

2025

GREAT BASIN

Complex Incident Management Team
Great Basin Type 3 Team
Standard Operating Guide



Great Basin Coordinating Group

I. MISSION STATEMENT

A. Coordinating Group Mission of the IMT's

The mission of the Complex Incident Management Teams (IMT) in the Great Basin Geographic Area (GB) is to provide Agency Administrators (AA) organized, highly skilled and qualified personnel to manage emergency incidents within the United States and periodic international assignments.

II. PURPOSE AND GUIDELINES

A. Coordinating Group Leaders Intent

It is imperative that Incident Commanders (IC) exhibit a professional command presence and provide clear leader's intent to all fire personnel, other internal partners, external partners, the public, and AAs on incidents.

Ensure duties and assignments given are understood, roles and responsibilities are defined, and employees are acting within the scope of their duty in a responsible manner.

ICs are required to contact AAs upon the initial order for an IMT. The IC is expected to negotiate team size and composition, any special needs, and the expectations of the team. It is our goal in the Great Basin to maintain flexibility and staff according to the need of the incidents.

Brief the AA or AA representative daily and immediately notify them of any serious accidents or injuries in addition to reporting to the Geographic Area Coordination Center. ICs are expected to fully participate in any reviews and investigations.

There will be zero tolerance of any acts of discrimination, drugs or alcohol, sexual harassment or intimidation.

AAs and IMTs may get a visit from various GBCG members on an incident in order to foster coordination, communication, and to build rapport between the GBCG, GB Operations Committee (GBOC), and the Great Basin IC Council (GBICC)

The GBCG expects that all ICs and CIMTs are committed to the objectives and elements within this document. The ICs must always lead by example and demonstrate professionalism on incidents, between incidents, at meetings, or any place they are representing the Great Basin Agencies. ICs must also be personally committed to creating an inclusive atmosphere both internal and external to the team. ICs assume responsibility for team performance, conduct and behavior.

III. COMPLEX INCIDENT MANAGEMENT TEAM OVERSIGHT AND MANAGEMENT

A. Team Oversight

Oversight and management of the Great Basin Geographic CIMTs is provided by agency staff from the respective zone, area, state and regional offices (NPS, USFS, BLM, BIA, IDL, NDF, UDNR, FWS) which form the GBCG. CIMT activities and availability are coordinated through the Great Basin Coordination Center (GBCC).

Roles

GBCG - Charters and provides direction, intent, and oversight for all CIMT within the Great Basin and works to support the standing Type 3 teams when mobilizing out of their respective areas.

CIM coordinator –Future position designed to support CIMT mobilization. This role is to be filled by the GBCC.

Great Basin Operations Committee (GBOC) - Is a working committee assigned by the GBCG that is responsible for the workload associated with outreaching/recruiting, selection recommendations, and scheduling CIMT.

Great Basin Incident Commander Council (GBICC) – Is a working committee made up of all the GB Complex ICs and a GB Type 3 Representative. ICs are recruited by and recommended by the GBICC to the GBOC, with final approval by the GBCG. They are responsible for building the team and providing oversight, direction, leadership and creating cohesion and a respectful work environment. They interface with the AAs and are the link between the CIMT, the host unit, the community, partners and stakeholders impacted by the incident.

Agency Administrators (AA) – The delegating individual(s) to the CIMT. Request and brief the CIMT, providing a clear delegation of authority to act on their behalf and a leader's intent document that has the information the team needs to be successful in the complex social and dynamic natural environment. When assigned to an incident, the CIMT serves at the discretion and operates under the control and guidance of one or more agency administrator(s) who delegates authority and provides objectives and operating guidelines applicable to a particular incident. The AA provides a performance evaluation for the IMT/IC that is focused on how well the team met the objectives but may not address the efficiency and functionality of the team's internal processes.

Partner Agencies - The agencies that are represented by the GBCG.

Oversight During Assignments –

GBCG or GBOC (team liaisons or roster buddies) members should visit CIMT assigned to incidents within their respective jurisdiction(s). During visits the GBCG member will:

- Check in with AAs, IC, and members of the command and general staff to gauge overall CIMT morale and effectiveness. A focus area will be internal and external communication, to ensure it is well established, effective, internally, externally and with the host unit(s).
- Another focus will be how the CIMT, in concert with the AA, is executing the delegation of authority, leaders' intent, developing and monitoring strategic planning, strategic assessment, implementation of a risk informed strategy, and maintenance of a common operating picture.
- Keep our objectives for safety, professionalism, inclusiveness, service and respect in mind during these visits, noting where improvements may be suggested and/or commendations should be acknowledged.

