



2016 Great Basin Incident Management Team Operating Plan

Great Basin Coordinating Group

APPROVED - JESSICA WADE, CHAIR DATE: 4/13/2016

2016 Great Basin Incident Management Team Operating Plan

1 **PURPOSE AND GENERAL GUIDELINES**

- 2 1. Great Basin Incident Management Teams (IMT) are developed and maintained through
3 coordinated efforts of participating agencies primarily to serve Agency Administrators in the
4 management of complex incidents within their areas of responsibility. An analysis will be used to
5 assist Agency Administrators in determining the type and complexity of each incident (Use
6 Wildland Fire Risk & Complexity Assessment (RCA); issued December 2014 by NWCG). This
7 will be documented and used to match the appropriate management capability to the requirement
8 of the incident and its potential.
- 9 2. Type 1 IMTs participate in a national rotation and may be mobilized to any kind of incident.
10 Type of incident is usually high complexity involving; multiple agencies or jurisdictions,
11 complex logistical support needs, over extended duration, high level political involvement, and
12 high risks to resources, public safety or life/property.
- 13 3. Type 2 IMTs are staffed to manage incidents complex enough to exceed the capabilities of a Type
14 3 IMT.
- 15 4. Type 3 IMTs are managed at local levels, but occasionally can be statused regionally or
16 nationally.
- 17 5. When assigned, IMTs serve Agency Administrators of a local unit/jurisdiction or a group of units
18 and will abide by the policies of the agencies for which the service is being provided.
- 19 6. IMTs will apply guidelines in the Interagency Standards for Fire and Fire Aviation Operations
20 (Red Book), NWCG Wildland Fire Incident Management Field Guide, National and Great Basin
21 agency specific operational policies to assure safe and effective incident management.

22 **IMT OVERSIGHT AND EVALUATION**

- 23 1. The Great Basin Coordinating Group (GBCG) is the decision body and provides oversight to the
24 IMTs. The Great Basin Operations Committee (GBOC) provides recommendations to the GBCG
25 on all aspects of fire operations including IMT selections, staffing, support, and other related
26 issues in support of Great Basin IMTs.
- 27 2. Evaluations will be completed by Agency Administrators for all incidents within their jurisdiction
28 using the Great Basin Performance Evaluation Form:
29 http://gacc.nifc.gov/gbcc/logistics/overhead-folder/GACC_docs/gb_imt_evaluation_fillable.pdf.
30 Performance evaluation forms or narratives shall be completed and forwarded to the GBOC Chair
31 within 14 days of the IMT closeout by the Agency Administrator. Additionally, the Agency
32 Administrator should also follow up with Incident Commanders 60 to 90 days following the close
33 of the incident to provide feedback on the incident finance package by filling out the IMT
34 Incident Business Final Evaluation. This form is located on the Great Basin Coordination Center
35 (GBCC) Incident Business page
36 http://gacc.nifc.gov/gbcc/admin/docs/GB_Finance_Evaluation_form.pdf. An overview of
37 closeout issues will be prepared by the GBOC Chair and presented to the GBCG.

38 **GREAT BASIN INCIDENT MANAGEMENT TEAM TRAINING**

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S-520

1. All S-520 candidates will meet the minimum qualifications listed in the 310-1 for Type 1 Command and General Staff positions. All candidates for S-520 are encouraged to perform successfully as a trainee on a Type 1 IMT prior to attending the course. Trainees should have some percentage of the competencies within their Position Task Book completed prior to attending S-520.
2. If the candidate does not perform as a trainee on a Type 1 IMT they must have a documented positive performance evaluation and a written recommendation from their Type 2 Incident Commander to the GBOC. This should be an exception and apply to candidates with the appropriate level and depth of Type 2 IMT experience.
3. It is the expectation of the GBCG that candidates selected to attend S-520, upon successful completion, be selected and committed to a Type 1 IMT as a trainee to complete the Type 1 qualification.
4. Any deviation from the above will be reviewed by the GBCG.
5. Performance evaluations from S-520 will go to the Geographic Area Training Representative (GATR) and the respective GBOC representative.

