Supplies

tes for		

Notes for Supplies Section

In the area below, provide an approximate listing of necessary supplies. Supply items/costs that should be listed are items other then what the equipment definition states as follows: The general definition of "Equipment" out of the CFR is: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5000. However, due to the dynamic program, the requirements for these items (within the amount approved at time of award for this object class) may change. Any changes to the listed items will be reflected in the Performance Reports, including the reason for the change(s) noted.

Supplies

These are the items our Task Force anticipates requiring for the FY2011 Cooperative Agreement. However, due to the dynamic program, the requirements for these items may change and any changes will be reflected in the Performance Reports, with the reason for the change noted. A budget change is not required to be submitted for approval if the costs in this object class remain as approved at time of award and the items are allowable in accordance with the statement of work, program guidance and directives.

Item	Cache #	Unit Cost	No. of Units	Total Cost
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
				\$0
Total				\$0

upplies	Cost Basis:	Please mark appropriate box(es) below.
escribe any additional supporting information for supply costs below.		
		Union Agreements
프로마트 하다 내가 있다. 그는 그 그 그 그리고 그 그 때문에 그 그 그 때문에		얼마 시대성으로 가다면 없는 어머니는 이 회에서 되었다.
살[발생님: 발생님 그리다는 다른 경기를 하다는 사람들은 하다] [4]	•	City/County/Organization Negotiated Agreements
그는 요. 나는 어느는 돈을 보는 하고 나가면 말로 병원을 하는 다른 일반이		
요. 이 계속소시 교사들은 하는 이와 가장하는 글로벌은 여행하는 말했다.		Historical Data
불빛하다 하다 사이트를 하는 사람이 하는 일본 사이트 사람들이 되었다.		교실실 하는 열차 회학 등 학자가 하고 있는 민준 회사의 자연을 하나요?
발표로 18 1일		Bids/Quotes
진 학교 경소가 한국 이는 일이 모든 이 이번 이 이번 부모님, 전문을 받아지다.		
불위 경기를 받는 바람이 되는 그들은 그 등에 따라를 하게 못 하다고 있는 요즘!		Costs are in Comparison w/ other TFs for Similar Tasks or Items
		Other (List here):
보통하다 마스타 보하고 이 나라고 사람들이 되는 때 하는 아니라는데 살린 모나지다.	지수는 중 그는 회사에 비쁜다	Other (List here):
is narrative box has character limitations. For additional clarification use tab 15		

Contractual

Notes for Contractual Section
In the area below, list any supporting information for the contractual costs of services, rentals, etc., for equipment.

Contractual

Service	Quantity	Unit Cost	Total Cost
Sat. Telephone Services	12	\$530	
Cell Telephone Services	12	\$350	\$6,360
Medical Cache Maintanance	1	\$20,000	\$4,200
	•	1\$20,000	\$20,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
Total			\$30,560

Contractual	Cost Rasis	: Please mark appropriate box(es) below.
Describe any additional supporting information for contractual costs below.		E LEGGE HIGH APPROPRIACE DOX(ES) DEIOW.
The costs for the satellite and cellular telephone services are based on average monthy costs.		Union Agreements
The \$20,000 anticipated cost for the Medical Cache maintanence covers items such as expired medicines including antibiotics and auto intectors. There are many medicines with a		City/County/Organization Negotiated Agreements
short shelf life. An allotment of \$8,000 is provided for Ernie Ojeda's position as the training proup chair, part of this support allocated to his travel and supplies, as well as It is	Ø	Historical Data
inticipated that approximately \$600 in cellular services will be to support his efforts.		Bids/Quotes
등 경우 하는 것이 있는 것이 되었다. 그는 것이 되었다. 그런 것이 되었다. 그런 것이 되었다. 같은 것이 있는 것이 없는 것이 있는 것이 없는 것이 되었다.		Costs are in Comparison w/ other TFs for Similar Tasks or Items
		Other (List here):
his narrative box has character limitations. For additional clarification use tab 15		시 하고 되는 경기에 가는 눈이 나를 다듬고 하고 있다. 호텔

