



## **ROCKY MOUNTAIN COORDINATING GROUP**

**Bureau of Indian Affairs** (Southwest, Rocky Mountain and Great Plains Regions)  
**Bureau of Land Management** (Colorado and Wyoming)  
**Fish and Wildlife Service** (Mountain/Prairie Region)  
**Forest Service** (Rocky Mountain Region)  
**National Park Service** (Intermountain and Midwest Regions)  
**State Agencies in Colorado, Wyoming, South Dakota, Nebraska and Kansas**

### **Winter Meeting January 19<sup>th</sup>, 2011**

**Present:**

Bob Jones  
Rich Homann  
Mike Davin  
Dave Hall  
Joe Lowe  
Cal Pino  
Bill Ott  
Jim Fletcher (Advisor)  
Dave Carter  
Ray Weidenhaft  
La Vern Hermanson (Operations Committee Chairperson)  
Duane Tewa- Assistant FMO BIA, SW Region  
Wendy Heersink (Business Man.)  
Ken Kerr – on phone  
Jeff Fedrizzi- on phone  
Mark Boche- on phone

**Not Available:**

Ross Hauck  
Don Westover

**I. Introductions- Cal Pino**

**II. Spring Meeting- Joe Lowe**

- Facility has been secured. Speakers are lined out.
- Operations Committee has been assigned the rest of the agenda.
- Financial arrangements for funding the facility for the Spring Meeting in the future. Discussed cost share agreement for future meetings. Budget outlooks do not look good and DOI agencies are seeing travel caps. Costs of the Embassy Suites are prohibitive. Sharing of costs amongst the agencies is challenging. A three year contract is not doable. Next hosting agencies are going to have to start looking at a location for 2012.
- **Group agreed to look at other facilities for zero cost or low cost facilities.**

**III. Report Out by Incident Business Committee-Janell Ray**

- In the November Committee Meeting worked on several items: Final 2010 Report, New 2011 Plan, Master Agreements.
- Have been attending as many meetings as we can.

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- Had Finance Section Chief conference calls: intent was to keep Type 3 folks informed.
- Business supplements; we were able to get those out earlier than previous years.
- Had a couple of issues with Buying Teams and assignments last year. Working with Tom Underwood. Going to be more hands on in the future. All Buying Team evaluations last year were satisfactory or better.
- Provided several training courses.
- Have an incident business operating plan.
- Trying to fill finance positions on teams.
- Did a lessons learned document from IB activities for the year. Will be finalized in February.
- Once IB completes rosters for the Buying Teams, those rosters need to go to RMCG for final approval.
- Plan for 2011 has a lot of the same information as 2010.
- 2011 solicitations are underway.
- Dave Lucus is the incoming chair.
- National Master Agreement Issue paper: is being addressed at the national level.
- Doesn't need any action at this time.
- There is no new national template.
- The IB Charter was discussed including the RMCG Consensus Model.
- IB Committee will look at adding consensus model to charter.
- Issue of Buying Team missing assignments and treating them the same as the other IMTS.
- New Buying Team coordinator and had no one to work with him to let him know what the expectations are.

#### **IV. Report Out by Operations Committee- La Verne Hermanson**

##### **Spring Meeting**

- Operations Committee presented recommendations on the Spring Meeting agenda.
- Discussed presentations, length of breaks, and RMCG Panel.
- Dropped the fireline refresher; folks would need to pick that up at their home unit.
- Bill Ott will check with Todd Conklin to see if he can change to giving his presentation to Tuesday, the 12th of the Spring Meeting.
- Craig Haslam (county fire warden) was the type 3 IC has a presentation on Risk Management and the Lander WY flood. 30 or 45 minute presentation. May fit on Thursday morning (1/2 hr). Between 8 and 10 on Thursday.
- RMCG members put a bio together on who they are and what they do.
- Have Ops Committee chair sit in on the Monday afternoon meeting with the ICs.
- Ops Committee recommends having the auction every other year.