S-420 & L-481

1. All S-420 or L-481 candidates will meet the minimum qualifications listed in the 310-1 for Type 2 Command and General Staff positions. Trainees should have some percentage of the competencies within their Position Task Book completed prior to attending S-420 or L-481.
2. All candidates are required to have a recommendation from their supervisor or a Great Basin ICT1 or ICT2.
3. Any deviation from the above will be reviewed by the GBOC.
4. Performance evaluations from S-420 and L-481 classes will go to the GATR and the respective GBOC representative.

INCIDENT COMMANDER AND IMT SELECTIONS PROCEDURES.

SELECTION TIMEFRAMES

Early September: Chair, GBCG, will send out recruitment notice for Incident Commanders (IC) with a due date of Mid October.

Late November: Chair, GBCG, will send out the IMT nomination letter to agencies within the geographic area.

Mid November: Chair, GBOC will forward IC recommendations to the GBCG for approval.

Early January: IMT nominations must be submitted in Incident Command Application Program (ICAP).

Early February: ICs and GBOC select and approve IMT members.

Late March - Early April: Annual IMT meeting.

SELECTION OF INCIDENT COMMANDERS

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- 1 1. When a vacancy exists, a vacancy announcement will be developed and it will be advertised by
2 the GBCG. Nominations for ICs and Trainees will be submitted via the ICAP. The
3 nomination package will be forwarded to the GBOC Chair. GBOC will review and
4 evaluate the nominees. The GBOC will forward their recommendations to the GBCG
5 for approval. The GBCG will send out a letter documenting the new ICs, Deputies and IC
6 Trainees.
- 7 2. ICs will serve for three years contingent on satisfactory performance. Deputies, IC Trainees and
8 out of geographic area candidates must reapply every year. The outgoing IC will serve as the
9 IMT IC until the new IMT roster is finalized.
- 10 3. A standard set of selection factors and a rating and ranking criteria shall be utilized for
11 selection of all IC positions. Interviews may also be conducted with IC applicants.
- 12 4. In the event an IC cannot complete their tenure, the GBCG will appoint an interim IC to
13 complete that fire season.
- 14 5. Type 1 ICs will have prior experience as a Type 2 IC on an organized geographic area sponsored
15 Type 2 IMT. They will have been assigned as an IC for at least one season.

16 SELECTION OF INCIDENT MANAGEMENT TEAM MEMBERS

17 It is the goal of the GBCG, GBOC and Incident Commander Council to build and foster the strongest
18 and most IMTs possible within the Great Basin. With this goal comes the responsibility to make
19 decisions that are not always the most popular, but are made in the spirit of ensuring all the Great
20 Basin IMTs are the strongest possible. In recent years, some Great Basin IMTs have had more depth
21 on the bench in critical positions than other IMTs, or have numerous people working in positions
22 lower than what their highest qualification is. Some IMTs are carrying several people that are
23 qualified in positions that are critical shortages on other teams. For example: Air Operations Branch
24 Director qualified individuals working as Air Support Group Supervisor; Supply Unit Leader
25 Qualified individuals working as Ordering Manager; individuals having passed S-520 then not
26 willing to step up to Type 1 qualifications.

- 27 1. Nominations for IMT members within the Great Basin are the responsibility of the individual,
28 their supervisor and their respective GBOC agency representative. Nominations will be
29 submitted via ICAP.
- 30 2. The primary goal of IMT selection is to place highly skilled individuals in positions for which
31 they are qualified and for which they fit in an IMT environment. The GBCG will have the final
32 approval of membership of an IMT.
- 33 3. Each position on the IMT is required to re-apply every year.
- 34 4. IMT members who move to a new job within the Great Basin will need to submit a new
35 nomination form with new supervisor approval to complete the commitment.
- 36 5. Each nomination must be submitted by the employee and approved by the supervisor via
37 ICAP. This ensures that he or she will make the necessary commitment to meet the National
38 and Geographic Area schedule, assignments, and meetings. The host unit training officer will
39 review the applicant to ensure the applicant is qualified to perform in the nominated
40 position(s).

