***Business and Mobilization Procedures***



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# TIFMAS MEMBERSHIP

All fire departments are a part of TIFMAS by legislative authority. Reference Attachment 2 of Annex F in the State Operations Plan. Membership does not require an 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 state-authorized intrastate deployments under TIFMAS.
* 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

|  |  |  |
| --- | --- | --- |
| **Apparatus** | **Personnel** | **Min. Qualification** |
| Type I/II Engine | 3-4 | One ENGB(t) or higher, others with Basic Wildland |
| Type III Engine | 3-5 | One ENGB(t) or higher, others with Basic Wildland |
| Type VI Engine | 2-3 | One FF1/ICT5 or higher, others with Basic Wildland (One ENGB(t) required effective 01/01/2023) |
| Strike Team or Task Force Leader | 1 (+1 trainee) | One STEN/STEN(t) or TFLD(t) and one trainee/assistant (One STEN or TFLD required effective 01/01/2023) |
| Tender | 2-5 | One FF1/ICT5 or higher, others with Basic Wildland (One ENGB (t) required effective 01/01/2023) |

\*Effective 1-01-23 Arduous Pack Test is required for all Wildland Assignments

**All-Hazards – Structural Missions**

|  |  |  |
| --- | --- | --- |
| **Apparatus** | **Personnel** | **Min. Qualification** |
| Type I Engine | 3-4 | Local agency qualified company officer, operator and firefighters  |
| Type III Engine | 3-5 | Local agency qualified company officer, operator and firefighters  |
| Type VI Engine | 2-3 | Local agency qualified company officer, operator and firefighters  |
| Strike Team or Task Force Leader | 1 (+1 trainee) | One STL/STL(t) or TFLD/TFLD (t) and one trainee/assistant Or Local agency qualified company officer or chief officer and one trainee/assistant(L-380, O-305 or STL classes recommended) |
| Tender | 2-5 | Local agency qualified company officer, operator and firefighters  |

* 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.
* Number of personnel listed above is the max allowed for reimbursement unless otherwise noted in the resource request.

# 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 S-130/S-190, L-180, I-100
2. TFS approved Online Hybrid (I-100, S-190, S-130 & L-180) with in-person test and field day.
3. TFS contracted Fire in the Field (FIF) 100 (I-100, S-190, S-130 & L-180) with Skills day
4. 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)

Pre-requisites:

1. ~~All Hazards-structural qualification~~

1. 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

* NWCG S131
* IS 200
* NWCG Task Book PMS 311-14
* RT-130 within last 12 months

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:
* NWCG S230, S290.
	+ S230 Online Hybrid/Blended course meets requirement
	+ Online only S230 does not meet requirement
* ~~IS 700a, IS 800b,~~ IS 200.
* NWCG Task Books PMS 311-13.
* RT-130 within last 12 months

Other recommended NWCG training:

1. S219 Ignition Operations
2. S231 Engine Boss (Single Resource)
3. S270 Basic Air Operations
4. S260 Interagency Incident Business Management
5. L280 Followership to Leadership

## Incident Commander Type 4 (ICT4) Qualification

Pre-requisites:

1. Qualified as single resource boss

And Complete

* RT130 within last 12 months
* S200
* NWCG Task Book PMS 311-03

Other recommended NWCG training:

* S219 Firing Operations
* S215 Fire Operations in the Wildland/Urban Interface

Strike Team Leader-Engine (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:

* NWCG S330 Strike Team Leader
* S215 Fire Operations in the Urban Wildland Interface
* NWCG Task Book 311-10
* RT-130 within last 12 months
* ICS-300
* IS-800B

Other recommended NWCG training:

1. L380 Fireline Leadership

## Task Force Leader (TFLD) Qualification

Pre-requisites:

1. Qualified as any Strike Team Leader

 Or

1. Qualified in any two (2) Single Resource Boss positions (one must be CRWB or ENGB)

And

Qualified as an ICT4

 Or

1. Qualified in any two Strike Team Leader positions (one must be STCR or STEN)

And Complete:

* ICS 300
* IS 800B
* RT 130within last 12 months
* S 215
* S 330
* NWCG Task Book 311-10

Other recommended NWCG training:

* L380 Fireline Leadership

## Division Group Supervisor (DIVS) Qualification

Pre-requisites:

1. Qualified as TFLD

 Or

1. Qualified as an ICT3 (ICS not AH)

 Or

1. Qualified as an ICT4

 And

 Qualified in any two Strike Team Leader positions (one must be STCR or STEN)

And Complete:

* RT130within last 12 months
* S339
* S390
* NWCG Position Task Book 311-09

Other recommended NWCG training:

* L381 Incident Leadership

## Basic Faller (FAL3) Qualification

**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)
* RT-130 within last 12 months

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. On line applications are located at www.tifmas.org and must be filled out by Fire Chief or designated point of contact, and emailed to: tifmas@tfs.tamu.edu.
	* The Fire Chief or designated point of contact must verify that each applicant meets the requested qualification requirements prior to applying for TIFMAS Qualifications.
	* Department Point of Contact update forms are located at tifmas.org

When requesting personal qualifications, the Fire Chief or designated POC must provide documentation to tifmas@tfs.tamu.edu in addition to the application.

