






TO: SOUTHERN NEVADA DISTRICT BOARD OF HEALTH **DATE:** January 23, 2025

RE: *Interlocal Agreement between Clark County, Nevada, member agencies, and Southern Nevada Health District*

PETITION #19-25

That the Southern Nevada District Board of Health *approve the Interlocal Agreement CBE # 606565-23 (SNHD C2500080) between Clark County, Nevada, select member municipalities and the Southern Nevada Health District (SNHD) for member participation in the Southern Nevada Type 3-Incident Management and Assistance Team (IMAT).*

PETITIONERS:

Jeff Quinn, MPH *Public Health Preparedness Manager* 
Maria Azzarelli, EMHA, CHES, *Acting Director of Community Health* 
Cassius Lockett, PhD *District Deputy Health Officer-Operations*
Fermin Leguen, MD, MPH, *District Health Officer* 

DISCUSSION:

NRS 277.180 authorizes public agencies to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which any of the public agencies entering into the contract is authorized by law to perform. Clark County, through its Fire Department, has created an Office of Emergency Management (OEM) in accordance with NRS Chapter 414. Clark County through OEM has established a Type 3 All-Hazard Incident Management Assistance Team (IMAT) to organize and manage the most serious, complex, and costly emergency incidents that occur in Clark County, and incidents in Lincoln, Nye, and Esmeralda Counties south of Tonopah; and to respond nationally through state or federal request. The IMAT consists of trained personnel from different departments, organizations, agencies, and jurisdictions within the Department of Homeland Security Urban Area Security Initiative (UASI) region of Las Vegas and surrounding area south of Tonopah, activated to support incident management upon request by Nevada Division of Emergency Management/Homeland Security or Southern Nevada Emergency Managers. The IMAT is a comprehensive resource team that has the ability to either augment ongoing operations through provision of infrastructure support, or when requested, transition to an incident management function to include all components/functions of a command and general staff. The IMAT members may be comprised of personnel from the City of Las Vegas, City of Henderson, City of North Las Vegas, University of Nevada Las Vegas, Las Vegas Metropolitan Police Department, Southern Nevada Health District, Clark County School District, Nye County, City of Boulder City, City of Mesquite, Lincoln County, Esmeralda County, Moapa Valley Fire



Protection District, and Mount Charleston Fire Protection District who have expertise and training to work as part of the IMAT. A requesting agency incident commander or other authorized representative may submit a request for IMAT activation through the various jurisdiction's designated Emergency Management Coordinator.

The request for activation will be forwarded to the Nevada Division of Emergency Management/Homeland Security ("NV DEM/HS") for approval which will then be forwarded to OEM. Once NV DEM/HS authorizes team activation, OEM will notify all the regional agency emergency management coordinators of the activation.

If activation is declined by NVDEM/HS, a jurisdiction Emergency Management Coordinator may request IMAT team activation through Clark County OEM. Clark County OEM is authorized to activate the team based on available staffing when participating agencies agree to allow their employees to respond to the activation request.

FUNDING:

No Funding associated with this agreement.

CBE NO. 606565-23

**INTERLOCAL AGREEMENT FOR SOUTHERN NEVADA ALL-HAZARD
INCIDENT MANAGEMENT ASSISTANCE TEAM (IMAT)**

This INTERLOCAL AGREEMENT herein after referred to as "AGREEMENT" is entered into on this _____ day of _____, 2024 by and between CLARK COUNTY, Nevada, hereinafter referred to as "COUNTY" and CITY OF LAS VEGAS, CITY OF HENDERSON, CITY OF NORTH LAS VEGAS, UNIVERSITY OF NEVADA LAS VEGAS, LAS VEGAS METROPOLITAN POLICE DEPARTMENT, SOUTHERN NEVADA HEALTH DISTRICT, CLARK COUNTY SCHOOL DISTRICT, NYE COUNTY, CITY OF BOULDER CITY, CITY OF MESQUITE, LINCOLN COUNTY, ESMERALDA COUNTY, MOAPA VALLEY FIRE PROTECTION DISTRICT, MOUNT CHARLESTON FIRE PROTECTION DISTRICT hereinafter referred to as "AGENCY" for SOUTHERN NEVADA ALL-HAZARD INCIDENT MANAGEMENT ASSISTANCE TEAM (IMAT). COUNTY and AGENCY may hereafter be referred to collectively as "PARTIES".

WITNESSETH:

WHEREAS, NRS 277.180 authorizes public agencies to contract with any one or more other public agencies to perform any governmental service, activity, or undertaking which any of the public agencies entering into the contract is authorized by law to perform;

WHEREAS, COUNTY, through its Fire Department, has created an Office of Emergency Management (OEM) in accordance with NRS Chapter 414;

WHEREAS, COUNTY through OEM has established a Type 3 All-Hazard Incident Management Assistance Team (IMAT) to organize and manage the most serious, complex, and costly emergency incidents that occur in Clark County, and incidents in Lincoln, Nye, and Esmeralda Counties south of Tonopah; and to respond nationally through state or federal request;

WHEREAS, the IMAT consists of trained personnel from different departments, organizations, agencies, and jurisdictions within the Department of Homeland Security Urban Area Security Initiative (UASI) region of Las Vegas and surrounding area south of Tonopah, activated to support incident management upon request by Nevada Division of Emergency Management/Homeland Security or Southern Nevada Emergency Managers;

WHEREAS, the IMAT is a comprehensive resource team that has the ability to either augment ongoing operations through provision of infrastructure support, or when requested, transition to an incident management function to include all components/functions of a command and general staff;

WHEREAS, the IMAT members may be comprised of personnel from the City of Las Vegas, City of Henderson, City of North Las Vegas, University of Nevada Las Vegas, Las Vegas Metropolitan Police Department, Southern Nevada Health District, Clark County School District, Nye County, City of Boulder City, City of Mesquite, Lincoln County, Esmeralda County, Moapa Valley Fire Protection District, and Mount Charleston Fire Protection District who have expertise and training to work as part of the IMAT;

WHEREAS, a requesting agency incident commander or other authorized representative may submit a request for IMAT activation through the various jurisdiction's designated Emergency Management Coordinator;

WHEREAS, the request for activation will be forwarded to the Nevada Division of Emergency Management/Homeland Security ("NV DEM/HS") for approval which will then be forwarded to OEM;

WHEREAS, once NV DEM/HS authorizes team activation, OEM will notify all the regional agency emergency management coordinators of the activation;

WHEREAS, if activation is declined by NVDEM/HS, a jurisdiction Emergency Management Coordinator may request IMAT team activation through Clark County OEM. Clark County OEM is authorized to activate the team based on available staffing when participating agencies agree to allow their employees to respond to the activation request;

WHEREAS, the PARTIES agree that activations can be either voluntary by participating AGENCY assuming their own personnel costs, or, if AGENCY is not willing to assume their personnel costs, may have personnel costs charged to the requesting AGENCY, or AGENCY can decline the activation request. The responsibility to assume personnel costs shall be included in the notification to AGENCY representative;

WHEREAS, the PARTIES desire to outline the obligations and expectations resulting from the team activation;

WHEREAS, COUNTY has determined that it is in the best interest of the community, to allow the various jurisdictions listed above to participate in the IMAT.

NOW, THEREFORE, the PARTIES mutually agree as follows:

ARTICLE I: SCOPE OF WORK

AGREEMENT sets forth the PARTIES respective responsibilities with regard to member participation in the Southern Nevada IMAT. Nothing in this AGREEMENT is intended to lessen the responsibility or restrict the authority of COUNTY or AGENCY to act as provided by law or regulation.

A. COUNTY AGREES TO:

1. Organize the IMAT following the directives and policies outlined in the IMAT Operating Guidelines.
2. Provide administrative and personnel management relating to reporting requirements for all members of the IMAT.
3. Ensure all training records for all IMAT related training is maintained for review by the State, COUNTY, and the respective AGENCY.
4. Provide notification to the AGENCY of all advisories, alerts, and activations for the IMAT to permit the AGENCY to prepare and plan for deployments of its members.
5. Contact AGENCY representative for voluntary AGENCY support by allowing participating employees to respond to the IMAT reporting location rather than their assigned workplace until AGENCY recalls the employee or the emergency has been controlled.
6. Provide an incident reporting location to responders as soon as it has been determined.

B. AGENCY AGREES TO:

1. Upon notification of an IMAT activation by COUNTY, AGENCY agrees to release requested employees, who are approved members of the IMAT, from their regular assigned duties within sufficient time for emergency activation. All pay due to employees shall be borne by the AGENCY unless the pay is reimbursable by state, federal, or local activation. In these cases, the agency shall be reimbursed for costs by the appropriate payor in a reasonable time following incident closeout.
2. Name an AGENCY representative to serve as a point of contact for member eligibility to respond to team activities. AGENCY shall either accept or decline the request for employee participation within 2 hours of notification by COUNTY.
3. Maintain an interest list of employees of AGENCY who desire to become members of the IMAT, who understand the requirements and provision required under the IMAT program.
4. Permit selected employees who are members of the IMAT to attend all training, deployment exercises and work details as required for their respective position on the IMAT.
5. To provide all AGENCY employed IMAT members with Workers Compensation and liability coverage when AGENCY employed personnel are attending local authorized or sanctioned trainings exercises, IMAT meetings, and/or work details.

C. COUNTY AND AGENCY BOTH AGREE THAT:

1. Employees of AGENCY who are members of the IMAT shall abide by all rules adopted by the Southern Nevada IMAT Operating Guidelines that were received upon acceptance to the team. The operating guideline is subject to periodic changes to reflect the potential staff and policy changes.

ARTICLE II: TERM OF AGREEMENT

Commencing from the date of execution of AGREEMENT, the term shall be for one (1) year. Thereafter, unless terminated pursuant to the provisions contained herein, the term of AGREEMENT will automatically renew for a one (1) year term, not to exceed five (5) years from the date of execution.