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- 1 6. The GBOC and ICs will meet by the first week of February to review and approve the
2 proposed IMT rosters for each IMT. The GBOC liaison from GBCG will attend the selection
3 meeting to provide input and oversight.
- 4 7. The IMT selection process from this point forward will include a “pre-meeting” between the
5 Incident Commanders, Roster Liaisons from the Operations Committee, and the Chair for the
6 Operations Committee in the weeks leading up to the Great Basin IMT Selection Meeting.
7 The goal for this meeting is to improve the coordination between the IC’s and to identify
8 positions where some IMTs may have vacancies in critical positions, where others may be
9 able to help as they are well staffed. It may also be used to determine shortages, excess and
10 overlap of positions. A desired outcome of this meeting is to ensure the best possible spread
11 of qualified personnel across all teams and will make the selection meeting more efficient and
12 productive.
- 13 8. Proposed IMT rosters will be submitted using the Great Basin master roster template to
14 ensure consistency of IMT positions, number of trainees, and Great Basin policies. This
15 template is hosted by the GBOC.
 - 16 a. Individuals may be assigned to only one IMT at a time.
 - 17 b. All Great Basin personnel that apply for out of geographic area IMTs need approval
18 from their agency representative to ensure the needs of the Great Basin are met first.
19 It is the responsibility of the GBOC Chair to coordinate this with the Great Basin
20 Council of Geographic Area Coordinators (CGAC) representative.
 - 21 c. While it is desirable to maintain IMT consistency over consecutive years, selection of
22 IMT members in future years is not an entitlement. Applicants will be evaluated on an
23 annual basis and must compete with other applicants for the same position among the
24 seven Great Basin IMTs. Past position specific performance evaluations will be used
25 when making selection decisions if necessary. GBCG and ICs have developed IMT
26 succession planning and those factors will also be considered.
- 27 9. The Great Basin standard for selection priority is in the following order:
 - 28 • Agency (Federal/State/Cooperators) -- FULL TIME employees in GB
 - 29 • Agency (Federal/State) -- out of GB
 - 30 • Administratively Determined (AD) -- in GB
 - 31 • Administratively Determined (AD) -- out of GB
 - 32 • Cooperators -- out of GB
 - 33 • Supplemental Fire Department Resources -- (SFDR)
- 34 10. The GBCG, GBOC and Incident Commander Council (GBICC) will strive to honor each
35 applicant’s application and team/position request, however...
 - 36 a. In certain instances where critical shortages occur the GBCG, GBOC and the GBICC
37 reserves the right to invoke the following measures involving positions on IMTs:
 - 38 i. Applicants may be placed on any IMT based on the applicant’s qualifications
39 and the needs of the IMT. Applications for specific IMTs are only a
40 notification of preference and not a guarantee that the applicant will be placed
41 on that IMT.

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- 1 ii. Applicants are encouraged to apply for their highest level qualification;
2 Applicants may be placed into positions based on their qualifications regardless
3 of what IMT or position they applied for in ICAP.
- 4 iii. Applicants applying for IMTs outside the Great Basin with qualifications
5 needed within the Great Basin will not be granted approval to participate on
6 IMTs outside of the Great Basin.
- 7 11. Agency personnel will be selected for IMTs before others when possible to ensure continued
8 development of agency employees. Out of geographic area IMT members will be considered if no
9 qualified Great Basin agency candidates are available. Out of geographic area applicants must
10 have approval from the geographic area they reside in. There will be situations that allow
11 selection of applicants based upon best business practices.
- 12 12. Trainee positions will be encouraged with an emphasis on developing future IMT candidates and
13 participation. Trainees will be assigned on a 1:1 ratio with current IMT members.
- 14 13. Nominees and trainees not selected for IMTs will be notified of their status and their names will
15 be maintained in ICAP. Names will be available for selection if vacancies occur on IMTs
16 throughout the season. Trainees not selected will be encouraged to apply through the GB priority
17 trainee program.
- 18 14. GBOC Roster Liaisons: The primary objective is to streamline the selection process prior to the
19 selection meeting. The function of the roster liaison is to work with the designated IC prior to the
20 meeting in order to vet the proposed roster and work through any irregularities, questions,
21 concerns or abnormalities that may be raised at the formal selection meeting.
- 22 a. Roles of roster liaison
- 23 i. Ensure that the selection process follows the GBCG priorities (i.e.-ADs are not
24 selected before other qualified agency/cooperator applicants)
- 25 ii. If there is an AD in a primary position on the IMT, assess the IC's succession
26 plan for that position.
- 27 iii. Review any IMT roster vacancies and compare to "not selected list" (did
28 someone who applies not get selected when there are still vacancies?)
- 29 iv. Have a short discussion to understand how the IC is managing succession
30 planning, especially their use of the six trainee slots.
- 31 b. GBOC Roster Liaisons:
- 32 i. GBIMT 1 Nevada BLM (BLM Nevada)
- 33 ii. GBIMT 2 NPS (Collins)
- 34 iii. GBIMT 3 Arizona BLM (Spilde)
- 35 iv. GBIMT 4 Idaho BLM (Fransted))
- 36 v. GBIMT 5 Utah BLM (Delaney)
- 37 vi. GBIMT 6 Utah State (Freeman)
- 38 vii. GBIMT 7 FWS (Swenson)