**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), Strike Team Leader (STEN), Task Force Leader (TFLD), ICT4, and Division Group Supervisor (DIVS) do not require the ENOP qualification in TIFMAS.
4. All applications for STEN, ICT4, TFLD, and DIVS will be referred to the ~~RPL~~ HRP Committee for approval.
5. TIFMAS applications are located at [www.tifmas.org](http://www.tifmas.org) and must be filled out by the Fire Chief or designated POC.

**Qualifications Approval**

* + Approval
		- The Fire Chief or his/her designee can approve wildland qualifications including FFII, FFI/ICT5, ENOP, ENGB and FAL3.
		- ICT4, Strike Team Leader, Task Force Leader, and Division Group Supervisor will require a recommendation from the Fire Chief or his/her designee and a second approval from the Historical Recognition Process (HRP) of Prior Learning (RPL) Committee. The ~~RPL~~ HRP Committee Consists of 4 Fire Department Representatives and 3 from TFS.
		- 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 approval from their TIFMAS Branch Coordinator 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 of approved wildland continuing education (RT-130) annually.
		- Additional education/training is encouraged and can be completed by the local jurisdiction.
	+ 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.
* Qualifications renew every five years
* During renewal years the TIFMAS Program will distribute TIFMAS Qualification Re-certification Forms, by email to the agency representative.
* After receiving 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.
* Individual members with expired qualification cards should contact the local department POC for renewal

**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.(see Appendix III page 33)
* Engine Operator (ENOP), Firefighter I (FFTI), Engine Boss (ENGB), Strike Team Leader (STEN), ICT4, Task Force Leader (TFLD), and Division Group Supervisor (DIVS).
	+ 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.
	+ Check with your local TFS RFC and the TIFMAS website for refresher training opportunities.

# Task Book Section

* Position Task books, PTB examples (3), Checklists and ICS 225’s can be found online at tifmas.org.
* Position Task Books and supporting documentation will be submitted to TIFMAS-PTB2@tfs.tamu.edu



**FF1, ENOP, FAL3, ENGB**

Submittal requirements:

* Documentation of all tasks found in the Guidelines Chart
* The complete Position Task Book
* Qualification Checklist
* ICS 225(s)
* When submitting a “red card” as documentation for a taskbook, the applicants IQCS master record must also be submitted.

Approval Process:

The TIFMAS Program Coordinators will verify the package is

1. Complete
2. Task Books that are incomplete or lack any of the guidelines will be returned for correction and resubmittal.

**STEN, ICT4, TFLD, DIVS**

Submittal requirements:

* Documentation of all tasks found in the Guidelines Chart
* The complete Position Task Book
* Qualification Checklist
* ICS 225(s)
* All pertinent certificates
* When submitting a “red card” as documentation for a taskbook, the applicants IQCS master record must also be submitted.

Approval Process:

The TIFMAS Qualification Coordinator in College Station will verify the package is:

1. Complete and submit it to the Historical Recognition Process ~~Recognizing Prior Learning~~ (~~RPL~~HRP) Committee review.
2. ~~The RPL Committee will conduct task book reviews quarterly (Jan, April, July, and October).~~
3. ~~Taskbooks along with recommendations should be submitted to TIFMAS prior to the 10th day of each quarter.~~
4. On completion of the review, the ~~RPL~~HRP 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.
5. If a prescription is issued by the ~~RPL~~ HRP 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.
6. Agency Certification for the above PTB’s will be completed by the ~~RPL~~ HRP Committee.
7. One qualifying assignment (with 225) is required prior to opening the next higher level task book.

**Task Book Exceptions**

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 is on an incident or exercise involving actual aerial operations with EMS air resources (med-evac).

1. If an individual chooses to advance to STEN, ICT4, TFLD, or DIVS, Task 39 must be completed and documented on a Wildfire incident.
2. The multiple day assignment requirement with IMT interaction for ENGB and STEN can be met on a wildfire or all hazard assignment.
3. Task books should be completed within five 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.
4. 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 event s on the same date.
5. 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.
6. Applicants are encouraged to attach documentation that highlights prior learning experience with their task book to assist the evaluators.

# 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 for FFI/ICT5, ENOP, FAL3, and ENGB 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.
* Fire Chief applications will be reviewed by the TIFMAS Branch Coordinator.
* The Agency Certification for ICT4, STEN, TFLD, and DIVS will be completed by the RPL Committee Chair.