Notwithstanding the foregoing provision, either party may terminate AGREEMENT, without cause, upon giving ninety (90) days written notice to the other party. In the event the Budget Act and Fiscal Fund Out provision is invoked, AGREEMENT shall expire June 30th of the current fiscal year. Termination due to the failure of COUNTY or AGENCY to appropriate monies shall not relieve the PARTIES' obligations under AGREEMENT incurred through June 30th of the fiscal year for which monies were appropriated for their operations.

ARTICLE III: PRICE, PAYMENT, AND SUBMISSION OF INVOICE

A. COUNTY AGREES TO:

1. Provide travel expenses to responding team members based on the Clark County travel policy when travel is reimbursable, if not, AGENCY will be responsible for reasonable travel expenses.
2. Apply for grant funding from reasonably known funding sources to aid in the reimbursement of staffing costs of the various AGENCY.
3. To compensate IMAT members with grant funds, if available, upon receipt of an invoice from the AGENCY for those members who are activated, while they are activated at their contractual rate as negotiated between AGENCY and the union representing its employees. Such compensation includes, but not limited to wages and benefits shall be subject to the availability of appropriated grant funds. If there is insufficient funding, funding will be dispersed to the AGENCY on a pro rata basis.
4. Pursue reimbursement for costs incurred by IMAT team activation through federal or state request, which could include Agency personnel wages and benefits.

B. AGENCY AGREES TO:

1. Except as provided herein, seek no reimbursement from COUNTY for services and/or expenses incurred by AGENCY related to this AGREEMENT.
2. Compensate those employees of AGENCY who are members of the IMAT in accordance with applicable AGENCY labor contracts and submit invoices to COUNTY for reimbursement of actual costs pursuant to Section III.A(3) of this AGREEMENT.

C. COUNTY AND AGENCY BOTH AGREES THAT:

1. Employees of AGENCY agree not to seek additional compensation or reimbursement from COUNTY. If employee receive compensation by AGENCY for expenses, then reimbursement will be made to AGENCY.
2. IMAT members shall be compensated in accordance with pay schedules and policies as set forth by FEMA requirements and guidelines. If no such compensation is allowed under the policies, any compensation due to an employee of AGENCY serving as an IMAT member remains the obligation of AGENCY.

3. PARTIES understand and agree that nothing in this AGREEMENT creates an employment relationship with the respective AGENCY'S employee. Other than reimbursement for duties performed under the terms of this AGREEMENT as funded by available grant funds, all other employment obligations remain with the jurisdiction under which the employees are employed.
4. Notwithstanding the monetary obligations of this AGREEMENT, this AGREEMENT may terminate, and COUNTY'S reimbursement obligations thereunder shall be extinguished should Federal, State, or local grant opportunities fail to appropriate monies for the payment of obligations incurred for the operation of the IMAT.

If COUNTY rejects an invoice as incomplete, AGENCY will be notified within thirty (30) calendar days of receipt and AGENCY will have thirty (30) days to correct the invoice and resubmit.

Invoices shall be submitted as follows: Assistant Chief Kevin Lunkwitz 575 E Flamingo Rd. Las Vegas, NV 89119

AGENCY must notify COUNTY in writing of any changes to AGENCY remit payment address or other pertinent information that may affect issuance of payment and allow thirty (30) days for the change to be processed.

COUNTY is not responsible for late payments on inaccurate invoices and/or incomplete or unsatisfactory deliverables or milestones. COUNTY does not pay late fees or charges. Final payment may be withheld until all deliverables have been submitted and accepted or final services have been rendered.

ARTICLE IV: FISCAL FUNDING OUT CLAUSE

In accordance with the Nevada Revised Statutes (NRS 354.626), the financial obligations under AGREEMENT between the PARTIES shall not exceed those monies appropriated and approved by COUNTY for the then current fiscal year under the Local Government Budget Act. AGREEMENT shall terminate and COUNTY'S obligations under it shall be extinguished at the end of any of COUNTY'S fiscal years in which COUNTY'S governing body fails to appropriate monies for the ensuing fiscal year sufficient for the payment of all amounts which could then become due under AGREEMENT. COUNTY agrees that this section shall not be utilized as a subterfuge or in a discriminatory fashion as it relates to AGREEMENT. In the event this section is invoked, AGREEMENT will expire on the 30th day of June of the current fiscal year. Termination under this section shall not relieve COUNTY of its obligations incurred through the 30th day of June of the fiscal year for which monies were appropriated.

ARTICLE V: AMENDMENT / ENTIRE AGREEMENT

Amendment to AGREEMENT may be made only upon mutual consent in writing, by the PARTIES hereto and executed with the same formality attending the original. Executed AGREEMENT, together with any attachments, contains the entire agreement between COUNTY and AGENCY relating to the rights granted and obligations assumed by the PARTIES hereto. Any prior agreements, promises, negotiations or representations, either oral or written, relating to the subject matter of agreement not expressly set forth in AGREEMENT are of no force or effect.

ARTICLE VI: SUBCONTRACTS

AGREEMENT is entered into to secure the services of AGENCY. Services specified in this AGREEMENT shall not be subcontracted by AGENCY without the written consent of COUNTY.

ARTICLE VII: ASSIGNMENTS

Neither party may assign or delegate all or any part of AGREEMENT without the written consent of both PARTIES and executed with the same formality as attending this original.

ARTICLE VIII: NOTICES

Any notice required or permitted to be given hereunder shall be in writing and shall either be delivered personally to the party to whom such notice is given, or sent to it by United States registered or certified mail, postage prepaid and return receipt requested, addressed or delivered to such party at the address or addresses designated below (or such other address or addresses as may hereafter be designated by a party) by written notice to the other party:

To COUNTY: Attention: Assistant Chief Kevin Lunkwitz
Office of Emergency Management & Homeland Security
575 East Flamingo Road
Las Vegas, Nevada 89119

To AGENCY: Attention: Office of Emergency Management
City of Las Vegas
495 South Main Street
Las Vegas, Nevada 89101

Attention: Office of Emergency Management
City of Henderson
240 South Water Street
Henderson, Nevada 89015

Attention: Office of Emergency Management
City of North Las Vegas
4040 Losee Road
North Las Vegas, Nevada 89030

Attention: Louise Hardy
University of Nevada Las Vegas
4505 South Maryland Parkway
Las Vegas, Nevada 89154

Attention: Diana Clarkson
Las Vegas Metropolitan Police Department
400 South Martin Luther King Boulevard
Las Vegas, Nevada 89106

Attention: Jeff Quinn and Legal Department
Southern Nevada Health District
280 South Decatur Boulevard
Las Vegas, Nevada 89107

Attention: School Safety Director
Clark County School District
120 Corporate Park Drive
Henderson, Nevada 89074

Attention: Scott Lewis
Nye County
2100 East Walt Williams Drive
Pahrump, Nevada 89048

Attention: Greg Chesser
City of Boulder City
1101 Elm Street
Boulder City, Nevada 89005

Attention: Jayson Andrus
City of Mesquite
3 John Deere Drive
Mesquite, Nevada 89027

Attention: Eric Holt
Lincoln County
PO Box 90
Pioche, Nevada 89043

Attention: Paul Melendrez
Esmeralda County
PO Box 517
Goldfield, Nevada 89013

Attention: Stephen Neel
Moapa Valley Fire Protection District
3570 N. Lyman
PO Box 578
Logandale, NV 89021

Attention: Jason Douglas
Mount Charleston Fire Protection District
4650 Kyle Canyon Road
Mt. Charleston, NV 89124

ARTICLE IX: POLICIES AND PROCEDURES

AGENCY agrees to abide by all quality assurance, utilization review, peer review and consultation, standardized reporting, credentialing, and policies and procedures mutually established by COUNTY and AGENCY.

ARTICLE X: INSURANCE

AGENCY agrees to maintain, at its own expense, general liability and medical malpractice insurance, through a self-funded program, on its employees and officers.

ARTICLE XI: WAIVER AND SEVERABILITY

Any waiver of a breach of any provision of AGREEMENT shall not be deemed a waiver of any other breach of the same or different provision. In the event any provision of AGREEMENT is rendered invalid or unenforceable by any valid act of Congress or the Nevada State Legislature, or declared null and void by any court of competent jurisdiction, or is found to be in violation of State Statutes and/or regulations, said provision(s) hereof will be immediately void and may be renegotiated for the sole purpose of rectifying the non-compliance. The remainder of the provisions of AGREEMENT not in question shall remain in full force and effect.

ARTICLE XII: LAW OF VENUE

AGREEMENT shall be governed by the laws of the State of Nevada.

ARTICLE XIII: NO PRIVATE RIGHT CREATED

The PARTIES do not intend to create in any other individual or entity the status of a third-party beneficiary, and this AGREEMENT shall not be construed to create such status. The rights, duties, and obligations contained in the AGREEMENT shall operate only between the PARTIES to this AGREEMENT and shall inure solely to the benefit of the PARTIES determining and performing their obligations under this AGREEMENT.

ARTICLE XIV: EXECUTION IN COUNTERPARTS

This AGREEMENT may be executed in multiple counterparts, each of which shall be deemed an original, but which together shall constitute one instrument. Facsimile or electronic transmissions of documents and signatures shall have the same force and effect as originals.

ARTICLE XV: INTERPRETATION

This AGREEMENT and each of the terms and provisions of it are deemed to have been explicitly negotiated by the PARTIES, and the language in all parts of this AGREEMENT shall, in all cases, be construed according to its fair meaning and not strictly for or against either of the PARTIES hereto. The captions and headings in this AGREEMENT are used only for convenience and are not intended to affect the interpretation of the provisions of this AGREEMENT. This AGREEMENT shall be construed so that wherever applicable the use of the singular number shall include the plural number, and vice versa, and the use of any gender shall be applicable to all genders.

