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|  | <h2>Kitsap County Technical Rescue Team</h2> <p>Polices and Guidelines</p> | |
| Title: 3.5, Task Force Leader, v 1.2 | Section/Topic: Position Descriptions | |
| Effective Date: September 22nd, 2022 | Classification: Policy | |

Purpose

To establish the position description and minimum training requirements for the position of Task Force Leader (TFL) with the Kitsap County Technical Rescue Team (KCTRT).

Scope and Applicability

This policy is intended to apply to all personnel assigned to the KCTRT.

Position Description

The Task Force Leader (TFL) is responsible for supervising and directing all assigned technical rescue operations and KSORT personnel in the mitigation of emergency incidents when the team is deployed outside of its home response region. The TFL is responsible for managing all aspects of a deployment, including operational and administrative issues from the time of activation through the return to the home jurisdiction. This includes all personnel and equipment resources as well as overseeing and directly supervising Task Force management. The TFL is responsible for the development and completion of all task force tactical objectives as well as the proper reporting, record keeping, and after-action requirements. The TFL reports directly the Incident Commander, Operations Chief, or Rescue Group Supervisor. This policy is intended to be used in conjunction with WAC 296-305, NFPA 1670, and NFPA 1006.

Task Force Leaders shall be appointed by the KSORT coordinator based on need and qualifications.

This policy is not intended to supersede individual department policy or guidelines, or to alleviate an individual agency's right and responsibility as the Authority Having Jurisdiction.

Specific duties of the TFL may include:

- + Developing and implementing the task force incident action plan
- + Addressing the coordination, management, and supervision of all TF activities
- + Supervising the following positions:
 - Search team manager
 - Rescue team manager
 - Medical team manager
 - Logistics team manager
 - Planning team manager
 - Hazardous materials team manager
 - Safety officer
- + Ensuring the development of all TF organizational and logistical needs
- + Interacting with the Incident Support Team (IST) or other applicable command staff
- + Receiving briefings and ensuring that all TF personnel are kept informed of mission objectives and status changes
- + Providing regular situation reports to the command element
- + Providing regular reports to home agency heads
- + Performing additional tasks and duties as assigned during a deployment
- + Ensuring the completion of all required reports and maintenance of records
- + Ensuring that incident stress management activities are planned and conducted
- + Ensuring resource acquisitions are properly processed
- + Preparing performance evaluations for assigned personnel as requested by home agencies
- + Manage all demobilization and return-to-readiness issues

Minimum Initial Requirements

Prior to consideration for appointment to the role of Rescue Group Supervisor, personnel shall meet the following requirements

- + Minimum initial requirements for Rescue Technician (3.1 and 3.2)
- + Rope Rescue Technician (Levels 1 & 2), consistent with NFPA 1006 & NFPA 1670
- + Confined Space Rescue Technician, consistent with NFPA 1006 & 1670
- + Trench Rescue Technician, consistent with NFPA 1006 & 1670
- + Rescue Systems 1
- + Rescue Systems 2
- + ICS-300: Intermediate ICS for Expanding Incidents
- + ICS-400: Advanced ICS
- + Incident Safety Officer
- + Washington State Fire Officer 1 or equivalent
- + Online portion only, TEEX Canine Search Specialist
- + Online portion only, TEEX National US&R Response System Orientation
- + Online portion only, TEEX Task Force Leader
- + Online portion only, TEEX Enhanced Operations in the Contaminated Environment
- + Online portion only, TEEX Heavy Equipment and Rigging Specialist
- + Online portion only, TEEX Technical Search Specialist

Approval & Appointment Process

Task Force Leaders shall be approved and appointed by the KSORT program manager, with the consent of the agency lead group. The process of approval shall consist of:

1. Member completes all minimum initial requirements and submits a letter of interest or request for appointment to their respective agency lead;
2. The member's agency lead will submit the individual's letter to the agency lead group, along with a recommendation to approve or deny appointment, based on the member's attendance, performance, and proficiency;
3. The agency lead group will consider the member's request and, in light of the member's performance and the agency lead's recommendation, will make a recommendation to approve or decline the request
4. Based on input from the agency lead group and the member's respective agency lead, the program manager will make a final decision to approve or decline the request.

Additional Requirements

Within 3 years of appointment, individuals designated as Task Force Leaders shall meet the following minimum requirements:

- + TEEK Structural Collapse Technician 2/Structural Collapse Specialist, or equivalent
- + Online portion only, TEEK Logistics Specialist
- + Online portion only, Medical Team Specialist

Suggested Additional Training

- + Vehicle & Machinery Rescue Technician, consistent with NFPA 1006 & 1670
- + TEEK Advanced Structural Collapse 3
- + TEEK Advanced Structural Collapse 4
- + TEEK Advanced Structural Collapse 5
- + TEEK On Site Task Force Leader
- + DHS/FEMA or TEEK US&R Rescue Specialist Certification