

CALIFORNIA WILDLAND FIRE COORDINATING GROUP



California Federal Incident Management Team Operating Guidelines

February 2011

Table of Contents

I. Mission Statement

II. Purpose and Guidelines

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

IV. Selections and Qualifications

V. Team Oversight (Configuration)

VI. Team Evaluation

VII. California IMT Composition

VIII. Tenure

IX. Mentees and Trainees

X. Mobilization / Replacement

XI. Team Rotations

XII. Team Support

XIII. Team Insignia

XIV. Incident Close Out

XV. Annual Team Management Cycle

Appendix A: IMT Delegation of Authority

Appendix B: IMT Performance Evaluation Form

California Federal Incident Management Team **Operating Guidelines**

I. Mission Statement

The mission of the California Federal Interagency Incident Management Teams (IMTs) is first and foremost to provide for firefighter and public safety. In addition, the IMTs are 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.

II. Purpose and Guidelines

- A. Oversight of the CA IMTs is provided by the California Wildland Fire Coordinating Group (CWCG) through use of this guide.
- B. The CWCG Operations Committee will provide specific direction and guidance to the IMTs on an ongoing basis.
- C. IMT status, availability, and mobilizations are coordinated through the Northern and Southern California GACCs.
- D. Team workshops may be held prior to each fire season to orient, inform, educate, and train team members. These meetings also support the development of team cohesion, and provide an opportunity to develop team standard operating procedures for the team.

Agency Administrators are invited to participate during these workshops. They may 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.

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

- A. Type 1 IMTs will have team membership from throughout both geographic areas. Type 2 IMTs will include membership primarily from within the geographic area. Team members from out of the California geographic areas will follow their home geographic area's process for out of GACC nominations.
- B. IMTs are both a National and California resource with national commitment expectations.
- C. Teams will ensure that safe operations are maintained during the entire incident, with special emphasis to safety during the transfer of command.
- D. IMTs will meet mobilization criteria as referenced in the CA Mobilization Guide.
- E. IMT assignments are generally up to 14 days, but may be extended.

- F. The hosting agency administrator should coordinate and interact with the Incident Commander and provide guidance utilizing a delegation of authority.
- G. As appropriate, and in coordination with the unit Fire Staff, IMTs will provide opportunities for local unit personnel to serve as trainees on the incident.
- H. The IMT rotation covers all 12 months, not just the normal wildfire season. When IMTs become unavailable, it is the ICs responsibility to work with their respective GACC regarding the team status.
- I. When two of the SoCal Type 2 IMTs have been mobilized, the GACC will attempt to mobilize an out of area team before going to the third SoCal Type 2 IMT in order to maintain staffing levels of the agencies/departments that provide individuals for the SoCal IMTs.
- J. Each IMT that is deployed is required to submit a copy of the Incident Narrative to the GACCs within two weeks of the closeout of the incident (see XIV. Incident Closeout).
- K. All IMTs are responsible for developing Incident Emergency 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 response. For additional guidance, refer to Interagency Standards for Fire and Aviation Operations, Chapter 7 pp 14.
- L. The IC is expected to immediately address conduct and performance issues.
- M. Team performance evaluations will be based on the 2011 CWCG evaluation template and be presented in conjunction with the delegation of authority.

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. Additionally, there may be agency/department qualification requirements that are more stringent than the documents above. Successful completion of S-520 Advanced Incident Management or the equivalent Complex Incident Management Course (CIMC) is required for Type 1 level certification.
- B. Individuals that are interested in being considered as an Incident Commander (IC), a Deputy Incident Commander (DIC), or an Incident Commander trainee for CWCG sponsored IMTs will need to follow this process.
 - a. Access the CWCG website and review the application process requirements
 - b. If the requirements are met, submit the application and all required supporting documents to the appropriate Agency representative by November 1.
 - c. After reviewing the applications submitted and/or conducting interviews, the CWCG Operations Committee will make recommendations to the CWCG Board of Directors.
 - d. The CWCG Board of Directors will make the final selections.

- C. Current ICs will have the opportunity to provide input to the CWCG Operations Committee when selecting Deputy ICs and IC trainees. Selection of other IMT members will occur at the annual IMT selection meeting by the ICs and their staff in conjunction with the CWCG Operations Committee and CA Training Working Team.
- D. Individuals may be assigned to only one Incident Management Team at a time.
- E. All CA IMT rosters will be approved by the Chair of the CWCG Operations Committee after the team selection meeting. The ICs will provide the approved standardized team rosters to the respective GACCs for use as the official team roster for year.

V. Team Oversight (Configuration)

- A. IMT configuration will be the National standard, plus the additional positions authorized within California (CA Interagency Mobilization Guide Chapter 63).
- B. Requesting units can order teams in alternate configurations ranging from short teams (10 personnel) to long teams (57 personnel). The exact makeup of the team configuration will be negotiated between the Agency Administrator and the IC. It is recommended that the NWCG Organizational Needs Assessment be utilized to determine which team configuration to order.

