Washington Interagency Incident Management Team
Operations Guide
2014

(As ammended for use in 2015 season)

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INTRODUCTION

Washington Interagency Incident Management Teams
This document guides the operation of the five - Type II Washington Interagency Incident Management Teams (WIIMTs), herein referred to as the Team(s). The teams are comprised of individuals from the following agencies:

- USDA Forest Service
- USDI Bureau of Land Management
- USDI Fish and Wildlife Services
- USDI Bureau of Indian Affairs
- USDI National Park Service
- Washington State Department of Natural Resources
- Washington Fire Service

Operations Guide
The Washington Incident Management Team Operations Guide, herein referred to as the Guide, has been prepared and reviewed by the Incident Commanders, and Geographic Board. It is intended to serve as an aid in providing assistance to Teams, team members, alternate members, and trainees in preparing for and fulfilling their assignments.

This Guide should be used in conjunction with the NWCG Incident Response Pocket Guide, Interagency Standards for Fire, Fire Aviation Operations (aka "Redbook"), and the Bureau of Indian Affairs Wildland Fire and Aviation Program Management and Operations Guide (aka "Bluebook"), with the understanding that each Team may need to adapt procedures to fit the circumstances of a specific assignment. The effective and efficient management of major emergency or critical incidents requires that a Team remain flexible, have freedom to apply sound judgment, and exercise creativity in action planning and operations to achieve desired ends.

As a Guide, this document is intended to be used as one of many tools available to the Team in effectively dealing with the circumstances and conditions of an incident.

This Guide does not replace any members home agency rules or policies. With each Team having members from several different agencies it is not possible to address every situation and how that rule or policy would apply. Each team member is responsible to notify their Team Supervisor if an order or assignment would be in conflict with an agency rule or policy, so that a workable solution can be found.

Objectives
The Teams, when activated, must be able to take over complete management of the incident on or before the beginning of the next day operational period following call-out, or as agreed upon during in briefing.

The Teams will manage an incident in a manner that ensures the safety of all incident personnel and the general public, promotes fiscal responsibility, considers resource values and incorporate specific Agency Administrator direction.

The Teams will support transitions with existing incident organization or a new incoming organization which promotes the success of meeting incident objectives. This is done in a professional manner which exhibits "command and control" to the agency and the public.

SECTION 1

Personal and Public Safety Comes First

All Team Members are responsible for:

Safety on the incident
- Personal safety
- Safety of others
- Report unsafe conditions or acts immediately

Being a Team that can minimize the incident impact on the host agency and local community
- Cooperate with host agency
- Identify and involve affect stakeholders
- Involve the community
- Support the economy of the local communities
- Provide timely and coordinated evacuation information to public
- Keep the community informed on incident progress

Providing a healthy and safe environment

Follow the Firefighter Code of Conduct Comply with
- Standard Fire Orders
- Watch Out Situations

Be professional; respect the rights and opinions of others

Achieving Team gratification through a quality and professional performance

Team Policies
A Team may establish Team Policies and processes for complying with incident safety and safety concerns outlined within an Incident Action Plan. These Team Policies then become key points that each Team should use as a baseline in providing a safe environment. This baseline would ensure:

- All activities are coordinated through the established chain of command
- Firefighter fatigue is managed by adherence to agency work rest guidelines

Regulatory Compliance
Incident location will normally determine if the safety practices followed fall under the Federal Occupational Health and Safety Agency, (OSHA) rules or the Washington State Department of Labor and Industries (L&I) rules. Again, as Teams are made up from personnel from a number of Federal, State and Local agencies it is impossible to determine what rules would apply. The Team may follow OSHA rules but where an injury occurs it may fall under L&I rules.

Teams need to ensure that injuries and accidents are properly documented, so that follow up investigation can be done by the appropriate jurisdiction.

Team members need to exercise sound judgment, follow established rules for safety and utilize the proper personal protective equipment when on an assignment.

Team Awards / Recognition
The Geographic Board encourages each team to adopt its own internal process for recognizing team members and others who contribute in unusually deserving ways.

