



# Burlington Fire Department



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<b>Section: 00- Administration</b>	
<b>SOG Number: 00.18</b>	<b>Effective Date: Oct. 08, 2019</b>
<b>Subject: National Response Framework Team Participation Leave</b>	
<b>By Order of Fire Chief Steven A. Locke</b>	

## **I. Purpose:**

The purpose of this document is to guide leave authorization and backfill for members of the Burlington Fire Department who participate as members of National Response Framework (NRF) FEMA Teams, and Vermont Urban Search and Rescue Task Force 1, during deployments.

## **II. Scope:**

This guideline applies to all Burlington Fire Department personnel who have been authorized to participate as members of the National Response Framework (FEMA) Teams, including but not limited to USAR, DMORT, DMAT, and Vermont Urban Search and Rescue Task Force I (VT-TF-1).

## **III. Definitions:**

DMAT: Disaster Medical Assistance Team.

DMORT: Disaster Mortuary Operational Response Team.

EMAC: Emergency Management Assistance Compact. An all hazards, all discipline mutual aid compact that serves as the cornerstone of the nation's mutual aid system.

FEMA: Federal Emergency Management Agency

National Response Framework: A guide to how the Nation responds to all types of disasters and emergencies.

USAR: Urban Search and Rescue.

VT TF-1: Vermont Urban Search and Rescue Task Force One.

#### **IV. Guidelines:**

- A). It is the position of the Burlington Fire Department to support members assigned to NRF Teams as well as VT TF-1. The Department will allow its members to respond to deployments and activations by providing shift coverage as outlined in the agreements in place with both the State of Vermont and FEMA Teams.
- B). Coverage will be provided for on-duty members, or members scheduled to be on duty during the deployment in the following manner:
- C). **IN STATE ACTIVATION**
1. The Department will release up to two personnel from duty each shift during the event based upon the operational needs of the department.
  2. Personnel affiliated with VT TF-1 are responsible to ensure they have been released from shift by the Department. These individuals must use accrued leave time off (excluding sick time) or mutual exchanges in accordance with Section 11.4 of the collective bargaining agreement between the City of Burlington and the Burlington Firefighters Association, IAFF Local 3044 to cover their absences. Short notice mutual exchanges will be accepted when both parties involved in the exchange call and communicate with the on-duty Shift Commander.
  3. Selection of those members being release will be made by the Chief Engineer or their designee based upon the recommendation of the VT TF-1 Program Manager or Task Force Leader, in concert with the anticipated needs of the Department.
- D). **OUT OF STATE ACTIVATION**
1. In events requiring out of state deployment, whether as part of a federal team or part of an EMAC request, the Department will release no more than one person, per shift, unless arrangements to cover the anticipated leave are in place.
  2. If backfill costs are covered, the Department will consider up to two personnel, per shift. This will not include any day staff personnel that may also be released.

The Department will maintain its ability to ensure safe staffing levels within the City for daily operations, and when appropriate will consult with the requesting team as to the team need.

3. Members released from duty for an out of state activation must use accrued leave time off (excluding sick time) or mutual exchanges in accordance with Section 11.4 of the collective bargaining agreement between the City of Burlington and the Burlington Firefighters Association, IAFF Local 3044 to cover their absences. Additionally, prior to a release from duty, there must be backfill funding authorized by the requesting agency (i.e. FEMA or VT Emergency Management).

**E). FOR EITHER ACTIVATION**

1. Members will be released from duty from the time of activation through demobilization.
2. An employee will have at least one calendar day off between returning from a multi-day activation and returning to work.
3. Members activated and released from duty will be allowed to use one-day vacation or holiday leave to cover the time they have been released.
4. The City, at its discretion, may release members from duty without having to use their leave time banks where the sponsoring agency is responsible for the reimbursement of all cost associated with the member's release from duty (i.e. straight time, overtime, and backfill costs for Federal Team participation).
5. With the exception of Federal deployments where straight time, overtime, and backfill is covered, at no time will a member be released from duty on a multi-day deployment without having all absences covered by the use of approved leave (vacation, holiday, or mutual exchanges).
6. Members scheduled to work a mutual exchange for another person during the activation will be responsible for covering the scheduled exchange. This is done to prevent an undue burden of multiple vacancies on a given shift beyond the two members on the shift which were released from duty.
7. Members must have accumulated leave bank totals in excess of their predicted activation time prior to being released from duty. At no time will leave time be granted in arrears.

**F). PROCEDURES**

1. Member(s) who receive notice of activation, and wish to commit to the activation, will notify the Deputy Chief of Operations.
2. For EMAC and In-State Team Activations, The Deputy Chief of Operations will consult with the VT TF-1 Program Manager or Task Force Leader, on the anticipated needs of the Team.

3. In cases of a federal deployment, members who anticipate being included in the activation, should convey their interest with the Deputy Chief of Operations.
  - a. It is understood that in certain instances the employee will receive an official “order” to respond.
4. The Chief Engineer, or their designee will select the members of the Department who may respond on the activation, and will in turn notify the member and the shift commanders.
5. Departmental form A-1 and/or Aladtec Software will be used to account for an employee’s leave time. The correct payroll code will be utilized to denote the deployment. The shift commander must note the whether the leave is being reimbursed by FEMA (189-FED) or the State of Vermont (189-VT).
6. Departmental Form A-21 must be completed (and signed) by each employee working the backfill for the deployment vacancy. This must occur for every shift to be covered.
7. The Department will make an effort to publish and fill vacant leave positions prospectively, to avoid last minute or mandatory hiring.
8. Upon return from deployment, the employee will work with the Deputy Chief of Administration to coordinate reimbursement.

**V. Responsibility:**

It is the responsibility of all members to read, understand and follow this Standard Operating Guideline

Revision History			
Revision Date	Section	Summary	Principal Author
09.17.2019	ALL	Initial Release of Document	Captain Libby Chief Locke