

# Iowa Task Force One (IA-TF1)



## Application Packet

[www.iowausar.org](http://www.iowausar.org)

# IA-TF1 Application Package

Dear Applicant:

Thank you for your interest in becoming a Member of the Iowa Task Force One (IA-TF1). This Task Force is a volunteer Urban Search and Rescue Team that is authorized by the Homeland Security and Emergency Management Division of the Iowa Department of Public Defense.

IA-TF1 conforms to US&R Operational Procedures that were developed by FEMA. IA-TF1 will be a 70 person Task Force comprised of six major functional elements: Search, Rescue, Medical, Logistics, Planning, and HazMat, including associated supervisory positions. It is anticipated that each of the 70 positions on the Team will be staffed three-deep, thereby increasing overall Membership to 210 persons.

Members of the IA-TF1 Selection Committee will review your application and all of the attached documents. Your application package will be reviewed for training and certification suitable to your prospective assignment to the team.

**The Selection Process will take into consideration the following requirements:**

- Applicant submits a completed IA-TF1 Application Package
- Non-fire or non-LEA applicants selected for the team must submit to a National Criminal History and fingerprint background check.
- Applicants must attach a Memorandum of Understanding signed by their Participating Agency/Employer to be accepted as an IA-TF1 Member.
- Applicants must have a completed Critical Task and Fitness Standards Form signed by a physician before they can be accepted as an IA-TF1 Member.  
**Note: Applications will be accepted without a completed and signed Critical Task and Fitness Standards Form.**
- Applicant successfully passes the Physical Ability Test
- Applicant successfully passes the application review by the Selection Committee
- Applicant successfully passes an oral interview and skills assessment

**Attach copies or originals of the following as appropriate: (check as appropriate)**

- Valid state motor vehicle operator license
- CPR Certificate
- First Responder/EMT/Paramedic/MD license or certificates of training
- First Responder Awareness Level for Hazardous Materials Certificate (or higher)
- Engineering Certificate if you are a structural engineer
- Law enforcement related education and training certificates (where appropriate)
- Resume describing any suitable experiences
- A short letter detailing your goals, interests, and experiences would be helpful, but is not required

**Complete this application packet and forward it by US Mail to one of the IA-TF1 Divisions:**

**Sioux City Fire Department**  
Attn: IA-TF1 Division Director  
601 Douglas St  
Sioux City, IA 51101

**OR**

**Cedar Rapids Fire Department**  
Attn: IA-TF1 Division Director  
222 Third St. N.W.  
Cedar Rapids, IA 52405-3939

## IA-TF1 Applicant Information

Date of Application:
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### Personal Information

<i>Last Name</i>	<i>First Name</i>	<i>M</i>	<i>Social Security No.</i>
<i>Address (street, city or town, state, ZIP code)</i>			
<i>Height</i>	<i>Weight</i>	<i>e-mail address, if any</i>	

### Notification Information

<i>Home Telephone</i>	<i>Business Telephone</i>	<i>FAX Number</i>
<i>Cellular Telephone</i>	<i>Pager Number</i> <input type="checkbox"/> <i>(check box if alpha-numeric)</i>	

**IA-TF1 Position Applied For:** See Attachment "F" for minimum requirements for each position.  
*(You may list up to three positions as defined in the position description, in a descending order of preference)*

1.
2.
3.

### Person To Notify In Case Of An Emergency

<i>Name</i>	<i>Relationship</i>
<i>Address (street, city or town, state, ZIP code)</i>	
<i>Home Telephone</i>	<i>Work Telephone:</i>

### Special Qualifications

<i>Medical Qualifications (MD, RN, Paramedic, EMT, etc.) Registration No.: _____</i>
<i>Special Equipment Licenses (describe, license no., expiration dates, etc.)</i>
<i>Hazardous Materials Training (list date of last training and certification, who provided it)</i>
<i>Amateur/Commercial Radio Licensing (provide call sign and license class)</i>
<i>Law Enforcement Related Education and Training</i>
<i>Other Professional Licenses: (describe)</i>

**Other Qualifications** (check applicable box)

<input type="checkbox"/> WMD	<input type="checkbox"/> Search Operations	<input type="checkbox"/> CISD Training
<input type="checkbox"/> Basic Firefighter (NFPA1001)	<input type="checkbox"/> Canine Operations	<input type="checkbox"/> Construction Equipment Operator
<input type="checkbox"/> Rope Rescue	<input type="checkbox"/> Construction Techniques	<input type="checkbox"/> Heavy Rigging, Welding, Cutting
<input type="checkbox"/> Confined Space Rescue	<input type="checkbox"/> Military Experience	<input type="checkbox"/> Speaks <input type="checkbox"/> Reads Language other than English
<input type="checkbox"/> Shoring/Stabilizing	<input type="checkbox"/> Military Aircraft Experience	<input type="checkbox"/> Supervisory Experience
<input type="checkbox"/> Use of Rescue Tools (specify)	<input type="checkbox"/> Incident Command Training (ICS)	<input type="checkbox"/> Other
<i>(Describe any training and experience checked above)</i>		

**Sponsoring Organization/Department/Employer**

Organization/Department/Employer:	
Organization/ Department/Employer Address:	City: State: Zip:
E-mail Address:	
Business Phone: - - Business Fax #: - -	Current Position Held in Department or Organization:
How Long with Current Department or Organization: From: To:	How Long in Current Field: years months