The GBCG member from the host jurisdiction may request a more formal review conducted by an evaluation team that may be comprised of members of the GBOC, Incident Business Group or other specialists if there are issues or questions relative to the CIMTs management of the incident. Objectives and desired outcomes would be developed for the specific review and shared with the CIMT, the AA and the GBCG. Those visiting members' travel will be funded by geographical incident support code.

Formal Review Standards/Actions -

An Evaluation Report containing the following sections will be completed:

- Introduction—Evaluation team members, qualifications, and date and times of review as well as review methodology
- Narrative—Explanation of why the review was ordered (an event that triggered it, specific concerns, etc.), chronology, and findings
- Commendations
- Recommendations

The Evaluation team will review the draft report with the AA and IC before leaving the incident. Evaluation teams will submit a written report of their findings to the GBCG within 14 days of the departing the incident.

GBCG will appropriately recognize exemplary performance by an CIMT based on an evaluation team's findings.

If deficiencies are reported by the evaluation team, the CIMT will be given a copy of the report and asked to make a presentation to the GBCG on their perspective of the deficiencies cited and their recommendations for corrective action.

Based on the seriousness of the deficiencies and the presentation by the CIMT, the GBCG may adopt a plan for remedial action. This plan may recommend replacement of individual members, temporarily standing down a team, or under unique circumstances, dissolution of the entire team. In the spirit of continuous learning, the final report will be shared with GBCG, GBOC and the GBICC.

B. GBCG Governance

The GBCG is the decision body and provides oversight to the CIMTs. The GBOC provides recommendations to the GBCG on all aspects of fire operations including CIMT selections, staffing, support, and other related issues in support of CIMTs.

Each CIMT has an assigned GBCG member liaison to provide support and an interface to the CIMT and an assigned GBOC member to assist with CIMT selections and roster management.

The role of the liaison is to foster the communication both to the CIMT from the GBCG and from the CIMT to the GBCG.

GBCG CIMT Liaisons:

- | | |
|-----------|---------------------|
| • GBIMT 2 | State-UT (Ostler) |
| • GBIMT 3 | Idaho BLM (Strange) |
| • GBIMT 4 | BIA (Nosie) |
| • GBIMT 5 | Nevada BLM (Uhlig) |
| • GBIMT 6 | Utah BLM (Delaney) |
| • GBIMT 7 | State-ID (McManus) |

GBOC Roster Liaisons:

- | | |
|-----------|-------------------|
| • GBIMT 2 | State UT (Snyder) |
| • GBIMT 3 | BLM Idaho (Adell) |
| • GBIMT 4 | BIA (Realbird) |
| • GBIMT 5 | BLM Nevada (Seng) |
| • GBIMT 6 | BLM Utah (Bishop) |
| • GBIMT 7 | State ID (Lofing) |

C. Team Management

Great Basin CIMT are developed and maintained through coordinated efforts of participating agencies primarily to serve Agency Administrators in the management of complex incidents within their areas of responsibility. The NWCG Wildland Fire Risk and Complexity Assessment will be used to assist Agency Administrators in determining the type

and complexity of each incident. This will be documented and used to match the appropriate management capability to the requirement of the incident and its potential.

When assigned, CIMT serve Agency Administrators of a local unit/jurisdiction or a group of units and will abide by the policies of the agencies for which the service is being provided. CIMT will apply guidelines in the *Interagency Standards for Fire and Fire Aviation Operations* (Red Book) along with host agency specific operational policies.

D. Agency Administrator / Incident Commander Initial Conversation

Upon receipt of a resource order, the host unit agency administrator(s) and the CIMT incident commander will have a conversation to outline:

- Overview of the incident
- Complexities, values at risk, social/political issues and concerns
- Configuration of the CIMT
- Schedule for travel, Inbrief, and transfer of command
- Special instructions or emphasis items

The initial conversation may include fire management officials, regional/unit leadership, and GBCG personnel as appropriate.

E. Configuration/Composition

AA's and IC's are responsible for determining the configuration of the assigned CIMT upon receipt of the official resource order.