# ~~Recognition of Prior Learning/~~Historical Recognition Process

Prior learning that meets the equivalency of the NWCG requirements but lacks work or task books completed could be considered for HRP ~~RPL~~ up to STEN/ICT4. Submission of a full portfolio documenting competencies in all areas including relevant training, experiential learning and other factors will be considered. The TFS RPL Guide can be requested at HRP@tfs.tamu.edu

# 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 or task force. 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

* Crew swaps are at the end of a7 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:
	1. Name of person deployed and person relieving
	2. Cell number of person deployed and person relieving
	3. 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 applies 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 (three or more) may require overhead and fleet support. This should include liaison representation from TIFMAS and TFS and can be assigned to the TFS EOC in College Station, The SOC, or in the field.

# 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***

# REIMBURSEMENT SECTION

All eligible expenses submitted in a reimbursement request will be audited, authorized and funded through the Texas Division of Emergency Management (TDEM).

## Reimbursement Timeline

To assist in meeting the 90 day goal of reimbursement:

* Fire Departments should submit their reimbursement request and back-up documentation within 45 days of their demobilization date. Additional submissions will be accepted when delays such as equipment repair, equipment replacement, etc. necessitate the delay.
* The goal of TDEM is to review the request, collect missing documentation, obtain applicants approval on final invoice amount, receive funding authorization, and ensure the comptroller’s office has issued reimbursement within 45 days of receiving the reimbursement request from the jurisdiction.
* If there is an ineligible cost, the department, could potentially be de-obligated and not funded.

## Reimbursement Procedures

* TIFMAS reimburses portal to portal labor costs when allowed by local jurisdiction policy.
* TIFMAS Resources which are 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.
* For questions regarding reimbursement only contact: TIFMAS TDEM contact is Unit Chief – Disaster Finance Reimbursements, Mary Medina at 512-424-0650 (mary.medina@tdem.texas.gov) or Section Chief – Disaster Finance, Quenya Evans at 512-424-2288 or 512-954-3274 (quenya.evans@tdem.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@tdem.texas.gov

* Any costs where eligibility is questioned will be routed along with the written justification to the Section Chief for Disaster Finance for approval. The Section Chief will work in coordination with TIFMAS to determine final eligibility.
* Fire name and/or county location **MUST** be written clearly on both CTRs and 214s for each day of work. If multiple incidents are worked in a single operational period, changes in location to include fire name and/or county **MUST** be noted on the 214s.

## Contact Information for Texas Division of Emergency Management

* For questions or concerns regarding a TIFMAS reimbursement contact: TDEM Disaster Finance Reimbursements Unit at 512-424-7607 or TDEMReimbursement@tdem.texas.gov. If you cannot reach them, you may also contact Unit Chief – Disaster Finance Reimbursements, Mary Medina at 512-424-0650 or Section Chief – Disaster Finance, Quenya Evans at 512-424-2288 or 512-954-3274
* 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 too:

TDEM\_reimbursement@tdem.texas.gov

TDEM Post Office Mailing address:

Disaster Finance Reimbursements Unit

Texas Division of Emergency Management

PO Box 15467

Austin, Texas 78761-5467

\*\* Please contact the Disaster Finance Reimbursement office for overnight or expedited mailing address\*\*

* For Direct Deposit, please complete the direct deposit form located on the TIFMAS website and submit to:

TDEM Physical Mailing address:

Disaster Finance Reimbursements Unit

Texas Division of Emergency Management

PO Box 15467

Austin, Texas 78761-5467

Form link: <http://ticc.tamu.edu/Response/TIFMAS.htm>

## LABOR SECTION

Labor reimbursement will be based on jurisdiction/departmental policies and rates. Labor policies **MUST** be submitted with reimbursement packet.

1. Hours during the deployment that coincide with employees home jurisdiction regular shift schedule (on duty hours) will be reimbursed at regular pay plus benefits. (Jurisdiction/department policy will supersede this rule if different. If no policy established, this rule will prevail)
2. First day and last day of deployment will be based on actual hours worked. A day is from 00:00 to 23:59.
3. All hours performed by personnel (applicant) mobilized on an approved TIFMAS assignment, both regular and overtime hours, are eligible for reimbursement.

The responding jurisdiction work schedule and pay roll policy will be used when calculating all hours for reimbursement. Per responding jurisdiction policies, overtime may be credited in actual wages or compensatory time off.

1. TIFMAS/TDEM will reimburse 2 hours for pre-deployment preparation and 2 hours after return to home base to return equipment to service. The 2 hours for pre/post deployment will be reimbursed if noted on 214s/CTRs or other activity logs. Travel time to the incident and travel time to return to home base will be reimbursed.
2. Backfill for personnel assigned will be paid at jurisdiction hourly rate. The department must have a minimum staffing policy in place prior to the activation in order to be eligible for backfill costs. (Jurisdiction/department policy will supersede this rule if different. If no policy established, this rule will prevail)
3. When resources return to their home base and their regular scheduled shift day is the day of return or the day following their return, TIFMAS will reimburse the full shift. Additional back fill not to exceed one shift will also be reimbursed. Insuring a minimum of 24 hours off prior to the next full shift will help insure proper rest for returning firefighters.

