

**Memorandum of Understanding between Louisiana Task Force  
And  
Louisiana Task Force member  
And  
The Participating Agency**

An agreement entered into this \_\_\_ day of \_\_\_\_\_ 202\_ by and between Louisiana Task force (LA TF) and \_\_\_\_\_ (member) and his/her employer \_\_\_\_\_ located in \_\_\_\_\_.

***I.* PURPOSE**

To delineate responsibilities and procedures for Urban Search and Rescue (US & R) activities under the authority of the Louisiana State Fire Marshal's Office (OSFM)

***II.* SCOPE**

The provisions of this Memorandum of Understanding (MOU) apply to US & R activities performed at the request of the State of Louisiana and any other states requesting assistance through an Emergency Management Assistance Compact provided at the option of the agency/employer and the Task Force member.

This agreement also includes training activities mandated by the Louisiana State Fire Marshal's Office (OSFM) to maintain Task Force operational readiness.

***III.* PERIOD OF PERFORMANCE**

This contract shall begin as of the date of the last signature and shall terminate December 31, 202\_ or upon agreement of any one of the signature parties.

***IV.* DEFINITIONS**

**Activation:** the process of mobilizing LA TF members to deploy to a designated disaster site. When the Task Force responds to such a mobilization request, the member is required to arrive with all equipment and personal gear to the designated Point of Assembly (POA) within four hours of activation notice. The time at which the Task Force member receives a request for activation and verbally accepts the mission will be considered the time at which personnel costs to be charged to Task Force activities shall begin. For activations involving pre-deployment of members in anticipation of an event, the time at which personnel costs to be charged to Task Force activities shall be determined by the Louisiana State US & R

Coordinator and/or his designee.

**Advisory:** the notification to Task Force members that an event is imminent that may require the deployment of the Task Force. A heightened sense of awareness towards the incident is the only action necessary at the time of Advisory.

**Alert:** the process of informing Task Force members that an event has occurred and that LA TF may be activated at some point within the next 24-48 hours.

**De-Activation:** the process of de-mobilizing LA TF members upon notification from the state or OSFM to stand down.

**Participating Agency:** a Task Force member's employer, which by execution of this MOU, has provided official sanction of LA TF and supports the members' involvement within LA TF.

**Participating Individual:** An individual who has been formally accepted into Louisiana Task Force, meeting all requirements for skills and knowledge, and is in good standing with regard to compliance of necessary training and fitness.

**State:** for the purpose of this MOU, the State of Louisiana through the OSFM.

**Task Force:** an integrated collection of personnel of varying disciplines and equipment meeting standardized capability criteria for addressing search and rescue needs during disasters.

**Task Force Sanctioned Training:** training and/or exercises performed at the direction, control and funding of a participating agency or Task Force member in order to develop and maintain the US&R capabilities of the member and the Task Force. Task Force sanctioned training shall be coordinated with LA TF staff and receive written authorization to conduct such training prior to the start of the training.

**Urban Search and Rescue (US&R):** specialized tactics, personnel and equipment suited to the unique search, rescue or recovery problems associated with natural or man-made disasters.

## V. RESPONSIBILITIES

**LA TF shall be responsible for:**

- 1. Recruiting and organizing a Task Force, according to guidelines prescribed by the OSFM.**
- 2. Administrative, financial, and personnel management as they relate to LA TF.**
- 3. Providing training to Task Force members. Training shall have the objective of developing and maintaining individual and team skills necessary to maintain operational readiness.**
- 4. Developing, implementing, and exercising an internal notification system for Task Force members.**
- 5. Providing all tools and equipment necessary to conduct safe and effective US & R operations.**
- 6. Maintaining all tools and equipment in a ready state.**
- 7. Coordination between the OSFM, the State, participating agencies/employers, other relevant governmental agencies and private entities, and the individual members of LA TF.**
- 8. Maintaining a primary contact list for all LA TF members.**

**The participating agency/employer shall be responsible for:**

- 1. Providing a primary point of contact to LA TF for the purpose of notification of Task Force activities.**
- 2. Providing administrative support to employee members of LA TF when fiscally reasonable to do so.**
- 3. Providing the OSFM with documentation of employee members initial and refresher training.**
- 4. Providing the employee member with a salary commensurate with his working hours during a deployment and workman's compensation insurance during deployment and attendance at Task Force sanctioned training.**
- 5. The submission of personnel reimbursement claims no later than 30 days of official deactivation of the Task Force member.**
- 6. Providing LA TF with a status of the individual member's availability or non-availability when notified of a Task Force activation**