CIMT mobilization rosters have a minimum position requirement of 24 specific positions (see roster at <https://www.nifc.gov/nicc/logistics/overhead>) which may not be fill on mob to ensure CIMT response capability. Incident Commanders (ICs) may also fill up to 51 additional discretionary positions for mobilization. Mobilization of more than 75 rostered personnel requires documentation and signature by the Agency Administrator (AA) on the Pre-Mobilization IMT Call form, <https://www.nifc.gov/nicc/logistics/reference-documents>. The signed form will be attached to the CIMT order in IROC. ICs and AAs should utilize the NWCG Wildland Fire Risk and Complexity Assessment (RCA), PMS 236, to discuss the unique needs of the incident and conduct any necessary negotiations.

F. Tenure

ICs will serve for three years contingent on satisfactory performance. Deputies, IC Trainees and out of geographic area candidates must reapply every year. The outgoing IC will serve as the CIMT IC until the new CIMT selection letter is approved by the GBCG.

Each non-IC position on the CIMT is required to re-apply every year.

G. Replacement/Removal

ICs may initiate removal action for CIMT members missing more than three call-up periods or callouts during a year. The IC will draft a letter to the GBOC Chair, which will be provided to the supervisor.

The removal of CIMT members for performance or conduct issues must be directly communicated to the individual prior to leaving the incident as well as thoroughly documented by the incident supervisor and IC. Performance-related documentation will be forwarded to the respective agency GBCG representative and the home unit supervisor. Notification of removal for conduct-related issues will be communicated to the agency GBOC representative, but documentation will only be sent to the home unit supervisor.

IV. ANNUAL RECRUITMENT, SELECTION, AND APPROVAL OF CIMT'S

A. CIMT Member Selections and Qualifications Overview

The GBCG, GBOC and GBICC will strive to honor each applicant's application and team/position request, however in certain instances where critical shortages occur the GBCG, GBOC and the GBICC reserves the right to invoke the following measures involving positions on CIMTs:

- Applicants may be placed on any CIMT based on the applicant's qualifications and the needs of the CIMT. Applications for specific CIMTs are only a notification of preference and not a guarantee that the applicant will be placed on that CIMT.
- Applicants are encouraged to apply for their highest-level qualification; applicants may be placed into positions based on their qualifications regardless of what CIMT or position they apply for.
- Applicants applying for CIMTs outside the Great Basin with qualifications needed within the Great Basin may not be granted approval to participate on CIMTs outside of the Great Basin.
- Applicants from outside the Great Basin applying for CIMTs within the Great Basin may not be granted approval to participate on CIMTs outside of their Geographic Area based on the needs of their home Geographic Area.

GB agency personnel will be selected for CIMTs when possible, to ensure continued development of agency employees. Out of geographic area IMT members will be considered if no qualified Great Basin agency candidates are available.

The Great Basin standard for selection priority for CIMT members is:

- Agency (Federal/State/Local Government) – within GB
- Agency (Federal/State) -- out of GB
- Administratively Determined (AD) -- within GB
- Administratively Determined (AD) -- out of GB
- Local Government -- out of GB
- Supplemental Fire Department Resources -- (SFDR)

Supervisors are responsible for ensuring that agency employees meet or exceed agency qualification standards for positions that employees are filling on geographic area Incident Management Teams or any incident assignment.

B. Responsibilities and Time Frames

- Early September: GBCG will distribute memo for solicitation of Complex Incident Commanders, Deputy Complex Incident Commanders, and Complex Incident Commander trainees with a due date of late October. GBOC will receive and review all applications.
- Early November: GBICC reviews applications and make recommendations to the GBOC. GBOC will review recommendations with GBICC and make subsequent recommends to the GBCG.
- Late November: GBCG distributes memo with selections for Complex Incident Commanders, Deputies, and Trainees.
- Early December: GBCG distributes memo soliciting for all CIMT and Buying Team positions with due date of late January.
- Early February: ICs with GBOC roster liaison oversight review applicants and select IMT members.
- Mid-February: GBOC recommends IMT rosters to GBCG. GBCG has 10 days to modify or recommendation will be considered official.
- Late March - Early April: Annual IMT meeting.

C. Selection of Incident Commanders

Annually an IC solicitation will be developed and advertised by the GBCG. Application packages will be sent to the GBOC Chairperson. The GBICC with GBOC concurrence will provide recommendations for the placement of primary, deputy and trainee ICs. The GBOC will review and forward recommendations to the GBCG for approval. While the GBCG reserves the right to make changes, the GBCG will only do this in rare circumstances or upon indecision by GBICC and/or GBOC. The GBCG will distribute a memo announcing the new ICs.

A standard set of selection factors along with a rating and ranking criterion should be utilized for selection of all IC positions. Interviews may also be conducted with IC applicants by GBICC, GBOC, and/or GBCG.

