

**NORTHERN ROCKIES  
GEOGRAPHIC AREA**

**TYPE 1, TYPE 2 and FIRE USE  
INCIDENT MANAGEMENT  
TEAM PLAN**

**2007**

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## NORTHERN ROCKIES INCIDENT MANAGEMENT TEAMS

### ORGANIZATION

The Northern Rockies Incident Management Teams are dedicated to the goal of managing our most serious, complex, and costly incidents with our best-qualified personnel. These teams are expected to manage the most complex fire situations in any fuel type in the U.S. Each team is supervised by an Incident Commander and assisted by specialists as needed to manage the emergency as effectively and efficiently as possible.

The Northern Rockies can provide 2 Type 1, 5 Type 2 and 2 Fire Use Incident Management Teams for the 2007 season.

Team configuration for T1 or T2 team assignments will be ordered as either a long or a short team, and will conform to the configuration listed in the National Interagency Mobilization Guide, Chapter 63. In addition to the 27 positions identified for long team configuration, the teams may also identify up to 17 additional support positions **to be negotiated and concurred on by the Incident Commander and the ordering unit's Agency Administrator prior to dispatch.** The team may also bring an additional 6 trainee positions and 6 S420/520 course command and general staff mentorees. Any additional positions approved in addition to the above 56 will be ordered without names attached and preference given to people on the alternates list.

The primary mission and priority of the Fire Use Management Team is to provide unit and agency managers with skilled and mobile personnel to assist with the management of Wildland Fire Use (WFU) and prescribed fires. Each FUMT offers the full range of appropriate management responses to wildland fire occurrences and large, complex prescribed fire applications with the priority given to wildland fire use and long duration suppression activities. Each team is supervised by an Incident Commander and assisted by specialists as needed to manage the incident as effectively and efficiently as possible. The incident will be managed to ensure the safety of all public and incident personnel, with attention to Agency Administrator direction, resource values and cost accountability. Incident management will be conducted in a professional manner which exhibits a situation of control to the hosting agency and the public.

Team configuration for Fire Use Management teams consists of the 7 positions identified in the National Interagency Mobilization Guide, Chapter 63.3.1, plus an additional 3 positions to be determined after discussion with the ordering unit. At least one member of each FUMT will be qualified as a Fire Use Manager Type 1. Trainees will be in addition to the 10 positions and will be negotiated with the ordering unit, with priority given to local and adjoining unit personnel.

### SAFETY

The incident will be managed to ensure the safety of all public and incident personnel, with attention to Agency Administrator direction, resource values and cost accountability. Incident management will be conducted in a professional manner which exhibits a situation of control to the hosting agency and the public. Safety is the number one priority for all Team functions and the following considerations and guidelines will be followed on all incidents:

1. The Northern Rockies Coordinating Group and Agency Administrators are committed to zero tolerance of carelessness and unsafe actions.
2. The commitment to, and accountability for, safety is a joint responsibility of all firefighters, IMT members, and agency administrators.
3. The Delegation of Authority, all Incident Action Plans, the Wildland Fire Situation Analysis, Wildland Fire Implementation Plan and related activities must reflect this commitment to safety.
4. Individuals must be personally committed and responsible for their own performance and accountability.
5. The incident Commander shall ensure that safety factors are covered with incident personnel at all operational briefings; that safety briefings are occurring throughout the incident organization, that safe practices are implemented and unsafe acts are not tolerated.
6. The identification and location of escape routes and safety zones must be stressed. The Incident Management Team will use Standard Fire Orders, Watch Out Situations, and ICS 215-A (LCES) for guidance at strategy meetings, during briefings and when developing the incident action plan, safety message, and medical plan.

## HOW TO REQUEST A TEAM

Team requests are made through the Northern Rockies Coordination Center via ROSS, with one request for the team. NRCC or Team Coordinators will notify the Incident Commander when a request is received. Team Planning Sections, in coordination with the Team Coordinator, will ensure that team rosters are current in ROSS. Teams will not be dispatched with more members than identified in the National Interagency Mobilization Guide, Chapter 63.1, without advance approval of the ordering agency line officer.

The Line Officer ordering the team should initially furnish the following information:

- Name and location of incident
- Designated assembly point
- Estimated time of briefing
- Contact name and number for the Incident Commander to call for incident specifics and any other pertinent information.

In the Geographic Area, team members will bring their own transportation unless agreed upon otherwise.

Transportation for team members on dispatches outside of the Northern Rockies Geographic Area will be coordinated with NRCC.

Any additional overhead requests by the team that cannot be obtained from the local unit will be ordered by the incident dispatch office through the normal dispatch channels.

## RESPONSIBILITIES – AGENCY ADMINISTRATOR/ REQUESTING UNIT

The agency official having line responsibility for management of the area in which the emergency exists is the Unit Administrator. During multi-agency assignments, Unit Administrators will maintain close contact with the team in charge. Responsibilities of the Unit Administrator include but are not limited to the following:

1. Completes Wildland Fire Situation Analysis prior to arrival of the team.
2. Prepares and schedules a team briefing soon after the team arrives; discusses such things as resource values, cost, and establishes and coordinates resource management objectives for the area.
3. Set clear and measurable standards for safety. Highlight known hazards of the area.
4. Retains responsibility for management of the incident, including mobilization and demobilization of incident resources.
5. Complete and approve a Delegation of Authority in writing. The transfer of authority for suppression actions on a fire is done through a written delegation of authority from the agency administrator to the Incident Commander. This procedure facilitates the transition between incident management levels. An IMT may manage suppression actions on a fire only after receiving a signed delegation of authority. The delegation is part of the briefing package and must contain both the specific delegation and limitations to that authority. It is very important to include specific, measurable objectives to be accomplished by the IMT. Clear and concise objectives will provide both the IMT and the agency administrator a means for continual evaluation and adjustments as the incident progresses.
6. Appoints local liaison personnel (i.e., resource advisor/liaison) to work with the team during their assignment.
7. Provide the resources and procedures for release of information to the news media and concerned public. Define public information responsibilities and delegations so that all parties understand their roles. Provide a local liaison, or establish standards for IMT liaison, with local communities. Assure that all appropriate public, media, and governmental contacts are made and lines of communication are established and maintained.
8. Restore and maintain initial attack capability.

9. Assign clear responsibility for initial attack responses expected of the team in the Delegation of Authority.
10. Assure the IMT addresses the fire training needs of the host unit.
11. Reports on the progress of the fire to his/her supervisor.
12. Works with the Incident Commander to resolve any problems that may arise during the assignment. Reports to the Team Coordinator any problems that cannot be resolved locally.
13. Assure that rehabilitation of all effects of fire suppression activities are addressed prior to release of the IMT.
14. Assure that all fiscal matters are identified and resolved, as much as possible, prior to release of the IMT.
15. Coordinates the release of the team with the Incident Commander.
16. Receive a Return of the Delegation of Authority for management of the incident from the Incident commander prior to release of the IMT.
17. Is responsible for, and participates in, the assessment of the team performance and effectiveness. The Agency Administrator may request the assistance of an evaluation team if needed. The Incident Commander will forward team evaluations to the Team Coordinator, who will then distribute copies to the Zone Agency Representatives and the NRCG Operations Committee.
18. The Agency Administrator has the authority to replace an IMT anytime his/her expectations and conditions of the Delegation of Authority are not being met. Only the Zone Agency Representatives or the NRCG Board of Directors can make the decision to have a team "stand down".

#### **RESPONSIBILITIES - TEAM COORDINATORS**

1. Administrative management of the teams.
2. The Team Coordinator will keep the NRCG Operations Committee Chairperson informed of any required replacements of team members occurring during the fire season.
3. The Coordinator is responsible, with the IC, for selecting, and clearing with the supervisor, replacement team members during the fire season should any vacancies occur.
4. The Coordinator will annually recommend replacements in the teams and submit recommendations to the Operations Committee.
5. Address conflicts and disciplinary actions that cannot be resolved by the Incident Commander or between the team and any other entity.
6. Review the team plan and update annually.
7. Forward and disseminate team related information to team members concerning meetings of interest, safety items, etc.
8. Provide NRCG & Zone BOD with copies of team plan early enough to have comments returned by the spring Operations Committee meeting.

#### **RESPONSIBILITIES - NORTHERN ROCKIES COORDINATING GROUP (NRCG)**

The purpose of NRCG is to further interagency cooperation, communications, coordination, and to provide interagency fire management direction and all-hazard support for the Northern Rockies Geographic Area.

## **RESPONSIBILITIES - NRCG BOARD OF DIRECTORS**

Establish procedures for, and implementation, selection, and management of Northern Rockies Type I Teams.

The BOD provides oversight to Type 1 IMTs and Fire Use Management Team.

Selection of new Type 1 Incident Commanders will be completed by the NRCG Board of Directors, with the Chairperson of the Operations Committee in attendance.

## **RESPONSIBILITIES - NRCG OPERATIONS COMMITTEE**

Management of teams is delegated to the Operations Committee from the NRCG Board of Directors.

The Operations Committee and Incident Commanders will complete selection of the remainder of Type 1 Overhead Team members.

