

CALIFORNIA WILDLAND FIRE COORDINATING GROUP



California Federal Incident Management Team Operating Guidelines

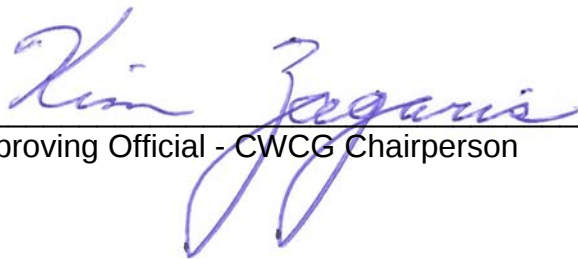
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Recommending Official - CWCG Ops Group Chairperson

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California Federal Incident Management Team **Operating Guidelines**

I. Mission Statement

The mission of the California Federal Interagency Incident Management Teams (IMT's) is to provide Agency Administrators with organized, highly skilled and qualified personnel to implement land management based objectives on wildland fires. All hazard incidents will be supported as appropriate. Firefighter and public safety will be the first priority.

II. Purpose and Guidelines

- A. Oversight of the CA IMTs is provided by the California Wildland Fire Coordinating Group (CWCG) thru use of this guide.
- B. The CWCG Operations Committee will provide specific direction and guidance.
- C. IMT status, activities and availability are coordinated through the Northern and Southern California GACC's.

Team meetings will be held prior to each fire season to orient and train team members, develop team cohesion, and develop standard operating procedures for the team. Agency Administrators are invited to participate during these meetings. They may personally communicate any specific issues or concerns they have during their participation at the team meetings. If unable to attend they are asked to communicate in advance through their agency representative on the CWCG. Following each assignment, Incident Commanders (ICs) will provide the following documentation to the GACC's, who will provide the information to the CWCG, to assist in the management of the teams.

- 1. Evaluation of team and/or IC by the Agency Administrator.
- 2. Information on any mobilization or individual performance issues.
- 3. Submit a copy of the Incident Narrative to the GACCs within two weeks of the closeout (see Incident Closeout).

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III. Expectations of CWCG for CA Federal Incident Management Teams:

1. Type 1 IMTs will have team membership from throughout both geographic areas. Type 2 IMTs will include membership primarily from within the geographic area.
2. IMTs are both a National and California resource with national commitment expectations.
3. Teams will emphasize and ensure that safe operations are maintained during transfer of command.
4. IMTs will meet mobilization criteria as referenced in the CA Mobilization Guide.
5. IMT assignments are generally up to 14 days, but may be extended.
6. The agency administrator should coordinate and interact with the Incident Commander and provide guidance utilizing a delegation of authority.
7. As appropriate, and in coordination with the unit Fire Staff, IMTs will provide opportunities for local personnel to serve as trainees.
8. IMTs are expected to follow the on-call rotation year round. When teams become unavailable, it is the ICs responsibility to work with their respective GACC on status and availability.
9. When two of the So CAL Type 2 IMTs have been mobilized, the GACC will attempt to mobilize an out of area team before going to the third Type 2 IMT in order to maintain duty coverage at the unit level.
10. Submit a copy of the Incident Narrative to the GACCs within two weeks of the closeout (see Incident Closeout).
11. All IMTs will be responsible for developing Incident within the Incident plans. These plans will be identified in the Incident Action Plan for the purpose of managing unforeseen incidents, including severe accidents that require a rapid, predefined response.
12. The IC is expected to immediately address conduct and performance issues.
13. Performance evaluations will be based on the 2010 CWCG evaluation template and be identified in conjunction with the delegation of authority.