Team Review
Each spring, the five Washington Interagency Incident Management Teams meet for a training session. One of the five teams on a rotational basis is responsible for organizing and coordinating the training.

The Incident Commander will receive a Delegation of Authority from the Geographic Board providing specific directions and objects that need to be met on the last day of the Team Review. This Incident Commander will be assigned to the Geographic Board to represent the Teams as part of their duties.

The team will report on a regular basis to the Geographic Board. An Agenda will be provided at the Geographic Board January meeting for review.

SECTION 2

Team Configuration

Agency Administrators may request (through the resource ordering process) a WIIMT in a **short team configuration** (10 positions) or a **long team configuration** (27 positions plus 6 trainee positions). In addition to the 27 positions identified on the long team configuration, WIIMTs have a maximum of seventeen (17) positions to be negotiated and concurred on by the Incident Commander and ordering Agency Administrator. In order to provide effective and timely response, the five WIIMTs maintain a 50 O-number roster.

Team trainees are assigned to meet position needs as prioritized by the Geographic Board in consultation with the Incident Commander. A team may have more than six trainees, but those above six counts toward the 17 negotiable positions.

Type 2 Short Team Configuration (Total of 10 positions)
(2013 National Mobilization Guide Chapter 60, pg. 187)

ICT2 – Incident Commander
SOF2- Safety Officer
PIO2 – Public Information Officer
OSC2 – Operations Section Chief (2 each)
AOBD – Air Operations Branch Director
*__DPIC__ – Deputy Incident Commander
LSC2 - Logistics Section Chief
FSC2 - Finance Section Chief
PSC2 - Planning Section Chief

* The DPIC position is authorized on In-State mobilizations

Type 2 Long Team Configuration (Total of 27 positions, plus 6 IC identified trainees)
(2013 National Mobilization Guide Chapter 60, pg. 187)

ICT2 – Incident Commander
*__DPIC__ – Deputy Incident Commander
SOF2- Safety Officer
PIO2 – Public Information Officer
OSC2 – Operations Section Chief (2 each)
AOBD – Air Operations Branch Director
LSC2 - Logistics Section Chief
FSC2 - Finance Section Chief
PSC2 - Planning Section Chief
DIVS – Division Group Supervisor (4 ea.)
ASGS – Air Support Group Supervisor
ATGS – Air Tactical Group Supervisor
SITL – Situation Unit Leader
RESL - Resource Unit Leader (2 ea.)
FBAN – Fire Behavior Analyst
COML – Communications Unit
SPUL - Supply Unit Leader
FACL - Facilities Unit Leader
GSUL - Ground Unit Leader
TIME -Time Unit Leader
COMP - Comps/Claims Unit Leader
PROC - Procurement Unit Leader

* The DPIC position is authorized on In-State mobilizations

In addition to the 27 positions identified in the long team configuration, IMTs may have a maximum of 16 additional positions plus 6 trainees negotiated by the IC and Agency Administrator.

Team Selection

There are three categories of Team members:

- Standing Team Members
- Alternate Pool Members
- Training Pool Members

All must apply for team participation on an annual basis.

Selection Guidelines
These guidelines are used to select Team members, alternates and trainees:

a) Each applicant must be qualified for the position using the NWCG (National Wildfire Coordination Group) PMS 310-1 Wildland and Prescribed Fire Qualification System Guide

b) Among fully qualified candidates, those candidates needing experience will be considered equally with candidates who are more experienced.

c) Active agency personnel are selected before AD or supplemental Fire Service personnel.

Standing Team Members

Are fully qualified for the position assigned and are listed on the current Team roster.

Incident Commanders, Incident Commander Trainees, and Deputy Incident Commanders (when deemed appropriate) are selected by the Geographic Board. Other positions are then selected by the Incident Commanders.

The Geographic Board representative for each applicant's agency is responsible for ensuring that applicants from his or her agency are fully qualified to be considered for the position or positions for which he or she has applied.

Standing Team Member Availability and Substitution

Standing Team members are expected to be available for dispatch when their team is in the "up" rotation position.

