



**TEXAS ALL-HAZARD**  

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**INCIDENT MANAGEMENT TEAM**

***Business and Mobilization  
Procedures***

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**I. Regional Incident Management Team (RIMT) Reimbursements - General**

- A. All RIMT reimbursements will be handled in accordance with the Memorandum of Understanding (MOU) between TFS, the RIMT Member (Member), and the Participating Agency/Employer (Participating Employer).
- B. The Participating Employer will be reimbursed for hours worked on the deployment by the Member, including travel and mobilization time, and will be reimbursed for overtime on the deployment which is calculated per the Participating Employer's policies. Hours spent not working (i.e. time sleeping) during the deployment will not be reimbursable.
- C. TFS will reimburse the Participating Employer for the participation of each Member who is employed by them at the hourly rate or salary identified on the most current payroll printout provided by the Participating Employer.
- D. Work periods shall be determined by the incident commander during the deployment. After initial attack operations, Members will adhere to the national standard of a 2:1 work/rest ratio.
- E. TFS will reimburse the Participating Employer for the cost of backfilling while a Member is activated. This shall consist of expenses generated by the replacement of a deployed Member on their normally scheduled duty period/day.
- F. TFS will reimburse the Participating 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 Employer may give the deployed Member that time off with pay and backfill his/her position. If the Member is not normally scheduled to work during the identified rehabilitation period, then no reimbursement will be made for the Member. TFS will determine the personnel rehabilitation period that will apply based on the demobilization order for that deployment.
- G. TFS does not reimburse portal to portal.
- H. For questions regarding reimbursement, email [AHIMT@tfs.tamu.edu](mailto:AHIMT@tfs.tamu.edu)
- I. Information regarding qualifications can be found at:  
[http://ticc.tamu.edu/Documents/IncidentResponse/AHIMT/Texas\\_AH\\_Type\\_3\\_Qualification\\_Guide.pdf](http://ticc.tamu.edu/Documents/IncidentResponse/AHIMT/Texas_AH_Type_3_Qualification_Guide.pdf)

## **II. Reimbursement to Participating Employer**

**A. TFS will reimburse the Participating Employer for all wages identified and allowed in the RIMT Standard Pay Policy (see Section IV). TFS will reimburse all amounts necessary to fund allowable payroll associated costs of state and/or federal disaster deployments. The Participating Employer will be asked to provide the following documents with the reimbursement package to help TFS Accounts Payable certify payroll calculations:**

- 1. Current Payroll Policy**
- 2. Payroll printout/report for Member**
- 3. Most recent work schedule of Member**
- 4. Benefits Calculations for Member and Backfill**

**Examples:**

**FICA @ 7.65% of Salary**

**Medical @ \$\_\_ per hour**

**B. TFS will reimburse the Participating Employer for the cost of backfilling while a Member is activated. This shall consist of expenses generated by the replacement of a deployed Member on their normally scheduled duty period/day.**

**C. TFS will reimburse the Participating 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 Employer may give the deployed Member that time off with pay and backfill his/her position. If the Member is not normally scheduled to work during the identified rehabilitation period, then no reimbursement will be made for the Member. TFS will determine the personnel rehabilitation period that will apply based on the demobilization order for that deployment.**

**D. TFS will reimburse the Participating Employer for reasonable travel expenses associated with the Member's travel for RIMT training or deployment. All travel reimbursements will be in accordance with the State of Texas Travel Allowance Guide, published by the Comptroller of Public Accounts. (See Sections XIII and XIV for additional guidance on meals and lodging.)**

**E. TFS will reimburse the Participating Employer for reasonable (as determined by TFS) personal costs associated with Member's participation in a deployment.**

**F. The Participating Employer shall submit to TFS all reimbursement requests within 30 days of Member de-activation or completion of TFS/State sponsored training event.**

G. TFS may reimburse the Participating Employer for eligible equipment costs (see Sections XVII and XXIV for additional guidance on equipment).