**Signature, Certification, and Release of Information**

**YOU MUST SIGN THIS APPLICATION. Read the following carefully before you sign**

<ul style="list-style-type: none"> <li>• <b>A false statement</b> on any part of your application may be grounds for not hiring you, or for firing you after you begin work.</li> <li>• <b>I understand</b> that any information I give may be investigated as allowed by law.</li> <li>• <b>I consent</b> to the release of information about my ability and fitness for employment <b>by employers, schools, law enforcement agencies and other individuals and organizations, to investigators, personnel staffing specialists, and other authorized employees of the IA-TF1.</b></li> <li>• <b>I certify</b> that, to the best of my knowledge and belief, all of my statements are true, correct, complete, and made in good faith.</li> </ul>	
<b>SIGNATURE</b> (Sign each application in dark ink)	<b>DATE SIGNED</b> (Month, day, year)

## **Characteristics of Urban Search and Rescue Operations**

Structural collapse and rescue operations are performed in very dangerous and physically demanding environments. Personnel involved in Urban Search And Rescue (US&R) operations must possess the stamina necessary to safely and effectively carry out sustained operations over many hours, often without sleep or sufficient relief.

For IA-TF1 personnel to safely and effectively perform the duties and missions assigned to the Task Force, each Member must be relied on to be able to perform sustained physical tasks under difficult and dangerous conditions.

IA-TF1 personnel must possess sufficient upper body strength to transport, handle and operate heavy tools and equipment. Each Member of IA-TF1 who enters a collapsed building must be capable of:

- Negotiating rubble piles and uneven surfaces
- Working in confined spaces
- Climbing ladders and working at various heights
- Quickly exiting void spaces to escape dangers associated with the secondary collapse of a structure.

All Members of IA-TF1 are required to be physically and medically capable of performing various Search & Rescue tasks. Task performance abilities and individual conformance to mandatory physical standards will be tested annually. Determinations regarding any IA-TF1 Member's fitness for duty must consider the Member's ability to perform any and all of the critical tasks in a safe and efficient manner without risking harm to the Team Member, other Team Members and to the public.

## **IA-TF1 Physical Ability Test**

The Physical Ability Test will be conducted at a designated time and place and will basically incorporate the following events:

### **Event 1: Confined Space Entry**

Crawl through a tube 20 feet long and 24 inches in diameter by crawling from one end to the other, then crawling backward to the point of origin.

### **Event 2: Ladder Climb**

Ascend a 35-foot fire department ladder; touching the top rung with one hand and then descending back to the ground without stopping while going up or down the ladder.

### **Event 3: Equipment Carry**

Lift a 50-pound box from an elevated surface and carry it in a walking carry for 200 feet without putting the box down and then returning the box to the starting point. Dropping the box also constitutes a failure of this test.

### **Event 4: Tool Carry**

Lift a 45-50 pound hydraulic tool from the lift gate of a trunk and place it on the ground, then return the tool back to the lift gate. This procedure will be repeated ten times. Hands may be switched provided the Applicant verbally indicates that switching of hands is desired before actually doing so.

### **Event 5: Balance Beam Walk**

Walk the length of a 12-foot beam that is 5 1/2 inches wide unsupported and unassisted. Falling off or stepping from the beam constitutes a failure of this test.

*This physical ability test is the minimum required by IA-TF1 for certification as a US&R Team Member.*

*The Critical Tasks and Fitness Standards Form included in this packet must be reviewed and signed by your personal physician. By doing so, your doctor is certifying that he or she knows of no medical reasons why you would be unable to participate in the physical ability test.*

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## **IA-TF1 Critical Tasks and Fitness Standards Form**

Please ask your physician to review the following critical tasks listed on the following page and to check the applicable box for each critical task and to certify the results.

A check in the "Yes, Without Limitations" column indicates that the physician believes that the Applicant is medically capable of performing the task or requirement described;

A check in the "Yes, With Limitations" column indicates the physician believes that the Applicant is medically capable of performing the task or requirement described, but with some limitations. This box should also be checked whenever the Applicant has a condition that is controlled by medication;

A check in the "No" column indicates the physician believes that the Applicant is medically or physically incapable of performing the task or requirement described in a safe or efficient manner due to a medical or physical condition.

## IA-TF1 Critical Tasks and Fitness Standards Form

*(To be completed by the Applicant's physician only)*

<b>Condition or Task Described</b> <i>(check the appropriate box to the right)</i>	<b>Yes, Without Limitations</b>	<b>Yes, With Limitations</b>	<b>No</b>
Must be able to function in stressful environments without presenting a significant likelihood of harm to self or others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must be able to crawl through a 20' long, 24" in diameter tube, then reverse direction and crawl backward 20' to the starting point	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must be able to pick up a box or similar object with a gross weight of 50 pounds and carry it 200' and then back another 200' over a smooth and level concrete or asphalt surface without putting the box down or dropping it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must be able to remove a 45 - 50 pound hydraulic rescue tool from the lift gate of a truck, set the tool on the ground, then return the tool to its position, alternatively from the ground to the vehicle bed and back to the ground, 10 times within a two-minute test period	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must be able to walk the length of an elevated, 12' long, 5 1/2" wide beam without stepping off or falling from the beam	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must be able to push, pull, lift and possess the necessary ability, leverage and balance to attempt rescue of Team Members or collapsed structure victims	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must be able to lift, hold, carry, leverage, balance and possess the endurance to move a Team Member or collapsed structure victim who cannot move or assist with their removal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must possess stamina, strength, balance, endurance, leverage and upper and lower body strength to take the actions necessary to effect a rescue	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must possess the ability to be trained in the use of heavy hydraulic tools, i.e., possess sufficient grip strength, upper body strength, and good wrist, hand or elbow dexterity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must be able to walk, for long periods of time over long distances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must be able to climb over or jump over obstacles during emergency situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must be able to crawl under or over obstructions and into confined areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must be able to be able to balance on uneven or narrow surfaces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must have good visual acuity, good peripheral vision, and good depth perception both during daylight hours or in darkness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must be able to perform each task listed above during all weather conditions and in adverse and physically hazardous conditions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Must be able to climb a 35' ladder, touch the top rung and then descend to the floor without stopping or resting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IA-TF1 Critical Tasks and Fitness Standards**  
**Physician's Certification**

