

Personnel Deployment

CHAPTER 9.1

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Submitted by: Administrative Office

Approved by: Chief of Fire Rescue

Definition

Establishes a Department Policy for the out of jurisdiction deployment of Department personnel.

Purpose

Alachua County Fire Rescue may be requested to provide personnel who possess specialized training to other jurisdictions during times of emergency operations. Alachua County may provide such assistance under three distinct scenarios:

- Alachua County is statutorily obligated to provide assistance under the Statewide Catastrophic Mutual Aid Agreement (SMAA) when that assistance will not present an operational hardship to Alachua County.
- The State of Florida is statutorily obligated to provide assistance under the Emergency Management Assistance Compact (EMAC) when that assistance will not present an operational hardship to the State. Resources available under the SMAA are available under the EMAC.
- The Federal government may request resources through the State of Florida. In this case, those resources become "federalized" employees, and are compensated by the Federal Government directly.

This Policy will determine the manner in which Department resources are provided, the manner that Department personnel will be compensated during deployment, and assure that eligible expenses are documented for reimbursement.

General Guidelines for Deployment Under Federal Request

Bargaining

Department personnel covered by Collective Bargaining Agreements will utilize approved leave during the time of deployment. Approved leave shall be one, or any combination of the following:

- Vacation Leave
- Compensatory Leave
- Floating Holiday(s)
- Leave of Absence (without pay for up to 30 days)

Personnel that are deployed on Federal Request will be compensated by the Requesting Agency according to the Federal Pay Plan. (April 1, 2002)

Non-Bargaining

Department personnel who are not covered by Collective Bargaining Agreements will utilize approved leave during the time of deployment. Approved leave shall be one, or any combination of the following:

- Management Reassignment approved by the County Manager
- Vacation Leave
- Floating Holiday(s)
- Leave of Absence (without pay for up to 30 days)

General Guidelines for Deployment Under the Statewide Catastrophic Mutual Aid Agreement (SMAA) or Emergency Management Assistance Compact (EMAC)

- Each ACFR employee deployed to an incident will be responsible to assure that the following forms are completed and delivered to ACFR Headquarters. The Payroll Office will not process any additional hours to be paid until all the required forms have been completed and delivered to ACFR Headquarters.
- During deployment, personnel are paid for their regularly scheduled shift(s) and additional actual hours worked on days they would normally be off-duty. All payments shall be in accordance with County Personnel Regulations and Union Contract. (April 1, 2002)

PRIOR to DEPLOYMENT

FFCA Form #3 - Disaster Team Deployment Form

- This Form will be completed by ACFR Staff and forwarded to the Incident Command Post. The purpose is to document the date and time of deployment of ACFR personnel, provide qualifications of deployed ACFR personnel, provide payroll information to the Incident Management Team, and the expected demobilization date.

Alachua County Travel Authorization Form

Alachua County policy stipulates that this form be completed prior to any Alachua County employee traveling outside the County on official business. In the case of emergency deployments, this form will be completed by Staff.

DURING DEPLOYMENT

[ACFR Additional Hours Form](#)

This form will document your hours daily. It will be signed and forwarded to the Team Leader, who will contact the District Chief for inclusion in Telestaff.

ICS #214 - Unit Log

- This form documents the daily assignment of ACFR personnel and equipment during deployment. ACFR personnel and equipment may be assigned to Strike Teams, Task Forces, or Groups, and completion of the Form may be the responsibility of the Leader. ACFR personnel should obtain a copy of the completed ICS #214 daily, or complete an ICS #214 daily documenting their hours and the hours our equipment is used.

Emergency Fire Fighter Time Report

- During on-going large-scale incidents, the Finance/Administration Section will be activated, and incident personnel will be required to complete an Emergency Fire Fighter Time Report. For those incidents when the Finance/Administration Section is not activated, or if you were deployed during and demobilized prior to activation of that Section, this form may not be available.

Vehicle Mileage Log (Required)

- This form must be completed in order to document the time County vehicles are used on an incident.
- This form must also be completed in the event an employee is required to use their personal vehicle for any reason while on deployment. The County will reimburse the employee for using their private vehicle, and the County will be reimbursed by the State at the same rate.

Request For Reimbursement Of Traveling Expenses

- This form must be completed if the employee incurs expenses while on deployment so that those expenses can be reimbursed.

UPON RETURN

Completed original County/Department forms and copies of all non-department forms completed during deployment must be submitted to ACFR Payroll immediately upon return to Alachua County.