

Type 3 Interagency Incident Management Team Operating Guide

for the

Flathead National Forest
Montana DNRC NWLO
Glacier National Park

2014



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Introduction:

The purpose of this guide is to provide a framework for the safe and effective transition from initial attack to extended attack and/or to a larger fire management team or organization.

Type 3 and/or Extended Attack incidents can be managed as a more complex initial attack action where on-going tactical operations will achieve control objectives; or as a transition period between initial attack (IA) and a larger fire management team or organization. In either case, as an incident becomes more complex the need for an increased level of planning, oversight, and depth in the incident management organization is necessary. Specific ICS organizational and hazard mitigation issues must be addressed to support on-going operations in order to maintain a proactive management approach.

This guide will be reviewed annually by the Kalispell Interagency Dispatch Center (KIC) and designated Fire Managers to ensure it is accurate and effective in meeting our objectives.

Objectives:

1. Provide operating guidelines and procedures for the efficient and rapid deployment of an effective incident management organization capable of managing an extended attack or Type 3 fire.
2. Utilize trainees in fire management positions to enhance the workforce whenever possible.

Guidelines:

A Wildland Fire Risk and Complexity Assessment will be completed and monitored for every fire by the Incident Commander and information relayed to the Agency Administrator. This information will also be documented in WFDSS and/or an Incident Situation Assessment.

In addition to the required risk and complexity assessment, the following items indicate the need to consider transitioning the management of the fire to a Type 3 Team.

- Attempts to complete an IA incident with normal tactics are unsuccessful.
- Multiple fire starts in the same area with poor access and or shortage of resources
- The span of control for a Type 4 Incident Commander (IC) exceeds a ratio of 1 to 5.
- The number of personnel assigned to, or ordered for the incident exceeds 40.
- The fire exceeds 10 acres and has potential for increased growth.
- Current or expected burning conditions indicate potential for extreme fire behavior.
- Three or more aircraft are required to meet tactical objectives.
- Current and/or predicted resource availability will not achieve tactical objectives.
- The fire has escaped and a Type 2 or Type 1 Team has been ordered.
- The fire is being turned back to a unit by a Type 1 or Type 2 Team and complexity analysis indicates that a Type 3 organization is appropriate.

Type 3 Organization and Minimum Qualification Requirements:

Position	Minimum Qualifications
*Incident Commander	Incident Commander Type 3
Incident Commander Trainee	Meets all pre-requisites and has been assigned a position task book.
*Operations	Task Force Leader (TFLD) Consider DIVS
**Air operations	Consider ASGS, HEB1 or 2
Division	Single Resource Boss Consider Strike Team or TFLD
*Plans	No Minimum qualification Consider SCKN, RESL
*Logistics	No Minimum qualification Consider SPUL, FACL, GSUL, ORDM, BCMG
*Finance	No Minimum qualification Consider COST, PTRC or EQTR
*Safety	Line Safety Officer (SOFR)
Safety Trainee	Meets all pre-requisites and has been assigned a position task book.
***Information Officer	No Minimum qualification Consider PIOF

* Denotes the core team positions.

** Air operations position should be considered when dealing with multiple aircraft. The exact position needed will be situational dependent and determined by IC.

*** Public Information Officer should be provided by the hosting unit. If none available an order will be placed.

ROLES and RESPONSIBILITIES:

Incident Commander

The Incident Commander (IC) is responsible for all coordination with Agency Representatives, and ensuring Agency objectives and strategies are implemented. The IC is responsible to the Agency Line Officer or Agency Administrator through a Delegation of Authority. Provide information to internal and external stakeholders, establish and maintain liaison with other agencies participating in the incident. The IC should contact, delegate and clarify assignments to other team members and personnel. The IC will work with the local unit to ensure a smooth transition if a Type 1 or Type 2 Team is ordered. The IC is responsible for seeing that other team members do not exceed a formal span of control. The IC should monitor other positions and make recommendations to fill additional positions, if needed. A Type 3 IC or Operations will not serve concurrently as a single resource boss or have any non-incident related collateral duties. The IC will be responsible for command and general staff positions not filled. Incident Commander Trainees will be assigned whenever possible. The IC should be prepared and able to manage both suppression and resource benefit fires.