**On the date listed below, I have:**

Reviewed the medical records of this Applicant:       Yes       No

Personally examined this Applicant:       Yes       No

**Please check one of the following boxes:**

1.            I certify that, in my professional judgment, I am not aware of any medical reason or condition that would cause this Applicant to not be able to perform the critical tasks and physical standards listed on this form. Further, this Applicant should be able to physically perform these tests without limitations and without posing an unreasonable risk of harm to the Applicant or to other persons.
  
2.            I certify that, in my professional judgment, this Applicant cannot perform one or more of the listed critical tasks or does not conform to all of the physical standards listed on this form.

**Other Instructions To Physician:**

If you checked Box # 2 directly above this line, please explain in the space provided below.

If you checked any box of the IA-TF1 Critical Tasks and Fitness Standards on the previous page in either the “**Yes, With Limitations**” column or in the “**No**” column on this form, please explain your reason for doing so in the space provided below. Describe any reasonable accommodations that you believe can be made to permit this Applicant to be able to perform the tasks required or to be able to substantially conform to the standards required. Attach further documentation to this form as required.

**Physician's Notes and Comments**

<i>Name of Physician (please print)</i>	<i>Date</i>
<i>Signature of Certifying Physician</i>	<i>Telephone No.</i>
<i>Business Address (street, city or town, ZIP Code)</i>	

**Iowa Task Force One  
And  
Iowa Task Force One Member  
And  
The Participating Agency/Employer**

An agreement entered into by and between the Iowa Task Force One (IA-TF1), a division of the Iowa Department of Homeland Security and Emergency Management, and the Task Force Member and his/her Participating Agency/Employer. (See signature page)

**I. PURPOSE**

To delineate responsibilities and procedures for Urban Search and Rescue (US&R) activities under the authority of the State of Iowa Emergency Management Plan and the Robert T. Stafford Disaster Relief and Emergency Act, Public law 93-288, as amended 42 U.S.C. S5121, et seq.

After the attacks of September 11 the establishment of a heavy rescue response capability with an emphasis on confined space and collapsed structure was identified. The Iowa Homeland Security and Emergency Management Division is working with the Sioux City Fire Department and the Cedar Rapids Fire Department as Sponsoring Organizations to create this heavy rescue capability while following FEMA Urban Search and Rescue guidelines. The Sioux City and Cedar Rapids Fire Departments make up Iowa Task Force One. As Sponsoring Organizations both are reaching out both within their Departments and to surrounding departments and private companies to fully staff the Urban Search and Rescue team. When activated, members of Iowa Task Force One will be considered a state asset.

**II. SCOPE**

The provisions of this Memorandum of Understanding (MOU) apply to US&R activities performed at the request of the State of Iowa provided at the option of the participating agency/employer and the Task Force member. These activities may be in conjunction with, or in preparation of, a state or federal declaration of disaster.

The scope of this agreement also includes training activities mandated by the Iowa Department of Homeland Security and Emergency Management Agency (HLSEM) and IA-TF1 to maintain Task Force operational readiness.

**III. PERIOD OF PERFORMANCE**

This Contract shall begin as of the date of the last signature and shall terminate five years from the last signature or upon termination pursuant to Section IX.

#### IV. DEFINITIONS

- A) Activation: the process of mobilizing IA-TF1 members to deploy to a designated disaster site. When the Task Force responds to such a mobilization request, the member is required to arrive with all equipment and personal gear to the designated Point of Departure (POD) within two hours and thirty minutes of activation notice. The time at which the Task Force member receives a request for activation and verbally accepts the mission will be considered the time at which personnel costs to be charged to Task Force activities shall begin. For activations involving predeployment of members in anticipation of an event, the time at which personnel costs to be charged to Task Force activities shall be determined by the Director of IA-TF1 and/or his designee.
- B) Alert: the process of informing Task Force members that an event has occurred and that IA-TF1 may be activated at some point within the next 24-48 hours.
- C) De-Activation: The process of de-mobilizing Iowa Task Force One (IA-TF1) members upon notification from the State or DHS/FEMA/HLSEM to stand down.
- D) Director: the Director of the Task Force Division from each of the Sponsoring Organizations.
- E) Disaster Assistance Employee (DAE): a temporary employee, hired under the provisions of the Robert T. Stafford Disaster Relief Act to assist with the activation, movement and deactivation of the Task Force.
- F) Disaster Medical Assistance Team (DMAT): a functional unit of IA-TF1 activated under the National Disaster Medical System (NDMS) which provides austere medical care in a disaster, or provides medical services at transfer points associated with patient evacuation.
- G) DHS/FEMA/HLSEM: the Department of Homeland Security/Federal Emergency Management Agency
- H) HLSEM: State of Iowa Homeland Security and Emergency Management
- I) Member: An individual who has been formally accepted into Iowa Task Force One, meeting all requirements for skills and knowledge, and is in good standing with regard to compliance of necessary training and fitness.
- J) National Disaster Medical System (NDMS): a cooperative effort of the Department of Health and Human Services (HHS), Department of Defense (DOD), Department of Veterans Affairs (DVA), state and local governments and the private sector entities designed to care for a large number of casualties resulting from a domestic disaster. The Public Health Service (PHS) is responsible for this program
- K) Participating Agency/Employer: the Task Force member's employer, which by execution of this MOU, has provided official sanction of Iowa Task Force One (IA-TF1) and supports the members' involvement within IA-TF1.
- L) Point of Departure (POD): Designated location where a task force reports for transport to an incident.