## 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 request or agreement you are 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.

## Operational period

* After initial attack operations TIFMAS will adhere to the National Standard of a 2:1 work/rest ratio.

## Volunteer Firefighter - Hourly Reimbursement and Hours Paid

Volunteer Fire Departments will be reimbursed for their personnel at a rate of $14 per hour or based on department policy up to portal to portal for the incident. The VFD is responsible for disbursement of these funds per their policies and procedures.  Proof of payment to the deployed personnel must be submitted with the reimbursement packet or within 10 business days of receipt of funds from TDEM.

* + Each Volunteer Fire Department is responsible for following the Texas Commission on Fire Protection requirements for volunteer firefighter compensation.

# TRAVEL SECTION

Travel reimbursement will be based on jurisdiction/departmental policy. Travel policy MUST be submitted with reimbursement packet. If the home jurisdiction does not have a travel policy, the following applies:

## Meal Reimbursement for TIFMAS Resources

1. Meals will be reimbursed based on General Services Administration (GSA) rates to include all meals and any additional sustainment needs such as water, snacks, etc.
2. The following documentation is required with the reimbursement package in order for the agency to be eligible for reimbursement of meals:
	* 1. If meals were purchased on a jurisdiction travel credit card, the minimum documentation will include the credit card statement and proof of payment must be provided with jurisdiction reimbursement package which indicates the meal charges. Refer to the jurisdiction’s travel policy for all required documentation.
		2. If meals were purchased with personal credit card or personal funds the jurisdiction must provide proof of payment to employee or volunteer firefighter for claimed amount (copy of check). Individual should claim meals per jurisdiction/departmental policy. All required documentation included in the jurisdiction’s travel policy must be submitted with the reimbursement request. If no jurisdiction/department policy in place, proof of payment to employee is required but individual meal receipts are not.
3. Jurisdictions paying for meals of employees using one credit card will be required to provide documentation indicating specifically the jurisdiction and the name of the employees who were fed with that purchase. Per Diem rates still apply. Please refer to 2 i. and ii. above for documentation requirements.
4. Alcoholic beverage purchases are ineligible for reimbursement.

## Lodging for Deployed Resources

1. All resources should arrive at the incident self-sufficient for the first 72 hours. If lodging is required or necessary resources are responsible for securing their lodging for the duration of the deployment. If lodging is required there are different options available. All options require a copy of the lodging receipt to show a zero balance and proof of payment in order to be considered for reimbursement. When possible resources should secure double occupancy lodging.
2. If the home jurisdiction does not have a travel policy, the following applies:
	* Lodging will be reimbursed based on General Services Administration (GSA) rates.
	* The following documentation is required with the reimbursement package in order for the agency to be eligible for reimbursement of lodging:
		+ If lodging were purchased on a jurisdiction travel credit card, the minimum documentation will include the credit card statement and proof of payment must be provided with jurisdiction reimbursement package which indicates the lodging charges. Refer to the jurisdiction’s travel policy for all required documentation.
		+ If lodging were purchased with personal credit card or personal funds the jurisdiction must provide proof of payment to employee or volunteer firefighter for claimed amount (copy of check). Individual should claim lodging per jurisdiction/departmental policy. All required documentation included in the jurisdiction’s travel policy must be submitted with the reimbursement request. If no jurisdiction/department policy in place, proof of payment to employee is required along with zero balance lodging receipt.
3. Jurisdictions paying for lodging of employees using one credit card will be required to provide documentation indicating specifically the jurisdiction and the name of the employees who were fed with that purchase. Per Diem rates still apply. No proof of reimbursement to employee is required. 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.

## PERSONAL VEHICLES

Reimbursement for personal vehicles will be based on the jurisdiction/department policy or the State of Texas mileage rate. Documentation must include proof of payment to employee for use of the vehicle.