ARTICLE XVI: WARRANT OF AUTHORITY

Each of the signatories hereto warrants and represents that he or she is competent and authorized to enter into this AGREEMENT on behalf of the COUNTY and AGENCY for whom he or she purports to sign this AGREEMENT.

IN WITNESS WHEREOF, the PARTIES hereto have caused AGREEMENT to be signed and intend to be legally bound thereby.

COUNTY OF CLARK:

BY: _____

BRETT M. WOOD, CPPO, CPPB, PMP
Purchasing Deputy Director

ATTEST:

BY: _____

LYNN MARIE GOYA
County Clerk

APPROVED AS TO FORM:

Steven Wolfson, District Attorney

BY: _____

SARAH SCHAERRER
Deputy District Attorney

CITY OF LAS VEGAS, NEVADA

BY: _____

CAROLYN GOODMAN
Mayor

ATTEST:

BY: _____

LUANN D HOLMES, MMC
City Clerk

APPROVED AS TO FORM:

BY: _____

BRYAN SCOTT
City Attorney

CITY OF HENDERSON, NEVADA

BY: _____

MICHELLE ROMERO
Mayor

ATTEST:

BY: _____

JOSE LUIS VALDEZ, CMC
City Clerk

APPROVED AS TO FORM:

BY: _____

NICHOLAS VASKOV
City Attorney

CITY OF NORTH LAS VEGAS, NEVADA

BY: _____

PAMELA GOYNES-BROWN
Mayor

ATTEST:

BY: _____

DR. RYANN JUDEN
City Manager

APPROVED AS TO FORM:

BY: _____

MICAELA R. MOORE
City Attorney

UNIVERSITY OF NEVADA LAS VEGAS, NEVADA

BY: _____

ARNOLD VASQUEZ
Director of University Police Services

ATTEST:

BY: _____

LOUISE HARDY
Assistant Director of University Police Services

APPROVED AS TO FORM:

BY: _____

ELDA LUNA SIDHU, ESQ
General Counsel
Office of the President, UNLV

LAS VEGAS METROPOLITAN POLICE DEPARTMENT, NEVADA

BY: _____

KEVIN MCMAHILL
Metro, Sheriff

ATTEST:

BY: _____

DIANA CLARKSON
Metro, Emergency Manager

APPROVED AS TO FORM:

BY: _____

MATTHEW CHRISTIAN
Asst. General Counsel
Metro
Attorney

SOUTHERN NEVADA HEALTH DISTRICT, NEVADA

Signature RedactedSignature Redacted
Signature RedactedSignature Redacted
Signature RedactedSignature Redacted
Signature RedactedSignature Redacted

BY:

CASSIUS LOCKETT, PHD
Deputy District Health Officer - Operations

APPROVED AS TO FORM:

Signature RedactedSignature Redacted
Signature RedactedSignature Redacted
Signature RedactedSignature Redacted

BY

HEATHER ANDERSON – FINTAK, ESQ. _____
General Counsel
Southern Nevada Health District

CLARK COUNTY SCHOOL DISTRICT, NEVADA

BY: _____

BRENDA LARSON-MITCHELL
Interim Superintendent of Schools

BY: _____

EVELYN GARCIA MORALES
President, Board of Trustees

BY: _____

LISA GUZMAN
Clerk, Board of Trustees

APPROVED AS TO FORM:

BY: _____

JON OKASAKI
General Counsel

NYE COUNTY, NEVADA

BY: _____

LORINA DELLINGER
County Manager

ATTEST:

BY: _____

SCOTT LEWIS
Emergency Manager

APPROVED AS TO FORM:

BY: _____

BRIAN KUNZI
District Attorney

CITY OF BOULDER CITY, NEVADA

BY: _____

JOE HARDY
Mayor

ATTEST:

BY: _____

TAMI MCKAY, MMC, CPO
City Clerk

APPROVED AS TO FORM:

BY: _____

BRITTANY WALKER, ESQ.
City Attorney

CITY OF MESQUITE, NEVADA

BY: _____

JAYSON ANDRUS
Chief, City of Mesquite

ATTEST:

BY: _____

AL LITMAN
Mayor, City of Mesquite

APPROVED AS TO FORM:

BY: _____

BRYAN PACK
Mesquite City Attorney

LINCOLN COUNTY, NEVADA

BY: _____

ERIC HOLT
Emergency Manager

ATTEST:

BY: _____

JANINE WOODWORTH
Chair, County Commission

APPROVED AS TO FORM:

BY: _____

DYLAN FREHNER
DA, Lincoln County

ESMERALDA COUNTY, NEVADA

BY: _____

PAUL MELENDREZ
Esmeralda County Emergency Manager

ATTEST:

BY: _____

RALPH KEYES
Chair, County Commission

APPROVED AS TO FORM:

BY: _____

ROBERT GLENNEN III
DA Esmeralda County

MOAPA VALLEY FIRE PROTECTION DISTRICT, NEVADA

BY: _____

MARILYN KIRKPATRICK, Chair
Moapa Valley Fire Protection District Board of Fire Commissioners

ATTEST:

BY: _____

LYNN MARIE GOYA
County Clerk

APPROVED AS TO FORM:

BY: _____

SARAH SCHAERRER
Deputy District Attorney

MOUNT CHARLESTON FIRE PROTECTION DISTRICT, NEVADA

BY: _____

ROSS MILLER, Chair
Mount Charleston Protection District Board of Fire Commissioners

ATTEST:

BY: _____

LYNN MARIE GOYA
County Clerk

APPROVED AS TO FORM:

BY: _____

SARAH SCHAERRER
Deputy District Attorney

CBE 606565-23
ATTACHMENT A

Southern
Nevada
All-Hazard
Incident
Management
Assistance
Team

2024

Southern Nevada
IMAT

OPERATING
GUIDELINES

Table of Contents

Operating Guidelines.....	3
Team Member Expectations.....	4
Responsibilities Prior to Dispatch.....	5
Equipment.....	7
Team Request.....	7
Responsibilities Upon Deployment.....	8
Procedures at Incident.....	9
Standard Meeting Information.....	11
Demobilization.....	14
Law Enforcement.....	17
Transportation.....	17
Resource Accountability.....	18
Letters of Appreciation.....	19

Appendices

Appendix A.....Sponsoring Agency IMAT Participant Letter of Support.....	20
Appendix B.....Nevada Emergency Management Assistance Compact (NEMAC)...	21
Appendix C.....IMT Organizational Structure.....	25
Appendix D.....Delegation of Authority.....	26
Appendix E.....IMT Performance Evaluation.....	29
Appendix F.....Clark County Travel Policy.....	33
Appendix G.....PayScale Information.....	38

**SOUTHERN NEVADA
ALL-HAZARD INCIDENT MANAGEMENT ASSISTANT TEAM
OPERATING GUIDELINES**

PURPOSE

IMT's have been established to organize and manage our most serious, complex, and costly incidents. Incidents will be managed in a safe and economical manner taking into consideration incident objectives, resource values, and social, environmental, and political issues. All activities will be conducted in a manner that ensures the safety of all personnel and the public. All IMAT activities will be conducted in harmony with the National Incident Management System and in compliance with Nevada Division of Emergency Management Operational requirements.

OBJECTIVE

To provide fast, effective, and cooperative organization to an agency/unit in need of assistance for the management of emergency incidents.

TEAMMEMBER SELECTION

All prospective IMT members must complete and submit a signed application to be considered. All applications will be reviewed by the Team Manager. Selection recommendations will be submitted to the Clark County Emergency Manager for final approval. Applications should be submitted to:

Clark County Fire Department
Assistant Fire Chief Kevin Lunkwitz, Team Manager
575 E Flamingo Road
Las Vegas Nevada 89119
Attn: SNV AHIMT
boneal@ClarkCountyNV.gov

TRAINING REQUIREMENTS

IS 100,200,300,400,700,800, 0-305,
Position specific trainings and Task books

PLEASE NOTE: Keep a copy for your records and send copies of your FEMA EMI or NFA training certificates, task book certification page (if any), and a comprehensive resume. The certificates must verify your successful completion of the requirements for the position unless you are applying as a trainee. Applicants that lack the minimum requirements to be team members may apply as trainees.

TEAM MEMEBER EXPECTATIONS

Professionalism & Behavior

Incident management will be conducted in a professional manner that exhibits a situational awareness to the agency and the public. Team attitude and actions shall reflect a sense of urgency commensurate with the incident situation. Teams will establish internal and external accountability on the incident.

Team professionalism extends to “off duty” hours as well. The personal conduct of Team members “after hours” should not affect the public perception of the Team in a negative way. Furthermore, team members will use good judgment and “after hours” activities and interactions will not serve to diminish Team performance during “on duty” hours. Team members are expected to remain unimpaired until released from the incident.

Harassment and/or discrimination will not be tolerated. Team members will actively promote the prevention and mitigation of any occurrences and report occurrences to their line supervisor, member of Command and General Staff, and/or human resource specialist.

Open and honest communication

Open and honest communication is expected of all team members. Positive or negative feedback is given professionally, openly, frequently and directly and is expected by all team members. Team members should express their thoughts and feelings about the team’s performance and each other, focusing on specific work-related issues and behaviors, not personalities. Team members should listen carefully, seek clarification when necessary, and work to resolve disputes or disagreement before they impact incident/event operations. Periodic team meetings should be scheduled to assess team performance and provide a forum for addressing issues. When communicating by radio, always use plain speech.

Dress Code

Team members will wear clothing or personal protective equipment (PPE) that is professionally appropriate for their position while on the assignment. Team members will wear team identification while traveling, at agency administration briefings, transition and community meetings, media events, and other events where team members will be representing the team or agency in public. Agency personnel are encouraged to wear a team shirt, while working, when not wearing agency uniforms. Team members should only wear team shirts, hats & position I.D. tags on incidents and in team

meetings/training. Cut-offs, tank tops/muscle shirts, shorts or open toe shoes are examples of clothing that are not appropriate when on duty.