- M) Sponsoring Organization: one of two initial municipal entities providing resources to the Iowa Urban Search and Rescue Task Force.
- N) State: for the purpose of this MOU, the State of Iowa through the Division of Homeland Security and Emergency Management (HLSEM).
- O) Task Force/Strike Team: an integrated collection of personnel and equipment meeting standardized capability criteria for addressing search and rescue needs during disasters.
- P) Task Force Sponsored Training: training and/or exercises performed at the direction, control and funding of HLSEM or IA-TF1.
- Q) Task Force Sanctioned Training: training and/or exercises performed at the direction, control and funding of a participating agency or Task Force member in order to develop and maintain the US&R capabilities of the member and the Task Force. Task Force sanctioned training shall be coordinated with IA-TF1/HLSEM staff and receive written authorization to conduct such training prior to the start of the training.
- R) Urban Search and Rescue (US&R): specialized tactics, personnel and equipment suited to the unique search, rescue or recovery problems associated with natural or man-made disasters.

## **V. RESPONSIBILITIES**

- A) IA-TF1 and the Sponsoring Organizations shall be responsible for the following:
  - 1) Recruiting and organizing a Task Force, according to guidelines prescribed in the DHS/FEMA/HLSEM Urban Search and Rescue Response System Operational System Description (OSD) manual.
  - 2) Registering and qualifying medical personnel on the Task Force through the PHS as a specialized DMAT.
  - 3) Administrative, financial and personnel management as they relate to IA-TF1. Performing all financial agreements as set forth herein.
  - 4) Providing training to Task Force Members. Training shall be consistent with the objectives of developing, upgrading and maintaining individual skills, as identified in the position description requirements, necessary to maintain operational readiness.
  - 5) Developing, implementing and exercising an internal notification and call-out system for Task Force members.
  - 6) Providing all personal protective equipment and personal protective clothing as required by IA-TF1.
  - 7) Providing all tools and equipment necessary to conduct safe and effective US&R operations as listed in the current approved Task Force cache list.
  - 8) Maintaining all tools and equipment in the US&R cache in a ready state.

- 9) Coordination between the DHS/FEMA/HLSEM, the State, participating agencies/employers, other relevant governmental and private entities and the individual members of IA-TF1.
  - 10) Maintaining a primary contact list for all IA-TF1 members.
  - 11) Maintaining personnel files on all members of IA-TF1 for the purpose of documenting training records, emergency notification and other documentation as required by DHS/FEMA/HLSEM and the State.
- B) The participating agency/employer shall be responsible for:
- 1) Maintaining a roster of all its personnel participating in IA-TF1 activities.
  - 2) Providing a primary point of contact to IA-TF1 for the purpose of notification of Task Force activities.
  - 3) Providing administrative support to employee members of IA-TF1, i.e. "time off" when fiscally reasonable to do so for Task Force activities such as training, meetings and actual deployments.
  - 4) The submission of personnel reimbursement claims within thirty (30) days of official deactivation of the Task Force Member.
- C) Individual members are responsible for the following:
- 1) Be physically capable of performing assigned duties required in the position description (PD) requirements for the assigned position.
  - 2) Maintain knowledge, skills and abilities necessary to operate safely and effectively in the assigned position.
  - 3) Maintain support from participating agency/employer to participate in IA-TF1 activities.
  - 4) Keep employer advised of IA-TF1 activities that may require time off work.
  - 5) Advise Task Force leadership of any change in notification process, i.e. address or phone number changes.
  - 6) Be available for immediate call-out during the period member's assigned team is first on the rotation for call-out.
  - 7) Respond immediately to call-out with acceptance or refusal of current mission request and arrive within two hours and thirty minutes from time of call-out to the assigned Point of Departure (POD).
  - 8) Maintain all equipment issued by IA-TF1 in a ready state and advise Task Force leadership of any lost, stolen or damaged items assigned to Task Force member.
  - 9) Have completed and documented the required immunizations listed in **Attachment A**.

- 10) Be prepared to operate in the disaster environment for not more than ten (10) consecutive days.
- 11) Follow the FEMA Code of Conduct in **Attachment B**.

## **VI. PROCEDURES**

### **A) Activation**

- 1) Upon request from the State or DHS/FEMA/HLSEM for disaster assistance, and/or determination that pre-positioning the Task Force is prudent, IA-TF1 shall request the activation of the Task Force to respond to a designated Point of Departure (POD).
- 2) IA-TF1 shall communicate an alert and/or activation notices to Task Force members through the internal paging and call-out system according to the current approved mobilization plan.

### **B) Mobilization, Deployment and Re-deployment**

- 1) IA-TF1 will notify members of activation of IA-TF1.
- 2) Upon arrival at the POD, an IA-TF1 representative will provide initial briefings, maps, and any other items essential to the initial set-up and support of the Task Force.
- 3) When IA-TF1 is activated, Team leaders will move the Task Force and all necessary equipment to the pre-designated Point of Departure (POD) for ground transportation or air transport.
- 4) The Task Force shall be re-deployed to the original POD upon completion of the US&R mission.

### **C) Management**

- 1) IA-TF1 will have overall management, command and control of all IA-TF1 resources and operations.
- 2) Tactical deployment of IA-TF1 will be under the direction of the local Incident Commander and the Task Force Leader(s) assigned to the incident.

