



Northern Rockies Coordinating Group

Federal, State, and Local Government Agencies Working Together in Emergency Response Management

Monthly Conference Call – Meeting Agenda

Tuesday, January 21, 2025

Participants

Coordinating Group Members:

<input checked="" type="checkbox"/>	BIA – Great Plains	Heath Estey	<input checked="" type="checkbox"/>	Idaho Department of Lands	Josh Harvey
<input checked="" type="checkbox"/>	BIA – Rocky Mountain	Bryce Rogers	<input checked="" type="checkbox"/>	North Dakota Forest Service	Ryan Melin
<input checked="" type="checkbox"/>	BIA – Northwest Region	Darron Williams	<input checked="" type="checkbox"/>	Montana DNRC	Matt Hall
<input checked="" type="checkbox"/>	BLM – Montana/Dakotas	Aaron Thompson	<input checked="" type="checkbox"/>	Montana County Fire Wardens	Patrick Lonergan
<input type="checkbox"/>	BLM – Idaho	Dennis Strange	<input checked="" type="checkbox"/>	Montana DES	Brett Lloyd
<input checked="" type="checkbox"/>	NPS – Intermountain Region	Paul Cerda	<input type="checkbox"/>	Montana Sheriff's & Peace Officers	Steve Holton
<input checked="" type="checkbox"/>	USFS – Region 1	Craig Glazier	<input checked="" type="checkbox"/>	Montana Fire Chiefs Association	Rich Cowger
<input checked="" type="checkbox"/>	U.S. Fish & Wildlife Service	Tate Fischer	<input checked="" type="checkbox"/>	Facilitator	Karly DeMars

Deputies and Others: Jason Jarrett (MT Sheriff's & Peace Officers), Marty Adell (BLM Idaho), Kate Holsapple (NRCC), Corey Buhl (NR Operations), Melissa Wegner (NRTC)

Standing Reports

- **NWCG/NMAC Update** (Aitor Bidaburu) – report submitted via email. *NWCG has its monthly meeting today so I will miss the NRCG meeting. I can provide this update from NWCG which went out to all the committee chairs last week. No additional new taskings from NMAC since my last reporting. NMAC/CGAC meeting scheduled in Boise week of Jan 27.*
- **CGAC Report Out** (Craig Glazier/Dennis Strange/Corey Buhl) – Craig Glazier attending CGAC/NMAC meeting in Boise next week. Will be officially transitions with Dennis after this meeting. Biggest tasking is around the national team rotation.
- **NRCC Operations** (Corey Buhl) - Thanks to those that have sent resources for California fire response. MAC Plan has completed a first review and has passed it on. Hoping to have it ready review at the February NRCG meeting. Revamped IC Call agenda – out for review. Revisiting the intent of zone agenda
- **NRCC Update** (Kate Holsapple) – Minimal fire activity across the NRCG, some pile burning has been reported. NRCC has seen an uptick with California fire support – several crews and engine orders have been filled. DES mobilized two engine strike teams. IMT Recruitment ongoing. So far have received 161 applications for new member and six IC applications – closes 1/31.
 - Annual reports will be posted in the next month, including 2023 and 2024
 - Communications Advance Team – going to send email through coordinating group to get that out. Vance is willing to help in the first year to get the program running.
 - Staffing – flying FS Assistant Coordinator Position, which closes Monday. USFWS plans to fill the second Predictive Services position. DNRC is looking to fill their second position at NRCC.
 - Kate will be attending CGAC next week in Boise.
- **NRCG Committee Updates:**
 - Dispatch Committee (Craig Glazier)
 - NR Dispatch Committee has not met and there is not an official report out. Craig shared that construction at Coeur d'Alene Dispatch is taking place to include Grangeville Dispatch. Construction/consolidation is also moving forward at Missoula Dispatch to include Bitterroot Dispatch. Timeline to be operational is 2026. Eastern Montana – no current

update, but they did have a meeting to get refocused and recentered. Tate Fischer will reach out to the Zone Chair for an update.

- Operations Committee (Tate Fischer)
 - Operations Committee – Nate Rogers stepped back into the vice Chair role as Jordan McKnight is back in the Chair position. Nothing tasked to them; but did have discussions regarding the 2024-007 NRCG memo regarding training selections.
 - DISCUSSION | Prioritization of training courses
 - Melissa clarified the S420, L481 and S520 are the only courses IC's prioritize, per the memo. All other 400/500 level courses go to zones for prioritization. NRTC could have coordinators reach out to Jordan McKnight and Nate Rogers when those discussions are happening. Justin Randall is training specialist for S420 and Melissa is the NR POC for S520 to make sure we have representation from both.
 - Different criteria for 400/500 level courses – how in depth and what problem are we trying to solve? Operations committee wasn't expecting to fully hand it off to IC committee and wanted the process to be a collaborative effort.
 - Melissa to make sure it gets to Operations Committee and IC Committees to open up lines of communication.