When a standing team member is unavailable for dispatch with his or her team, he/she is responsible to immediately contact his/her Section Chief or Incident Commander, the home dispatch office, and the DNR Olympia Emergency Operations Center (EOC).

The Section Chief / IC may select a replacement from the Alternate Pool, or may request that the DNR Olympia EOC fulfill this obligation. Persons in the Alternate Pool must be provided opportunity to accept an assignment before other qualified people are contacted. When notifying DNR EOC of the change, the IC must provide the substitute's name and dispatch center that will dispatch the individual.

Alternate Pool Members
These individuals are available for assignments on WIIMTs when opportunities arise. Alternate Pool members are not expected to maintain the same degree of availability required of standing team members.

An Applicant Pool trainee is assigned to an WIIMT for a single incident, performs and receives an evaluation, and returns to the Alternate Pool.

Trainee Pool Members
The ICs and section chiefs jointly assign trainee positions to their respective teams. These are normally positions of critical need for the short- and long-term functioning of the WIIMTs; people serving in these positions are expected to complete assigned task books and training as their single top priority; they are assigned to a team for up to one year under the same conditions as applicable to standing team members.

The Geographic Board prioritizes people in the Trainee Pool for assignment, with the first opportunity for training assignments given to the person assigned top priority for a given position. Through agreement with the Geographic Board, DNR is responsible for managing the Trainee Pool. The Geographic Board members are responsible for notifying DNR of changes in the status or priorities among trainees within their organization.

Candidates considered for a training assignment need to meet the minimum requisites outlined in PMS 310-1 and have a task book assigned for the ICS position of interest.

Apprentices / Non-Qualified Individuals
This type of assignment is intended to help sustain adequate numbers of qualified individuals over time; as such, they are intended to compliment formal trainee assignments. Apprentices differ from trainees in that they have an interest in IMTs but lack the experience or prerequisite training necessary to be issued a Position Task Book for a specific ICS position.

The objective of an apprentice assignment is accelerated career development of the individual and eventual qualification for assignment to IMTs. They also can contribute to the task at hand by providing some additional help to the incident, but are not relied upon to meet incident objectives.

Implementation of Apprentices:

- Will have a development plan outlined after the first assignment that identifies a target position.
- Will gain sufficient experience and complete prerequisite training necessary for the issuance of a PTB one year after first assigned as an apprentice. The objective will be to complete the apprentice assignment in 1 year.
- Teams will report to the Board annually on the progress of assigned apprentices.
- Will be included as one of the 50 approved IMT positions. Teams may have up to two apprentices assigned at one time.
- Costs to be paid by the participating agencies through charges against the

incident (suppression funds as opposed to preparedness).
- It is not anticipated that formal recruitment will be needed to fill apprentice positions as most are anticipated to be filled by management referral (Board, Agency Administrators, WIIMT's).

Shadow Assignments
Shadow Assignments serve the purpose of providing individuals exposure to how IMTs work, with the objective of improving that individual's understanding as it may relate to their normal job. These assignments are often used by Agency Administrators with limited fire experience as a way to help them better deal with the fire aspect of their jobs.

These assignments have no direct benefit to the incident that hosts them. Both the Board and IMTs will receive requests for shadow assignments and the Washington Line Officer Team has a mentoring program in place that encourages Agency Administrators to take shadow assignments.

Implementation of Shadow assignments:
- Will generally come from agencies with response capabilities under NIMS, Line Officer Team requests as a venue to get inexperienced Agency Administrators experience in ICS or from foreign countries under international wildland fire suppression MOUs.
- Will be identified by management referral (Board, Line Officer Team, National or Geographic Area Coordination Centers).
- Costs to be paid by requesting agency or as specified in international MOU.
- Are specific to a single incident.
- Are not included in the 50 approve IMT positions.

Retirees
Participation by retired agency employees is limited to those circumstances where there are no available candidates currently employed by one of the participating agencies.

Administratively Determined (AD) Employees
Washington Fire Service personnel and others may be hired and paid as an (AD) employee when no pre-existing wage schedule or contract for hire exists. The employee would be directly reimbursed and not through their agency.