## **VII. TRAINING AND EXERCISES**

### **A) DHS/FEMA/HLSEM-Sponsored Training and Exercises**

- 1) Periodically Task Force members will be required to attend DHS/FEMA/HLSEM sponsored functional training. DHS/FEMA/HLSEM sponsored functional training shall be performed at the direction, control and funding of DHS/FEMA/HLSEM in order to develop the technical skills of the US&R Response System members.

B) IA-TF1 Sponsored Training and Exercises

- 1) Periodically Task Force members will be requested or required to attend IA-TF1 sponsored training or exercises. IA-TF1 sponsored training or exercises shall be performed at the direction, control and funding of IA-TF1 in order to develop the technical skills of IA-TF1 members.
- 2) During IA-TF1 sponsored training and exercises, members who are not employees of the Sponsoring Organization, or another agency of the State shall be considered employees of the state for tort claim purposes under Chapter 669. Furthermore, Disability, Worker's Compensation and Death Benefits shall be paid by the State of Iowa in a manner consistent with the provisions of the Code of Iowa, Chapters 410, 411& 85 respectively, to those members to whom these codes apply.

C) IA-TF1 Sanctioned Training and Exercises

- 1) Periodically Task Force members will be required and/or invited to attend IA-TF1 sanctioned training and/or exercises. IA-TF1 sanctioned training and exercises may be performed at the direction, control and funding of IA-TF1 , a Participating Agency/Employer or the State of Iowa in order to develop and maintain the US&R capabilities of the Task Force.
- 2) During IA-TF1 sanctioned training and exercises, members who are not employees of a component of a Sponsoring Organization or another agency of the State shall be considered employees of the state for tort claim purposed under Chapter 669. Furthermore, Disability, Worker's Compensation and Death Benefits shall be paid by the State of Iowa in a manner consistent with the provisions of the Code of Iowa, Chapters 410, 411& 85 respectively, to those members to whom these codes apply.

D) Non-IA-TF1 Sponsored/Sanctioned Training and Exercises

- 1) Non-IA-TF1 sponsored or sanctioned training and/or exercises may be performed at the direction, control and funding of Participating Agencies/Employers or individuals in order to develop and maintain the US&R capabilities of the members and the Task Force.
- 2) During non-IA-TF1 sponsored or sanctioned training and/or exercises, Task Force members who are not employees of a component of the Sponsoring Organization or another agency of the State will not be included in the same workers' compensation coverage afforded members that are activated or attending DHS/FEMA/HLSEM or IA-TF1 sponsored or sanctioned training and exercises.

E) Minimum Training Requirements

- 1) All Task Force members are required to maintain the skills and abilities identified in the position description requirements (PD). Task Force members are required to attend a minimum of 50% of the IA-TF 1 sponsored and sanctioned training opportunities provided for their assigned Task Force position. Failure to attend a minimum of 50% of those training opportunities will result in dismissal from the Task Force. Exceptions may be granted at the discretion of the Task Force Leader.

## VIII. ADMINISTRATIVE, FINANCIAL AND PERSONNEL MANAGEMENT

### A) Reimbursement of Participating Agencies/Employers

***(Disclaimer: All reimbursements described herein are subject to an emergency declaration by the Governor of Iowa and/or the President of the United States. In the absence of this declaration, reimbursements will be limited, and possibly non-existent.)***

- 1) IA-TF1/HLSEM may reimburse participating agencies/employers for all wages identified and allowed in the IA-TF1 Pay Policy. IA-TF1 may reimburse all amounts necessary to fund payroll-associated costs of state and/or federal disaster deployments. Upon delivery of documentation of the participating agency/employer payroll expenditures to IA-TF1, the State may reimburse the participating agency/employer for all wages of deployed Task Force members.
- 2) IA-TF1/HLSEM may reimburse the Participating Agency/employer for cost of backfilling Task Force members while activated. This shall consist of expenses generated by the replacement of a deployed Task Force member on their normally scheduled duty period/day. The participating agency/employer may use whatever method it chooses to reclaim expenses provided the base salary of the replacement worker is not included in the request for reimbursement.
- 3) IA-TF1/HLSEM may reimburse the Participating Agency/Employer for salaries and backfill expenses of any deployed member who would be required to return to regularly scheduled duty during the personnel rehabilitation period described in the demobilization order. If the deployed member's regularly scheduled shift begins or ends within the identified rehabilitation period, the Participating Agency/Employer may give the deployed member that time off with pay and backfill his/her position. If a Task Force member is not normally scheduled to work during the identified rehabilitation period, then no reimbursement will be made for that member. IA-TF1 will determine the personnel rehabilitation period that will apply to each deployment based on the demobilization order for that deployment.

### B) Reimbursement of Task Force Member as an Individual Resource

- 1) IA-TF1/HLSEM may pay a Task Force member who is identified as individual resource for all wages specified in the IA-TF1 Standard Pay Policy. Upon receipt of the member's completed personnel reimbursement form, IA-TF1/HLSEM may pay directly to that individual all earned wages as determined by his/her Task Force position on the IA-TF1 Pay Schedule by Position if applicable.

### C) Other Reimbursements

- 1) Task Force members may be reimbursed for reasonable personal costs associated with operations and maintenance of the Task Force during a state or federal activation.

- 2) Emergency procurement of Task Force materials, equipment and supplies purchased and consumed by Task Force members in providing requested assistance may be reimbursed on a replacement basis. Prior approval by Task Force leadership must be obtained and original receipts for such items shall be submitted to IA-TF1.
- 3) No Task Force member or the participating agency/employer shall be reimbursed for costs incurred by activations that are outside the scope of this agreement.
- 4) All financial commitments herein are made subject to availability of funds from the State/HLSEM and/or DHS/FEMA.