Other	
Notes for Other Section	
This area will cover any miscellaneous items that are are equipment-related and allowable	under the Grant Guidance but not covered in the other object classes.
Other	
Item Quantity	Unit Cost Total Cost
	\$0
	\$0
	\$0
	\$0
	\$0
Other	Cost Basis: Please mark appropriate box(es) below.
escribe any additional supporting information for other costs below.	그리는 안 많아 있는 이번을 하게 된다고 하는 것이 살 것을 하는 것을 하는데 하는데 없는데 얼마를 하는데 하는데 없다.
	Union Agreements
	☐ City/County/Organization Negotiated Agreements
	☐ Historical Data
용한 등 경기를 통한 경기를 하게 되었다. 14일 : 사람들은 기를 가장 하는 사람들은 사람들은 기를 보고 있다.	□ Bids/Quotes
	게 그렇게 되었다. 중인 중인 내내려는 말로 살아지는 하고 한 번째 보고 하는데 없다.
	□ Costs are in Comparison w/ other TFs for Similar Tasks or Items
	□ Other (List here):
his narrative box has character limitations. For additional clarification use tab 15	

Indirect Costs	
Notes for Indirect Costs Section	

Notes for Indirect Costs Section

Indirect Costs can only be provided if there is an Indirect Cost Rate Agreement that has been approved by a cognizant Federal Agency. A copy of the Indirect Cost Rate Agreement should accompany the application. The Indirect Cost Rate Agreement that you provide should state what category or categories the Indirect Costs are based on, ie equipment, salaries, all expenses, etc. The information provided below should list the description of the cost category for the base, the amount on which it's based, the percentage, and the total. The rate or amount approved at time of award will prevail thru the term of the Cooperative Agreement.

Indirect	Costs

Item/Category	Item Description	Base Amount	Percentage	Total Cost
				14441
otal				
vun				\$0

direct Costs cribe any additional supporting information for indirect costs below. Please advise who is	Cost Basis:	Please mark appropriate box(es) below.
Cognizant Federal Agency and the date of approval.		Union Agreements
	•	City/County/Organization Negotiated Agreements
보고 있었다. 전에 있는 것도 있는 것 같아. 전쟁 함께 되는 것 같아 되었다. 이 기가 되었다. 역사 전에 가능하는 것이 되었다. 그렇게 되는 것 같아 보고 있는 것 같아. 전쟁 기가 있다.		Historical Data
. 발생하는 사람들은 경우 등을 당하고 하는 것이 되었다. 그리고 있다고 있다. 1941년 - 발생하는 이 기계의 동네가 하는 이 교육을 받는 것을 보고 있다.		Bids/Quotes
(1882년 11일) 1일 전투 교육 교육 최고 전투 기업 등 기업	0	Costs are in Comparison w/ other TFs for Similar Tasks or Items
		Other (List here):

Task Force General Comments This Program Category covers the costs for budget/narrative will be addressed in this s	r the storage/maintenance	portion of the Readines	s Cooperative Agreement (for CA-TF-1. The costs for the Sto	race/Maintenan	
the costs will occur within the 18 month pe	eriod of performance CA-T	F-1 intends to provide t	to turne or 12 months for	any warehouse lease or maintena	nce costs for the	e equipment/vehicles, ar
and directives. The supporting cost details	will be provided in the belo	ow object classes under	: requirements of the Urba	n Search & Rescue Program Office	statement of w	ork, program guidance,
Our Task Force will attempt to maintain the teams for the National Urban Search and R for the warehouse and they will not change	e preparedness of the Task	Force under thic Deading	OCC Cooperative Assessmen	nt, in order to provide critical eme	rgency response	services as one of the
for the warehouse and they will not change	e the footprint of the facility	6	overs what is anticipated in	or this Readiness Cooperative Agre	eement, Minor	renovations are allowed
			The second secon	THE STATE OF STREET WITH THE PRESENTATION OF THE STREET	GEOGRAPHICAL CO.	Witness Constitution of American
Total Storage & Maintenance Cost \$80,00						
Personnel Salaries & Fringe Bene	efits					
Notes for Personnel Salaries and Fringe The Task Force can use this category to accoming	e Benefits Section	ck Earso Morabasa da				
The Task Force can use this category to according to according the control of the						
frame (e.g., 1 day per week/month, etc.). I box	If overtime nours are listed	, please note them as a	separate line item below.	Put the total amount under salar	y. Note the hou	urly rate in the clarificati
Personnel Salaries and Fringe Benefits		mile, s. governous polloyiel's winder or extended account.	2342 (2144) (66 mir va 1936) (60 mir),	表表示。 14. 14. 14. 14. 14. 14. 14. 14. 14. 14.		
Staff Position	Full/Part Time	Overtime Hours	Date Salary Charged	Fringe Benefits (If Applicable	.\	
				ringe benents (a Applicabl	e) salary	Totals
						\$ 14 Sec. 15 15 15 15
						\$
						\$ \$
						- \$
						\$
						\$
Totals				\$0	\$0	
ersonnel Salaries he area below is to provide additional notes	the Tack Force may need		Cost Basis:	Please mark appropriate box(es)	below.	
ange of salary rates used to develop the ave	erage hourly costs.	to add for clarifying the		Union Agreements		
				City/County/Organization Negotia	ited Agreements	
				Historical Data		
				Bids/Quotes		
			П	Costs are in Comparison w/ other	TFs for Similar	Tasks or Itams
						rasks or neris
nis narrative box has character limitations	. For additional clarificati	on use tab 15		Other	(List here):	
inge Benefits			Cost Basis:	Please mark appropriate box(es)	below.	
ne area below is to state the total percentage plicable) and list the items (e.g., health, de	ge (e.g., 23%) for the Fring ental, workers' comp) that a	je Benefits (if ire included.		Union Agreements		
				City/County/Organization Negotia	ted Agreements	
				Historical Data		
				Bids/Quotes		
				Costs are in Comparison w/ other	TEs for Civilian	
					res for Similar I	iasks or Items
				Other	(List here):	
is narrative box has character limitations.	. For additional clarification	on use tab 15				

STORAGE & MAINTENANCE

Travel				
Notes for Travel Section				
the comments sections, that will show how	you arrived at the trip total	al. The costs listed below	are estimates due to tra	allowable within the scope of the Statement of Work. Please note: These vided in detail or by trip costs, and a detail of the costs should be listed in rel locations that are unknown at the time of application. It is at this time dd others that are in line within the Statement of Work.
Travel (If Applicable)				
Travel (2: Applicable)				
Event Title	No. of Personnel	Cost Per Person	Number of Trips	Total Cost

Event Title	No. of Personnel Cost Per Person	Number of Trips	Total Cost
			\$(
			\$(
			\$(
			\$0
			\$0
			\$0
			\$0
			\$0
			\$0
f other, list here			\$0
If other, list here			\$0
f other, list here			\$0
f other, list here			
f other, list here			\$0
f other, list here			\$0 \$0
otal			\$0
		L	\$0

Travel	Cost Racies	Please mark appropriate box(es) below.
Briefly describe breakdown of travel Cost Per Person. Provide examples of "other authorized travel" if selected		ricase niak appropriate box(es) below.
labove.		Union Agreements
		City/County/Organization Negotiated Agreements
마시크 사용 전 시간		Historical Data
		Bids/Quotes
		Costs are in Comparison w/ other TFs for Similar Tasks or Items
		Other (List here):
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Equipment

	t Section

Notes for Equipment Section

This section may be used to reflect expenses related purchasing, maintenance and repair of equipment and vehicles, as approved by DHS/FEMA and within the scope of the Statement of Work. Your Task Force is authorized to purchase equipment as listed in the approved DHS/FEMA Task Force Equipment Cache List, dated January 2008 or any subsequently approved DHS/FEMA US&R Equipment list. Task Force personnel are reminded and directed not to exceed quantity and/or cost caps as listed on the cache list. Task Force must follow department procurement regulations, which are in accordance with 44 CFR Part 13 or 2 CFR 215 to ensure reasonable prices are obtained. The US&R Program Office and the Grants Office Assistance Officer must provide written approval for any other equipment not identified on approved cache list(s). Those Task Forces who maintain an IST Medical Cache are to include the appropriate amount below for replacement of equipment and pharmaceuticals. Please note: These expenses can be reflected within the Equipment category instead.

Equipment

Item Description Item # Cache # Unit Cost No. of Units Total Cost \$0 Total

Equipment Describe any additional supporting information for equipment costs below.	Cost B	3asis:	Please mark appropriate box(es) below.
			Union Agreements
			City/County/Organization Negotiated Agreements
			Historical Data
		0	Bids/Quotes
			Costs are in Comparison w/ other TFs for Similar Tasks or Items
This narrative box has character limitations. For additional clarification use tab 15			Other (List here):
To additional cumication and the second seco			

\$0

Votes			

Notes for Supplies Section

In the area below, provide an approximate listing of necessary supplies. Supply items/costs that should be listed are items other then what the equipment definition states as follows: The general definition of "Equipment" out of the CFR is: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost which equals or exceeds the lesser of the capitalization level established by the governmental unit for financial statement purposes, or \$5000.

Supplies					
Item	Cache #	Unit Cost	No. of Units	Total cost	
					\$0
					\$0
					\$0
					\$0
					\$0
					\$0
				Desire the tree terms	\$0
					\$0
					\$0
				of the first of the second	\$0
					\$0
					\$0
					\$0
Total					\$0

Supplies Describe any additional supporting information for supply costs below.	Cost Basis:	Please mark appropriate box(es) below.
		Union Agreements
		City/County/Organization Negotiated Agreements
		Historical Data
		Bids/Quotes
가게 함께 있는 것이 되었다. 그 사람들은 사람들이 모르는 것이 되었다. 2006년 1일 : 1000년 1일 :		Costs are in Comparison w/ other TFs for Similar Tasks or Items
s narrative box has character limitations. For additional clarification use tab 15		Other (List here):
		(1996년 1일 - 1997년 - 1 1997년 - 1997년

Contractual

		l Section

Notes for Contractual Section

In the area below, list any supporting information for the contractual costs of services, rentals, etc., as it pertains to the maintenance and/or lease of storage facilities and associated US&R equipment and supplies. Under the quantity for leases please include the square footage of the warehouse. This section can also include costs for planning, engineering and other costs for development, maintenance, minor construction, upgrades, minor renovations and modifications, etc. of the existing warehouse/training facilities that do not change the footprint of the structures. Any costs for upgrades to existing warehouse facilities associated with this funding must be included and be approved by the Program Office and Grants Assistance Officer. This Cooperative Agreement may not be used for funding new capital construction.

Contractual

Service	Prior Coverage Dates	Lease Begin Date	Lease End Date	Quantity	Unit Cost	Total Cost	
							\$
							\$
							\$(
							\$(
							\$(
							\$(
							\$(
							\$(
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
							\$0
Total							\$0

Contractual	Cost Basis	: Please mark appropriate box(es) below.
Describe any additional supporting information for contractual costs below. Include square footage and cost per for any facility leases included above.		
		City/County/Organization Negotiated Agreements
사용 보는 사용 사용 보다는 것이 되었다. 그 사용 보는 것이 되었다. 나는 것은 사용 사용 보다는 것은 것이 되었다. 그는 것은 것은 것이 없는 것이 없다.		Historical Data
		Bids/Quotes
		Costs are in Comparison w/ other TFs for Similar Tasks or Items
This narrative box has character limitations. For additional clarification use tab 15		Other (List here):
This named se solvings character minitations, For auditional clarification use (a) 15		

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intoe :		

Notes for Other Section

This area will cover any miscellaneous items that are are storage & maintenance-related and allowable under the Grant Guidance but not covered in the other object classes, including minor construction costs.

Other (List minor construction costs here)

Item	Quantity	Unit Cost	Total Cost
Mazzanine for Warehouse	1	\$80,000	\$80,000
			\$0
			\$0
			\$0
			\$0
			\$0
			\$80,000.00

Other	Cost Racies	Dianco mark accusa	
Describe any additional supporting information for other costs below.	COST BASIS.	Please mark appropri	ate Dox(es) below.
		Union Agreements	
We estimate that is will cost approximately \$80,000 to add a mezzanine to our warehouse in			
order to expand the sqaure footage for storage with out changing the foot print of the tructure. CA-TF1 has been looking for way sto expand the storage capacity of the warehouse		City/County/Organiza	tion Negotiated Agreements
and this seems to be the most logical way to do so.			: 5 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -
:		Historical Data	
강경점 경기 경기 등로 가고 있다면 하는 것이 그리고 하는 사람이 있는 그를 가고 있다.			
		Bids/Quotes	
B 즐겁게 하는 사람이 있는 다른 그리고 있는 사람들이 있는 사람들이 모르는 것이다.		Costs are in Compari	son w/ other TFs for Similar Tasks or Items
		costs are in compant	on wy outer tr's for sithiar tasks of items
수학 바람들은 소리를 통의 장마관에는 소리를 하는 것이다. 원교는 보안 보안 되었다면 하는 것이 되었다. 이렇게 살았다.		Other	(List here):
his narrative box has character limitations. For additional clarification use tab 15			
			기가, 제대를 보았다면 하는 하나 하는 이번 하는데 하는데, 이번 없다.

Indirect Costs

		to Conti	

Notes for Indirect Costs section

Indirect Costs an only be provided if there is an Indirect Cost Rate Agreement that has been approved by a cognizant Federal Agency. A copy of the Indirect Cost Rate Agreement should accompany the application. The Indirect Cost Rate Agreement that you provide should state what category or categories the Indirect Costs are based on, ie equipment, salaries, all expenses, etc. The information provided below should list the description of the cost category for the base, the amount on which it's based, the percentage, and the total. The rate or amount approved at time of award will prevail thru the term of the Cooperative Agreement.

ndirect Costs				
tem/Category	Item Description	Base Amount	Percentage	Total Cost
				rour cost
		1		

Total \$0 Indirect Costs Cost Basis: Please mark appropriate box(es) below Describe any additional supporting information for indirect costs below. Please advise who is the Cognizant Federal Agency and the date of approval. □ Union Agreements ☐ City/County/Organization Negotiated Agreements ☐ Historical Data □ Bids/Quotes Costs are in Comparison w/ other TFs for Similar Tasks or Items Other (List here): This narrative box has character limitations. For additional clarification use tab 15

BUDGET SUMMARY

This summary will be populated based on figures entered into other sections of this narrative.

Activity	Cost
Administration & Management	\$533,037.00
Training	\$265,000.00
Equipment	\$207,041.00
Storage & Maintenance	\$80,000.00
Object Class	Cost
Personnel	\$589,751.00
Fringe Benefits	\$59,136.00
Travel	\$84,150.00
Equipment	\$176,481.00
Supplies	\$10,000.00
Contractual	\$85,560.00
Other	\$80,000.00
Indirect Charges	\$0.00
Activity Sum	\$1,085,078.00
Object Class Sum	\$1,085,078.00
Total	\$1,085,078.00

DISASTER PREPAREDNESS SECTION URBAN SEARCH AND RESCUE UNIT

MANAGEMENT ANALYST II POSITION DESCRIPTION

This position will be responsible for staff work for the Federal Emergency Management Agency's (FEMA) Urban Search and Rescue (US&R) Task Force, hosted by the Los Angeles Fire Department; referred to as California Task Force One (CA-TF1). The following job duties will be part of the overall tasks completed by the position:

50% Assist in the coordination, preparation and monitoring of the US&R Task Force's budget, including personnel, expense and equipment costs.

Prepare and review US&R budget requests. Develop and maintain tracking mechanisms for FEMA grant monies and Department expenditures associated with the program. Prepare purchase requisitions for FEMA task force equipment and track equipment use and maintenance; develop equipment repair and/or replacement schedule.

Assist in the management of FEMA US&R grants as directed by the program commander. Develop and maintain database management of FEMA US&R equipment inventories.

Track all expenditures including but not limited to personnel, equipment and expense during US&R deployments on a daily basis. Compile, analyze, prepare and track reimbursement claims following US&R deployments. (Note: If a major incident occurred and the US&R team was deployed, 100% of the Management Analyst's time would be dedicated to these tasks).

Track receipt of funds including but not limited to wire transfers. Notify the Treasury - Office of Finance of incoming wires and/or deposits. Liaison with accounting staff to ensure funds are deposited into the appropriate accounts and that the applicable motions or documents are readily available to facilitate the completion of Cash Receipts (CR's).

Interact with the Office of the City Administrative Officer (CAO) by communicating the status of reimbursements and obtaining guidance as needed. Communicate with the Controller's Office to ensure that the correct Cost Allocation Plan (CAP) indirect cost rates are being applied when preparing reimbursement claims.

