**Teton Interagency Fire – Weekly Coordination Call Template**

**Tuesdays at 0900**

**Order of report out:**

* NWS – Riverton: brief synopsis of week to come, significant fire weather concerns
* West Zone – See below
* East Zone - See below
* North Zone – See below
* Park – Operational update and other info/issues
* Forest SO – updates for the greater good
  + Incident Business Fire Planner
  + Fire Cache
* Counties:
  + Lincoln – operational update
  + Sublette– operational update
  + Teton– operational update
* NER
* TIDC – staffing and any other pertinent updates
* Aviation – resource status, known flights, pending needs, detection flight needs
  + Helitack – Status (committed, available or unavailable) and staffing updates
* Prevention/Education – collect any PR and messaging needs, webpage updates and confirm PIO on-call
* Other topics (as needed) – Availability of Helicopter, Teton Crew or Teton Fire Module, Fire Danger and Preparedness Level changes, other bin item or Forest/Park/County/Refuge specific topics.

**Report out topics:**

1. ***Fire Season Operational updates:***
   1. Staffing updates:
   2. Resource status:
   3. Fire Activity of note
   4. Short term/long term resource needs:
   5. Resources you could share:
2. ***Prescribed Fire Operational updates:***
   1. Planned RX in the coming weeks / month:
   2. Resource Needs for RX
3. ***Anything additional and significant that is worth sharing:*** Restrictions Stage 1 or 2, Closures, staffing changes, Duty Officer changes, etc.?

**Notes for weekly TIF coordination calls:**

1. Share significant bin items with group ahead of time.
2. Calls will occur Tuesday weekly at 0900 through fire season. Typically they will start in late May and continue through mid-October.
3. Discussion topics should focus on items of interest to the group as a whole. ***Folks should feel free to take a pass if no updates to share***.
4. Share facilitation role between Forest and Park Duty Officer’s (Rotate weekly). Unit not facilitating call that week will take notes and focus on decisions made and key info to share out after the call to the mailing list.
5. Use consistent mailing list for call info and decision sharing to include federal, state, county participants and staff.