

CALIFORNIA WILDLAND FIRE COORDINATING GROUP



2019 California Interagency Incident Management Team Operating Guidelines

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/s/ Christie Neill
Chair CWCG Operations Committee

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California Interagency Incident Management Team Operating Guidelines

I. Mission Statement

The mission of the California 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).
- B. This guide is intended for use by the California Interagency Incident Management Teams (IMT).
- C. The CWCG Operations Committee will provide specific direction and guidance to the IMTs on an ongoing basis.
- D. IMT status, availability, and mobilizations are coordinated through the Northern and Southern California Geographic Area Coordination Centers (GACC) and in compliance the California and National Mobilization Guide.

III. Expectations of CWCG for the CA Interagency Incident Management Teams:

- A. Incident Management Team competency and team succession planning are the primary expectations of CWCG. IMT succession includes an inclusive environment, recruiting employees to IMTs, and proactively facilitating quality assignments for trainees. The CWCG Operations Committee will work with the ICs to ensure IMT succession planning is ongoing.
- B. Individuals who wish to apply as an official IMT member for out-of-California IMTs will be approved on a case-by-case basis by the CWCG Operations Committee. These applicants must notify the chair of the CWCG Operations Committee who will be in contact with the out-of-California GACC Operations committee with an approval or disapproval to participate.

Team members from out of the California geographic areas will follow their home geographic area process for out of GACC nominations to CA IMTs.
- C. IMTs are a resource with national commitment expectations.
- D. IMTs will ensure that a thorough risk analysis process is utilized for all incident operations.
- E. IMTs will meet mobilization criteria as referenced in the CA Mobilization Guide.
- F. IMT assignments are generally up to 14 days excluding travel but may be extended.

- G. The hosting agency administrator should coordinate and interact with the Incident Commander and provide guidance utilizing a delegation of authority.
- H. 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.
- I. Type 1 and Type 2 IMT rotations include all 12 months of the year. When IMTs become unavailable, it is the ICs responsibility to work with their respective GACC Duty Chief regarding the team status.
- J. Each IMT that is deployed is required to complete an Incident Narrative upon the fire close-out and submit a copy of the narrative to the USFS AD Operations within two weeks of the closeout of the incident (see XIV. Incident Closeout).
- K. All IMTs are responsible for developing Incident Emergency Plans. IMTs are encouraged to review the local unit's emergency plan. These Incident Emergency Plans will be identified in the Incident Action Plan for the purpose of managing unforeseen incidents, including severe accidents that require a rapid response.
- L. The IC is expected to immediately address conduct and performance issues of team members.
- M. Team performance evaluations will be based on the CWCG evaluation template and be presented in conjunction with the delegation of authority (Appendix B
- N. CWCG provides oversight to the IMTs and reserves the right to approve team complement.
- O. When IMT's from outside of the two CA GACC's are assigned to an incident in California, consideration will be given to assigning liaison(s) with subject matter expertise in the local area.

IV. Selections and Qualifications

- A. All applicants for California IMTs are required to apply electronically through the Incident Command Application System (ICAP). Instructions on how and when to apply, will be published annually.
- B. All IMT members must meet one of the following agency specific requirements depending on the agency policy where the applicant is employed: NWCG 310-1, or California Incident Command Certifications System (CICCS), or FSH 5109.17/ FSFAQG, 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 equivalents, Complex Incident Management Course (CIMC) or Advanced All-Hazard Incident Management (AAIM) are required for Type 1 level certification.
- C. Individuals who 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 in the ICAP system by the closing deadline.

- 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.
- D. ICs will have the opportunity to provide input to the CWCG Operations Committee when selecting Deputy IC's. 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.
- E. Individuals may be assigned to only one Interagency Incident Management Team at a time; this includes both in and out of GACC IMTs. There will be generally no shared positions on signed rosters. Although, there may be a specific incidence where CWCG Operations Committee in agreement with an IC to allow a shortage position to be shared on a case by case basis.
- F. All CA IMT rosters will be approved by the CWCG, through 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 the year.
- G. IC applicants from California will be given first priority. Applicants from out of California will be considered on a case by case basis by CWCG Operations Committee.
- H. IMT applicants who are out of GACC will be considered on a case-by-case basis by CWCG; priority will be given to California resources. Priority will follow VII.C.
- I. All IMT members must reapply annually.
- J. It is the responsibility of the Incident Commanders to notify the selected applicants.
- K. An open and continuous application process will be used for Incident Commanders, Deputy Incident Commanders, Incident Commander Trainees, and all Command and General Staff positions. If a vacancy occurs for one of these positions after the initial selection process, the position can be filled from the available pool of applicants. This would be considered a permanent change to the team's roster.

