**Boulder County Hazardous Materials Team**

Selection process for attending Conferences, Non-Funded Classes

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| Guideline Number | 1011 |
| Approved By | Advisory Committee |
| Date of Approval | March 6, 2020 |
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**Scope:** This guideline applies to all members of the Boulder County Hazardous Materials Team (BCHMT)

**Purpose:** To establish a policy for the selection and approval of BCHMT personnel interested in attending Hazmat Conferences and other non-funded classes or events to be paid for by the BCHMT.

**Guideline:** Throughout the course of the year the opportunity for BCHMT personnel to attend various Hazmat Conferences and advanced Hazmat Classes that are not funded through outside agency funding streams become available. When these opportunities arise, the BCHMT will initiate the following steps to ensure a fair process for selecting those individuals whom are interested in attending these opportunities.

1. A Selection Committee shall be formed, made up of a minimum of three and no more than five members of the BCHMT Advisory Committee with a minimum of one person representing with the Boulder County Sheriff’s Office, the Boulder County Public Health Department, or the Boulder County Office of Emergency Management with the remaining members coming from the Fire agencies represented by the BCHMT Advisory Committee. The members of the Selection Committee shall be chosen by the BCHMT Team Coordinator and the BCHMT Assistant Team Coordinator and shall serve for the selection of that one conference or class.
2. When a conference or class becomes available, the Advisory Committee will give notice to the entire BCHMT of the opportunity, solicit interest in attending, and the deadline for applying. All applicants must meet the class prerequisites in order to be considered. A BCHMT member may bring a conference or class to the Advisory Committee for approval, if the conference or course is found to be acceptable, the Advisory Committee will notify the entire BCHMT to solicit interest in attending.
3. The BCHMT Advisory Committee shall pay for the Registration fees, Travel, Hotel, car rental and/or transfers and provide a per diem based on the current Federal GSA per diem rates for meals and incidentals. The per diem shall be paid to the individual in advance of the conference or class. All Overtime and/or Backfill shall be paid for through the BCHMT Training budget attached to each Agency. Applicant must agree to not receive Overtime for attending the conference or class. Only their shifts will be covered by the BCHMT.
4. All individuals interested in attending the conference or class shall submit a written ‘Request to be Considered’ application and turn that into their Agency’s Team Lead for initial approval and signature. Please see the attached ‘Request to be Considered’ application. All applicants must adhere to their Home Agency Training Request policies. All applicants must meet the class prerequisites.
5. All Team Lead approved requests will be handed over to the BCHMT Selection Committee by the agreed upon deadline for the Committee review. All approvals and denials of applicants shall be made within ten business days of the deadline to submit.
6. The Selection Committee shall meet and use, at a minimum, the following criterion to determine the applicants that will be selected to attend the conference or class.

-Seniority on the BCHMT

-Engagement level within the BCHMT

-Willingness for that individual to bring back useful information to the BCHMT for dissemination to the Team.

The Selection Committee shall, at its own discretion, pick additional criteria from which to base their decision on. This additional criterion shall be documented at the beginning of the selection process and used for every applicant.

1. Once applicants have been selected, the BCHMT Team Coordinator shall send written notification of the approval or denial to all applicants.
2. Those individuals approved to attend the conference or class shall coordinate with the BCHMT Assistant Team Coordinator and the BCHMT Financial Officer to make all travel arrangements and payment of registration fees.
3. Upon completion of the training course, the applicant shall coordinate with the BCHMT Team Coordinator and the BCHMT Training Officer on the distribution of information that is beneficial to the BCHMT in the form of classes or trainings that can be taught, equipment that can be purchased or any other criteria that will be determined before the conference or class takes place.