Operations

Operations reports directly to the IC and is responsible for the management of all operations in relation to the incident objectives. Operations is responsible for managing span of control and initiating orders for additional operational resources as needed. Responsible for developing and implementing strategy and tactics to carry out incident objectives.

Plans

This position is responsible for the collection, evaluation, distribution, and use of information about the development of the incident. Plans is also responsible for the status of resources and demobilization of the incident. The Plans position supervises preparation of the Incident Action Plan, conducts planning meetings, and checks in resources.

Logistics

This position is responsible for providing facilities, services, and materials in support of the incident. This may include setting up the base camp along with arrangement of food, water, sanitation, sleeping areas, and a first-aid unit. Ordering of resources, accountability of property items and equipment, providing transportation, communications, and security are major functions of this position. It is critical that a workable span of control be established and lower level positions be filled early, preferably with personnel already on the fire. They must work closely with the IC, Operations, Plans, and KIC in consolidating/coordinating orders.

Finance

This position is responsible for posting personnel and equipment time, commissary, and providing cost analysis for the incident. I-suite will be utilized. If a finance person is also a purchase card holder, they may purchase local supplies. Reference the Interagency Incident Business Management Handbook for clarification on filling out reports.

Safety

The Safety Officer is responsible for assessing hazardous or unsafe situations and developing measures for assuring personnel safety. The Safety Officer will correct unsafe acts or conditions through the regular line of authority, although the officer may exercise emergency authority to stop or prevent unsafe acts when immediate action is required.

Air Operations

This position is responsible for air operations portion of the Incident Action Plan, for implementing its strategic aspects, and for providing logistical support to aircraft operating on the incident.

Information Officer

The Information Officer will work directly with the IC and is responsible for the formulation and release of information about the incident to the news media, local communities, incident personnel, other appropriate agencies and organizations, and for the management of any information officers assigned to the incident.

Team Coordinator – Responsibilities KIC

- 1) Coordinate implementation of the Type 3 Incident Management Team Operating Guide.
- 2) Assist in the nomination and selection process of team members. Work with unit training/duty officers to identify trainees and AD/ EFFs.
- 3) Annually review the team plan with Fire Managers from the FNF, DNRC, GNP, and makes administrative updates.
- 4) Forwards and disseminates team related information to team members and interested parties concerning meetings, safety items, workshops, etc.
- 5) Serves as the primary contact for the designated IC, team members, and duty officers for questions related to the Type 3 Plan.
- 6) Keep the IC and Duty Officers informed of position vacancies on roster during the rotation period.
- 7) Post the current team roster on the Resource Status Report by 1800 each Saturday during the core period.

Core Fire Season Mobilization - July 21th through September 21st :

The core fire season when agencies generally need Type 3 incident support is July 21 – September 21. The Type 3 Incident Management Team (IMT3) will be activated and ready to mobilize within 2 hours during the 9-week core fire season. A rotation schedule will be established prior to fire season. The team roster will be established on a 9-week rotational basis and will be valid for a 1-week commitment. Each team roster commitment will begin at 0001 Monday and will end at 2400 Sunday. Each District/Unit will identify their personnel assigned to the team roster based on the pre-determined plan. The District/Unit Duty Officer will ensure the individual meets the minimum qualification required for a Type 3 organization (See page 5). The district/unit will commit to filling a position and will provide the KIC Team Coordinator a name by noon Friday to fill the next roster. The KIC Team Coordinator will post the roster by 1800 Saturday.

Unless otherwise agreed upon by the IC and the requesting unit, when mobilizing the Type 3 IMT, the six core team positions will be filled (IC, Operations, Plans, Logistics, Finance, and Safety Officer). If available and approved by the requesting unit, trainee positions may accompany the team. Trainee priority will be negotiated by host unit and the other partners associated with this guide and when possible posted on the roster on the resource status page. The opportunity to utilize trainees is strongly encouraged. **If an individual district/unit cannot fill the IMT position, their Duty Officer will be responsible for finding an individual to fill the IMT. If a person commits to a position and becomes unavailable it is up to them to help find a replacement.** . If position(s) within the Type 3 IMT cannot be filled locally, KIC will generate a resource order and will process the request through normal dispatch procedures.

