 800.
 - 5.3.2.4 Have completed IC-300.
 - 5.3.2.5 Have completed DSFS Officer I, or a DSFS approved equivalent.
 - 5.3.3 Each of the Captains will be assigned an apparatus with a respective Lieutenant underneath them. They will be responsible for the operation, maintenance, and overall, well-being of their respective unit. Each Captain will serve as the point of contact for members closest to their assigned apparatus.
- 5.4 SCTRT Lieutenants (Tech Rescue 55, 56, and 57)
 - 5.4.1 The SCTRT Lieutenants shall assist the Captains with the day-to-day operations of the team, as designated and assigned by the Chief, Deputy Chief, and the Captains.
 - 5.4.2 The requirements to hold the position of SCTRT Lieutenant are as follows:
 - 5.4.2.1 Possess operations certification in at least two of the disciplines listed in *Administrative Procedures* Section 7.
 - 5.4.2.2 Certified Delaware EMR or higher (or equivalent, as determined and approved by the Delaware State Fire School).
 - 5.4.2.3 Have completed ICS 100, 200, 700, and 800.

- 5.4.2.4 Have completed DSFS Fire Officer I, or a DSFS approved equivalent.
- 5.4.3 The three lieutenants will be assigned to their respective Captain as designated by the Chief. They will be responsible for assisting their respective Captain, Chief or Deputy Chief with duties as needed. They will also assist their respective Captain as a point of contact for the members closest to their assigned apparatus.
- 5.5 Safety Officer (Tech Rescue 58)
 - 5.5.1 The Safety Officer is a required position appointed by the SCTRT Chief.
 - 5.5.2 The Safety Officer must have specific knowledge for the identification, evaluation and cause correction of hazardous conditions and unsafe conditions, especially as they relate to the duties performed by the SCTRT.
 - 5.5.3 The Safety Officer is responsible for overall scene safety, including but not limited to the following:
 - 5.5.3.1 Establish operational zones
 - 5.5.3.2 Prepare safety site plan and reviews medical plan
 - 5.5.3.3 Monitor crew rotation and maintain crew activity log
 - 5.5.3.4 Rehab
 - 5.5.3.5 Alter, suspend, evacuate or terminate activities that may pose imminent safety risks to crew members
 - 5.5.3.6 Take appropriate action to mitigate hazardous and unsafe conditions
 - 5.5.3.7 Assign assistant safety officers as needed
- 5.6 Advisor (Tech Rescue 59)
 - 5.6.1 The Advisor is an optional position appointed by the SCTRT Chief.
 - 5.6.2 The Advisor is a person who may assist with proper procedures and mentoring for the officers and members to get information on Technical Rescue, Government, or Fire Department protocols.
- 5.7 Secretary
 - 5.7.1 The Secretary is an optional position appointed by the SCTRT Chief.
 - 5.7.2 The Secretary is responsible for the following:
 - 5.7.2.1 Meeting minutes
 - 5.7.2.2 Attendance records
 - 5.7.2.3 Personnel records
 - 5.7.2.4 Other administrative duties as assigned by the Chief

6.0 Election To and Removal From Office

- 6.1 Nominations
 - 6.1.1 Nomination of officers shall be made by October 15.
 - 6.1.2 All members of the SCTRT may be nominated for an officer position provided they are considered active as defined in *Administrative Procedures* Section 11; meet the qualifications of the position; and are in good standing for at least one year.
- 6.2 Elections
 - 6.2.1 Election of officers shall be conducted at a general membership meeting held not before November 1, and prior to the November SCFCA meeting (third Thursday in November).
 - 6.2.2 Election of officers shall require a simple majority of the members present at the meeting.
 - 6.2.3 All officers elected shall be approved by the Presidents of the SCFCA and the SCVFA.
- 6.3 Installation of Officer's
 - 6.3.1 Upon completion of elections, the Chief will provide a letter to the respective presidents of each governing association listing each elected and appointed officer.
 - 6.3.2 Officers shall take effect immediately upon both presidents' approval.
- 6.4 Removals
 - 6.4.1 Any officer may be removed from office with a majority vote of the membership, at a regular or special meeting. The oversight committee reserves the ability to remove the Chief for issues described in 12.3.4 through 12.3.9.
- 6.5 Vacancies
 - 6.5.1 In case of a vacancy by death, resignation, removal, or refusal to accept the office elected, such vacancy shall be filled by the nomination and election process at the next regular membership or special meeting.
 - 6.5.2 Officers elected to fill a vacancy shall be subject to approval by the Presidents of the Sussex County Fire Chiefs Association and the Sussex County Volunteer Firefighter's Association.

