

**RULES GOVERNING THE  
WESTERN WAYNE COUNTY FIRE DEPARTMENT  
MUTUAL AID ASSOCIATION  
SPECIAL OPERATIONS GROUP**

**ADOPTED: 10-20-11**

The purpose of this document is to clearly state the organizational structure, policies, procedures, and scope of the Western Wayne County Fire Department Mutual Aid Association Special Operations Group.

The Special Operations Group (SOG) was created by the organization to provide an emergency response of trained fire fighters to an incident that involves specialized technical response. The purpose of these Special Operation Teams are to mitigate any incident in a safe and effective manner consistent with nationally recognized practices; to protect life, property, and the environment within our jurisdiction; and to provide support and assistance to any member community group at an emergency incident.

**ARTICLE I  
ORGANIZATION**

**Section 100.1 Mutual Aid Fire Chiefs:**

**Sec. 100.1.1** The Mutual Aid Fire Chiefs are Department Fire Chiefs that represent the member fire departments of the Western Wayne County Fire Department Mutual Aid Association (W.W.C.F.D.M.A.A.). This document is subordinate to the By-Laws of this organization. Organizational structure, funding assessments, team policies, and budgets are subject to the approval of W.W.C.F.D.M.A.A. by a majority vote of those present at any given meeting.

**Sec. 100.1.2** The Western Wayne County Fire Department Mutual Aid Association (W.W.C.F.D.M.A.A.) shall be defined as the “organization” throughout this document.

**Sec. 100.2 Special Operation Group:**

**Sec. 100.2.1 General Organization Description:** The Special Operations Group is comprised of separate teams including but not limited to; the Hazardous Materials Response Team (HMRT) and the Technical Response Team (TRT). The HMRT team is comprised of team members representing the Mutual Aid Fire Departments within the organization. The HMRT is capable of responding to releases or potential releases of Hazardous Materials, as well as CBRNE events. The formal leadership of the HMRT is the Team Administrator and the Team Leader group. The HMRT can be activated twenty-four (24) hours a day to any request for assistance and can serve either in a consultant role or response role to any request for assistance.

The TRT team (also known as Urban Search and Rescue Team; USAR) is comprised of team members representing the Mutual Aid Fire Departments within the organization. The TRT will have an Administrator and one (1) Team Leader (TL) for each of the respective disciplines within the TRT. These disciplines include but are not limited to the following; Trench, Collapse, Rope/Confined Space, Medical & Logistics. The team can be activated at any time and will respond twenty-four (24) hours a day to any

request for assistance. The Team Administrator for both the HMRT and the TRT will report to the Special Operations Group Oversight Chief (SOGOC).

**Sec. 100.2.2 Special Operations Committee:** A committee of three (3) chief officers shall be appointed by the President, and approved by the organization in January of each year. The SOGOC will report to this committee.

**Sec. 100.2.2.1** This committee serves as an advisory committee to oversee and recommend proposals relating to the Special Operation Group, including, but not limited to, policies and procedures, budget planning, purchasing, public education, and other related matters, as determined by the organization. The committee shall also recommend the appointment/dismissal of the SOGOC to the organization for approval.

**Sec. 100.2.2.2** Proposals or action requiring approval of the Organization shall be submitted by the committee. Matters requiring organization approval shall include, but not be limited to, budget, policies and procedures, and training schedule.

**Sec. 100.2.3 Team Executive Boards:** These committees are comprised of the Special Operations Group Oversight Chief, Team Administrator and Team Leaders.

**Sec. 100.2.3.1** The Team Executive Boards are advisory committees, and shall screen and recommend proposals and matters relating to HMRT and Technical Rescue Team functions, funding, purchasing, equipment training, policies, and other related matters. Their recommendations shall be forwarded through the SOGOC to the Special Operations Committee for consideration and disposition.

**Sec. 100.2.4 Team Administrator:** The appointment/dismissal of a Team Administrator for each team shall be recommended by the SOGOC, approved by the SOC, and confirmed by the membership.

**Sec. 100.2.4.1** The Team Administrators shall be the Operations Officers of each team. If necessary, they shall have the authority to make decisions within the scope of this document. They shall act as a liaison between the SOGOC and their respective Team. They shall be responsible for coordinating all team activities. They shall provide team activity reports to the organization as well as an annual report to include response activity, purchases, and training activity.