39 **INCIDENT MANAGEMENT TEAM SUCCESSION PLANNING**

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1 The responsibility for succession planning for IMTs resides with the GBOC and GBICC. The
2 purpose is to increase the number of qualified people who can fulfill the immediate position shortages
3 and replace ADs who are performing as Command and General Staff on IMTs. The current position
4 shortages include PSC1/2, FSC1/2, LSC1/2, PIO1/2, AOBD, ASGS, PROC, COMP, SOF1/2, SUPL,
5 and SECM.

6 The ICs and their respective GBOC roster liaisons will work together to accomplish the following:

- 7 • IMTs will continue to roster six IMT development (blue) positions to support individual IMT
8 succession. Priority selection for the six IMT development (blue) position slots must first be
9 granted to applicants (if available) who will replace existing IMT ADs. Beyond AD replacement,
10 the positions are at the discretion of the IC.
- 11 • DIVS will not be carried on a roster as a blue trainee, but will instead be selected through the GB
12 trainee priority process.
- 13 • IMTs will order trainees who will help build capacity for the current position shortages positions.
- 14 • IMTs will not roster out of GACC ADs in any position. Exceptions are for the Air Operations
15 Branch and will only be granted with the approval of the GBOC.
- 16 • Per NMAC Correspondence #2016-05, *“While the use of ADs on incident assignments is
17 permitted, in an effort to support IMT succession planning, it is required that an agency
18 employee be assigned to each AD as a trainee when possible and a succession plan developed for
19 that position. This will assist agencies with workforce development efforts and lessen the
20 reliability on a supplemental workforce.”*
- 21 • Mentoring current IMT members to get outside their comfort zone, a DIVS or OSC2 to logistics
22 or finance function.

23 GBICC will provide an end of season report to the GBOC and GBCG of trainee progression during
24 the season.

25 **COORDINATING GROUP IMT LIAISON**

- 26 1. Each IMT has been assigned a Coordinating Group member liaison to provide support and an
27 interface to the IMT both during the season and during the off-season.
- 28 2. The role of the liaison is to foster the communication both to the IMTs from the GBCG and from
29 the IMT to the GBCG.
- 30 3. It is the goal of the GBCG IMT Liaison to visit the assigned IMT during the fire season, when
31 mobilized. However, any of the GBCG members could visit the incident and stand-in for the
32 liaison as needed. The intent of the incident visits is to understand issues that arise during the fire
33 season and to be providing solutions to those issues in a timely manner.
- 34 4. The GBCG Liaison’s agency is also responsible for providing the \$2,000 support to the IMT for
35 items which the IMT uses throughout the fire season; items that do not meet the incident
36 procurement regulations.

