Business and Mobilization Procedures
TIFMAS MEMBERSHIP
All fire departments are a part of TIFMAS by legislative authority. Reference Appendix VI of Annex F the State Operations Plan. Membership does not require a MOU. Member departments who wish to be eligible for deployment must have qualified members as detailed below.

Apparatus Qualification Requirements
- The TIFMAS qualifications standards are required for intrastate deployments under TIFMAS. This will be State authorized missions.
- TIFMAS qualifications are not required at the local level.
- Apparatus Grants
  - The qualification standards are required of those departments who accept a TIFMAS Engine and sign the Terms and Responsibilities agreement.
  - Departments must be able to meet the qualification standards as described in the most current version of the TIFMAS Business Manual at the time of the grant award.
- Departments intending to mobilize through TIFMAS on an intrastate incident must meet the standards per the implementation dates outlined in the plan.

Wildland Assignments

<table>
<thead>
<tr>
<th>Apparatus</th>
<th>Personnel</th>
<th>Min. Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type I Engine</td>
<td>3-4</td>
<td>One ENGB(t) or higher, others with Basic Wildland</td>
</tr>
<tr>
<td>Type III Engine</td>
<td>3-5</td>
<td>One ENGB(t) or higher, others with Basic Wildland</td>
</tr>
<tr>
<td>Type VI Engine</td>
<td>2-3</td>
<td>One FF1/ICT5 or higher, others with Basic Wildland</td>
</tr>
<tr>
<td>Strike Team Leader</td>
<td>1 (+1 trainee)</td>
<td>One STL(t) and one trainee/assistant</td>
</tr>
<tr>
<td>Tender</td>
<td>2-5</td>
<td>One FF1/ICT5 or higher, others with Basic Wildland</td>
</tr>
</tbody>
</table>

All Hazards – Structural Missions

<table>
<thead>
<tr>
<th>Apparatus</th>
<th>Personnel</th>
<th>Min. Qualification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type I Engine</td>
<td>3-4</td>
<td>Local agency qualified company officer, operator and firefighters</td>
</tr>
<tr>
<td>Type III Engine</td>
<td>3-5</td>
<td>Local agency qualified company officer, operator and firefighters</td>
</tr>
</tbody>
</table>
**Type VI Engine**  

<table>
<thead>
<tr>
<th>Role</th>
<th>Personnel Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Strike Team Leader</td>
<td>1 (+1 trainee)  One STL(t) and one trainee/assistant</td>
</tr>
<tr>
<td>Tender</td>
<td>2-5  Local agency qualified company officer, operator and firefighters</td>
</tr>
</tbody>
</table>

- Personnel must be registered/qualified in TIFMAS to be mobilized for All Hazard or wildland assignments.
- In extenuating circumstances and based on the needs of the incident, personnel may be assigned to positions outside of their qualifications.

**QUALIFICATIONS**

**All Hazard Qualification**
Recognized National Standard to meet this qualification - NFPA 1001 Standards for Firefighter
Recognized Certifications include but are not limited to:
  1. TCFP Basic Firefighter
  2. SFFMA – Accredited NFPA Fire Fighter I/II or accredited Advanced Firefighter.

**Basic Wildland Qualification**
Approved Basic Wildland Training to meet the TIFMAS Wildland qualification:
  1. NWCG S130/S190, L180, I100
  2. TFS contracted Fire in the Field (FIF) 100 (I-100, S-190, S-130 & L-180) with Skills day.
  3. SFFMA Curriculum with Wildland Certification completed on or after June 2008 with TFS/NWCG or TIFMAS basic wildland course certificate

Recognized Certifications include but are not limited to:
  1. NWCG S130/S190/L180 Course certification
  2. TIFMAS S130/S190/L180 Course certification
  3. SFFMA Wildland Certification completed as of June 2008 with TFS/NWCG or TIFMAS basic wildland course certificate
  4. TCFP Basic Wildland certification

**Engine Operator - (ENOP) Qualification (Optional not required for ENGB in TIFMAS)**
Pre-requisites:
  1. All Hazards-structural qualification
  2. Basic Wildland qualification

And complete:
  - TIFMAS Engine Operator (ENOP) task book
  - PMS-419 Wildland Engine Operator (At the discretion of TFS, an evaluated equivalency may be substituted).
  - S-211 and S131
**Wildland Firefighter I (FFI)/ICT 5 Qualification**

Pre-requisites:
1. Basic Wildland Qualification

And complete
   - Crosswalk G 131 for FFI/ICT5 or NWCG S131
   - NWCG Task Book PMS 311-14

Other recommended NWCG training:
1. S211 Portable Pumps and Water Use
2. S212 Wildland Fire Chain Saws

**Engine Boss (ENGB) Qualification**

Pre-requisites:
1. Basic Wildland qualification
2. FFI-ICT5 qualification
3. Meet NFPA 1021 Fire Officer I standards (required if using the G231 curriculum)
   - TCFP Fire Officer I certificate
   - Fire Officer I certificate with Pro Board or IFSAC certification
4. Current position of Driver/Operator or higher at home jurisdiction (required if using the G231 curriculum)

And complete:
   - Crosswalk G231 course for Engine Boss or NWCG S230, S290.
   - IS 700a, IS 800b, IS 200.

Other recommended NWCG training:
1. S219 Ignition Operations
2. S231 Engine Boss (Single Resource)
3. S270 Basic Air Operations
4. L280 Followership to Leadership

**Strike Team Leader (STEN) Qualification**

Pre-requisites:
1. Basic Wildland
2. FFI-ICT5 qualification
3. Engine Boss qualification
4. Meet NFPA 1021 Fire Officer II standards (required if using the G330 curriculum)
   - TCFP Fire Officer II certificate
   - Fire Officer II with Pro Board or IFSAC certification is recognized
5. Current position of Company Officer or higher at home jurisdiction (required if using the G330 curriculum)

And complete:
   - Crosswalk G330 course for Strike Team Leader or NWCG S330 Strike Team Leader
   - S215 Fire Operations in the Urban Wildland Interface
   - NWCG Task Book 311-10

Other recommended NWCG training:
1. L380 Fireline Leadership
**Basic Faller (FAL3)**

Faller 3 information and evaluation forms are available on TIFMAS Website

Pre-requisites:
1. Basic Wildland

And complete:
- NWCG S212
- NWCG Position Task Book as a Basic Faller (FAL3)

Other recommended NWCG training:
1. Firing Operations (S-219)
2. Firefighter Type I (S-131)
3. Portable Pumps and Water Use (S-211)

**Industrial Qualification**

Applicant must be a member of an Industrial Fire Brigade and/or associated with Industry member of the Texas Industrial Emergency Services Board (TIESB)

Recognized Certifications include but are not limited to:
1. NFPA 1081 – Advanced Exterior (Preferred - Pro Board Certification)
2. NFPA 1081 – Interior Structural (Preferred - Pro Board Certification)
3. Must provide proof of equivalent training for items #1 & 2 above if not certified

Other Recommended Training:
1. Training conducted in accordance with 29CFR1910.156 (Fire Brigades)
2. Training conducted in accordance with NPFA 600 (Standard on Industrial Fire Brigades)
3. Hazardous Materials Technician Certification in accordance with NFPA 472/1072
4. NIMS 300/400
5. NFPA 472, Chapter 8 Competencies for Incident Commanders

**Applications:**

1. All applicants are required to apply individually and all qualifications will be validated by TIFMAS back through the Industrial Partner. TIFMAS will also validate the Pro Board Certification. The process is as follows:
   a. Applicant applies through TIFMAS on line system, provides all info requested plus last four numbers of SSN for Pro Board validation.
   b. TIFMAS will maintain a single data base of qualified industrial firefighters.