### **III. Reimbursement to Single Resource Member**

A. TFS will pay a Single Resource Member for all wages specified in the RIMT Standard Pay Policy (see Section IV).

B. TFS will reimburse a Single Resource Member for reasonable (as determined by TFS) travel expenses associated with Member's travel for TFS sponsored RIMT training or a deployment. All travel reimbursements will be in accordance with the State of Texas Travel Allowance Guide, published by the Comptroller of Public Accounts. (See Sections XIII and XIV for additional guidance on meals and lodging.)

C. TFS will reimburse a Single Resource Member for reasonable (as determined by TFS) personal costs associated with participation in a deployment.

D. The Single Resource Member must submit to TFS all reimbursement requests within 30 days of de-activation or completion of TFS/State sponsored training event.

E. TFS may reimburse Single Resource for eligible equipment costs (see Sections XVII and XXIV for additional guidance on equipment).

### **IV. RIMT Standard Pay Policy**

This section delineates the policy for payment and/or reimbursement of payroll expenses to include salaries/wages and associated fringe benefits incurred during state activations of a Member.

#### **A. Pay Rate**

1. TFS will reimburse the Participating Employer for the participation of each Member who is employed by them at the hourly rate or salary identified on the most current payroll printout provided by the Participating Employer. TFS may also reimburse the Participating Employer for the allocable portion of fringe benefits paid to or on behalf of the Member during the period of activation. The actual benefits paid must also be shown on or attached to the Participating Employer payroll printout submitted to TFS.

2. The Participating Employer will be reimbursed for hours worked on the deployment by the Member, including travel and mobilization time, and will be reimbursed for overtime on the deployment which is calculated per their policies (i.e. either time worked over 8-hours per day or over 40-hours per week). Hours spent not working (i.e. time sleeping) during the deployment will not be reimbursable. Mandatory days off are defined and reimbursable to the extent allowed by the latest version of the Interagency Incident Business Management Handbook. The handbook can be found at this link:  
<http://www.nwcg.gov/sites/default/files/products/pms902.pdf>
3. Single Resource Members will be paid at a rate identified with his/her RIMT position on the RIMT Pay Schedule by Position (see Attachment A). A Single Resource Member'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 (1½) times for all other hours in that same week. The workweek will consist of seven consecutive workdays to include weekends and holidays.

#### **B. Work Periods**

Work periods will be determined by the incident commander.

1. Every day may be considered a workday during the activation until the activation is over, and the RIMT returns to its original point of assembly. Therefore, Saturday, Sunday, holidays and other scheduled days off may also be considered workdays during the timeframe of activation, if the Member is assigned a work period by the incident commander.

#### **C. Ordered Standby**

1. 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.

### **V. Reimbursement Process**

A. All requests for reimbursement must be submitted using the most current RIMT Travel and Personnel Reimbursement Form (Attachment B).

B. TFS will process payment to the Participating Employer or Single Resource Member for all allowable expenses within 30 days of receipt of the properly completed and supported RIMT Travel and Personnel Reimbursement Form.

C. Neither the Member nor the Participating Employer will be reimbursed for costs incurred by activations that are outside the scope of the MOU.

D. All financial commitments herein are made subject to availability of funds from the State.

#### **VI. Medical Care for Injury or Illness**

A. If the Member incurs an injury or illness during an RIMT training exercise or deployment, TFS will pay for triage medical care to ensure Member is properly treated and medically evaluated. TFS will make a determination as to whether the injury or illness was work related and will notify the Participating Employer for proper processing of workers compensation claim. The Participating Employer will be responsible for handling any additional medical care for work related injuries or illnesses under its worker compensation insurance. The Member will be responsible for handling any additional medical care for non-work related injuries or illnesses under his/her personal health insurance.

#### **VII. Liability**

A. It is mutually agreed that TFS, the Participating Employer and the Member shall each be responsible for their own losses arising out of the performance of the MOU.

#### **VIII. Employment Status**

A. The Member shall remain an employee of the Participating Employer and not of TFS at all times. Single Resource Member is an independent contractor, and not an employee of TFS.

B. TFS has no obligation to make any payments to or on behalf of the Member except as expressly stated in the MOU. Member will not participate in any benefits which TFS offers to its employees.