Commitment

Team members will place incident and team needs over individual importance. Team members must remember they have been requested to help others, remain service oriented and display a proactive and positive attitude. Team members with down time are expected to help other team members who need assistance with their responsibilities.

Professional Development

Team members will participate in team training and position training as required, to stay proficient. Line supervisors on IMATs are expected to train their replacement or help build team or agency capacity. All team members should look for opportunities to develop people to move up in incident qualification and/or cross-train. This builds team strength, depth, and the ability to handle the unexpected.

Team members are expected to attend a minimum of one (1) in-person class or take two (2) IS courses relevant to either team position or response, annually.

Member Readiness

Since the Regional Type 3 Team is on a call-up roster of personnel who will work at an incident you will do well to prepare in advance. Do not assume that you will have time to prepare for deployment after the alert or deployment is announced. Attend all required training. Knowing what position you will fill on-scene will help you prepare, but even if you aren't exactly sure when or how you will be deployed, there are some items that you should assemble in advance. Preparing a "Go Kit" in advance will help ensure that you have everything that you need and will reduce the amount of time between deployment and check-in.

TEAM MEMBER RESPONSIBILITIES PRIOR TO ALERT/DISPATCH

If a team member is not available for an assignment during a period when the IMAT can expect to be placed on alert and/or dispatched, they will inform the Incident Commander(s). The host agency will identify any vacancies and the IMAT's member replacements for those vacancies.

When teams are placed on alert, team members are notified through the IMAT notification system. Each team member is responsible to notify their work unit supervisor and IMAT Incident Commander of their availability and readiness for dispatch.

Assembling a “Go-Kit”

Your Go Kit should include all the items that you would need on every incident:

- IMAT ID badge
- Pens, pencils, markers (both thin and thick point)
- Paper
- ICS and other forms (e.g., accident/injury forms, inventory, etc)
- Appropriate functional annex to your agencies Policy and Procedures
- Other policies, procedures, and instructions that you will (or might) need at the incident.
- Maps
- Masking tape and/or pushpins

Your job also may require:

- Laptop computer
- Appropriate software (word processing, spreadsheets, data bases, etc)
- Printer
- Some form of external storage (including disks, USB, etc.
- Surge protector
- Supply of paper/ink cartridges
- Fill out of any required form (leave the date blank) for hardware check-out/check-in and have them on hand.

Personal Preparedness

You must also consider your personal needs for deployment.

- One or more changes of clothing (including shoes), especially if you could be deployed for an extended period.
- Toiletries and hygiene supplies.
- Outerwear, as appropriate to the incident, the season, or the climate.
- A flashlight.
- Watch
- Handkerchiefs
- Optional items may include sunglasses, writing paper, envelopes, stamps, notepad, and pens.
- Medications (Note: If the medications that you take have a shelf life, always keep the newest medication in your Go Kit. As you finish your medication, use the one in your Go Kit and replace it with new medication).

- Snacks
- Reading material, Kindle, iPod, laptop, or other entertainment for your time off.

Deployment will be a busy time, especially at a large or complex incident. There are some guidelines that you can follow that will make deployment easier. You may not be able to gather all this information at the time you are activated, but you should gather as much information as you can.

- Incident/event name
- Incident/event job assignment
- Reporting location
- Specific location of the incident/event
- Location of check-in point
- Reporting time
- Travel instructions/chief of party
- Any special communications instructions
- Resource Order number and request number (if applicable)
- Unit designator (if applicable)
- Point of contact at incident/event

IMAT EQUIPMENT

The IMAT may have equipment under its control. This equipment may be issued for deployment. The IMAT shall account for all issued, loaned, or borrowed equipment and any provided equipment will be returned as soon as possible following demobilization. The IMAT will arrange for and coordinate necessary inventory, tracking, maintenance, and repairs of equipment under their care and control. Any lost or damaged equipment will be documented and billed as incident costs to maintain the readiness of the equipment cache.

TEAM REQUEST

- This team is established and authorized by the local Councils or Commissions for the City of Boulder City, the City of Las Vegas, the City of North Las Vegas, the City of Henderson, the City of Mesquite, Lincoln County, Esmerelda County, Nye County below the Tonopah line, Clark County, and the State of Nevada (NRS 414 - <http://leg.state.nv.us/nrs/nrs-414.html>).
- The Incident Commander, or other authorized representative, will submit a resource request for IMAT team activation through the respective jurisdiction's designated Emergency Management Coordinator. If the request comes through the Fire Alarm Office (FAO), the on-duty Senior Communications Specialist will

forward that request to the requesting jurisdictions designated Emergency Management Coordinator.

- The jurisdiction’s designated Emergency Management Coordinator will forward that request to Clark County Office of Emergency Management (CCOEM) and request the activation the IMAT.
- Once team activation has been authorized by the Clark County Emergency Manager, a team will be assembled by the IMAT Team Manager based on the availability of rostered team members.
- Deployment Priority will be given based on a “point system” determined by volunteer and training activity.
- If the IMAT is not available, the Emergency Manager will coordinate with NV DEM/HS to locate an available team. **If no regional teams are available, see procedures below to request a state level team.*
- CCOEM will notify all regional Emergency Management Coordinators of the activation via email and/or text message.
- The IMAT Incident Commander(s), or their designee, will contact the requesting agency/jurisdiction Emergency Management Coordinator and directly coordinate the response.
- Individual IMAT members are responsible to obtain approval from their supervisor to deploy.
- Members will be paid by their home agency based on their contracted hourly wage. Members who are part time or contracted employees through Clark County will be paid based on the County and FEMA pay scales (*See Appendix H*).
- The team will not deploy until a resource order has been placed for the team using the appropriate resource ordering form(s).

RESPONSIBILITIES UPON DEPLOYMENT

Safety

1. Safety is the first and foremost responsibility of all supervisors. Safety is also the responsibility of all Team personnel on the incident/event.
2. Supervisors are responsible for ensuring that their personnel have, and use, all required safety equipment.

3. All Team Members should survey and identify hazards. Make them known and/or correct them as appropriate.
4. All injuries on the incident SHALL be reported and documented.
5. Supervisors should provide an appropriate safety briefing, at the beginning of each shift, which shall identify all potential hazards and pertinent safety information relative to the Incident and the surrounding area.
6. Monitor all activities to ensure adherence to the risk reduction steps stated above. This also includes abiding by agency supported safety guidelines, and applicable OSHA standards.
7. Supervisors SHALL report or take action with any employee involved in an unsafe act that would endanger themselves or others.
8. We will use the ICS 215A (Operational Planning Worksheet) during strategy meetings to identify hazards associated with operations on the incident/event. A copy of the worksheet and/or the mitigation measures will be included in the incident action plan.

PROCEDURES AT INCIDENT

General/Command Staff are to notify the Incident Commander(s) of their estimated time of arrival (ETA) to the reporting location once they and those in their section are enroute.

There may be several locations for incident check-in. Check-in officially logs you in at the incident/event and provides important release and demobilization information. You only check in once. Check-in Recorders may be found at the following locations:

- Incident Command Post
- Base or Camp
- Staging Area
- Helibase
- If you are instructed to report directly to an assignment, you should check-in with your supervisor at the incident/event.

All team members are expected to attend the Transition Briefing with the Agency Administrator/Line Officer whenever possible. An attempt will be made to schedule the briefing at a time when all can attend. Incident Commander(s) may meet one-on-one with Agency Administrator before or after the briefing. The Briefing with the Outgoing IC may or may not be part of this briefing.

The standard transition briefing/debriefing format will be used. The elements affecting your section are each team member's responsibility. The team is expected to ask questions and get answers. Team members need to clarify all points, issues, or concerns at this meeting. This is a one-time opportunity therefore team members need to be prepared in advance with questions because of time restraints. The time for assuming command of the incident is negotiated and established at this briefing. Furthermore, how local personnel will be included in the incident organization is also determined at this time.

The team has been requested to manage an emergency and transition may have to be immediate upon arrival. In these situations, an Agency Administrator's Meeting with the team may not be possible or practical. In some cases, the transition briefing may take place by telephone and the team takes over incident in stages, as members arrive.

The IMAT Incident Commander will receive a written Delegation of Authority from the Agency Administrator prior to engaging in incident management activities. If no written form is provided, team members may conduct *support* activities.

After check-in, locate your incident supervisor and obtain your initial briefing. The items that you receive in your briefing, in addition to functional objectives, will also be needed by your subordinates in their briefing. The items include:

- Identification of specific job responsibilities expected of you for satisfactory performance.
- Identification of co-workers within your job function.
- Definition of functional work area.
- Identification of eating and sleeping arrangements.
- Procedural instructions for obtaining additional supplies, services, and personnel.
- Identification of operational period work shifts.
- Clarification of any important points pertaining to assignments that may be questionable.
- Provisions for specific debriefing at the end of an operational period.
- A copy of the current Incident Action Plan.

As time permits, a team meeting will be held shortly following the briefing to coordinate and prioritize activities and set the time for the initial strategy meeting. Use available "waiting time" to refresh training, improve organization and communications, and check equipment. Take notes during your briefing, especially if you will have subordinates working for you as you will have to brief them.

Unit Logs

Unit logs are to be kept by all unit leaders/division supervisors and above. At a minimum, they should include assignment progress, major events, key decisions, and

other significant “happenings” that need to be part of the final incident documentation. These events are to be documented on an ICS 214 (Activity Log) and should be turned into Documentation Unit Leader (DOCL) daily.

Record Keeping

All incidents/events require some form of record keeping, but the specific requirements will vary depending on your agency’s policy and procedures and the nature of the incident/event. Follow local procedures for documenting your activities. Even though you will be extremely busy, take your record keeping responsibilities seriously. The completeness and accuracy of your records may be critical to documenting the need for State and/or Federal assistance and also may be critical should an incident/event occur that results in future litigation against the community.