V. Team Oversight

- A. IMT configuration will follow the National standard (Appendix D); any variation from this configuration is at the discretion of the requesting unit and the AD Operations.
- B. IMTs will not mobilize with more than 58 persons on an IMT's roster. IMT may request additional positions thru normal ordering processes once the IMT has a delegation of authority of the incident.
- C. The CWCG Operations Committee has the responsibility to manage the CA IMTs and implement the direction from CWCG. This committee will serve as the IMTs primary point of contact.
- D. A representative Incident Commander will be assigned to the Operations Committee for a period of one year. This IC will be the designated host team IC for the IMT workshop.

This time period will be from the week after the IMT Workshop and conclude when the workshop is complete. See section XVI for IMT workshop rotation.

VI. IMT Evaluation

- A. Units will utilize the CWCG standard IMT evaluation form (Appendix B).
- B. IC will submit a copy of the IC/team evaluation to the hosting USFS AD Operations within two weeks of the closeout.
- C. If 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. AD Operations 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 all NWCG agencies, including federal, state, local and tribal.
- B. No team member shall be supervised, either directly or at a higher level, by a relative or member of their household.
- C. Federal agency employees should be used whenever a permanent IMT vacancy occurs.
Priority for positions/vacancies:
 - 1. Federal agency, full time - State/Local agency, full time
 - 2. Federal, Administratively Determined employees
 - 3. Part Time Employees, non-full time State/Local
- D. ADs or non-full time State/Local Government resources should have a Federal trainee assigned to the position when one is available

VIII. Tenure

- A. Commitment to all California Incident Management Teams is one year.
- B. IMT members who change agencies or employment status during the year must confirm CWCG approval to remain on the team.
- C. When an Incident Commander vacates the position outside of the normal selection period, changes their employment status from one agency to another agency, or becomes employed by a state/local agency or moves to an AD position, the team will be kept intact. The Deputy Incident Commander can become the new Incident Commander until a formal selection process can be

initiated. CWCG will follow current national direction in making this determination.

IX. Trainees

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 each year.
- B. Trainees may be assigned or reassigned to other IMTs as team needs or conditions require.
- C. IC trainees will be rostered with a team. Efforts will be made to assign IC trainees with other teams as well, in order to facilitate completion of task books, provide diversity in experience and expedite timeframes for certification.
- D. Every opportunity should be made to provide for quality assignments; IC's should work towards a 1:1 ratio on Trainers to Trainees.
- E. Type 2 Trainees may be evaluated on elements within their position task book while assigned to Type 1 Incidents.
- F. Trainees have a one-year commitment. Each team can select 14 trainee positions.
- G. Trainees selected for IMT positions are not necessarily affixed to the position. Trainees for Command and General Staff positions will be managed by CWCG.
- H. AD and Part Time persons can only encumber trainee positions on final IMT rosters when there are NO available full-time agency applicants.

X. Mobilization / Replacement

- A. If a team is mobilized as a short team, the remaining members of the team configuration will be kept on-call for twenty-four hours from in brief time. After that time, the additional members will be released from call and be available for other assignments.
- B. Incident Commanders may initiate removal of team members. The Incident Commander will forward the decision to CWCG Operations Agency Representative and the employee's organizational representatives (for example; Forest Supervisor, Fire Chief and or Board Member).
- C. Once the official IMT roster has been approved by the CWCG Operations Committee, it will be sent to the GACCs. The mobilization ROSS roster is up to the IC to manage, in conjunction with the GACC management. The IC has the flexibility to utilize alternates for the ROSS roster if primary members are not available.
- D. ICs will notify USFS AD Operations and request CWCG approval if more than 2 of their primary rostered C&G are not able to mobilize with the team.