#### **IX. Direct Deposit**

If the Participating Employer wants to have reimbursements paid by direct deposit, they must fill out the direct deposit form on the AHIMT website and submit to:

AHIMT Business Manager  
200 Technology Way Suite 1162  
College Station, Texas 77845

This is optional and not required.

**X. Local and Regional Mutual Aid Reimbursement**

A. Resources deployed under local/regional agreements prior to the RIMT activation are not eligible for reimbursement under the MOU with TFS. This limitation applies to any resource considered to be a part of the local/region mutual aid system which under normal operations would be mobilized prior to requesting state resources.

**XI. Operational Period**

A. Operational work periods will be determined by the incident commander and will adhere to the 2:1 work/rest ratio. The actual time of the operational period can vary, but 12 hours is common. Operational periods over 16 hours must be justified and documented by the incident commander on daily incident records. The rest periods for overhead resources must be mitigated before the next operational work period. All overhead resources are paid for actual hours worked. If needed after the operational period ends, overhead resources can be called back. These hours are reimbursable and should be documented on the Crew Time Report (CTR).

**XII. Meal Breaks**

A. All Members deployed are required to indicate at least one 30 minute meal break for each operational period. This should be indicated on the daily CTR for each Member (see example at Attachment C). This is not optional.

**XIII. Meal Reimbursements**

A. Meals will be reimbursed at actual cost, not to exceed \$51 per day for in-state assignments. The maximum reimbursement per meal is \$10 for breakfast, \$17 for lunch, and \$24 for dinner. For out-of-state assignments, the GSA per diem rate will be used for the maximum per day reimbursement. Maximum per meal rates will be determined applying the same percentages for in-state per meal maximums to the applicable GSA rate.

B. Any meals provided by the incident are not eligible for reimbursement.

C. For partial days of deployment, meal reimbursements are handled as follows:

1. If deployed at or before 6:00AM, and no meals are provided by the incident, the Member is eligible for actual meal costs up to the maximum allowed for all three meals.
2. If deployed at or before noon but after 6:00 AM, and no meals are provided by the incident, the Member is eligible for actual meal costs up to the maximum allowed for lunch and dinner only.



3. If deployed at or before 6:00 PM but after noon, and no meals are provided by the incident, the Member is eligible for actual meal costs up to the maximum allowed for dinner only.

D. The following documentation is required with the reimbursement package from the Participating Employer for eligible meal costs:

1. If meals were purchased on a Participating Employer credit card, a copy of the credit card statement showing the meal charges must be provided.
2. Itemized receipts are not required by TFS for meals.

#### **XIV. Lodging for Deployed Resources**

A. All resources should arrive at the incident self-sufficient for the first 72 hours. If lodging is required there are different options available:

1. Lodging or hotels may be secured and paid for through the incident by the Logistics Section. No further action is required from the Members.
2. The TFS Chief of Party may put all lodging on their Departmental Travel Card. The TFS Chief of Party will follow all TFS business practices for use of the TFS Departmental Travel Card. No further action is required from the Members.
3. A Member may secure lodging, with the approval of the Incident Commander and TFS Chief of Party, using a Participating Employer credit card. Also, a Member may secure rooms on their Participating Employer credit card for multiple Members of an RIMT. The Participating Employer will need to provide a copy of the credit card statement showing the lodging costs with the reimbursement request.
4. A Member may secure lodging with approval of the Incident Commander and TFS Chief of Party with a personal credit card. The Member will seek reimbursement from their Participating Employer. The Participating Employer will include the costs in their reimbursement package and provide proof of payment to the Member incurring the expense. Except for a Single Resource Member, the Participating Employer, not the Member, will be reimbursed by TFS.

#### **XV. Assignment of Resources**

A. All resources ordered for an RIMT are considered state assets and are assets of the Disaster District Chair (DDC), which is the State Highway Patrol Captain or Lieutenant.

#### **XVI. Responsibility for Reimbursements**

A. All eligible reimbursements are authorized and funded through the Texas Division of Emergency Management (TDEM) and paid by TFS.