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1 5. GBCG IMT Liaisons:

- 2 a. GBIMT 1 FS (Stewart)
3 b. GBIMT 2 NPS (Sorensen)
4 c. GBIMT 3 BIA (Vacant)
5 d. GBIMT 4 Idaho BLM (Morcom)
6 e. GBIMT 5 Nevada BLM (Peterson)
7 f. GBIMT 6 FWS (Wade)
8 g. GBIMT 7 Utah BLM (Vacant)

9 **INCIDENT MANAGEMENT TEAM MOBILIZATION**

- 10 1. The Great Basin Mobilization Guide identifies current mobilization procedures and
11 responsibilities.
- 12 2. Each IMT will update their master rosters into a mobilization roster for each callout period no
13 less than two days prior to the scheduled call up period and submit to GBCC.
- 14 3. After mobilization and negotiation with the hosting unit, name requests may be identified to
15 support the IMT's management of the incident. These requests are generally the exception and
16 are appropriate only for positions that cannot be filled during periods of high fire activity
- 17 4. On-call IMTs are required to be available for mobilization within two hours during the
18 designated call-out period. For Type 1 IMTs, the next available IMT in rotation is required to
19 be available within eight hours. GBCC will establish procedures to assure prompt notification
20 and mobilization of IMTs.

21 **INCIDENT MANAGEMENT TEAM CONFIGURATIONS**

- 22 1. The Great Basin Type 1 and Type 2 short and long IMTs will follow the national standard as
23 identified in the national mobilization guide.
- 24 2. The requesting unit agency administrator has the authority to increase or decrease the number of
25 ordered positions. The IC and the requesting unit will negotiate any changes to the
26 configuration.

27 **TRAINEES**

- 28 1. Trainees are not permanent IMT members. Upon fulfilling on-the-job requirements/task
29 books, assigned trainees shall be replaced.
- 30 2. Each IMT is allowed to carry/roster 6 trainees selected through ICAP. If they are sponsoring
31 an IC trainee, that position does not count toward the six. Additional trainees will be selected
32 per procedures identified within the Great Basin Trainee Prioritization Program.
- 33 3. Priority trainees will be accepted from other GACCs based upon their prioritization program. If
34 a neighboring GACC does not have a prioritization program then trainees will be considered
35 from outside the GACC.
- 36 4. Trainees are mobilized with a maximum of a 1:1 ratio of qualified position to trainee. The 1:1
37 ratio does not require that the qualified position be the equivalent to the trainee. (e.g. Finance
38 Section Chief may serve as the trainer for a Time Unit Leader.)

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- 1 5. The IMT will notify the home unit Fire Management Officer or training officer and GATR upon
2 training completed with assigned trainees. This will include the appropriate supporting
3 documentation. A copy of all negative performance will be forwarded by the GATR to the
4 trainee's respective GBOC agency representative for additional follow up.

5 **6. IMTs will provide the GBOC a summary of trainees and the status for the fall meeting.**

6 INCIDENT MANAGEMENT TEAM ROTATION AND ASSIGNMENT

- 7 1. Type 1 IMTs are available year round. NICC will establish the national IMT rotation schedule
8 and guidelines and post on the NICC website. The Rocky Basin IMT rotation and guidelines will
9 be published in the Great Basin Mobilization Guide and posted on the GBCC websites.
- 10 2. Type 2 IMT's will normally be on call from mid-May to mid-October. The GBCC will publish
11 the rotation schedule and call up guidelines. During the mid-May to mid-June and the end of
12 September through the end of October only two IMTs will be on call in the rotation.
- 13 3. During periods of high activity, Great Basin Type 2 IMTs can be activated a maximum of three
14 days prior to the scheduled call out period, with concurrence of the GBCG and the IC whose IMT
15 would be affected. This policy is in place to mitigate IMT member fatigue and maintain the
16 support from management.

17 SUBSTITUTED AND ASSIGNED IMT MEMBERS EACH CALL UP PERIOD

- 18 1. If an IC is not available to take their IMT on an incident, an approved alternate IC or Deputy may
19 be assigned by the GBCG. (The GBCG will maintain a list of approved alternate ICs.)
- 20 2. IMTs with substitute ICs may be mobilized with no geographic restrictions, as long as other
21 National or Geographic Area substitution criteria have been met.
- 22 3. Substitution of Type 2 Command and General Staff positions prior to mobilization will not be
23 considered as a vacancy. If there are more than 2 vacancies in the Command and General Staff
24 at the time of dispatch, the IMT will not be available and stood down for that rotation.
- 25 4. Type 1 IMTs will follow the National Interagency Mobilization Guide for substitution of
26 assigned IMT members.