**Qualification Steps**

1. Personnel qualification requirements for TIFMAS deployments are outlined in the TIFMAS Business Manual. All personnel mobilizing under TIFMAS must meet the qualification standards described in the most current version of the Business Manual.
2. All Hazard is not required for wildland qualifications and Wildland qualifications are not required for All Hazards.
3. Firefighter I, Engine Boss (ENGB) and Strike Team Leader (STEN) do not require the ENOP qualification.

Version 4.0 12/12/2017
4. All applications for ENGB or STEN will be referred to the RPL Committee for approval.
5. On line applications are located at [www.tifmas.org](http://www.tifmas.org) and must be filled out by each requesting applicant.

**Qualifications Approval**

- Approval
  - The Fire Chief or his/her designee can approve wildland qualifications including FII, FFI/ICT5, ENOP, and FAL3.
  - Engine Boss (ENGB) and Strike Team Leader will require a recommendation from Fire Chief or his/her designee and a second approval from the Recognition of Prior Learning (RPL) Committee.
  - When the Fire Chief of the Department applies for TIFMAS qualifications they will follow the same process as outlined above but must have an alternate approver from within the department approve before submitting to TIFMAS for a card.
  - Technical Specialists will be approved on an as needed basis during deployments by TIFMAS coordinators or TFS. Technical Specialists are authorized responders who fall outside the wildland or all-hazard qualification program.

- Continuing Education
  - Each firefighter qualified under TIFMAS in wildland (career and volunteer) will be required to complete a minimum of 4 hours annually of approved wildland continuing education.
  - Additional education/training is encouraged and can be completed by the local jurisdiction.
  - Refer to the TIFMAS Business Manual for specifics on continuing education.

- Please refer all questions about your TIFMAS Application to tifmas@tfs.tamu.edu

**TIFMAS Qualification Re-certification**

**Renewal Process:**
TIFMAS departments will renew their cards (qualifications) as a whole department. Renewal years are every five years starting in 2016. During renewal years the TIFMAS Program will distribute TIFMAS Qualification Re-certification Forms, by email to the agency representative. The renewal forms will be distributed on a rotating schedule throughout the renewal year. Until the department is placed into a 5-year cycle some cards (qualifications) could go beyond the 5-year renewal period. Once the agency receives the renewal notification the agency representative must verify that everyone on the form is:
  - Still a member with the department
  - Has completed the renewal requirements for the qualification(s) listed per individual.

After reviewed and signed by the agency representative, email it to TIFMAS@tfs.tamu.edu.

**How to Maintain Currency:**
TIFMAS Qualifications shall be renewed every five years. To maintain currency you must follow the guidelines in the latest version of the TIFMAS Business manual and PMS 310-1.

- All-Hazards/ Structural
Follow TCFP/SFFMA yearly recertification standards.

- Basic Wildland (Firefighter II)
  - Must complete an annual fireline safety refresher with a (training) Fire shelter deployment.

- Engine Operator (ENOP), Firefighter I (FFTI), Engine Boss (ENGB), and Strike Team Leader (STEN)
  - Must complete at least one ICS-225 Form (Performance Evaluation) within the five year time frame.
  - One ICS-225 Form in the highest PTB Qualification can maintain currency in lower PTB qualifications.
    - EX: ICS-225 as an ENGB, will maintain FFTI and ENOP.
- Faller 3 (FAL3)
  - Must complete a saws refresher (course) every 2 years.

**TASK BOOK SECTION**

Position Task books can be found online at [www.tifmas.org](http://www.tifmas.org) are available for the Engine Position Task book Guidelines

Task books shall be initiated by the fire chief or designee.

1. Firefighter I/ICT 5
   a. A minimum of two assignments as trainee in the position
   b. At least two different evaluators
   c. Minimum of one performance evaluation (ICS 225) prior to completion of a task book.
   d. After the final evaluation and agency certification, the Fire Chief approves the qualification

2. Engine Boss (ENGB) and Strike Team Leader (STEN)
   a. A minimum three assignments in the position
   b. A minimum of two different fuel types
   c. At least two different evaluators.
   d. At least one performance evaluation (ICS 225) prior to completion of a task book.
   e. Chief of Department or designee will recommend approval of qualification (ENGB or STEN)
      i. The Department request will include the following documents:
         1. **Required** - Cover letter from Fire Chief requesting and supporting the qualification.
         2. **Required** - Position Task Book
         3. Recommended - Resume
         4. **Required** - Copy of certifications for required courses or IQS record
         5. Other supporting documentation for the qualification being requested (e.g. IAPs, ICS 225, letters of documentation, etc.).
ii. The TIFMAS qualification coordinator in College Station will verify the package is complete and submit it to the Recognizing Prior Learning (RPL) Committee review.

iii. On completion of the review, the RPL Committee will issue an approval or prescription with guidelines to the applicant. This information will be documented and added to the applicant’s file in TIFMAS IQS.

iv. If a prescription is issued by the RPL Committee to address any identified deficiencies, the applicant will remain in trainee status. On completion of the required prescription, the applicant will resubmit the application with the agency recommendation to TIFMAS who will forward to the RPL committee. Once approved, the applicant will be subject to the required performance assignment.

3. The RPL Committee will conduct task book reviews for ENGB and STEN on a quarterly basis (Jan, April, July, and October). Taskbooks along with recommendations should be submitted to TIFMAS prior to the 10th day of each quarter.

Task Book Exceptions

1) Task 39 in the NWCG Position Task Book for Single Resource/Engine Boss for working with aerial resources and has to be accomplished on a wildfire. An alternate for TIFMAS resources to get this task signed off is on an incident involving EMS air resources (med-evac).

2) The multiple day assignment requirement with IMT interaction for ENGB and STEN can be met on a wildfire or all-hazard assignment.

