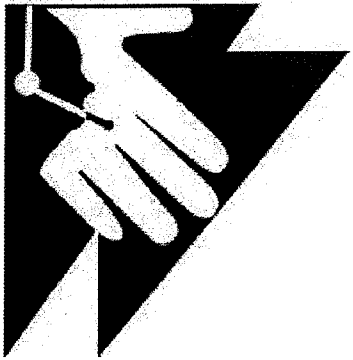


**IL-TERT**



**ILLINOIS EMERGENCY  
TELECOMMUNICATOR  
RESPONSE TASKFORCE**

**AGENCY  
MEMBERSHIP  
PACKET**

[www.iltert.org](http://www.iltert.org)



**ILLINOIS TELECOMMUNICATOR  
EMERGENCY RESPONSE TASKFORCE (IL-TERT)**

**IL-TERT AGENCY MEMBERSHIP PACKAGE  
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**Please contact the State Coordinator with any questions on the membership process:**

**Brian Tegtmeyer, ENP**  
IL-TERT State Coordinator  
& Vice-President  
[www.iltert.org](http://www.iltert.org)

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## ILLINOIS TELECOMMUNICATOR EMERGENCY RESPONSE TASKFORCE (IL-TERT)

### APPLICATION GUIDELINES

Agencies who are interested in joining IL-TERT and becoming "Active Category" members must follow the steps below

1. Agencies must meet the established requirements for Active Category membership.
2. Agencies must adopt and sign the IL-TERT Intergovernmental Agreement.
  - a. IL-TERT is a statewide Intergovernmental designation, and participating agencies must adopt the Intergovernmental Agreement as drafted. No language changes will be accepted. If the Agreement is not accepted by an agency's executive authority or legal counsel, it will not be possible for the agency to join the program.
  - b. Section XX of the Intergovernmental Agreement stipulates manner in which agencies must authorize participation in the program; i.e.: ordinance, resolution, or other legal manner. Authorization may be in the form of an approved motion made at a duly authorized meeting, and reflected in the meeting minutes.
  - c. Section VIII of the Intergovernmental Agreement specifies the necessity for each member agency to provide proof of insurance for: liability, personal injury, property damage, workers' compensation insurance, or proof of self-insurance. If applicable, proof of emergency medical services professional liability will also be required. Insurance coverage documentation should accompany the signed copy of the Intergovernmental Agreement.
3. After the Agreement is accepted by the governing authority of the agency (Municipal Board of Trustees, City Council, County Board, Intergovernmental Board, etc.), please submit the following four (4) items to the State Coordinator
  1. The signed intergovernmental agreement
  2. A copy of the resolution, ordinance, or approved minutes showing the authorization for the intergovernmental agreement to be signed
  3. A copy of the Agency's proof of insurance.
  4. A completed copy of the IL-TERT Contact Form

Submit all 4 completed items to: Brian Tegtmeyer, IL-TERT State Coordinator  
c/o DU-COMM

Retain a signed copy for your files 600 Wall Street  
Glendale Heights, IL 60139

4. Participating member agencies will be periodically updated on new members, via e-mail notification.



## ILLINOIS TELECOMMUNICATOR EMERGENCY RESPONSE TASKFORCE (IL-TERT)

### FREQUENTLY ASKED QUESTIONS (FAQ'S)

#### 1. Who can join IL-TERT?

Active membership with voting privileges in IL-TERT is restricted to governmental agencies operating a Public Safety Answering Point (PSAP). Each member agency shall have one vote. Agencies seeking active membership must sign the IL-TERT Intergovernmental Agreement. Changes to the IGA are not permitted.

An associate membership (non-voting) is open to any individual employed by a governmental public safety agency, i.e.: ETSB, EMA, or to agencies not participating as a full member. Associate members may apply by submitting an application letter from their Chief Administrative Officer to the IL-TERT State Coordinator.

#### 2. What is the structure of IL-TERT?

IL-TERT is governed by a Board of Directors consisting of three statewide elected officers: President, Vice President, and Secretary/Treasurer, and eight (8) Regional Directors (one for each of the IEMA regions). The Board of Directors selects an unpaid State Coordinator to manage the organization's day-to-day operations, training, and deployments.

IL-TERT adopted bylaws to guide the agency. IL-TERT bylaws are available at: [www.iltert.org](http://www.iltert.org)

#### 3. What financial commitments are expected of member agencies?

Member agencies currently do not contribute financially to the IL-TERT program. ILEAS utilizes grant funding to support the costs of planning, training, and equipment. In the future, if grant funding is not available, member agencies will be expected to support training for their participating employees. For deployments not eligible for State or Federal reimbursement, participating agencies will be expected to cover normal salary and benefit expenses for their employees assigned in a deployment. This requirement is similar to other public safety mutual aid agreements.

Illinois APCO and IL-NENA recognize the value of the TERT program and have pledged support to IL-TERT for administrative overhead.

Dues are not contemplated at this time, however, should they become necessary in the future every effort will be made to keep dues at modest levels.

#### 4. What personnel commitments are expected of member agencies?

IL-TERT anticipates member agencies would assign at least one Telecommunicator to the program, however; such assignment is not a requirement of membership.



