

CALIFORNIA WILDLAND FIRE COORDINATING GROUP



2021 California Interagency Incident Management Teams Operating Guidelines

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X *Peter Kelly*

Peter Kelly, Chair
CWCG Operations Committee

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California Interagency Incident Management Teams 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.

The CWCG Operations Committee is comprised of one representative from each State and Federal Agency represented on the CWCG. The representative will be assigned by their respective Agency.

II. Purpose and Guidelines

- A. The California Wildland Fire Coordinating Group (CWCG) provides oversight of the California Incident Management Teams.
- B. This guide is intended for use by the California Interagency Incident Management Teams (IMTs).
- 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. CWCG Expectations of the California 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 Incident Commanders (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.

- C. Team members from out of the California GACCs will follow their home geographic area process for out of GACC nominations to CA IMTs.
- D. IMTs are a resource with national commitment expectations.
- E. IMTs will ensure that a thorough risk analysis process is utilized for all incidents.
- F. IMTs will meet mobilization criteria as referenced in the CA Mobilization Guide.
- G. IMT assignments are generally up to 14 days excluding travel but may be extended.
- H. The hosting Agency Administrator should coordinate and interact with the Incident Commander and provide guidance utilizing a delegation of authority.
- I. 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.
- J. 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.
- K. 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 or GACC DOI Emergency Operations Coordinator (DOIEOC) within two weeks of the closeout of the incident (see XIV. Incident Closeout).
- L. 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.
- M. The IC is expected to immediately address conduct and performance issues of team members.
- N. Team performance evaluations will be based on the CWCG evaluation template and be presented in conjunction with the delegation of authority (Appendix B)
- O. CWCG provides oversight to the IMTs and reserves the right to approve team complement.
- P. When IMTs from outside of the two CA GACCs 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) or identified alternate system. 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.

Type 1 level certification requires successful completion of S-520 Advanced Incident Management or the equivalents, Complex Incident Management Course (CIMC) or Advanced All-Hazard Incident Management (AAIM).

- 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. If the requirements are met, submit the application in the ICAP or identified alternate system by the closing deadline.
 - b. After reviewing the applications submitted and/or conducting interviews, the CWCG Operations Committee will make recommendations to CWCG.
 - c. The CWCG 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 incidents where CWCG Operations Committee in agreement with an IC, 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 the CWCG Operations Committee; 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. Incident Management Team Configuration and 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. Additional positions may be requested through normal ordering processes once the IMT has a delegation of authority. The IC should coordinate with Agency Administrator, Unit Fire Staff or outgoing IMT on additional needs during mobilization. If there are unique instances where there is a need to mobilize additional positions beyond the 58 person roster, they must be specific positions approved by the IC, Agency Administrator and communicated to the GACC and AD Operations for Forest Service Incidents or DOI Emergency Operation Coordinator for DOI incidents.
- 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. Two representative Incident Commanders will be assigned to the CWCG Operations Committee for a period of two years. The primary IC will be the designated host team IC for the IMT workshop. The vice IC will shadow the primary IC and then become the primary IC to the CWCG Operations Committee following 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. Incident Management Team Evaluation

- A. Units will utilize the CWCG standard IMT evaluation form (Appendix B).
- B. The IC will submit a copy of the IC/team evaluation to the hosting USFS AD Operations or DOI EOC within two weeks of the closeout.
- C. If a submitted evaluation needs immediate attention, the Assistant Director for Operations (USFS) or DOI EOC will notify the CWCG Operations Committee, who will work with CWCG to address the issue. Otherwise, the Assistant Director for Operations or DOI EOC 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 Incident Management Team Composition

- A. Under CWCG, IMT membership consists of interagency employees representing all NWCG agencies which includes 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 and State/Local full time 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. Team members who are 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 ask for CWCG Operations Committee 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, 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 for that position.

