

2018

Eastern Area
Interagency Dispatch Team
Operating Plan

EASTERN AREA INTERAGENCY DISPATCH TEAM
OPERATING PLAN

The Eastern Area Interagency Dispatch Team is a subcommittee of the chartered Eastern Area Dispatch Working Team, under the Eastern Area Coordinating Group.

Mission Statement

To provide wildland fire and all-hazard incidents under the National Response Plan a highly skilled compliment of trained dispatch personnel to support incident management efforts.

Intent

The intent is to enable the host dispatch organization to function in their regular duties during periods of increased workload. This organization is a lateral expansion of the hosting dispatch organization, not a replacement, and performs under the direction of the hosting center manager.

Committee

The voting members of the Eastern Area Interagency Dispatch Team(s) Committee (IDTC) will be comprised of the EA Dispatch Working Team (EADWT) Chair, two EADWT representatives, and an EACC representative.

This committee will oversee all administrative matters of the Interagency Dispatch Team(s), such as the review and update of the team's annual operating plan, recruitment and outreach for future teams, the selection of the team's lead EDSP (s), etc. This will be conducted through scheduled business meeting conference calls throughout the year.

Once selected dispatch team leads are identified, they will participate in the selection of remaining team positions.

During periods of team availability, the IDTC will conduct conference calls for operational updates. Selected leads will participate in operational calls to facilitate team logistics, conduct after action reviews, discuss performance, and other information relative to team mobilizations.

Application Process

Solicitation for nominations will take place annually through the Incident Command Application Program (ICAP). All applications will require a current year Master Record and supervisor approval. The Dispatch Working Team will ensure open season for team member recruitment is widely advertised. Annual positions advertised for the team will include the following qualified and trainee positions: Expanded Dispatch Support Supervisor (EDSP), Expanded Dispatch Support Dispatcher (EDSD) and Expanded Dispatch Recorder (EDRC).

Those wishing to apply after the ICAP application period has closed, should request a hard copy

application from the point of contact noted in the recruitment announcement letter. Applications received after the ICAP deadline has passed will be considered for alternate positions only. All hard copy applications will require a current year Master Record and supervisor approval.

Team Selection

All dispatch team members must meet the agency specific requirements for the position filled.

Individuals shall be a primary member to only one dispatch team at a time, with the Eastern Area team being primary.

Priority of the team member selection is as follows:

1. Agency (Federal and State) employees within the Eastern Area
2. Agency (Federal and State) employees outside the Eastern Area
3. Administratively Determined (AD) employees

Team Configuration

Eastern Area Team members will be fully proficient in ROSS and meet the requirements of their position as per NWCG guidance, PMS 310-1, and 5109.17 of the Forest Service Aviation and Qualification Handbook.

Teams will be configured as follows:

- 1 EDSP (Team Leader) - one EDSP is required for team mobilization.
- 1 EDSP (Deputy Team leader) – trainee status at the discretion of team leader
- 2 EDSD – Primary team members
- 2 EDRC or EDSD – Team leader choice
- 2 Trainees (optional)* - Team leader choice

*If no primary or alternate trainee team members are available, the team leader may utilize the Eastern Area Priority trainee list.

The team leader must be a permanent Agency employee.

Availability

The Team's core availability will be from March 1st through October 31st. The team will not be considered available with out the identified team configuration in place.

Team Leader Selection

The voting members of the IDTC will select team leads and will obtain concurrence through the Eastern Area Coordination Group (EACG).

Dispatch Team Member Selection

Once the team Lead(s) are selected they will meet with the IDTC in accordance with the priority selection process and choose members for their team roster from the vetted application pool.

Team rosters, along with the alternate list will be posted on the Eastern Area Coordination Center website.

Once team selections are final, each team lead will make contact with primary team members, advising of selection.

Applicants not selected, will be notified by the IDTC of their status on the alternate list.

Team orientation conference calls will occur after selections are made.

ROTATION

Team rotations will be determined by the depth of applicants and team leader's availability.

ACTIVATION

Dispatch team requests will be processed through standard ordering channels. How the team is ordered in ROSS will be at the discretion of the National Interagency Coordination Center and hosting GACC/local unit.

It is the responsibility of each individual team member to manage their own availability status. Any availability changes need to be coordinated with team lead and the member's local dispatch center.

Team travel should be a coordinated effort with team lead. It is the responsibility of the individual to coordinate travel specifics prior to requesting travel through dispatch. Team leader approval will be needed if unable to meet date and time needed.

EVALUATION

It is the responsibility of the dispatch team leader and/or deputy to obtain a completed dispatch team evaluation from the host dispatch Center Manager. It is the responsibility of the dispatch team leader to forward a copy of the team performance evaluation to the current Dispatch Working Team chairperson and the Eastern Area Coordination Center. The DWT chairperson will provide copies of team evaluations to committee members as needed. Any poor performance or disciplinary actions of team members while on assignment will be directed from the team lead to

the Dispatch Working Team chairperson for follow-up.

After action reviews will occur with the team Committee members and lead EDSPs after every assignment. Every effort will be made to hold these meetings no more than 7 working days from the return of an assignment.

REASSIGNMENT and EXTENSIONS

Reassignment of a team after their initial mobilization may take place on a case by case basis and will be coordinated by the host unit and team leader. An effort will be made to keep the team together upon reassignment. The host unit or host GACC has the discretion to reassign team members according to incident management needs and the team may be split at this point to accomplish objectives.

Extensions of a team may take place on a case by case basis and will be coordinated by the Team Leader and approved by the individual team members home units. Resource extension request forms will be completed and distributed appropriately. If 1 or more members cannot extend, the extension request may not be considered for any members and the team must be demobilized at the end of their assignment.