# Jurisdiction owned Equipment SECTION

## Equipment proof of ownership MUST be submitted with reimbursement packet.

## Equipment Typing and Reimbursement Rates

* TIFMAS will reimburse for equipment using an hourly rate identified in Appendix I of the TIFMAS Business Manual. TIFMAS will not reimburse per mile nor accept any reimbursements based on mileage except for crew swaps (see Crew Swap for additional information). For all equipment mobilized under TIFMAS refer to Appendix I in the TIFMAS Business Manual for equipment/vehicle typing and the approved hourly rate. Equipment hours will be based on actual usage hours per the 214s.
* 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, including who received the fuel, price per gallon, and number of gallons. A fuel ticket from the state contracted vendor will be issued to the jurisdiction receiving the fuel.
* The jurisdiction receiving fuel during mobilization through a state contracted vendor must submit the fuel ticket to TDEM with the reimbursement package indicating the cost associated with the fuel. TDEM will deduct the fuel cost from final amount due to the jurisdiction.
* The registered owner of the equipment must be the department/jurisdiction requesting reimbursement for equipment hours.
* Equipment will be reimbursed based on equipment hours used. Hours used **MUST** be documented on Unit Logs (214's).
	+ Wildland: hours used are determined by the assigned operational period, transit time and preparation for duty.
	+ All-hazard: hours used are determined by the assigned operational period, transit time and preparation for duty.
	+ Backfill/911 Response: hours used include all hours assigned to fire station backfill or 911 first response status.
* Detailed descriptions must be included for all pieces of equipment to include gallons per minute, horsepower, tank capacity, etc. This will ensure the appropriate rate is being reimbursed.
* If equipment is out of service either on incident or post deployment, it is not considered working and no hours will be reimbursed. The hours work stops once the vehicle has reached a staging destination or repair shop whichever comes first. Reasonable towing costs to staging destination or repair shop will be reimbursed.
* The rates on this Schedule of Equipment Rates are for jurisdiction ‐ owned equipment in good mechanical condition, complete with all required attachments. Each rate covers all costs eligible for ownership and operation of equipment, including depreciation, overhead, all maintenance, field repairs, fuel, lubricants, tires, OSHA equipment and other costs incidental to operation. Standby equipment costs are not eligible.

## Damaged Equipment

* 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, when the damage is a direct result of operations and not normal wear and tear.
* Repair reimbursement requests must be documented, justifiable and reasonable within the scope of the operation.
* Any damage to the equipment must include pictures, and damage equipment report per department policy for reimbursement
* When there is damage to equipment while mobilized, the responding department should file a claim with their insurance provider per their local policy.
* 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:
* Proof of insurance which identifies the amount of the deductible
* An invoice documenting the costs incurred to repair the damage.
* 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.
* Department must submit check-in and demobilizations pictures and forms from Ground Support (taken by IMT) with reimbursement documentation.
* Damage due to firefighting operations 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.
* Damage does not include any normal wear and tear events that occur during the incident timeframe.
* Damage **MUST** be documented on the 214s at time of damage.
* Documentation to be included in reimbursement packet:
	+ A copy of the Proof of Insurance for the vehicle, that includes the types of costs covered and the deductible amount.
	+ The vehicle’s year, make, model and mileage (at the time of the breakdown).
	+ The vehicle inspection report at the time it was demobilized from the incident.
	+ A written statement that explains how this repair cost is directly related to the event and not to normal wear and tear events.
	+ Repair invoice with a zero balance.
	+ Proof of payment for repair and towing costs such as a P-Card statement.
	+ A copy of the maintenance log for the vehicle.

# OTHER ITEMS ELIGIBILE FOR REIMBURSEMNT

Items such as consumables, materials, rentals will be reimbursed on an actual costs basis. All request for reimbursement of these types will include a written justification stating the necessity for these costs being incurred during the incident. Documentation will include itemized receipt with proof of payment.

**OUT OF STATE OR UNUSUAL DEPLOYMENTS**

For deployments out of state or that involve unusual circumstances, the reimbursement process to include items eligible may differ. The Disaster Finance Section will communicate this information to TIFMAS as soon as the information becomes available.

**Frequently Used Rate Codes for TIFMAS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Equipment** | **Description/****Examples** | **Rate** | **Per** | **FEMA** **Code** |
| Engine T2-T6 | 1-1000 GPM | $70.33 | hr | 8690 |
| Engine T1 | 1001-1250 GPM | $74.57 | hr | 8691 |
| Engine T1C | 1251-1500 GPM | $81.10 | hr | 8692 |
| Engine, T1B | 1501+ GPM | $81.40 | hr | 8693 |
| Pickup | ½ Ton | $12.78 | hr | 8801 |
| Pickup | ¾ Ton 4x2 | $14.32 | hr | 8806 |
| Pickup | ¾ Ton 4x4 | $22.64 | hr | 8807 |
| Pickup | 1 Ton 4x2 | $17.91 | hr | 8802 |
| Pickup | 1 Ton 4x4 | $22.99 | hr | 8808 |
| SUV, Command | Expedition, Tahoe | $19.62 | hr | 8077 |
| Tender S1 | 4000+ Gal | $114.50 | hr | 8687 |
| Tender S2 | 2501-4000 Gal | $103.50 | hr | 8688 |
| Tender S3 | 1000-2500 Gal | $79.00 | hr | 8689 |
| Tender T1 | 2000+ Gal | $119.50 | hr | 8697 |
| Tender T2 | 1000-2000 Gal | $102.67 | hr | 8698 |
| Truck, Ladder | 1ft-75ft | $121.00 | hr | 8694 |
| Truck, Ladder | 76+ft | $146.43 | hr | 8695 |
| Crew Transport |  | $0.545 | Mile |   |
| Rescue Truck | 1+ Ton | $96.36 | hr | 8696 |
| Boat | <50hp engine | $12.55 | hr | 8131 |
| Boat | 51+hp engine | $16.58 | hr | 8132 |

# Liability SECTION

## Responsibility for Workers Compensation

* During any period in which TIFMAS is activated by the State of Texas or during any TIFMAS sponsored or sanctioned training, TIFMAS members shall be included in the coverage provided under Chapter 501 of the Texas Labor Code in the same manner as an employee, as defined by Section 501.001.
* 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 State Statutes:
	+ § 421.062. LIABILITY UNDER INTERLOCAL CONTRACT
	+ § 791.006. LIABILITY IN FIRE PROTECTION CONTRACT PROVISION OF LAW ENFORCEMENT SERVICES

#

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.

