

New York State Task Force -2

Standard Operating Procedure

Subject: Executive Board

Section: 100 General

Procedure # 111

Date: 07 July 2003

Revised: 24 August 2015 (BS)

Purpose: The purpose of this SOP is to establish the purpose, duties and composition of the NY-TF2 Executive Board.

Scope: This procedure applies to the New York State Regional Response Team (NY-TF2), Executive Board members and Office of Fire Prevention & Control staff assigned to NY-TF2 operations.

Executive Board Purpose:

1. Provide guidance and advice to the Office of Fire Prevention and Control on issues, policies, and procedures pertaining to NY-TF2
2. Assure implementation of established policies and procedures

Executive Board Duties: The Executive Board shall review and advise on team issues including (but not limited to):

- Team administrative management
- Team personnel management
- Team training
- Team membership (May and November meetings are designated for review of all members.)
- Team response equipment and vehicles

Board Membership Composition: The executive board will consist of the following voting members:

- 1 Representative from OFPC staff to serve as Chairman (appointed by the Special Operations Branch Chief)
- 2 Team Leaders
- 1 Rescue Team Manager
- 1 Technical Team Manager
- 1 Medical Team Manager
- 3 Members elected at large from general team membership
 - Each to serve 3 years with staggered election year
 - Elected members shall be on the deployable list at the time of election and maintain this status for the duration of their term

(OFPC Rep., Rescue Team. Mgr., Tech. Team Mgr., and Med Team Mgr. serve by title not by name. If more than one person in each category is present, only one person assigned to the respective position will serve as a voting member.)

(At large members will be nominated from the floor at the December team meeting with elections immediately following nominations.)

Additionally, administrative support personnel (non-voting) shall be assigned to serve as board secretary and perform other administrative functions deemed necessary by the board.

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The Executive Board, at their January Meeting will elect, by majority vote, a Vice Chairman. Their duties will include: development of the meeting agenda and the proper conduct of the Executive Board meetings.

The January meeting shall be designated as the annual organizational meeting.

The May and November meetings shall be reserved for review of all member training and participation.

The Chairman shall assign Board members to act as liaisons to current and ongoing projects/ programs.

Authority:

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NY-TF2 Operations