

RMA Operations Committee Annually Recurring Action Items

Date	Action Item	Responsibility
January	Charter & Ops Guide Review and Update	All Members
January	Annual Meeting Schedule	Chair
January	RM Mobilization Guide Update	All Members
January	Operations Officer Schedule	Chair
January	Sub-Committee Meeting - IMT Selection	Chair/All Members/ICs ICs Selected every 3 years Full IMT Selected every 3 years Fill in Vacancies every year
January	Develop Priority Trainee List	All Members (Training Committee)
January	Awards - Remind or work with RMCG to recognize teams and individuals at Spring Meeting	Chair
January	Position Needs Analysis	Task Group (or All Members)
February	Consolidate RMA Priority Trainees for distribution	All Members
February or March	Attend Rocky Mountain Incident Business Mgmt. Committee meeting	Chair or Representative
April	Review Cache Operating Plan	All Members
April	Assign members to conduct IHC reviews in May	All Members
May	Conduct IHC Preparedness Reviews	All Members
May	Operations Officer works with RMC throughout fire season ensuring pertinent emails and communication shared with committee and that visits are done with Teams on assignments.	All Members

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October	Committee Meeting IC recruitment/recommendations to RMCG, every 3 rd year and as needed annually. On-line IC/Team application process finalized and implemented.	All Members
October	Post-season Wrap up with ICs (Face to Face at Committee Meeting)	All Members
October	S-420, S-520/620/Mentees Selections. Set up a second application period for S-420.	All Members, Training Committee
October	Recommend RMCG letter from agency heads supporting team nominations & participation during the major recruiting cycle. (every 3 yrs)	Chair
November	Recruitment for IMT Members, Priority Trainees, Buying Team Members	Vice-Chair, Sub-Committee, Incident Business Rep.
November	Prioritize Trainees based from IMT applicant pool	All Members
November	Committee Meeting	All Members