Regardless of timing, all incident command positions (ICCI and ICCI trainee) will be vetted by the GBOC prior to being utilized by a Great Basin CIMT. The GBOC will review ICCI or ICCI trainees outside of the annual recruitment process as necessary. Applicants will utilize the annual recruitment memo/document and forward the required documents to the GBOC chairperson.

In the event an IC cannot complete their tenure, the GBCG will appoint or solicit for an interim IC to complete that year.

D. Selection of incident management team members

The primary goal of CIMT selection is to place highly skilled individuals in positions for which they are qualified and for which they fit in an IMT environment and to build and foster the strongest and most effective IMTs possible within the Great Basin.

Nominations for CIMT members within the Great Basin are the responsibility of the individual, their supervisor and their respective GBOC agency representative. Nominations will be submitted through a system recommended by the GBCC and approved by the GBCG.

Each nomination must be submitted by the employee and approved by their supervisor. This ensures the applicant will make the necessary commitment to meet the National and Geographic Area schedule, assignments, and meetings. The host unit training officer will review the applicant to ensure the applicant is qualified to perform in the position applied.

The GBOC and GBICC will meet by the first week of February to review and make recommendations of proposed CIMT rosters. The GBCG may participate in the meeting.

The IMT selection process will include GBICC conference calls in the weeks prior to the roster review and approval meeting. The goal of the calls is to improve the coordination between the IC's and to identify positions where some IMTs may have vacancies in critical positions, where others may be able to help as they are well staffed or may know of potential applicants that haven't applied. It may also be used to determine shortages, excess and overlap of positions. A desired outcome is to ensure the best possible spread of qualified personnel across all teams and make the roster review and approval meeting more efficient and productive.

Proposed IMT rosters will be submitted using the Great Basin master roster template to ensure consistency of IMT positions and number of trainees.

All Great Basin personnel that apply for out of geographic area IMTs need approval from their agency representative. It is the responsibility of the GBOC Chair to coordinate this with the other geographic areas.

While it is desirable to maintain IMT consistency over consecutive years, selection of IMT members in future years is not an entitlement. Applicants will be evaluated on an annual basis and must compete with other applicants for the same position among the six Great Basin IMTs. Past position specific performance evaluations will be used when making selection decisions if necessary. GBCG and ICs have an emphasis on succession planning and should be considered for all selections.

GBOC Roster Liaisons-

The primary objective is to streamline the selection process prior to the selection meeting. The function of the roster liaison is to provide an unbiased view of rosters and work with the designated IC prior to the meeting to vet the proposed roster and work through any irregularities, questions, concerns or abnormalities that may be raised at the formal selection meeting.

Roles of roster liaison:

- Ensure that the selection process follows the GBCG priorities (i.e.-ADs are not selected before other qualified agency/cooperator applicants).
- If there is an AD in a primary position on the IMT, assess the IC's succession plan for that position.
- Review any IMT roster vacancies and compare to the "not selected list" (did someone who applied not get selected when there are still vacancies?).
- Understand how the IC is managing succession planning short and long term.

V. COORDINATING GROUP EXPECTATIONS OF INTERAGENCY INCIDENT MANAGEMENT TEAMS

A. Incident Commander the CIM Team Member Behavior

ICs and all CIMT members are committed to the following:

Safety - The safety of our emergency responders on the ground and in the air and the safety of the public is our highest priority on every assignment. We are committed to working with agency administrators and partners to make risk-informed decisions that protect lives above all other objectives.

Professionalism - We provide professional teams staffed with the best wildland fire practitioners and support personnel available. That means we are committed to learning, which comes from training and experience, and we prioritize successional planning that provides for fully staffed teams in the future.

Service - Our teams are there to meet the needs of the requesting unit(s). We are committed to working with local agency administrators to fulfill the objectives written into delegations of authority and to help them understand the suite of values, risks, and opportunities available to meet objectives. We recognize that service to the host unit includes fostering critical relationships and we strive to leave relationships better than we found them to the extent possible.

Respect - Our teams are committed to providing a safe, respectful and inclusive work environment for team members, all assigned resources and the local agencies and publics we serve.

B. Safety

The GBCG and AAs are committed to zero tolerance of carelessness and unsafe actions. The commitment to and accountability for safety is a joint responsibility of all firefighters, IMT members, and agency administrators. Individuals must be personally committed and responsible for their own performance and accountability.