Team Participant Tenure
Team selection and formation of the Alternate and Trainee Pools is conducted every year. Interested people must submit an application each year. The Geographic Board administers the application process. Each Geographic Board representative is responsible to ensure that employees in his or her agency understand the process, and to see that applicants from that agency follow the specific screening and supervisor approval process in place for that agency.

The Incident Commander for each Team has the right to replace team members at any time for poor performance, unavailability, or unacceptable behavior. Such decisions shall be documented in writing and sent to the Geographic Board member representing the employing agency of the replaced team member.

Agency Employee
Permanent or temporary federal, state, or fire district employee. This does not include any retiree, supplemental, or volunteer personnel with an agreement.

SECTION 3

DNR Dispatching Role
By agreement with the Geographic Board, the DNR provides the infrastructure to dispatch the Teams. This includes;

- Maintenance of the Alternate Pool
- Prioritization of the Trainee Pool

Also, the ECC maintains current Team rosters in the Resource Order and Status System (ROSS).

Team Standby Rotation
DNR ECC, acting on behalf of the Geographic Board, establishes the team schedule. The Team in the "up" position is considered to be in stand-by status, and members are expected to respond quickly to a dispatch.

"Up" position assignment begins at 08:00 on Tuesdays and extends until 07:59 on the following Tuesday, if there is no dispatch. If there is a dispatch, the next Team in the rotation moves into the "up" position, taking the remainder of the previous Teams standby week. This team will then be in the "up" position for the next week.

Example # 1: Team 1 on Standby and called out on Wednesday, Team 2 is up for the remainder of Team 1's week plus their week. Team 3 would be up next.

Week #	SUN	MON	TUES	WED	THUR	FRI	SAT
1			1	1 / 2	2	2	2
2	2	2	2	2	2	2	2
3	2	2	2 / 3				

Example # 2: Team 3 on Standby and called out on Tuesday, Team 4 is next up. They are called out Saturday. Team 5 is then placed in the "up" position for the remainder of both Teams 3 and 4's original "up" period and then up for their week.

Week #	SUN	MON	TUES	WED	THUR	FRI	SAT
1			3 / 4	4	4	4	4 / 5
2	5	5	5	5	5	5	5
3	5	5	5 / 1				

A Team returning from an incident goes to the bottom of the rotational team dispatch list.

The Geographic Board may exercise, in its opinion, a schedule modification depending on the incident or team specifications. An Incident Commander may remove his/her team from the rotation.

The Board has adopted an operating guideline which states that "every team would get at least one assignment per fire season before a team is given a third assignment that fire season". The Board believes it is important to maintain team effectiveness, cohesion and proficiency. Actions which facilitate these desired outcomes while honoring equitable parity is desired and achievable. Efforts will be made to accomplish this with business practices that (preferably) involve no or only a minimal change in the rotation. The IC's of the effected teams will be consulted as part of the decision process. The following is one of the methods to consider in accomplishing the desired outcome:

- If a team has had two assignments at a point during the year and if there are any teams that have not had an assignment, the team that has had two assignments will be pulled out of the rotation until the remaining teams have had at least one assignment. Once all teams have had at least one assignment, the rotation returns to the normal schedule for the remainder of the year.

Team Commitment - Standby Period and Transition
An IMT is established for the period of time of one year. Since all of the teams can be used for an All-Hazard event that may occur outside of fire season, they need to be ready to respond 24/7 for a calendar year. The IMT selected in one year is replaced on the morning of March 1st at 08:00 the following year by the IMT selected for that year.

Team Availability for Out-of-State Assignment
Teams were established primarily to meet potential incident management needs within Washington State. Availability for out-of-state assignments is based on PNW preparedness levels. Availability in this context means available to accept an assignment (Team committed to an incident is unavailable).

- At PNW Preparedness Levels 1 and 2, one Team must be available for in-State assignment.
- At PNW Preparedness Level 3, two Teams must be available for in-State assignment.
- At PNW Preparedness Levels 4 and 5, three Teams must be available for in-State assignment.