Agency Certification

The fire chief or designee will verify that the trainee has met all requirements for qualifications in the position by reviewing the task book and signing under Agency Certification, and completing the qualification checklist. Only the Certifying Official from the Home Unit/Agency, Fire Chief or designee has the authority to certify an individual’s qualifications and recommend them to TIFMAS for RPL Committee review in the case of ENGB and STEN applicants.

Recognition of Prior Learning

a) May apply for qualifications under RPL. As an example, a Battalion Chief in a career department who has the background and experience to be a STEN, but does not have the associated course work or task books completed would be a candidate for RPL. This individual would be required to submit a full portfolio documenting competencies in all areas from FFII to STEN. The TFS RPL Guide can be requested at RPL@tfs.tamu.edu

1) Task books should be completed within three years of the date of the first evaluation record. If you are unable to complete the task book within that timeframe, you need to contact TIFMAS at tifmas@tfs.tamu.edu and request an extension.
2) An individual serving in a trainee position during an assignment can have more than one evaluator, but must be evaluated on different duration dates or different events on the same date.

3) If currency lapses, the individual will temporarily revert back to a trainee in the position. To regain full qualification in a position, the individual must demonstrate satisfactory performance for a minimum of one operational assignment.

4) Applicants are encouraged to attach documentation that highlights prior learning experience with their task book to assist the evaluators.

RESOURCE ASSIGNMENT SECTION

- All resources ordered through TIFMAS are considered State assets and are assets of the Disaster District Chair (State Highway Patrol Captain or Lieutenant).
- The State Coordinator working with Branch Coordinators will identify the resources to fill all requests.
  - For initial attack closest most appropriate resources will be identified and mobilized.
  - Additional resources to support extended attack or back fill operations will be determined by the State Coordinator working in conjunction with the Branch Coordinators. For extended attack operations every effort should be made to mobilize resources from all branches except those impacted by the incident or at a high risk for an event in their region.

MOBILIZATION SECTION

Resource Orders

- To insure resource orders are received by TIFMAS and TDEM for accountability and to insure a timely reimbursement process once resources have been identified by TIFMAS to the Texas A&M Forest Service – EOC, the EOC will generate a Resource order file for each strike team. This file will be emailed to: TIFMAS State Coordinator kiplingerk@ci.nacogdoches.tx.us
- Mobilizations authorized by TDEM through the TIFMAS State Coordinator may be activated/mobilized enroute prior to the completed resource order, but in these situations the Resource Order will be provided as soon as practicable.

Crew Deployment Lengths

- Deployment lengths are typically 7 days including travel time to and from home base.
- Crews can extend with local agency and TIFMAS approval.

Crew Swaps

- One crew swap is allowed during the 7 day deployment with all travel costs reimbursed by TDEM. Vehicles used for transportation of crews during swaps are eligible for reimbursement based on hourly rates or reimbursement of actual, reasonable costs for rental vehicles. Every effort should be made to obtain the State or GSA rate for rental vehicles. If
additional crew swaps are requested during the same 7 day deployment, both mobilization and demobilization time and equipment costs will not be reimbursed by TDEM.

- Crew or personnel swaps for emergencies will be accommodated at all times with costs being reimbursed by TDEM.
- Crews must follow the TIFMAS procedure for crew swaps:
  1. Email TIFMAS State Coordinator at kiplingerk@ci.nacogdoches.tx.us, if unavailable email Texas A&M Forest Service EOC at tifmaseoc@tfs.tamu.edu
  2. Information required for crew or individual swap:
     a. Name of person deployed and person relieving
     b. Cell number of person deployed and person relieving
     c. Department
  3. A resource order will be generated for the crew or individual who will report to check-in location.
  4. Crews who are relieving should report to the location/person indicated on their resource order and follow the established check in process for the incident.
  5. Crews who are being relieved should follow the established demobilization process for the incident.

Mobilization Expectations

- TIFMAS expects all personnel involved in the incident to operate with the highest level of respect. Inappropriate actions or comments, or harassment of anyone assigned to the incident, or failure to follow the designated chain of command, will not be tolerated. This applied even when off duty or outside the incident area or facilities. Noncompliance with these expectations may result in an individual being released from the incident with the appropriate documentation of the circumstances sent to the home unit.
- When deployed from Home Base to mission assignment location, Code 3 travel is not authorized. Any Code 3 travel to staging areas must be authorized and have prior approval by TIFMAS.

Mobilization Support

- Incidents involving multiple strike teams may require overhead support. This could include TIFMAS Resource Coordinators assigned to the TFS EOC in College Station or in the field and/or an IMT planning section.

COMMUNICATION SECTION

Radio Plan

- The channels used by TIFMAS are consistent with the TDEM interoperability plan. Air to Ground Radio procedures
- When communicating with interagency personnel, such as a local fire department, the air-to-ground channel will be VFIRE 26 or one of the statewide interoperable channels (VFIRE 21, VFIRE 22, VFIRE 23, VFIRE 24, VFIRE 25, VLAW 31, or VLAW 32). VFIRE 26 was created for air-to-ground communications needs, statewide, with interagency departments.
• If an aircraft is requested, the following information should be provided, as a minimum, to TFS dispatchers:
  ■ Name or Unit Number for the on-scene Point of Contact (POC) who will be communicating with the aircraft;
  ■ Telephone contact information for the on-scene POC and their local agency;
  ■ The Interoperable radio frequency or channel name that the local POC will be operating on;
  ■ Hazards to aircraft in the area;
  ■ Approximate number of homes threatened;
  ■ Approximate acreage involved;
• If a suppression aircraft cannot make contact with a person on the ground, they may not initiate a drop due to the possibility that someone might be hit with the retardant or water. Personnel and vehicles should stay well clear of a drop zone.

See Appendix I for Statewide Radio Frequencies

DAMAGED EQUIPMENT SECTION

1. Repair reimbursement requests must be documented, justifiable and reasonable within the scope of the operation.
2. The incident is responsible for any damage incurred from the point of incident check in and vehicle inspection through demobilization from incident and return to home base.
3. When there is damage to vehicles while mobilized:
   • The responding department should use their insurance provider per their local policy and file a claim.
   • If there is a deductible or damage which is not covered include this documentation, pictures, and damage equipment report per department policy for reimbursement
   • If the damage incurred on the incident is less than the insurance policy deductible and the department wants to recover the repair costs, but does not want to file with their insurance carrier the department must provide:
     1. Proof of insurance which identifies the amount of the deductible
     2. An invoice documenting the costs incurred to repair the damage.
     3. Any amount greater than the deductible will not be reimbursed.
   • Self-Insured departments/jurisdictions should submit all expenses incurred to repair incident related damages for reimbursement.
4. Damage due to firefighting operations or other costs associated with equipment issues which are not covered by insurance (e.g. towing charges, tire repair, pump damage etc.) should be documented with receipts and included in the reimbursement package sent to TDEM.
5. Document any damage to vehicle/equipment during demobilization process and request copies of both the equipment check-in and equipment demobilization forms and include in reimbursement request.
Reimbursement Section

Responsibility for reimbursing TIFMAS Resources
All eligible expenses submitted in a reimbursement request will be audited, authorized and funded through the Texas Division of Emergency Management’s State Disaster Reimbursement Section (TDEM - SDRS).