The IC shall ensure that safety factors are covered with incident personnel at all operational briefings, and that sound risk management is used continuously as strategy and tactics are implemented.

Incident Commanders are expected to meet daily with AA's to have a discussions with emphasis on risk management, strategic planning, and safety concerns. The AA must be notified immediately if any serious accident, injury or fatality occurs.

AAs and ICs are responsible to ensure compliance with established work/rest guidelines when assigned to their units.

IMT's will use the current Medical Plan (ICS-206WF) form to standardize and enhance communications and consistency during an emergency.

IMT's will have, be familiar with, and drill on their Emergency Operations Plans (i.e. Incident within Incident Plan).

VI. IMT SUCCESSION PLAN

A. Responsibilities/Purpose/Priorities

The responsibility for succession planning for IMTs resides with the GBCG, GBOC and GBICC. The purpose is to increase the number of qualified people who can fulfill the immediate position shortages and enhance the full time agency personnel who are performing as Command and General Staff on IMTs.

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

- IMTs will continue to roster IMT developmental (trainee) positions to support individual IMT and general Great Basin team succession.
- DIVS will not be carried on a roster as a trainee but will instead be selected through the GB Priority Trainee process.
- IMTs will order trainees through the Great Basin priority trainee program, when applicable, who will help build capacity for the current position shortages positions if possible.
- All efforts should be made to roster a trainee assigned for each rostered AD team member.

B. Trainees

Trainee positions will be encouraged with an emphasis on developing future IMT candidates and participation.

Upon fulfilling on-the-job requirements/task books, assigned trainees may be replaced.

Priority trainees will be accepted from other GACCs based upon their prioritization program.

Trainees are mobilized with a maximum of a 1:1 ratio of qualified position to trainee. The 1:1 ratio does not require that the qualified position be the equivalent to the trainee. (e.g. Finance Section Chief may serve as the trainer for a Time Unit Leader.)

The IMT will notify the home unit Fire Management Officer or training officer and Geographic Area Training Representative (GATR) upon completed training with assigned trainees. This will include the appropriate supporting documentation. A copy of all negative performance evaluations will be provided to the trainees respective geographic area GATR and home unit supervisor.

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

C. Annual IMT Meeting

Annual IMT meetings –

The Great Basin IMT meetings are the responsibility of the GBICC, GBOC, and GBCG. The Great Basin will hold an IMT meeting on an annual basis, typically between March 15 and April 15 of each year.

AAs are encouraged to attend the IMT meeting and/or communicate their concerns and questions through their agency's representative on the GBCG.

Responsibility for coordinating IMT meetings will be shared between the GB IMTs following the rotation schedule below. If an IC is new the year of their rotation, the schedule will be adjusted down to the next experienced IC.

- 2026 GBCIMT 4
- 2027 GBCIMT5
- 2028 GBCIMT6
- 2029 GBCIMT 7
- 2030 GBCIMT 2

To help ensure continuity of knowledge in facilitating the IMT meetings, the IMT following the current year's meeting will transition with the next responsible IMT.

The IMT coordinating the meeting, with the assistance from the GBOC and GBCG will make all necessary arrangements including identifying a host facility, setting up blocks of rooms, securing the main meeting room and required number of breakout rooms, arranging for presenters including regional/national level agency administrators, subject matter experts, and sectional breakout presenters. GBCG will be responsible for providing funding to host the annual meeting.

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

At the conclusion of the IMT meeting an AAR shall be conducted to identify successes and needed improvements for the following year. The IC and team responsible for the following year IMT meetings will be invited to the AAR.

IMT meeting facility procurement should begin at least a year in advance to allow time for processing and contracting. GBCG will be responsible to provide a funding source for the annual meeting.

D. Complex Incident Management Team Training

S-520 and CIMC

All S-520/CIMC candidates will meet the minimum qualifications listed in the 310-1.. All candidates for S-520/CIMC are encouraged to perform successfully as a trainee on a 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 or CIMC. Letters of recommendation or support from a member of the GBICC should be included with the application package.

It is the expectation of the GBCG that candidates selected to attend S-520/CIMC, upon successful completion, participate with a Great Basin CIMT.

The GBOC will prioritize candidates for S-520/CIMC as submitted by the GATR and in conjunction with the GBICC.

Performance evaluations from S-520/CIMC will go to the GATR and the respective GBOC representative.

S-420 or L-481 –

All S-420 or L-481 candidates will meet the minimum qualifications listed in the 310-1. Trainees should have some percentage of the competencies within their Position Task Book completed prior to attending S-420 or L-481.