**The individual member is responsible for:**

- 1. Being physically and mentally capable of performing assigned duties required in the position description requirements for the assigned position.**
- 2. Maintaining support from the participating agency/employer to participate in LA TF activities.**

3. Providing employer with advanced notice of LA TF activities that may require time off from work.
4. Advising Task Force leadership of any change in notification process data.
5. Being available for immediate call-out where feasible and notifying the OSFM when he/she will not be available for call-out.
6. Responding immediately to call-out with acceptance or refusal and arrive within four hours of call-out to the assigned point of assembly (POA).
7. Maintaining all equipment issued by the Task Force in a ready state.
8. Having and documenting the required immunizations.
9. Being prepared to operate in a disaster environment for not more than 14 consecutive days.

## **VI. PROCEDURES**

*Activation:* Upon request from the State ESF-9 or GOHSEP, the OSFM shall direct the activation of the Task Force to respond to a designated POD. The OSFM shall communicate an alert and/or activation notice to Task Force members according to the approved mobilization plan.

*Mobilization, deployment, and re-deployment:* Upon arrival at the POD, an OSFM representative will provide initial briefings and any items essential to the initial set-up and support of the Task Force. Team Leaders will move the Task Force and all necessary equipment to a pre-designated point of arrival (POA) for organized transport to the disaster site. The Task Force shall be re-deployed to the original POD upon completion of the mission.

*Management:* The OSFM will have overall management, command, and control of all LA TF resources and operations. Tactical deployment will be under the direction of the local Incident Commander and the Task Force Leader(s) assigned to the incident.

## **VII. TRAINING AND EXERCISES**

*LA TF Sanctioned training and exercises:* Periodically, Task Force members will be required or invited to attend LA TF sanctioned training and/or exercises. Task Force members will not be paid to attend these trainings.

*Minimum training requirements:* Task Force members are required

to maintain all the knowledge, skills, and abilities identified in the State US & R Positions Descriptions and Training Matrix for their assigned positions. Task Force members are required to attend a minimum number of Task Force sponsored trainings annually. Failure to meet these minimum training requirements will result in dismissal from the Task Force. Exceptions may be granted at the discretion of the Program Manager.

#### **VIII. ADMINISTRATIVE, FINANCIAL, AND PERSONNEL MANAGEMENT**

*Reimbursement of Participating Agencies/Employers:* OSFM shall reimburse Participating Agencies/Employers for all wages identified and allowed in the LA TF Pay Policy. OSFM shall reimburse all amounts necessary to fund payroll-associated costs of state and/or federal disaster deployments. Upon delivery of documentation of the participating agency/employer payroll expenditures to OSFM, OSFM shall reimburse the participating agency/employer for all wages of deployed Task Force members.

The OSFM shall reimburse Participating Agencies/Employers for the cost of backfilling Task Force members while activated. The Participating Agency/Employer will use a form approved by the State of Louisiana to reclaim expenses. The OSFM shall only reimburse backfill that coincide for US & R hours worked by the member. The reimbursement will not include the base salary of the replacement worker.

*Reimbursement of the Task Force member as an individual resource:* The OSFM shall reimburse deployed Task Force members based on the current LA TF pay scale.

#### **IX. CONDITIONS, AMMENDMENTS, AND TERMINATION**

This Memorandum of Understanding may be modified or amended only with the written agreement of all parties, and all amendments will be attached to this Memorandum. Any party, upon 30 day written notice, may terminate this Memorandum of Understanding.

Participating Agency/Employer and Member hereby acknowledge that they have read and understand this entire Agreement. All oral or written agreements between the parties hereto relating to the subject matter of this Agreement that were made prior to the execution of this Agreement have been reduced to writing and are contained herein. Participating Agency/Employer and Member agree to abide by all terms and conditions

specified herein and certify that the information provided to the OSFM is true and correct in all respects to the best of their knowledge and belief.

\_\_\_\_\_  
Chief H. Butch Browning  
Louisiana State Fire Marshal

\_\_\_\_\_  
Participating Agency Lead

\_\_\_\_\_  
Participating Individual