

**RMCG Master Action Log**

Sorted by Name

Updated 11/2/2012

DATE	ACTION ITEMS	PERSON ASSIGNED	DUE DATE	FOLLOW-UP	COMMENTS	DATE COMPLETED
10/19/11	Review RMA Succession Plan, NWCG Succession Plan, and Ops Committee Succession Plan	All	Spring Meeting		Rescheduled from Winter Meeting (Dan Smith)	Spring Meeting
10/19/11	Identify Type 3 teams in RMA and locations/ configurations	Fletcher	Before Spring Meeting	List to Malcolm/Fletcher		
10/19/11	Partner with Eastern Area on IC Trainee placement agreement	Boche	Ongoing			
10/19/11	Follow-up with Forest Service counsel to determine agency's stance on Hole In The Wall ethical conduct issue	Boche	Before Winter Meeting		Confer with State of South Dakota after counseled	Winter Meeting
10/19/11	Consult with Northern Rockies Area on zone team concept	Davin	Contribute to Exec Recommendations		Consulted & contributed to Task Group	
10/19/11	Re-draft language in Ops Guide & RMA Mob Guide re: ethical conduct	Dunn	Winter Meeting			Winter Meeting
10/19/11	Consult with Minnesota on zone team concept	Fletcher	Contribute to Exec Recommendations		Consulted & contributed to Task Group	
10/19/11	Memo to GBCG re: Incident Business Committee split	Jones	Draft due: 10/28/2011		Submit to GBCG by next meeting 1st wk in Nov	Sent to Lowe 11/3/11; Sent to GBCG 11/9/11
10/19/11	Prepare recommendations on zone team configurations for Executive Group	Jones	6/15/12	Due date pushed back 1 month to June 15		
10/19/11	Edit RMA Mob Guide roster approval process.	Malcolm	When Mob Guide edits due	Given to Bartter/Bozarth for inclusion		Mob Guide Released 4/20/12

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10/19/11	Edit RMA Mob Guide and IC Recruitment literature to include interviews	Malcolm	When Mob Guide edits due	Given to Bartter/Bozarth for inclusion		Mob Guide Released 4/20/12
10/19/11	Edit RMA Mob Guide p.37 to eliminate "Operations Committee Chairperson"	Malcolm	When Mob Guide edits due	Given to Bartter/Bozarth for inclusion		Mob Guide Released 4/20/12
10/19/11	Review and update RMCG calendars and action logs to integrate schedules of other groups	Malcolm	Ongoing, updates by Winter Meeting	2012 calendars sent to members for review	Final Calendar distribution at Winter Meeting	Winter Meeting
10/19/11	Consult with Southwest Area on zone team concept	Pino/Hall	Contribute to Exec Recommendations		Consulted & contributed to Task Group	
10/19/11	Develop product for RMA Mob Guide re: Mobilization of FAST Teams	Fletcher, Bartter, Fedrizzi, Graham	Winter Meeting	Draft by Fedrizzi circulated for review		Winter Meeting
10/19/11	Define potential zones for the RMA	Dunn, Lowe, Kerr, Hutton, Jones	Contribute to Exec Recommendations			Task Group Developed
1/19/12	Coordinate with RMACC Intel Coord. On wording to be added to Geo Tech Committee's plan regarding decision support functions	Fletcher	As soon as possible			
1/19/12	Coordinate participation of representatives for all-hazard teams at Spring Meeting	Jones	3/1/12	Contact made/arranged for participation	Dwight Henninger, Chad Ray & Greg Morrison participated in Spring Meeting	3/3/12
6/6/12	Assess and make recommendations for inclusion of all-hazard representation on RMCG	Fletcher	Winter Meeting		Charter revision needed for voting or non-voting member additions	
6/7/12	Write up the hierarchy authority for standing down teams	Kerr, Fedrizzi, Hall		Mob Guide language exists		10/24/12