Reimbursement Timeline

To assist in meeting the 90 day goal of reimbursement:
1. Fire Departments should submit the reimbursement request and back-up documentation within 45 days of their demobilization date.
   - A second submission will be accepted when delays such as overtime payroll, equipment repair, equipment replacement, etc. necessitate the delay.
2. TDEM will reimburse the sub-applicant within 45 days of receiving the complete reimbursement request with all supporting documentation.

Operational period
- The actual operational period can vary but 12 hours is common. All resources are paid for those hours whether they are dispatched from staging or not. If needed after the operational period ends, resources can be called back and dispatched on initial attack. These hours are reimbursable and should be documented on the Crew Time Report.
- After initial attack operations TIFMAS will adhere to the National Standard of a 2:1 work/rest ratio.

Hourly rate of reimbursement to TIFMAS Resources
- The rate of reimbursement is determined by using the requesting jurisdictions normal payroll rate. TDEM will reimburse the local jurisdiction at the employee’s normal hourly pay rate with benefits normally received in their home jurisdiction, including overtime as per local policy.

Labor Reimbursement
1. All permanent work hours, both regular and overtime, performed by the applicant’s firefighters and mobilized on an approved TIFMAS assignment, are eligible for reimbursement. The responding jurisdiction work schedule and payroll policy will be used when calculating all hours for reimbursement. Per the jurisdiction policies, overtime maybe credited in actual wages or compensatory time off.
2. Hours worked during the deployment that coincide with employee’s home jurisdiction regular shift (on duty hours) will be reimbursed at regular pay and for the hours that would have been paid at home jurisdiction
3. TIFMAS/TDEM will reimburse two hours for pre-deployment preparation and two hours after return to home base to return equipment to service. Travel time to the incident and travel time to return to home base will be reimbursed.
4. Hours worked during deployment that coincide with employees home jurisdiction normal off duty hours (regular day off, outside normal scheduled work hours, holiday) will be
reimbursed at the overtime rate and only for the hours actually worked during the deployment.  
5. Backfill for personnel assigned to 24 hour shifts will be paid at the jurisdiction’s overtime rate. The department must have a minimum staffing policy in place prior to the activation in order to be eligible for backfill costs. 
6. When assigned to backfill at a local fire station and provide 911 emergency service, the mobilized TIFMAS Resources will be reimbursed up to 24 hours per day. 
7. Volunteer Fire Departments will be reimbursed for their personnel at a rate of $12 per hour for each hour worked on the incident. This is a reimbursement to the Volunteer Fire Department and not the individual. The VFD is responsible for disbursement of these funds per their policies and procedures.
   - Forms will be submitted to TDEM, will be audited by TDEM and paid by the Texas A&M Forest Service when funds are made available.
   - Per the Texas Commission on Fire Protection Standards in order to maintain a volunteer status the department may not in a calendar year compensate, reimburse, or provide benefits to a person the department has designated as a volunteer or other auxiliary fire fighter in an amount that is equal to or more than what a person receives working 2,080 hours at the federal minimum wage. 
8. When TIFMAS resources return to their home base from a deployment, to ensure proper rest for returning firefighters, TIFMAS requires a minimum of 24 hours off prior to the next full shift. If the scheduled shift day starts within 24 hours of the return, TDEM will reimburse the complete shift. TDEM will also reimburse additional back fill not to exceed the 24 hour period. 
9. Resources mobilized on an approved TIFMAS assignment, requiring mission specific training to insure the safety of the firefighters (e.g. pipeline safety) responders will receive reimbursement for this time as normal hours worked. 
10. TIFMAS Resources mobilized for training opportunities on fires, all hazards incidents, or prescribed fire events in conjunction with TFS may be eligible for reimbursement of lodging, meals, and fuel. This will be approved at the time of mobilization. No salaries or back fill will be reimbursed on training assignments.
11. Wildfire assignment are paid on an hours worked basis and are not paid portal to portal. All-hazard assignments are paid portal to portal. 

**Direct Deposit**

A department may be reimbursed by direct deposit. The direct deposit form must be completed and submitted to:

State Disaster Reimbursement Section  
Texas Division of Emergency Management  
Texas Department of Public Safety  
Post Office Box 4087  
Austin, Texas 78773-0220
Or submit by email to TDEMReimbursement@dps.texas.gov

- If a local jurisdiction would prefer to receive a State Warrant (check) rather than a direct deposit, only complete Sections One and Two of the Direct Deposit Form and submit to SDRS.
- Address on Direct Deposit form must match the address on the reimbursement forms.
- The Direct Deposit form is available on the TIFMAS website in the Reimbursement box.

**Local and Regional Mutual Aid Reimbursement**

- Resources deployed per local/regional agreements in their respective regions prior to the TIFMAS activation, may not be eligible for reimbursement under TIFMAS. This would be applicable for assignments to any area identified in the local/regional agreement the department is mobilized under. This guideline would apply to any resource considered to be a part of the local/region mutual aid system per agreement which under normal operations would be mobilized prior to requesting State resources.

**Equipment Typing and Reimbursement Rates**

- TIFMAS will reimburse for vehicles (Equipment) using an hourly rate identified in the FEMA 2015 Equipment Reimbursement Rates. TIFMAS will not reimburse per mile nor accept any reimbursements based on mileage. The equipment is considered to be on the clock if the personnel assigned to the vehicle are on the clock—excluding aircraft.
- The hourly equipment reimbursement rates include all fuel costs. The responding jurisdiction is responsible for the purchase of fuel while on the incident.
- If fuel is provided during mobilization through a State contract, the fuel supplier will track these costs and provide to TDEM who received the fuel, price per gallon, and number of gallons. These costs shall be deducted from the reimbursement package submitted by the department at the end of the incident.
- If jurisdiction receives fuel during mobilization through a state contracted vendor, the jurisdiction receiving the fuel should submit the fuel ticket to TDEM with the reimbursement package indicating the cost associated with the fuel. TDEM will deduct the fuel cost from the final amount due to the jurisdiction.