#### **IX. CONDITIONS, AMENDMENTS AND TERMINATION**

- A) This Memorandum of Understanding may be modified or amended only with the written agreement of all parties, and all amendments will be attached to this Memorandum.
- B) Any party, upon 30 day written notice, may terminate this Memorandum of Understanding.
- C) IA-TF1 complies with the provisions of Executive Order 11246 of Sept. 24, 1965, as amended and with the rules, regulations and relevant orders of the Secretary of Labor. To that end, IA-TF1 will not discriminate against any employee or Task Force member on the grounds of race, color, religion, sex or national origin. In addition the use of state or federal facilities, services and supplies will be in compliance with regulations prohibiting duplication of benefits and guaranteeing nondiscrimination. Distribution of supplies, processing of applications, provisions of technical assistance and other relief assistance activities shall be accomplished in an equitable and impartial manner, without discrimination on the grounds of race, color, religion, nationality sex, age or economic status.

#### **X. LIABILITY AND WORKERS' COMPENSATION FOR STATE ACTIVATION ONLY**

- A) During any period in which IA-TF1 is activated by the State of Iowa Division of Homeland Security and Emergency Management, or during any training sponsored or sanctioned by IA-TF1, a participating nongovernmental member or local government member is considered an employee of the State for purposes of the State Tort Claims act, Chapter 669, Code of Iowa. Furthermore, Disability, Worker's Compensation and Death Benefits shall be paid by the State of Iowa in a manner consistent with the provisions of the Code of Iowa, Chapters 410, 411 & 85 respectively, to those members to whom these codes apply.

## **XI. ENTIRE AGREEMENT**

This Agreement along with the following Attachments reflects the entire Agreement between the parties:

- Attachment A - Immunizations
- Attachment B - FEMA Code of Conduct
- Attachment C - Iowa Task Force One Standard Pay Policy
- Attachment D - Iowa Task Force One Pay Schedule by Position
- Attachment E - Iowa Task Force One Request for Reimbursement Form
- Attachment F - IA-TF1 Position Descriptions & Requirements

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Participating Agency/Employer and Member hereby acknowledge that they have read and understand this entire Agreement. All oral or written Agreements between the parties hereto relating to the subject matter of this Agreement that were made prior to the execution of this Agreement have been reduced to writing and are contained herein. Participating Agency/Employer and Member agree to abide by all terms and conditions specified herein and certify that the information provided to IA-TF1 is true and correct in all respects to the best of their knowledge and belief. This Agreement is entered into by and between the parties listed on the signature page: (See next page)

**IA-TF1 MOU SIGNATURE PAGE**

(Please use red or blue ink)

**Iowa Task Force One (IA-TF1):**

\_\_\_\_\_  
Name of IA-TF1 Division

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

**Participating Agency/Employer:**

\_\_\_\_\_  
Name of Participating Agency/Employer

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

**Task Force Member:**

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

# Attachment “A”

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## **Iowa Task Force 1** **Immunization List**

All active members of Iowa Task Force 1 must maintain current immunizations for the following:

- Diphtheria/Tetanus (or Tetanus only if there is a contra-indication to Diphtheria)
- Hepatitis A
- Hepatitis B
- Measles/Mumps/Rubella (if born after 1957)
- Polio

## **Attachment “B”**

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### **FEMA Code of Conduct**

The IA-TF1 has adopted the FEMA Code of Conduct.

- 1) No transportation/use of illegal drugs/alcohol.
- 2) No firearms allowed.
- 3) Normal radio protocol used/traffic kept to a minimum.
- 4) Know your chain of command/who you report to.
- 5) Limit procurement of equipment.
- 6) Do not take things without authorization.
- 7) Act professional.
- 8) Remain ready even when unassigned.
- 9) Recreation limited to unassigned hours.
- 10) Maintain/wear safety gear/clothing.
- 11) Wear proper uniform.
- 12) Your actions reflect your organization and FEMA.

The preceding requirements were taken from FEMA’s Urban Search and Rescue Response System Operations Manual dated Jan.19, 2000

## Attachment "C"

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### Iowa Task Force One Standard Pay Policy

*(Disclaimer: All reimbursements described herein are subject to an emergency declaration by the Governor of Iowa and/or the President of the United States. In the absence of this declaration, reimbursements will be limited, and possibly non-existent.)*

#### I. Scope

The provisions of this policy apply to all members of Iowa Task Force One (IA-TF1) personnel assigned to the Urban Search and Rescue program.

#### II. Purpose

The purpose of this document is to delineate the policy and procedures for payment and/or reimbursement of payroll expenses to include salaries/wages and associated fringe benefits incurred during all federal and state activations of an Iowa Task Force One member.

#### III. Pay Rate

- A. IA-TF1 may reimburse its Participating Organizations for the participation of each Task Force Member who is employed by that Participating Organization at the hourly rate or salary identified on the most current payroll printout provided by the Participating Organization requesting salary reimbursement.
- B. As an individual resource, members not employed by a Participating Organization will be paid at a rate identified with his/her Task Force position on the IA-TF1 Pay Schedule by Position attached as Attachment D. The individual resource's 40-hour workweek will begin upon acceptance of the mission. The individual will be paid for the first 40 hours at the standard base rate of pay, and at one and one-half (1.5) times for all other hours in that same week. The workweek will consist of seven consecutive workdays to include weekends and holidays.
- C. IA-TF1 employees who hold positions on IA-TF1 will be paid in accordance with Section IV below. Actual payroll printouts reflecting salaries, wages and fringe benefits will be available for review and documented during the reimbursement process.