7.0 Changes to the Administrative Procedures

- 7.1 Changes to this document, the *Sussex County Technical Rescue Team Administrative Procedures*, require multi-step review, and approval.
 - 7.1.1 Any member may present an administrative procedure change at a regularly scheduled quarterly meeting or special meeting under new business. This will be considered the first reading of the proposed change.

- 7.1.2 The Chief or Secretary will submit a copy of the changes with the meeting minutes to the team.
- 7.1.3 At the next regularly scheduled quarterly team meeting, the proposed administrative procedure change shall be reviewed under old business. A passing motion of the majority of team members present shall put the new procedure into effect. Any changes made to the original proposal shall force a tabling of the changed procedure until the next meeting to allow all members to review.

8.0 Chief's General Orders

- 8.1 The Chief, or their designee in their absence, shall maintain the ability to set in place new temporary standing operating guidelines (SOG's) as the need arises known as CGO's.
 - 8.1.1 The CGO will be in memorandum format, generally communicated via email to the team.
 - 8.1.2 The CGO can be new in its entirety or change, amend, or suspend any current SOG.
 - 8.1.3 The CGO will be effective for eight months or the span of two quarterly meetings, whichever occurs first.
 - 8.1.4 In order for the CGO to remain permanently, the CGO must be voted on in accordance with section 9, "Changes to the Standard Operating Guidelines" no later than the second quarterly meeting held after its effective date.

9.0 Changes to the Standard Operating Guidelines

- 9.1 Changes to the document, the *Sussex County Technical Rescue Team Standard Operating Guidelines*, shall be made with a simple majority vote at a regular quarterly team meeting under new business.

10.0 Memberships

- 10.1 The SCTRT reserves the right to accept or deny membership based on the individual's qualifications.
- 10.2 All members of the SCTRT must be at least 21 years old, have a valid driver's license, and Emergency Vehicle Operations Course (EVOC).
- 10.3 Qualifications below are verified by training records and/or *Chief's Affidavit*.
- 10.4 Rescue Technician
 - 10.4.1 Definition: This is the primary membership of the team. A person in this role is expected to be well versed in the basics of the fire service with a desire to expand their rescue and training knowledge to the operations level of the team's disciplines. They report to their respective unit Captain and/or Lieutenant. These members are eligible for elected officer positions.
 - 10.4.2 Qualifications for Rescue Technician:
 - 10.4.2.1 Recommendation of a current SCTRT member
 - 10.4.2.2 Three years of active fire or EMS service
 - 10.4.2.3 DSFS Basic Firefighting (or DSFS approved equivalent)
 - 10.4.2.4 DSFS Structural Firefighting (or DSFS approved equivalent)
 - 10.4.2.5 DSFS Vehicle Rescue (or DSFS approved equivalent)
 - 10.4.2.6 DSFS Hazardous Materials Operations (or DSFS approved equivalent)
 - 10.4.2.7 CPR & AED
 - 10.4.2.8 DSFS Rope Rescue I (or DSFS approved equivalent)
 - 10.4.2.8.1 Equivalent courses include Pro Board as applicable.
 - 10.4.2.9 ICS-100 and ICS-200
- 10.5 Medical Support Specialist
 - 10.5.1 Definition: A person in this role is expected to be well versed in the care and treatment of patients and team members. They should have the desire to expand their rescue and training knowledge to the operations level of the team's disciplines. They report to their respective unit Captain and/or Lieutenant. These members are not eligible for elected officer positions. These members are eligible for appointed officer positions.
 - 10.5.2 Qualifications for Medical Support Specialist:
 - 10.5.2.1.1 Recommendation of a current SCTRT member
 - 10.5.2.1.2 NREMT
 - 10.5.2.1.3 CPR & AED
 - 10.5.2.1.4 Three years of active fire or EMS service
 - 10.5.2.1.5 Introduction to Emergency Services (or DSFS approved equivalent)
 - 10.5.2.1.6 Rope Rescue I (or DSFS approved equivalent)