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 hosting GACC of the team, attention to Assistant Director for Operations (USFS) within two weeks of the closeout.
- C. If a an evaluation is submitted which needs immediate attention, the Assistant Director for Operations (USFS) will notify the CWCG Operations Committee, who will work with the CWCG Board of Directors to address the issue. Otherwise, the Assistant Director for Operations will send the evaluations to the chair of the CWCG Operations Committee by December 30th.
- D. Final evaluations will be reviewed by CWCG Operations Committee to address performance issues and maintain consistency in the evaluation process.
- E. GACCs 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 representing federal, state, local, and tribal , agencies.

- B. 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 a permanent IMT vacancy occurs. Priority for positions/vacancies:
 - 1. Federal agency
 - 2. State/Local agency
 - 3. AD
 - 4. Supplemental
 - 5. Contract
- 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. ADs or Supplemental Fire Department Resources **should** have an Agency/Fire Department trainee assigned to the position.
- d. All applicants that are reapplying for a position already held and are selected again for that same position will need a short written justification from the selecting IC as to why the individual is being selected again. ICs should submit justifications to the Chair of the Operations Committee during the team selection process.

VIII. Tenure

- A. Commitment to all Incident Management Teams shall be three years per position beginning in 2009. Upon completion of the three-year commitment team members, including trainees will need to reapply. -Mentees must apply every year. The three-year commitment 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 met their home agency/department requirements, been prioritized by CWCG for 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 Command and General Staff position.

- a. Once a mentee has successfully completed S-520, CIMC, or S-590, the individual becomes a trainee until certified by their agency/department as fully qualified. IMT roster will be adjusted by IC and approved by CWCG.
- b. If a mentee does not successfully complete the course, individual has one of two options: a) returns to mentee 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.
- c. Every opportunity should be made to provide for quality assignments; ICs should work towards a 1:1 ratio on trainers to mentees.
- d. ADs will not be assigned as mentees, since they no longer are being accepted into S-520.
- e. 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.
- f. 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 met all agency/department requirements.

- a. Once the Trainee has completed their agency/department requirements and gained certification, they must apply the following year through the normal IMT application process.
- b. 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.
- c. Every opportunity should be made to provide for quality assignments; IC's should work towards a 1:1 ratio on Trainers to Trainees.
- d. Type 2 Trainees may be evaluated on elements within their position task book while assigned to Type 1 Incidents.

X. Mobilization / Replacement

- A. Annually, by May 1, the Incident Commanders will provide their respective GACC with a roster that includes the following information:
 - a. Team members names, provider unit, and dispatch center
 - b. Weights of all team members, by name

- c. Number of bags and weights (must meet weight standards)
 - d. Kit weight, when necessary
 - e. Nearest airport and an alternate for team member pick-up.
- B. Each IMT will appoint at least one team member to maintain the team's ROSS Master Roster.
- C. 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.
- D. Teams can be ordered as a short or long team configuration. The Incident Commander may adjust assignments at the incident to accommodate qualified personnel from cooperating agencies.
- E. 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.
- F. Occasionally, a team member may become temporarily unavailable. When this occurs, it shall be the team member's responsibility to notify the Incident Commander. The Incident Commander will arrange for a replacement and then notify their respective GACC Dispatch. Temporary team members must be able to meet standby requirements.
- G. If more than three vacancies occur within the Command and General Staff during a duty period, the GACC, in consultation with the IC, may stand the team down from rotation. The Deputy Incident Commander and trainees do not count as vacancies.
- H. Command and General Staff members and trainees may be used on incident assignments locally or adjacent to their home unit, with the understanding that a California Interagency Team assignment will take priority, and that the individual must meet availability time standards.
- I. 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/department 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).
- J. 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 chapter 60 of the 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

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 all agencies/departments that have been involved with the incident as decided by the IC and host agency/department including 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. Close out packages shall be made available to all agencies/departments as determined by the IC/host agency/department.

XV. Annual IMT Management Cycle

Scheduled Event	Date
IC Nomination Announcement	October 1
IMT Nomination Announcement	Mid-November
IC Nominations Due	November 1
IC/Operations Committee After Action Review	November
IC Selection	Mid-November
IMT Nominations Due	Mid January
IMT Selection	Late February
Selection Notifications	Early March
IMT Workshop	After selection notifications
Training Nominations due	S-520 and S-590 applications due with IMT application

Appendix A - CA IMT DELEGATION OF AUTHORITY

Date: MM/DD/YYYY
To: XXX, Incident Commander
From: Agency Administrator
Subject: CA XXX Incident Delegation of Authority

Effective at XXX hours on MM DD, YYYY, you are delegated authority as the Incident Commander for the overall management of the CA XXX Incident on the XXX UNIT. This delegation carries with it the full responsibility for managing the incident. You have full authority and responsibility for managing incident operations within the framework of legal statute, current policy, and the broad direction provided in your oral and written briefing materials. You are expected to do a complete and efficient job, while providing for Safety First. Safety will be the number one priority throughout the incident.

I expect open communication during all phases of management under this delegation. Please ensure the immediate notification of any significant concerns, issues or events as they arise.

