

URBAN SEARCH & RESCUE

Statement of Purpose and Services Provided

A FEMA Urban Search and Rescue Task Force is a team of individuals comprised mainly of firefighters but includes structural engineers, medical professionals, canine/handler teams and emergency managers with highly specialized training in urban search and rescue environments, and which serve as a resource for disaster response at local, state, federal, and international levels.

Utah Task Force 1 (UT-TF1) is one of 28 Type I, Federal Urban Search & Rescue (US&R) Task Forces in the United States. This program brings a highly trained multi-hazard Task Force that is especially designed to respond to a variety of emergencies/disasters including earthquakes, hurricanes, tornadoes, floods, terrorist acts and hazardous material releases. Fire department personnel that are task force members receive specialized training and skills that directly benefit Unified Fire Authority (UFA).

The task force has been directly responsible for providing the required structural collapse technician training that all of UFA's heavy rescue specialists must have to be considered Heavy Rescue Technicians. UT-TF1 continues to partner with UFA for Special Operations program development and to enhancing the technical expertise many personnel within the department.

Division Manager Budget Message

Unified Fire Authority is the primary entity or "Sponsoring Agency" (SA) that has executed a Memorandum of Agreement (MOA) with DHS/FEMA to organize and administer a Task Force. Salt Lake City Fire Department, Park City Fire District, Draper City Fire Department and West Valley City Fire Departments are support agencies or "Participating Agencies", which means they have executed an MOU with UFA to participate in the National US&R Response program.

UT-TF1 is funded primarily through appropriation from Congress for direct task force support (task force support staff, equipment, maintenance, and training). Utah Task Force 1/Unified Fire Authority receives this funding in the form of a Cooperative Agreement Grant. This agreement is a legal instrument between the Department of Homeland Security (DHS)/FEMA and the UFA/UT-TF1 that provides funds to accomplish the public purpose and participates in substantial Federal involvement during the performance of the National US&R System. The day-to-day management of the task force to maintain a state of readiness is funded through a FEMA cooperative agreement grant.

Utah Task Force 1 is a 501(c)3 Non-Profit organization within the Sponsoring Agency and is managed overall by senior leadership from UFA and Salt Lake City FD. This five-member Executive Board of senior leaders provides guidance, advisement on policy and oversight/approvals for procurement and contracts. The non-profit status affords/enables decreased labor costs and additional funding support where allowed.

When Activated or deployed, UT-TF1 receives its funding via a "Response Agreement". This agreement between DHS/FEMA and the Task Force/UFA are specific to reimbursement of allowable expenditures incurred by the Sponsoring Agency because of an Alert or Activation. Use of the Task Force at the Federal or State level shall not cost the Sponsoring or Participating Agencies any money.

The Task Force reimburses UFA annually approximately \$105,000 (\$7,908 for monthly rent & \$12,000 for shared utilities) from the Federal Cooperative Agreement Grant for hard costs for the warehouse/office leased space and utilities.