Provide management and support to Northern Rockies Incident Management Teams (IMT), which includes Fire Use Management Teams (FUMT) and Fire Use Taskforce.

Assist Incident Commanders (IC) with issue resolution and develop recommendations for the NRCG and/or National Wildfire Coordinating Group (NWCG) approval.

Ensure recommendations reflect the NRCG commitment to maintain the integrity of the NR Type 2 IMTs.

Ensure standard operating procedures for IMTs and FUMTs in the Northern Rockies Area comply with NWCG and NRCG direction.

Facilitate the selection of IMT members with the Incident Commanders.

Support coordination of the IMTs and FUMTs by NRCC (scheduling of team meetings, rotation schedule, IMT roster updates, etc.)

Work with agencies to help ensure sufficient qualified individuals are nominated for team membership.

Establish a standing IMT Task Force to staff out issues, concerns, and opportunities related to IMTs and FUMTs for the committee.

## **RESPONSIBILITIES - NRCG ZONE BOD**

Provide oversight to Type 2 IMTs in their zones.

Review team applications from zone to determine team staffing needs, capability of fielding teams.

Review the draft team plan prior to the Spring NRCG Operations Meeting and recommend changes to.

## **RESPONSIBILITIES – INCIDENT COMMANDER**

IC's provide oversight for their respective IMTs

Provide Roster of current team members to team coordinator when members change or when Type 1, Fire Use or buying teams come into on call status.

Notify NRCC overhead desk when team status is different from that shown on the rotation schedule (i.e. Team unavailable)

## **RESPONSIBILITIES - TEAM /MEMBER**

Incident Management Teams are responsible for developing incident management strategy in accordance with agency policies and resource management objectives. The Incident Commander is directly responsible to the Unit Administrator except when an Area Command Team is in place.

Each team member shall ensure through their supervisor and Agency Administrator that they are available for assignments during assigned on-call periods. Any periods of unavailability or substitutions will be approved by the Incident Commander.

Teams are responsible to the Agency Administrator(s) having land ownership and protection responsibility for the land where the incident is located.

Team members will not be excused from serving in their position except for the following reasons: sickness, line officer's commitments, or legitimate emergencies. It will be the team member's responsibility to call their Incident Commander and advise of their unavailability.

If the IMT member has a planned absence during the "call-up period" they will locate a replacement before the absence period. Only substantial emergencies will be acceptable for team members not being available during their 2-hour call-up period.

Team members will also notify their immediate supervisor or acting each time they are dispatched.

Team members may "Free Lance" on other fire assignments only at the discretion of the IC.

## **RESPONSIBILITIES - SHARED**

During the 2-hour call-up periods, the Team Coordinator, Incident Commander and Supervisory Unit Administrators shall ensure that team members are available for assignments

## **TEAM READINESS AND CALL-UP**

### **National Type 1 Team Rotation Procedures: (Ref NMG 6.3.1.2)**

- A. National Type 1 Teams remain on call for a maximum of 7 days.
- B. At the time (clock hour and day of week) a team from the National rotation is mobilized, the next Geographic Area in rotation will be notified and placed in 2- hour call status and will remain in call status for the next 7 days. The next two Geographic Areas in rotation will also be notified of the schedule change. Geographic Areas unable to provide a team for a national assignment will not be considered until the Area comes into the third position again.
- C. Geographic Areas with more than one team may decide which "eligible" team responds to a national call. Geographic Areas must pass if no "eligible" team can meet the 2-hour call.
- D. Teams will be considered "ineligible" for national assignment if the primary Incident Commander is unavailable or it is necessary to have more than two substitutes to fill Command/General Staff positions. The Deputy Incident Commander may be allowed to take the team with Geographic Area MAC Group approval.
- E. Once a team has actually been committed to an incident, either internally or nationally, it will remain ineligible for national assignment until all teams have had an assignment. Once all teams have had an assignment, the rotation will begin the second round following the same procedures applied in round one.

- F. Any mobilization, locally or nationally, will be considered as an assignment unless it is canceled prior to the team actually being mobilized. Those teams that are mobilized, but do not actually receive an incident assignment, will be considered eligible for assignment prior to beginning the next round of team eligibility for national assignment.
- G. All assignments, both within an Area and Nationally, count as experience.
- H. Areas having two or more teams may commit two teams internally at the same time prior to going to the National Rotation.
- I. Once a team (from the National Rotation) is staged, the Geographic Area can commit that team to any fire in the Geographic Area. If NICC receives another request, the first team from the National Rotation will be mobilized.
- J. The Geographic Area will coordinate with the NICC before reassigning an out-of-area team to another incident.
- K. The NMAC retains the authority to adjust the National Rotation when necessary to achieve team experience objectives or for other reasons. During National Preparedness Level 4 and 5, the NMAC will manage all team assignments.
- L. Geographic Areas with only one team may stand the team down for rest after coordination with the NICC.

### **Type II Team Rotation Procedure**

The previous year's teams will remain in Geographic Area/National rotation until new teams are selected and established. The Incident Commanders will notify the Team Coordinator when the "new" teams are ready to be mobilized. The Northern Rockies Type 2 Incident Management Teams will be listed on a Geographic Type 2 Team rotation listing and could be dispatched to out-of-area incidents. Teams must meet National Standards as stated in the National Interagency Mobilization Guide for dispatch out of the geographic area.

Teams are on a geographic rotation which is set up on a 2-hour, 8-hour and off call basis. The team on call will be dispatched through the respective Zone Coordinator. The respective Zone Dispatch Center will contact the Incident Commander and advise them of any rotation status change. The Incident Commander in-turn will notify their individual team members of their new "standby" status. After all team members have been advised, the Incident Commander will confirm status with the respective Zone Coordinator. Team members who become unavailable during their "call up period" must notify the Incident Commander and the Zone Coordinator of their unavailability. The Incident Commander will notify the appropriate Zone Coordinator of the placement of an alternate on the team.

The two hour column is only order specific for initial out of region dispatches. If a unit has a fire requiring a team and their zones team is in the two hour column it may be used regardless of which two hour position the team is in. If the zone does not have a team in the two hour column they will be assigned the closest team available.

Once a Team has had an out-of-Geographic-Area assignment, an asterisk will be placed beside their name on the NRCC home web page when they come into rotation, indicating they have had an assignment. The other Team in 2-hour will be given the opportunity first. In the event that both Teams in 2-hour have had an out-of-Geographic-Area assignment, the closest Team will be sent. The closest Team will be determined by NRCC based on physical location if driving, or proximity of jetport(s) if flying.

When a team has had two assignments and other teams are still without an assignment a conference call will be held with the IC's to determine if the team with the multiple assignments will be placed in "off" status until teams that have not been out have a chance for dispatch. A # symbol will denote a team has had two assignments.

When the Incident Commander is not available for timely dispatch, the team will be dispatched with the qualified Deputy or Alternate Incident Commander. Teams may have up to three alternates filling Command and General Staff positions on Northern Rockies Geographic Area dispatches.

Break-up of the Zone Teams must be coordinated with Zone Coordinators, Incident Commander's, Northern Rockies Coordination Center (NRCC) and Zone Board of Directors.

When the dispatched team returns to its home unit, it will be put on an "off-call" basis for a minimum of 24 hours, as a rest period. This team will assume their position at the bottom of the rotation until the completion of the current rotation cycle (Monday) at which time they will return to the established rotation.

It is important that each team receive a yearly assignment. Incident Management Teams may be dispatched to emergency situations regardless of their complexity or out of rotation schedule in order to maintain a high level of proficiency.

### **Fire Use Management Team Mobilization Procedure**

There are currently seven FUMTs available nationally. One rotation schedule is maintained by the NICC and posted at <http://www/nifc.gov/news/nicc.html>. Team rotations will be on a one week basis, with three teams in on-call status for that week. The rotation will change on Mondays at 2400 MDT, with seasonal availability for all teams beginning the first Tuesday in April and running through the last Monday in October. All members on the on-call team are expected to be available for the duration of their on-call period or to arrange for a substitute ahead of time.

For a FUMT request from within the Northern Rockies geographic area, the priority order for filling will be a) the first Northern Rockies FUMT in on-call status, b) the second Northern Rockies FUMT, if available, or c) the first on-call team on the national rotation schedule.

FUMT members will be identified by their home unit and will be ordered through established ordering channels. All FUMT members will also be released through established ordering channels.

During National Preparedness Levels 4 and 5, when four or more FUMTs are assigned, the NMAC will then manage any team assignments. The Interagency Fuels Committee representative will be responsible for briefing the NMAC to assure that national prioritization and critical reserve needs can be met.

## **TEAM ADMINISTRATION**

### **Length of Commitment**

It is the intent of the Operations Committee to encourage Team participation and create as many opportunities as possible for involving "new" people in the program.

One Type 1 team will be selected every 2 years and serve for 4 years. Currently, Bennett's Team will serve through February 2008. Stanich's Team will serve through February 2009.

