

2022

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 complement 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 may 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

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).

Team Selection

All dispatch team members must meet NWCG PMS 310-1 and Supplemental specific requirements for the position filled.

EA dispatch team members may only be alternates on other dispatch teams. 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 IROC and meet the requirements of their position as per NWCG guidance, PMS 310-1,

Target "LONG" team configuration is as follows:

- 1 EDSP (Team Leader) - required for team mobilization 1 EDSP
(Deputy Team leader) – Team Leader discretion 2 EDSD
- 2 EDRC or EDSD
- 2 Trainees (optional)* - Team leader choice

Target "SHORT" team configuration is as follows:

- 1 EDSP (Team Leader) - required for team mobilization 1 EDSD
- 1 EDRC
- 2 Trainees (optional)* - Team leader choice

*If no trainee team members is available, the team leader may utilize the Eastern Area Priority trainee list.

Team Leader may identify team members to work virtually as approved by requesting unit.

The team leader must be a permanent Agency employee.

Availability

The Team's core availability will be from June 1st through October 31st.

Team Member Selection

The voting member of the IDTC will vet applications for position requirements. Once the applicant has met conditional requirements, team members will be placed into the pool of available resources. Team members will then have the opportunity to schedule their own availability throughout the Team's core season.

Team contact lists will be posted on the Eastern Area Dispatch Team Firenet site.

All applicants will be notified by the IDTC of the application status.

Team orientation conference calls will occur after selections are made.

Each team member will be required to establish their own Firenet account.

ACTIVATION

Dispatch team requests will be processed through standard ordering channels. How the team is ordered in IROC 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.

A seasonal after-action review will occur with the IDTC and all team members. At the discretion of the IDTC additional after-action reviews may occur throughout the teams availability period.

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. Team Lead has the discretion to decline such assignments based on the strength of the Team.

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.