Incident Commander

Agency Administrator

Attachment to Delegation of Authority:

Provide your intent and expectations as a part and parcel of the performance elements and review those with the IC after the initial in-brief is concluded. Take the time to review the performance elements and establish communication expectations during the in-briefing, as the incident develops, and in conjunction with the final performance evaluation process.

How well did the Team accomplish the objectives described in the Wildland Fire Decision Support System (WFDSS) the Delegation of Authority, and the Agency Administrator Briefing?

How well did the Team manage the cost of the incident? Did the team follow agency incident operating guidelines? Were follow-up issues identified and documented for the Agency Administrator ie; invoices, OWCP and vendor issues?

How did the Team demonstrate sensitivity to resource limits/constraints and environmental concerns?

How well did the Team deal with sensitive political and social concerns?

Was the Team professional in the manner in which they assumed management of the incident and how they managed the total incident? How did the Team handle transition either to another IMT or in returning the incident the hosting agency?

How well did the Team anticipate and respond to changing conditions, was the response timely and effective?

How well did the Team place the proper emphasis on safety?

Did the Team activate and manage the mobilization/demobilization in a timely and cost effective manner?

How well did the Team use local resources, trainees, and closest available forces?

How did the Team notify the incident agencies regarding triggers for initiating a cost share agreement or large fire cost review? How were those recommendations implemented?

Was the IC engaged and in charge of the Team and the Incident? How well did the IC function and operate as a leader?

How timely was the IC in assuming responsibility for the incident and initiating action?

How did the IC show sincere concern and empathy for the hosting unit and local conditions?

Was the agency administrator or designee made aware that the Time Unit closed out/transitioned per unit operating guidelines? Example: AD time complete per payment center and agency requirements, cooperators given appropriate documents per agreements, OF 288's complete and returned.

Other needs as determined by the Agency Administrator/host unit.

Attachment B – INTERAGENCY TEAM EVALUATION

Team IC		Incident Type	
Incident Name		Incident Number	
Assignment Dates		Total Acres	
Host Agency		Evaluation Date	
Administrative Unit		Sub-Unit	

**COMPLETE THE FOLLOW EVALUATION NARRATIVES AND RATING FOR EACH QUESTION
(0 – did not achieve, 5 – excelled)**

1.	How well did the Team accomplish the objectives described in the Wildland Fire Decision Support System (WFDSS) the Delegation of Authority, and the Agency Administrator Briefing?					
Circle one	0	1	2	3	4	5
(Explain)						
2.	How well did the Team manage the cost of the incident? Did the team follow agency incident operating guidelines? Were follow-up issues identified and documented for the Agency Administrator ie; invoices, OWCP and vendor issues?					
Circle one	0	1	2	3	4	5
(Explain)						
3.	How did the Team demonstrate sensitivity to resource limits/constraints and environmental concerns?					
Circle one	0	1	2	3	4	5
(Explain)						
4.	How well did the Team deal with sensitive political and social concerns?					
Circle one	0	1	2	3	4	5
(Explain)						

5.	Was the Team professional in the manner in which they assumed management of the incident and how they managed the total incident? How did the Team handle transition either to another IMT or in returning the incident the hosting agency?					
Circle one	0	1	2	3	4	5
(Explain)						
6.	How well did the Team anticipate and respond to changing conditions, was the response timely and effective?					
Circle one	0	1	2	3	4	5
(Explain)						
7.	How well did the Team place the proper emphasis on safety?					
Circle one	0	1	2	3	4	5
(Explain)						
8.	Did the Team activate and manage the mobilization/demobilization in a timely and cost effective manner?					
Circle one	0	1	2	3	4	5
(Explain)						
9.	How well did the Team use local resources, trainees, and closest available forces?					
Circle one	0	1	2	3	4	5
(Explain)						
10.	How did the Team notify the incident agency regarding triggers for initiating a cost share agreement or large fire cost review? How were those recommendations implemented?					
Circle one	0	1	2	3	4	5
(Explain)						
11.	Was the IC engaged and in charge of the Team and the Incident? How well did the IC function and operate as a leader?					

Circle one	0	1	2	3	4	5
(Explain)						
12.	How timely was the IC in assuming responsibility for the incident and initiating action?					
Circle one	0	1	2	3	4	5
(Explain)						
13.	How did the IC show sincere concern and empathy for the hosting unit and local conditions?					
Circle one	0	1	2	3	4	5
(Explain)						
14.	Was the agency administrator or designee made aware that the Time Unit closed out/transitioned per unit operating guidelines? Example: AD time complete per payment center and agency requirements, cooperators given appropriate documents per agreements, OF 288's complete and returned.					
Circle one	0	1	2	3	4	5
(Explain)						
15.	Other comments:					
Note: Agency Administrators may provide additional feedback relating to the financial package to Incident Commanders and GACCs 60-90 days following the IMT close-out. AA;'s should coordinate with the payment centers and local business specialists on follow-up evaluation questions 2, 10, 14 and any other pertinent feedback.						
Agency Administrator or Agency Representative:					Date:	
Incident Commander:					Date:	