Old Business

- **REVIEW / STATUS UPDATE | 2024/2025 Action Item list**
 - DISCUSSION | Revisit need for Aviation Subcommittee under NR Operations Committee (*Corey Buhl, Tate Fischer*) - Still an FYI, no need yet, some minor items that need to be worked on, but nothing at this point.
 - STATUS UPDATE | Thank you memo for supervisors (Cowger)
 - Send to ICs also, work with Beau to send it out.
 - Decision memo communication dispatch organization; will work on it. (Craig Glazier)
 - Delegation of Authority – Bryce will work on; Kate and Corey will update their documents and send to Bryce.
- **REMINDER | NRCG Operations Guide updates** – proposed edits due January 31 ([Link to Firenet Document](#))
- **DISCUSSION | IMT Meeting Status and Expectations – April 2025**
 - Patrick – Joe Sampson was going to be on call to update everyone. ICs via email – all agreed no in person large group gathering. Each team on own would do gathering. FS will only allow 10 USFS employee C&G to attend in person.
 - ICs were going to work on setting up a call with NRCG to give leaders intent in April.
 - With no in person IMT meeting, NRCG will make the Spring NRCG meeting shorter – look at Tuesday/Wednesday. Are we going to get all together – should we do MAC exercise at the same time? Yes, NRCG will meet face-to-face to complete the MAC group meeting.

New Business

- **DISCUSSION | Incident Management Team recruitment and staffing support** (Matt Hall)
 - If you have input on this topic- advocate as a Liaison, have a solid line for recruitment and staffing. Connection to host units to get more folks into the system. Matt is working on the proposal, so please get any updates / ideas to him soon so he can formulate a proposal – **by end of week from NRCG**
- **DISCUSSION | CIMT Roster Configuration Proposal** – NRCG Feedback
 - Final recommendations by tomorrow to IWDG
 - Aaron Thompson shared some background – AA group reviewed the proposal as well. Wanted maximum team configuration specified by Type 1 and Type 2 incidents. This is being briefed to NMAC today – expect some changes. Low end of roster (25 positions with key positions that must be on the response roster). Many teams nationally were mobilizing with 'fill on mob' for key positions. 75 is not a popular number – max for qualified and trainees. Come up with negotiation

process. All of this will only work if there is some accountability – who has the delegation to hold accountable? Intent behind this is to have sustainable teams on low end and high end – so they are mobilizing with the ‘right’ sized roster for the workload assigned.

- In 2024, Cowger shared that AAs wanted CIMTs to come as prepared as possible and configuration didn’t really matter. Negotiation side of things wasn’t really a negotiation – more of a bring whatever you need. How do you have negotiations on emerging incidents that arise in complexity.
- Memo was sent out to IC group instead of Coordinating Group – NMAC seems to still give responsibility to GACC but no authority.
- Feedback should come from NRCG up to NMAC
- *UPDATE* | A smaller group of NRCG members and advisors met with Brent Olsen and Mike Behrens after the meeting on January 21 to discuss NRCG’s response. After much discussion, the group decided to support the response the IC Committee sent, due to the short turn around time. In the future, NRCG will work with NMAC to try to enhance communications so that the coordinating group has sufficient time to formulate a thoughtful response to national issue statements.

Round Robin – NRCG Members

- **DNRC**: Legislative session is underway. Matt Hall mentioned HB130 which is not an agency-sponsored bill and DNRC was not part of drafting the bill. Montana State Forester has been engaged with group. DNRC has proposed edits to align with master cooperative agree.
- **FWS**: no updates
- **BLM Idaho**: did hire a new fire business specialist for Idaho State Office
- **NPS**: no updates
- **BIA**: working a retrocede with Fort Belknap and consolidation with Lewistown Dispatch. Has some positions advertised including helitack, two GS-11 Incident Business Specialists, dispatcher
- **USFS**: no updates; looking forward to meeting with IDL
- **Sheriff’s & Peace Officers**: reiterated Montana’s ongoing legislative session. If you see something that is negatively going to impact, please reach out to JJ or Steve.
- **IDL**: Idaho legislature meets annually and is going on now. Interest in bills being worked on – homeowners insurance and wildland fire.
- **DES**: legislative stuff, helping support EMAC mission to Palisades Fire in CA
- **ND**: state legislative session in progress. There are a couple of bills that pertain to wildland fire, one is to move wildland firefighters to the state pension plan. Seeing new bills due to October fire activity – seeing funding for local VFDs, hired two new fire staff positions and are exploring state-to-state agreement request.
- **County Fire Wardens**: no updates
- **Montana Fire Chiefs Association** – concerns regarding legislative session; a lot of interest in wildfire.