1. **Incident Commanders:** 4 years – Following the 4-year period, ICs may REAPPLY for an additional 4-year assignment. Incumbent Incident Commanders will be considered along with other candidates. No individual will perform as an IC more than 8 consecutive years. NRCG may extend the 8-year tour if no other qualified ICs are available.
2. **Deputy Incident Commanders:** 4 years – Following the 4-year period, DPICs may REAPPLY for an additional 4-year assignment or apply for a vacant IC position. Incumbent DPICs will be considered along with other candidates for vacant IC positions.
3. **Command Staff and Other Short Team Positions:** 4 years – Following the 4-year period, team members must REAPPLY and can remain with the team for as long as the IC does. If the IC position changes during this period, team members must reapply for a team position, unless the IC becomes unavailable during the May through October fire season. In this case, the NRCG Operations Committee will direct actions and may decide simply to replace the IC.

4. **Long team members** - Up to 4 years. The long team member may continue to remain on a team during the tour of the incumbent IC with IC concurrence. Members will be reviewed annually to determine if they should be rotated to meet training, developmental or agency parity. Team members must reapply if they wish to change positions or teams.
5. **Fire Use Team members** will serve a 3-year term.
6. **Persons Filling in for Uncompleted Team Tours:** Persons replacing team members lost to transfer, retirement, or work assignment changes, will be committed only to finish the tour of the incumbent. Should the individual wish to continue, they must reapply under the normal rotation.
7. **AD's/Retirees:** AD/retirees can be used, but only if there are not current employees available. When a retiree or AD is used, **a trainee must be assigned with them.** The following positions should be filled by current agency employees: ICT1, FSC1, FSC2, PROC, INJR and COMP.

### Replacements

Vacancies occurring within the teams during the fire season will be filled by qualified individuals from the alternates list or other qualified sources, as agreed to by the Incident Commander and Team Coordinator. The Coordinator will notify the NRCG Operations Committee of the change.

Normally these replacements will be selected from the alternate and training cadre members, and will serve for the remainder of the season. The Coordinator will annually recommend replacements in the teams and submit recommendations to the Operations Committee.

**Long Term** – When illness or other unforeseen circumstances force a team member to vacate his/her position, it may be filled by (1) a qualified member of a team, (2) a qualified member of the alternate list, or (3) other qualified personnel. When that person is again available, providing it is before the next season, the person will automatically be reinstated to the team. Layoffs beyond one fire season will cause the person to be placed on the list of applicants for team consideration.

**Short Term** – When unforeseen circumstances prevent a member from responding to an assignment, the person will be replaced on a temporary substitute basis by (1) a person from the alternate list, (2) member of the team lowest on the call-up schedule, or (3) any other qualified source.

### TEAM SELECTION TIMELINES

1. October 15 – Team vacancies and needs identified.
2. December 1 – Nomination forms distributed. All nominations will be submitted through the Team Coordinator listed at the end of the application.
3. January 30 – Nomination forms due back to Team Coordinators.
4. Late January – Conference call with NRCG Board of Directors, Operations Committee Chairperson and Type 1 Team Coordinator to select ICs and DPICs when appropriate.
5. Team Coordinator prepares roster of all nominees to present to ICs/ NRCG Zone BOD's and advises on how overall Northern Rockies Area goals are being met regarding present team positions and future staffing.
6. NRCG Zone BOD's will meet and review nominations and plans and recommend staffing levels to NRCG.
7. ICs prepare team roster proposals to present to NRCG Operations Committee considering Type 1 and Type 2 Team Coordinator's input and personal evaluations and contacts.
8. NRCG Operations Committee will coordinate with ICs, Type 1/Type 2 Team Coordinators on team selections as appropriate.

9. Mid-February – Incident Commanders, team coordinators and the NRCG Operations Committee will meet in February each year to discuss team performance evaluations, identify problems, select new team members and coordinate management processes between Type 1, Type 2 and Fire Use Management Teams.

Team replacement members will be selected annually from the best-qualified individuals from all agencies. The Incident Commanders, Northern Rockies Coordinating Group (NRCG) Operations Committee members, and Team Coordinators will meet to review past management practices, select replacement team members, and update the operating plan. The Team Coordinators and the NRCG Operations Committee Chairperson will coordinate dates, meeting place, agenda, etc.

## **TRAINEE/ S420/520 COMMAND AND GENERAL STAFF MENTOREE POSITIONS**

Type 1 and 2 teams may carry up to six trainees. These individuals will be pre-identified and assigned to a team until the individual has completed task book requirements. With the goal of providing “quality” trainee experiences, individuals may perform as a trainee for more than 1 year. Replacements will be negotiated upon completion of the task book if necessary. These trainees will then be eligible for other incident assignments in order to maximize their opportunities for gaining experience. Geographic Area needs assessments will determine which positions are priority for trainee assignments.

Currently, priority will be placed for these trainees:

1. 2007 S-520 and S-420 Graduates

Trainees will have training plans developed and be evaluated on each assignment. Documentation of performance will be forwarded to the individual’s home unit. Recommendations for certification will be included on the performance rating and task book.

The NRCG Operations committee and the ICs will review trainee candidates annually.

Local units may negotiate with the teams to place their trainees on the incident.

In addition to the six trainees each team can take up to six S420/520 command and general staff mentorees. These positions are identified by the incident management team and not the receiving unit. Mentoree Trainee requirements include completion of all required training courses and prerequisite experience prior to obtaining an initiated Position Task Book (PTB). The only exceptions are those Command and General Staff positions that include S-420, S-520, and S-620 as required training. PTBs and the qualification process can be initiated for those positions prior to attendance and completion of these three training courses. This will allow trainees to gain experience that will prepare them for passing these advanced courses. (Reference PMS 310-1, pg.3)

## **PERFORMANCE PROBLEMS**

Should any performance problems with team personnel become apparent, the IC will deal with them immediately. If the problem cannot be resolved on the team level, the IC will notify the Team Coordinator who will notify the NRCG Operations Committee. Any recommendations for action, including replacement of team members, will be directed to the NRCG Operations Committee.

If a person must be removed from the team for any reason, all involved agencies will be notified.

## **NON- WILDLAND FIRE INCIDENT ASSIGNMENTS**

Non-wildland fire incident management assignments on federal wildland agency managed lands may occur under the following guidelines:

- A. Planned events should be managed internally by the respective agency.
- B. Base eight salary (except when supporting FEMA), overtime, travel and per diem will be paid by the receiving agency.

- C. The planned length of assignment should not exceed 14 days without negotiated approval.

Federal Emergency Management Agency (FEMA) mobilization under the Federal Response Plan (FRP) will be accomplished using the national call-out procedures.

#### **AFTER ACTION REPORTS**

After each assignment, the Incident Commander will forward a copy of the Incident Team Evaluation, completed by the host agency, to the Team Coordinator. (Form attached in Appendices)

A copy of "Lessons Learned" will be provided to the Team Coordinator and host agency by the departing team. (Form attached in Appendices)

#### **MISCELLANEOUS**

The NRCG Operations Committee may recommend that NRCG recognize individuals with performance awards when they discontinue team participation and have served on the team for a minimum of 4 years.

The NRCG Zone Boards will provide guidance and funding for awards to members of their respective Type 2 Incident Management Teams.

## Appendix A

### INCIDENT ENTRAPMENT, DEPLOYMENT, SERIOUS INJURY OR FATALITY PROCEDURES

Incident Commanders and Agency Administrators will define the reporting process for any injury or accident on the incident during the Agency Administrator briefing. This will include timelines and personnel to be notified on the host unit.

The following requirements will be followed when an entrapment, deployment, serious injury or a fatality occurs on incidents within the Northern Rockies Geographic Area:

**Incident Commander Responsibilities:** (in addition to those identified in ICS 410-1, Fireline Handbook) in order to prepare for the subsequent investigation:

1. Remove involved personnel from the fireline, while ensuring appropriate medical attention is received. When hospitalization or fatalities occur, ensure that all involved personnel's protective clothing and equipment are preserved.
2. Ensure that the entrapment or deployment scene is secured and all pertinent evidence is secured (in place if possible), particularly fire shelters and personal protective equipment as required by the Occupational Safety and Health Administration.
3. Immediately notify the Agency Administrator and provide details on the incident status summary (ICS-209).
4. Initiate an initial site investigation to ensure emergency response is appropriate, secure the site, obtain names of witnesses and collect their initial statements, take photographs, etc. This initial investigation will conclude upon arrival of the official investigation team, which should occur within 24 hours or less. The initial site investigation group will meet with the official investigation team, provide a briefing and give them all information and documents collected to date.
5. Continue to manage the overall incident unless, and until, relieved.

**Agency Administrator Responsibilities:** (in addition to those found in the Agency Administrator's Guide to Critical Incident Management, NWCG, April 1996, NFES 1356)

1. Make an initial determination on whether to replace the IMT while the investigation proceeds. This determination needs to be made rather quickly because it will take some time to get a replacement team in place. Base this determination on seriousness of the accident and in consultation with the Incident Commander, Agency Fire Staff, Zone Agency Representatives and the NRCG Board of Directors.
2. Convene an Entrapment Investigation Team, ordered through the Northern Rockies Coordination Center. The Investigation Team should be in place within 24 hours and composed of the following personnel:
  - Incident Commander or Operations Section Chief, Type 1
  - Fire Behavior Analyst\*
  - Safety Manager (chief investigator or with investigative expertise)
  - Wildland fire operation specialist with expertise at the peer level of the person(s) directly involved
  - Agency representative of involved person(s)
  - Employee representative (union, peer at operations level)
  - Fire Weather Meteorologist\*
  - Personal Protective Equipment specialist, from lab such as USDA Forest Service's Missoula Technology and Development Center\*

\*If the accident is not of the entrapment/deployment nature, such as a vehicle/equipment or tree falling accident, compose the investigative team of appropriate technical experts.