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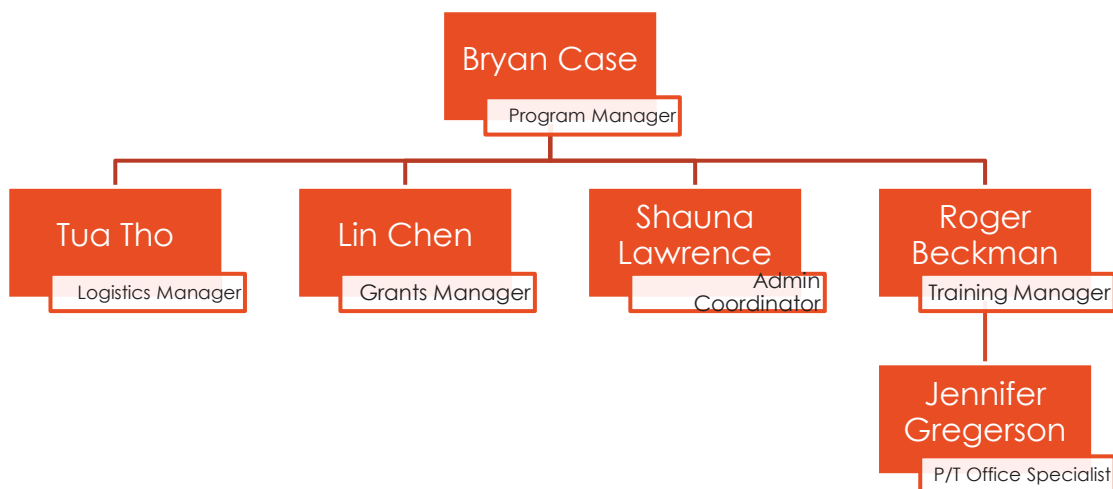
As the Sponsoring Agency, UFA absorbs some day-to-day soft costs associated with the Task Force. This is not a unique situation exclusive to UFA; all 28 task forces in the system contribute in some manner to the program through these so-called soft costs. The Fire Chief and Assistant Chief are members of the executive board and support annual task force budgeting activities. The Senior Accountant performs finance oversight as the Sponsoring Agency, specifically for monthly reconciliation of the task force billing, annual tax filing assistance, and quarterly report submissions. Logistics provides warehouse facility maintenance and fleet provides fuel and maintenance of two vehicles for use by task force leadership. In return for these "soft costs" the task force provides valuable training and experience. The Emergency Management Division and the Heavy Rescue program have greatly benefited over the years from the training and major disaster response and recovery operations provided by the US&R program. Members receive leadership experience, budgeting experience, logistics management, medical training Hazmat training, water rescue training, communications training, all critical elements of UFA and all provided at little expense to UFA.

The US&R Program Manager functions as the UFA Special Operations Division Chief with responsibilities over UT-TF1 and the UFA Heavy Rescue, Hazardous Materials and Water Rescue programs for administrative management aspects related to these disciplines. Funding for this position comes primarily from the FEMA grant as the majority of responsibility would still be directed towards the US&R program. UT-TF1 pays the equivalent salary and benefits of a Captain for the position with additional salary and benefits associated with the position of Division Chief funded by UFA (\$22,090).

UT-TF1 is requesting the continuation of funds to support expenses outside of those budgeted for within UT-TF1's Cooperative Agreement. UT-TF1 is requesting \$10,000 in FY19/20. These funds provide a means by which UT-TF1 can expand its ability to train personnel and to purchase equipment/supplies.

In accordance with the UT-TF1 2018-2021 Strategic Plan, we expect to make notable progress on the following goals in FY19/20: A. Successful completion of our scheduled FEMA audit; B. Secure additional funding sources; C. Further enhancement of our local training site in Magna, Utah; D. Further improve internal division continuity/succession planning; E. Support simultaneous deployments.

Organizational Structure



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Staffing



Performance Measures

- Establish effective leadership and broaden the responsibilities of the UT-TF1 Program Manager, to include oversight of the special operations functions of UFA.
- Upon request by FEMA US&R Branch or State of Utah request for disaster assistance UFA, on behalf of UT-TF1, accept or reject an activation order within one hour of notification.
- Upon acceptance of an activation order, UT-TF1 will ready itself for deployment in no more than four hours for deployment by highway and six hours for deployment by air.
- UT-TF1 will be self-sustaining for a minimum of 72 hours upon arrival at the mobilization location with the capability to extend that time frame when needed.
- Simultaneous deployments (i.e. Type I TF and a Mission Ready Package)
- Submit all deployment personnel costs (salary, benefits, overtime and backfill) reimbursement requests to FEMA US&R Branch within forty five (45) days of return to home base from a deployment.
- Submit complete reimbursement request for all associated deployment expenses within ninety (90) days of return to home base from a deployment.
- Complete and submit the FY19/2020 Cooperative Agreement Grant request on time, to ensure continued funding for the program.
- Ensure reporting and regulatory requirements are met for any/all awards received from the State or FEMA US&R Branch.
- Complete annual Readiness Assessment Program (RAP)* documentation as required by FEMA US&R Branch. (Note: The annual RAP process is a program management tool developed to assist the System's 28 task forces and the US&R Branch with analyzing capability and improving the System.)
- Complete the triennial Administrative Readiness Evaluation (ARE) in July 2019. This is an audit of task force performance and records conducted by a cadre of FEMA US&R officials and system TF peer evaluators.