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 and will have to follow agency purchase guidelines. Agency support will be usually provided by an identified point of contact from the IMT:

CIIMT 1 - USFS

CIIMT 2 - USFS

CIIMT 4 - FWS

CIIMT 5 - BLM

CIIMT 10 - BIA

CIIMT 11 - BIA

CIIMT 12 – BLM

CIIMT 13 - NPS

CIIMT 14 – BLM

CIIMT 15 - USFS

CIIMT 16 – NPS

XIII. Team Insignia and name badges

- A. Teams may establish an insignia for identification. The insignia will not include the names of vendors, or products.
- B. All team members will wear either the official insignia IMT shirts, agency shirts, or agency-specific uniforms while on the incident. IMTs have been assigned numbers for 2019. 2019 will be a transition year for IMTs and uniforms with the potential for a single CIIMT logo to be determined by the ICs with CWCG Ops approval and adopted at a date to be determined with the ICs and CWCG Operations.
- C. Name badges will be worn to identify IMT members and their position while on duty at an incident.

XIV. Incident Close Out

At the minimum, teams will write a narrative and have a close out following each incident. 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 AD Operations/Dispatch center. The hosting unit or IC should provide a closeout package for the AD Operations. Close out packages shall be made available to all agencies/departments as determined by the IC/host agency/department. A template Narrative is in Appendix C.

Cost Share Agreements – Every effort will be made to have Agreements completed and signed prior to release of IMT. In the case where incidents have multiple IMT's transitioning, the outgoing IC will have all his or her documents signed and dated prior to release including decisions and Operating Plans.

Agency CIIFA (California Interagency Incident Finance Advisors) shall be provided DRAFT copy of any Cost Share to be completed prior to signing.

XV. Annual IMT Management Cycle

Scheduled Event	Date
IC Nomination Announcement Opens	October 1
IC Nominations Due	October 31
IC/Operations Committee After Action Review	November 6
IC Selection	November
IMT Nomination Announcement Opens	December 1
IMT Nominations Due	January 25
IMT Selection	February 20-21
Selection Notifications	Early March
IMT Workshop	April 16-18

XVI. CA Annual Incident Management Team Workshop

Team workshops may be held prior to each fire season to orient, inform, educate, and train team members. These workshops also support the development of team cohesion and provide an opportunity to develop standard operating procedures for the team.

Agency Administrators are invited to participate during the annual IMT workshop. They may communicate any expectations 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.

Host Team Rotation:

Host Team	Shadow Team	Year
CIIMT 4	CIIMT 11	2019
CIIMT 11	CIIMT 5	2020
CIIMT 5	CIIMT 12	2021
CIIMT12	CIIMT1	2022
CIIMT 1	CIIMT13	2023

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 B – CWCG INTERAGENCY TEAM EVALUATION – April 2018

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

1.	<u>Objectives and Environmental Resources:</u> How well did the IMT accomplish strategic direction, the objectives and meet resource concerns? Did the Team meet the Delegation of Authority and address items from Agency Administrator Briefings? Did the IMT engage with the WFDSS components as requested/required? Other?
Evaluation Criteria:	
Results:	
2.	<u>Finance:</u> How well did the IMT manage the cost of the incident? Did the IMT follow incident business guidelines? Were follow-up issues identified and documented for the Agency Administrator, i.e. invoices, OWCP and vendor issues? Was a complete documentation package left for the unit? Other?
Evaluation Criteria:	
Results:	
3.	<u>Political and Social:</u> How well did the IMT deal with sensitive political and social concerns? Was public information timely and accurate? Did the IMT develop partnerships with local cooperators? Other?
Evaluation Criteria:	
Results:	
4.	<u>IMT Dynamics:</u> Did the IC provide the leadership required? Was the IMT professional? Did they transition in and/or out effectively and efficiently per Agency Administrator direction? Was the IMT sensitive to local needs? Other?
Evaluation Criteria:	
Results:	