**Sec. 100.2.5 Team Leaders:** The Team Leaders shall be appointed by the SOGOC. The SOGOC shall seek recommendations from the Team Administrator and other Team Leaders.

**Sec. 100.2.5.1** The Team Leaders report to their respective Team Administrator and are members of their respective Executive Board. They are responsible for the training and performance of their team personnel. They shall make recommendations relating to response, funding, budget, purchasing, equipment, training, policies and procedures, and other related matters.

**Sec. 100.2.6 Team Leaders:** Team Leaders shall be appointed by the SOGOC after review and confirmation by their respective Fire Chief.

**Sec. 100.2.6.1** The Team Leaders ensure the team responds in a safe and efficient manner. They serve as the formal leadership within the team and function in a command position if needed. They are able to function in any capacity within the team.

**Sec. 100.2.7 Team Secretary:** Shall be the Team Administrator unless otherwise selected by the Team Leaders. They shall record and publish the minutes of all meetings, assist in establishing an agenda, and maintain all correspondence and documents of their respective Teams Executive Board.

**Sec. 100.2.7.1 Team Members:** Team Members include all persons assigned to the Hazardous Materials Response Team and the Technical Rescue Team. These members are appointed by the Fire Chief from each individual member fire department. Team members shall be assigned duties and responsibilities according to their individual level of training. The levels of training for HMRT are recognized as, First Responder-Operations, Hazardous Materials Technician, Hazardous Materials Specialist, and On-Scene Incident Commander. The levels for TRT will include but not limited to; Trench Awareness/Operations, Trench Technician, Collapse-light to medium and heavy, confined space, and Rope Operations and Technician, or an approved equivalent certification.

## ARTICLE II

### POLICIES

#### **Section 200.1 Assessment:**

**Sec. 200.1.1** Funding for the operation of the Special Operations Teams shall be through dues and any assessment of each member community under the authority and requirements of the organization By-Laws.

**Sec. 200.1.2** Special Operations budget proposals shall be drafted by the SOGOC and submitted to the Special Operations Committee (SOC) for review by September the preceding calendar year. The SOC will provide a recommended budget to the organization in October of the preceding calendar year.

#### **Section 200.2 Area of Response:**

**Sec. 200.2.1** The area of response shall be defined as the geographical location where an incident occurs and the Special Operations Team reports.

**Sec. 200.2.2** The team's response area shall include all jurisdictions within the area covered by the organization's mutual aid agreement.

**Sec. 200.2.3** These areas may also include adjacent outside jurisdictional boundaries where the incident could pose a danger to a member community. Any request for such response shall be made only by the Fire Chief or his designee from the member community.

**Sec. 200.2.4** No person or position is authorized to extend the area of response beyond the limitations as set-forth in sections 200.2.2 and 200.2.3 without prior approval by the President or Vice President of the Organization or in their absence, the SOGOC. These situations are reserved for out of jurisdictional emergency requests.

**Sec. 200.2.5** Nothing contained herein shall prohibit the Organization from entering into MOUs with other entities regarding the response of the Special Operations Group's teams to incidents outside the area of response.

### **Sec. 200.3 Special Operations Team Membership:**

**Sec. 200.3.1** Each member community with an official population less than 40,000 persons shall appoint a minimum of one (1) member assigned to the Hazardous Materials Response Team and one (1) member assigned to the Technical Rescue Team. A member community with a population of 40,000 persons or more shall appoint not less than two (2) members to each team. Population will be based upon the last US Census numbers that were approved by the Organization. Any member community that fails to meet this obligation for a period of ninety (90) consecutive days in any calendar year shall be assessed \$5,000 per required appointee. The calendar year shall be from January 1<sup>st</sup> to December 31<sup>st</sup> of each year. Member communities who appoint a member to a team and they fail to attend one of the first two (2) consecutive trainings will be considered non-participatory and subject to the \$5,000 assessment. The assignment and/or removal of members on a team must be in written form to the SOGOC and Team Administrator prior to the effective day of the action. Member communities may elect to assign an additional member to either team with the approval of the Special Operations Group Oversight Chief (SOGOC).

**Sec. 200.3.2** The minimum training and experience qualifications for appointment to the response teams are: Each member shall have Fire Fighter I and II certification, certified Hazardous Materials First Responder-Operations Level training, and not less than four years seniority (full-time, part-time, volunteer). Any exceptions to the required seniority level must be approved by the Special Operations Group Oversight Chief.