## TIFMAS Grant Vehicles

* A TIFMAS apparatus grant awards 100 percent funding for equipment.
* 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 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. Cache trailers also have Practice Shelters and other Tools and Equipment.

1. Austin trailer manager and cache point of contact is Michael Scott with Austin Fire Department Michael.Scott@austintexas.gov
2. McKinney trailer manager and cache point of contact is Ben Jones with McKinney Fire bmjones@mckinneytexas.org
3. Nacogdoches trailer manager and cache point of contact is Chuck French with Nacogdoches Fire frenchc@ci.nacogdoches.tx.us
4. Midland trailer manager and cache point of contact is Michael Tully with the Midland Fire Department mtully@midlandtexas.gov

For questions related to the Cache trailers please email gduncan@tfs.tamu.edu

Other Information Sources for TIFMAS

<http://tifmas.org/>

TIFMAS related questions, tifmas@tfs.tamu.edu.

# Appendix I

## Short List of VHF Interoperability Channels for Texas Public Safety Agencies

* To enable efficient and effective use of interoperability channels when multiple disciplines and jurisdictions respond to an incident, it is recommended that this short list of channels be the first channels programmed into VHF radios.
* For agencies with radios that are limited to 16 channels, these may be the only channels programmed.
* For radios with larger channel capacity, it is recommended that these 16 channels be programmed into the first VHF zone, and the channels on the following tables to be programmed in remaining available zones.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Ch****#** | **Label (Channel Name****/ Trunked Radio****System Talkgroup)** | **RX Freq** | **RX****Tone/NAC** | **TX Freq** | **TX****Tone/N AC** | **Mode (A, D, M)** | **Use** |
| 1 | VCALL10 | 155.7525 | 156.7 | 155.7525 | 156.7 | A | Calling Channel |
| 2 | VTAC11 | 151.1375 | 156.7 | 151.1375 | 156.7 | A | Generic Public Safety Tactical |
| 3 | VTAC12 | 154.4525 | 156.7 | 154.4525 | 156.7 | A | Generic Public Safety Tactical |
| 4 | VTAC13 | 158.7375 | 156.7 | 158.7375 | 156.7 | A | Generic Public Safety Tactical |
| 5 | VTAC14 | 159.4725 | 156.7 | 159.4725 | 156.7 | A | Generic Public Safety Tactical |
| 6 | VFIRE21 | 154.2800 | 156.7 | 154.2800 | 156.7 | A | Fire Tactical |
| 7 | VFIRE22 | 154.2650 | 156.7 | 154.2650 | 156.7 | A | Fire Tactical |
| 8 | VFIRE23 | 154.2950 | 156.7 | 154.2950 | 156.7 | A | Fire Tactical |
| 9 | VFIRE26 | 154.3025 | 156.7 | 154.3025 | 156.7 | A | Fire Tactical andAir-to-Ground with State & Federal Aircraft ONLY |
| 10 | VMED28 | 155.3400 | 156.7 | 155.3400 | 156.7 | A | Medical Tactical & Air-to-Ground with Medical Aircraft |
| 11 | VMED29 | 155.3475 | 156.7 | 155.3475 | 156.7 | A | Medical Tactical |
| 12 | VLAW31 | 155.4750 | 156.7 | 155.4750 | 156.7 | A | Law Enforcement Tactical |
| 13 | VLAW32 | 155.4825 | 156.7 | 155.4825 | 156.7 | A | Law Enforcement Tactical |
| 14 | TXCALL1D | 154.950 | 156.7 | 154.950 | 156.7 | A | Generic Mobile Calling Channel |
| 15 | TXCALL2D | 155.370 | 156.7 | 155.370 | 156.7 | A | Flight-following and Air-to-Ground with State/Federal Aircraft ONLY |
| 16 | VTAC36 | 151.1375 | 156.7 | 159.4725 | 136.5 | A | Generic Public Safety Repeater (Preferred 1 VHF) |