The Geographic Board will consider requests to grant an exception to the Team Availability for out-of-State Assignment matrix (shown below) on a case-by-case basis. The situational assessment will at a minimum consider and involve the following:
The current and predicted fire situation in Washington State as well as elsewhere in the Pacific Northwest (PNW) and the Nation (presented by the Predictive Services Unit at the Northwest Interagency Coordination Center (NWCC) and supplemented by Geographic Board Representatives).

The current and predicted availability of fire (incident) response resources (including incident management teams) in Washington State as well as elsewhere in the NW and the nation (presented by NWCC and supplemented by Geographic Board Representatives).
Other considerations, opportunities or special conditions beneficial to the decision process (involvement by the NW MAC Group Coordinator or representative).

The decision to grant an exception may be made by Geographic Board consensus.

PNW Preparedness Level	Number of Teams Available for Out of State / Area Dispatch				
	1	2	3	4	5
1					
2					
3					
4					
5					

Available out-of-State | Available in-State

Ordering a Team
Orders for a Team are made by a jurisdictional Agency Administrator or State Fire Marshal's Office to the DNR EOC. The requesting jurisdiction, local "host" agency should arrange in advance for:

- Anticipated time of arrival
- Time of transition by the incoming Team
- Expected support staff – (number)
- Location of Agency Administrator Briefing

SECTION 4

A Safe Transition Requires Coordination with the Current Incident Commander and Agency Administrator

Incident Transfer to a Team
The jurisdictional Agency Administrator, current incident commander and Team Incident Commander shall discuss and agree to the date and time that command will transfer to the Team, keeping in mind the 2:1 work to rest ratio guidelines.

The existing command organization retains control until it is officially transferred and acknowledged in writing. The Team Incident Commander must work with the existing command structure to ensure that the transition is safe, smooth and orderly.

Responsibilities of Ordering Jurisdiction
In consultation with the Incident Commander of the incoming Team, the requesting host jurisdiction should do the following prior to the arrival of the Incident Management Team:

- Determine Incident Command Post / Base location and evaluate alternatives
- Order support equipment, and supplies
- Order initial basic support organization for the incident
- Order or make ample supply of maps available to incident
- Determine transportation needs, if any, of the incoming Team
- Determine agency administrator briefing time and location
- Monitor 2:1 work to rest guidelines for team members and others arriving
- Obtain necessary information for agency administrator briefing (see page 20)
- Order fire supply cache, communication cache and command post vehicles.

Transition
Take pride in being able to transition quickly and smoothly with minimal impact to the incident host agency or to the incident itself.

Transition at a Developing Incident
An IMT may be called to mobilize into a developing, non-stabilized incident by a local incident commander who may or may not have had adequate, or even any, overhead support in the struggle to gain the upper hand. The first team members to arrive can immediately begin the collection of information and identification of issues that will assist the IMT in the transition.

Incoming WIIMT Member(s)

- Bring position work kits, forms and supplies
- Bring an ICS-201 form and briefing package
- Identify the local incident commander / unified command
- Identify yourself as an incoming IMT member and your team role

The local IC has called for the IMT and should expect its members and give them a positive, cooperative reception. Hopefully the incident will not be total chaos.

