



## Tri State Mutual Aid Association All-Hazards Incident Management Teams



With the expanding natural or manmade incidents within the region which can overwhelm a jurisdiction's capabilities The Tri-State Mutual Aid Association (TSMA) is developing a regional "All-Hazards" Incident Management Team (AHIMT).

All-Hazards Incident Management Teams are groups of ICS trained personnel who respond to assist local responders in managing an incident or event. Members are trained to assist and meet the needs of our members in and expanding incident management needs. AHIMTs provide a response resource for affected jurisdictions to draw on to assist their staff with management and coordination of incident management functions.

TSMA is seeking motivated and experienced personnel from our region to serve in various Command and General Staff and supporting positions during more complex incidents and events that occur in our region.

Applicants must have successfully completed the following FEMA Incident Command System courses prior to applying for a position on the Incident Management Team:

- ICS100- Introduction to Incident Command System
- ICS200- ICS for Single Resources and Initial Action Incidents
- ICS300- Intermediate ICS for Expanding Incidents
- ICS700- Introduction to the National Incident Management System (NIMS)
- ICS800- Introduction to the National Response Framework
- ICS400- Advanced Incident Command System (Required for Command and General Staff positions)

The following courses are recommended:

- USFA O-0305, Type-3 Incident Management Team Introduction, or
- NFA 0337, Command and General Staff Functions for Local Incident Management Teams
- Position specific courses are made available through TEMA. A calendar of courses is available online at TEMA Training and team members will be notified of training opportunities.

To apply for a specific position, the applicant must complete the process described on the following page. If accepted, members will need to complete training courses specific to the position(s) they will fill on the AHIMT unless they have previously completed them. This includes the five-day USFA O-305, All-Hazards Incident Management Team Introduction course as well as the NIMS All-Hazards position specific course(s).



## Tri State Mutual Aid Association All-Hazards Incident Management Teams



### Regional Incident Management Team Application Process

1. An application packet can be obtained from:
  - (A) A member of the TSMA AHIMT Coordinating Committee.
  - (B) The TSMA Website
2. The application packet must be completed in its entirety, saved as or scanned as Adobe “pdf” files, and emailed to the TSMA Coordinating committee.
3. A complete application package must include scans of all of the following documents:
  - (A) Completed “TSMA All Hazards Incident Management Teams Application.”
  - (B) A short resume detailing your overall work experience and education in the ICS position you are applying for.
  - (C) Photocopies of the FEMA Incident Command System and any other applicable courses completed.
  - (D) Letter of support from the head of your organization or governing body which states that they understand the TSMA AHIMT program, agree that you will serve on the AHIMT.
4. The TSMA coordinating committee will review the application and either approve or deny the application.
  - (A) The TSMA coordinating committee may conduct interviews to establish compatibility with the AHIMT program.
5. An approved application will be placed on the team roster for a position assignment. Completed application or questions regarding the application should be submitted to an AHIMT Coordinating Committee Representative.

#### Tri State Mutual Aid AHIMT Coordinating Committee

|                                  |                 |                             |
|----------------------------------|-----------------|-----------------------------|
| Chattanooga Fire Department      | Rick Boatwright | rboatwright@chattanooga.gov |
| Tri State Mutual Aid Association | Eric Mitchell   | er.mitchell511@gmail.com    |
| Catoosa County Fire Department   | Daniel Walston  | danielwalston@catoosa.com   |
| Cleveland Fire Department        | Pete Van Dusen  | pvandusen@clevelandtn.gov   |
| East Ridge Fire Rescue           | Mike Williams   | mwilliams@eastridgetn.gov   |
| Chattanooga Fire Department      | Daniel Hague    | dhague@chattanooga.gov      |



## Regional All-Hazards Incident Management Teams Application

| PERSONAL INFORMATION             |   |
|----------------------------------|---|
| First Name [space] Last Name:    | Primary Phone Contact (incl area code): |
| Email:                           | Alt Phone Contact (incl area code):     |
| Alt email:                       | Mailing Address:                        |
| Street Address (Not a P.O. Box): | City/State/Zip:                         |
| City/State/Zip:                  | Date of Birth:                          |

| EMERGENCY CONTACT INFORMATION |                                   |
|-------------------------------|-----------------------------------|
| First Name [space] Last Name: | Primary Phone (incl area code):   |
| Relationship:                 | Secondary Phone (incl area code): |
| Physician Name:               | Physician Phone (incl area code): |

| EMPLOYING AGENCY/PROFESSION/SPONSORING AGENCY INFORMATION |            |                             |
|---|------------|-----------------------------|
| Employing Agency  | Profession | Sponsoring Agency           |
|   |            |                             |
| Employer/Job Title  | Work Phone | Supervisor Name & Phone No. |
|   |            |                             |

| AFFILIATION (CHECK ONE)                  |  |
|--|--|
| <input type="checkbox"/> Fire Service    | <input type="checkbox"/> Emergency Management      |
| <input type="checkbox"/> Rescue          | <input type="checkbox"/> Emergency Medical Service |
| <input type="checkbox"/> Law Enforcement | Public Works                                       |
| <input type="checkbox"/> Public Health   | <input type="checkbox"/> Other (Name/Type)         |



## Regional All-Hazards Incident Management Teams Application

### ICS TEAM POSITION DESIRED

Place a check next to the Incident Management Team position you are applying for. Provide course names/numbers for any applicable training courses you have completed. If applying for more than one position you must submit a **separate** application for each position.

| <input checked="" type="checkbox"/> | Team Position                         | Indicate any course(s) completed Including Course Number |
|-------------------------------------|---------------------------------------|--|
|                                     | Incident Commander                    |  |
|                                     | Liaison Officer                       |  |
|                                     | Public Information Officer            |  |
|                                     | Safety Officer                        |  |
|                                     | Operations Section Chief              |  |
|                                     | Logistics Section Chief               |  |
|                                     | Planning Section Chief                |  |
|                                     | Finance/ Administration Section Chief |  |
|                                     | Communications Unit Leader            |  |
|                                     | Resources Unit Leader                 |  |
|                                     | Situation Unit Leader                 |  |
|                                     | Staging Area Manager                  |  |
|                                     | Division/Group Supervisor             |  |
|                                     | Finance/Administration Unit Leader    |  |
|                                     |                                       |  |

### CONFIRMATION OF AVAILABILITY

Applicant availability is critical to the success of Incident Management Teams. Submitting this application signifies a commitment to be available for training, exercises, and deployments. Deployments are not scheduled, and a member will be expected to answer calls and deploy to incidents with little notice. While deployed, members likely will not be able to communicate with family, co-workers, or subordinates or perform tasks for your regular employer. Do you foresee any significant barriers to your availability?

No

Yes If yes, explain: \_\_\_\_\_  
 \_\_\_\_\_



**APPLICANT CONFIRMATION AND SIGNATURE**

By signing this application, I confirm that the information contained herein is true and correct. I further understand that I may be required to provide additional and detailed information necessary to complete a background investigation and security check as part of my application process.

|                     |  |      |
|---------------------|--|------|
| Print Name          |  | Date |
| Applicant Signature |  |      |
|                     |  |      |

**SUPERVISORY APPROVALS & RECOMMENDATIONS**

I concur with the program goals, commitment, and availability of the applicant for the position applied.

|                      |  |                  |
|----------------------|--|------------------|
| Department Head Name |  | Date             |
| Dept. Head Signature |  | Supervisor Title |

**COORDINATING COMMITTEE APPROVAL**

|                  |           |      |
|------------------|-----------|------|
| Committee Member | Signature | Date |
| Committee Member | Signature | Date |