27 REPLACEMENT OF ASSIGNED IMT MEMBERS

- 28 1. If a vacancy occurs after the IMT is selected, the ICs may select a replacement of an IMT
29 member by having the individual submit a nomination in ICAP. This will initiate a commitment
30 until the next nomination period begins.
- 31 2. ICs may initiate removal action for IMT members missing more than three call-up periods or call-
32 outs during a year without a valid reason. The IC will draft a letter from the GBOC Chair to
33 inform the individual and his or her supervisor of the action.
- 34 3. The removal of IMT members for performance or conduct issues must be directly communicated
35 to the individual prior to leaving the incident as well as thoroughly documented by the incident
36 supervisor and IC. All such documentation will be forwarded to the respective agency GBOC
37 representative and the home unit supervisor.

38 INCIDENT CLOSE OUT

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1 The Final Incident Narrative focuses written documentation on how the IMT accomplished the objectives
2 as described in the Agency Administrator briefing and documented in the Delegation of Authority and the
3 Wildland Fire Decision Support System (WFDSS).

4 1. The narrative format will include:

- 5 • Front Cover: Dates of assignment; IMT Name/Number/Logo; Incident Number
- 6 • Incident “Vital” Statistics (somewhere in the front of the document)
- 7 • Incident Objectives
- 8 • A brief “executive” summary (mobilization, in briefing, transition, transfer of command)
- 9 • Command & General Staff Summaries with focus on how objectives were achieved (can
10 be in bullet or paragraph format) including:
 - 11 • The Safety Officer will document the risk assessment and mitigation process used to
12 produce the Incident Risk Analysis (ICS 215a) and Medical Plan (ICS-206). Should
13 also include the usual “statistics”.
 - 14 • The Finance Section will provide a summary by unit in addition to a breakdown of
15 costs to date and the usual “pie chart”. In addition, if there was a cost share
16 agreement, then pertinent information should be included.
 - 17 • The Plans Section will provide documentation of Great Basin priority trainees along
18 with the number of trainees by section and agency. Map products will include fire
19 progression, fire perimeter, and acres burned by ownership.

20 2. Incident Closeout Focus and Format

21 The incident closeout is a brief facilitated presentation on how the IMT met the Agency
22 Administrator’s incident objectives with emphasis on:

- 23 • Notable successes
- 24 • Challenges
- 25 • Issues not resolved
- 26 • Recommendations

27 The closeout should be facilitated by the IMT Plans Chief.

28 The IC provides a general overview, with deference to Officers and Section Chiefs for
29 additional comments as needed.

30 The IMT will work with the Agency Administrator to provide an agenda and time frames for
31 the incident closeout. An incident close out will not be open to the general public.

32 Following is a list of suggested invitees:

- 33 • Agency Administrator(s) and cooperating Land Managers
- 34 • Expanded Dispatch and Communication Center Manager or ECC representative
- 35 • Appropriate GACC representation
- 36 • Local administrator (AO, procurement, etc.)
- 37 • Great Basin/Zone Cache
- 38 • Area Command
- 39 • MAC group representative
- 40 • Incident Business Advisor
- 41 • Local FMOs
- 42 • Great Basin Coordinating Group representative
- 43 • Great Basin Operations Group representative

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1 *INCIDENT MANAGEMENT TEAM MEETINGS*

2 The Great Basin IMT meetings are the responsibility of the Great Basin Incident Commander Council
3 (GBICC) and the Great Basin Operations Committee (GBOC). The Great Basin will hold an IMT
4 meeting on an annual basis.

5 The Great Basin will strive to hold the IMT meeting between March 15 and April 15 of each year.

6 Responsibility for coordinating IMT meetings will be shared between the GB IMTs following the rotation
7 schedule below.

8 2016 – GBIMT 2

9 2017 – GBIMT 3

10 2018 – GBIMT 4

11 2019 – GBIMT 5

12 2020 – GBIMT 6

13 2021 – GBIMT 7

14 2022 – GBIMT 1

15 To help ensure continuity of knowledge, facilitating the IMT meetings, the IMT following the current
16 year will shadow the responsible IMT. As an example, in 2015 GBIMT 1 was responsible for facilitating
17 the meeting and GBIMT 2 shadowed. GBIMT 2 will coordinate the meeting in 2016 with GBIMT 3
18 shadowing.