## Complete list of VHF 150 MHz Simplex Interoperability Channels (12.5 kHz)

|  |
| --- |
| **Mobile and Portable Configuration\*** |
| **Label** | **Receive** | **Transmit** | **Station Class** | **CTCSS RX /TX** | **Use** |
| VCALL10 | 155.7525 | 155.7525 | FBT / MO | 156.7 / 156.7 | Calling Channel |
| VTAC11 | 151.1375 | 151.1375 | FBT / MO | 156.7 / 156.7 | Tactical Channel |
| VTAC12 | 154.4525 | 154.4525 | FBT / MO | 156.7 / 156.7 | Tactical Channel |
| VTAC13 | 158.7375 | 158.7375 | FBT / MO | 156.7 / 156.7 | Tactical Channel |
| VTAC14 | 159.4725 | 159.4725 | FBT / MO | 156.7 / 156.7 | Tactical Channel |
| VTAC174 | 161.8500 | 157.2500 | FBT / MO | 156.7 / 156.7 | Tactical Channel |
| VTAC17D5 | 161.8500 | 161.8500 | FBT / MO | 156.7 / 156.7 | Tactical Channel |
| VFIRE21 | 154.2800 | 154.2800 | FBT / MO | 156.7 / 156.7 | Tactical Channel |
| VFIRE22 | 154.2650 | 154.2650 | FBT / MO | 156.7 / 156.7 | Tactical Channel |
| VFIRE23 | 154.2950 | 154.2950 | FBT / MO | 156.7 / 156.7 | Tactical Channel |
| VFIRE24 | 154.2725 | 154.2725 | FBT / MO | 156.7/ 156.7 | Tactical Channel |
| VFIRE25 | 154.2875 | 154.2875 | FBT / MO | 156.7 / 156.7 | Tactical Channel |
| VFIRE26 | 154.3025 | 154.3025 | FBT / MO | 156.7 / 156.7 | Tactical Channel(for Air-to-Ground with state/federal Aircraft ONLY) |
| VMED28 | 155.3400 | 155.3400 | FBT / MO | 156.7 / 156.7 | Tactical Channel (and for Air-to-Ground use) |
| VMED29 | 155.3475 | 155.3475 | FBT / MO | 156.7 / 156.7 | Tactical Channel |
| VLAW31 | 155.4750 | 155.4750 | FBT / MO | 156.7 / 156.7 | Tactical Channel |
| VLAW32 | 155.4825 | 155.4825 | FBT / MO | 156.7 / 156.7 | Tactical Channel |
| TXCALL1D | 154.9500 | 154.9500 | FBT / MO | **156.7 / 156.7** | Mobile-to-Mobile Calling Channel |
| TXCALL2D | 155.3700 | 155.3700 | FBT / MO | **156.7 / 156.7** | Primary: Flight following between State and Federal aircraft. Secondary: Air-to-Groundfor State/Federal Aircraft |

# 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.

|  |
| --- |
| TIFMAS Branch Resource Coordinators |
| Northwest Donald HughesWichita Falls FDdonald.hughes@wichitafallstx.gov(940) 631-8983 |
| WestAssistant Chief Michael TullyMidland FDmtully@midlandtexas.gov(432) 685-7330 |
| SouthKade LongSchertz FDKLong@schertz.com (210) 619-1311 |
| CentralChief JJ WittigOak Hill FD (TCESD#3)jwittig@oakhillfire.org(512) 288-5534 ext. 214Cell (512) 569-8380 |
| South CentralChief Carter JohnsonPorter FDcjohnson@porterfire.com(832) 986-2426 |
| EastFire Marshal Michael BrownNacogdoches FDbrownm@ci.nacogdoches.tx.us(936) 559-2578 |
| NorthDeputy Chief Kyle MillsFrisco FDkmills@friscofire.com(972) 214-5274 |
| PanhandleBattalion Chief Lee JonesLubbock FDljones@mail.ci.lubbock.tx.us(806) 549-4936 |



# Appendix III

# 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 ENGB 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.

|  |  |
| --- | --- |
| **Course Components**  | **Hours to Complete**  |
| Pre-selection assessment  | N/A  |
| Pre-course work  | N/A  |
| Online training  | N/A  |
| Instructor-led training  | Varies  |
| **Total Hours**  | Minimum of 4 hours annually |

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 ext.training@tfs.tamu.edu

See below for process:

# Customer Cost Worksheet

## Instructor and TFS Responsibilities

1. When a department requests Training, the instructor should fill out the “Training Approval Worksheet”. This is located on the TIFMAS website tifmas.org.
2. After the instructor completes the Training Approval Worksheet, should be emailed to ~~e~~ TFS External Training at ext.training@tfs.tamu.edu
3. Costs for the class may include the following:
	1. Course materials
	2. Shipping Costs
	3. ~~Travel~~
	4. ~~Meals~~
	5. ~~Instructor time~~
4. Note – if there are no costs, indicate this on the Training Approval worksheet.
5. TFS will review the Training Approval Worksheet and prepare a quote which will be returned to the lead instructor. If the customer agrees with the quote, they will sign and return to TFS External Training. As soon as the quote is signed, all course materials will be ordered. All course materials will ship directly to the requesting jurisdiction.
6. Final exams and other course materials (Power Points) are available in digital format. 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:
	1. The instructor(s) fill(s) out the following:
		1. Grade sheet (unless grades are recorded on the sign-in sheet)
		2. Sign in sheet
		3. Class demographics sheet
		4. Instructor Evaluation sheets
	2. Have each student fill out:
		1. Participant Evaluation
		2. Student Registration
2. All students are required to successfully complete the final exam, or evaluation, 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 ext.training@tfs.tamu.edu or mailed to the Texas A&M Forest Service at:

Texas A&M Forest Service Training Division

Katlene Ginn

200 Technology Way, Suite 1162

College Station, TX 77845

1. After TFS receives the above information, course certificates will be emailed in a pdf format to the course instructor who will print, sign and distribute to the students.
2. 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, and shipping costs 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 quote prior to beginning any class.