Initial Things to Do

- Identify agencies with either jurisdictional or functional responsibility on the incident. If uncertain, include them
- Assisting and cooperating agencies on the incident
- Ensure that an agency representative has been ordered for each one
- Secure a copy of the ICS-201 from the local IC / unified command
- If one has not been prepared, start one
- Critical: Current incident objectives and focus
- Allocated resources and personnel for the incident
- Locate a map that shows the area involved
- Identify critical areas of concern
- Identify life threat issues that require immediate focus
- Map of ICP/Base Camp and travel routes
- Shift personnel and resources to address critical situations
- Document the problem, the decision, and the time
- List current issues and opportunities for the incident:
- Input by initial IC and operations chief (who may have to be found). Post this list for the initial team transition meeting
- Delegate issues / problems
- Document assignments made, to whom, and times Identify current division / group sectors and assignments With local operations chief
- Start the Developing Incident Situation Analysis or Wildland Fire Decision Support System (WFDSS). Inquire about potential social, environmental, political, cultural and economic issues, and list them.
- Forecast incident potential. Consider the "mobilization curve". Look 24 to 48 hours ahead for resource needs.
- Survey the current ICP / base for:
    - Adequacy in view of incident potential and needs
    - If inadequate, suggest a facility conducive to planning and logistical functions
    - Need map of ICP/base camp with transportation routes
- Prepare initial media policy and the initial release. Recognize all agencies. Establish check-in point(s) with ICS-211 forms in place.
- Provide check-in documents to IMT
- Determine if local resources and personnel are in place to deal with new incidents in the host district.
- Identify and link with the Washington State Patrol Mobilization Liaison (for Fire Mobilization incident).
- Secure a list of mobilization resources and personnel on order. Determine if there have been any injuries or claims on the incident. Determine immediate logistical needs.
- Secure a local and regional weather forecast for the next 24 to 48 hours.

INITIAL TRANSITION ACTIONS AND DECISIONS

Briefings for Incoming Incident Management Team

1) Briefing by the Agency Administrator at a site away from the incident
2) Briefing by the current Incident Commander at the incident site

The transition period of takeover/release will depend upon incident complexity, the expertise of current organization and/or problems.

Agency Administrator Briefing

Team members should arrive in time for the host agency (Agency Administrator) briefing. This should be done as soon as possible after arrival of all members of the team.

Anyone arriving early should acquire information to help the team transition onto the incident quickly, but should remember to avoid being a nuisance to the local agency.

Key Documents

Delegation of Authority
Wildland Fire Decision Support System (WFDSS)

Active Incident Commander Briefing

This briefing should follow the Agency Administrator briefing and focus on the status and potential of the incident and incident resources. Active overhead should also attend and respond to specific issues and questions. Key Document: ICS-201

First Strategy Meeting

Approximately thirty (30) minutes after the host agency briefing(s), the Team will hold its first strategy meeting.

- Review situation and resource status – decide on base location. Ensure that everything is in place to receive incoming resources.
- List actions that can be taken to do effective work with available resources.
- List critical items to order immediately.
- Set time and location of first planning meeting.
- List functional priorities to be accomplished before first planning meeting.
- At this time all team members will be expected to complete their portion of the initial order and forward to the Logistics Section.

SECTION 5

Notification Status

Any participating agency can contact the DNR EOC to request a Team be put in "notification status" for an active or pending incident. *Notification* means the team is likely to be assigned. Similarly, any participating agency can contact the DNR ECC to request a Team, regardless of whether a team has previously been put on "notification status."

Dispatch Call-Up Sequence

A jurisdictional agency contacts the DNR EOC to request a Team.

DNR ECC notifies the "up" Team Incident Commander and provides the requesting agency administrator and/or current incident commander contact information.

Team Incident Commander makes contact with requesting agency administrator and/or current incident commander to determine/negotiate team configuration needs.

The Incident Commander contacts DNR EOC with order confirmation and information. The DNR EOC will:

- Dispatch those persons listed on the Team roster at the time of receiving the order
- Fill vacant positions on the Team by using routine resource ordering processes Not work to fill team vacancies after a team has been ordered except those for which a resource order is received
- Place resource orders for Team members through ROSS to their respective home dispatch offices
- Team members are not to depart to the incident until they have received the resource order from their home agency dispatch office
- Team member are to notify their home agency of dispatch according to their agency procedures
- Have Team members report to the incident as directed by the Incident Commander

DNR EOC Dispatch Study

The DNR EOC will track the time and date that the incident commander reports as having agreed to assume command of an incident and the time and data actually shown on the formal delegation of authority.

Travel to Incident

The Team Incident Commander is responsible to determine the need and priorities for any team members to fly to an incident. Flight and rental car arrangements will be coordinated by the DNR ECC and the Team member's agency dispatch office.