3. Instruct the Investigative Team to have their preliminary report completed within 24 hours after arrival at the incident.
  4. Based upon the investigative team's preliminary report, make a determination on whether to replace the IMT or not. IF the decision is to replace the team, also make a recommendation to the NRCG Board of Directors, through the Zone Agency Representatives, on whether the team should "stand down" pending the final investigation report. The NRCG Board of Directors will make the decision to stand a team down or not based on the Agency Administrator and Zone Agency Representative recommendations and their review of the preliminary investigation team report.
  5. Request the Investigation Team have their final report done within 45 days.
- E. Replace the existing team evaluation guide for Agency administrator use with the attached evaluation guide format.

## Appendix B ROTATION SCHEDULES

## NORTHERN ROCKIES TYPE 1 INCIDENT MANAGEMENT TEAM 2007/2008 T1 TEAM SCHEDULE

MAR 19 – APR 2	BENNETT
APR 2 – APR 16	STANICH
APR 16 – APR 30	BENNETT
APR 30 – MAY 14	STANICH
MAY 14 – MAY 28	BENNETT
MAY 28 – JUN 11	STANICH
JUN 11 – JUN 25	BENNETT
JUN 25 – JUL 9	STANICH
JUL 9 – JUL 23	BENNETT
JUL 23 – AUG 6	STANICH
AUG 6 – AUG 20	BENNETT
AUG 20 – SEP 3	STANICH
SEP 3 – SEP 17	BENNETT
SEP 17 – OCT 1	STANICH
OCT 1 – OCT 15	BENNETT
OCT 15 – OCT 29	STANICH
OCT 29 – NOV 12	BENNETT
NOV 12 - NOV 26	STANICH
NOV 26 – DEC 10	BENNETT
DEC 10 - DEC 24	STANICH
DEC 24 – JAN 7	BENNETT
JAN 7 – JAN 21	STANICH
JAN 21 – FEB 4	BENNETT
FEB 4 – FEB 18	STANICH
FEB 18 – MAR 3	BENNETT
MAR 3 – MAR 17	STANICH
MAR 17 – MAR 31	BENNETT
MAR 31 – APR 14	STANICH
APR 14 – APR 28	BENNETT
APR 28 – MAY 12	STANICH
MAY 12 – MAY 26	BENNETT
MAY 26 – JUN 9	STANICH

Teams rotate at 0800 MDT Mondays

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**2007 NORTHERN ROCKIES INTERAGENCY TYPE 2 TEAM ROTATION**

<b>Pre-Season</b>	<b>On call</b>	<b>On call</b>	<b>Off</b>	<b>Off</b>	<b>Off</b>
Mar 26-Apr 2	Grant	Heintz	WMZ	Kusicko	Secret
Apr 2-Apr 9	Heintz	WMZ	Kusicko	Secret	Grant
Apr 9-Apr 16	WMZ	Kusicko	Secret	Grant	Heintz
Apr 16-Apr 23	Kusicko	Secret	Grant	Heintz	WMZ
Apr 23-Apr 30	Secret	Grant	Heintz	WMZ	Kusicko
Apr 30-May 7	Grant	Heintz	WMZ	Kusicko	Secret
May 7-May 14	Heintz	WMZ	Kusicko	Secret	Grant
May 14-May 21	WMZ	Kusicko	Secret	Grant	Heintz
May 21-May 28	Kusicko	Secret	Grant	Heintz	WMZ
May 28-Jun 4	Secret	Grant	Heintz	WMZ	Kusicko
Jun 4-Jun 11	Grant	Heintz	WMZ	Kusicko	Secret
Jun 11-Jun 18	Heintz	WMZ	Kusicko	Secret	Grant
<b>Core Season</b>	<b>2 hour call</b>	<b>2 hour call</b>	<b>8 hour call</b>	<b>8 hour call</b>	<b>Off</b>
Jun 18-Jun 25	WMZ	Kusicko	Secret	Grant	Heintz
Jun 25-Jul 2	Kusicko	Secret	Grant	Heintz	WMZ
Jul 2-Jul 9	Secret	Grant	Heintz	WMZ	Kusicko
Jul 9-Jul 16	Grant	Heintz	WMZ	Kusicko	Secret
Jul 16-Jul 23	Heintz	WMZ	Kusicko	Secret	Grant
Jul 23-Jul 30	WMZ	Kusicko	Secret	Grant	Heintz
Jul 30-Aug 6	Kusicko	Secret	Grant	Heintz	WMZ
Aug 6-Aug 13	Secret	Grant	Heintz	WMZ	Kusicko
Aug 13-Aug 20	Grant	Heintz	WMZ	Kusicko	Secret
Aug 20-Aug 27	Heintz	WMZ	Kusicko	Secret	Grant
Aug 27-Sep 3	WMZ	Kusicko	Secret	Grant	Heintz
Sep 3-Sep 10	Kusicko	Secret	Grant	Heintz	WMZ
Sep 10-Sep 17	Secret	Grant	Heintz	WMZ	Kusicko
Sep 17-Sep 24	Grant	Heintz	WMZ	Kusicko	Secret
Sep 24-Oct 1	Heintz	WMZ	Kusicko	Secret	Grant
<b>Post-Season</b>	<b>On call</b>	<b>On call</b>	<b>Off</b>	<b>Off</b>	<b>Off</b>
Oct 1-Oct 08	WMZ	Kusicko	Secret	Grant	Heintz
Oct 08-Oct 15	Kusicko	Secret	Grant	Heintz	WMZ
Oct 15-Oct 22	Secret	Grant	Heintz	WMZ	Kusicko
Oct 22-Oct 29	Grant	Heintz	WMZ	Kusicko	Secret
Oct 29-Nov 5	Heintz	WMZ	Kusicko	Secret	Grant
Nov 5-Nov 12	WMZ	Kusicko	Secret	Grant	Heintz
Nov 12-Nov 19	Kusicko	Secret	Grant	Heintz	WMZ
Nov 19-Nov 26	Secret	Grant	Heintz	WMZ	Kusicko
Nov 26-Dec 3	Grant	Heintz	WMZ	Kusicko	Secret
Dec 3-Dec 10	Heintz	WMZ	Kusicko	Secret	Grant
Dec 10-Dec 17	WMZ	Kusicko	Secret	Grant	Heintz
Dec 17-Dec 24	Kusicko	Secret	Grant	Heintz	WMZ
Dec 24-Dec 31	Secret	Grant	Heintz	WMZ	Kusicko
Dec 31-Jan 7	Grant	Heintz	WMZ	Kusicko	Secret
Jan 7-Jan 14	Heintz	WMZ	Kusicko	Secret	Grant
Jan 14-Jan 21	WMZ	Kusicko	Secret	Grant	Heintz
Jan 21-Jan 28	Kusicko	Secret	Grant	Heintz	WMZ
Jan 28-Feb 4	Secret	Grant	Heintz	WMZ	Kusicko
Feb 4-Feb 11	Grant	Heintz	WMZ	Kusicko	Secret
Feb 11-Feb 18	Heintz	WMZ	Kusicko	Secret	Grant
Feb 18-Feb 25	WMZ	Kusicko	Secret	Grant	Heintz
Feb 25-Mar 3	Kusicko	Secret	Grant	Heintz	WMZ
Mar 3-Mar 10	Secret	Grant	Heintz	WMZ	Kusicko
Mar 10-Mar 17	Grant	Heintz	WMZ	Kusicko	Secret

Once a Team has had an out-of-Geographic-Area assignment, an asterisk will be placed beside their name on the NRCC home web page when they come into rotation, indicating they have had an assignment. The other Team in 2-hour will be given the opportunity first. In the event that both Teams in 2-hour have had an out-of-Geographic-Area assignment, the closest Team will be sent. The closest Team will be determined by NRCC based on physical location if driving, or proximity of jetport(s) if flying. When a team has had two assignments and other teams are still without an assignment a conference call will be held with the IC's to determine if the team with the multiple assignments will be placed in "off" status until teams that have not been out have a chance for dispatch. A # symbol will denote a team has had two assignments.

