



National Wildfire Coordinating Group

National Interagency Fire Center
3833 S Development Avenue
Boise, Idaho 83705-5354

MEMORANDUM

Reference: NWCG#002-2013

To: Geographic Area Coordinating Group Chairs

From: NWCG Chair *Auto Bidabura*

Date: April 9, 2013

Subject: Evolving Incident Management – Request for Additional Information
RESPONSE DUE: May 1, 2013

NWCG's Evolving Incident Management (EIM) project needs your assistance in gathering important information. Feedback is needed on current standard operating procedures and guidelines at the Geographic Area level.

Your response to this request is crucial in completing several high priority tasks by project work units developing a framework for incident management team governance.

Attached is a list of questions formatted as an MS Word "form" to facilitate your response. Each question has an answer section between brackets for your inputs.

Please send your responses to the attention of Kim Christensen at kachristensen@fs.fed.us by May 1, 2013. If you have any additional questions or clarification you can contact Kim via email or phone at 208-387-5949.

Thank you for your assistance in helping us move forward in developing a new organizational model for incident management. More information on the project can be found on the NWCG Web site at <http://www.nwcg.gov/imosp/index.htm>.

Attachment A: NWCG Evolving Incident Management IMT Questions to Geographic Areas
Attachment B: Southern Area Mobilization Policy and Procedures

cc: Geographic Area Coordination Center Managers
Kim Christensen, IMT Governance and Mobilization Work Unit Lead
Susie Stingley-Russell, NICC Center Manager
NWCG Executive Board
NWCG Program Management Unit (PMU)

NWCG Evolving Incident Management IMT Questions to Geographic Areas

Name of Geographic Area (GA): [Enter responding GA name]

Date: [Enter date]

Name of GA Contact: [Enter contact person's name]

Phone #: [Enter contact phone #]

1. How many Type 2 IMTs do you currently have? [Enter a number]

How many are federally sponsored Type 2 IMTs: [Enter a number]

How many are state sponsored Type 2 IMTs: [Enter a number]

How many are local government sponsored Type 2 IMTs: [Enter a number]

Are all of the Type 2 IMTs that are federal, state, or local government sponsored available nationally without restriction? (select one) Yes or No

How many Type 2 IMTs are available nationally without restriction: [Enter a number]

Please identify any restrictions (e.g., draw down levels): [Enter restrictions, if any]

2. Has your Geographic Area completed a formal IMT analysis to determine the number of Type 1 and Type 2 IMTs necessary for your GA? (select one) Yes or No

a. If Yes, please provide a copy of the analysis and rationale.

b. If No, please describe the method used to determine the necessary number of Type 1 and Type 2 IMTs for your GA: [Enter description of analysis method.]

What is the optimal number of Type 1 and Type 2 IMTs for your GA?

a. Type 1: [Enter a number]

b. Type 2: [Enter a number]

3. Given current IMT membership, how many Type 1 and Type 2 IMTs can your GA field with full time agency, state, local government, and cooperators for the 27 long team members identified in the National Mobilization Guide (without dependence on ADs or Supplemental Fire Department Resources*)?

a. Type 1: [Enter a number]

b. Type 2: [Enter a number]

*Note: EIM would like to identify the contribution supplemental local government employees provide to the composition of IMTs for the purpose of future succession planning. "Supplemental Fire Department Resources" are defined as less than full time employees and/or volunteers who are

employed by local fire departments on a part time basis for fire department duties such as training, or solely for the purpose of supporting IMTs. An NWCG memo about supplemental local fire department resources is available at <http://www.nwcg.gov/general/memos/nwcg-004-2009.html>.

How many IMT members are “Supplemental Fire Department Resources”? [Enter a number]

4. How many IMT members are from outside your GA? (For example: A PIO from Michigan serving on a Southwest IMT): [Enter a number]
5. Is IMT membership prioritized among regular agency employees (federal, state, and local government)? (select one) Yes or No
 - a. If Yes, please describe: [Enter description]

When do you recruit for the following IMT positions and how long is the tenure?