Next Meeting: February 18, 2025

DRAFT CIMT Roster Configuration Recommendation:

IWDG is providing the following in response to NMAC L2024-12, Tasking – Incident Management Team Configuration and Roster Negotiation Recommendations for 2025:

- number of qualified and trainee positions (master roster, availability, and/or mobilization roster, etc.),
 - IWDG recommends the following definitions to facilitate clear understanding of roster management:
 - Master roster refers to any team's roster for the calendar year based upon approval by their coordinating group/oversight body. The number of personnel and positions on this roster is approved by the coordinating group/oversight body.
 - Mobilization roster refers to any team's roster in IROC which will be used to fill a current request. The minimum configuration is the 25 identified positions, none of which may be "fill on mob" and the maximum allowable is 75 personnel unless approved in writing by the host Agency Administrator.
 - The Agency Administrator Subgroup recommends further delineation of mobilization rosters to allow for up to 55 CIMT members when mobilizing to a Type 2 complexity incident and up to 75 members when mobilizing to a Type 1 complexity incident. Anything above these numbers must be approved in writing by the host unit Agency Administrator following roster negotiations during the pre-mobilization conference call (see attached script).
- positions required for mobilization,
 - Please see attachment for a list of the 25 required positions for minimum viability of a CIMT to be available for assignment without any fill on mob.
- roster negotiation process, and
 - The incident AA will utilize the Pre-Mobilization IMT Conference Call Script to convey initial situation and intent which will drive the need for further roster negotiations above the approved 75.
 - Roster negotiations should be based on review of the *NWCG Wildland Fire Risk and Complexity Assessment (RCA)*, PMS 236, specifically Part D: Functional Complexity.
 - This may be accomplished through the Wildland Fire Decision Support System (WFDSS).
- suggested business rules for roster management.
 - GA Coordinating Groups already approve annual master rosters. They should additionally approve, directly or by proxy/delegation, mobilization rosters.
 - GA CIMT Coordinator would be an ideal proxy for this responsibility.
 - Rosters above 75 will not be mobilized without written documentation from the Agency Administrator (AA).
 - In developing this recommendation, it was widely acknowledged that accountability processes are needed if CIMTs are to be restricted in mobilization roster numbers. The task team felt it was more appropriate for NMAC to determine accountability. The position of CIMT Coordinator at the Geographic Area level could be instrumental in this process.
 - Required positions for mobilization may not be rostered as Fill on Mob/vacant.
 - Personnel may work virtually or on-site, as dictated by GA business rules and IC discretion; however, they still count towards the team's total size.
 - Supporting personnel and functions are not included in the team's mobilization numbers (i.e., RIST personnel, READs).

Factors that have contributed to the need for additional personnel on CIMTs include, but are not limited to:

- COVID mitigations – while the mitigations may no longer be necessary, the practice of bringing additional positions continued.
- Incident Strategic Alignment Process (ISAP) – particularly in Operations and Planning functions, additional personnel are needed to develop plans and products to support ISAP.
- Overall personnel availability – a lack of trust in the system to provide personnel to fill orders placed at large results in some CIMTs rostering as many individuals as they can based on diminished capacity overall. We need to prove the system can't provide personnel then address the shortages through reallocations, rather than building every team for the biggest/most complex incidents.
- AA expectations – an increasing number of products and services are requested and/or expected of CIMTs, all of which require increased personnel support.
 - Subsequent recommendation is to review CIMT standards and AA expectations to reduce unnecessary products and establish a process for requesting new products/services from CIMTs.

Background: IWDG formed a task group to evaluate the past work and guidance on CIMT rosters. The draft response was reviewed by the Agency Administrator Subgroup, ICAC, and CGAC prior to being submitted by IWDG. The Agency Administrator Subgroup's perspective is that standard roster sizes should be as small as practicable to meet the intent of Complex Incident Management and be scalable to expand and contract based upon incident-specific needs.

