

K9 SEARCH AND RESCUE TEAM INC. COMMAND STRUCTURE

| TEAM COMMANDER (ICS-IC) | | | | |
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| <ul style="list-style-type: none"> Preside over business meetings according to accepted rules of parliamentary procedure Appoint committees and serve on them as an ex-officio member Coordinate and evaluate the activities of the team Countersign all purchase requests prior to being submitted to the Finance/Administration Section Chief Authenticate by signature all documents requiring same Coordinate and supervise all Command and General Staff Assume roles and responsibilities of any Command or General Staff position that are not assigned | | | | |
| | SAFETY OFFICER | PUBLIC INFORMATION OFFICER | LIASION OFFICER | |
| COMMAND STAFF | <ul style="list-style-type: none"> Responsible for scene safety during missions, trainings, and all events, availability and appropriate use of personal protective equipment, and basic human needs | <ul style="list-style-type: none"> Plan and implement public information programs with local media Release news and information to news media per Team policy Prepare and maintain a Team scrapbook Collect and select photographs from missions, trainings, and events to be used in promotional and presentation items Prepare displays, booths, pamphlets, etc for community functions upon request Maintain Team website | <ul style="list-style-type: none"> Responsible for coordinating all activities with other agencies and groups, including events, trainings, and during incidents | |
| | OPERATIONS SECTION | FINANCE/ADMIN SECTION | PLANNING SECTION | LOGISTICS SECTION |
| GENERAL STAFF | <ul style="list-style-type: none"> Determine field readiness of individual team members, and team as a whole Responsible for managing all tactical operations at an incident Appoint and supervise Strike Team Leader, and assume roles and responsibilities of said position, if not filled Appoint and supervise Training Unit Leader, and assume roles and responsibilities of said position, if not filled | <ul style="list-style-type: none"> Serve as the business manager Receive, record, and deposit all funds and issue receipts Collect accounts receivable in a timely manner Maintain accurate ledgers for each account Serve as the financial agent for the receipt, expenditure and accounting of grant funds Prepare and submit a yearly financial report at the Annual Meeting Prepare an annual budget and present same at Annual Meeting Prepare any and all financial statements required for the collection of funds from any source, including, but not limited to, Certified Public Accountant audits Appoint and supervise Fundraising Unit Leader, and assume roles and responsibilities of said position, if not filled | <ul style="list-style-type: none"> Prepare agenda for each business meeting Prepare meeting minutes of each business meeting File all committee reports Maintain membership attendance records at all business meetings Issue and rescind all membership cards Notify members of any special meetings at least 24 hours prior to meeting time Receive individual Mission Reports and file same in a timely manner | <ul style="list-style-type: none"> Appoint and supervise Electronic Equipment Unit Leader, and assume roles and responsibilities of said position, if not filled Appoint and supervise Equipment Unit Leader, and assume roles and responsibilities of said position, if not filled Appoint and supervise Facilities Unit Leader, and assume roles and responsibilities of said position, if not filled |

**STRIKE TEAM LEADER
OPERATIONS SECTION**

- During responses, reports directly to the search management
- Makes final decision regarding team deployment on a mission
- If needed, briefs team
- Assigns responsibility for gathering mission-pertinent data for mission report (weather, radio logs, fuel receipts, incident notes, etc)

**TRAINING UNIT LEADER
OPERATIONS SECTION**

- Reports directly to the Operations Section Chief
- Conducts at least one field training per month
- Conducts at least one classroom training per month
- Documents attendance and completion of all scheduled activities
- Provides training reports at monthly business meetings
- Assists Operations Section Chief in determining Team and Individual field readiness
- Coordinates equipment training with Equipment Unit Leader
- Provides a training calendar for the next month at the monthly business meeting
- Maintain and develop a training program for members that meets the team's minimum training standards
- Maintain a current register of member's trainings needs and accomplishments

**FUNDRAISING UNIT LEADER
FINANCE/ADMINISTRATION SECTION**

- Reports directly to Finance/Administration Section Chief
- Act as fundraising chairperson and perform all duties associated with fundraising

**FACILITIES UNIT LEADER
LOGISTICS SECTION**

- Reports directly to the Logistics Section Chief
- Copy from old list
- Ensures safe, clean, operational facilities
- Provide report to Logistics Section Chief monthly as to status of current equipment

**ELECTRONICS EQUIPMENT UNIT LEADER
LOGISTICS SECTION**

- Reports directly to the Logistics Section Chief
- Maintains an accurate inventory of all electronic equipment that includes status of operation
- Maintains electronic equipment in an operational state or removes from service including, but not limited to, radios including batteries, GPS systems, Astro systems, base radio systems, avalanche beacons, AED, Pulse Ox, bus laptop/copier/printer, radio repeater, bus battery charger, audio/visual equipment etc.
- Provide report to Logistics Section Chief monthly as to status of current equipment

**EQUIPMENT UNIT LEADER
LOGISTICS SECTION**

- Reports directly to the Logistics Section Chief
- Maintains an accurate inventory of all non-electronic equipment and supplies owned by or loaned to the Team
- Maintains equipment in an operational state or removes non-operational equipment from service
- Maintains repair and replacement logs on all equipment
- Documents operational status of all response equipment at least monthly, and files said documentation with the Planning Section Chief
- Provides Training Unit Leader with equipment necessary for trainings
- Provide report to Logistics Section Chief monthly as to status of current equipment