- a. Incident Commanders
When recruit: [Enter description] Tenure length: [Enter tenure length]
- b. Command and General Staff
When recruit: [Enter description] Tenure length: [Enter tenure length]
- c. Long Team positions as stated in the NMG
When recruit: [Enter description] Tenure length: [Enter tenure length]
- d. Vacant positions
When recruit: [Enter description] Tenure length: [Enter tenure length]

Please describe how Command and General Staff trainees are recruited, nominated, and selected:
[Enter description]

When (what month) does your GA typically make team selections? [Enter month]

6. Does your GA have a succession or workforce plan built into the IMT standard operating procedures similar to the Southern Area (attachment 2)? (Any AD or “supplemental resource” in the 27 primary long team positions is required to mentor a trainee.) (select one) Yes or No

Note: Some state and local government full time employees participate on IMTs through the AD hiring process. It is understandable that these personnel may not be required to mentor a trainee in order to occupy a primary position.

7. Please describe your Type 1 and Type 2 team rotations and how are they managed: [Enter description]

What is the governing body for team management and rotation? [Enter name or description of governing body]

What are the criteria (if any) for assignment equitability amongst IMTs? [Enter criteria]

8. Does your GA have standard operating procedures(SOPs) for IMTs? (select one) Yes or No

- a. If Yes, please provide a copy. Include individual IMT SOPs, if applicable.
9. Do you have established GA IMT performance measures? (select one) Yes or No
- a. If Yes, please describe: [Enter description]
- b. If Yes, please describe how IMTs are held accountable to these performance measures: [Enter description]
10. Do you have agreements with non-traditional governmental entities that allow them to participate on IMTs? (select one) Yes or No
- a. If Yes, please describe: [Enter description]
- What other governmental entities have expressed interest? [List other interested entities]
- Are there known barriers to increasing participation on IMTs? [Enter known barriers]
11. What type of standard Support Modules/Centers have you used in the past? (A Support Module/Center can be described as a functional area that supports multiple incidents and/or GAs) [Enter types used]
- What suggestions do you have regarding the future of Support Modules/Centers? [Click here to enter text.]

Please forward your responses to Kim Christensen at kachristensen@fs.fed.us by April 24, 2013.

Thank you for your participation!

Southern Area Mobilization Policy and Procedures

Existing Policy:

During mobilization, dispatchers and coordination centers are to follow established protocols and procedures when filling resource orders. The priorities are agency personnel and cooperators first and casual and contractors last. Coordination Centers should have procedures in place to ensure compliance with that direction.

Situation:

For CY 2007 and the near future, the Southern Area is fielding (2) Type 1 Incident Management Teams (IMT) and a new (1) Type 2 IMT. There may be team vacancies in specific functional positions at the primary level and in the existing depth of candidates at the alternate, trainee or apprentice levels. Focused succession planning is critical to future success of fielding three or more interagency IMT's in the Southern Area.

In the short term, the utilization of Administratively Determined (ADs) pay plan employees, which have retired with prior IMT experience possessing specific ICS functional knowledge, skill, and ability may be crucial to training agency personnel and cooperators to assure team position vacancies are filled with agency personnel and/or cooperators for the long term.

Our Leadership Intent and Desired Outcome: The Southern Area will field three interagency IMTs with current agency personnel and cooperators. The following short term actions result in focused training to improve IMT staffing with agency personnel and cooperators.

Actions:

1. Roster ADs (retirees) to fill specific team functional positions vacancies where no agency personnel and cooperators candidate has applied or is available at the primary level. The AD will be paired with a trainee or apprentice. The AD's dual task is to fill in the team functional position assignment and with focused attention to train their replacement, in essence to work themselves out of a job. This assignment would include a dual dispatch both in terms of agreement/understanding with the selected AD and trainees or apprentices.
2. The IMT training specialists would have responsibility to monitor progress and report back to the IC as to progress. This training relationship will be subject to annual review for continuation based on progress of the trainee or apprentice. Upon successful completion of the training assignment the trainee would assume the primary or alternate role on an assigned IMT.
3. The ICs will share this document with all IMT members for clarity on use of AD retirees in the short term. The Section Chief who is responsible for the functional area where the selected AD and trainee or apprentices are positioned acknowledges this training relationship and team expectations.