All candidates are required to have a recommendation from their supervisor or a Great Basin IC. The training committee will make the initial prioritization recommendation for Great Basin candidates to the GBOC for a final approval in conjunction. The GBOC will seek input from GBICC on prioritization.

Performance evaluations from S-420 and L-481 classes will go to the GATR and the respective GBOC representative.

VII. MOBILIZATION AND ROTATION

A. Mobilization

The Great Basin Interagency Standards for Resource Mobilization identifies current mobilization procedures and responsibilities.

On-call IMTs are required to be available for mobilization within two hours during the designated call-out period. GBCC will establish procedures to assure prompt notification and mobilization of IMTs.

B. Rotation

IMTs are available year-round. NICC will establish the national IMT rotation schedule and guidelines and post on the NICC website.

Complex IMT's will normally be on call from May to late-October for the normal/historical Great Basin fire season. The GBCC will publish the rotation schedule on the GBCC website. GBICC and GBOC establish a rotation annually based on the number of IMT's. The GBCC may occasionally alter the rotation to address IMT member fatigue or exercise a team that has not had an assignment.

During periods of high activity, Great Basin IMTs can be activated a maximum of seven days prior to the scheduled call out period, with approval of the GBCC and concurrence of the IC whose IMT would be affected. This policy is in place to mitigate IMT member fatigue and maintain the support from management.

IMTs may also be extended, per direction in the National Interagency Mobilization Guide. IMT extensions are to be negotiated between the Agency Administrator, the Incident Commander and the sending and hosting GACC/GMAC. NMAC approval is required for IMTs.

NMAC, at any time, can request a geographic area to utilize an out of geographic area IMT (planned replacement need), to maintain currency for an IMT that has not had an assignment.

C. Roster

CIMT mobilization rosters have a minimum position requirement of 24 specific positions (see roster at <https://www.nifc.gov/nicc/logistics/overhead>) which may not be fill on mob to ensure CIMT response capability. Incident Commanders (ICs) may also fill up to 51 additional discretionary positions for mobilization. Mobilization of more than 75 rostered personnel requires documentation and signature by the Agency Administrator (AA) on the Pre-Mobilization IMT Call form, <https://www.nifc.gov/nicc/logistics/reference-documents>. The signed form will be attached to the CIMT order in IROC. ICs and AAs should utilize the NWCG Wildland Fire Risk and Complexity Assessment (RCA), PMS 236, to discuss the unique needs of the incident and conduct any necessary negotiations.

D. Substituted and assigned IMT members each call up period

If an IC is not available to take their IMT on an incident, an approved alternate IC or Deputy may be assigned by the GBCC. The GBCC will maintain a list of approved alternate ICs. IMTs with substitute ICs may be mobilized with no geographic restrictions, if other National or Geographic Area substitution criteria have been met.

CIMTs are expected to be fully rostered when available. CIMTs will be considered unavailable for assignment without a minimum roster of the seven Complex Command and General Staff (C&G) plus 17 discretionary qualified positions, for a total of 24 positions. Substitution of Command and General Staff positions prior to mobilization will not be considered as a vacancy.

IMTs will follow the National Interagency Standards for Resource Mobilization for

managing IC availability and substitution of assigned C&G.

VIII. TEAM SUPPORT

The GBCG Liaison's agency is responsible for providing up to \$3,000 support to IMTs for items which the IMT uses throughout the fire season.

IX. TEAM INSIGNIA

A. Team Identification

All IMT apparel and name tags will identify the wearer as belonging to a Great Basin IMT.

B. Team dress protocols

IMT apparel with team identification is highly encouraged to be worn at incident in-briefings, close-outs and official public appearances. On incidents, it is preferred Incident Command Post personnel wear IMT apparel, pants, name tag, and closed toe boots/shoes; fireline personnel must wear proper PPE with IMT apparel and name tag preferred.

X. DAILY IMT CALLS AND PRODUCTS

A. Local GACC intel

IC call

IC conference call will take place when 2 or more CIMTs are committed in the Great Basin. The IC should call the GBCC center manager or coordinator on duty prior to 1000 daily to relay any updates, needs or concerns, in lieu of the IC call. See Appendix A.

When the conference call is needed it will be conducted daily at 0800 MT / 0700 PT on the Teams Channel identified by the GBCC.

Complex and standing Type 3 IMTs are expected to be on the call ready to report out to the group.