## ILLINOIS TELECOMMUNICATOR EMERGENCY RESPONSE TASKFORCE (IL-TERT)

### **5. What are the requirements for a Telecommunicator to participate in the program?**

The selection criterion is at the discretion of the member agency with the expectation that selected Telecommunicators have: superior skill levels, the ability to work as a strong team player, and work in environmentally adverse conditions.

APCO and NENA developed and adopted an ANSI standard for the TERT program and IL-TERT adopted the standard as its guiding document.

The ANSI standard recommends all participating Telecommunicators have a minimum of three years of experience, EMD certified, and complete ICS 100, 200, 700, and 800 training. Supervisors must have three years of supervisory experience, and complete IS 100, IS 200, and IS 700 training.

### **6. What are the training requirements for taskforce Telecommunicators?**

In addition to the ICS courses all team members must complete Basic TERT Awareness (available on-line), and Field Communications, available only in a classroom setting.

Taskforce members are also expected to participate in actual field exercises from time to time. Such exercises are considered critical in an effective program as they allow for: operations in simulated disaster events; provide participants from different areas the opportunity to work as a team, and in some cases, permit TERT members to interface with operations of the Illinois Transportable Emergency Communications System (ITECS) communications interoperability suites.

### **7. Are participants from my agency required to respond to all deployments?**

No. Participation in any deployment is completely voluntary. It is recognized that staffing demands may prevent participation in any given deployment or training exercise. It is also understood that agencies may recall deployed personnel for any reason deemed appropriate.

### **8. What sort of supervision will be provided during a deployment?**

Each deployment will have at least one Team Leaders to provide supervisory authority over team members and interface with the Incident Command structure.

### **9. How will reimbursement be handled for a deployment?**

In situations where a state emergency has been declared, reimbursement will be handled in the same manner as with law enforcement or fire responders. An out-of-state deployment will be handled under the terms of an Emergency Management Assistance Compact (EMAC), which would qualify for reimbursement.

If a deployment is made in-state without a state emergency declaration, i.e.: a mutual aid response, each responding agency will be responsible for its own expenses without the expectation of reimbursement.



## ILLINOIS TELECOMMUNICATOR EMERGENCY RESPONSE TASKFORCE (IL-TERT)

### **10. What sort of liability protection is afforded to my agency and my employees while participating in the program?**

Member agencies must demonstrate proof of insurance coverage for: comprehensive liability, contractual liability, personal injury, property damage, workers' compensation, or proof of self-insurance. If applicable, emergency medical services professional liability will also be required.

Each participating agency will be covered by the Indemnification provision of the IL-TERT Intergovernmental Agreement (Section IX) .

Notwithstanding the above provisions, it is common knowledge that any governmental agency can be sued at any time and in any case. Unfortunately, IL-TERT can offer no additional protection which might otherwise be available in your day-to-day operations.

### **11. How will team members be transported to the deployment site?**

Every deployment or exercise situation will be unique, but transportation will be arranged by the State Coordinator on a case-by-case basis. In each event, care will be taken to ensure the safety of responding personnel and to minimize costs. In some cases, it may be necessary for team members to respond in their personal vehicles (individually or pooled).

### **12. Will team members be credentialed?**

Yes. Credentialing is provided in two ways. The Federal NIMS program provides national credentialing to recognize certain first responders. Efforts are underway to have certified TERT team members included in the NIMS program, and also provide certifications for an out-of-state response under the EMAC agreement.

In addition, the affiliation of IL-TERT with ILEAS provides team members with physical credentials, i.e.: badges, which permit certified team members access to disaster sites.

### **13. What relationship does the TERT program have with other organizations, such as IEMA, ILEAS, and MABAS?**

IL-TERT has entered into an Intergovernmental Agreement with IEMA, and a close working relationship with both ILEAS and MABAS.

IL-TERT will provide mutual aid assistance to any active or associate member in the state. In addition, IL-TERT is prepared to respond to any state or Federal declared disaster, or out-of-state EMAC requests.



**ILLINOIS TELECOMMUNICATOR  
EMERGENCY RESPONSE TASKFORCE (IL-TERT)**

**14. How do I learn more about IL-TERT, or submit a request to join the organization?**

Please contact:

**Brian Tegtmeyer, ENP**  
IL-TERT State Coordinator  
& Vice-President  
[www.iltert.org](http://www.iltert.org)

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## ILLINOIS TELECOMMUNICATOR EMERGENCY RESPONSE TASKFORCE (IL-TERT)

### IL-TERT MEMBERSHIP CATEGORIES

Illinois TERT has two categories of membership.

**Active Member** -- Provides each member agency will enter into an Intergovernmental Agreement much like that used by ILEAS and MABAS. Active members have voting rights, and their team members receive specialized training and equipment. The intent is to develop a pool of trained Telecommunicators who are able to provide mutual aid assistance to stricken PSAP's in Illinois, and provide field operations assistance in declared disaster situations either within Illinois or on an Interstate (EMAC) basis.

**Associate Member** -- Membership in this category requires only an application letter from the chief administrative officer of an agency operating a PSAP (Chief, Sheriff, Agency Director) along with a completed contact form. Associate members do not have voting rights, but qualify to receive local mutual aid from the Active Member team pool. Telecommunicators from Associate Member agencies do not qualify to become team members.

To request either Active or Associate membership, please contact:

**Brian Tegtmeyer, ENP**  
IL-TERT State Coordinator  
& Vice-President  
[www.iltert.org](http://www.iltert.org)

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