## **XVII. Damaged Equipment**

- A. Repair reimbursement requests must be documented, justifiable, reasonable and within the scope of the deployment.**
  
- B. The incident may be responsible for damages incurred while mobilized (i.e. from the point of incident check in and vehicle inspection through demobilization from incident and return to home base).**
  
- C. When there is damage to a vehicle while mobilized:**
  - 1. The Member should use their Participating Employer or personal (for Single Resource Member) insurance provider per their local policy and file a claim.**
  - 2. If there is a deductible or damage which is not covered, this expense can be included in the reimbursement request, along with supporting documentation, pictures, and accident report.**
  - 3. If the damage that occurred on the incident is less than the insurance policy deductible and the Participating Employer or Single Resource Member wants to recover the repair costs but does not want to file with their insurance carrier, the repair cost can be included in the reimbursement, along with the following support:**
    - a) Proof of insurance which identifies the amount of the deductible**
    - b) An invoice documenting the costs incurred to repair the damage**
  - 4. Self-Insured Participating Employers or Single Resource Members should submit all expenses incurred to repair incident related damages for reimbursement.**
  - 5. Check-in and demobilization pictures from Ground Support (taken by IMT) must be submitted with reimbursement documentation.**
  - 6. Damage associated with equipment issues which are not covered by insurance (e.g. towing charges, tire repair, pump damage etc.), must be documented with receipts and included in the reimbursement package sent to TFS.**
  - 7. Members should document any damage to vehicle/equipment during the demobilization process and request copies of both the equipment check-in and equipment demobilization forms for inclusion in the reimbursement request.**

## **XVIII. Responsibility for Workers Compensation Insurance**

- A. Each Participating Employer is responsible for covering their employees for workers compensation insurance.**

**XIX. Responsibility for Civil Liability**

- A. Per state statute, the requesting jurisdiction is responsible for all civil liability issues.

§ 421.062. LIABILITY UNDER INTERLOCAL CONTRACT

§ 791.006. LIABILITY IN FIRE PROTECTION CONTRACT PROVISION OF LAW  
ENFORCEMENT SERVICES

**XX. Deployment Lengths**

- A. Deployment lengths are a maximum of 7 days; this includes 1 travel day to incident check-in, 5 days on incident, and 1 day to travel to home base.

B. Member Extension – The member can extend for a second 7-day deployment but must be requested and approved through TFS Operations. All requests must be documented through the TFS IMT State Coordinator.

C. Out-of-state deployments will be based on requirements of the requesting agency. The length of the assignment will be made clear to the Members and Participating Employers before the order is accepted. The normal length will be 14 days to include 2 days of travel, but could be longer or shorter depending on the requesting agency's needs.

**XXI. Member Swaps**

A. Member swaps are allowed one time during the 7 day deployment and all related travel costs are reimbursable. Vehicles used for transportation of team members during swaps are eligible for reimbursement based on mileage only (see Section XXIV). If any additional team member swaps are requested during the same 7 day deployment, both mobilization and demobilization time and equipment costs will not be reimbursable.

B. Member swaps for emergencies will be accommodated at all times with costs being reimbursable.

C. Members must use the following procedures for Member swaps:

1. Email TFS IMT State Coordinator at [AHIMT@tfs.tamu.edu](mailto:AHIMT@tfs.tamu.edu)

2. Information required for Member swap:

Name

Cell number

Participating Employer

Individual being demobilized

3. A resource order will be generated for the replacement Member, who will report to the check-in location.
4. After being checked in, the replacement Member will be sent to the field to exchange with existing Member. Existing Member will report to demobilization location and then return to home base.

## **XXII. Mode of Travel for Mobilizations**

- A. When deployed from home base to mission assignment location, Code 3 travel is not authorized.

## **XXIII. Resource Orders**

A. Once resources have been identified by TDEM, the TFS EOC will generate a resource order file for each Member; copies will be provided to the RIMT, the TFS IMT State Coordinator at AHIMT@tfs.tamu.edu and the TFS Chief of Party. This ensures accountability and helps facilitate a timely reimbursement process.

B. Mobilizations authorized by TDEM through the TFS IMT State Coordinator may be activated/mobilized enroute prior to the completed resource order, and in these situations, the resource order will be provided at Check-in.