**Equipment Reimbursement Rates**

For Reimbursement Rates go to the FEMA site for 2015 Equipment Schedule

[https://www.fema.gov/schedule-equipment-rates](https://www.fema.gov/schedule-equipment-rates)

**Contact Information for Texas Division of Emergency Management**

- For questions regarding only reimbursements, contact: TDEM/SDRS is Sean Patrick Smith at 512-424-7481, 512-424-7607 or email TDEMReimbursement@dps.texas.gov.
- For questions regarding policy the TDEM/TIFMAS contact: Quenya Evans, 512-424-2288 or email quenya.evans@dps.texas.gov.
● The TDEM Reimbursement form and documentation checklist are located at http://ticc.tamu.edu/Response/TIFMAS.htm in the Reimbursement box. The reimbursement form and back-up documentation should be submitted to:

TDEMReimbursement@dps.texas.gov

OR

TDEM Physical Mailing address:
State Disaster Reimbursement Section
Texas Division of Emergency Management
Texas Department of Public Safety
PO Box 4087
Austin, Texas 78773-0220

PER DIEM SECTION

Meal Breaks

● All personnel deployed under TIFMAS are required to indicate at least one 30 minute meal break for each 12 hour operational period. This will be indicated on the daily Crew Time Report for each person. TIFMAS responders working on 24 hour shift assignments are not required to indicate meal breaks unless local policy dictates that they are required.

Meal Reimbursement for TIFMAS Resources

1. Meals will be reimbursed for each 24 hour period for state assignments with an overnight stay. If there is no overnight stay meals can't be reimbursed. If assignments are out of State then the GSA per diem rate will be used for reimbursement. All personnel mobilized under an approved TDEM/TIFMAS resource order are eligible for up to $51 per day. Per Diem requests for meals should be calculated at actual costs not to exceed the following breakdown:
   a. $10 for breakfast
   b. $17 for lunch
   c. $24 for dinner.

Travel Times - mobilization and demobilization

<table>
<thead>
<tr>
<th>Work Hours</th>
<th>Reimbursement Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000-0600</td>
<td>Breakfast, lunch, and dinner</td>
</tr>
<tr>
<td>0600-1200</td>
<td>Lunch, dinner</td>
</tr>
<tr>
<td>1200-0000</td>
<td>Dinner</td>
</tr>
</tbody>
</table>
● If the incident provides any meals (breakfast, lunch, dinner) then TIFMAS responders should not include this per-diem costs in their reimbursement of daily meal costs.

● The following documentation is required with the reimbursement package in order for the agency to be eligible for reimbursement of meals:
  o If meals were purchased on a jurisdiction travel credit card a statement must be provided with jurisdiction reimbursement package which indicates the meal charges. Jurisdiction will be reimbursed actual meal costs per TIFMAS policies (not to exceed $51 per day). Proof of payment of the credit card is required.

  o If meals were purchased with personal credit card or personal funds, the jurisdiction must provide proof of payment to employee for claimed amount (copy of check). Individual should claim meals per the policies above at a rate not to exceed $51 day. Itemized receipts are not required by TDEM for meals. It is recommended the itemized receipts be submitted to the local jurisdiction as documentation of costs for any future audits. TDEM will reimburse the jurisdiction, not the individual.

● Jurisdictions paying for meals of employees using one credit card are required to provide documentation indicating specifically the employees name and jurisdiction who were fed with that purchase. Per Diem rates still apply. No proof of reimbursement to employee is required.

**Lodging for deployed Resources**

● All resources should arrive at the incident self-sufficient for the first 72 hours.

● Resources are responsible for securing their lodging for the duration of the deployment. Documentation required includes:
  ● A copy of the lodging receipt to show a zero balance and proof of payment in order to be considered for reimbursement.
  ● Lodging secured under TIFMAS is exempt from state tax. Any State tax that is included on lodging receipts will not be reimbursed.
  ● Lodging should be secured at the State or GSA rate whenever possible. If the State or GSA rate cannot be secured document why and include as attachment in reimbursement package.
  ● When possible resources should secure double occupancy lodging.

● If lodging is secured and paid for by the incident’s Logistics Section then no further action is required from the responders.

● If TIFMAS resources secure hotels with a department credit card they will be reimbursed at the end of the incident.
  ● The department will need to provide a copy of the credit card statement with proof of payment and invoice showing the lodging costs for each room, documentation indicating specifically the jurisdiction and the name of the employees who were sheltered with that purchase.
  ● An individual can secure multiple rooms on their department card for all members of the strike team. It is recommended to have the room occupants name listed on the hotel invoice even though the payment is made by a third party. In this case the paying
department will seek reimbursement for all rooms by providing a copy of the card statement. The department will be reimbursed, not the individual.

- If TIFMAS resources secure lodging with a personal card they will seek reimbursement from their department. Prior to the department being reimbursed by TDEM for these costs, the department must submit proof of payment to the individual incurring the expense with the reimbursement package. The department will be reimbursed, not the individual.

<table>
<thead>
<tr>
<th></th>
<th>Lodging Rate</th>
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<tbody>
<tr>
<td><strong>In-State</strong></td>
<td>$91 or less for non-listed cities on GSA. For cities listed on GSA you can use the rate shown.</td>
<td>$51 or less</td>
</tr>
<tr>
<td><strong>Out-of-State</strong></td>
<td>Daily Allowances Listed in the GSA, if city or county is not listed, the rate is $91 or less</td>
<td>Daily Allowances Listed on the GSA, if city or county is not listed, the rate is $51 or less</td>
</tr>
</tbody>
</table>

**LIABILITY SECTION**

**Responsibility for Workers Compensation**

- Refer to Sec. 88.126 Workers Compensation Insurance Covers located in Section 1; Subchapter B, Chapter 88, Education Code

**Responsibility for Civil Liability**

- Refer to the Texas Government Code State Statutes:
  - § 421.062. LIABILITY UNDER INTERLOCAL CONTRACT
  - § 791.006. LIABILITY IN FIRE PROTECTION CONTRACT OR PROVISION OF LAW ENFORCEMENT SERVICES

**TIFMAS Grants**

The Texas Intrastate Fire Mutual aid System (TIFMAS) Grant Assistance Program provides reimbursement grants to career fire departments and combination departments not eligible for grant assistance under the Rural Volunteer Fire Department Assistance Program. The program provides $1 million in grant assistance annually, with $800,000 dedicated to TIFMAS vehicles and $200,000 dedicated to training.

**TIFMAS Grant Vehicles**

- A TIFMAS apparatus grant awards 100 percent funding for a standardized NWCG Type I (Tactical Tender), Type III (Wildland Engine) or VI (Wildland Engine) vehicle.
- The recipient of the vehicle is responsible for maintaining insurance. If the vehicle is destroyed or damaged in the home jurisdiction on a local mission (not TIFMAS) your insurance must cover it for repairs or replacement. If it is damaged on a TIFMAS mission the incident will expect the recipient to file on their insurance and the incident will cover any deductible you may incur.
• If the TIFMAS vehicle is damaged beyond repair the final determination to total would be when your insurance carrier declares it totaled.

**TIFMAS Apparatus – Fleet Strategic Plan**

The strategic build out of the TIFMAS Apparatus Grant program includes 56 apparatus, comprised of 36 Type VI engines, 16 Type III engines and 4 Tactical Tenders. Apparatus will be considered for replacement based on age, condition, mileage, and maintenance costs.