SECTION 6

Team Performance Reviews
At the end of each assignment, the Incident Commander is responsible to ensure that the team's performance is critiqued by the host agency (or agencies) Agency Administrator or designee. Performance reviews are signed by both parties and a copy is sent to the Chair of the Geographic Board to be used as a part of annual review by the Geographic Board of the Teams' overall performance.

Prior to each fire season the Geographic Board and each Incident Commander will sign a document that establishes mutual performance expectations. A representative of the Geographic Board will endeavor to attend each team close-out in order to hear first-hand about issues and concerns, and the Geographic Board will provide feedback to each Incident Commander at the end of the season about his or her performance as an Incident Commander.

The team performance review should be shared by the Incident Commander with the Incident Management Team prior to departure home if possible.

SECTION 7

Geographic Board By-Laws

Article 1. Membership
The Teams operate under direction provided by the Washington State Geographic Board, herein referred to as the Geographic Board, which is comprised of one representative from the following agencies listed below:

- USDA Forest Service
- DOI Bureau of Land Management
- DOI Fish and Wildlife Services
- DOI Bureau of Indian Affairs
- DOI National Park Service
- Washington Department of Natural Resources
- Washington State Fire Marshal's Office
- Washington State Fire Defense Committee
- Washington Emergency Management Division (ex officio member)
- WIIMT Incident Commander (ex officio member)

In 2012 PNWCG assigned a Liaison from the Operations Working Team (OWT) to the Washington Geographic Board (as well as the Oregon Geographic Board). The OWT Liaison is a non-voting board member, unless he or she serves on both the OWT and the geographic board (in which case he or she would continue to vote on board decisions as an agency representative to the board).

Article 2. Mission

The mission of the Geographic Board is to coordinate and maintain interagency management teams to manage complex incidents for the benefit of the citizens of the United States, Washington State and Tribes within Washington State.

Article 3. Roles of the Geographic Board

- Establish and maintain a suitable number of Interagency Incident Management
- Teams (IMT's) in Washington State
- Ensure IMT's are staffed with qualified team members trained to National Wildfire
- Coordination Group (PMS 310-1) Standards
- Establish and maintain a dispatch process and rotation schedule for the IMT's
- Provide operating policy, procedure, and direction to the IMT's
- Provide review and oversight of IMT performance
- Develop interagency agreements to facilitate effective IMT operations
- Serve as a link between the IMT's and agency administrators

Article 4. Members, Voting Rights and Terms

Each listed member organization shall designate and provide a single voting member to the Geographic Board. Terms are indefinite and may be determined by the individual member organization for its representative.

Article 5. Officers

Section 5.1 Chairman

Elected to a one-year term by the Geographic Board from its membership. The chairman will rotate annually, and be elected to a one-year term by the Geographic Board from its members. Serving of a second or more consecutive years is permissible with current or chair and vote of the Geographic Board.

Section 5.2 Secretary

Elected to a one-year term by the Geographic Board from its membership

Section 5.3 Elections

By consensus, elections will take place annually at the regular October Geographic Board meeting.

Article 6. Duties of the Officers

Section 6.1 Chairman

- Call for Meetings of the Geographic Board
- Preside over meetings of the Geographic Board
- Appoint committees and representatives as necessary

Section 6.2 Secretary

- Develop and distribute meeting agendas
- Record and distribute minutes of the meetings of the Geographic

Board
- Maintain an official set of Geographic Board records

Article 7. Meetings of the Geographic Board

Section 7.1 Regular Board Meetings

Are held:
- During the second full week of January (two-day);
- During the second or third full week of April (coincident with the annual team review meeting);
- During the second full week of July (by conference call or other electronic means);
- During the second full week of October.

Section 7.1A Annual Team Formation Process

Incident Commanders:
- Recruitment through on-line Incident Recruitment Application.
- Recruitment open and close dates determined in conjunction with Operations Working Team, Oregon GeoBoard, Washington GeoBoard with approval from PNWCG Steering Committee.
- Selections date determined based on open and close dates

All other IMT positions:
- Recruitment through on-line Incident Recruitment Application.
- Recruitment open and close dates determined in conjunction with Operations Working Team, Oregon GeoBoard, Washington GeoBoard with approval from PNWCG Steering Committee.
- Selections date determined based on open and close dates
- Team rosters will be approved by PWNCG at January Steering Committee meeting
- Teams take over from prior year teams on March 1 of each year.