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- Discussed having a silent auction and make awards on Wednesday night. Then a live auction next year. Todd Richardson is checking with the Foundation.
- Have an agenda for the meeting with the ICs. Have a list of topics.
- Possible speaker for next year's Spring Meeting from the Colorado Sheriffs Association. Very good speaker on leadership, public perception, and motivation. May be good as a key note or a session with the teams. Steven Gower.
- Talk immediately after this Spring Meeting to determine what the focus of next year's Spring Meeting.
- Theme of this year's Spring Meeting: **Leadership and Risk Management with Safety being the Outcome.**
- Each individual will share with the speaker they have invited the theme.
- Discussed recognizing those in the fire service, within the RMA, that we have lost in the last year. Rich will contact the ICs to get the information.
- Spring Meeting Agenda was approved by RMCG.

### **Operations Committee Charter**

- Went through Charter line by line.
- Recommendation by RMCG is to strike the inclusion of the ICs in the RMA training nomination process and restore Training Committee. Keep as is written in mob guide in 2010.
- Consensus was reached on the recommendation.
- Discussion of what "management" means in the charter. Change wording to "assist RMCG in provided oversight and management for the Rocky Mountain IMTs".
- Discussion on putting only one IC/Deputy IC representative/subject matter experts to Ops Committee.
- Motion was passed to leave language with all IC and Deputy ICs listed as advisors with two RMCG members declaring reservation.
- Need to check the RMCG charter to ensure that committees do not task another committee. Done, wording was not in charter.
- Change wording of subcommittee to task groups.

### **Replacement of Operations Committee Liaison**

- Consensus was reached and Jeff Fedrizzi is the new Liaison to the Operations Committee.

### **Operations Committee Operating Guide**

- Went through changes line by line.
- RMCG members discussed and made changes to the Operating Guide.



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### **Succession Plan**

- Went through each section of document.
- Identified training needs.
- Short and long term plan.
- IMT analysis
- Tasks
- RMCG suggested adding context to critical shortage (what is it dependent on?)
- Need to add that these are national stats in the study
- Need to add data from IQS.
- Would be helpful to do this study for RMA
- **Each RMCG member is to review this document and bring comments to Spring Meeting.**
- In order to find out what we need we need to determine who's up and coming in the system. Need to keep a running list for 5 years out with every job on every team.
- The 5 year list is our succession strategy. Need to know who is maneuvering to where.
- NRCG task the ICs every year to give them their succession plan for their teams.
- Rotating 5 year plan can be an attachment.
- **Review and comments by RMCG are due Operations Committee by Spring Meeting (Succession Plan).**
- RMCG needs to review the 2008 plan and check to see if assumptions are still valid.

### **Team Selections**

- Review of Rosters
- Type 1, A, B, and C Team rosters was approved.

### **Change to the Mob Guide:**

### **Tasking by RMCG to Operations Committee Concerning the Great Plains Board of Directors and Management of Team C.**

- page 37 line 18 of mob guide
- RMCG will "delegate"
- **Concern by Operations Committee that GPB were not reviewing the ADs annually. Dave Hall will bring this up at the next GPB meeting.**
- Discussion on Team C filling process.



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January 20<sup>th</sup>, 2011

Jason Baldwin called in for Jeff Fedrizzi during the am.

### **V. Bin Items**

**Tasking: Dave Carter will draft a template for the format of the committee charters.**

### **VI. Radio Frequency Standard Naming Conventions Letter**

- RMCG discussed and reviewed the letter.
- Edits were noted.
- Comments were noted and will be sent back to Paul Hohn to be corrected and sent back to the Chair.
- Comments back to Paul by 1/26/2011.

### **VII. Division of Emergency Management-Colorado Update (Fletcher)**

- Issues with the Boulder fire are being discussed with regards to dispatching resources.
- Some counties are holding on to fires longer due to capacity and ability. This is causing some issues during transition/coordination from local agency to Federal/State dispatch systems.
- Issues of transition are with both command and support function.
- Boulder fire was good for lessons learned.
- Need a trigger for when to switch from one system (Boulder County Emergency Operations) to another (Fort Collins Dispatch).
- May want to invite the Director of Emergency Management and Director of Fire Safety to the Mac Exercise.
- Sheriffs are the fire warden in the counties for Colorado.

### **VIII. Operations Committee Succession Plan-revisit from previous day.**

- Need contrast with 2009 study.
- Need an Executive Summary.
- **Integrate 2008 RMCG Succession Plan with Ops version of the Succession Plan.**
- Prepare Executive Summary for Succession Plan
- Add "RMA IMT Succession Implementation Plan" to title
- Up-date 10 Strategic Attributes from 2008 plan-tier to action plan
- 7 Short Term tasks: crosswalk back to 2008 plan.
- Keep the additional nuts and bolts

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- Validate 2008 team configurations; consider Zone Team Concept and document driving rational
- Consider DHS all hazards
- Consider Type III Team integration.
- Validate Strategic assumptions 2008 Plans
- Every action item needs a "why" and definition
- Modify Data for RMA's interagency if relevant
- Standard format-Action log format
- Pg 2010-11 Training Shortages- doesn't match training schedule
- Have a reader editor go over the Succession Plan
- Rename RMA Action Plan
- Executive Summary
- Update draft Action Items from Succession Strategy 2008
- Execs want to see this document be strategic-how it is going to be done.
- What issues would drive us to reconfigure our teams.
- Need to look at better utilizing our zone type 3 teams
- Need to look at DHS all hazard side and see where they can merge in non-operational positions.
- Zone teams, looked at Region 1; worked for those wanting to stay in their GACC rather than going to assignments nationally.
- Ask Operations Committee to validate the assumptions of the 2008 plan.
- Need more tactical nuts and bolts to the strategy.
- Look at strategy attributes and look at tactical things to implement.

**Tasking: Joe and Bill will work on tasking to go back to Operations Committee to develop RMA IT Implementation Plan. How it (2008) is going to be done.**

- Attention needs to be given to building capacity; need nuts and bolts.
- For every action item needs nuts and bolts, need to also need why (the 2008) if not need to add why.
- Need data specific to the GACC; summarized with key points.
- It would be very helpful to have an action or implementation plan in a standard format. In an Action Log format.
- Ops could use a writer/editor to help with the document.

#### **VIV. RMCG Action Log-Heersink**

- Went through items that need to be done. Line by line in Action Logs.
- Add Fletcher records retention and back up of O drive.

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- Ops Committee issue paper and RMCG took action on Dec. 16 reply sent to GPB

### **Reoccurring Action Log**

- Joe needs to send a thank you to new applicants of team meetings
- Formal notification of new chair/vic chair
- add when to update web site
- tickler to get updates on from committees
- Execs need to be informed on team ratifications' and who they are.
- Letter to Execs on accomplishments from previous year and what is currently being worked on by RMCG.
- Invite Execs to Spring Meeting
- September: remind ICs and Committees that they have a report out

### **X. Additional Committee Charters for RMCG approval**

- Info Ed and Fuels and Rx Committee

### **➤ Add to action log template for committee charters-Carter**

### **XI. Exit Interview with RMCG Business Manager**

- Biggest drawback to position is that this position is a 13/13.
- RMCG Business Manager and Assistant Intell Coordinator positions need to be separate.
- Really need to define what the Business Managers roll is and RMCGs expectations.
- Consider combining RMCG and Operations Business Manager positions into one.
- Need to have look at advancement and growth in the Business Manager position.
- Funding: 20K comes from the Intel. That would go away if just Business Manager.
- The Intel portion of the position makes it a GS 9 and provides for firefighter retirement.

**Tasking to RMACC: updated organizational chart based on program of work. Include consequences of not filling key positions.**

### **XII. RMCG Operating Guide**

- Went through assignment for members.
- Have action logs in the appendices.
- Use RMCG Charter and Mob Guide as references.
- Operating Guide should focus on how things get done.
- Issue papers need to be in to the business manager 2 weeks in advance of a meeting.
- Have an issue paper template in appendices.
- Change the section budget to cost share.

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Other: Back to Operations Committee Operations Guide.

- Need to add records retention and sensitive issues in Operations Committee Operations Guide. Retention of Records and Sensitive Issues.
- RMCG approved Ops Guide with adding Retention of Records and Sensitive Issues.

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