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6/7/12	Set up Management at Risk excersise	Fletcher	within a week	Done		10/24/12
6/7/2012	Will talk to the board about team rosters	Hall	Next board meeting	Rosters being handled in GPZ		10/24/12
8/2/2012	will compile the MAC coordinators' feedback on the MAC Plan	Fletcher		Completed by Poirier & reviewed at Fall Meeting		10/24/2012
8/2/2012	will ask Dan Kleinman (NIMO IC Ops) to participate as a guide/facilitator in the Fall AAR meeting.	Ott				Dismissed
8/2/2012	will create a Standard Mob Center Plan	Ops Committee				New Tasking for Center Managers
8/2/2012	will compile the comments of the MAC coordinators for improving the MAC Plan	Fletcher		Completed by Poirier & reviewed at Fall Meeting		10/24/2012
8/2/2012	will update the MAC Plan from the comments before the Spring Meeting.	Davin, Kerr				Current tasking from Fall Meeting
8/2/2012	will compile a technical response about the portable Repeaters	Fletcher		Given to Dan Smith		Dismissed (resides with NIFC)
8/2/2012	will talk to John Segar about the specific incidents and Region 4 and 3's issues clarified.	Kerr		Participated w/Smith on calls; issue escalated to nat'l level		Dismissed
8/2/2012	will share the NMAC response paper with the IMTs, Dispatch Workshop, and Dispatch Centers	Fletcher	Fall CM Meeting			

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8/2/2012	will coordinate with Paul Hohn/Jeff Fedrizzi Ops. Committee Liaison to the ICs about the radio/equipment response.	Fletcher		Communicated w/ICs; will be re-sent		
8/2/2012	will send Ken Kerr and the rest of the RMCG the written tasking that was sent to the Ops Committee.	Fedrizzi		Fall Meeting review & new taskings		8/21/2012
8/2/2012	will send in their revisions for making the Ops. Committee tasking clearer to Bob Jones, Ken Kerr, and Jim Fletcher	RMCG members	by next week	Fall Meeting review & new taskings		8/21/2012
8/2/2012	The final wording to the Ops Committee tasking will be changed/added/modified	Jones, Kerr, Fletcher.		Fall Meeting review & new taskings		8/21/2012
8/2/2012	will email Ken a time line to discuss the matters that should have been accomplished before the 2012 fire season and June 15th's proposal.	Fedrizzi	October after the RMCG meeting	Fall Meeting review & new taskings	2013's fire season expectations and guidelines update and the NFDRS/WIMS/RAWS response.	8/21/2012
8/2/2012	will coordinate with the state concerning expectations and deadlines. To meet the intent of the governor's request.	V. Jones		Fall Meeting review & new taskings		8/21/2012
8/2/2012	will coordinate CO State information with Bob Jones and Ken Kerr's to give the Ops Committee the information. Kevin Klein and Paul Cook will also assist with this task.	V. Jones	11/15/2012	New tasking from Fall Meeting		

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8/2/2012	add to next month's agenda delegation of Sub-group Liaisons	Chialva				10/24/2012
10/24/2012	Update Chair rotation in Operating Plan and Charter	Davin	12/6/2012			
10/24/2012	Draft response for RAWS/WINS/NFDRS issue to CO Gov.	B. Jones, Kerr, Ott, V. Jones, Snart, Perea, Cooke	11/15/2012			
10/24/2012	Flesh out All-Risk representation on RMCG	Kerr, Ott	12/6/2012			
10/24/2012	Facilitate meeting with State of Nebraska to coordinate fire operations/RMCG representation; incorporate Fedrizzi recommendations; identify roles in Delegation of Authority for State of NE to formalize agreements and representation; Follow-up with GPZ board.	McMahill, Hall	10/30/2012			
10/24/2012	Draft tasking for Info/Ed Committee re: RMACC info management	Segin, et al				
10/24/2012	Coordinate development of Mob Center Plan	Fletcher, dispatch center managers	Winter Meeting			

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10/24/2012	Update/Re-work MAC Plan for 2013	Task Group: Davin, Kerr, Pino, Strain, Foster, B. Jones, Poirier, Fletcher, Thompson, Malcolm	2013 Spring Meeting			
10/24/2012	Review and provide feedback on RMA Succession Plan	ALL	12/6/2012			
10/24/2012	Review & revise RMA Succession Plan	Ott (with input from all)	Winter Meeting			
10/24/2012	Initiate Executive Meeting re: Team C sensitive issue(s); brief Esperance on issues.	Kerr, B. Jones				
10/24/2012	Zone Team Task Group briefing paper for Executive Group	B. Jones	Winter Meeting			
10/24/2012	Discussion with ICs re: length of season/shoulder seasons & team meeting	Operations Committee				
10/24/2012	Create & distribute outreach message to recruit admin ass't for Operations Committee	Malcolm				10/30/2012
10/24/2012	Clarify C&G trainee process; strengthen language/clarify exceptions in RMAIMG p. 42 (3-7).	Operations Committee	When Mob Guide edits are due			

# RMCG RECURRING ACTION LOG

Date	Action Item	Description	Responsibility
January	Charter Review and Update	All Charters	All Members
January	Operating Plan Review and Update	RMCG members review and make changes as necessary. Chair must re-sign if changes are needed.	All Members
January	Annual Meeting Schedule and Update Calendar-Post on Web	RMCG review and approve	Chair/Business Manager
January	Duty Officer Schedule-post on Web	RMCG review and approve	Chair/Business Manager
January	RMCG, Committee/Liaison, Executive Contact lists updated- post on Web	RMCG members need to review and get updated information to the Business Manager	Chair/Business Manager
January	IMT Roster Ratification/RMCG approval	Operations Committee submit team selections/vacancy fill recommendations by Winter Meeting	All Members
January	Secure location for Spring Meeting	Contract with Facility signed	Vice Chair
January	Send notification letters for Spring Meeting	Contains Meeting Location and tentative Agenda	Bus. Manager/Vice Chair
January	Begin awards process	Solicit Nominations	Bus. Manager/Vice Chair
January	Send letter to thank Team applicants		Chair
January	3rd week Winter meeting		Bus. Mgr/Chair
February	Finalize arrangement for Spring Meeting		Bus. Mgr/Vice Ch.
February	Formal notification of new chair and vice chair		Outgoing Chair
February	Letter form RMCG to Execs to Agency Administrators	RMCG accomplishments/Team ratifications	Chair
March	Finalize agenda for Spring Meeting		Bus. Mgr./Vice Ch.
March	Prepare Awards/Certificates to present at Spring Meeting		Bus. Mgr./Chair
March 1	AOP Funding Colorado Dispatch Operations		Center Manager
March	Submit delegations of authority to Center Manager		All

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April	1st week Spring Meeting		Bus. Mgr./Vice Ch.
April	MAC Exercise at Spring Meeting		Center Manager
May	Identify and Secure Location of Fall Meeting		Bus. Mgr./Vice Ch.
June			
July			
August	Secure location for Fall Meeting		Bus. Mgr./Vice Ch.
August	Solicitation of applications for IC	Send out by August 1st	Chair
September	IC applications close		
September	Solicit Agenda Items for Spring Meeting from ICs and Operations Committee		Bus. Mgr./Vice Ch.
September	Finalize Fall Meeting arrangements		Bus. Mgr./Vice Ch.
October	Solicit Team Applications		Chair
October	Finalize Fall Meeting agenda		Bus. Mgr./Vice Ch.
October	Secure location for Winter Meeting		Bus. Mgr./Vice Ch.
October	4th week, RMCG Fall Meeting		
October	Determine incoming Vice Chair by Fall Meeting		
October	Develop Plan for Spring Meeting/ Identify Leadership	Who is in charge of what	Bus. Mgr./Incoming Vice Ch.
November	Finalize Winter Meeting arrangements (includes Committee Chairs)	Includes Team selections	Bus. Mgr./Vice Ch.
November	Team Applications Close November 1st		

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December	Finalize Winter Meeting agenda		Bus. Mgr./Vice Ch.
December	Coordinate Committee Report-Outs for Winter Meeting		Bus. Mgr./Chair