Work/Rest Guidelines

Safety for all incident/event personnel is the first and foremost priority on any assignment. Therefore, the SNUC IMT will adhere to National Wildfire Coordinating Group (NWCG) work/rest guidelines, commercial driver regulations for equipment transportation and the Federal Aviation Regulations governing pilot duty day limitations as tools to aid in the protection of incident personnel.

Lodging

Incident personnel will be lodged at the nearest available facility(s) but no more than one-hour travel from the Incident Command Post (ICP) or assigned location on the incident. Exceptions to this rule may be made at the discretion of the Incident Commander.

Single rooms may be requested and will be provided if they are available and within per diem. When single rooms are not available personnel are expected to double up with persons in similar assignments on the incident.

Team members should always be prepared for a remote duty location and should be self-sufficient for a minimum of 72 hours. This may include at times providing personal camping equipment including sleeping bag, cot, and tent.

Section Specific Expectations

All incident personnel are expected to fulfill their assigned duties as outlined in the position task books or job aid.

STANDARD MEETINGS

The types of meetings, schedule times, attendees, etc. may vary from one incident/event to another. This flexibility is needed to ensure meetings/schedule meet the needs of the incident.

Expectations

- Team members will participate in all meetings required of their position assignment. If unable to attend the meeting it is the responsibility of the Team member to find a suitable replacement to attend in his/her place.
- All meetings will start on time at the designated location and adhere to the time schedule established, punctuality of attendees is required.
- Attendees are expected to arrive at the meeting fully prepared to participate and contribute.
- Meetings will be conducted without interruption, except for those of a true emergency nature.
- Using the Team briefing document all attendees should ensure that they have received the information they will need to fulfill their function upon the Teams assuming control of the incident. This includes relevant documents and lists of key contacts.
- Any concerns regarding the Teams acceptance of the incident based on the information as presented should be voiced during this meeting.
- Using Team briefing document ensure that all critical available information is gathered.
- An ICS 201 or its equivalent should either be presented or generated during this meeting.
- Establish Date/ Time of official transition of control to Team.
- Objectives to be established by IC with input from the team
- Strategic Plan developed or validated and bought into by the team
- Timelines and information requirements for Team activities will be established
- Complete 215 Operational Planning Worksheet

- Complete 215A LCES Worksheet
- Develop IAP for first Operational Period
- Identify release priorities
- Identify release procedures
- Identify checkout procedures
- Begin development of the Demobilization Plan
- Provide incoming Team/IC with complete set of information using Team briefing form.
- Agree which Team resources will remain after transition.
- Establish Date/Time of official transition to incoming Team/IC.
- Obtain written documentation of the transfer or discontinuation of the Delegation of Authority.
- Conducted by IC
- Self-critique of performance by Team
- Each Section will self-critique and present to group
- Determine what issues should be raised at Closeout Meeting
- Jurisdictional agency reviews team performance on incident.
- Agenda usually set by AA with input from IC.
- Team leaves documentation with AA.
- Complete draft 215
- Complete draft 215A
- Finalize 215

- Finalize 215A
- Develop IAP for next Operational Period
- IAP's available for all required attendees
- Brief discussion by each Section
- Follow up with separate small group briefings by DIVS to resources assigned.
- Breakout areas for DIVS briefings will be clearly marked
- Each member of Command & General staff updates IC on status of activities
- Command & General Staff priorities are set for the Operational Period
- Team members share issues and concerns that need to be addressed to improve Team performance
- Team members share positive actions that are enhancing Team performance.

Transition Plan Outline

- Introduction
- Transition Schedule
- Fire or incident Status
- Resources Left on The Incident
- Rehabilitation Plan
- Items Completed
- Items To Be Completed
- Narrative Report
- Demobilization Plan and Schedule
- Other Items Not Completed
- Key Contacts

DEMOBILIZATION ACTIVITIES

Preparation for demobilization begins with mobilization. Everyone mobilized to an incident has responsibilities in the demobilization process. The following checklist identifies some of the key responsibilities:

General Guidelines and Procedures

Major emphasis will be given to swift, efficient demobilization of the Incident. In many instances, demobilization occurs at the same time mobilization is occurring elsewhere. Demobilization is an important function of each Command and General Staff position. Demobilization must be given adequate attention such as:

- Actively participate in the planning, development and implementation of the demobilization plan and schedule.
- Provide for a minimum advance notice of 24 hours when identifying resources that will be available for demobilization.
- Ensure that there is no room for interpretation in identifying actual versus tentative demobilization information.

The Demobilization Unit will be operational early in the incident/event and, with help from the General Staff, will develop a tentative demobilization plan. Before the plan is finalized, major parts will be coordinated with the requesting agency. Once the plan is finalized, it will be given wide distribution, including posting on incident/event bulletin boards so everyone knows the demobilization plan.

Demobilize in a timely and professional manner. Team members will demobilize together as a Team and will remain together until after their final incident critique.

Demobilization does not mean just going home. When you are notified that you will be demobilized:

- Complete all work in progress, unless otherwise directed.
- Ensure that all of your records and files are up to date.
- Brief your relief (or, if you are not being relieved, your immediate supervisor) on the status of all work.
- Brief your subordinates, and introduce your relief, as necessary.
- Return or otherwise transfer custody of all equipment that you have signed for.
- Follow the local checkout procedures before leaving the incident area.
- Verify demobilization schedule with supervisor.
- Ensure that your base/camp sleeping area or room is clean.
- Clean and ready gear for another assignment and travel.
- File required forms and reports with the Documentation Unit and/or Finance and Administration Section.
- Return incident issued communications equipment to the Communications Unit.
- Return incident-issued work materials to the Supply Unit.
- Follow approved check-out procedures (ICS Form 221).
- Report to departure points ahead of schedule.
- Stay with your group until you arrive at your destination.
- Evaluate performance of subordinates prior to release from the incident.

- Get feedback on overhead performance suggestions for improvement.

Functional heads (i.e., Section Chiefs and Unit Leaders) are responsible for determining resource surpluses to their needs or needing to be demobilized and submitting lists to Demobilization Unit Leader (DMOB). This requires functional heads to monitor personnel time regarding maximum tour guidelines. The Demobilization Unit Leader will use check-in information to also monitor time regarding maximum tour guidelines. Some specific demobilization guidelines for deployments are:

- Local, in town deployments may be 14 to 21 days
- In-state, regional deployments may be 14 days plus travel days
- No person, except local resources, will be released prior to obtaining minimum of eight hours rest, unless specifically approved by the Incident Commander.
- Local personnel (those within 2 hrs of ICP) may be released with IC approval but must meet the *Driver Duty Limitation Guidelines* of no more than 10 hrs driving within a 16 hr duty day.
- All resources must be able to arrive at their home base prior to 2200 hrs.
- Leaders will be thoroughly briefed on methods of travel and transportation arrangements.
- On in-state incidents, the Demobilization Unit Leader will notify by e-mail the Home Dispatch Center, Home Unit Office and Requesting Agency when resources are released and enroute to home unit or another incident. If e-mail not available on incident, the Demobilization Unit Leader will notify the local Dispatch and the local Dispatch will e-mail out the information.

Incident Stress Debriefings

Depending on your job and the nature of the incident (e.g., fire, hurricane), you also may be required to attend special incident debriefings and/or a talk with a psychological counselor. These briefings may be called critical incident stress debriefings (CISD). Do not ignore these briefings. They are intended to ensure that you are okay and to inform you of special services that may be available to you should you experience physical and/or psychological problems when you return home.

Performance evaluations

Evaluations will be done on all team members to document feedback given for the purpose of maintaining and improving both individual and team performance. Feedback

is defined as the ability of team members to give, seek, and receive comments. It includes the ability to accurately monitor the performance of teammates, provide constructive feedback regarding errors and offer advice for improving performance.

The Agency Administrator will complete the Team Evaluation, with discussion and review with the IC.

LAW ENFORCEMENT

Incident Law Enforcement will be handled as follows:

- Incident Base, ICP, and staging area related traffic management activities are the responsibility of the Logistics Section Chief. Logistics Section Chief will order qualified personnel to perform these functions.
- Special operations activities requiring Law Enforcement investigative support, including personnel security, or other field operations, is the responsibility of the Operations Section Chief and Incident Commander. Special Agents or equivalent qualified personnel will be assigned as determined by the host Special Law Enforcement Officer (SLEO) or equivalent in accordance with the host agency policy and may work independently of incident personnel.
- Investigation of the cause of the Incident, and all other law enforcement activities in the area remain under the supervision of the responsible agency (ies).

TRANSPORTATION

(See Appendix F)

Depending on the situation, team members should drive their personal agency vehicle to the incident/event whenever it is within reasonable driving time and the incident/event request time and date can be met. Otherwise, use any appropriate means of public transportation. Consider necessary rest and be prepared to perform team assignments upon arrival at the incident/event. Obtain a 4-wheel drive truck, van, or large passenger car, if necessary.

The SNV IMAT has a truck and trailer available for official team use. Use of the vehicle and/or trailer must be approved by the acting Chief or Team Manager. Adherence to all local laws and posted speed limits, and not going beyond the capacity of the vehicles is required.

If a vehicle needs to be rented, prior approval should be obtained from the Incident Commander or their designee. If using a government VISA or personal credit card, inform the Finance Section upon arrival at the Incident. The Finance Section will attempt

to convert the rental agreement to an Emergency Equipment Rental Agreement. Ensure the Vehicle Inspection Form is completed.

Avoid renting vehicles that are obviously damaged and/or are not fully operational.

Assign crews transportation early on to avoid delay in movement on the incident/event. Ensure availability of tool transportation in a compartment separate from personnel or in a separate vehicle.

Drive carefully, slowly, and defensively, and ensure that all drivers under our command do the same.