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IV. Selections and Qualifications

- A. All IMT members must meet one of the following agency specific requirements: NWCG 310-1, or California Incident Command Certifications System (CICCS), or FSH 5109.17, or CAL FIRE 4039 qualification systems. Additional Agency specific qualification requirements will apply as appropriate. Successful completion of S-520 Advanced Incident Management or the equivalent Complex Incident Management Course (CIMC) is required for Type 1 level certification.
- B. California Type 1 pre-requisites include having successfully performed in a command or general staff position at the Type 2 level. This is required of all candidates for Type 1 command and general staff positions. All candidates for S-520 or CIMC and S-420 must be assigned/performed as a trainee (task book initiated) on a Type 1 or Type 2 IMT prior to attending the course.
- C. Type 1 IC's will have prior experience as a Type 2 IC on an organized geographical team. Generally, they are recommended to have one season as a primary Type 2 IC.
- D. All Incident Commanders and Deputy IC's for the IMT's will be selected through an application process by the CWCG, upon recommendation from the CWCG Operations Committee. Applications will be evaluated based on a combination of the resume, and/or interviews.
- E. Selection of IMT members will occur at a meeting of IMT Incident Commanders and CWCG. Current ICs will have the opportunity to provide input to the CWCG Operations Committee when selecting Deputy ICs and trainees.
- F. Individuals may be assigned to only one Incident Management Team at a time.
- G. The IC's will provide standardized team rosters to the respective GACCs as approved by the Committees at the end of the team selection meeting.
- H. No IMT member can work in the direct line of supervision of a family member who serves on the same team.

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V. Team Oversight (Configuration)

- A. IMT configuration will be the National standard, plus the additional positions authorized within California.
- B. Requesting units can order teams in short configuration. The exact makeup of the short team configuration will be negotiated between the Agency Administrator and the IC.

VI. IMT Evaluation

- A. Units will utilize the CWCG standard IMT evaluation form.
- B. IC will submit a copy of the IC/team evaluation to the GACCs within two weeks of the closeout. IMTs will be evaluated using the CWCG standard evaluation template.
- C. Final evaluations will be reviewed by CWCG Operations Committee to address performance issues and maintain consistency in the evaluation process.
- D. GACC's and/or CWCG Operations Committee will make site visits, and attend closeouts whenever possible.

VII. California IMT Composition

- A. Under CWCG, IMT membership consists of interagency employees at the local, state, tribal and federal levels.
- B. CWCG has adopted the policy that no team member shall be supervised, either directly or at a higher level, by a relative or member of their household (CWCG Letter October 8, 2008).
- C. Federal agency employees should be used whenever possible. Priority for positions:
 - 1. Federal agency
 - 2. State/Local agency
 - 3. AD
 - 4. Supplemental
 - 5. Contract

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- a. All applications from outside of the CA Geographic Areas are required to follow their sending Geographic Area protocols and will be approved by CWCG on a case-by-case basis.
- b. ADs/Supplemental employees are **required** to reapply each year. They do not have the same three year commitment as regular agency team members (see Tenure).
- c. At Team selection, the AD/Supplemental employee may be replaced by a regular agency employee at the discretion of the IC and CWCG.
- d. If approved, the AD's or Supplemental Fire Department Resources **should** have an agency trainee assigned to the position.

VIII. Tenure

- A. Commitment to all Incident Management Teams shall be for up to three years per position beginning in 2009. Upon completion of the three-year commitment team members will need to reapply, this includes Trainees and Mentees. Tenure is not a contract. A team member who cannot complete the period of commitment shall submit a letter of resignation to the Incident Commander, with a copy to their local agency administrator.
- B. When an Incident Commander vacates the position outside of the normal selection period the team will be kept intact. The Deputy Incident Commander will become the new Incident Commander until a formal selection process can be initiated. Upon selection of a new Incident Commander, a formal review of the existing team will take place between the IC, GACC Coordinator and CWCG Operations Committee.

IX. Mentees and Trainees

- A. Mentees are individuals who have: have met agency course prerequisites, been prioritized by CWCG for S-420, S-520 or CIMC or S-590, and are shown as a mentee on an IMT roster with a mentor. These individuals are targeted to be an FBAN or a Type I or Type II Command and General Staff position.