- A. Trainees may be assigned or reassigned to other IMTs as team needs or conditions require.
- B. 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.
- 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.
- E. Trainees have a one-year commitment. Each team can select 14 trainee positions.
- F. CWCG Operations Committee will manage command and general staff position trainees.
- G. All Trainees selected for IMT positions can be moved to other positions as necessary.
- 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 IMT will be kept on-call for twenty-four hours after the In brief with the Agency Administrator. After that time, the additional members will be released from on-call and be available for other assignments.
- B. Incident Commanders may initiate removal of team members. The Incident Commander will forward this decision to CWCG Operations Agency Representative and the employee's organizational representatives (for example; Forest Supervisor, Fire Chief and or CWCG Operations Committee member).

- C. Once the official IMT roster has been approved by the CWCG, it will be sent to the GACCs. The IC is responsible for managing their roster and they or their representative will work with GACC to ensure the team roster is current in IROC. The IC has the flexibility to utilize alternates for their roster if primary members are not available. ICs will notify USFS AD Operations and request CWCG Operations Committee approval if more than two of their primary rostered Command and General Staff 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

Financial 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 provided by an identified point of contact from the IMT:

CIIMT 1 – US Forest Service
CIIMT 2 – National Park Service
CIIMT 4 – US Fish and Wildlife Service
CIIMT 5 – Bureau of Land Management
CIIMT 10 - US Forest Service
CIIMT 11 – National Park Service
CIIMT 12 – Bureau of Land Management
CIIMT 13 – Bureau of Indian Affairs
CIIMT 14 – Bureau of Land Management
CIIMT 15 - US Forest Service

CWCG Operations Committee IMT Representatives

Each voting member of the CWCG Operations Committee will be assigned as a representative to the IMT's. The purpose of the representative is to:

- Review the IMT rosters annual and check for any issues that needs to be addressed before being forwarded to CWCG.
- Act as an intermediary between the IMT and the GACCs in the event of a rostering issue.
- Gathers information from IMTs on wants and needs of the CWCG Operations Committee.
- Pay site visit to IMT during assignments as appropriate.
- In the event of a poor performance evaluation or issue, representative acts on the behalf of CWCG to the GACC and Agency Administrator for the IMT.

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.
- 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, IMTs will write a narrative and have a close-out meeting following each incident.
- The team will provide an agenda and time frames for the close-out meeting to all agencies that have been involved with the incident as decided by the IC and host agency.
- The AD Operations and/or DOI EOC and Dispatch center are invited to provide comments for the close-out meeting.
- The hosting unit or IC should provide a closeout package for the USFS AD Operations or DOI EOC.
- Close out packages will be made available to all agencies/departments as determined by the IC/host agency/department. A template for the close-out package is 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 of their documents signed and dated prior to release including decisions and operating plans. Agency California Interagency Incident Finance Advisors (CIIFA) shall be provided DRAFT copy of any Cost Share to be completed prior to signing.

XV. Annual Incident Management Team Cycle

Scheduled Event	Date
Incident Commander Nomination Announcement Opens	October 1
Incident Commander and Primary Command and General Staff Nominations Due	October 31
Incident Commander and Primary Command and General Staff/ Operations Committee After Action Review	November 6
Incident Commander and Primary Command and General Staff Selection	November
IMT Nomination Announcement Opens	December 1
IMT Workshop Agenda (including breakouts) and Venue Submitted for Approval to CWCG	January 15
IMT Nominations Due	January 25
CWCG Approve/Deny IMT workshop agenda and Venue	February 15th
IMT Selection	February 20-21
Selection Notifications	Early March
IMT Workshop	Mid to Late April
IMT Workshop After Action Review	Last day of IMT Workshop

XVI. California 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 to CWCG.

IMT Annual Meeting Host Team Rotation

Host Team	Shadow Team	Year
CIIMT 5	CIIMT 12	2021
CIIMT 12	CIIMT 1	2022
CIIMT 1	CIIMT 13	2023
CIIMT 13	CIIMT 2	2024
CIIMT 2	CIIMT 14	2025