**~~NWCG (NFA) Online S-130/190~~**

~~The Texas A&M Forest Service (TFS) now supports the online NWCG S130/190 course. TFS will provide the required field day for the course upon completion of the online portion and the field day which includes a skills and written examination.~~

~~Classes must be attended by no less than 10 students, and no more than 40. TFS will provide an 8-hour final field day and written exam.~~

~~Procedure:~~

1. ~~A fire department or fire organization wishing to participate in the course deliver must do the following:~~
	1. ~~Submit to TFS External Training, by way of your Regional Fire Coordinator (RFC), a completed Course Approval Worksheet. This worksheet must include:~~
		1. ~~The start and completion dates. This date range should include the field day. It will be understood that the field day will be scheduled on the last day.~~
		2. ~~The name of the lead instructor(s) that will oversee the online portion, and the field day. These can be separate, but both must be a qualified lead instructor.~~
		3. ~~The location of field day, and~~
		4. ~~A full roster of students participating.~~
	2. ~~Students will need to complete S190, S130 and L180.~~
		1. ~~Online Course Instructions:~~
			1. ~~Open the NFA Online Login page:~~

[~~https://nfa-hcm03.ns2cloud.com/learning/user/selfRegisterInit.do~~](https://nfa-hcm03.ns2cloud.com/learning/user/selfRegisterInit.do)

* + - 1. ~~If you already have an account, click the ‘Log On’ button and enter your credentials to log in if you do not already have an account, follow the steps on the page to register for one. Once logged in, click on the ‘Home’ drop-down menu in the upper left-hand corner of the screen and select ‘Learning Home’~~
			2. ~~If you are using Chrome, pay special attention to the notice on the next screen about allowing Flash Player to run in the browser. It may be easier just to use a different browser, besides Chrome.~~
				1. ~~S-190 does not use Flash so can be taken in any browser without changing settings~~
			3. ~~In the search bar that reads, “What do you want to LEARN today?”, type in the training you would like to take and click ‘Search’~~
				1. ~~You will need to take all three of these classes in this order: S-190, S-130, L-180~~
			4. ~~Click on the course in the search results and then click ‘Start Course’~~
			5. ~~At the end of each class, be sure to save and/or print a copy of the completion certificate~~
	1. ~~Upon full completion of the online portion, the lead instructor (or other administrative contact) must provide the following:~~
		1. ~~A full roster of Students who have completed the online training portion.~~
		2. ~~For each student TFS must receive:~~
			1. ~~Full name as it should appear on the completion certificate.~~
			2. ~~Certificates of completion from the NWCG/NFA online class(s). The certificates must clearly indicate completion of S190, S130, L180 and I100. These certificates must have been issued within the previous 180 days.~~
	2. ~~Upon receipt of all required documentation, students will be enrolled to participate in the field day. The field day will consist of:~~
		1. ~~A written, closed book, final examination. This exam is administered without any testing aids to ensure the student fully participated in the online course and retained relevant information.~~
		2. ~~A skills examination. This exam is to allow each student to demonstrate the proper use and technique of tools and to demonstrate knowledge pertaining to safety, organization, practice and procedure.~~
		3. ~~Other information may be provided as a part of the field day that TFS deems relevant and/or timely.~~
	3. ~~Upon completion of the field day, the lead must Deliver to External Training the following:~~
		1. ~~Finalized signed attendance roster/sign-in sheet,~~
		2. ~~Final grade sheet (if grades are not recorded on the sign-in sheet),~~
		3. ~~Class Demographics form,~~
		4. ~~Student and Instructor evaluations.~~
	4. ~~Upon receipt of all required information, External Training will issue each student a certificate of Completion for~~ *~~NWCG S-130/190 (online) with Field Day.~~* ~~The final completion certificates will be issued based on the instructor(s) qualifications. If the instructor is a Qualified NWCG lead, the certificates will be NWCG. If the instructor is a Qualified TIFMAS lead, the certificates will be TIFMAS. If the instructor or examiner is NOT qualified, a non-accredited participation certificate will be issued.~~
	5. ~~Final completion certificates will be returned to the lead instructor for signature and distribution. A signed copy of each certificate must be returned to External Training.~~

# Appendix IV

## TIFMAS Mobilization Form