**Fire Use Management Team Rotation for Calendar Year 2007**

As of 4/13/2007

Dates	Team 1	Team 2	Team 3
April 03-09	SW	RM	NR#2 (Weldon)
April 10-16	RM	NR#2 (Weldon)	GB
April 17-April 23	NR#2 (Weldon)	GB	EA
April 24-30	GB	EA	NR#1 (Svalberg)
May 1-7	EA	NR#1 (Svalberg)	CA
May 8-14	NR#1 (Svalberg)	CA	SW
May 15-21	CA	SW	RM
May 22-28	SW	RM	NR#2 (Weldon)
May 29-June 4	RM	NR#2 (Weldon)	GB
June 5-11	NR#2 (Weldon)	GB	EA
June 12-18	GB	EA	NR#1 (Svalberg)
June 19-25	EA	NR#1 (Svalberg)	CA
June 26-July 2	NR#1 (Svalberg)	CA	SW
July 3-9	CA	SW	RM
July 10-16	SW	RM	NR#2 (Weldon)
July 17-23	RM	NR#2 (Weldon)	GB
July 24-30	NR#2 (Weldon)	GB	EA
July 31-Aug 6	GB	EA	NR#1 (Svalberg)
Aug 7-13	EA	NR#1 (Svalberg)	CA
Aug 14-20	NR#1 (Svalberg)	CA	SW
Aug 21-27	CA	SW	RM
Aug 28- Sep3	SW	RM	NR#2 (Weldon)
Sept 4-10	RM	NR#2 (Weldon)	GB
Sept 11-17	NR#2 (Weldon)	GB	EA
Sept 18-Sept 24	GB	EA	NR#1 (Svalberg)
Sep 25-Oct 1	EA	NR#1 (Svalberg)	CA
Oct 2-8	NR#1 (Svalberg)	CA	SW
Oct 9-15	CA	SW	RM
Oct 16-22	SW	RM	NR#2 (Weldon)
Oct 23-29	RM	NR#2 (Weldon)	GB

Note: SW = Southwest Geographic Area; NR = Northern Rockies Geographic Area; RM = Rocky Mountain Geographic Area; EA = Eastern Geographic Area. ICs (as identified today) are noted in Parentheses. Teams rotate at 2400 MDT Mondays

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## **APPENDIX C Type 1 Team Rosters**

**For Copies of team rosters contact the Team coordinator or IC or Gary Boyd [gboyd@fs.fed.us](mailto:gboyd@fs.fed.us) 406-329-4708**

**For Copies of team rosters contact the Team coordinator Gary Boyd [gboyd@fs.fed.us](mailto:gboyd@fs.fed.us) 406-329-470  
or IC**

## **APPENDIX D Type 2 Team Rosters**

**For Copies of team rosters contact the Zone Team coordinator Gary Boyd [gboyd@fs.fed.us](mailto:gboyd@fs.fed.us) 406-329-4708 or IC**

**For Copies of team rosters contact the Zone Team coordinator or IC or Gary Boyd [gboyd@fs.fed.us](mailto:gboyd@fs.fed.us)  
406-329-4708**

## **APPENDIX E FIRE USE TEAM ROSTERS**

**For Copies of team rosters contact the Team coordinator Gary Boyd [gboyd@fs.fed.us](mailto:gboyd@fs.fed.us) 406-329-4708, or IC**

**For Copies of team rosters contact the Team coordinator Gary Boyd [gboyd@fs.fed.us](mailto:gboyd@fs.fed.us) 406-329-4708,  
or IC**

**APPENDIX F ALTERNATE LIST**

2007

**Incident Management Team  
Alternates/Trainees List**

<b>Position</b>	<b>Applicant Name</b>	<b>Unit</b>	<b>Office Phone</b>	<b>email</b>
ASGS	Kirby Cook	MT-BRF	W- 406-375-2619	kcook@fs.fed.us
Trainee				
ATGS				
Trainee				
	Joe Casey	MT-DFD	W- 406-683-8000	jcasey@blm.gov
COML	Clifford Sisko	MT-NCD	W-406-233-2849	Cliff-Sisko@blm.gov
	Steven Longacre (AD)	MT-MDC	W- 406-546-4311	<a href="mailto:ices-field-ops@hotmail.com">ices-field-ops@hotmail.com</a>
Trainee				
DIVS	Bill Altman	MO-MOS	W-417-255-9561	Bill.Altman@mdc.mo.gov
	Tony Bacon (AD)	MT-KNF	W-406-283-1118	
	Joe Casey	MT-DFD	W-406-683-8000	jcasey@blm.gov (Fire Use)
	Dan LeCrone	PA-PAS	W-814-643-2340	dlecrone@state.pa.us
	Michael Small	MT-BFO	W-406-533-7643	msmall@blm.gov
	Tim Stanton	MO-MOS	W-417-255-9561x240	tim.stanton@mdc.mo.gov
Trainee				
	Chris Peterson	IL-SHF	W-618-253-1032	capeterson@fs.fed.us
	Lawrence Schmitt	WI-CNF	W-608-537-2921	larrypeg@mwt.net

<b>Position</b>	<b>Applicant Name</b>	<b>Unit</b>	<b>Office Phone</b>	<b>email</b>
DPIC	Allen Chrisman	MT-FNF	W-406-758-5261	abcrisman@fs.fed.us
	Wayne Cook	MT-MDC	W-406-329-4824	wcook@fs.fed.us
EQPI	John Bras (AD)	MT-MDC	W-406-829-7070	
FBAN	Richard McCrea	ID-FCA	W-208-387-5558	Rich_McCrea@NIFC.gov
FUM2				
Trainee				
	Chris Peterson	IL-SHF	W-618-253-1032	capeterson@fs.fed.us
GISS	Karen Anderson	ME-ACP	W-207-288-8791	Karen_B_Anderson@nps.gov
	Bill Koncerak	SD-GPC	W-605-745-1149	Bill_Koncerak@nps.gov
ICT2	Allen Chrisman	MT-FNF	W-406-758-5261	abcrisman@fs.fed.us
LOFR	Randy Brodehl	MT-KIC	W 406-758-7762	<a href="mailto:rbrodehl@kalispell.com">rbrodehl@kalispell.com</a>
LTAN				
Trainee				
	Richard McCrea	ID-FCA	W-208-387-5558	Rich_McCrea@NIFC.gov
OSC2	John Orton (AD)	ID-CDC		
	Dan Leavell	MT-KDC	W-406-283-7630	dleavell@fs.fed.us(Fire Use)
	Norm Kamrud	MT-GDC	W-406-466-5341	nkamrud@fs.fed.us(Fire Use)

<b>Position</b>	<b>Applicant Name</b>	<b>Unit</b>	<b>Office Phone</b>	<b>email</b>
PSC2	Allen Chrisman	MT-FNF	W-406-758-5261	abcrisman@fs.fed.us
SCKN				
Trainee	Nancy Salminen	MN-MIFC	W-218-835-3116	nsalminen@fs.fed.us
SOF2	John Orton (AD)	ID-CDC	W-208-772-3283	
Trainee	Dan LeCrone	PA-PAS	W-814-643-2340	dlecrone@state.pa.us
	Michael Small	MT-BFO	W-406-533-7643	msmall@blm.gov
SOFR	Michael Small	MT-BFO	W-406-533-7643	msmall@blm.gov
TNSP	John Davis	MI-HMFC	W-231-775-2421 x8740	jdavis@fs.fed.us

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## APPENDIX G LOGISTICS INFORMATION

### ITEMS FOR THE LOCAL AGENCY TO CONSIDER

Advise line officer of situation and team arrival

Zone briefing for Take-Over and Release

Complete Wildland Fire Situation Analysis

Identify proposed Incident Camp Location

Assign Local government Liaison Officer

Have maps of incident area available for team

Provide Preattack Plans, Fire Management Plans, Forest Plan

Alert Rehabilitation Team members

Alert Evacuation Officials

Identify need for EEO considerations and AA opportunities

Identify local trainee needs

Identify need for and location of expanded dispatch

Identify need for buying team

Identify        Vehicles for team use

                  Fuel Sources

                  Garbage Pickup

                  Potable Water Sources

                  Staging Area / Mob Center needs

                  Gray Water disposal

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**APPENDIX H TEAM FORMS**

A Guide for Assessing Fire Complexity.....H-3

Fire Complexity Analysis .....H-4

Guidelines for Take-Over and Release .....H-5

Incident Management Team Evaluation .....H-13

Delegation of Authority .....H-17

Return of Delegated Authority .....H-19

Justification for Type 1 Team/Area Command Team.....H-21

Wildland Fire Use - Team Selection Rationale .....H-23

Team Nomination Form .....H-25

Lessons Learned .....H-27

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## GUIDE FOR ASSESSING FIRE COMPLEXITY

The following questions are presented as a guideline to assist the responsible line officer in analyzing the complexity or predicted complexity of a fire situation. Because of the time required to assemble and move an overhead team to a fire, this checklist should be completed when a fire escapes initial attack and be kept as a part of the fire records. As the situation becomes more complex, this checklist should be completed to assure adequate lead-time in requesting any necessary assistance.

### Use of the Guide:

1. Analyze each element and check the response YES or NO.
2. If positive responses exceed, or are equal to negative responses within any primary factor (A through F), the primary factor should be considered as a positive response.
3. If any three of the primary factors (A through F) are positive responses, this indicates the fire situation is or is predicted to be Class 1.
4. Factor G should be considered after all above steps. If either of these two items is answered YES and three or more of the other primary factors are positive responses, a Class 1 Team should be considered. If either question in G is answered YES and there are less than three positive responses in the primary factors (A through F), a Class 2 Team should be considered. If the answers to both questions in G are negative, it may be advisable to allow the existing overhead to continue action of the fire.

It must be emphasized that this analysis should, where possible, be based on predictions to allow adequate time for assembling and transporting the ordered resources.