RESOURCES ACCOUNTABILITY

Immediately after the incoming briefing with the Agency Administrator, Command and General Staff shall review the Initial Orders, and make any needed adjustments; Logistics Section Chief shall then place the initial order.

Once the Team has assumed command of the incident/event, place all orders through the Supply Unit. This includes any orders placed by the host unit to be charged to the Incident. This understanding with the Agency Administrator will be obtained at the incoming briefing.

All orders shall be signed at the Unit Leader, or higher, level and shall be placed with the Supply Unit. The Supply Unit will assign a Resource Order Number to all resources ordered for the Incident.

All incoming procurement/supply items will come through Receiving and Distribution (Supply Unit). Personnel will come through Planning Section Check-in. Resource Orders will be reconciled when receiving items.

All non-expendable, and some expendable, supply items will be signed out at Supply using the sign-out system. Property items will be formally tracked using Form ICS-213. Only Logistics Officers can draw supplies for crews.

Requests for additional team members will be submitted on a 213 General Message to the Incident Commander (IC). If the IC concurs with the request, he will review the request with the Agency Administrator and provide the additional cost. Once approved the request will be forwarded to the Planning Section and a Resource Order will be created. Completed resource requests will be forwarded by the Planning Section to the Team Manager. The Team Manager will attempt to fill the request by using rostered team members. In the event the request cannot be filled by the SNUCIMT, the request can either be forwarded to the Nevada State Division of Emergency Management or filled at the local level depending on the needs of the IMT. The IC must approve all local hiring.

No one will be demobilized until he/she has been checked out by the Supply Unit and have reconciled their supply sign-out sheets.

LETTERS OF APPRECIATION

We will strive to prepare Letters of Appreciation to people and organizations, to incident/event cooperators such as Volunteer Fire Departments, fixed base operators, private individuals, and other organizations who participated in the conduct of the Incident.

APPENDIX A

DATE

To: Sponsoring Agency
From: Southern Nevada Unified Type 3 Incident Management Team Board
Re: Participation in the Southern Nevada Unified Type 3 Incident Management Team

The individual listed below has applied for a position with the Southern Nevada Unified Type 3 Incident Management Team (IMT).

The Southern Nevada All Hazards Type 3 IMT is an Incident Management Team which is activated by the State of Nevada to respond to disasters and incidents of national importance to support the activities of the Local Incident Command Team. The IMT system is designed to manage the logistical, fiscal, planning, operational, safety and community issues related to the incident/emergency, an Incident Management Team will provide the command-and-control infrastructure that is required.

Rostered IMT members are required to be on call for 1 month at a time, 4 times a year. While on call members are expected to be available to respond within two hours of activation for response assignments up to 14 days. Members may be called at other times as the result of multiple large-scale events requiring more than one IMT activation.

To meet the response requirements, it is essential that the IMT member have your support and authorization to respond. Costs associated with IMT activations may be reimbursable through Nevada Emergency Management Assistance Compact or Emergency Management Assistance Compact. Costs associated with IMT training and exercise, are not reimbursable, and come from Department of Homeland Security grant funds.

Membership on an All-Hazards Incident Management Team is an honor and significant accomplishment and requires a large commitment of time and effort from both the individual and their agency. Members have been chosen from a select few from across Southern Nevada and represent the best managers in the Emergency Response System.

By signing this authorization letter, you are approving participation of the listed individual in the authorized Southern Nevada Type 3 IMT activations and training. You are also agreeing to provide financial and logistical and administrative support to ensure the individual receives appropriate training. All support both financial and administrative is dependent on available Department of Homeland Security funds and in no way obligates your agency to any additional financial implications. Local significant emergency situations or disasters affecting your jurisdiction may take priority over a State Activation.

Applicant Name	IMT Position Applied for
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Sponsoring Agency Chief Signature	Rank	Date
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IMT Board Chair Signature

Date

APPENDIX B

Nevada Emergency Management Assistance Compact (NEMAC)

CHAPTER 415 - EMERGENCY MANAGEMENT ASSISTANCE COMPACT

NRS 415.010 Text of Compact. The Legislature of this State hereby ratifies a Compact on behalf of the State of Nevada with any other State legally joining therein in the form substantially as follows:

Implementation

This section authorizes the Governor to implement Public Law 104-321, Emergency Management Assistance Compact (EMAC), Articles 1 through 13, dated October 19, 1996.

Emergency Management Assistance Compact

ARTICLE I—PURPOSES AND AUTHORITIES

This Compact is made and entered into by and between the participating member States which enact this Compact, hereinafter called party States. For the purposes of this agreement, the term “States” is taken to mean the several States, the Commonwealth of Puerto Rico, the District of Columbia, and all U.S. territorial possessions.

The purpose of this Compact is to provide for mutual assistance between the States entering into this Compact in managing any emergency or disaster that is duly declared by the Governor of the affected State(s), whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack.

This Compact shall also provide for mutual cooperation in emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party States or subdivisions of party States during emergencies, such actions occurring outside actual declared emergency periods. Mutual assistance in this Compact may include the use of the States’ National Guard forces, either in accordance with the National Guard Mutual Assistance Compact or by mutual agreement between States.

ARTICLE II—GENERAL IMPLEMENTATION

Each party State entering into this Compact recognizes many emergencies transcend political jurisdictional boundaries and that intergovernmental coordination is essential in managing these and other emergencies under this Compact. Each State further recognizes that there will be emergencies which require immediate access and present procedures to apply outside resources to make a prompt and effective response to such an emergency. This is because few, if any, individual states have all the resources they may need in all types of emergencies or the capability of delivering resources to areas where emergencies exist.

The prompt, full and effective utilization of resources of the participating States, including any resources on hand or available from the Federal Government or any other source, that are essential to the safety, care, and welfare of the people in the event of any emergency or disaster declared by a party State, shall be the underlying principle on which all articles of this Compact shall be understood.

On behalf of the Governor of each State participating in the Compact, the legally designated state official who is assigned responsibility for emergency management will be responsible for formulation of the appropriate interstate mutual aid plans and procedures necessary to implement this Compact.

ARTICLE III—PARTY STATE RESPONSIBILITIES

1. It shall be the responsibility of each party State to formulate procedural plans and programs for interstate cooperation in the performance of the responsibilities listed in this Article. In formulating such plans, and in carrying them out, the party States, insofar as practical, shall:

(a) Review individual state hazards analyses and, to the extent reasonably possible, determine all those potential emergencies the party States might jointly suffer, whether due to natural disaster, technological hazard, man-made disaster, emergency aspects of resource shortages, civil disorders, insurgency or enemy attack.

(b) Review party States' individual emergency plans and develop a plan which will determine the mechanism for the interstate management and provision of assistance concerning any potential emergency.

(c) Develop interstate procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans.

(d) Assist in warning communities adjacent to or crossing the state boundaries.

(e) Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue and critical lifeline equipment, services and resources, both human and material.

(f) Inventory and set procedures for the interstate loan and delivery of human and material resources, together with procedures for reimbursement or forgiveness.

(g) Provide, to the extent authorized by law, for temporary suspension of any statutes.

2. The authorized representative of a party State may request assistance of another party State by contacting the authorized representative of that State. The provisions of this agreement shall only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within 30 days of the verbal request. Requests shall provide the following information:

(a) A description of the emergency service function for which assistance is needed, such as, but not limited to, fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, and search and rescue.

(b) The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time they will be needed.

(c) The specific place and time for staging of the assisting party's response and a point of contact at that location.

3. There shall be frequent consultation between state officials who have assigned emergency management responsibilities and other appropriate representatives of the party States with affected jurisdictions and the United States Government, with free exchange of information, plans and resource records relating to emergency capabilities.

ARTICLE IV—LIMITATIONS

Any party State requested to render mutual aid or conduct exercises and training for mutual aid shall take such action as is necessary to provide and make available the resources covered by this Compact in accordance with the terms hereof; provided that it is understood that the State rendering aid may withhold resources to the extent necessary to provide reasonable protection for such State. Each party State shall afford to the emergency forces of any party State, while operating within its state limits under the terms and conditions of this Compact, the same powers (except that of arrest unless specifically authorized by the receiving State), duties, rights and privileges as are afforded forces of the State in which they are performing emergency services. Emergency forces will continue under the command and control of their regular leaders, but the organizational units will come under the operational control of the emergency services authorities of the State receiving assistance. These conditions may be activated, as needed, only

subsequent to a declaration of a state of emergency or disaster by the Governor of the party State that is to receive assistance or commencement of exercise or training for mutual aid and shall continue so long as the exercise or training for mutual aid are in progress, the state of emergency or disaster remains in effect or loaned resources remain in the receiving State(s), whichever is longer.

ARTICLE V—LICENSES AND PERMITS

Whenever any person holds a license, certificate, or other permit issued by any State party to the Compact evidencing the meeting of qualifications for professional, mechanical, or other skills, and when such assistance is requested by the receiving party State, such person shall be deemed licensed, certified or permitted by the State requesting assistance to render aid involving such skill to meet a declared emergency or disaster, subject to such limitations and conditions as the Governor of the requesting State may be prescribed by executive order or otherwise.

ARTICLE VI—LIABILITY

Officers or employees of a party State rendering aid in another State pursuant to this Compact shall be considered agents of the requesting State for tort liability and immunity purposes; and no party State or its officers or employees rendering aid in another State pursuant to this Compact shall be liable on account of any act or omission in good faith on the part of such forces while so engaged or on account of the maintenance or use of any equipment or supplies in connection therewith. Good faith in this Article shall not include willful misconduct, gross negligence or recklessness.