<table>
<thead>
<tr>
<th>#</th>
<th>Department</th>
<th>Branch</th>
<th>Vehicle Type</th>
<th>Radio Identifier</th>
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<tbody>
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<td>2</td>
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<tr>
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<td>4</td>
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<tr>
<td>6</td>
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<td>West</td>
<td>Type VI</td>
<td>E2-61</td>
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<tr>
<td>7</td>
<td>Midland Fire</td>
<td>West</td>
<td>Type VI</td>
<td>E2-62</td>
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<tr>
<td>8</td>
<td>Lewisville Fire</td>
<td>North</td>
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<td>E3-61</td>
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<tr>
<td>9</td>
<td>Flower Mound Fire</td>
<td>North</td>
<td>Type VI</td>
<td>E3-62</td>
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<tr>
<td>10</td>
<td>Weatherford Fire</td>
<td>North</td>
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<td>Pharr Fire</td>
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<td>E5-62</td>
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<tr>
<td>16</td>
<td>Weslaco Fire</td>
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<td>New Braunfels FD</td>
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<td>San Antonio FD</td>
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<td>Brownwood Fire</td>
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<tr>
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<td>Abilene Fire</td>
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<tr>
<td>22</td>
<td>Wichita Falls Fire</td>
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<td>Galveston Fire</td>
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<td>Type VI</td>
<td>E7-61</td>
</tr>
<tr>
<td>24</td>
<td>Tomball FD</td>
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<td>Branch</td>
<td>Vehicle Type</td>
<td>Radio Identifier</td>
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<tr>
<td>----</td>
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<tr>
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<td>Austin Fire</td>
<td>Central</td>
<td>Type III</td>
<td>E4-31</td>
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<tr>
<td>2</td>
<td>Austin Fire Replace</td>
<td>Central</td>
<td>Type III (FEPP)</td>
<td>E4-32</td>
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<td>Big Spring Fire Replacing June 2018 to Baytown</td>
<td>West South Central</td>
<td>Type III (FEPP) New</td>
<td>E2-31 E7-33</td>
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<tr>
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<td>E3-31</td>
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<td>6</td>
<td>Highland Village Fire Replace</td>
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<td>Type III (FEPP)</td>
<td>E3-32</td>
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<tr>
<td>7</td>
<td>McKinney FD Replace</td>
<td>North</td>
<td>Type III</td>
<td>E3-33</td>
</tr>
<tr>
<td>8</td>
<td>San Antonio FD Replace</td>
<td>South</td>
<td>Type III (FEPP)</td>
<td>E5-31</td>
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<td>Type III (FEPP)</td>
<td>E1-31</td>
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<tr>
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<td>Type III (FEPP)</td>
<td>E7-31</td>
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<td>Nacogdoches FD Replace</td>
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<td>Longview FD Replace</td>
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<td>Type III</td>
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<tr>
<td>14</td>
<td>Lubbock FD Replace</td>
<td>Pan Handle</td>
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<td>15</td>
<td>Amarillo FD Replace</td>
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<td>16</td>
<td>Schertz FD June 2018</td>
<td>South Branch</td>
<td>Type III</td>
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</table>
TIFMAS Tool and PPE Cache Trailers

TIFMAS maintains four PPE caches around the State. Cache trailers are located in McKinney, Austin, Nacogdoches, and Midland. The cache trailers located in Austin and Nacogdoches are equipped with 100 person PPE cache. McKinney and Midland trailers are equipped with a 25 person PPE cache.

a) Austin trailer manager and cache point of contact is Josh Anderson with Austin Fire Department Josh.Anderson@austintexas.gov

b) McKinney trailer managers and cache points of contact is Quincey Blount with McKinney Fire qblount@mckinneytexas.org

c) Nacogdoches trailer manager and cache point of contact is Chuck French with Nacogdoches Fire frenchc@ci.nacogdoches.tx.us

d) Midland trailer manager and cache point of contact is Kevin Shelton with the Midland Fire Department mtully@midlandtexas.gov

Other Information Sources for TIFMAS

http://tifmas.org/

TIFMAS related questions, tifmas@tfs.tamu.edu.
### Appendix I

Recommended Statewide Radio Frequencies

<table>
<thead>
<tr>
<th>Label</th>
<th>Receive</th>
<th>Transmit</th>
<th>Station Class</th>
<th>CTCSS RX/TX</th>
<th>Use</th>
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<tr>
<td>VCALL10</td>
<td>155.7525</td>
<td>155.7525</td>
<td>FBT / MO</td>
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<td>VTAC14</td>
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<tr>
<td>VTAC17²</td>
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<td>157.2500</td>
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<td>CSQ / 156.7</td>
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<td>VTAC17D³</td>
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<td>161.8500</td>
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<tr>
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<td>155.3700</td>
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<td>PRI: Calling Channel for state/federal Aircraft to/from a Base and SEC: VCALL10 backup</td>
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### Mobile and Portable Configuration (continued)

<table>
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<tr>
<th>Label</th>
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<th>CTCSS RX/TX</th>
<th>Use</th>
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**NOTE:** The sub-audible tones of the following are different!

### Repeater Base Configuration

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<td>Tactical Repeater Secondary 2</td>
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<td>FB2T</td>
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<td>136.5</td>
<td>Tactical Repeater Preferred 3</td>
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</tbody>
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APPENDIX II

BRANCH COORDINATOR CONTACT INFORMATION AND MAP
Contact the appropriate Branch Coordinator to provide contact information on resources that are available for TIFMAS deployment. This can be individual resources including engines, tenders, strike team leaders etc. and regional strike teams and/or task forces. This applies to both all hazards and wildland resources.