### Glossary of Terms

**MIST** – the concept of Minimum Impact Suppression Tactics is to use the minimum amount of forces necessary to effectively achieve the fire management protection objectives consistent with land and resource management objectives.

**Potential for blowup conditions** – any combinations of fuels, weather, and topography excessively endangering personnel.

**Rare or endangered species** – threat to habitat of such species, or in the case of flora, threat to the species itself.

**Smoke management** – any situation, which creates a significant public response, such as smoke in a metropolitan area of visual pollution in high use scenic areas.

**Extended exposure to unusually hazardous line conditions** – extended burnout of backfire situations, rockslides, cliffs, extremely steep terrain, abnormal fuel situations such as frost kill foliage, etc.

**Disputed suppression responsibility** – any fire where responsibility for suppression is not agreed upon due to lack of agreements or difference interpretations, etc.

**Controversial fire policy** – escaped management fires is one example of this. Another is differing fire policies between suppression agencies when the fire involves multiple ownership.

**Pre-existing controversies** – these may or may not be fire management related. Any controversy drawing public attention to an area may present unusual problems to the fire overhead and local management.

**Has overhead overextended themselves mentally or physically** – this is a critical item that requires judgment by the responsible Unit Administrator. It is difficult to write guidelines for this judgment because of the wide differences between individuals. If, however, the Unit Administrator feels the existing overhead cannot continue to function efficiently and take safe and aggressive action, due to either mental or physical reasons, assistance is mandatory.



## LARGE FIRE MANAGEMENT GUIDELINES FOR THE TAKE-OVER AND RELEASE OF NORTHERN ROCKIES INCIDENT MANAGEMENT TEAMS

Fire Name \_\_\_\_\_ Agency \_\_\_\_\_  
Date \_\_\_\_\_ Northern Rockies Team Assigned \_\_\_\_\_

The following are guidelines for agency and teams for the orderly transfer of fire suppression authorities. The guide is for the assumption and release of incoming Overhead Teams plus a checklist of information and data the receiving agency needs to provide. Some information will be in writing and some will be verbal.

- I. The taking-over of a Major Fire by Northern Rockies Team:
  - A. The assumption of a fire by a Team must be as smooth and orderly as possible. It must be remembered that the local agency team is in charge until officially released.
  - B. Ordering agency should specify expected time of arrival, and expected time of take-over by the team.
  - C. The team should contact the local agency dispatchers in advance and arrange for: (1) expected support staff, (2) location of Unit Administrator briefing, and (3) transportation needs.
  - D. The ordering agency should do the following prior to the arrival of the Northern Rockies Team:
    1. Determine fire camp location.
    2. Order fire camp, supplies, and initial basic support organization for the fire.
    3. Order or make ample supply of topography maps, base maps, etc.
    4. Determine transportation needs of Team. (From ordering agency to fire and on fire.)
    5. Determine Unit Administrator briefing time and location.
    6. Obtain necessary information for Unit Administrator briefing (see below).
    7. Order communication cache.
  - E. The team should be briefed twice. The first briefing should be by Unit Administrator at a site away from the fire. The second briefing should be by the agency Incident Commander at the fire site. Transition period of take-over will depend upon complexity, expertise of local fire team, and/or other problems.
  - F. **Unit Administrator Briefing.** This should be as soon as possible after arrival of all members on the team. It is impossible to list everything a Team needs to know. The following are the more important items that should be discussed:
    1. General
      - a. Name of Fire \_\_\_\_\_
      - b. Initial Action Taken \_\_\_\_\_
      - c. Approximate size of fire \_\_\_\_\_ acres. Location of fire (on agency recreation map).
      - d. Name of local agency Incident Commander \_\_\_\_\_

- e. General weather condition (start to present) (predicted)  
\_\_\_\_\_  
\_\_\_\_\_
  - f. Fire behavior \_\_\_\_\_
  - g. Fuel types (know ahead) \_\_\_\_\_
  - h. Is it a tanker show? \_\_\_\_\_
  - i. Is it a helicopter show? \_\_\_\_\_
  - j. Fire camp location \_\_\_\_\_
  - k. Other fires on agency \_\_\_\_\_
2. Delegation of authority and assignment responsibility.  
Agency representative \_\_\_\_\_
3. Area Command organization (if needed or contemplated) \_\_\_\_\_  
\_\_\_\_\_
4. Cause of fire \_\_\_\_\_
- a. Investigation required \_\_\_\_\_
  - b. Name of investigator \_\_\_\_\_
5. Evaluation team assigned: Name: \_\_\_\_\_
6. Ownership involved and coordination \_\_\_\_\_
- a. \_\_\_\_\_
  - b. \_\_\_\_\_
7. Names of resource advisors assigned to fire \_\_\_\_\_  
\_\_\_\_\_
8. Local fire policy \_\_\_\_\_
9. Resource values, land values, wilderness, roadless areas, rare and endangered species?  
\_\_\_\_\_
10. Priorities for control \_\_\_\_\_
11. Local unusual fire behavior and fire history in area of fire \_\_\_\_\_  
\_\_\_\_\_
12. Money limitations and constraints \_\_\_\_\_  
\_\_\_\_\_

13. Legal consideration (current investigations in action) \_\_\_\_\_  
\_\_\_\_\_
14. Pre-attack plans \_\_\_\_\_ YES \_\_\_\_\_ NO
15. News media relations \_\_\_\_\_  
\_\_\_\_\_
- PIO organization – Report to Incident Commander \_\_\_\_\_  
- Report to agency supervisor \_\_\_\_\_
16. Known local safety hazards \_\_\_\_\_  
\_\_\_\_\_
- Unit Safety Officer name \_\_\_\_\_
- Local safety plan \_\_\_\_\_
- Agency Health and Safety Codes \_\_\_\_\_
17. Local political considerations, attitudes of local residents (extremist groups)  
\_\_\_\_\_  
\_\_\_\_\_
18. Procurement Unit Leader assigned \_\_\_\_\_
- Pay rules unique to agency \_\_\_\_\_
19. Other agencies on fire \_\_\_\_\_
- Agency Liaison \_\_\_\_\_
20. Transportation Routes \_\_\_\_\_  
\_\_\_\_\_
21. Air Operations \_\_\_\_\_
- a. Airtankers \_\_\_\_\_
- b. Effectiveness of airtankers to date \_\_\_\_\_
- c. Air Operations Director – Name \_\_\_\_\_  
- Airport \_\_\_\_\_  
- Telephone \_\_\_\_\_
- d. Helicopters assigned \_\_\_\_\_

- 22. Personnel on fire (general) \_\_\_\_\_  
\_\_\_\_\_
- 23. Equipment on fire (general) \_\_\_\_\_  
\_\_\_\_\_  
(Exact numbers, names, and ETAs provided if available)
- 24. Supply system to be used (local supply, cache, procedures) \_\_\_\_\_  
\_\_\_\_\_
- 25. Land Status \_\_\_\_\_  
\_\_\_\_\_
- 26. Physical condition of agency overhead team \_\_\_\_\_  
\_\_\_\_\_
- 27. Agency personnel available (condition) \_\_\_\_\_  
\_\_\_\_\_
- 28. Rehabilitation policies (anything the team may need to know about) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- 29. Estimated time when the team will assume command \_\_\_\_\_
- 30. Equal Opportunity/Cultural Awareness \_\_\_\_\_  
\_\_\_\_\_

**G. Local Incident Commander Briefing.**

Upon arrival at the fire, the local Incident Commander will brief the Northern Rockies Team. The team should not assume fire until they are thoroughly briefed and comfortable with the situation. Both Incident Commanders will determine exact hour of command change. After briefing, functions will start phasing into their areas of responsibility, but will not assume control until the predetermined time. Agency team may continue to work on fire in various functions depending upon physical condition and Unit Administrator's direction.

1. Map of fire (best available) \_\_\_\_\_
2. Time of start \_\_\_\_\_
3. Spread – fire behavior \_\_\_\_\_
4. Fuels – at fire \_\_\_\_\_
5. Anchor points \_\_\_\_\_
6. Line held (on map) \_\_\_\_\_
7. Natural barriers \_\_\_\_\_  
\_\_\_\_\_
8. Weather forecast \_\_\_\_\_  
\_\_\_\_\_
9. Camp Sites:  
Established \_\_\_\_\_  
Possible \_\_\_\_\_  
Spike Camps \_\_\_\_\_
10. Airtanker effectiveness to date \_\_\_\_\_  
\_\_\_\_\_
11. Hazards (aircraft & people) \_\_\_\_\_  
\_\_\_\_\_
12. Access from camp to the incident \_\_\_\_\_  
\_\_\_\_\_
13. Personnel and equipment on line \_\_\_\_\_  
\_\_\_\_\_
14. Personnel and equipment ordered (confirm information received at Unit Administrator briefing).  
\_\_\_\_\_
15. Photos \_\_\_\_\_ YES \_\_\_\_\_ NO

16. Helispot and heliport locations (use map) \_\_\_\_\_  
\_\_\_\_\_
17. Communications system in use: Radio \_\_\_\_\_  
Telephone \_\_\_\_\_  
Mobile Phone \_\_\_\_\_
18. Weather availability \_\_\_\_\_
19. Camp fire protection \_\_\_\_\_  
Crash fire protection at heliport \_\_\_\_\_  
Medivac arrangements \_\_\_\_\_
20. Review of existing plans for control in effect \_\_\_\_\_
21. Smoke conditions \_\_\_\_\_
22. Local political issues \_\_\_\_\_
23. Any security problems? \_\_\_\_\_
24. Overhead on line (names and location – put on map)
25. Copy machine in camp \_\_\_\_\_ YES \_\_\_\_\_ NO

- II. Release of a Northern Rockies Team
  - A. Release of the team has basically the reverse of the above. The Unit Administrator or their representative must approve date and time. It must be as soon as possible and local fire team members should be assigned and start working with the team members at the predetermined time. Local fire team should be off 24 hours prior to take-over.
  - B. The Northern Rockies Team should start phasing in Agency team as soon as demobilization begins.
  - C. The Northern Rockies Team should not be released from the fire until:
    - 1. Fire management activity is at the level and workload a Type 2 and Type 3 Team can reasonably assume.
      - a. Fire must be controlled.
      - b. Most all line crewmembers that are not needed for patrol and mopup have been released.
      - c. Base fire camps shut down, reduced, or in the process.
      - d. Plans Section Chief has prepared a rough copy of the fire report and narrative.
      - e. Finance Section Chief should have most all known finance problems resolved. Contact made with agency budget and financial personnel.
      - f. Resource rehab work completed or done to Agency satisfaction.
      - g. Overhead ratings.
    - 2. Finance and Logistics Section Chiefs may have to stay longer or return to local Agency to resolve problems.
    - 3. If there are problems not identified above, the assigned team Incident Commander and their staff will work with a member of the using agency in obtaining the necessary information to make the transition periods effective and organized.
  - D. Fire Team should have closed debriefing session prior to meeting with supervisor.
  - E. Unit Administrator and Interagency Evaluation Team should debrief the team and prepare evaluation with 10 days after release.

Items to cover:

    - 1. Using agency should give Team written performance evaluation.
    - 2. Were objectives met?
    - 3. Safety.
    - 4. Costs.
    - 5. Outstanding or poor performance of individuals and crews.
- III. Should a Northern Rockies Team be assigned to a fire and the above, or portions of the above, procedures cannot be followed due to emergency conditions or other problems, the assigned team Incident Commander and staff will work with members of the using agency in obtaining the necessary information to make the transition periods effective and organized.

#### IV. Post Season Incident Evaluations

The Agency Line Officer shall provide for a post-season incident evaluation of Incident Management Teams. The purpose of this evaluation is to review the performance elements that may not have been apparent at the time of release. As a minimum, the following elements and minimum levels of performance should be addressed.

##### A. Incident Commander

1. Costs: They were within the constraints set forth by the Line Officer.
2. Rehabilitation: Were the rehabilitation efforts and plan adequate and made with proper fiscal accountability?

##### B. Finance

1. Payment records: They were complete and accurate, requiring minimal follow-up for processing.
2. Claims: Documentation was complete.
3. Injuries: Documentation was complete and proper records distribution was made.

##### C. Logistics

1. Accountable property: Was returned or adequate records were provided to track the property from receipt through the time of Team release.
2. Durable goods: Loss/use rates were less than 20% of the replacement value of all durable goods ordered and purchased for the incident. (Durable goods have a life expectancy greater than one incident.)

##### D. Information

1. Public Information: This was managed in a manner whereby keeping misunderstanding and controversy to a minimum.
2. Political situations: Those assigned to the team were managed in a manner acceptable to the Line Officer.
3. For situations within the team's control: The information flow, as if effects political considerations, was managed in a manner that reduced the potential for adverse reactions carrying forth and impacting future management issues.

##### E. Other late, arising issues.

**Northern Rockies Incident Management Team Evaluation Guide**

**Team Incident Commander:** \_\_\_\_\_

**Type:** \_\_\_\_\_

**Incident Name:** \_\_\_\_\_

**Incident Number:** \_\_\_\_\_

**Dates: From:** \_\_\_\_\_

**To:** \_\_\_\_\_

1. Did the Team place proper emphasis on safety, adhere to the 10 Standard Orders, evaluate the situation in relation to the 18 Situations and incorporate LCES?

yes

no

Comments:

2. Did the Team accomplish the objectives described in the Wildland Fire Situation Analysis (WFSA), the Delegation of Authority, and the Agency Briefing?

yes

no

Comments:

3. Was the Team sensitive to resource limits and environmental concerns?

yes

no

Comments:

4. Was the Team sensitive and responsive to local and social concerns and issues?

yes

no

Comments:

5. Was the Team professional in the manner in which they assumed management of the incident, managed the incident, and returned it to the hosting agency?

yes

no

Comments:

6. Did the Team anticipate and respond to changing conditions in a timely and effective manner?

yes

no

Comments:

7. Did the Team activate and manage the demobilization in a timely, cost-effective manner?

yes

no

Comments:

8. Did the Team attempt to use local resources and trainees and closest available forces to the extent possible?

yes

no

Comments:

9. Was the IC an effective manager of the Team and its activities?

yes

no

Comments:

10. Was the IC obviously in charge of the Team and incident? Was the IC performing a leadership role?

yes

no

Comments:

11. Was the IC effective in assuming responsibility for the incident and initiating action?

yes

no

Comments:

12. Did the IC express a sincere concern and empathy for the hosting unit and local conditions?

yes

no

Comments:

13. Was the Team cost effective in their management of the incident

yes

no

Comments:

Other comments:

Agency Administrator Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Incident Commander Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**DELEGATION OF AUTHORITY**

\_\_\_\_\_ is assigned as Incident Commander on the \_\_\_\_\_  
\_\_\_\_\_ Fire. You have full authority and responsibility for managing the fire suppression activities within the framework of law, Agency policy, and direction provided in the Overhead Briefing and/or Escaped Fire Situation Analysis.

Your primary responsibility is to organize and direct your assigned and ordered resources for efficient and effective suppression of the fire. You are accountable to the \_\_\_\_\_ or their designated representative listed below. Financial limitations will be consistent with the best approach to the values at risk.

Specific direction for the \_\_\_\_\_ Fire covering management and environment concern is listed:

Resource limitations –

\_\_\_\_\_, will represent me on any occasion that I am not immediately available. This authority is effective \_\_\_\_\_.

\_\_\_\_\_  
Unit Administrator Date  
Time:

\_\_\_\_\_  
Unit Administrator Date  
Time:

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**RETURN OF DELEGATED AUTHORITY**

The signing of this document returns the authority and responsibility for the management of the \_\_\_\_\_ Fire to the Unit Administrator having protection responsibility for the land on which the fire is located.

It is mutually agreed the objectives and management direction have been met and the \_\_\_\_\_ Northern Rockies Team is hereby released effective

\_\_\_\_\_ .  
Date                      Time

\_\_\_\_\_  
Incident Commander

\_\_\_\_\_  
Unit Administrator

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**NMAC Appendix 9****JUSTIFICATION FOR REQUESTING INCIDENT MANAGEMENT TEAMS AND AREA  
COMMAND TEAMS AT National Preparedness Levels 4 & 5**

When situations warrant, the NMAC requires rationale and information for commitment of a National Type 1 Incident Management Team prior to mobilization. For example, this would also apply to a California Type 1 IMT being mobilized within California. The rationale must include an identification of the immediate threat to firefighter or public safety along with a short and long term assessment of the risk to communities, which could include threats to natural resources supporting a community.

Additionally, GMACs should be prepared to give the same rationale to request a Type 2 IMT as the team may be coming from outside the Geographic Area.

The following is a listing of some examples that would assist in composing rationale to the NMAC:

- 1) Life threatening situations (firefighter or public safety)
  - Evacuations currently taking place
  - Advisory evacuations
  - Evacuation plans in place
  - Road, highway, or freeway closures
- 2) Real Property Threatened
  - Number of structures, commercial and/or residences
  - Number of subdivisions
  - Name communities and number of populace
  - Historical significant cultural resources
  - Natural resources, such as crops, grazing, timber, watershed
  - Major power lines, energy sources
- 3) High Damage Potential
  - Long term or short term damage potential
  - Plausible impacts on community
- 4) Incident Complexity
  - Multi-jurisdictional
  - Fuel type, size and growth potential
  - Political situations
  - Severity, extreme fire behavior and fuels conditions

As warranted, written rationale will also be required with an order for an Area Command Team. The GMAC or the GACG should address the following:

- an assessment of the risks/threats which warrant the use of an Area Command to include political sensitivities and management implications, general size of the area of responsibility and complexity.
- a description of how the Area Command Team will be used to manage the Geographic Area's existing and anticipated fire workload.

Rationale should be sent to NICC by E-mail and/or fax. The e-mail address is [cod@nifc.blm.gov](mailto:cod@nifc.blm.gov) and fax is 208-387-5414 or 5663.