ARTICLE VII—SUPPLEMENTARY AGREEMENTS

Inasmuch as it is probable that the pattern and detail of the machinery for mutual aid among two or more States may differ from that among the States that are party hereto, this instrument contains elements of a broad base common to all States, and nothing herein contained shall preclude any State from entering into supplementary agreements with another State or affect any other agreements already in force between States. Supplementary agreements may comprehend, but shall not be limited to, provisions for evacuation and reception of injured and other persons and the exchange of medical, fire, police, public utility, reconnaissance, welfare, transportation and communications personnel, and equipment and supplies.

ARTICLE VIII—COMPENSATION

Each party State shall provide for the payment of compensation and death benefits to injured members of the emergency forces of that State and representatives of deceased members of such forces in case such members sustain injuries or are killed while rendering aid pursuant to this Compact, in the same manner and on the same terms as if the injury or death were sustained within their own State.

ARTICLE IX—REIMBURSEMENT

Any party State rendering aid in another State pursuant to this Compact shall be reimbursed by the party State receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with such requests; provided, that any aiding party State may assume in whole or in part such loss, damage, expense or other cost, or may loan such equipment or donate such services to the receiving party State without charge or cost; and provided further, that any two or more party States may enter into supplementary agreements establishing a different allocation of costs among those States. Article VIII expenses shall not be reimbursable under this provision.

ARTICLE X—EVACUATION

Plans for the orderly evacuation and interstate reception of portions of the civilian population as the result of any emergency or disaster of sufficient proportions to so warrant, shall be worked out and maintained between the party States and the emergency management/services directors of the various jurisdictions where any type of incident requiring evacuations might occur. Such plans shall be put into effect by request of the State from which evacuees come and shall include the manner of transporting such evacuees, the number of evacuees to be received in different areas, the manner in which food, clothing, housing, and medical care will be provided, the registration of the evacuees, the providing of facilities for the notification of relatives or friends, and the forwarding of such evacuees to other areas or the bringing in of additional materials, supplies and all other relevant factors. Such plans shall provide that the party State receiving evacuees and the party State from which the evacuees come shall mutually agree as to reimbursement of out-of-pocket expenses incurred in receiving and caring for such evacuees, for expenditures for transportation, food, clothing, medicines and medical care, and like items. Such expenditures shall be reimbursed as agreed by the party State from which the evacuees come. After the termination of the emergency or disaster, the party State from which the evacuees come shall assume the responsibility for the ultimate support of repatriation of such evacuees.

ARTICLE XI—IMPLEMENTATION

1. This Compact shall become operative immediately upon its enactment into law by any two (2) States; thereafter, this Compact shall become effective as to any other State upon its enactment by such State.

2. Any party State may withdraw from this Compact by enacting a statute repealing the same, but no such withdrawal shall take effect until 30 days after the Governor of the withdrawing State has given notice in writing of such withdrawal to the Governors of all other party States. Such action shall not relieve the withdrawing State from obligations assumed hereunder prior to the effective date of withdrawal.

3. Duly authenticated copies of this Compact and of such supplementary agreements as may be entered into shall, at the time of their approval, be deposited with each of the party States and with the Federal Emergency Management Agency and other appropriate agencies of the United States Government.

ARTICLE XII—VALIDITY

This Act shall be construed to effectuate the purposes stated in Article I hereof. If any provision of this Compact is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of the Act and the applicability thereof to other persons and circumstances shall not be affected thereby.

ARTICLE XIII—ADDITIONAL PROVISIONS

Nothing in this Compact shall authorize or permit the use of military force by the National Guard of a State at any place outside that State in any emergency for which the President is authorized by law to call into federal service the militia, or for any purpose for which the use of the Army or the Air Force would, in the absence of express statutory authorization, be prohibited under section 1385 of Title 18, United States Code.

(Added to NRS by 1975, 145; A [2005, 1559](#))

APPENDIX C

Incident Management Team Organizational Structure

GOVERNING AND POLICY GROUP

- **Billy Samuels:** Deputy Fire Chief, Emergency Manager Clark County Fire Department
- **Kevin Lunkwitz:** Assistant Fire Chief, IMAT Manager, Clark County Fire Department
- **Carolyn Levering:** Emergency Manager, City of Las Vegas-
- **Brad Iverson:** Emergency Manager, City of Henderson
- **Travis Anderson:** Emergency Manager, City of North Las Vegas
- **Jayson Andrus:** Fire Chief, Emergency Manager Mesquite Fire Department
- **Scott Lewis:** Fire Chief, Emergency Manager Pahrump Fire Department
- **Greg Chesser:** Fire Chief, Emergency Manager Boulder City Fire Department
- **Rodney Wright:** State Exercise Officer, Nevada Division of Emergency Management and Homeland Security
- **Eric Holt:** Emergency Manager, Lincoln County
- **Paul Melendrez:** Esmerelda County
- **Tyler Hecht:** Fire Management Officer, Bureau of Land Management

APPENDIX D
SNUC IMT Delegation of Authority

Date: MM/DD/YYYY

To: XXX, Incident Commander

From: Agency Administrator

Subject: NV Incident Delegation of Authority

Effective at XXX hours on MM, DD, YYYY, you are delegated authority as the Incident Commander for the overall management of the NV XXX Incident on the XXX UNIT. This delegation carries with it the full responsibility for managing the incident. You have full authority and responsibility for managing incident operations within the framework of legal statute, current policy, and the broad direction provided in your oral and written briefing materials. You are expected to do a complete and efficient job, while providing for Safety First. Safety will be the number one priority throughout the incident.

I expect open communication during all phases of management under this delegation. Please ensure the immediate notification of any significant concerns, issues, or events as they arise. At anytime I, the Agency Administrator, reserve the right to terminate this delegation of authority.

Incident Commander

Date

Agency Administrator

Date

Attachment to Delegation of Authority

Provide your intent and expectations as a part and parcel of the performance elements and review those with the IC after the initial in-brief is concluded. Take the time to review the performance elements and establish communication expectations during the in-briefing, as the incident develops, and in conjunction with the final performance evaluation process.

How well did the Team accomplish the objectives described in the Wildland Fire Decision Support System (WFDSS) the Delegation of Authority, and the Agency Administrator Briefing?

How well did the Team manage the cost of the incident? Did the team follow agency incident operating guidelines? Were follow-up issues identified and documented for the Agency Administrator i.e.; invoices, OWCP and vendor issues?

How did the Team demonstrate sensitivity to resource limits/constraints and environmental concerns?

How well did the Team deal with sensitive political and social concerns?

Was the Team professional in the manner in which they assumed management of the incident and how they managed the total incident? How did the Team handle transition either to another IMT or in returning the incident the hosting agency?

How well did the Team anticipate and respond to changing conditions, was the response timely and effective?

How well did the Team place the proper emphasis on safety?

Did the Team activate and manage the mobilization/demobilization in a timely and cost effective manner?

How well did the Team use local resources, trainees, and closest available forces?

How did the Team notify the incident agencies regarding triggers for initiating a cost share agreement or large fire cost review? How were those recommendations implemented?

Was the IC engaged and in charge of the Team and the Incident? How well did the IC function and operate as a leader?

How timely was the IC in assuming responsibility for the incident and initiating action?

How did the IC show sincere concern and empathy for the hosting unit and local conditions?

Was the agency administrator or designee made aware that the Time Unit closed out/transitioned per unit operating guidelines? Example: AD time complete per payment center and agency requirements, cooperators given appropriate documents per agreements, OF 288's complete and returned.

Other needs as determined by the Agency Administrator/host unit.

APPENDIX E

IMT Performance Evaluations

Team IC		Incident Type	
Incident Name		Incident Number	
Assignment Dates		Total Acres	
Host Agency		Evaluation Date	
Administrative Unit		Sub-Unit	

COMPLETE THE FOLLOW EVALUATION NARRATIVES AND RATING FOR EACH QUESTION

(0 – did not achieve, 5 – excelled)

1.	How well did the Team accomplish the objectives described in the Wildland Fire Decision Support System (WFDSS) the Delegation of Authority, and the Agency Administrator Briefing?					
Circle one	0	1	2	3	4	5
(Explain)						
2.	How well did the Team manage the cost of the incident? Did the team follow agency incident operating guidelines? Were follow-up issues identified and documented for the Agency Administrator ie; invoices, OWCP and vendor issues?					
Circle one	0	1	2	3	4	5
(Explain)						
3.	How did the Team demonstrate sensitivity to resource limits/constraints and environmental concerns?					
Circle one	0	1	2	3	4	5

(Explain)						
4.		How well did the Team deal with sensitive political and social concerns?				
Circle one	0	1	2	3	4	5
(Explain)						
5.		Was the Team professional in the manner in which they assumed management of the incident and how they managed the total incident? How did the Team handle transition either to another IMT or in returning the incident the hosting agency?				
Circle one	0	1	2	3	4	5
(Explain)						
6.		How well did the Team anticipate and respond to changing conditions, was the response timely and effective?				
Circle one	0	1	2	3	4	5
(Explain)						
7.		How well did the Team place the proper emphasis on safety?				
Circle one	0	1	2	3	4	5
(Explain)						
8.		Did the Team activate and manage the mobilization/demobilization in a timely and cost effective manner?				
Circle one	0	1	2	3	4	5
(Explain)						
9.		How well did the Team use local resources, trainees, and closest available forces?				