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	2015	2016	2017	2018	2019*
Compliment of Rostered Members	207	225	186	210	190
Compliment of Trained Members	196	212	178	179	174
Compliment of Deployable Members	187	185	159	160	164

*Note: Each Jan/Feb we recruit new members; our 2019/20 goal is to have 200 members. We are allowed a maximum of 210 rostered members, per FEMA.

	2015	2016	2017	2018	2019*
Number of deployable Live Find Canine Teams	7	8	10	7	9
Number of deployable Human Remains (HRD) Canine Teams	1	1	1	1	1

*Note: HRD teams are not required by FEMA but are recognized as a valuable capability for recovery operations.

	2016	2018	2019*
Rescue Specialists Trained	85	85	80

*Note: A Structural Collapse Specialist (SCS) rescue training course is tentatively planned for spring, 2020. UFA Heavy Rescue Technicians obtain required Structural Collapse Specialist certification through US&R at no expense to UFA. UT-TF1 has trained nearly all of the Heavy Rescue Specialists in UFA & SLCity FD.

FY18/19 Accomplishments

Administrative

- Staffing changes
 - Reinstated Training Manager position at Captain rank (December 2018)
 - Filled position for the FT Logistics Manager/Captain (December 2018)
 - Converted Program Specialist position to FT (February 2018)
- Successful submission of FY2018 FEMA \$1.28M Cooperative Agreement Grant
- Successful submit for \$50K grant from State of Utah DHS/DEM
- Completion of annual Member Readiness Event involving all members
- Completion of communications equip/services purchases per FEMA guidance using dedicated supplemental funds
- Successful submit for reimbursement from FEMA for hurricanes Lane and Olivia
- MOUs completed with Draper City FD and West Valley City FD making them participating agencies
- Instituted a formal Task Force Leader training program, quarterly sessions
- Improved and relaunched the UT-TF1 website
- Enhanced relations with outside agencies
 - Utah National Guard MEDEVAC Unit
 - Utah National Guard CERFP (CBRN Enhanced Response Force Packages)
 - Utah Transit Authority
 - State of Utah (SERT/EOC)

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Training

- *Hosted AFMAN/IATA for Logistics Specialists & Logistics Team Managers (January 2018)*
- *Hosted Confined Space Rescue Technician Course for the UTNG Civil Support Team (May 2018)*
- *Trained 51 Task Force Members in Surface Water Rescue Technician (January/February 2018)*
- *Sent two task force members to Safety Officer Course (January 2018)*
- *Recertified 1 canine search team (January 2018)*
- *Trained 46 Task Force Members in MEDEVAC 101/201 (January/February/April 2018)*
- *Hosted Rope Rescue Technician Course (March 2018)*
- *Sent two task force members to a water operations workshop in Texas (April 2018)*
- *Sent three Structural Engineers to Regional Training (April 2018)*
- *Six canine teams participated in the Shakeout drill at Shriners Hospital (April 2018)*
- *Hosted a Confined Space Rescue Technician Course for UTNG Civil Support Team (May 2018)*
- *Hosted Advanced Exterior & Interior Shoring Courses. UFA & SLCFD Heavy Rescues attended (May/June 2018)*
- *Hosted Technical Search Specialist Course (May 2018)*
- *Sent a new team doctor to Medical Specialist Course (May 2018)*
- *Hosted Swift Water Rescue Technician Courses (May 2018)*
- *Sent seven task force members to Swift Water Boat Operator Training in Blythe, CA (June 2018)*
- *Hosted Superfit Canine Workshop at Camp Williams. (July 2018)*
- *Hosted a Full Scale Exercise at Camp Williams, OCONUS scenario earthquake/landslide in the Dominican Republic, 100 people participated in the event. (September 2018)*
- *Approximately 20 task force members participated in hoist training with the UTNG MEDEVAC unit*
- *Hosted Structural Collapse Specialist Instructor Update (November 2018)*