19 The IMT coordinating the meeting will make all necessary arrangements including identifying a host
20 facility, setting up blocks of rooms, securing the main meeting room and required number of breakout
21 rooms, arranging for presenters including regional/national level agency administrators, subject matter
22 experts, and sectional breakout presenters. Additionally, the IC of the responsible IMT shall work with
23 Idaho BLM State Office to secure the contract with the hosting facility if it is required.

24 During the process of developing the IMT meeting, the IC for the responsible IMT shall work closely
25 with their assigned GBCG IMT Liaison. An agenda shall be submitted no later than two weeks before the
26 date of the meeting. (See section above for GBCG Liaison assignments).

27 At the conclusion of the IMT meeting an AAR shall be conducted to identify successes and needed
28 improvements for the following year.

29 *TYPE 3 INCIDENT MANAGEMENT TEAM GUIDANCE*

30 The following procedures shall be followed within the Great Basin for all Type 3 IMTs mobilized outside
31 of their primary response area. The primary response area may be a single interagency dispatch zone or a
32 larger area if teams are composed of members of multiple adjacent dispatch zones, i.e. Nevada, S Idaho,
33 W Wyoming. This effort at establishing a framework for operations outside of their primary response
34 area intends to not interfere with further success, but enable teams to be successful away from the home
35 unit as conditions allow. Additionally the GBCG and GBOC are responsible to ensure appropriate
36 standards are established and met prior to mobilization of IMTs beyond their local area.

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1 It is recognized that the primary driving force in local units or interagency groups in establishing Type 3
2 team organizations has been a locally demonstrated need and that any availability outside of that local
3 area is a secondary priority and will not always be practical or supported.

4 TEAM MANAGEMENT AND OVERSIGHT

5 Teams will have a clearly identified governing authority, such as a local or interagency board, operating
6 group or committee. This authority shall establish chartering documents such as Management or
7 Operating Plans/SOGs that outline at a minimum: team recruitment, rostering, periods of availability or
8 rotation, and their mobilization process.

9 Type 3 teams desiring to be mobilized outside their primary response area will be organized – that is they
10 shall be comprised of a standing roster with identified availability periods vs. an ad-hoc organization
11 established at the time of order/mobilization. The local governing authority will have discretion as to
12 how they meet these and subsequent requirements.

13 ORGANIZATION AND QUALIFICATION STANDARD

14 Standing Type 3 IMTs will at a minimum meet the position standards identified in the Interagency
15 Standards for Fire and Fire Aviation Operations 2016 (Red Book). The local governing board shall have
16 sole authority for recruitment and approval of the IMT rosters.

Position	Qualification Standard
Incident Command	ICT3
Safety	SOFR
Operations	TFLD
Division	Single Resource Boss- Operational qualification must be commensurate with resources assigned (i.e. more than one resource assigned requires a higher level of qualification).
Plans	As approved by governing body and identified in team operating guide or charter.
Logistics	As approved by governing body and identified in team operating guide or charter.
Information	As approved by governing body and identified in team operating guide or charter.
Finance	As approved by governing body and identified in team operating guide or charter.

17
18 The local plan may identify alternates/backups for primary team positions and may exceed the minimum
19 qualification standard for positions. The Red Book establishes minimum qualification standards which
20 must be followed, however units are strongly encouraged to move towards the Type 3 General Staff
21 positions that were established with the Oct 2014 edition of the Wildland Fire Qualifications System
22 Guide, 310-1 (OPS3, PSC3, FSC3, and LSC3). It is preferred that moving forward all Type 3 team
23 members work through the appropriate FEMA taskbook to become qualified at their respective Type 3
24 Command & General Staff position. The use of trainees in developing the workforce and succession
25 planning is encouraged. In addition to the eight (8) positions listed above, an additional three (3) trainees
26 may be included on the roster. Trainees and additional team members beyond that should be negotiated at
27 the time of mobilization. Regardless the ratio of 1 qualified trainer to 1 trainee will be maintained. If the

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1 local team roster includes staffed positions beyond those identified in the Red Book, negotiation at the
2 time of mobilization will determine the final mobilized team roster.