10.5.2.1.6.1 Equivalents courses include Pro Board as applicable.

10.5.2.1.7 ICS-100 and ICS-200

10.6 Logistical Support Specialist

10.6.1 Definition: A person in this role is expected to be well versed in the basics of fire service knowledge. Their primary role is to ensure the team's apparatus is responding to incidents as they occur. They should strive to learn the basics of the equipment, their names, locations, and tracking during an incident. They report to their respective unit Captain and/or Lieutenant. These members are not eligible for elected officer positions.

10.6.2 Qualifications for Logistical Support Specialist:

10.6.2.1 Recommendation of a current SCTRT member.

10.6.2.2 Three years of active fire or EMS service

10.6.2.3 DSFS Basic Firefighting, Introduction to Emergency Services, or equivalent.

10.7 Administrative Support Specialist

10.7.1 Definition: A person in this role is expected to be well versed in administrative functions. Their primary role would be to assist with the administrative organization of the team, complete meeting minutes, track attendance and be proficient in the use of Microsoft Office suite. This person would not be eligible for any elected or appointed office except for the Secretary.

10.7.2 Qualifications for Administrative Support Specialist

10.7.2.1 Recommendation of a current SCTRT member.

10.7.2.2 Member or employee of a Sussex County fire or EMS department or company.

10.7.2.3 EVOC not required

10.8 **Statement of Equality:** Specialized technical rescue is strenuous and hazardous. It is not the intent of the SCTRT to limit membership; however, not all personnel are capable of or suited for this work. The SCTRT shall not discriminate based on sex, race, nationality, religion, or sexual orientation.

11.0 Membership Status

11.1 Active Status

11.1.1 The active year for annual meeting and training attendance below is from October 16th, through October 15th.

11.1.2 *Chief's Affidavit*

11.1.2.1 Purpose: The *Chief's Affidavit's* main purpose is ensure each team member is covered by their home company/department's insurance in case of injury. This

must be on file with the team for a member to function on incidents.

11.1.2.2 All members are required to submit a *Chief's Affidavit* annually.

11.1.2.3 *Chief's Affidavits* are due by March 31st each year.

11.1.2.4 *Chief's Affidavits* expire March 31st of the following year or when a new affidavit is submitted. Whichever occurs first.

11.1.2.5 The Chief or his designee may edit the affidavit as needed.

11.1.2.6 The Chief or his designee shall provide the most current edition of the affidavit by January 1st of each year.

11.1.3 Rescue Technician

11.1.3.1 Members must submit a copy of their *Chief's Affidavit* annually no later than March 31st of each year.

11.1.3.2 Must attend at least 1 training annually.

11.1.3.3 Must attend at least 1 meeting annually.

11.1.4 Medical Support Specialist

11.1.4.1 Members must submit a copy of their *Chief's Affidavit* annually no later than March 31st of each year.

11.1.4.2 Must attend at least 1 training annually.

11.1.4.3 Must attend at least 1 meeting annually.

11.1.5 Logistical Support Specialist

11.1.5.1 Members must submit a copy of their *Chief's Affidavit* annually no later than March 31st of each year.

11.1.5.2 *Chief's Affidavit* must show ability to operate the apparatus at their station.

11.1.6 Administrative Support Specialist

11.1.6.1 Members must submit a copy of their *Chief's Affidavit* annually no later than March 31st of each year.

11.2 In-active Status

11.2.1 Any member who does not meet the minimum requirement for active status will be placed in in-active status and the following may occur, case dependent, as determined by the Chief.