Other Type 3 incidents will have the IC report or will be represented by the Agency/State/Regional Duty Officer. The call agenda can be found in Appendix A and on the Overhead/Teams page of GBCC webpage at:

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

Access to 209

The first time an IMT has worked in the Great Basin each season, they will need to contact the GBCC Intelligence Coordinator to request access to the Great Basin dispatch centers.

GBCC Webpage

Additional geographic area specific information can be found at <https://gacc.nifc.gov/gbcc/>.

XI. INCIDENT CLOSEOUT AND EVALUATION

A. Narrative

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

B. Closeout

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

- Notable successes
- Challenges
- Issues not resolved
- Recommendations

The closeout should be facilitated by the IMT.

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

The IMT will work with the Agency Administrator to provide an agenda and time frames for the incident closeout. An incident close out will not be open to the general public. Following is a list of suggested invitees:

- Agency Administrator(s) and cooperating Land Managers
- Expanded Dispatch and Communication Center Manager or ECC representative
- Appropriate GACC representation
- Local administrator (AO, procurement, etc.)
- Great Basin/Zone Cache
- MAC group representative
- Incident Business Advisor
- Regional/Local FMOs
- Great Basin Coordinating Group representative
- Great Basin Operations Committee representative

C. Performance evaluation form

IMT evaluations will be completed by Agency Administrators for all incidents within their jurisdiction. *The Interagency Incident Management team (IMT) Incident Evaluation form* should be

utilized for all CIMT. <https://www.nifc.gov/sites/default/files/NICC/5-NMAC/Correspondence/2024/NMAC%20Correspondence%20M2024-02%20Attachment%20%20-%20IMT%20Eval%20Form.docx>

The *Incident Management Team (IMT) Feedback for Agency Administrator (AA)* form is optional and may be used at IC and AA discretion. <https://www.nifc.gov/sites/default/files/NICC/5-NMAC/Correspondence/2024/NMAC%20Correspondence%20M2024-02%20Attachment%20%20-%20AA%20Feedback%20Form.docx>

IMT closeout by the IC.

- Performance evaluation forms
- A bullet list of challenges and notable successes of the assignment. ICs may share these “Lessons Learned” with other IMTs.

IC’s will provide a copy of the final signed *Interagency Incident Management Team (IMT) Incident Evaluation*, along with the narrative that contains challenges, successes, and recommendations, to the GBOC chairperson, CIMT liaison and roster liaison via email.

An overview of closeout issues will be prepared by the GBOC Chair and presented to the GBCG during the fall meeting.

XII.

TYPE 3 INCIDENT MANAGEMENT TEAM GUIDANCE

The following procedures shall be followed within the Great Basin for all standing Type 3 IMTs mobilized outside of their primary response area. The primary response area may be a single interagency dispatch zone or a larger area if teams are composed of members of multiple adjacent dispatch zones, i.e. Nevada, Southern Idaho, Utah and Western Wyoming. Additionally, the GBCG and GBOC are responsible to ensure appropriate standards are established and met prior to mobilization of standing IMTs.

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

A. Team management and oversight

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

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

B. Organization and qualification standard

To ensure the appropriate assignment and response of Type 3 IMTs, roster configuration

standards have been established for Type 3 IMTs mobilizing outside of their home GA. A minimum of 8 specific positions and 2 discretionary positions are required for mobilization (see roster at <https://www.nifc.gov/nicc/logistics/overhead>). Up to 25 additional positions may be filled at the IC's discretion. Mobilization of more than 35 rostered personnel requires documentation and signature by the Agency Administrator (AA) on the Pre-Mobilization IMT Call form, <https://www.nifc.gov/nicc/logistics/reference-documents>. The signed form will be attached to the IMT order in IROC. ICs and AAs should utilize the NWCG Wildland Fire Risk and Complexity Assessment (RCA), PMS 236, to discuss the unique needs of the incident and conduct any necessary negotiations.

The local governing board shall have responsibility for recruitment and initial approval of the IMT 3 rosters. The GBOC chair will have final approval for IMT 3 rosters made available for out of area assignments.

The local plan may identify alternates/backups for primary team positions and may exceed the minimum qualification standard for positions.

The use of trainees in developing the workforce and succession planning is encouraged. In addition to the eight (8) required positions listed in Appendix B, a trainee Incident Commander, and an additional three (3) trainees may be included on the roster. Additional trainees and team members should be negotiated with the host unit at the time of mobilization. The ratio of 1 qualified trainer to 1 trainee will be maintained. If the local team roster includes staffed positions beyond those identified in the Red Book, negotiation at the time of mobilization will determine the final mobilized team roster.