3 CERTIFICATION

4 Type 3 IMTs desiring to be certified for out of area assignments must be approved prior to the fire season.
5 Criteria for being certified include providing evidence of meeting the standards identified above; namely

- 6 • clear governance structure, including Operating Plans and/or SOGs
- 7 • IMT rosters for the coming season, and
- 8 • certification of meeting the minimum qualification standard

9 Appendix A: Type 3 IMT Annual Certification will be completed and signed by a representative of the
10 Type 3 teams governing body. The appendix must be filled out completely and submitted (electronic
11 preferred) to the Chair of the GBOC. This must be completed by the annual GB IMT meetings (late
12 March/early April). The GBOC will review/verify the documentation and provide a decision back to the
13 responsible party. After review, the approved Type 3 IMTs will be communicated to the GBCC in order
14 for them to be prepared to roster the team during their periods of off-unit availability.

15 MOBILIZATION

16 The local governing board will establish team rosters and periods of availability to meet their needs. If
17 the board determines that the rostered Type 3 team is not needed for ongoing and expected local fire
18 activity, they may decide to make that IMT available beyond their primary response area. At that point
19 the hosting dispatch center will notify the GBCC and communicate their desired level of availability
20 (GACC, National). At periods of high fire activity and elevated planning levels the GMAC and NMAC
21 priorities will ultimately determine a team's out of area availability.

22 The team will be rostered in ROSS and the roster will be maintained by the GBCC. For Type 3 team
23 orders within the Great Basin geographic area, the closest forces concept will be followed. For Type 3
24 IMT orders outside of the Great Basin, a pre-established rotation will be followed and the first available
25 team in that rotation order will fill the order. The established rotation and rotation guidelines, along with
26 the current status of all certified Type 3 IMTs will be maintained on the GBCC website Overhead page.

27 <http://gacc.nifc.gov/gbcc/overhead.php>

28 Upon release from an assignment outside of the team's primary response area, the IC will ensure an
29 Incident Management Team close-out occurs to include the use of the current Great Basin Incident
30 Evaluation form housed on the GBCC website:

31 http://gacc.nifc.gov/gbcc/logistics/overhead-folder/GACC_docs/gb_imt_evaluation_fillable.pdf

32 The form will be completed and forwarded to the Chair of the GBOC within 14 days of the close-out with
33 the Incident Commander.

34

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1 **APPENDIX A**

2 **Type 3 IMT Annual Certification - Out-of-Area Mobilization Checklist**

3 This checklist is to be completed by the Type 3 Incident Commander and approved by the IMT’s
 4 governing body for each IMT at the beginning of the fire season, prior to the IMT being made available
 5 for incident assignment beyond their primary response area. The signed documentation shall be forwarded
 6 to the Great Basin Operations Committee Chair. Upon review and consent, the team roster information
 7 shall be forwarded to the Great Basin Coordination Center for inclusion in the Type 3IMT rotations.

8 **Staffing**

9 Are the following IMT positions filled with employees that meet or exceed the minimum qualifications as
 10 identified in the Standards for Fire and Fire Aviation Operations (2016 Red Book)?

Position	Qualified Federal or Cooperator Employee (Name)	Current NWCG Qualifications	AD? Yes/No	Meet FEMA T3 C&G qual? Y/N
Incident Commander				
Operations				
Division				
Logistics				
Plans				
Finance				
Safety				
Information				

11

12 **Preparedness**

13 Does the IMT have a standing roster? **Yes**_____ **No**_____ (explain)

14 **Certification**

15 The IMT has a clear governance structure (Operating Plans/SOG’s) in place?

16 **Yes**_____ **No**_____ (explain)

17 **The _____IMT is available for incident assignment.**

18

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1 Incident Commander _____ Date _____

2 *Signature*

3

4 IMT Oversight Representative _____ Date _____

5 *Signature and title*

6 _____ Phone # _____

7 *Printed name*

8

9 GB Operations Committee Chair _____ Date _____

10 *Signature*