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1. Once a mentee has successfully completed the course, the individual becomes a trainee until certified by their agency as fully qualified. IMT roster will be adjusted by IC and approved by CWCG.
 2. If a mentee does not successfully complete the course, individual has one of two options: a) returns to trainee status and can reapply to the course and reapply to be a mentee the following year b) will no longer be maintained in Mentee status, but can be retained on the team in a position they are fully qualified to perform (pending all IMT Guideline requirements are met). IMT roster will be adjusted by IC and approved by CWCG.
 3. Mentees will be required to apply to an IMT each year.
 4. Every opportunity should be made to provide for quality assignments; IC's should work towards a 1:1 ratio on trainers to Mentees.
 5. Mentees may be assigned or reassigned to other IMTs as team needs or conditions require. This will occur in consultation with Incident Commanders and CWCG.
 6. All S-520 and S-590 NWCG applicants are to submit an NWCG nomination form with the IMT application in order to be considered as a Mentee on an IMT.
- B. Trainees are individuals that have completed all agency course prerequisite training.
1. All type I Trainees in C&G positions shall be targeted for S-520.
 2. Once the Trainee has completed their training requirements and gained certification, they must apply the following year through the normal IMT application process.
 3. Trainees may be assigned or reassigned to other IMTs as team needs or conditions require. This will occur in consultation with Incident Commanders and CWCG.
 4. Every opportunity should be made to provide for quality assignments; IC's should work towards a 1:1 ratio on Trainers to Trainees.

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X. Mobilization / Replacement

- A. Incident Commanders may select a seasonal replacement of an assigned team member. The Incident Commander will inform the GACC of the replacement when it is made.
- B. If a long team is mobilized as a short team, the remaining members of the team configuration will be kept on-call for twenty-four hours. After that time, the additional team members will be released from call and be available for other assignments.
- C. Incident Commanders may initiate recommendations for removal of team members through a draft letter to CWCG. The Incident Commander will draft the letter (with supporting justification) for review by the CWCG Operations Committee chair and the employee's agency representative to the Operations Committee. CWCG Chair will finalize and forward the decision to the employee's organizational representatives (for example; Forest Supervisor, Fire Chief and or Board Member).
- D. Current IMT rosters will be submitted to the GACC prior to going on-call status. The IC is responsible to complete the ROSS Team Roster within one hour of being notified by the GACC Duty Officer of a pending assignment. This normally would take into consideration any negotiation with line officers regarding the need for a short team or long team. The IC will notify the GACC when the ROSS Roster is completed.

XI. Team Rotations

See GACC websites (Intelligence page) and or CA Mobilization Guide.

XII. Team Support

The federal agencies will provide financial support for miscellaneous team needs at \$2,000 per year. Financial support is not for personnel clothing, hats, pins, and briefcases. ICs shall submit items for purchase to the agency contact. Agency support will be provided by an identified point of contact:

NPS: Nor Cal 2/So Cal 3
FWS: CIIMT 4
USFS: CIIMT1/CIIMT 3/Central Coast
BIA: Nor Cal 1/So Cal 1
BLM: CIIMT 5/Central Sierra/So Cal 2

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XIII. Team Insignia

- A. Teams may establish an insignia for identification. The insignia will not include the names of vendors, or products. Team members may not be forced to purchase or wear such insignia, and agency procurement regulations must be followed.
- B. All team members will wear agency provided insignia necessary to identify their position while on duty at an incident.

XIV. Incident Close Out

At the minimum, each incident will have a close out. The team will provide an agenda and time frames for the close out to the GACC/Dispatch center. The hosting unit or IC should provide a closeout package for the GACC representative, or ensure that a copy makes it to the GACC Coordinator.

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XV. Annual IMT Management Cycle

Scheduled Event	Date
IC Notification Letter	November 1
IMT Notification Letter	Mid November
IC Nominations Due	December 1
IC/Ops Committee After Action	November/December
IC Selection	Fall/Winter CWCG Meeting
IMT Nominations Due	Mid/late January
IMT Selection	February / March
Selection Notifications	Early March
IMT Workshop	After selection notifications
Training Nominations due	S-520 and S-590 applications due with IMT application