#### IV. Work Shift

- A. Everyday is considered a workday during the Activation until the Activation is over, and the Task Force returns to its original Point of Assembly. Therefore, Saturday, Sunday, holidays and other scheduled days off are also considered workdays during the period of Activation.

- B. All individuals are assured pay for base hours of work, mobilization and demobilization, travel, or standby at the appropriate rate of pay for each workday.
- C. All non-FLSA exempt Task Force members will receive their standard base rate of pay, converted to a 40-hour work week, for the first 8 hours of each work day and the first 40 hours of work each week. Hours eligible for compensation above this will be paid at one and one-half times the member's base rate of pay.
- D. All FLSA-exempt Task Force members will receive their normal salary for all hours worked during the Activation. FLSA-exempt members will not receive overtime compensation.

**V. Ordered Standby**

Compensable standby shall be limited to those times when an individual is held, by direction or orders, in a specific location, fully outfitted and ready for assignment.

## Attachment "D"

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### IA-TF1 Pay Schedule by Position

Iowa Task Force One has adopted the following pay schedule for Task Force Members who are not employed by a Participating Organization.

<u>Assignment</u>	<u>Hourly Rate</u>	<u>Assignment</u>	<u>Hourly Rate</u>
<i>Medical Team Manager</i>	\$89.90	<i>Safety Officer</i>	\$30.00
<i>Task Force Leader</i>	\$45.00	<i>Rescue Squad Officer</i>	\$30.00
<i>Structural Specialist</i>	\$42.50	<i>Planning Officer</i>	\$30.00
		<i>Technical Info Specialist</i>	\$30.00
<i>Haz-Mat/WMD Manager</i>	\$35.00	<i>Communications Specialist</i>	\$30.00
<i>Search Team Manager</i>	\$35.00		
<i>Rescue Team Manager</i>	\$35.00	<i>Technical Search Specialist</i>	\$25.00
<i>Logistics Team Manager</i>	\$35.00	<i>Rescue Specialist</i>	\$25.00
<i>Plans Manager</i>	\$35.00	<i>Medical Specialist</i>	\$25.00
		<i>Logistics Specialist</i>	\$25.00
		<i>Heavy Rigging Specialist</i>	\$25.00
		<i>Haz-Mat/WMD Specialist</i>	\$25.00
		<i>K-9 Specialist</i>	\$25.00

## Attachment "E"

### Request for Reimbursement – Invoice

**Your Invoice Number:** \_\_\_\_\_  
 (This number will appear on the check for your tracking purposes)

**Participating Organization:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Fed Tax ID No.:** \_\_\_\_\_

**Check Payable to:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Address:** \_\_\_\_\_ **City State ZIP:** \_\_\_\_\_

**Contact Email:** \_\_\_\_\_

Major Cost Element	Task Force Member	Backfill *	Total Amt. Requested
Salaries	\$	\$	\$
Mileage/Per Diem	\$		\$
Misc. Charges (receipts req.)	\$		\$
<b>Totals</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

\* This column should contain only the overtime costs associated with the backfill position. FEMA, the State or IA-TF1 will not pay the basic salary of backfill position.

Once you have completed, please forward along with the appropriate payroll printouts to the following:

IA-TF1 – Sioux City Division  
 Attn: IA-TF1 Division Director  
 601 Douglas St  
 Sioux City, IA 51101

IA-TF1 Cedar Rapids Division  
 Attn: IA-TF1 Division Director  
 222 Third St. N.W.  
 Cedar Rapids, IA 52405-3939

Thank you.

**Certification:**

I certify, to the best of my knowledge and belief, that the billed costs or disbursements are in accordance with the terms and conditions of the Memorandum of Agreement, that reimbursement for alcoholic beverages has not been requested, and that payment is due and have not previously been requested.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name/Title: \_\_\_\_\_

For IA-TF1 Use Only

Approved for Payment: \_\_\_\_\_ Date: \_\_\_\_\_

## Attachment "F"

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### IA-TF1 Position Descriptions & Requirements

These are some of the minimum training levels, based on the component being applied for, as specified below. For a complete description of the required training levels and responsibilities for the Task Force positions, as well as links to FEMA, **please visit [www.iowausar.org](http://www.iowausar.org)**. Selected team members who lack the required training for their appointed position will have to obtain the training based on a schedule approved by IA-TF1.

#### General Requirements for All Components

- Basic National Interagency Incident Management Systems (NIIMS) incident command systems course (minimum course I -200)
- Confined Space- Awareness
- Hazardous Materials- Awareness
- Certified in at least Standard First Aid
- Currently certified in CPR
- Maintain current inoculations for tetanus
- These are recommendations, if there are not any contraindications: Measles/mumps/rubella (if born after 1957), diphtheria, polio, a current TB test, yearly flu, hepatitis A and B vaccines, and smallpox.
- Must be able to read, write, and speak English

#### Task Force Leader

- Comprehensive knowledge of the National Interagency Incident Management System, FEMA National US&R Response System, Iowa's Comprehensive Emergency Management Plan.
- Completed the FEMA Task Force Management and Coordination Course.
- Must have a comprehensive knowledge of the Task Force Team functions, and urban search and rescue operations, tactics, strategy, and safety considerations
- Possess five years of field experience in emergency incident management

#### Search Manager

- General knowledge about search operations, including search dogs, area sectoring, search patterns, victim location, marking techniques, search team organization, and operating procedures.
- Basic canine health issues
- Understanding of technical/electronic search device capabilities, limitations, and procedures
- Canine search capabilities, limitations, and procedures
- Basic knowledge of rescue specialist tools and abilities
- Trench Awareness
- Knowledge of supervisory and personnel management skills
- Must have completed rope rescue Operations level in accordance with NFPA 1670