<table>
<thead>
<tr>
<th>TIFMAS Branch Resource Coordinators</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Northwest</strong></td>
</tr>
<tr>
<td>Jon Reese</td>
</tr>
<tr>
<td>Wichita Falls FD</td>
</tr>
<tr>
<td><a href="mailto:jon.reese@wichitafalls.tx.gov">jon.reese@wichitafalls.tx.gov</a></td>
</tr>
<tr>
<td>(940) 631-0499</td>
</tr>
<tr>
<td><strong>West</strong></td>
</tr>
<tr>
<td>Michael Tully</td>
</tr>
<tr>
<td><a href="mailto:mtully@midlandtexas.gov">mtully@midlandtexas.gov</a></td>
</tr>
<tr>
<td>432-685-7330</td>
</tr>
<tr>
<td><strong>South</strong></td>
</tr>
<tr>
<td>Chief Kevin Clarkson</td>
</tr>
<tr>
<td>District 7 Fire Rescue</td>
</tr>
<tr>
<td><a href="mailto:firechief@d7fr.org">firechief@d7fr.org</a></td>
</tr>
<tr>
<td>(210) 835-8376</td>
</tr>
<tr>
<td><strong>Central</strong></td>
</tr>
<tr>
<td>Chief JJ Wittig</td>
</tr>
<tr>
<td>Oak Hill FD (TCESD#3)</td>
</tr>
<tr>
<td><a href="mailto:jwittig@oakhillfire.org">jwittig@oakhillfire.org</a></td>
</tr>
<tr>
<td>512-288-5534 ext. 214</td>
</tr>
<tr>
<td>Cell – 512-569-8380</td>
</tr>
<tr>
<td><strong>South Central</strong></td>
</tr>
<tr>
<td>Chief Patrick Shipp</td>
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<tr>
<td>Webster FD</td>
</tr>
<tr>
<td><a href="mailto:pshipp@websterfd.com">pshipp@websterfd.com</a></td>
</tr>
<tr>
<td>281-316-3745</td>
</tr>
<tr>
<td><strong>East</strong></td>
</tr>
<tr>
<td>Fire Marshal Michael Brown</td>
</tr>
<tr>
<td>Nacogdoches FD</td>
</tr>
<tr>
<td><a href="mailto:brownm@ci.nacogdoches.tx.us">brownm@ci.nacogdoches.tx.us</a></td>
</tr>
<tr>
<td>936-554-3968</td>
</tr>
<tr>
<td><strong>North</strong></td>
</tr>
<tr>
<td>Chief Eric Thompson</td>
</tr>
<tr>
<td>Red Oak Fire Department</td>
</tr>
<tr>
<td><a href="mailto:ethompson@redoaktx.org">ethompson@redoaktx.org</a></td>
</tr>
<tr>
<td>(469) 218-7714</td>
</tr>
<tr>
<td><strong>Panhandle</strong></td>
</tr>
<tr>
<td>Captain Lee Jones</td>
</tr>
<tr>
<td>Lubbock FD</td>
</tr>
<tr>
<td><a href="mailto:ljones@mail.ci.lubbock.tx.us">ljones@mail.ci.lubbock.tx.us</a></td>
</tr>
<tr>
<td>(806) 549-4936</td>
</tr>
</tbody>
</table>
Appendix III

FIRE MODULE SECTION

The FM can be comprised of fire department members from one or more jurisdictions within a region. Team members must be capable of departing a meeting location within two hours of notification, when they are on standby. The FM, when mobilized will be made up of the following:

- (1) Single Resource Boss
- (2) Firefighter Type 1 (FFT1)
- (5-7) Firefighter Type 2 (FFT2)
- Minimum of (2) FM qualified sawyers (see below for qualification details)
- Maximum of (2) Trainees

Module Lead
The Module Lead (ML) supervises the FM while on training exercises and mobilizations. They are responsible for establishing professional behavior standards and enforcing standard operating procedures throughout the duration of the mobilization. In addition the ML is responsible for:

- Ensuring proper documentation is completed before departing.
- Ensuring members are properly equipped for the assignment.
- Ensuring equipment is appropriate and sufficient for the assignment.
- Providing leadership and supervision throughout the duration of the mobilization.
- Completing required documentation for the FM, and assisting members with individual documentation requirements.
- Maintaining communication at regular intervals during the mobilization.
- Providing for the safety and welfare of all FM members.
Appendix IV

TIFMAS TRAINING SECTION:

IMPLEMENTATION TIMELINE, ANNUAL REFRESHER, AND INSTRUCTOR/CLASS INFORMATION:

All Hazards – Structural
  - Required as of January 1, 2012
  - Annual continuing education will be determined by respective certifying authority (TCFP/SFFMA).

Basic Wildland
  - Required as of March 1, 2012
  - All Wildland credentials will require a minimum of 4 hours of continuing education annually that meets with 310-1.

Firefighter I (FFI)
  - Requirement to move to Single Engine Resource Boss.
  - As of January 1, 2016 must have FFI qualification in TIFMAS to work in this position.
  - Must have current TIFMAS Basic Wildland qualification.

Engine Operator (ENOP)
  - Optional Qualification (Not required for ENGB)
  - Must have current TIFMAS Basic Wildland qualification.

Single Engine Resource Boss (ENGB)
  - Requirement to move to Strike Team Leader.
  - As of January 1, 2016 must have ENGB qualification or ENGB (t) status in TIFMAS to work in this position.
  - Must have current TIFMAS Basic Wildland, and FFI qualification.

Strike Team Leader (STEN)
  - As of January 1, 2016 must have Strike Team Leader qualification or STEN (t) status in TIFMAS to work in this position.
  - Must have current TIFMAS Basic Wildland, FFI and Single Engine Resource Boss qualification.

Annual Refresher

RT-130 - Annual Fireline Safety Refresher Training

Annual Fireline Safety Refresher Training is required for all positions as identified in the Wildland Fire Qualifications System Guide (NWCG 310-1). Annual Fireline Safety Refresher Training must include the following core topics:

- **Entrapment Avoidance** – Use training and reference materials to study the risk management process (as identified in the Incident Response Pocket Guide) and rules of engagement (as appropriate to the participants, e.g. LCES, Standard Firefighting Orders, Eighteen Watch Out Situations, WFSA direction, Fire Management Plan priorities, etc.).

- **Current Issues** – Review and discuss identified hot topics and national emphasis topics as found on the current WFSTAR web site. Review forecasts and assessments for the upcoming fire season and discuss implications for firefighter safety.
• **Fire Shelter** – Review and discuss last resort survival. Conduct hands on fire shelter inspections. Practice shelter deployments in applicable crew/module configurations and while wearing typical fireline personal protective equipment. When possible, practice shelter deployments should be conducted in rough terrain and windy conditions. No live fire exercises for the purpose of fire shelter deployment training will be conducted.

• **Other Hazards and Safety Issues** – Choose additional hazard and safety subjects, which could include SAFENET, current safety alerts, site/unit specific safety issues and hazards.

• **CE hours** – CE Hours are per calendar year (January through December). Four hours are required each year following the year you receive your training for Basic Wildland (130/190/L180).

• The Authority Having Jurisdiction is responsible for insuring and documenting the 4 hours of CE annually.

• Fire Shelter review and discussion are a mandatory part of CE each year.

<table>
<thead>
<tr>
<th>Course Components</th>
<th>Hours to Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-selection assessment</td>
<td>N/A</td>
</tr>
<tr>
<td>Pre-course work</td>
<td>N/A</td>
</tr>
<tr>
<td>Online training</td>
<td>N/A</td>
</tr>
<tr>
<td>Instructor-led training</td>
<td>Varies</td>
</tr>
<tr>
<td><strong>Total Hours</strong></td>
<td>Minimum of 4 hours annually</td>
</tr>
</tbody>
</table>

Recommended Resource:
Wildland Fire Safety Training Annual Refresher web site:
http://www.nifc.gov/wfstar/index.html

**INSTRUCTOR/CLASS INFORMATION:**
Instructors wanting to teach wildland courses recognized by TFS and TIFMAS must meet the instructor qualifications set forth in NWCG 901-1. Prior to conducting the course, the lead instructor must submit the request in the form of the customer cost worksheet with verification of instructor qualifications (current red card, IQS record, TIFMAS card etc.).