Interact with representatives from local, state, and federal agencies; act as the US&R liaison on an as-needed basis. Conduct ongoing and continuous needs assessments for US&R Unit operations.

US&R-MAII POSITION DESCRIPTION Page 2

Prepare statistical summaries and narratives for a variety of reports to FEMA, the Mayor and the Council on the status of the US&R program and grants. Ensure reports are submitted on a timely basis and as required to maintain funding.

Prepare and maintain daily reports of US&R program uses in order to develop and submit quarterly reports to FEMA and the Governor's Office of Emergency Services for existing FEMA US&R grants.

Set up and maintain proper files and back-up documentation for audit purposes.

Collect, review, forward, and maintain all FEMA applications. Prepare, administer, and monitor Participating Agency Agreements for currency and validity.

- 15% Develop and maintain personnel database for FEMA US&R Task Force members. Maintain personnel folders for FEMA US&R Task Force members. Develop and maintain training records system for task force members and other Department personnel benefitting from program training. Assist in ensuring that FEMA training standards are met.
- 10% Research funding opportunities and prepare, review, and submit applications for FEMA US&R grants and other relevant funding sources (e.g., California State grants, USFA grants, etc.). Interpret regulations and secure and maintain relationships with funders.

May be required to travel on occasion to attend after action meetings, which provide pertinent information such as reimbursement procedures. In addition, may accompany uniformed personnel to briefings to interpret agreements and/or provide fiscal input.

FIRE CAPTAIN I

Urban Search and Rescue Unit- FEMA US&R Task Force Training Officer

Selection Criteria

Summary of Job Duties

Acts under the direction of a Battalion Chief or a Captain II in coordinating and facilitating the training activities of California Task Force 1 (CA-TF 1). CA-TF 1 is part of the National Response System under the direction of the Federal Emergency Management Agency (FEMA) Department of Homeland Security (DHS). FEMA has directed CA-TF 1 to provide ongoing training in preparation for a Citywide or National Disaster. This member must stay familiar with the equipment utilized by numerous disciplines, such as high or low angle rope rescue, breaching and breaking, shoring of a structural collapse, technical search, support for canine search, rising water incidents, hazardous materials release, and Weapons of Mass Destruction. The member must stay abreast of new urban search and rescue technology and make recommendations regarding their application for US&R.

This position is funded through FEMA Grants and is reviewed annually by the Department of Homeland Security (DHS) through the US&R Interim-Final Rule 44 CFR Part 208. This position is subject to elimination on an annual basis.

Skills

- Oral communication skills necessary to present instructional information and represent the Department before City, State, or Federal agencies.
- Supervisory skills necessary to assign duties, counsel, discipline and evaluate subordinate members.
- Interpersonal skills necessary to interact with City Officials as well as individuals from a variety of other Governmental agencies.
- Organizational skills necessary to plan and organize tasks, coordinate the delivery of training to US&R members, and to set priorities and meet deadlines.
- Motor skills necessary to effectively use technical urban search and rescue equipment.

Knowledge

- Knowledge of City Personnel Rules and Fire Department rules and regulations, Manual
 of Operation provisions as they apply to subordinate employees in order to ensure
 personnel matters are handled according to City and Department policies and practices.
- Knowledge of the City and Fire Department rules and policies relating to equitable treatment of employees in order to ensure that Department members are treated with respect and dignity in accordance with applicable laws and guidelines.
- Knowledge of FEMA US&R Response System.
- Knowledge of LAFD US&R Program.
- Knowledge of technical search and rescue tools and equipment.
- Knowledge of the Incident Command System.

SELECTION CRITERIA

Fire Captain I, FEMA US&R Task Force Training Officer Page 2

ABILITIES

- Ability to use word processing, excel, spread sheets and data based programs along with various record keeping files and file maintenance.
- Capable of operating technical urban search and rescue equipment.
- Ability to plan, develop, organize, implement, and evaluate US&R related training programs for Department members.
- Ability to communicate both orally and in writing with Department members and officials from the local, state and national level.
- Ability to develop, supervise, and evaluate, the training goals and objectives for members interested in developing their skills and/or advancing in specialized disciplines.
- Ability to develop and advance our CA-TF1 team through innovation and succession planning for the future.

REQUIREMENTS

- Two years fire suppression and rescue experience as a Captain I.
- CA-TF 1 member with an instructional training background.

