

Wyoming Type 3 IMT Management Plan

2020



Frank Keeler, Chair Management Board

Date

Rich Zimmerlee, Vice-Chair Management Board

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Objectives:

The intent of this plan is to provide information and guidelines to assist in Type 3 incident management. It is not extensive or all encompassing, but rather a synopsis to be referenced and updated as needed. The Wyoming Type 3 Incident Management Team (IMT) Management Plan will be reviewed annually and approved by the Wyoming IMT Management Board. The Board will act collectively as management oversight for the respective Agency Administrators and Duty Officers. If needed, decisions regarding team assignments will be made by the Board. The Board is comprised of the following representatives from each of the Dispatch Center Zones, in addition to a Chairperson and Vice Chairperson: Subject matter experts will include the Dispatch Center Managers.

- Frank Keeler, Casper, Chair
- Josh Erickson, Teton Member
- Rich Zimmerlee, Cody Vice-chair

The WY Type 3 IMTs are intended to provide Agency Administrators a pool of organized, highly skilled and qualified personnel to respond to emergency incidents within the State, as geographically represented by the Teton, Casper, and Cody dispatch zones. Consideration may be given to out of area team assignments, however, the primary intent of these teams are to be a local resource. The teams can be utilized to manage wildland fire incidents within the areas. The teams *may be* available for other “all-risk/all-hazard” incidents dependent upon jurisdiction and funding issues. Firefighter and public safety must be the first priority.

Participation on the teams is open to all individuals associated with the Casper, Cody, and Teton Dispatch Centers. Participation is dependent upon prerequisite experience guidelines detailed later in the plan.

The local dispatch area includes all lands within the jurisdictions of these Teton, Casper and Cody Dispatch Zones.

The Management Board will select Incident Commanders in close coordination with local, district and State FMO’s. work with selected ICs to develop team rosters, and annually review team governance documents (Management Plan, Operations Guide, etc.). In addition to the Management Board, agency representatives (Agency Administrators/Unit FMO/AFMOs) may also participate in Management Board meetings, calls, and other team meetings with recognition that the Board will have responsibility for decisions pertaining to team performance and availability.

Team Guidelines:

1. Responders are committed to making the safety of firefighters and the public the top priority on any incident.
2. All team members will meet established qualifications, and their agency specific fire qualifications if more restrictive. Home agencies are responsible for screening candidates for team positions to ensure qualifications are met. Appendix A identifies IMT positions and prerequisite qualifications. The Wildland Fire Qualification System Guide (<https://www.nwccg.gov/positions>) identifies and establishes formal qualifications for all general staff positions for the Type 3 level.
3. The Incident Commander (IC) will be responsible for following standard operating procedures as outlined in each agency’s policy manual.
4. Primary/Shared team members will be expected to make a commitment to their assignment on the IMT with an objective of being available during scheduled team rotations.
5. ICs will provide performance evaluations for team members and ensure trainee assignments are documented properly in position taskbooks.

6. Teams will rotate on a 2-week “on-call” period. Team members are responsible to inform the IC if they are unavailable for any team commitment. Team members who are unavailable are expected to identify a replacement team member for their missed commitment.
7. Teams will not “move forward” to cover the remainder of an on-call period once an IMT is mobilized.
8. An IMT Operations Guide will be developed and reviewed annually to include:
 - a. SOP’s developed by the local interagency community and adjusted to reflect Lessons Learned through IMT deployment
 - b. Team rosters and annual call-out periods
 - c. Guidelines for incident pre-orders;
 - i. Supply pre-order
 - ii. Available command/commo, supply trailers, trailer inventories and dispatch locations
 - iii. Helibase working equipment order

Mobilization:

1. ICs are responsible to complete rosters with contact information, including any substitutions on the Friday call prior to the start of their “on-call” period. Each of the three teams will be hosted by one of the three Dispatch Centers, and ICs will work with their host dispatch center for rosters, and to ensure timely dispatch of team resources.
2. IMT members will be qualified in IROC for the position they will fill on a team mobilization. IMT members filling positions with no identified minimum qualification should have a related unit position or trainee position in IROC or a task book initiated in that section.
3. On rare occasions teams may be made available outside of area based on local need and approval by the Management Board and closely coordinated with jurisdictional FMO’s. Host dispatch center will make the team available corresponding to this decision.
4. The teams are a resource available to all units within the defined local response area with the Casper, Teton and Cody Dispatch Zones, and will be mobilized within those areas as needed under existing neighborhood agreements. The ordering unit will specify the mobilization point, arrangements for briefing the IC, and any transportation requirements at the time of the order. Team personnel will be self sufficient for a minimum of 3 days.
5. The Agency Administrator orders an IMT when the requirements of managing the incident exceed the capabilities of the local unit. Current incident complexity guidelines will be used to order the appropriate level of incident management organization. The T3 IMT will be ordered as a core team (see Appendix A) with additional positions negotiated between the Agency Administrator and the IC. A briefing will be scheduled between the ordering unit (Agency Administrator) and the IC. Preferably, all team members, dispatch, and the cache would be present for an initial briefing; however, the incident situation will determine this. This briefing should address specific instructions, timeframes, and incident objectives through a Delegation of Authority.
6. The Wyoming Type III Teams maybe ordered to support incidents at the national, geographical and Wyoming statewide levels. Upon notification of a pending incident management type 3 team request, the current on call hosting dispatch center will be notified to fill with the currently available WY Type III Team. This notification may come from a geographical area coordination center and/or a local WY dispatch center. The hosting on call dispatch center will coordinate with the appropriate hosting geographical coordination center to ensure incident management team members are mobilized in a safe and time efficient manner. Mobilization and ordering will follow already established national, geographical and local mobilization processes and procedures.

Agency Administrator's (AA) Responsibilities to the Type 3 Team:

1. Conduct a well-organized thorough briefing with incoming Type 3 IMT. Define roles, objectives, priorities and complexity issues related to the management of the incident.
2. Complete and approve a Delegation of Authority (DA). Within the delegation the AA will assign the following personnel:
 - a. Resource Advisor
 - b. A local finance contact and agency purchasing contact
 - c. Public Information Officer or media point of contact from host unit
 - d. Unit GIS point of contact, mapping capability, and capacity for generating/printing IAPs
 - e. Agency Representative, (if not themselves)
3. Conduct a close-out meeting with the IMT and provide a team performance evaluation to the IC before the release of the team.

Type 3 Teams Responsibilities to the Agency Administrator:

1. Adhere to established interagency safety guidelines, as well as following specific agency policy in safety management on any incident.
2. Follow the Delegation of Authority and Agency Administrator guidance in managing the incident.
3. Clearly communicate IMT capacity and qualifications/experience level of team members. Additional assistance is likely to be needed from the host unit in several areas, ie Finance, PIO. This is especially true when IMTs are mobilized outside of the local response area.

Demobilization:

1. The IC will approve the demobilization procedures. Emphasis should be placed on identifying resource needs well in advance and releasing unneeded resources in a timely manner.
2. The IC is responsible for completion of a transition plan and for sharing it with the incoming team or host unit, and the host dispatch center.
3. The team will be demobilized as a unit unless special circumstances exist.
4. Demobilization of resources will be coordinated between the Plans Section Chief and the host unit dispatch center.
5. The IC will conduct a team AAR and will close out with the host agency(s) to include "lessons learned" from their AAR.
6. The IC will provide a documentation packet according to national standard (see operations guide) and agency(s) requirements

Appendix A

Incident Management Team Organization and IQCS Requirements

WYOMING TYPE 3 INCIDENT MANAGEMENT TEAM CORE ROSTER CONFIGURATION	
FUNCTIONAL POSITION	MINIMUM NWCG QUALIFICATION
Incident Commander	Incident Commander Type 3 (ICT3)
Incident Commander Trainee	Incident Commander Type 3 (ICT3) trainee
Safety	Line Safety Officer (SOFR)
Medical Unit Leader	MEDL
Operations	OPS3
Division (2)	TFLD
Plans	PSC3
Logistics	LSC3
Finance	FSC3
Information	PIOF, trainee acceptable (completion of S-203)
Team Trainees	
C&G 1	
C&G 2	
C&G 3	

In order to support these core positions, multiple personnel are likely to be mobilized in the Division position as well as the Plans, Logistics, and Finance sections. The teams will strive to roster an ICT3 trainee and up to three trainees in the C&G positions. These trainees are considered part of the roster, and if filled will be mobilized with each assignment. Additional positions may be filled upon mobilization of the IMT. Additional positions beyond these 14 core members to be negotiated at time of mobilization between the agency administrator and the IC.

Additional Positions to Consider – these can be filled and attached to the team or in some cases filled by the local unit to provide that service to the incident (posting time, incident mapping, etc.):

C&GS/Other	Ops	Plans	Logs	Finance
READ	FIRB	FOBS/FEMO	EMTF	EQTR
AREP	FALB/C	GISS	DRIV	
LEO		Fire Behavior	BCMG	
	Air Ops	ITSS		
	HEB2			
	UASP			