Logistics

- *Completed additional purchases of water rescue/boat cache purchases and placed in service*
- *Furthered the development of the Type I ARM airlift load plan and ICODES account*
- *Updated MOU with HAFB for airlift capability*
- *Updated MOU with AmerisourceBergen for pharmaceutical cache access and management*

Deployments

Hurricane Florence – Virginia, Carolinas

UT-TF1 was activated 2030 hours on August 24, 2018. The task force mobilized a fleet of 5 vehicles and traveled for 40 hours and 2,200 miles. We deployed 16 personnel as an MRP-W (water rescue) with a cache of equipment and four boats. They were assigned to cover several divisions within the state of Virginia and spent seven days in theater primarily monitoring these areas for flooding and providing aid/contact with affected populations.

Hurricanes Lane/Olivia/Michael – Hawaii, Florida

Deployed team members as part of the FEMA Incident Support Teams (IST) to provide overall management of Task Force assets that were positioned and working within and around the States of Hawaii and Florida during the 2018 hurricane season. UT-TF1 IST members functioned as PIO, US&R Specialist, Medical Unit Leader, Plans Deputy Chief, Logistics Deputy Chief, Operations Division Supervisor, and Communications Specialist.

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FY19/20 Action Items

- Upgrade Training Manager from current Specialist rank to Captain level leadership by February 2019. (Performance Measure)
- Increase number of deployable and trained task force members by July 2019. (Outcome 1-J)
- Open discussions with other agencies for potential task force membership by June 2019. (Outcome 1-O)
- Increase the number of Live Find and Human Remains capable canine teams by July 2019. (Outcome 1-J)
- Conduct multiple modular/MRP-W deployment exercises for at least 40 members of the task force in 2019. Exercise all phases of the five OREEP mobilization modules for measurement of task force abilities and to identify areas of improvement by December 2019. (Outcome 1-T)
- Continuation of Task Force Leaders (TFLs) training with specific areas of responsibility within the task force to develop and manage in order to increase program awareness of critical task force needs by July 2019. (Outcome 4-A)
- Update the task force 3 year strategic plan and plan purchases for the FY 18 grant funds accordingly by July 2019. (Outcome 1-G)
- Identify additional funding sources (i.e. grants) for which UT-TF1 will qualify by December 2019. (Outcome 1-J)
- Review all current Agreements and MOU's and update as necessary by July 2019. (Outcome 1-T)
- Assess current capability of UT-TF1 training facilities against future needs by January of each year and incorporate into annual budget process for UFA. (Outcome 1-T)
- Conduct Rescue Specialists Structural Collapse Specialists course by May 2020. (Outcome 1-T)
- Purchase two new light fleet pickup trucks to replace aging vehicles by July 2019 (Outcome 1-B)

Budget Detail

Revenue

Reimbursement for warehouse costs \$24,000

UT-TF1 leases approximately 19,000 square feet of warehouse and office space in UFA's warehouse facility and entered into a reimbursement agreement with UFA for its share of various costs, such as warehouse storage, office space, office equipment, and utilities.

Reimbursement for Personnel costs \$612,794

UT-TF1 reimburses UFA for salaries and benefits for staff performing task force daily operations, including 100% of five full-time allocations and two part-time allocations, as well as the majority of the cost for its Program Manager/Special Ops Division Chief.

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Personnel

Training Manager (full-time) reinstated at a Captain rank \$130,861

In January, 2019 the position of Training Manager was reinstated to the rank of Captain. Approved by AC Watson and Chief Petersen, this position and upgraded annual salary and benefits are fully funded from the US&R FY18/19 Preparedness Cooperative Agreement. This position is now a full-time Captain P-23 with an annual salary and benefits of \$130,861. This position will continue to be fully-funded through Cooperative Agreement Grant. The difference in pay/benefits for this position (from Specialist to Captain) is estimated to be \$14,000.

Overtime \$9,800

Budgeted personnel overtime is pooled for use by all UT-TF1 staff personnel and is generally utilized during preparation for audits, projects, and larger scale events. Most personnel overtime (not related to this budgeted overtime number) is tied to FEMA deployment activities and is reimbursable through response grants.