#	Required Positions	Function	#/Function
1	Incident Commander	Command	
	Safety Officer	Command	
	Public Information Officer	Command	
	Liaison Officer	Command	4
	Operations Section Chief	Ops	
	Operations Section Chief	Ops	
	Operations Section Chief	Ops	
	Air Operations Branch Director	Ops	
	Air Support Group Supervisor	Ops	
	Division/Group Supervisor	Ops	
	Division/Group Supervisor	Ops	
	Division/Group Supervisor	Ops	8
	Planning Section Chief	Plans	
	Unit Leader	Plans	
	Unit Leader	Plans	
	Unit Leader	Plans	4
	Logistics Section Chief	Logs	
	Communications Unit Leader	Logs	
	Medical Unit Leader	Logs	
	Unit Leader	Logs	
	Unit Leader	Logs	5
	Finance Section Chief	Finance	
	Unit Leader	Finance	
	Unit Leader	Finance	
25	Unit Leader	Finance	4
	Additional Positions		
	Deputy Incident Commander	Command	
	Safety Officer	Command	
	Public Information Officer	Command	
	Human Resources Specialist	Command	4
	Operations Section Chief	Ops	
	Division/Group Supervisor	Ops	
	Division/Group Supervisor	Ops	
	Air Tactical Group Supervisor	Ops	4
	GIS Specialist	Plans	
	Unit Leader	Plans	2
	Incident Technical Specialist	Logs	
	Unit Leader	Logs	
	Unit Leader	Logs	3
	Unit Leader	Finance	
40	Unit Leader	Finance	2
	Trainee	Any	
	Trainee	Any	
	Trainee	Any	
	Trainee	Any	
	Trainee	Any	
	Trainee	Any	
	Trainee	Any	
	Trainee	Any	
	Trainee	Any	
	Trainee	Any	
	Trainee	Any	
	Trainee	Any	
	Trainee	Any	
55	Trainee	Any	15
	Discretionary -- Trainee Acceptable		
	Discretionary	Any	
	Discretionary	Any	
	Discretionary	Any	
	Discretionary	Any	
	Discretionary	Any	
	Discretionary	Any	
	Discretionary	Any	
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	Discretionary	Any	
	Discretionary	Any	
75	Discretionary	Any	20

Required Positions	25	MUST fill these specific positions to be available, no fill on mob
Additional Positions	15	
Trainees	15 ---> 55	SHOULD fill these to be strong, preferably not fill on mob
Discretionary	20	MAY fill these based on IC discretion
TOTAL	75	CANNOT exceed without documented negotiation

Pre-Mobilization Incident Management Team (IMT) Conference Call Script

Incident Name _____ Order Number _____

The following script shall be used to facilitate an Incident Management Team (IMT) mobilization conference call once an IMT has been assigned to an incident.

Attendees:

- ☐ Fire Staff/Chief/Management Officer
- ☐ Agency Administrator(s)
- ☐ Incident Commander
- ☐ Current Incident Commander
- ☐ CIMT Coordinator
- ☐ Regional/State Agency Representatives
- ☐ Coordinating/Operations Group Representatives

Call Date and Time: _____

Agenda:

- ☐ Weather (Optional)
- ☐ Intel Report (Optional)
- ☐ Incident Overview
 - *NWCG Wildland Fire Risk and Complexity Assessment (RCA)*, PMS 236
 - Part D: Functional Complexity
 - Delegation:
 - Single incident or multi-fire incident
 - Potential to increase in scope/number of fires
- ☐ Resource Availability
 - Local, including personnel requested to assign to the incident
 - Geographic
- ☐ Fire Staff/Chief/Management Officer or Current IC
 - Command – Single, Unified, etc.
 - Incident history and situation
 - Current strategy and actions
 - Critical resource needs
 - Evacuations
 - Political considerations
 - Cost shares/financial constraints
- ☐ Connectivity
 - Radio, cell/data coverage, internet, etc.
- ☐ Incident Command Post (ICP) and Basecamps
 - Physical location, contact information
- ☐ Support Functions:
 - BUYT
 - Expanded Dispatch

- ☐ Remote Incident Support Team (RIST)
- ☐ Other
- ☐ Primary Contacts

Identify:

- ☐ IMT Inbriefing Date/Time/Location
- ☐ Approved Roster – Based on RCA/WFDSS review of Part D: Functional Complexity.
 - ☐ Document if over:
 - 75 for CIMTs
 - 35 for Type 3 IMTs

Closing Remarks:

- Incoming IC
 - Agency Administrator
 - Fire Staff
-

Signature Lines for Roster Approval:

Approved Roster: _____

Name _____ Position: _____ Signature _____ Date _____

Name _____ Position: _____ Signature _____ Date _____

Route to: