

CALIFORNIA WILDLAND FIRE COORDINATING GROUP



2025 California Interagency Incident Management Teams Operating Guidelines

March 5, 2025

**CWCG Operations Committee
Chair**

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California Interagency Incident Management Teams Operating Guidelines

I. Mission Statement

The mission of the California Interagency Incident Management Teams (CIIMT's) is first and foremost to provide for firefighter and public safety. In addition, the CIIMTs 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 CIIMT's.
- B. This guide is intended for use by the CIIMT's.
- C. The CWCG Operations Committee will provide specific direction and guidance to the CIIMTs on an ongoing basis.
- D. CIIMT status, availability, and mobilizations are coordinated through the Northern and Southern California Geographic Area Coordination Centers (GACC) and in compliance with the California Interagency Standards for Resource Mobilization (CISRM).

<https://gacc.nifc.gov/oscc/camobguide.php>

III. CWCG Expectations of the California Interagency Incident Management Teams

- A. CIIMT competency and team succession planning are the primary expectations of CWCG. Succession includes an inclusive environment, recruiting employees to CIIMT s, and proactively facilitating quality assignments for trainees. The CWCG Operations Committee will work with the Incident Commanders (ICs) to ensure CIIMT succession planning is ongoing.
- B. Individuals who wish to apply as an official CIIMT member for out-of-California CIIMT's 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. Selections will be prioritized from applicants originating from both Northern California and Southern California Geographic Areas. In the event an individual from outside a California Geographic Area (CGA) applies to a CIIMT, approval from the individual's host agency coordinating group must be obtained and CWCG must approve selection of that individual. GACC managers from NOPS and SOPS will provide out-of-region candidate lists to their respective GACC counterparts. CIIMT s are a resource with national commitment expectations.
- D. The Wildland Fire Risk and Complexity Assessment (RCA) and organizational needs assessment in the Wildland Fire Decision Support System (WFDSS) should be used as tools to guide mobilization roster size on all CIIMT orders.
- E. CIIMTs will meet mobilization criteria as referenced in the CISRM.

- F. CIIMTs shall participate in a pre-mobilization IMT call (reference NMAC memo-M 2025-01 for call template).
- G. CIIMT assignments are generally up to 14 days excluding travel but may be extended.
- H. The hosting Agency Administrator shall coordinate and interact with the Incident Commander and provide guidance utilizing a delegation of authority. Incidents involving multiple jurisdictions may have a joint delegation and/or Letter of Expectation issued.
- I. As appropriate, and in coordination with the unit fire staff, CIIMTs will provide opportunities for local unit personnel to serve as trainees on the incident.
- J. California will maintain one statewide rotation for CIIMTs 12 months of the year. A CIIMT will be considered unavailable if any primary C&G positions cannot be filled. When CIIMTs become unavailable, it is the IC's responsibility to work with their respective Operations Committee Representative regarding the team status. The ICs will inform their host GACC Duty Chief on the CIIMTs status. They GACC Duty Chief will notify through the IMT Glide Path.
- K. California may go to the national rotation to fill an IMT order at any time, discretion will reside with CWCG Operations and/or Geographic Area.
- L. Each CIIMT that is deployed is required to complete an Incident Narrative upon the fire close-out and submit a copy of the narrative to their respective CWCG Operations Committee Representative and host GACC within two weeks of the closeout of the incident (see XIV Incident Closeout).
- M. All CIIMTs are responsible for developing Incident Emergency Plans. CIIMTs 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. I.E. IWI, Active Shooter, Etc.
- N. The IC is expected to immediately address conduct and performance issues of team members and communicate unresolved conflicts to the CWCG Operations Committee Representative.
- O. Team performance evaluations will be based on the NWCG IMT evaluation template. The host Agency Administrator or designee should present to the IC during closeout (Appendix B). The IC is responsible to submit the IMT evaluation form to their respective GACC and CIIMT CWCG Operations Committee Representative within 14 days of completing the assignment. The GACC will provide the CIIMT Evaluation to the National CIM Coordinator upon request. Agency Administrator feedback form (Appendix C) is recommended to be presented to the host unit during closeout (reference VI).

IV. Selections and Qualifications

- A. All applicants for CIIMTs are required to apply electronically through the Incident Command Application System (ICAP) – when available or identified alternate system. Instructions on how and when to apply will be published annually.
- B. All CIIMT 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.

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

*Local Agencies not yet recognizing the CIM qualifications may continue to provide team members for CIIMTs. Individuals qualified at the Type 1 level are considered equivalent to CIM for the purpose of performing on a CIIMT. These agencies retain authority for approving their employee's participation and position 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 CIIMTs 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. ICs will have the opportunity to provide input to the CWCG Operations Committee when selecting Deputy ICs. After reviewing the applications submitted and/or conducting interviews, the CWCG Operations Committee will make recommendations to CWCG.
 - c. CWCG will make the final selections for incident commanders, deputies, and trainees.
 - d. CWCG Operations Committee will select and approve C and G positions following IC selections after CWCG determines the number of California CWCG Teams that can be supported.
 - e. See Appendix G for selection criteria.
- D. The CWCG Operations Committee is responsible for the selection and approval of the (non-ICs) team rosters and roster size.
- a. Selection of other CIIMT members will occur at the annual CIIMT selection meeting by the ICs and their staff in conjunction with the CWCG Operations Committee and CA Training Working Team.
 - b. Once approved, the ICs will provide the standardized team rosters to the respective GACCs for use as the official team roster for the year.
- E. Individuals assigned to a CIIMT roster, may only be assigned to one, this includes both in and out of GACC IMTs.
- F. IC applicants from California will be given priority. Applicants from out of California will be considered on a case-by-case basis by CWCG Operations Committee.
- G. CIIMT 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 Appendix G.

- H. All CIIMT members must reapply annually.
- I. It is the responsibility of the Incident Commanders to notify the selected applicants.
- J. 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 with approval from CWCG Operations Committee. This would be considered a permanent change to the team's roster.

V. Incident Management Team Configuration and Oversight

- A. California will consider NMAC guidance in configuration of CIIMT's. The final configuration will be at the discretion of CWCG. Any variation from this configuration will be at the discretion of the requesting unit, incoming IC and GACC Duty Chief Guidance for CIIMT rosters can be found in: Appendix E
- B. CIIMTs, Agency Administrator of Requesting Unit, GACC Duty Chief and CWCG Operations Representative will participate in a "pre-mob" (Appendix H) call to determine the right size roster to bring to the incident. ICs will not mobilize with more than 75 persons unless given approval by requesting unit. Additional positions may be requested through normal ordering processes once the IMT has a delegation of authority/pre-mob approval. The IC should coordinate with Agency Administrator, Unit Fire Staff, CWCG Operations Representative or outgoing IMT on additional needs during mobilization.
- C. The CWCG Operations Committee has the responsibility to manage the CA CIIMTs and implement the direction from CWCG. This committee will serve as the CIIMTs 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 CIIMT training. The vice IC will shadow the primary IC and then become the primary IC to the CWCG Operations Committee following the IMT training. This time period will be from the week after the CIIMT training and conclude when the training is complete. See section XVI for IMT training rotation.

VI. Incident Management Team Evaluation

- A. Units will utilize the NWCG standard IMT evaluation form (Appendix B).
- B. If a submitted evaluation needs immediate attention, CWCG team representative, CWCG Operations Committee Chair, will work with CWCG to address the issue.
- C. Final evaluations will be reviewed by CWCG Operations Committee to address performance issues and maintain consistency in the evaluation process.
- D. CWCG Operations Committee will make site visits and attend closeouts whenever possible.

VII. California Interagency Incident Management Team Composition

- A. Under CWCG, CIIMT 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.

See Appendix G for selection criteria.

VIII. Tenure

- A. Commitment to all CIIMTs is one year.
- B. CIIMT 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 CIIMTs 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. ICs should work towards a 1:1 ratio on trainers to trainees.
- D. Type 1 and 2 trainees may be evaluated on elements within their position task book while assigned to incidents based of the complexity.
- E. Trainees have a one-year commitment.
- F. All Trainees selected for CIIMT positions can be moved to other positions as necessary.
- G. AD and part time persons can only encumber trainee positions on final CIIMT rosters when there are NO available full-time agency applicants.

X. Mobilization / Replacement

- A. Incident Commanders may initiate removal of team members from an approved roster. The Incident Commander will forward this decision to CWCG Operations Committee Agency Representative and the employee's organizational representatives (for example; Forest Supervisor, Fire Chief and or CWCG Operations Committee member).
- B. Once the official CIIMT roster has been approved by the CWCG Operation Committee, 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 CWCG Operations Committee Representative when 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 20 of the California interagency Standards for Resource Mobilization.

XII. Team Support

Financial Support

The federal agencies will provide financial support for miscellaneous team needs at \$3,500 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 CIIMT:

CIIMT 1 – Bureau of Indian Affairs
CIIMT 2 – National Park Service
CIIMT 3 – Bureau of Indian Affairs
CIIMT 4 – US Fish and Wildlife Service
CIIMT 5 – Bureau of Land Management
CIIMT 6 – National Park Service
CIIMT 7 – US Forest Service
CIIMT 8 – Bureau of Land Management
CIIMT 9 – Bureau of Land Management
CIIMT 10 - US Forest Service

CWCG Operations Committee CIIMT Representatives

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

- Review the CIIMT rosters annually and check for any issues that need to be addressed before being forwarded to CWCG.
- Act as an intermediary between the CIIMT and the GACCs in the event of a rostering issue.
- Gathers information from CIIMTs on wants and needs of the CWCG Operations Committee.
- Pay site visit to CIIMT 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 CIIMT.

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 CIIMT shirts, agency shirts, or agency-specific uniforms while on the incident.
- C. Name badges will be worn to identify CIIMT members and their position while on duty at an incident.

XIV. Incident Close Out

- CIIMTs 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 CWCG Operations Representative or designee and host GACC are invited to provide comments for the close-out meeting.

- The hosting unit or IC should provide a closeout package to the CWCG Operations Representative or designee and host GACC
- Incident narrative will be made available to all agencies/departments as determined by the IC/host agency/department. A template for the narrative is in Appendix D.

XV. Annual CIIMT Cycle

Scheduled Event	Date
Incident Commander Nomination Announcement Opens	October 15
Joint CWCG, CAL FIRE, and OP Area ICs' AAR	1 st week of December
Incident Commander Selections	2 nd week of November
Full CIIMT Nomination Announcement Opens	December 1
CIIMT Training Venue Submitted for Approval to CWCG	October 1
CIIMT Full Team Nominations Due	2 nd week of January
CIIMT Training draft agenda.	December 15th
CWCG Approval of Final CIIMT Training Agenda.	2 nd week of January
CIIMT Selection	2 nd week of February
Selection Notifications	Early March
CIIMT Training	March/April based on site availability
California Interagency Standards for Resource Mobilization updates from CWCG Ops to CWCG	1 st week of February
L580 Selections	At CIIMT Selections
CIIMT Training After Action Review	Last day of CIIMT Training
S520 Prioritization	First week of May
Pre-Fire Season Joint CWCG and Cal Fire ICs	Month of May

XVI. California Annual CIIMT Training

Team training may be held prior to each fire season to orient, inform, educate, and train team members. The training also supports 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 CIIMT training. 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.

On the odd years, CIIMT's and CalFire IMT's will hold a joint training event co-located.

IMT Annual Meeting Host Team Rotation

Host Team	Shadow Team	Year
CIIMT 2	CIIMT 9	2025
CIIMT 9	CIIMT 4	2026

CIIMT 4	CIIMT 7	2027
CIIMT 7	CIIMT 10	2028
CIIMT 10	CIIMT 5	2029
CIIMT 5	CIIMT 6	2030
CIIMT 6	CIIMT 8	2031
CIIMT 8	CIIMT 1	2032
CIIMT 1	CIIMT 3	2033
CIIMT 3	CIIMT 2	2034

Incident Commander Roster 2025

2025 CWCG IMT Incident Commander Roster							
Team	IC	Deputy	Trainee	Pairing	CWCG Representative	Financial Support Agency	GACC Dispatch
CIIMT1	Kristen Allison kristen.allison@usda.gov 626-590-6809	Jerry McGowan jer.mcgowan@gmail.com 209-768-9682	Vacant	CIIMT9	(BIA) Earl Wilson 916-718-8385	BIA	OSCC
CIIMT2	Curtis Coots curtis.coots@usda.gov 530-305-9805	Matt Conklin matthew.conklin@usda.gov 626-698-8052	Pat Russell prussell2@anaheim.net 714-493-6371	CIIMT6 CIIMT8	(Contract County) Billy Steers 661-330-0193	NPS	OSCC
CIIMT3	Josh Boehm joshua.boehm@usda.gov 909-454-5348	Oscar Vargas oscar.vargas@usda.gov 626-802-0135	Jason Wingard jason.wingard@usda.gov 760-920-8372	CIIMT4	(OES) Art Torrez 916-642-3838	BIA	OSCC
CIIMT4	Rocky Optliger rwoptliger@gmail.com 951-282-1310	Mike Nobles michael.nobles@usda.gov 951-204-0165	Kyle Jacobson kyle.jacobson@usda.gov 530-545-0060	CIIMT3 CIIMT7	(BLM) Freddie Espinoza 775-335-9073	FWS	ONCC
CIIMT5	Dustan Mueller dustan.mueller@usda.gov 530-310-3548	Carlton Joseph cjoseph57@verizon.net 619-988-7717	Alex McBath alex.mcbath@usda.gov 530-526-1320	CIIMT10	(FS) Matt Ahearn 951-315-5856	BLM	ONCC
CIIMT6	Chris Fogle christopher.fogle@usda.gov 909-238-2107	Norm Walker njwalker1@verizon.net 951-232-6445	James Courtright james.courtright@usda.gov 707-798-7535	CIIMT2	(NPS) John Foley 702-373-5531	NPS	OSCC
CIIMT7	Tom Clemo tom.clemo@santamonica.gov 424-280-0490	Jon Lucas jonathan.lucas1@usda.gov 209-222-1549	Nic Elmquist nelmquist@montecitofire.com 559-359-0840	CIIMT4	(BLM) Freddie Espinoza 775-335-9073	FS	OSCC
CIIMT8	Mike Page michael.j.page@usda.gov 909-486-1718	James Aragon jpa3608@gmail.com 928-486-0450	Bill Miller bill.miller@usda.gov 530-760-3591	CIIMT2	(NPS) John Foley 702-373-5531	BLM	ONCC
CIIMT9	Clint Gould clinton.gould@usda.gov 209-283-4558	James Snow james_snow@nps.gov 951-314-6950	Jeffrey Crandall jeffrey.crandall@usda.gov 559-760-3591	CIIMT1	(FWS) Ryan Aeby 530-510-6339	BLM	OSCC
CIIMT10	JoSean Kennedy joseph.kennedy1@usda.gov 303-601-6439	Tim Fike timothyfike@hotmail.com 530-913-4590	Nathan Gogna nathan.gogna@bia.gov 916-589-7039	CIIMT5	(FS) Matt Ahearn 951-315-5856	FS	ONCC

Appendix A: CIIMT Delegation of Authority Sample

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 as they arise.

Incident Commander

Agency Administrator

Appendix B: IMT Evaluation

Interagency Incident Management Team (IMT) Incident Evaluation

Purpose: This evaluation documents the performance of an interagency IMT on an incident assignment, evaluates consistency with the Delegation of Authority and Letter of Expectations/Leader's Intent, provides a summary of team's strengths and weaknesses, and suggests areas of possible improvement.

Who is responsible? This evaluation should be completed by the Agency Administrators (AA) who signed the delegation of authority. It should be delivered to the Incident Commander (IC) and discussed prior to the IMT's demobilization.

How should it be delivered? Honesty, clarity, and thoroughness are essential. Discussion should include how well we did as a team, the AAs and the IMT together. Written comments and the evaluation discussion are the most important parts of the process.

What happens with this evaluation? The IC is responsible for utilizing this evaluation with their team for continuous learning and improvement. Once complete, the AA will send the evaluation to the Geographic Area Coordinating Group (both for the incident and the IMT, if different) and the national Complex IMT (CIMT) Coordinator for any interagency CIMT assignments.

AA Name(s) / Title(s):

Agency Administrator(s) Contact Information:

Incident Commander(s)		Incident Type	
Incident Name		Incident Number	
Assignment Dates		Total Acres	
Host Agency		Evaluation Date	
Administrative Unit/Sub-Unit		Participating Agencies	

Please rate on a scale of 1 to 3 and provide comments for each question.

1 = Does not meet expectations. Any rating of 1 must have comments supporting *why* the IMT did not meet expectations.

2 = Meets expectations. A comment is encouraged but not required.

3 = Exceeds expectations. Any rating of 3 should have comments supporting *how* the IMT exceeded expectations.