Capital Outlay

None

Non-Personnel Detail by Account

Account	Description		Account Total
10-87-350	PROFESSIONAL FEES		\$10,000
	UFA has contributed funds in the past to the task force to assist with expenses that are not normally covered by the grant. This year we are asking that UFA sustain this amount. These funds would be used for modular water/boat rescue training as well as to assist the expense of purchasing supplies/equipment.		
10-87-800	REIMBURSEMENTS DUE TO UFA		\$24,000
	Utilities & services related to warehouse (USAR portion 24%)	18,900	
	Copier lease	2,850	
	Satellite phone service	2,250	

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		ACTUAL	ACTUAL	ACTUAL	BEGINNING	FINAL	PROPOSED	TENTATIVE	ADOPTED	% INCREASE
	GL	FY15-16	FY16-17	FY17-18	FY18-19	FY18-19	FY19-20	FY19-20	FY19-20	BEGINNING
		USAR 87	USAR 87	USAR 87	USAR 87	USAR 87	USAR 87	USAR 87	USAR 87	FY19 to FY20
										BUDGET
REVENUE										
USAR REIMBURSEMENTS	1039450	513,425	468,073	432,743	563,617	563,617	609,422	612,794	612,794	8.7%
USAR REIMBURSEMENTS - DEPLOYMENT	1039451	0	0	580,107	0	48,315	0	0	0	0.0%
TOTAL REVENUE		513,425	468,073	1,012,851	563,617	611,932	609,422	612,794	612,794	8.7%
PERSONNEL EXPENDITURES										
SALARIES	100	290,122	289,095	323,812	403,842	403,842	423,469	426,102	426,102	5.5%
OVERTIME	120	13,668	29,227	13,745	9,800	9,800	9,800	9,800	9,800	0.0%
OTHER BENEFITS	130	100,283	98,987	101,237	1,839	1,839	5,124	5,124	5,124	178.6%
MEDICAL/DENTAL/LIFE INSURANCE	132	0	0	0	51,725	51,725	49,675	49,675	49,675	-4.0%
RETIREMENT CONTRIBUTIONS	133	0	0	0	80,950	80,950	91,037	91,668	91,668	13.2%
PAYROLL TAX	134	0	0	0	15,059	15,059	14,644	14,682	14,682	-2.5%
WORKERS COMP	135	5,505	6,005	3,457	7,972	7,972	9,016	9,095	9,095	14.1%
UNIFORM ALLOWANCE	140	1,935	1,890	1,435	2,520	2,520	2,760	2,760	2,760	9.5%
SALARIES - DEPLOYMENT	171	0	0	0	0	18	0	0	0	0.0%
OVERTIME - DEPLOYMENT	172	0	0	446,934	0	34,029	0	0	0	0.0%
BENEFITS - DEPLOYMENT	173	0	0	52,313	0	8,330	0	0	0	0.0%
VAC/SICK PAYOUTS	160	0	0	0	0	0	0	0	0	0.0%
TOTAL PERSONNEL EXPENDITURES		411,512	425,203	942,933	573,707	616,084	605,525	608,906	608,906	6.1%
NON PERSONNEL EXPENDITURES										
PROFESSIONAL FEES	350	50,000	50,000	0	10,000	10,000	10,000	10,000	10,000	0.0%
REIMBURSEMENT DUE TO UFA	800	0	0	0	12,000	12,000	24,000	24,000	24,000	100.0%
USAR DEPLOYMENT COST (NON_PR)	801	0	0	0	0	5,938	0	0	0	0.0%
TOTAL NON PERSONNEL EXPENDITURES		50,000	50,000	0	22,000	27,938	34,000	34,000	34,000	54.5%
TOTAL EXPENDITURES		461,512	475,203	942,933	595,707	644,022	639,525	642,906	642,906	7.9%
NET EFFECT ON UFA GENERAL FUND BUDGET		51,913	-7,130	69,918	-32,090	-32,090	-30,103	-30,112	-30,112	-6.2%