11.2.1.1 Removal from dispatch alert.

11.2.1.2 Removal from elected position.

11.2.1.3 In-active member meeting with the officers to discuss the situation and develop a solution.

11.2.1.4 Suspension and/or removal from team.

12.0 Standard of Conduct

12.1 Each member is expected to conduct themselves in a professional manner. Our ability to function as a team is predicated on a working relationship with all emergency services organizations including, but not limited to, the fire departments/companies, EMS, EOC, and police.

- 12.2 As a volunteer team, it is well recognized that each member has added value and importance to the success of our mission. In order to ensure that mission can continue, members must be held accountable when needed.
- 12.3 The following may lead to suspension, officers review, notification to the member's home department/company, revocation of driving privileges, and/or removal from the team. If suspension occurs, that member will be ineligible to run for office in the upcoming election.
 - 12.3.1 Conduct Unbecoming
 - 12.3.2 Written complaints
 - 12.3.3 Failure to notify the Chief of apparatus accidents when they occur (permitting physical ability)
 - 12.3.4 Failure to notify the Chief (oversight committee if this involves the Chief) of arrest, felony or misdemeanor, within 48 hours
 - 12.3.5 Blatant disregard for SOG's
 - 12.3.6 Negligence or Gross negligence
 - 12.3.7 Insubordination
 - 12.3.8 Violence or harassment
 - 12.3.9 Inappropriate use of funds, embezzlement, or fraud.
- 12.4 Procedure for member discipline
 - 12.4.1 The Chief will advise the member of disciplinary issue and decision either verbally, written (email), or both.
 - 12.4.2 The Chief will notify the officers and oversight committee of disciplinary decision.
 - 12.4.3 The Chief will notify the member's home company Chief if suspension or removal is required.
 - 12.4.4 If the member is suspended for more than 2 weeks or is recommended for removal, the member may request in writing to the Deputy Chief to have a review board overturn the decision.
 - 12.4.4.1 The review board will consist of two most senior officers not involved in the incident at hand and one member at large chosen at random.
 - 12.4.4.1.1 If two officers are unavailable or create a conflict of interest, the review board will consist of the oversight committee and one to two members at large to ensure an uneven number of reviewers.
 - 12.4.4.2 The review board must meet with the Chief and the member within one month of the written appeal date to review the case.
 - 12.4.4.3 The decision of the appeal board will be final and must be made in writing within the same month time frame.
 - 12.4.5 If the discipline involves the Chief, the Deputy Chief will notify the oversight committee. The Deputy Chief will oversee the next

membership meeting and make a recommendation to remove the Chief from office.

13.0 Training

- 13.1 Training is the second most important function of the unit (after rescuer safety).
- 13.2 Training sessions can be established by any team officer.
- 13.3 For the purpose of attendance, work details will count as trainings.
- 13.4 Scheduled training sessions may consist of basic and advanced techniques and procedures.
- 13.5 The SCTRT shall strive to meet or exceed all training requirements set forth by all governing organizations (i.e. OSHA, DOH, and NFPA).
- 13.6 Team members may choose discipline areas to pursue in the SCTRT that meet their desired goals.
- 13.7 Members should strive to learn as many disciplines as possible, but this is not a requirement to be a member of the team.
- 13.8 Members will be limited to participating in specific incidents based on their level of training:
 - 13.8.1 Awareness Level
 - 13.8.1.1 With this level of training in the discipline of the rescue the team member can only participate in the warm zone.
 - 13.8.2 Operations Level
 - 13.8.2.1 With this level of training in the discipline of the rescue the team member may participate in the hot zone.
 - 13.8.3 Technician Level
 - 13.8.3.1 With this level of training in the discipline of the rescue the team member can participate as a group or team leader in the hot zone.

14.0 Meetings

- 14.1 Regular team meetings will be held quarterly by the Chief or his designee.
- 14.2 A quorum to conduct business will have a minimum of 5 active members not including the Chief or his designee.
- 14.3 Members may attend either in person or via electronic means as determined by the Chief.
- 14.4 Meetings shall be scheduled with a minimum of a month's notice to the team.
- 14.5 The Chief may schedule special meetings as needed to cover a specific topic or topics. These should be rare in occurrence with a specific goal to accomplish. The team must have at least a week's notice prior to a special meeting.