- Meetings with Individual ICs/DPICs:
- During the last full week of November

Annual WIIMT Meeting:
- During the second or third full week of April

Section 7.1.B Executive Session

To discuss sensitive issues the Chair will announce when the Geographic Board will enter into executive session. Sensitive issues will then be discussed with no notes taken.

Section 7.2 Annual Meeting

The regular meeting in April is designated as the annual meeting, and may coincide with the annual meeting with representatives of the IMT's and agency administrators (Team

Review).

Section 7.3 Special Meetings

The Chairman or any two members of the Geographic Board may call for a special meeting of the Geographic Board. The meeting shall be restricted to the subject for which it's called. Special meetings may take place via conference call or other electronic means.

Section 7.4 Notice of Meetings

Notice of meetings shall be provided at least seven calendar days prior to the meeting, provided that a special meeting may be called with less notice.

Section 7.5 Quorum

A quorum of the Geographic Board shall be three or more voting members with at least one representing a Federal agency, State agency, and Fire Service.

Section 7.6 Agenda Items

Reports from the Incident Commanders, Committee subgroups if assigned will present at each scheduled meeting.

Section 7.7 Meeting Minutes

The day after a meeting (regular or special), the note taker will electronically distribute the rough notes to the Geographic Board meeting participants. Review/Comments are due back from meeting participants to the Secretary within five working days. Final draft minutes will then be sent by the Secretary to the full Geographic Board and Incident Commanders for comments back to the Secretary within ten working days. The final minutes will be considered for adoption at the next regular Geographic Board meeting.

Article 8. Agency Participation

The WIIMT's are comprised of a variety of agencies that are interconnected by cooperative agreements. The agreements may vary in purpose and scope but collectively the operating environment is enhanced and enabled through the active participation, commitment and support that individuals and participating agencies make to the common interagency objective. The interagency incident management Teams are a highly developed expression of collaboration and cooperation with a focus on serving the public, communities and natural resources.

Article 9. Decision Making

Unless provided otherwise by these By-Laws, decisions shall be made with a quorum present and by a simple majority of the members present and voting. This does not preclude the Geographic Board from determining and fixing more stringent decision-making requirements on specific policies or actions that it may enact.

Section 9.1 Amendment of By-Laws

Section 9.1.A Proposal for Amendment
Proposals for the amendment of the by-laws may be made by a petition of a quorum. Proposals shall be in writing and shall be specific as to the amendment sought.

Section 9.1.B Notice
Proposals for amendment to the by-laws shall be sent to all members of the Geographic Board at least 14 calendar days prior to the meeting at which the proposal is to be considered.

Section 9.1.C Approval
A proposed amendment of the by-laws shall require two-thirds of the members present and voting at the meeting.

SECTION 8

The WIIMT Code of Conduct entails the following qualities:

- **Lead by example**
  - Remember that we are always expected to maintain the publics trust and our actions reflect upon ourselves and the reputation of our agencies
- **Be proficient in your craft**
  - Always strive to perform to your maximum potential
- **Promote a positive environment**
  - Demonstrate pride in your work, the IMT Program and your agency
  - Develop enthusiasm with those you interact with in the program and in the public that we serve
- **Deal with issues directly**
  - We are all leaders. Strive to resolve issues at the lowest and simplest level
- **Empower others to solve problems**
  - Provide opportunities by allowing others to participate appropriately
  - Provide for succession planning
- **Treat others as equals and with respect**
  - Always apply the Golden Rule; Treat others the way you want to be treated
- **Expect the best**
  - We have all volunteered to participate. Have a can do attitude and expect the best in your peers and yourself
- **Share your knowledge**
  - You are a Subject Matter Expert in your field, pay it forward!

Based upon the Code of Conduct, Washington State Fire Service Resource Mobilization Plan, 2010