HIGHLY RECOMMENDED

 Member has taken and passed the CA State Fire Marshal - Fire Instructor/Training Instructor 1A / 1B / 1C

FIRE CAPTAIN I

Urban Search and Rescue Unit: CA-TF1 Logistician

Selection Criteria

Summary of Job Duties

Acts under the direction of a Battalion Chief or a Captain II in directing the emergency and non-emergency activities of the Logistics Section of California Task Force 1 (CA-TF 1). CA-TF 1 is part of the National Response System under the direction of the Federal Emergency Management Agency (FEMA). FEMA has directed CA-TF 1 to provide ongoing logistical support in preparation for a Citywide or National Disaster. Preparation includes but is not limited to management of 2.3 million dollars worth of Urban Search and Rescue equipment. The member must stay familiar with equipment utilized by numerous disciplines, such as high or low angle rope rescue, breaching and breaking, shoring of a structural collapse, technical search, support for canine search, rising water incidents, hazardous materials release, and Weapons of Mass Destruction. The member must stay abreast of new search and rescue technology and make recommendations regarding their application for US&R and procures the FEMA approved tools and equipment.

The Captain I manages the logistics of a deployment, which includes properly packaging and declaring dangerous goods for military or commercial airlift. This member must be certified and qualified as a Logistics Specialist and have a thorough understanding of the Air Force Joint Manual 24-204, Title 49 Code of Federal Regulations and International Air Transport Association guidelines. The Captain I also performs service and support functions throughout the duration of a major disaster.

This position is funded through FEMA Grants and is reviewed annually by the Department of Homeland Security (DHS) through the US&R Interim-Final Rule 44 CFR Part 208. This position is subject to elimination on an annual basis.

<u>Skills</u>

- Oral communication skills necessary to present instructional information and represent the Department before City, State, or Federal agencies.
- Supervisory skills necessary to assign duties, counsel, discipline and evaluate subordinate members and members of CA-TF 1.
- Interpersonal skills necessary to interact with civilian staff, City Officials as well as individuals from a variety of other Governmental agencies.
- Organizational skills necessary to plan and organize tasks, coordinate the delivery of training to US&R members, and to set priorities and meet deadlines.
- Motor skills necessary to effectively use technical urban search and rescue equipment.

Knowledge

- Knowledge of City Personnel Rules and Fire Department rules and regulations, Manual of Operation provisions as they apply to subordinate employees in order to ensure personnel matters are handled according to City and Department policies and practices.
- Knowledge of the City and Fire Department rules and policies relating to equitable treatment of employees in order to ensure that Department members are treated with respect and dignity in accordance with applicable laws and guidelines.
- Knowledge of FEMA US&R Response System.
- Knowledge of LAFD US&R Program.
- Knowledge of the Air Force Joint Manual 24-204, Title 49 Code of Federal Regulations and International Air Transport Association guidelines.
- Knowledge of technical urban search and rescue tools and equipment.
- Knowledge of the Incident Command System.

ABILITIES

- Ability to use word processing, excel, spread sheet and various data based record keeping computer programs.
- · Capable of operating technical urban search and rescue equipment.
- Ability to plan, develop, organize, implement, and evaluate US&R related training programs for Department members.
- Ability to communicate both orally and in writing with Department members and officials from the local, state and national level.
- Ability to evaluate tools and equipment to make recommended changes through the National Logistics Coordinator.
- Ability to supervise, evaluate, and develop training goals for members interested in becoming a Logistics Specialist.

SELECTION CRITERIA Fire Captain I, US&R Unit Page 3

REQUIREMENTS

- Should have two years fire suppression and rescue experience as a Captain I.
- CA-TF 1 member with a logistics background.
- Member will be required to complete FEMA's Logistics Specialist Course including Military HazMat Load certification, Cache Packaging and Marking, Air Force Joint Manual 24-204 and Incorporation of Department of Transportation (DOT) Title 49, Code of Federal Regulations (CFR).

APPENDIX 1 - POSITION DESCRIPTIONSPlease fill in position descriptions below, or attach pre-typed descriptions.

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7. Training Coordinator: Name Describe Describe Training Coordinator functions here.	8. Training Manager: Raul Miranda
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