**Sec. 200.3.3** The Special Operations Committee, Special Operations Group Oversight Chief and the Team Administrators shall identify and develop a level of competence required for each position within the Special Operations Teams. NFPA 472 Standard for Professional Competence of Responders to Hazardous Materials Incidents, and NFPA 1006 Standard for Rescue Technician Professional Qualifications, current edition, shall be used as reference.

**Sec. 200.3.4** Prior to final appointment of a team member to the HMRT, under MIOSHA Rule 432 and CFR 1910.120, each member of the response team is required to successfully complete an entry –level medical surveillance physical examination. The cost for the entry medical examination for the newly appointed team member shall be paid for by that appointing community. The member communities are also responsible for the cost of the bi-annual HazMat physical for their assigned member under the same requisite standards.

**Sec. 200.3.5** Prior to final appointment, each member shall sign a “Letter of Commitment” to serve on the team for a minimum of three years. Each member community shall be responsible for any training and associated costs which may be required as a result of losing team members before completing **their** obligation. New team members shall complete all the required training/certification within 18 months of appointment. This would include any NIMS required courses, along with a minimum certification of HazMat Technician level training for those assigned to the HMRT. The required training needed for members of the TRT, and in compliance with NFPA 1006, would start with Rope and Confined Space first, satisfying the requisites prior to trench and collapses certifications. The SOGOC may extend the 18 month requirement should there be extenuating circumstances such as a training program that is unavailable during the 18 month period.

**Sec. 200.3.6** All team members participating in active response and training sessions do so as members of their individual departments functioning under the jurisdiction of the Organization. Liabilities incurred as a result of actions taken by the team are covered by the accepted policies so adopted by the Organization. Workers compensation claims incurred as a result of responses and training exercises will be covered by that department appointing the individual.

**Sec. 200.4 Response Team Membership Participation:** It is expected that each member attend their monthly training sessions and respond on every incident in which they are requested.

**Sec. 200.4.2** Each team member shall be released from duty or compensated for all required team responses and training. It is expected that members attend 100% of all training sessions. All absences shall require prior (when possible) written notification to the SOGOC and Team Administrator. Expected extended absences due to injury or other reasons shall be reported to the SOGOC and Team Administrator in advance. The SOGOC will forward the information to the SOC.

The status of member departments whose required members miss three (3) training sessions within the calendar year will be reviewed by the Special Operations Committee. The calendar year shall be considered January 1<sup>st</sup> through December 31<sup>st</sup> of each year. Departments whose members fail to meet a minimum of 75% of training will be subject to an assessment of \$450 per member per month they have missed beyond the 75%. The SOC will review the circumstances pertaining to the absences and recommend action to the organization's Executive Board.

**Sec. 200.5 Finances:**

**Sec. 200.5.1** All financial transactions of the Special Operations Group shall be overseen by the Treasurer of the organization. All purchases or expenditures shall be approved by the SOGOC and shall be limited to those expenditures as approved in the Special Operation Group budget. The Team Administrator shall be responsible for following established purchasing policy and procedures. They shall submit to the Treasurer through the SOGOC all receipts.

**Sec. 200.6 Cost Recovery:**

**Sec. 200.6.1** It is the policy of the organization that cost recovery/compensation will be the responsibility of the requesting community or entity. The requesting community or entity shall pursue the responsible parties for the cost of equipment loss, personnel (salaries and/or wages), materials, apparatus, clean-up, administrative cost, etc. through amendments or local ordinances. Nothing herein shall operate to bar any recovery of funds from any state or federal agency under any existing statues. The Special Operations Group shall assist the local member community in determining recovery cost. The Association reserves the right to waive any charges to a Requesting Party.

## **ARTICLE III**

### **OPERATIONS: HMRT**

**Sec. 300.1 Emergency Response to Hazardous Materials Incidents:**

**Sec. 300.1.1** The recommendations contained in the current edition of NFPA 472 Professional Competence of Responders to Hazardous Materials Incidents will serve as a guidance document for the HMRT and team command personnel who are responsible for managing the team's operations during an incident. These are minimum requirements, and it is not the intent of this section to restrict the response of the team.