#### Technical Search Specialist

- Must have completed the FEMA Structural Collapse Technician Course
- Practical knowledge of the theory and types of building construction
- Practical knowledge of the technical aspects of search theory

### **Rescue Team Manager**

- Knowledgeable about the development and use of integrated action planning concepts and processes
- knowledge of the practical application of available technology use to support US&R missions and objectives
- Knowledge of supervisory and personnel management skills
- Must possess all the qualifications for the Rescue Specialist and Rescue Squad Officer positions
- Strong working knowledge of basic building materials
- Hazardous Materials Technician
- Understanding of the construction techniques utilizing architectural materials, primary un-reinforced masonry, and concrete
- Must possess experience in structural collapse and heavy rescue operations
- Capable of coordinating, managing, and supervising multiple rescue squad operations

### **Rescue Squad Officer**

- Comprehensive knowledge of urban search and rescue operations and tactics
- Capable of supervising and directing rescue specialists in specific rescue operations
- Current Emergency Medical Technician – equivalent or higher
- Basic knowledge of the construction industry
- Possess all the certifications and requirements of a Rescue Specialist
- Hazardous Materials Technician

### **Rescue Specialist**

- Current Emergency Medical Technician – equivalent or higher
- Confined Space- Technician
- Trench Rescue - Technician
- Hazardous Materials - Operations
- Structural Collapse-Technician
- NFPA 1670 Rope Rescue Technician
- Must have completed the FEMA Structural Collapse Technician Course

### **Hazardous Materials Specialist**

- Currently certified as a Hazardous Materials Technician
- Knowledge of data collection techniques and documentation procedures
- Current Emergency Medical Technician or above
- Structural Collapse – Operations
- Extensive knowledge and use of metering devices

### **Medical Team Manager**

- A licensed physician with current ACLS, ALS, and PALS certification (or equivalent) whose day-to-day medical activities include regular and substantial clinical emergency medicine and pre-hospital medical care
- Determining the medical organizational and logistics needs
- Coordinating, managing, and supervising all medical activities.

### **Medical Specialist**

- Paramedic or Nurse
- Certified in BTLS, ACLS, and PALS regimens
- Knowledge and understanding of medical conditions common to US&R
- Knowledge of general rescue operations at structural collapse sites, hurricanes, and other such disasters
- Canine Specialist
- Canine evaluation approved and certified by FASAR or FEMA
- Practical knowledge of the technical aspects of search theory
- Practical knowledge of the theory and techniques of searching collapsed structures
- Completed the FEMA Canine Search Specialist Course, or equivalent
- NFPA 1670 Rope Rescue – Awareness

### **Heavy Equipment and Rigging Specialist**

- Extensive knowledge of rigging techniques to assist in victim rescue or stabilization of collapsed building
- Knowledge of the operational characteristics and capabilities of cranes, back hoes, front-end loaders, dump trucks, ect.
- Knowledge of heavy construction techniques and methods and procedures used in the demolition of structures
- Extensive knowledge of heavy rigging operations to include, but not limited to:
  - Use and application of all rigging tools
  - Knowledge of lift capacity assessment
  - Interpretation of specification charts
  - Knowledge of lift engineering applications
  - Knowledge on the use of anchoring systems
- Knowledge of shoring methods and materials
- Knowledge of universal hand signals for heavy equipment use
- Knowledge and use of cutting torches and related welding equipment
- Demonstrated experience in heavy construction field, such as heavy equipment operator, crane operator, iron worker, rigger, or other applicable field

### **Structural Specialist**

- Structural engineering degree
- Successful completion of FEMA Structural Collapse Technician course
- Comprehensive knowledge of all building materials
- Knowledge of the behavior of structures under adverse loading conditions

### **Technical Information Specialist**

- Understanding of computer hardware and software
- Technical writing and communication skills
- Data collection and documentation procedures
- Use of visual media; i.e., video recorders, audio recorders, and still photography
- Communication Specialist
- Understanding of communications technologies
- Advanced radio and telecommunications skills
- Knowledge of radio protocols and operational disciplines
- Knowledge of amateur radio skills and operations, land mobile radio, telephone, and satellite systems

**Safety Officer**

- Demonstrates understanding of pertinent State and Federal OSHA requirements
- Extensive experience in the position of Safety Officer in a local, State or Federal government agency
- Awareness of public health and industrial hygiene considerations
- Knowledge of field sanitation procedures
- Basic awareness of the applicable OSHA standards
- Rope Rescue – Operations
- Completed the FEMA Structural Collapse Technician course
- Basic training course in incident stress management

**Planning Manager**

- Must have Incident Management System training in one or more of the following areas: Situation Unit Leader, Resource Unit Leader, Documentation Unit Leader, Demobilization Unit Leader, or Plans Section Chief
- Must be proficient in task force records management
- Proficient with information systems to include, but not limited to: computers, application software, and computer peripherals
- Proficient in task force records management
- Must be able to effectively communicate orally and in writing

**Logistics Manager**

- General knowledge of basic building materials
- General awareness of behavior of structures under adverse loading conditions
- Must have a knowledge of supervisory and personnel management skills
- Must have a comprehensive knowledge of the equipment inventory and tracking procedures as defined in the FL-TF4 Mobilization Manual
- Extensive knowledge of establishing a base of operations

**Logistics Specialist**

- Must have a comprehensive knowledge of the equipment inventory and tracking procedures, as defined in the FEMA US&R Property Accountability System
- Have experience and training in personal safety in confined spaces, and in below-grade, compromised conditions
- Must have mechanical aptitude and the ability to maintain and perform equipment repairs in the field
- Ability to keep good records and documentation