Requests for the Type 3 IMT will be made through KIC. The team will be mobilized by KIC. Once an order for the IMT is placed with KIC, KIC will contact the District/Unit Duty Officers and the IC. All necessary assignment information will be passed on to the IMT members by the IC. IMT members and/or the IC will notify KIC of their departure time and travel plans. This information will be used to complete resource orders while the IMT member is responding to the incident. The completed resource order is not required for the resource to mobilize. They will respond to the incident similar to an initial attack fire.

Type 3 IMT mobilization will be limited to the KIC Zone (Flathead N.F. Glacier NP, and the DNRC Northwestern Land Office (Stillwater Unit, Kalispell Unit and Swan Unit). On occasion the Kootenai N.F. or Libby Unit may request individuals from our pool of resources to fill vacancies on the Kootenai N.F./Libby Unit team roster if they cannot fill positions internally. The request will be discussed between the requesting unit and the Flathead National Forest FMO or Deputy FMO. The FNF FMO or Deputy will consult with the DNRC and GNP Fire Mangers for the determination of capability of assisting or not. The Forest FMO will notify the KIC Team Coordinator of the decision.

The requesting unit will specify the mobilization point, arrangements for briefing the IMT, and transportation requirements at the time of the order. A briefing will be scheduled between the requesting unit's Line Officer and/or Duty Officer and the IMT. This briefing should address specific instructions, time frames, and incident objectives, including purchasing procedures and Expanded Dispatch.

Mobilization outside of core season:

Teams will be assembled as needed from a roster maintained by KIC. When possible, the team members will come from the unit with the incident.

Requesting Unit Responsibilities

The requesting unit, through the Agency Administrator or duty officer will order the Type 3 Incident Management Team through the Kalispell Interagency Dispatch Center.

When a Type 3 Team has been ordered, the requesting unit will:

1. Update and review the Wildland Fire Risk and Complexity Assessment to verify that the ordered incident management organization is appropriate for the current and expected complexity of the incident.
2. Through the units Line Officer and/or Duty Officer conduct a briefing with the incoming Type 3 IC and personnel and provide an Agency Representative.
3. Provide the team with a list of resources on the fire, maps of the fire and fire area, including roads, water sources, improvements, known hazards, sensitive resources, potential ICP locations, and staging areas.
4. Provide information describing current and expected fire behavior on the incident.
5. Provide the Type 3 IC with written incident objectives and a Delegation of Authority.
6. Agree on the time of transition between local initial attack forces and the Type 3 Team.
7. During the execution of this responsibility, the Initial Attack IC, as representative of the unit must ensure that any personnel and resources assigned during initial attack that will be transferred to the Type 3 organization are contacted and made aware of the transition of management authority, and the Type 3 Operations must be aware of these resources, their locations, and their status.
8. Provide Close-out with team and a written evaluation at the end of assignment.

Kalispell Interagency Dispatch Center Responsibilities

The Kalispell Interagency Dispatch Center will:

- Maintain the position candidate pools provided by the District/Unit Duty Officers.
- Develop a weekly roster based on the weekly rotation schedule.
- Provide a Team Coordinator to assist with planning and coordination.

Type 3 Incident Management Team Member Responsibilities

The Type 3 Team members will:

- Promptly report to the incident scene or designated briefing location with appropriate equipment and notify KIC of their arrival.
- Assume management responsibility for implementation of incident objectives as agreed to with the requesting unit.
- Continually monitor progress made toward objectives and incident complexity, and advise the requesting unit agency administrator or representative of any changes.
- Carry out duties and assume responsibilities as described in the Fireline Handbook. Chapter 3 pages 113-116.

Demobilization

The team will demobilize as a unit unless special circumstances exist. The agency administrator or line officer will make the determination for the release of the Type 3 Team. The IC will approve any special demobilization. Emphasis should be placed on identifying resource needs well in advance and releasing unneeded resources in a timely manner.

Transition to either a Type 2 or Type 1 Team, or back to the requesting agency, should be well coordinated and may require the team to remain on the incident for an additional shift. The demobilization plan will include a complete list of all items and resources that will be remaining on the fire at the time of transition.