**Sec. 300.1.2** The organization recognizes there are several federal and state laws regulating the emergency response to a hazardous materials incident and will utilize these as references in the team's SOG's. These laws, in general, pertain to operations, training of personnel, and emergency planning. An inconclusive list of such regulations, laws or agencies is SARA Title III, MISOHA – Hazardous Waste Operations and Emergency Response, E.P.A., Michigan Fire Prevention Code, D.N.R., and Emergency Management.

It is the intent of this organization that the HMRT will comply with all such laws and regulations.

**Sec. 300.1.3** Upon request from any member fire department, the Team Leader group can provide consultation and technical assistance to On-scene Incident Commanders. The Team Leader group will work with the On-scene IC to determine whether response resources are needed, and if so, what type/amount. They shall establish a working relationship with the on-scene incident commander of the jurisdiction having authority and shall provide assistance within the scope of the teams training and capabilities.

**Sec. 300.1.4** The Hazardous Incident Response Team shall not carry out functions not associated with direct involvement concerning mitigation of a hazardous materials incident. Fire suppression, EMS, rescue, evacuation, site security, etc. shall be the responsibility of the jurisdiction having authority.

## **ARTICLE IV**

### **OPERATIONS: TRT**

#### **Sec. 400.1 Emergency Response to Technical Rescue Incidents:**

**Sec. 400.1.1** The recommendations contained in the current edition of NFPA 1670 Standards for Operations and Training for Technical Rescue Incidents will be followed by the TRT and by incident commanders that are responsible for managing the incident. These are minimum requirements, and it is not the intent of this section to restrict the response team or individual community from using or adopting more stringent guidelines.

**Sec. 400.1.2** The organization recognizes there are several federal and state laws regulating the emergency response to a hazardous materials incident. These laws, in general, pertain to operations, training of personnel, and emergency planning. An inconclusive list of such regulations, laws or agencies can be found in the Appendix of this document. It is the intent of this organization that the Technical Rescue Team will comply with all such laws and regulations.

**Sec. 400.1.3** Upon request from any member fire department, the the SOGOC, Team Administrator or one of the Team Leaders will contact the jurisdiction's OIC to gather more information and determine the level of response. They shall establish a working relationship with the on-scene incident commander of the jurisdiction having authority and shall provide assistance within the scope of the teams training and capabilities.

**Sec. 400.1.4** The Technical Rescue Team shall not carry out functions not associated with direct involvement concerning mitigation of a technical rescue incident. Fire suppression, EMS, evacuation, site security, etc. shall be the responsibility of the jurisdiction having authority.

**ARTICLE V  
SCOPE**

**Sec. 500.1 Planning:**

**Sec. 500.1.1** Prior to January 1, 2012, and every three years thereafter, the Special Operations Committee, Special Operations Group Oversight Chief and Team Administrators shall prepare a “Special Operations Group Three Year Plan”. This plan shall be submitted to the organization for review and approval. The plan shall address the following:

**Sec. 500.1.1.1** A risk assessment of the jurisdiction.

**Sec. 500.1.1.2** Evaluate the past and present measures taken by the Special Operations Group to address these problems.

**Sec. 500.1.1.3** Determine if these measures have been adequate, and what level of response will be needed in the next three years.

**Sec. 500.1.1.4** Establish goals to meet the level of response anticipated. Items to be considered may be: number of personnel, equipment, level of training, annual budgets, etc. Provide an outline of objectives on how the organization will reach these goals.

**Sec. 500.1.1.5** Evaluate the Purpose or Mission of the Special Operations Group. Should/could the mission be changed or expanded to include other types of emergency service.

**ARTICLE VI  
AMENDMENT**

**Section 600.1 Requirements:**

**Sec. 600.1.1** This document may be amended at any regular or special meeting of the organization by a vote of two-thirds of the members present in the following manner:

- a) Any member in good standing at a regular meeting may propose an amendment, alteration, revision or addition to this document.
- b) A written copy of the amendment, alteration, revision or addition shall be filed with the Secretary.
- c) The Secretary shall publish the proposed amendment, alteration, revision or addition in the minutes, and read the proposal at the next regular meeting. After the reading a vote shall be taken and recorded.
- d) Once adopted, the Secretary shall forward a copy of the approved document to the Chief of every member department.

**Sec. 600.1.2** The effective date of any amendment shall be first day of the month following the vote. Effective date of this document: November 1, 2011.