Circle one	0	1	2	3	4	5
(Explain)						
10.	How did the Team notify the incident agency regarding triggers for initiating a cost share agreement or large fire cost review? How were those recommendations implemented?					
Circle one	0	1	2	3	4	5
(Explain)						
11.	Was the IC engaged and in charge of the Team and the Incident? How well did the IC function and operate as a leader?					
Circle one	0	1	2	3	4	5
(Explain)						
12.	How timely was the IC in assuming responsibility for the incident and initiating action?					
Circle one	0	1	2	3	4	5
(Explain)						
13.	How did the IC show sincere concern and empathy for the hosting unit and local conditions?					
Circle one	0	1	2	3	4	5
(Explain)						
14.	Was the agency administrator or designee made aware that the Time Unit closed out/transitioned per unit operating guidelines? Example: AD time complete per payment center and agency requirements, cooperators given appropriate documents per agreements, OF 288's complete and returned.					
Circle one	0	1	2	3	4	5

(Explain)		
15.	Other comments:	
Note: Agency Administrators may provide additional feedback relating to the financial package to Incident Commanders and GACCs 60-90 days following the IMT close-out. AA;'s should coordinate with the payment centers and local business specialists on follow-up evaluation questions 2, 10, 14 and any other pertinent feedback.		
Agency Administrator or Agency Representative:	Date:	
Incident Commander:	Date:	

APPENDIX F
CLARK COUNTY TRAVEL POLICY
Effective November 2019

Yolanda T. King, County Manager Jeff Wells, Assistant County Manager
Kevin Schiller, Assistant County Manager Randall Tarr, Assistant County Manager Jessica Colvin, Chief Financial
Officer
Les Lee Shell, Chief Administrative Officer

COUNTY TRAVEL POLICY – QUICK REFERENCE GUIDE

Introduction

This is a quick reference guide to travel policies and procedures contained in the County's Travel Policy. It is NOT meant to provide comprehensive information.

Guiding Principles

All expenses incurred while on County business should be reasonable and a prudent use of public funds. Travelers shall choose the most efficient, direct and economical travel options required by the occasion.

Travel Authorization

Any person traveling on County business and seeking reimbursement from the County, should obtain travel authorization 30 days prior to the travel. Formal written request for travel reimbursement is made on a Travel Request and Authorization (TRA) form. This form must be completed if one or more of the following are incurred: airfare, lodging, meals, or car rental.

Within 10 calendar days of return from a county trip, travelers must submit travel documents to their departments to allow a final accounting on a Travel Reimbursement Expense (TRE) Report.

Attendance by more than two (2) employees from the same Department at a seminar/workshop is strongly discouraged. Any request above two should be explained within the TRA.

Reimbursable Travel Costs Transportation Costs

Air travel reservations may be made through a County-approved travel agency. Contact your Departmental Travel Coordinator for travel arrangement assistance

A car rental is allowable if it is the most economical and appropriate transportation option. Any reimbursement must be supported by an itemized car rental receipt.

Travelers who use a private auto for traveling on County business will be reimbursed for personal car mileage which exceeds the normal home-to-work mileage. When traveling to a destination with scheduled airline service, the mileage payment may not exceed the equivalent coach class airfare plus transportation to local airport and other transportation related costs at destination (such as ground transportation and hotel vehicle parking charges).

For any other ground transportation options, the most economical and appropriate form of available transportation that meets the traveler's needs should be selected.

Lodging Costs

Lodging is allowed if the traveler is required to stay overnight to attend training, a meeting, or other business purpose. The lowest cost option should be selected with consideration given to convenience and safety of the traveler.

Always check special rates, e.g., government rate, conference, or last-minute specials, which would reduce County cost.

A valid, itemized receipt must accompany the lodging reimbursement claim.

Meal Costs

Travel meals will be reimbursed at the federal per diem rate allowed for the location of the travel and receipts are not required unless travel exceeds five (5) working days.

Federal Per Diem Rate

For Travel within the 48 contiguous United States, use the rates listed on the U.S. General Services Administration website: <http://www.gsa.gov/>.

Non-reimbursable Expenses include (but not limited to):

- * Parking and traffic violations
- * Mileage for County vehicles
- * Mileage for commute to work
- * Emergency repairs for non- County vehicles
- * Car rental insurance for travel in United States
- * Fuel Service Option
- * Refreshments & snacks
- * Alcoholic beverages
- * Personal travel expense
- * Non-County companion travel expenses

- * Medicinal remedies, health supplies, cosmetics
- * Personal entertainment, e.g., in- room movies
- * Childcare fees; kennel/boarding fees (except for County-owned animals)
- * Short-term airport parking exceeding long term rates
- * Valet parking fees
- * Mini Bar items
- * Additional hotel room offered sundries
- * Early check-in/late check- out fees
- * Airline club membership fees
- * Airline priority boarding fees/upgrades
- * Credit card fees
- * Personal losses incurred while on County business
- * Political or charitable contributions
- * Add-on events in conjunction with a conference

Personal Credit Card Use

Travelers may use their personal credit cards to pay for travel costs related to County business; however, they should not use such cards to pay travel costs for other employees without prior approval of the Finance Department and noted on the Travel Request and Authorization (TRA) form. The reimbursement will occur once travel has been completed and the TRE has been processed.

Required Documentation

For each travel occasion supporting documentation for the final accounting. This documentation should include, but is not limited to, the following:

- Invoice and trip itinerary from vendor or travel agent, if applicable.
 - Receipt of airfare or other travel mode.
 - Car rental – original car rental receipt showing the dates and number of days, mileage driven, and type/class of vehicle rented.
 - Fuel receipts for rental car.
 - Event brochure or agenda for the conference, training, and/or special event (with cost listed).
 - Itemized hotel bill or statement.
 - Airport parking receipt.
 - A written explanation if any travel cost exceeds 10% of the TRA authorized amount.
 - Documentation of any additional charges incurred during travel status.
- The County assumes no obligation to reimburse travelers for expenses that are not in compliance with the Clark County Travel Policy, other County policies, federal, state, or local laws.

TRANSPORTATION

General Guidelines

When planning the transportation portion of a trip, consider all aspects of cost to the County – e.g., daily expenses, overtime, lost work time – as well as actual transportation costs. In general, a common carrier (e.g., plane) is the preferred mode of transportation. However, use of a personal or county vehicle – especially if two or more employees are traveling together – may be less expensive for travel. The increased time for automobile transportation and the potential for lost work time, overtime, or increased lodging, parking and fuel costs should be considered in determining the best mode of transportation.

Transportation by Car

General Guidelines

Current County Vehicle Policy is referred to within Administrative Guideline #6. This policy refers to the usage of County vehicles, personal vehicles, and rental vehicles in the performance of County business.

Transportation – Personal Car

Personal Car Guidelines

Current County Vehicle Policy is referred to within Administrative Guideline #6.

Employees, if pre-approved, may use their personal car while traveling for business purposes when one or more of the following applies:

1. Public transportation is limited or unavailable.
2. It is more flexible and timelier than taking public transportation.
3. Expense is equal to or less than alternate transportation.
4. Employee is willing to accept reimbursement equal to the lowest price of reasonable transport; or
5. For extended stays, a department may authorize the use of an employee's car with reimbursement for mileage to/from the destination work site and other work-related uses.

Mileage/Reimbursement Rate

Travelers will be reimbursed for personal car mileage expenses for County business purposes but cannot exceed established federal rates. Personal car mileage reimbursement

covers the operating cost of the vehicle, such as cost of gas, oil, wear, and tear, and needed servicing during the trip. In order to claim travel mileage reimbursement, travelers should use the TRE. Current mileage rates can be found at the Department of Finance intranet website or <http://www.irs.gov/>.

Transportation – County Car

County vehicles may be used for travel outside of Nevada only if it is a necessity to properly complete County business activities. For example, travelers transporting heavy equipment, large/bulky or sensitive materials would be acceptable reasons to use a county vehicle as the mode of transportation. In addition, the Department of Finance will review the length or distance of the trip for reasonableness. Use of County vehicles for travel outside of Nevada is prohibited for education, conferences, seminars, training, professional meetings, and other similar events.

The use of County vehicles outside of Clark County, but within Nevada, may be considered if it is the most economical means of transportation. The Automotive Division of the Department of Finance must be notified if a vehicle will be driven outside of Clark County. Please refer to Administrative Guideline #6 for the County vehicle policy.

Receipts are required for reimbursement. When asking for a receipt, taxi travelers should ask the driver to provide a completed receipt for the trip. Ride share services provide an email receipt. Tips to transportation drivers are reimbursable up to 15% of the total fare.

LODGING

Lodging Guidelines

Lodging is allowed if the traveler is required to stay overnight to attend a training, a meeting, or other business purpose. The lowest cost option should be selected with consideration given to convenience and safety of the traveler.

**APPENDIX G
Pay Scale Information**

**CLARK COUNTY
PART-TIME CLASSIFICATIONS**

Part Time Pay Rates	(Federal 2024)	
	Qualified	Trainee
Type 3 IC (Paid at Type 2 rate)	57.12	47.72
Type 3 OSC	43.48	39.44
Type 3 Plans	43.48	39.44
Type 3 Logistics	43.48	39.44
Type 3 Finance	43.48	39.44
Resource Unit	35.72	31.84
Situation Unit	35.72	31.84
Documentation Unit	29.20	26.80
Demobilization Unit	35.72	31.84
Liaison Officer	47.72	43.48
Safety Officer	47.72	43.48
Public Information Officer Type 3 (Follow Pay Plan for higher typing)	43.48	39.44
Staging Area Manager	29.20	26.80
Div/Group Supervisor	43.48	39.44
Communications Unit Leader	35.72	31.84
Medical Unit Leader	57.12	47.72
Food Unit Leader	35.72	31.84
Supply Unit Leader	35.72	31.84
<p>Part-time County Employees shall be paid according to the federal administratively determined pay plan for emergency workers based on the position filled during the incident. They shall have compensable time from their time of departure to the incident to their arrival at the home unit, 16 hour daily rate, and overtime for hours above 40 per week.</p> <p>Full time Clark County employees shall be paid according to their contracted pay rate and classification of their current full time position. 40 hour employees will be paid 16 hours per day and overtime for hours above 40 per week. They will follow a 2/1 work rest cycle and will be available to the incident at all times when in a work status. Any hours above 16 in a day must be accompanied by an OF-261 time report. 24 hour employees shall be paid portal to portal from time of departure until return. All full time employees shall follow the current federal guidelines for rest upon return from an incident assignment.</p>		