5.	<u>Risk Management:</u> Were safety measures appropriate and adequate? Were notifications made properly? Were follow up actions completed? Other?		
Evaluation Criteria:			
Results:			
6.	<u>Mobilization and Demob:</u> Did the IMT manage resources timely and cost effectively? Did the IMT use local resources, trainees and closest available forces? Did they work well with unit and GACC counterparts? Other?		
Evaluation Criteria:			
Results:			
7. <u>Agency and/or GACC feedback:</u> Did the IMT engage in effective communication, prioritization and provide feedback? Did IMT members communicate effectively with GACC and Cache personnel?			
Evaluation Criteria:			
Results:			
<i>Notes:</i>			
<ul style="list-style-type: none"> • Agency Administrators may provide additional feedback relating to the financial package to Incident Commanders and GACCs following the IMT close-out and upon receipt of the Use/Loss Report. • Additional information can be provided as an attachment for feedback specific to your incident. • All IMT's must leave the incident with a signed evaluation by both the Agency Administrator and the IC. 			
Agency Administrator or Agency Representative:		Date:	
Incident Commander:		Date:	

Appendix C – NARRATIVE TEMPLATE

Incident Name

Final Incident Narrative Format

The Final Incident Narrative focuses written documentation on how the Command and General Staff (and relevant Units) accomplished the objectives as described in the Agency Administrator Briefing and documented in the Delegation of Authority and the Wildland Fire Decision Support System (WFDSS).

The Narrative will include:

- Front Cover: Dates of Assignment; Team Name/Number/Logo; Incident Number
- Incident “Vital” Statistics (somewhere in the front of the document)
- Incident Objectives
- A brief “executive” summary (mobilization, in briefing, transition, transfer of command)

Your C&G Section Narrative should include: A chronological summary or brief descriptions with a focus on how objectives were achieved (can be in bullet or paragraph format) with focus on notable successes, challenges and how they were resolved followed by unresolved issues and recommendations. These specific sections should include the following:

- The Safety Officer will document the risk assessment and mitigation process used to produce the Incident Risk Analysis (ICS 215a) and Medical Plan (ICS-206). Should also include the *usual* “statistics.”
- The Finance Section will provide a summary by unit in addition to a breakdown of costs to date and the *usual* “Pie Chart”. In addition, if there was a cost share—pertinent information should be included.
- The Plans Section (TNSP) will provide documentation of California Priority Trainees along with the number of trainees by section and agency.

Documents for the Appendix:

- Total Cost Chart (Finance)
- Final Fire Behavior and Weather Summary
- Table listing any Strategic & or Contingency Plans developed and their location if not uploaded in the WFDSS
- Final Fire Progression Map (SITL / GISS)
- Final Fire Perimeter Map (SITL / GISS)
- Final Acres burned by Jurisdiction & or Ownership Map (SITL / GISS)

Formatting and Style for written narrative parts:

Label your document file by Section / Unit, Incident Name Date

For Example: **Safety Narrative Whiskey Complex 27 July 2014**

Narratives should be written in the 3rd person, and in paragraph form, table format, or as bulleted lists.

Use Times New Roman Font in type size 12.

Appendix D: Team Configuration

Type 1 and Type 2 Incident Management Team Configuration – June 13, 2016

Short Team Configuration (20 positions + 6 trainees)	Long Team Configuration (44 positions + 14 trainees)
Incident Commander	Incident Commander
Deputy Incident Commander	Deputy Incident Commander
Safety Officer	Safety Officer (2)
Public Information Officer	Public Information Officer
Operations Section Chief (2)	Operations Section Chief (2)
Air Operations Branch Director	Air Operations Branch Director
Planning Section Chief	Planning Section Chief
Logistics Section Chief	Logistics Section Chief
Finance Section Chief	Finance Section Chief
Operations Branch Director or Division/Group Supervisor (2)	Operations Branch Director (2)
Geographic Information System Specialist	Liaison Officer
Computer Technical Specialist	Facilities Unit Leader
Discretionary Positions (6)	Supply Unit Leader
IMT Trainee Positions (6)	Food Unit Leader
	Communications Unit Leader
	Medical Unit Leader
	Ground Support Unit Leader
	Ordering Manager
	Communications Technician or Incident Communications Center Manager
	Resource Unit Leader
	Geographic Information System Specialist
	Computer Technical Specialist
	Situation Unit Leader
	Fire Behavior Analyst
	Division/Group Supervisor (2)
	Air Support Group Supervisor
	Cost Unit Leader
	Time Unit Leader
	Procurement Unit Leader
	Discretionary Positions (11)
	IMT Trainee Positions (6)
	GAC Priority Trainees (8)