## **XXIV. Equipment**

A. TFS will reimburse for vehicle use based on the current State of Texas mileage rate. Daily mileage will be logged on the RIMT Travel and Personnel Reimbursement Form.

B. For all equipment mobilized under an RIMT, refer to the charts below for equipment/vehicle typing and the approved hourly rate. The hourly equipment reimbursement rates include all fuel costs. The responding Members are responsible for the purchase of fuel while on the incident. If the Members assigned to the vehicle are on the clock, the vehicle is considered to be on the clock.

C. If fuel is provided by the incident during mobilization through a state contract, the fuel supplier will provide a receipt to the Member with the fuel cost. These receipts should be included with the reimbursement package submitted by the Participating Employer. These costs will be deducted on the equipment sheet of the reimbursement forms and will reflect in the total hourly vehicle costs accrued during the incident.

D. Process for incident provided fuel and oil:

**Receiving Member** will assure the Fuel and Oil Issue form is properly completed as follows:

1. Incident or Project Name Incident or Project Name
2. Owner of Equipment Participating Employer name
3. Resource Number E Number issued by incident
4. Equipment number Engine Number and Type

**FUEL VENDOR:** Upon receiving the Fuel & Oil Issue Ticket, check for authorized signature and complete the following fields:

1. Commodity (Circle) Circle appropriate
2. Quantity Amount provided
3. Unit Unit of measurement (gallons/liters)
4. Price Price per unit
5. Amount Total cost of commodity
6. Other Other items and cost
7. Date and time Date and time issued
8. Remarks (if needed)
9. Total
10. Have MEMBER sign in the Receiving Agents Signature block.

Vendor keeps original and provides receiving personnel with duplicate.

Emergency Equipment Fuel and Oil Issue				Date:	
1. Incident Name		2. Agency Name:			
3. Resource Number (E Number)		4. Equipment Number (Engine Number)			
5. Commodity (circle appropriate item)		6. Quantity	7. Unit	8. Unit Price	9. Amount
Unleaded gas                  Diesel					
10. Oil                  Other (specify)					
11. Date and Time Issued		12. Remarks			13. Total
14. Fuel Dispensing Agents Signature			16. Receiving Agents Signature		
15. Print Name and Title			17. Print Name and Title		

## E. Equipment Reimbursement Rates

	<b>Team Member Vehicles</b>		
Requirements	1	2	3
Passenger Capacity	4	2	1
Personnel (minimum)	2	2	1
FEMA Cost Code	8804	8802	8073
State Rate	Current Rate	Current Rate	Current Rate

<b>NIMS</b>	<b>Team Transport Vehicles</b>				
Requirements	1	2	3	4	Other
Passenger Capacity	30	20	10	5	
Personnel (minimum)	2	1	1	1	
FEMA Cost Code	8792	8791	8805	8804	
FEMA Rate	\$55.00	\$45.00	\$30.00	\$25.00	

<b>NIMS</b>	<b>Rescue and Specialty Response Vehicles</b>		
Requirements	1	2	3
Length	30+	20-29	19 and under
Personnel (minimum)	2	1	1
FEMA Cost Code	8693	8792	8804
FEMA Rate	\$90.00	\$55.00	\$25.00

<b>NIMS</b>	<b>Mobile Communications Unit</b>	
Requirements	<b>1</b>	<b>2</b>
Console/workstation	<b>2</b>	<b>2</b>
Frequency Capacity	<b>Multi-Range</b>	<b>Multi-Range</b>
Power Source	<b>Internal</b>	<b>Internal</b>
Telephone System	<b>6 trunk/16 extensions</b>	
Personnel (minimum)	<b>2</b>	<b>1</b>
FEMA Cost Code	<b>8690</b>	<b>8791</b>
FEMA Rates	<b>\$70.00</b>	<b>\$45.00</b>

If the RIMT personnel are on the clock, the equipment is considered to be on the clock.