**Rationale for Type I Incident Management Team/  
Area Command Team**

⇒⇒⇒⇒ When 50% of the National Type 1 IMTs have been committed, the NMAC Group requires a rationale  
for T1 IMT requests in order to properly prioritize assignments. Additionally, when 50% of the  
Area Command teams have been committed, the NMAC group requires the same rationale for those requests. ⇐⇐⇐⇐  
Please complete and **fax to NICC Manager at 208-387-5414 or 5663.**

<b>1. Incident Name:</b> <b>Anticipated Duration:</b>	<b>2. Location:</b>																																				
<b>3. Life Threatened?</b> <input type="checkbox"/> Evacuations currently taking place <input type="checkbox"/> Advisory evacuations <input type="checkbox"/> Evacuation plans in place <input type="checkbox"/> Road, highway, or freeway closures  <b>Briefly Describe:</b>  																																					
<b>4. Real Property or Resources Threatened? (such as: structures, commercial and/or residences, subdivisions; names of communities and populations) Briefly Describe:</b>   <b>Historic significant cultural resources?</b>   <b>Natural resources such as crops, grazing, timber, watershed, etc.....?</b>   <b><i>Major power lines, energy sources?</i></b>  																																					
<p style="text-align: center;"><b>5. Incident Complexity: ( 1 = lowest, 5 = highest)</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 45%;">Social</td> <td style="width: 10%;">1</td> <td style="width: 10%;">2</td> <td style="width: 10%;">3</td> <td style="width: 10%;">4</td> <td style="width: 10%;">5</td> </tr> <tr> <td>Economic</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Political</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Environmental</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Fire Behavior</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td>Fuels</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table> <b>Comments:</b>  		Social	1	2	3	4	5	Economic	1	2	3	4	5	Political	1	2	3	4	5	Environmental	1	2	3	4	5	Fire Behavior	1	2	3	4	5	Fuels	1	2	3	4	5
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<b>6. Other Comments:</b>  																																					
<b>7.</b>  <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <div style="display: flex; justify-content: space-between;"> <span><b>Signature Agency Administrator</b></span> <span><b>Date</b></span> </div> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <div style="display: flex; justify-content: space-between;"> <span><b>GMAC concurrence</b></span> <span><b>Date</b></span> </div>																																					

## Wildland Fire Use - Team Selection Rationale

Requesting Unit: \_\_\_\_\_

Date:

Fire Name: \_\_\_\_\_

Yes      No

**A. Appropriate Management Response**

Wildland fire managed for resource benefits or prescribed fire


Wildland fire managed for protection objectives with low - moderate complexity indicating long-duration actions

**B. Objectives**

Resource benefits outweigh protection benefits

Mixture of objectives


**C. Planning**

Operational Plan (Wildland Fire Implementation Plan) is needed

Long-term Risk Assessment is necessary


**D. Fire Management**

Maximum Manageable Area is established

Project fire size is greater than 500 acres

Values at risk are identified needing protection

Actions are identified that will need to be taken in the next week to protect values at risk

Command and General Staff Positions necessary

Operations personnel will not generally exceed 100 for limited time periods


Total

- Anticipated Duration of Incident

**A majority of “Yes” responses indicates that a FUMT is the logical management organization for this fire, provided the local unit cannot effectively manage with its own resources. A majority of “No” responses indicates that an Incident Management Team may be warranted. The fire complexity analysis provides guidance in the selection of the appropriate IMT.**

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**NORTHERN ROCKIES AREA APPLICATION FORM  
INCIDENT MANAGEMENT TEAMS  
FIRE USE TEAMS**

**DUE DATE 01-30-07**

All individuals applying for positions as a primary, alternate or trainee must submit this Northern Rockies Incident Management Application Form **and a copy of their current fire training and experience record "or" Incident Qualification card** documenting their qualification. All applications must be approved by the applicant's immediate supervisor, include any other required local agency approvals, and be submitted to the Team Coordinator identified at the end of this form.

**APPLICANT BASIC INFORMATION:**

Applicant Name: \_\_\_\_\_ Home Dispatch Center \_\_\_\_\_ (i.e. MT-BRC, ID-GVC)

Office Phone: \_\_\_\_\_ Dispatch Center Phone: \_\_\_\_\_

Office E-mail: \_\_\_\_\_ Dispatch Center Fax: \_\_\_\_\_

Agency/Unit: \_\_\_\_\_ (i.e. USFS/MT-BRF) **Presently on Team** \_\_\_\_\_  
Team Name Position

**POSITION(S) APPLIED:** *(Be sure to list ALL positions that you would like to be considered for)*

PREFERENCE	TEAM TYPE (Check one)				POSITION NAME	POSITION STATUS (Check one)		
	IMT1	IMT2	FUMT	ANY		Primary	Alternate	Trainee
1								
2								
3								

**COMMENTS:** \_\_\_\_\_  
 \_\_\_\_\_

**TRAINING AND EXPERIENCE:**

A copy of your current Fire Qualifications Training and Experience Record **or** current Incident Qualification Card, showing certification for the position(s) applied for must be attached before the application will be considered.

**DEVELOPMENTAL TRAINING:** If you are interested in an apprenticeship opportunity on a NR Team to become qualified in a position, even if it is several steps above your current qualifications, please list the position(s) you would like to be considered for. **(This is not a wish list - list only position(s) that you will work towards becoming qualified for.**

1. \_\_\_\_\_ 2. \_\_\_\_\_ Current Qualification: \_\_\_\_\_

**AVAILABILITY: Applicant availability is critical to the success of all fire teams.** Submitting this application signifies a commitment to be available for the 2007 Fire Season. Remember it is a 4 year commitment for Command and General staff and a 1 year commitment for all other positions on all teams. Do you foresee any significant barriers to your availability?

No  Yes, explain: \_\_\_\_\_

**APPLICANT SIGNATURE AND SUPERVISORY APPROVALS:**

Applicant \_\_\_\_\_ Date: \_\_\_\_\_

I concur with the goals, commitment, and availability of the applicant for the position(s) applied.

Immediate Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Line Officer (Only for FS Applicants): \_\_\_\_\_ Date: \_\_\_\_\_

Applicant or Supervisor Remarks: (If any) \_\_\_\_\_

---

**APPLICANT CHECKLIST:**

- Applicant Basic Information, Position(s) Applied for..... COMPLETE
- Current Fire Training and Experience Record “or” Copy of current Incident Qualification Card documenting qualification for positions applied... ATTACHED
- Applicant, Immediate Supervisor, and other local approvals.....COMPLETE

**RETURN NOMINATION TO:**

North Idaho Zone: Sally Estes E-mail [saestes@fs.fed.us](mailto:saestes@fs.fed.us)  
11569 Airport Drive N.  
Hayden, ID. 83835  
FAX 208-762-6909  
Ph 208-772-3283

Western Montana Zone: Tony Lubke E-mail [tlubke@fs.fed.us](mailto:tlubke@fs.fed.us)  
1801 N. 1<sup>st</sup> Street  
Hamilton, MT. 59840  
FAX 406-363-7133  
Ph 406-363-7131

Eastern Montana Zone: Mark Heppler E-mail [mheppler@blm.gov](mailto:mheppler@blm.gov)  
1299 Rimtop Drive  
Billings, MT. 59105  
FAX 406-896-2950  
Ph 406-896-2900

Eastern Geographic Area Laura McIntyre-Kelly E-mail [lmcintyrekelly@fs.fed.us](mailto:lmcintyrekelly@fs.fed.us)  
BHW Federal Building  
1 Federal Drive, Box 29, Rm. G-20  
Fort Snelling, MN. 55111-4080  
FAX 612-713-7317  
Ph 612-713-7300

For all other applicants: Gary Boyd E-mail [gboyd@fs.fed.us](mailto:gboyd@fs.fed.us)  
5765 W. Broadway  
Missoula, MT. 59808  
FAX 406-329-4891  
Ph 406-329-4880



## What Works in Fire Management

# Lessons Learned

### After Incident Report

#### Lessons Learned, NARTC

The purpose of the After Incident Report is to identify issues that occurred on an incident and how they were resolved. The lessons learned in the report will also be used to refresh or update training curriculums. Issues and trends that are identified may have Fire Action Collection Teams assigned to them in the future for further analysis and resolution.

Incident Management Teams and Agency Administrators are asked to complete the following questionnaire for the incident(s) that they managed:

Incident Name:

Dates of  
Assignment:

Unit or  
Jurisdiction(s):

Geographic Area:

Report Submitted by:

1. What was the most notable success at the incident that others may learn from?

**2. What were some of the most difficult challenges faced and how were they overcome?**

**3. What changes, additions or deletions are recommended to various training curriculums?**

**4. What issues were not resolved to your satisfaction and need further review? Based on what was learned, what is your recommendation for resolution?**

Online version of this form is available at:

<http://www.wildfirelessons.net/Index.htm>

## APPENDIX I TEAM ZONE MAP



**Eastern Montana Zone includes North Dakota, Eastern Montana, South Central Montana  
Central Montana**

**Western Montana Zone includes Southwest Montana and Northwest Montana**

**North Idaho Zone includes all North Idaho**

**Units within the specific zone can be found at the website:**

[http://www.fs.fed.us/r1/fire/nrcg/zones\\_index.htm#NWMontana](http://www.fs.fed.us/r1/fire/nrcg/zones_index.htm#NWMontana)

**LAST PAGE**