



SPECIAL ORDER

SPECIAL ORDER 2017.32

Command Unit Operator Opportunity

OFFICE OF EMERGENCY MANAGEMENT

Issue Date: June 23, 2017

Expiration Date: July 31, 2017

Applicability: Uniformed Career Captains and below

1 OVERVIEW

2 The Howard County Department of Fire and Rescue Services' (Department) Office of Emergency
3 Management (OEM) is pleased to announce an opportunity to participate on our team as a Command
4 Unit Operator. In addition to supporting critical County functions, this opportunity will provide selected
5 personnel with career development and an enhanced understanding of the Department's role in multi-
6 agency emergency operations.

7 DEFINITIONS

- 8 ➤ **Emergency Standby** - an individual must be immediately available and ready to respond to
9 retrieve the Command Unit when alerted/contacted.
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- 11 ➤ **Emergency Services Command Unit** - A vehicle available to all agencies/departments within
12 Howard County Government for field communications and major incident command post
13 operations (referred to hereafter as either "ESCU" or "Command 17").
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- 15 ➤ **Mobile 1** - A mobile command unit managed by Howard County Police Department (HCPD),
16 complementary to the ESCU and operated by the same cadre that operates the ESCU.
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- 18 ➤ **Operator** - Personnel qualified and authorized to set-up and operate all systems and components
19 to include but not limited to: radios, computers, cameras and printers.
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- 21 ➤ **Command Unit Program** - A joint program between the Department and HCPD to provide public
22 safety commanders and emergency management stakeholders with a vehicle specifically designed
23 as a command post for events and incidents requiring a significant coordination of resources.

24 TOPIC DETAILS

25 GENERAL:

- 26 • The cadre of DFRS Command Unit Operators consists of approximately six members who are each
27 paired-up with a member of the HCPD.

- Command Unit Operators are trained to utilize Command 17, the Department's mobile command unit, as well as Mobile 1, HCPD's mobile command unit, to support emergency incidents, planned events, public outreach, etc.
 - Training may also include the use of support equipment, such as portable shelters, trailers, mobile communication equipment or public safety buses.
- Command Unit Operators are responsible for competencies related to the operation of the County's mobile command units to include the safe operation of the unit as well as deploying and operating on-board technology.
 - Command Unit Operators serve in an Emergency Standby role for 24 hours approximately one out of every six days and are compensated in accordance with the collective bargaining agreement and/or employee manual.
 - For those assigned to shift work, the assigned Emergency Standby slot will most likely be the day after their assigned field shift (e.g. member on A-Shift would be on Emergency Standby for the command unit every other B-Shift).
 - When performing as a Command Unit Operator, personnel will be eligible for compensation in accordance with the collective bargaining agreement and/or employee manual.
- Personnel may be eligible to participate in special events, drills, training and exercises as appropriate.

ELIGIBILITY :

- The following personnel are eligible to apply:
 - Uniformed career personnel at or below the rank of Captain.
- Individuals will be selected based on the following criteria:
 - Proximity to Howard County from their primary residence.
 - Those who reside within range of a reliable Minitor Tone Pager (generally within ten miles of Howard County) may be given additional consideration.
 - Existing obligations to programs or initiatives within the Department in addition to the primary duties of a currently-assigned position.
 - It is essential that all members are not from a single bureau or shift to ensure Departmental continuity of operations. As such, selection will include consideration for maintaining such balance.
 - Proficiency with computers, communications equipment and audio-visual equipment.
 - Personal interest in developing emergency management education and skills.
- Eligible candidates must have a valid Non-Commercial or Commercial Class-B License.
- Those who have completed FEMA IS-15: *Special Events Contingency Planning for Public Service Agencies* as well as FEMA IS-271: *Anticipating Hazardous Weather and Community Risk* may be given additional consideration.

REQUIREMENTS:

- If selected, members will be required to participate in initial training and ongoing training.
 - Initial training will be coordinated with the selected members and their supervisors.
 - Approximately 24 hours of initial training should be expected.

- 75 ▪ Initial training will be coordinated through the chain-of-command and may include
76 some combination of on-duty details and overtime.
- 77 ○ Ongoing personal skills training is to be completed no more than once per month and no
78 less than quarterly.
- 79 ▪ In addition, assigned operators currently have the opportunity to enhance their
80 personal skills with the systems and equipment aboard Command 17 during an
81 assigned week of the month at a time convenient to the operator.
- 82 • This functions as a “weekly” on the vehicle and its critical systems as well as
83 to increase our members’ skills proficiency.
- 84 • Assigned operators shall be eligible for compensation in accordance with
85 the collective bargaining agreement and/or employee manual.
- 86 ○ Selected personnel may be required to complete online independent study courses.
- 87 ▪ Completion of these courses is not separately compensated and is usually
88 completed while on-duty.
- 89 • Documentation of completion by FEMA transcript or completion certificate
90 will be required.
- 91
- 92 • The Command Unit Operator roster will be updated annually and personnel will be asked to
93 submit their intent to remain active.
- 94 ○ Current Command Unit Operators interested in remaining on the qualified roster should
95 submit a memorandum indicating their interest by the same date/time.
- 96 ○ Those not meeting the training requirements will not continue on the eligibility roster.
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- 98 • Once approved, personnel have access to a County OEM vehicle for use to retrieve the Command
99 Unit when on Emergency Standby.

100

101 **APPLICATION:**

- 102 • Personnel who would like more information about the Command Unit Program should contact a
103 current participant or FF Christopher Meyer who serves as Program Manager for the Department.
 - 104 ○ PFC Rocco Sovero serves as Program Manager for HCPD
 - 105 • Personnel wishing to express interest in this opportunity should **submit a memorandum**
106 **indicating their current assignment(s), detailing their interest, and responding to the eligibility**
107 **requirements to FF Christopher Meyer via email with a copy to their Chain of Command by 1700**
108 **on Friday, July 7, 2017.**
 - 109 • Personnel expressing interest shall be given an update prior to **1700 on Wednesday, July 12, 2017.**
 - 110 • Approvals via the chain-of-command to the appropriate Deputy Chief shall be required prior to
111 final selection.
 - 112 • Final selection and continual participation and authorization shall be at the discretion of the
113 Director of Emergency Management.
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Approved:



John S. Butler, Fire Chief
Office of the Fire Chief

Author:



Ryan A. Miller, Deputy Chief
Office of Emergency Management