<b>NIMS</b>	<b>Mobile Command Posts (NIMS Mobile EOC)</b>			
Requirements	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
Chassis-see note under requirements	<b>41' to 53' custom trailer, bus chassis, etc.</b>	<b>35' to 40' motor home chassis, etc.</b>	<b>25' to 35' gas or diesel motor home chassis, etc.</b>	<b>Converted SUV or travel trailer or 25' to 40' custom built trailer (requires additional tow vehicle)</b>
FEMA Cost Code	<b>8695</b>	<b>8694</b>	<b>8693</b>	<b>8690</b>
FEMA Rate	<b>\$150.00</b>	<b>\$125.00</b>	<b>\$90.00</b>	<b>\$70.00</b>

## F. Recommended Statewide Radio Frequencies

Mobile and Portable Configuration*					
Label	Receive	Transmit	Station Class	CTCSS RX /TX	Use
VCALL10	155.7525	155.7525	FBT / MO	CSQ / 156.7	Calling Channel
VTAC11	151.1375	151.1375	FBT / MO	CSQ / 156.7	Tactical Channel
VTAC12	154.4525	154.4525	FBT / MO	CSQ / 156.7	Tactical Channel
VTAC13	158.7375	158.7375	FBT / MO	CSQ / 156.7	Tactical Channel
VTAC14	159.4725	159.4725	FBT / MO	CSQ / 156.7	Tactical Channel
VTAC17 <sup>2</sup>	161.8500	157.2500	FBT / MO	CSQ / 156.7	Tactical Channel
VTAC17D <sup>3</sup>	161.8500	161.8500	FBT / MO	CSQ / 156.7	Tactical Channel
VFIRE21	154.2800	154.2800	FBT / MO	CSQ / 156.7	Tactical Channel
VFIRE22	154.2650	154.2650	FBT / MO	CSQ / 156.7	Tactical Channel
VFIRE23	154.2950	154.2950	FBT / MO	CSQ / 156.7	Tactical Channel
VFIRE24	154.2725	154.2725	FBT / MO	CSQ / 156.7	Tactical Channel
VFIRE25	154.2875	154.2875	FBT / MO	CSQ / 156.7	Tactical Channel
VFIRE26	154.3025	154.3025	FBT / MO	CSQ / 156.7	Tactical Channel (for Air-to-Ground with state/federal Aircraft ONLY)
VMED28	155.3400	155.3400	FBT / MO	CSQ / 156.7	Tactical Channel (and for Air-to-Ground use)
VMED29	155.3475	155.3475	FBT / MO	CSQ / 156.7	Tactical Channel
VLAW31	155.4750	155.4750	FBT / MO	CSQ / 156.7	Tactical Channel
VLAW32	155.4825	155.4825	FBT / MO	CSQ / 156.7	Tactical Channel
TXCALL1D	154.9500	154.9500	FBT / MO	<b>156.7 / 156.7</b>	Mobile-to-Mobile Calling Channel
TXCALL2D	155.3700	155.3700	FBT / MO	<b>156.7 / 156.7</b>	PRI: Calling Channel for state/federal Aircraft to/from a Base and SEC: VCALL10 backup

<sup>2</sup> **Allowable use for VTAC17 and VTAC17D:** Base stations: 50 watts max, antenna HAAT 400 feet max. Mobile stations: 20 watts max, antenna HAAT 15 feet max. These channels are for tactical use and may not be operated on board aircraft in flight. These channels use narrowband FM and are available only in certain inland areas at least 100 miles from a major waterway. These channels use the same frequencies as VHF Marine channel 25, which uses wideband FM. Use only in authorized counties listed below. In these authorized areas, interoperability communications have priority over grandfathered public coast and public safety licensees.