Incident Commander Roster

2021 CWCG IMT Incident Commander Roster						
Team	Incident Commander	Deputy	Trainee	Pairing	CWCG Representative	Financial Support Agency
CIIMT1	Jerry McGowan jer.mcgowan@gmail.com C 209-768-9682	Ken Kempter ken.kempter@usda.gov W 909-929-7093 C 626-404-6841	Curtis Coots curtis.coots@usda.gov W 530-934-1155 C 530-305-9805	CIIMT 14	(BIA)	FS
					Matt Flying C 916-225-1141	
CIIMT2	Mike Minton michael_minton@nps.gov C 707-498-4435	Nickie Johnny nickie.johnny@usda.gov C 530-409-9210	Ben Newburn benjamin.newburn@usda.gov W 530-226-2527 C 530-339-0024	CIIMT 11 CIIMT 12	(Contract County) Billy Steers C 661-330-0193	NPS
CIIMT4	Rocky Opliger rwopliger@gmail.com C 951-282-1310	Jaime Gamboa jaime.gamboa@usda.gov W 909-382-2629 C 909-677-6017	Open Position	CIIMT 13 CIIMT 15	(BLM) Mike Boomer C 775-335-9073	FWS
CIIMT5	Rick Young rick_young@nps.gov W 707-465-7730 C 707-845-4316	Dustan Mueller dustan.mueller@usda.gov W 530-252-6621 C 530-310-3548	Open Position	CIIMT 10	(FS) Anthony Masovero C 530-228-9780	BLM
CIIMT10	Daren Dalrymple daren.dalrymple@usda.gov W 530-934-1162 C 530-517-0480	Eric Petterson eric.petterson@usda.gov W 530-227-6717	Todd Mack todd.mack@usda.gov W 530-242-5540 C 530-859-2774	CIIMT 5	(FS) Anthony Masovero C 530-228-9780	FS
CIIMT11	Chris Fogle chris.fogle@usda.gov C 951-238-2107	Norm Walker njwalker1@verizon.net C 951-323-6445	Open Position	CIIMT 2	(NPS) Mike Minton C 707-498-4435	NPS
CIIMT12	Mike Nobles mike.nobles@usda.gov W 909-382-2630 C 951-204-0165	Alan Taylor alan.taylor@usda.gov W 760-647-3034 C 760-264-5068	James Aragon jparagon@blm.gov W 760-240-8540 C 951-903-4019	CIIMT 2	(NPS) Mike Minton C 707-498-4435	BLM
CIIMT13	Mike Wakoski mwakoski@sbcfire.org michaeljwakoski@gmail.com W 909-633-8324 C 951-805-5618	Joshua Boehm joshua.boehm@usda.gov C 951-454-5348	Open Position	CIIMT 4	(OES) Art Torrez C 916-642-3838	BIA
CIIMT14	Steve Watkins swatkins@blm.gov C 661-529-6335	Mike Strawhun mstrawkkirk@sbcglobal.com C 805-798-0187	Clint Gould clint.gould@usda.gov W 209-288-6242 C 209-283-4558	CIIMT 1	(FWS) Peter Kelly C 209-587-5517	BLM
CIIMT15	Jimmy Harris jim.harris@usda.gov W 805-968-6640 C 805-886-9142	Tom Clemo Tom.clemo@smgov.net W 310-458-8666 C 424-280-0490	Jon Lucas jon.lucas@usda.gov W 209-222-1549	CIIMT 4	(BLM) Mike Boomer C 775-335-9073	FS

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?
<p>Evaluation Criteria:</p> <p>Results:</p>	
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?
<p>Evaluation Criteria:</p> <p>Results:</p>	
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?
<p>Evaluation Criteria:</p> <p>Results:</p>	
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?
<p>Evaluation Criteria:</p> <p>Results:</p>	

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)