C. Certification

Standing Type 3 IMTs desiring to be certified for out of primary response area assignments must be approved prior to the fire season. Criteria for being certified include providing evidence of meeting the standards identified above; namely clear governance structure, including Operating Plans and/or SOGs, IMT rosters for the coming season, and certification of meeting the minimum qualification standard.

Type 3 IMT Annual Certification will be completed and signed by a representative of the Type 3 team's governing body. The appendix must be filled out completely and submitted (electronic preferred) to the Chair of the GBOC. This is typically due in late April. The GBOC will review/verify the documentation and provide a decision back to the responsible party. GBOC will make final approval, typically in early May. After review, the approved standing type 3 IMTs will be communicated to the GBCC for them to be prepared to roster the team during their periods of off-unit availability.

D. Mobilization

The local governing board will establish team rosters and periods of availability to meet their needs. If the board determines that the standing Type 3 team is not needed for ongoing and expected local fire activity, they may decide to make that IMT available beyond their primary response area. At that point the IC or oversight representative will notify the GBCC that the team is available. At periods of high fire activity and elevated planning levels the GMAC and NMAC priorities will ultimately determine a team's out of area availability.

The team will be rostered in IROQ and by maintained by the GBCC. For Type 3 team orders within the Great Basin geographic area, the closest forces concept will be followed. The GBCC overhead desk will contact the oversight representative of the closest IMT (based on the ICs home dispatch location) to determine availability. For Type 3 IMT orders outside of the Great Basin, a pre-established rotation will be followed and the first available team in that rotation order will fill the order. The established rotation and rotation guidelines, along with the current status of all standing Type 3 IMTs will be maintained on the GBCC website Overhead page.

Upon release from an assignment, the IC will ensure an Incident Management Team close-out occurs to include the use of the current Great Basin IMT Evaluation form housed on the GBCC website. The form will be completed and forwarded to the Chair of the GBOC within 14 days of the close-out with the Incident Commander.

XIII. APPENDICES

- A. Great Basin IC Conference call agenda**
- B. Great Basin Type 3 IMT Annual Certification - Out-of-Area Mobilization Checklist**

Great Basin Incident Commander Conference Call Agenda	
Date:	Note taker:
GB MAC/GACC Coordinator:	
<p><u>Great Basin Coordinating Group (GBCG) Leader's Intent:</u> The purpose of the Great Basin IC call is to provide focused updates on large fires, within the Great Basin, to increase situational awareness for fire managers and ICs, and, to validate incident priority rankings.</p> <p><u>Incident Commander Discussion Points</u> Summarize the following in 4 minutes or less (time limit must be strictly adhered to):</p> <ul style="list-style-type: none"> • Fire size / % contained / # of people • Significant changes since the last ICS-209 • Injuries/accidents since last report (report #s & severity of injuries, i.e. green/red; avoid PII) • Critical Resource needs • Available resources to reassign/share/demob • Political site visits or major concerns • BRIEF fire synopsis (use cardinal directions rather than division breaks) <ul style="list-style-type: none"> ○ Critical values at risk ○ Major closures/evacuations/public safety concerns <p>NOTE: Display fire map while report out is occurring</p>	
Predictive Services:	Current Weather Update
GBCC Update:	National Resource, Within Geographic Area, Status Update
New and Emerging:	New and Emerging Initial Attack Incidents
Prioritized Incidents:	
1 Fire: IC:	
2 Fire: IC:	
3 Fire: IC:	
4 Fire: IC:	
Duty Officer:	Any Additional Incidents
GB MAC Coordinator:	Close Out
Date/Time of Next Call:	

Appendix B.

Great Basin Type 3 IMT Annual Certification - Out-of-Area Mobilization Checklist

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

Staffing

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

Position (Min Qual)	Qualified Name	Current NWCG Qualification	AD Yes/No
ICT3			
SOF3			
PIO3			
OPS3			
DIVS			
PSC3			
LSC3			
FSC3			
Discretionary			
Discretionary			
Up to 25 discretionary positions. Trainee or qualified acceptable for National Mobilization			
35 Maximum mobilization roster			

Preparedness

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

Certification

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

Yes_____ **No**_____ (explain)

The_____ **IMT is available for incident assignment.**

Incident Commander _____ Date _____
Signature

IMT Oversight Representative _____ Date _____
Signature and title
_____ Phone # _____
Printed name

GB Operations Committee Chair _____ Date _____
Signature