<sup>3</sup> **VTAC17 and VTAC17D may ONLY be used in the following counties:** Andrews Armstrong Bailey Borden Brewster Briscoe Callahan Carson Castro Childress Cochran Coke Collingsworth Concho Cottle Crane Crockett Crosby Culberson Dallam Dawson Deaf Dickens Donley Ector Edwards El Paso Fisher Floyd Gaines Garza Glasscock Gray Hale Hall Hansford Hartley Haskell Hockley Howard Hudspeth Hutchinson Irion Jeff Davis Jones Kent Kimble King Kinney Knox Lamb Lipscomb Loving Lubbock Lynn Martin McCulloch Menard Midland Mitchell Moore Motley Nolan Ochiltree Oldham Parmer Pecos Potter Presidio Randall Reagan Reeves Roberts Runnels Schleicher Scurry Sherman Sterling Stonewall Sutton Swisher Taylor Terrell Terry Tom Green Upton Val Verde Ward Wheeler Winkler Yoakum (extracted from the National Interoperability Field Operations Guide <https://www.dhs.gov/national-interoperability-field-operations-guide>)



**XXV. Force Protection**

A. Force protection will be provided by the Texas Department of Public Safety through the local DDC.

**XXVI. Safety**

A. All Members mobilized are required to wear seat belts anytime the apparatus they are in is moving or engaged in emergency response operations.

B. Members mobilized are required to have the appropriate PPE for the mission. Such PPE should conform to the recognized standards (i.e. DOT, NFPA, OSHA, NIOSH, etc.) governing the selection and use of said PPE for the assignment being performed, as well as be compliant with all rules, regulations, policies and procedures by which the Member is and may potentially be governed.

**XXVII. Overhead Support - RIMT Type III Mobilization Procedures****A. Staging Manager**

1. Staging Manager Email for incident response:  
AHIMTstam@tfs.tamu.edu
2. Email [AHIMT@tfs.tamu.edu](mailto:AHIMT@tfs.tamu.edu) for the password
3. Tracking
  - a) Staging Manager is responsible for tracking all state resources that are arriving and demobilizing from the incident. They are also responsible for tracking the resources that are being reassigned.
4. Briefing
  - a) Staging Manager provides the state resources a briefing before departing staging.
  - b) Strike Team and Task Force leaders will be given the Staging Manager's cell phone number to call once they arrive at the incident they were assigned to support.
5. Staffing
  - a) Staging Manager is responsible for ensuring all Members are performing the tasks outlined in this document.
  - b) Staging Manager will ensure that all state resources have had adequate rest before being permitted to travel home.
  - c) Lodging arrangements will be made by the Staging Manager or Logistics Section Chief.

**6. Update**

- a) Staging Manager will contact the Strike Team or Task Force leaders on a daily basis to keep updated on their current status.

**7. Operations**

- a) Staging Manager is responsible for keeping TFS Operations updated on the status of all the state resources and keeping the status of all resources current with the Resources Unit Leader.

**8. Check -In**

- a) Emergency Information Contact

**(1) Have all Members complete the Emergency Contact Information.**

**(a) The RIMT is then given a copy which is to be kept in the Team Incident Command Post.**

- b). Equipment Check-In Sheet

**(1) Complete all required information on the Equipment Check-in sheet**

- c) Vehicle Inspection Sheet

**(1) Enter all information that is requested.**

**(a) Call sign is type of vehicle and participating employer.**

**Example: Truck 1 \ Sugarland**

**(2) The E-# is then written on passenger side, upper corner of the inside of the windshield with glass chalk.**

**(a) Three photos are then taken of the vehicle. First photo is of the E-#, second is of the passenger side and the third is of the driver side.**

**(b) Photo of the front or back of the vehicle will be taken when there is visual damage. Photos taken from the side view should include the length of the vehicle. Note all damages in the "note any damage" section of the Inspection form.**

**9. Demobilization**

- a) Demobilization will be conducted at the staging location where the registration took place.

**10. RIMT Time Reporting**

- a) Members must use the NWCG Crew Time Report book (SF 261) for recording time. These will be issued at check in by the Type III IMT LSC.
- b) The Team Leader is responsible for maintaining crew time reports each day.
- c) Time reports must show a 30 minute lunch break.
- d) Fill out one CTR each day for each team member.

- e) Upon demobilization, Members must leave a copies of the CTRs with the RIMT and take the originals to their Participating Employer to support their reimbursement request.

**11. Incident provided Equipment and Personal Protection Equipment**

- a) Equipment and PPE issued by the incident are not considered consumable and must be returned at demobilization, or the Member or Participating Employer will be charged for the cost of the equipment. All accountable property will be signed for by the receiver and a copy kept by the issuing TFS representative. All accountable property will be turned in prior to demobilization.