To teach NWCG courses and receive the NWCG logo on the course certificate the instructor’s fire department must have a signed TFS/FD Red Card MOU in place. All requirements under 901-1 must be met and course rosters with grades shall be submitted to TFS External training at rmcdonald@tfs.tamu.edu

See below for process:

**Customer Cost Worksheet**

**Instructor and TFS Responsibilities**
1. When a department requests Training, the instructor should inform the department requesting the training to fill out the “Training Approval and Cost Worksheet” and return to the instructor. This is located on the TIFMAS website tifmas.org.
2. After the instructor receives the completed Training Approval and Cost Worksheet, it will be emailed to the TFS Training Division at rmcdonald@tfs.tamu.edu

3. Costs for the class may include the following:
   a) Course materials
   b) Travel
   c) Meals
   d) Instructor time

4. Note – if there are no costs, indicate this on the cost worksheet.

5. TFS will review the customer cost worksheet and prepare a quote which will be sent to the requesting jurisdiction. If the customer agrees with the quote, they will sign and return to the training division. The signed quote serves as the approval for TFS to proceed with the development of an inter-local agreement. As soon as the agreement is signed by the customer, all course materials will be ordered. All course materials will ship directly to the requesting jurisdiction. These will include:
   a) Course manuals
   b) IRPGs

6. Final exams and other course materials (Power Points) are available on the Instructor CD provided to you. All other instructor and class required forms are located at tifmas.org

7. The requesting jurisdiction is responsible for securing the classroom facilities.

**Administrative Duties of Instructor**

1. Upon completion of the class be sure that:
   a. The instructor(s) fill(s) out the following:
      i. Grade sheet (unless grades are recorded on the sign-in sheet)
      ii. Sign in sheet
      iii. Class demographics sheet
      iv. Instructor Evaluation sheets
   b. Have each student fill out:
      i. Participant Evaluation
      ii. Student Registration

2. All students are required to successfully complete the final exam with a grade of 80 percent or better.

3. The Instructor is responsible for insuring that all forms and final exams are scanned and emailed to rmcdonald@tfs.tamu.edu or mailed to the Texas A&M Forest Service at:
   Texas A&M Forest Service Training Division
   Ray McDonald
   PO Box 218
   254 Red Raider LN
   Admin Bldg. #214
   Junction, TX 76849

4. After TFS receives the above information, course certificates will be emailed in a pdf format to the course instructor who will sign and distribute to the students.

5. Students who successfully complete a course approved by TIFMAS will be eligible to apply for qualifications under TIFMAS. To apply, go to tifmas.org and click on the link to online application.
Administrative Duties of Texas A&M Forest Service

1. Upon completion of the course, and after TFS receives the class roster, TFS will invoice the department who received the training, if there were costs approved, for course materials and instructor costs.

Instructor Qualifications
Field Managers Course Guide PMS 901-1 and Wildland Fire Qualification System Guide PMS 310-1

1. All courses and instructors must meet the standards set forth in the current version and errata sheets of the NWCG Field Managers Course Guide PMS 901-1 and Wildland Fire Qualification System Guide PMS 310-1.

Administration of TIFMAS Classes

- All costs associated with the TIFMAS classes including course materials, travel expenses, and pay are the responsibility of the requesting jurisdiction. These costs will be pre-identified and will have approval from the requesting jurisdiction prior to scheduling. Requesting jurisdiction will be required to sign a contract prior to beginning any class.
# Appendix V

**TIFMAS Mobilization Form**

<table>
<thead>
<tr>
<th>TIFMAS MOBILIZATION REQUEST</th>
</tr>
</thead>
<tbody>
<tr>
<td>TFS/SOC Use Only</td>
</tr>
<tr>
<td>DATE/TIME RECEIVED</td>
</tr>
<tr>
<td>DATE/TIME APPROVED</td>
</tr>
<tr>
<td>MOBILIZATION #</td>
</tr>
<tr>
<td>TX:TXS:</td>
</tr>
</tbody>
</table>

## Requesting Agency Information

<table>
<thead>
<tr>
<th>Date of Request</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Agency</td>
<td>Contact #</td>
</tr>
<tr>
<td>County Judge/EMC/or Designee</td>
<td>Contact #</td>
</tr>
<tr>
<td>On Scene IC/ICU</td>
<td>Contact #</td>
</tr>
<tr>
<td>Regional Fire Coordinator</td>
<td>Contact #</td>
</tr>
</tbody>
</table>

*Has the Regional Fire Coordinator been contacted? [ ] Yes [ ] No*  
The requesting agency agrees to comply with all provisions of the TIFMAS Mobilization Plan. [ ] Yes [ ] No

### Incident Information

<table>
<thead>
<tr>
<th>Incident Name</th>
<th>Incident Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has an Incident Complexity Analysis been completed? [ ] Yes [ ] No If yes, incident type: 1 2 3</td>
<td></td>
</tr>
<tr>
<td>Size (acres, blocks, miles)</td>
<td>Growing in size or contained?</td>
</tr>
<tr>
<td>Weather</td>
<td>Temperature</td>
</tr>
<tr>
<td>Fuels involved</td>
<td>Fuel Type(s)</td>
</tr>
<tr>
<td>Nearest Town/City</td>
<td></td>
</tr>
<tr>
<td>Location – physical address and/or lat/long</td>
<td></td>
</tr>
</tbody>
</table>

*Land ownership (Check all that apply): [ ] Private [ ] Federal [ ] State*

| Are the incident expected to go into extended attack (multiple operational periods)? [ ] Yes [ ] No |
| Are structures imminent threatened? [ ] Yes [ ] No |
| Have local resources been committed? [ ] Yes [ ] No If available, has mutual aid been activated? [ ] Yes [ ] No |
| Has County Judge and/or EMC been notified? [ ] Yes [ ] No |

### Resources Needed

List number and specific resources needed? (i.e. one wildland strike team or task force, four Type I engines for all hazards)

### Reporting Location

<table>
<thead>
<tr>
<th>Command Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>(location/address)</td>
</tr>
<tr>
<td>Contact Person</td>
</tr>
<tr>
<td>Contact #</td>
</tr>
</tbody>
</table>

Submit Completed Request to the TDEM District Coordinator (DC). Copy the request to the Texas A&M Forest Service at TFSEOC@tamu.edu

TIFMAS Mobilization Request V1.23.3-17

Version 4.0 12/12/2017