

DART –Administrative Guidance

The purpose of this guide is to describe how DART can assist in training, administration of functions, fiscal operations, and assisting the Delaware County Fire Chief’s Association in developing hazmat operational guidance.

Mission:

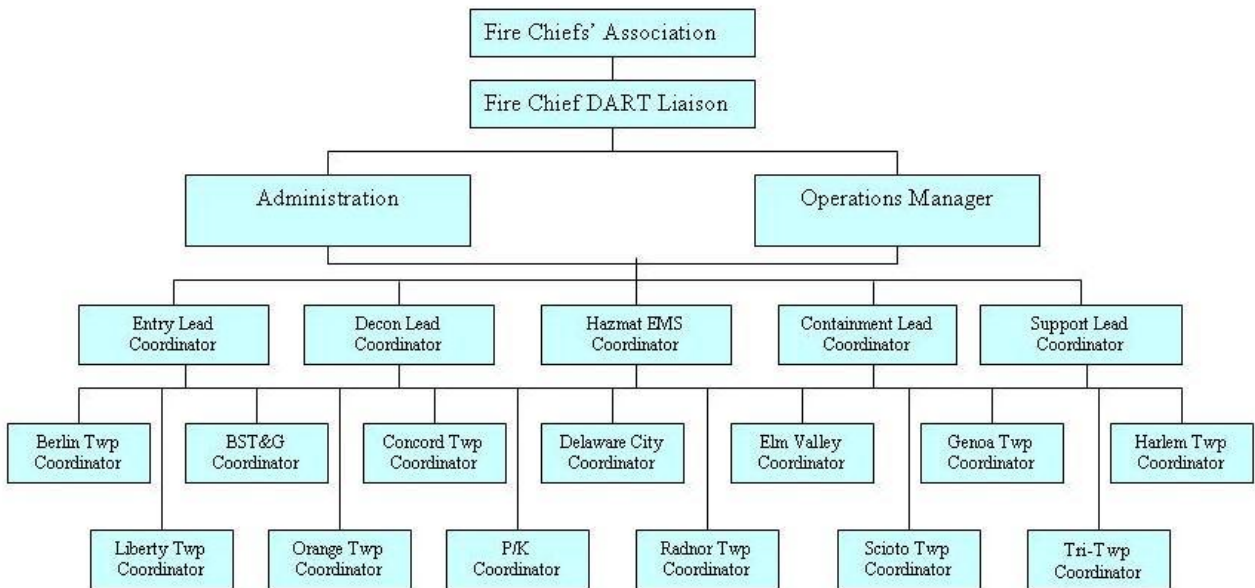
Facilitate training for rescues in a potential hazmat environment for responding departments.

Achieve proficiency as a Type II Hazmat team – Capability to conduct offensive operations in a non-WMD environment.

Goals:

Facilitate DART training to incorporate a “common sense” aspect to hazmat runs. DART will also work with Departments in attempt to reduce overtime training costs and also convenient for volunteers.

Ensure DART is administered in competent manner and in keeping with the wishes of the Delaware County Fire Chief’s Association.



Job Title:

DART Administrator

Job Duties:

- Coordination of DART administrative functions to include keeping track of contact information for all members, medical information for technicians, and equipment tracking.
- Responsible for preparing, developing, and creating “By-Laws” for DART.
- Assist in preparing, developing, and creating standard operating guidelines (specifically ICS).
- Facilitate DART meetings, training & exercises.
- Work DART grants.
- Communication with Fire Department’s and other resource entities.
- Tracking and auditing of DART funds.
- Coordinating with DELCOMM for entry of call out for technicians/members for incident response.
- Perform functions as deemed necessary by Fire Chief’s Association in relation to DART.

Job Qualifications:

- Position filled by the Fire Chief’s Association.
- Current certifications to level of Hazardous Materials Technician.
- Minimum of three years experience in HAZMAT.

Authority:

- The DART Administrator shall have the authority to represent the Fire Chief’s Association in relation to the Delaware Area Response Team operations in consultation with the Fire Chief’s Liaison and the Fire Chief’s Association.

Job Title:

DART Operations Manager

Job Duties:

- Coordination of DART operations and responses to include working with DELCOMM.
- Build the “Call Out List” for technicians/members to incident response for the on-scene IC to use.
- Responsible for preparing, developing, and creating standard operating guidelines for DART.
- Represent Fire Department/District at county wide Delaware Area Response Team meetings, training & exercises.
- Facilitation of the operational aspect of training and exercises.
- Operational checks/calibration of DART response equipment.
- Work with DART Lead Coordinators and Coordinators to ensure up to date listing of techs for response.
- Responsible to the Fire Chief’s for DART funds and making payments.
- Perform functions as deemed necessary by Fire Chief’s Association in relation to DART.

Job Qualifications:

- Position filled by the Fire Chief’s Association.
- Current certifications to level of Hazardous Materials Technician.
- Minimum of three years experience in HAZMAT

Authority:

- The Operations Manager shall have the authority to represent the Fire Chief's Association in relation to the Delaware Area Response Team operations in consultation with the Fire Chief's Liaison and the Fire Chief's Association.

Job Title:

Lead Coordinator

Job Duties:

- Lead in the coordination of the specific task assigned in DART.
- Lead in preparing, developing, creating standard operating guidelines for specific task responsibility in county wide response plan. Coordinates with the DART Operations Manager.
- Lead the specific task for conducting the inventory of hazardous materials supplies and equipment. Coordinates with the DART Operations Manager.
- Work with personnel assigned to specific task area within DART.
- Perform functions as deemed necessary by Fire Chief in relation to Hazardous Materials Unit.

Job Qualifications:

- Current certifications to level of Hazardous Materials Technician(up to Fire Chief)
- Minimum of three years experience in HAZMAT (up to Fire Chief)

Authority:

- The Coordinator shall have the authority to represent the Fire Department/District in relation to the Delaware Area Response Team

Job Title:

Department Coordinator

Job Duties:

- Coordination of Hazardous Materials Unit for the Department.
- Assist in preparing, developing, creating standard operating guidelines for department responsibility in county wide response plan.
- Represent Fire Department/District at county wide Delaware Area Response Team meetings, training & exercises.
- Prepare and conduct inventory of hazardous materials supplies and equipment.
- Work with DART Administrator to survey membership's training and ascertain attendance in refresher course.
- Assist preparing and maintaining current roster of department members with DART and personnel trained as Technician with the availability for deployment as entry team.
- Perform functions as deemed necessary by Fire Chief in relation to Hazardous Materials Unit.

Job Qualifications:

- Current certifications to level of Hazardous Materials Technician (up to Fire Chief).
- Minimum of three years experience in HAZMAT (up to Fire Chief).

Authority:

- The Coordinator shall have the authority to represent the Fire Department/District in relation to the Delaware Area Response Team.