**ATTACHMENTS**

- A. RIMT Pay Schedule by Position**
- B. Travel and Personnel Reimbursement Form**
- C. Crew Time Report - Example**

**Attachment A**  
**RIMT PAY SCHEDULE BY POSITION**

ICS ID	POSITION TITLE	HOURLY RATE
	<b>COMMAND</b>	
ICT3	INCIDENT COMMANDER TYPE 3	24
IOF3	INFORMATION OFFICER TYPE 3	24
LOFR3	LIAISON OFFICER TYPE 3	24
PIO3	PUBLIC INFORMATION OFFICER 3	24
SOF3	SAFETY OFFICER TYPE 3	24
	<b>OPERATIONS</b>	
DIVS	DIVISION/GROUP SUPERVISOR	24
OSC 3	OPERATIONS SECTION CHIEF TYPE 3	24
STL( )	STRIKE TEAM LEADER (CREW, ENGINE, DOZER, MILITARY, or TRACTOR-PLOW)	21
TFLD	TASK FORCE LEADER	21
	<b>PLANNING</b>	
DMOB	DEMOBILIZATION UNIT LEADER	24
PSC3	PLANNING SECTION CHIEF TYPE 3	24
RESL	RESOURCE UNIT LEADER	24
SITL	SITUATION UNIT LEADER	24
	<b>LOGISTICS</b>	
COML	COMMUNICATIONS UNIT LEADER	24
FACL	FACILITIES UNIT LEADER	24
FDUL	FOOD UNIT LEADER	24
GSUL	GROUND SUPPORT UNIT LEADER	24
LSC3	LOGISTICS SECTION CHIEF TYPE 3	24
MEDL	MEDICAL UNIT LEADER	24
SPUL	SUPPLY UNIT LEADER	24
	<b>FINANCE</b>	
COMP	COMPENSATION/CLAIMS UNIT LEADER	24
COST	COST UNIT LEADER	24
FSC3	FINANCE/ADMINISTRATION SECTION CHIEF TYPE 3	24
PROC	PROCUREMENT UNIT LEADER	24
TIME	TIME UNIT LEADER	24

**Attachment B**  
**Travel and Personnel Reimbursement Form**

**MOST CURRENT REVISION OF THE  
RIMT TRAVEL AND PERSONNEL REIMBURSEMENT FORM**

**LOCATED ON THE TEXAS INTERAGENCY COORDINATION CENTER  
WEBPAGE UNDER FORMS**

**<http://ticc.tamu.edu/Response/AHIMT.htm>**

**Attachment C**

**Crew Time Report - Example**

The CTR should reflect hours worked. Shift days from the home jurisdiction will be reflected on the financial report submitted in the reimbursement package. Note you must have a 30 minute meal break for each operational period.

CREW TIME REPORT						
(1) CREW NAME <b>Strike Team 1</b>					(2) CREW NUMBER <b>E-7000</b>	
(3) OFFICE RESPONSIBLE FOR FIRE <b>Texas A&amp;M Forest Service</b>			(4) FIRE NAME (e.g. West Texas Initial Attack 2011) <b>West Texas IA</b>		(5) FIRE NUMBER <b>TxTXS 011004</b>	
(6)	(7)	(8)	(9)		(10)	
RE-MARKS NO.	NAME OF EMPLOYEE	CLASSIFICATION	DATE <b>2-27-11</b>		DATE <b>2-27-11</b>	
			MILITARY TIME		MILITARY TIME	
			ON	OFF	ON	OFF
7000.1	John Smith	PSC				
			0700	1200	1330	1330
			1330	2200		
7000.2	Bill Jones	RESL				
			0700	1200	1330	1330
			1330	2200		
(11) REMARKS						
(12) OFFICER-IN-CHARGE (Signature) <b>Signature of field Supervisor needed here</b>					(13) TITLE (Officer-in-Charge)	
(14) NAME (Person Posting to Emergency Time Report)					(15) DATE	