

STANDARD OPERATING GUIDELINES

TASK FORCE 3-SOG-A7

Annual Report

PURPOSE

To establish the content of the annual report; report content, schedule for development of the report; and approval procedures.

DIRECTION AND CONTROL

Authority

These guidelines have been developed and approved by the Board of Directors. The Administrator/Treasurer shall review these procedures as needed, but not less than annually, and submit any changes to the Board of Directors for approval.

Responsibility

The Administrator/Treasurer is primarily responsible for implementation of these procedures. The Treasurer and Training Officer shall assist in the development of the annual report. Responsibility for implementation shall fall to the Treasurer should the primary be unavailable.

Maintenance

These procedures shall be effective upon approval of the Board of Directors and shall remain in effect until revised or rescinded.

CONCEPT OF OPERATIONS

Each year, no later than February 28 of each year the Administrator/Treasurer will complete a A3/RWMD/HMRT Annual Report. The annual report shall include the following as a minimum:

Brief financial statement (to be prepared by the Treasurer)

Response Capability

Updated equipment inventory

Updated membership list (by county)

Training provided to TASK FORCE 3 members during the year (to be provided by

the Training Officer)
Incident responses (by county) to include hazardous materials involved

- A. The Annual Report will be submitted to the Board of Directors in draft form for final approval. The Annual Report will be submitted with an affiliation agreement to all counties no later than March 15 of each year.

ATTACHMENTS – None

APPROVAL

President, A3/RWMD/HMRT, Inc.

Date

Adopted 12/2009