Rating	Category	Comments
Choose an item.	<u>Command and Leadership</u> 1. The IMT was professional in assuming command of the incident. <i>Consider: quality of coordination with the outgoing organization, IC's effectiveness</i>	

Rating	Category	Comments
	<i>as a leader, function of Command and General Staff (C&G), professionalism of IMT</i>	
Choose an item.	2. The IMT was adequately prepared for the complexity of the incident and anticipated and responded to changing conditions. <i>Consider: timely communication and requests for assistance as needed</i>	
Choose an item.	3. The IMT's actions aligned with the leader's intent described in the Wildland Fire Decision Support System (WFDSS) decision, Delegation of Authority, Leader's Intent document, and/or AA in-briefing. <i>Consider: values at risk identified and planned for, tactics commensurate and communicated; satisfactory progress towards objectives given the circumstances</i>	
Choose an item.	<u>Incident Management and Strategic Planning</u> 4. The IMT provided the appropriate level of management and support for assigned resources on the incident. <i>Consider: logistical challenges were addressed, feedback was accepted and utilized, coordination with adjacent incidents or units, use of shared and remote resources, initial attack support, use of local resources, trainees, and closest available forces</i>	
Choose an item.	5. The IC communicated appropriate staffing adjustments according to the	

Rating	Category	Comments
	changing complexity of the incident. The IC and C&G took actions to scale up or down as needed.	
Choose an item.	6. The IMT worked effectively with AAs to assess, communicate, and address risk.	
Choose an item.	<u>Cost</u> 7. The IMT effectively managed the cost of the incident in alignment with leader's intent and stated agency objectives and followed agency incident business operating guidelines. <i>Consider: adequate information for cost share agreements and other agency requirements</i>	
Choose an item.	<u>Communications and Relationships</u> 8. The IMT provided effective public and/or cooperator meetings. <i>Consider: frequency, quality of briefings, inclusion of appropriate staff in the scheduling, location, and presentation</i>	
Choose an item.	9. The IMT created a common operating picture for assigned resources, AAs, partners, and cooperators. <i>Consider: effective dialogue established to address concerns or issues such as altered strategies, significant events, and increased cost thresholds in a timely manner; multi-jurisdictional incidents with diverse stakeholder engagement</i>	
Choose an item.	10. The IMT anticipated and responded to natural, cultural, environmental, social, and political issues or concerns.	

Rating	Category	Comments
	<i>Consider: communications and coordination with partners, Resource Advisors, communities, and other agencies</i>	
Choose an item.	11. The IMT interacted effectively with other teams on or adjacent to the incident. <i>Consider: Buying Teams, Burned Area Emergency Response, Unified Command, etc.</i>	
Choose an item.	12. The IMT created a positive and inclusive work environment, including effectively communicating expectations of resources during briefings. <i>Consider: response to any human resources issues, demonstration of duty, respect, and integrity</i>	
Choose an item.	<u>Transition</u> 13. The IMT effectively and efficiently transitioned information and command to the next IMT, organization, or local unit, and the entire team remained engaged until the transfer of command was complete. <i>Consider: documentation, issues requiring further actions, priorities, long-term strategy, and resources and logistics</i>	
Choose an item.	14. Overall rating of the IMT. <i>This should equal an average of the scores of each element unless one element was so significant as to result in a diversion from the average.</i>	

Additional Comments:

Signatures

Incident Commander	Date Click or tap to enter a date.
Agency Administrator	Date Click or tap to enter a date.
Agency Administrator	Date Click or tap to enter a date.
Agency Administrator	Date Click or tap to enter a date.
Agency Administrator	Date Click or tap to enter a date.

Routing

Coordinating Group Chair or Representative (Incident)	Date Click or tap to enter a date.
Coordinating Group Chair or Representative (IMT)	Date Click or tap to enter a date.
NMAC CIMT Coordinator* (nicc.cimt@firenet.gov)	Date Click or tap to enter a date.

*For interagency CIMT assignments only.

Incident Management Team (IMT) Feedback for Agency Administrator (AA)

Purpose: This evaluation provides constructive feedback to AAs and/or their representatives on an incident assignment. It evaluates consistency with the Delegation of Authority and Letter of Expectations/Leader's Intent, provides a summary of AA's strengths and weaknesses, and suggests areas of possible improvement for AAs as individuals as well as for the host unit(s) staff.

Who is responsible: This evaluation should be completed by the IMT Incident Commander (IC). It should be delivered to and discussed with the AA prior to the IMT's demobilization. One evaluation may be done for each agency in the delegation.

How should it be delivered? Written comments and the evaluation discussion are the most important parts of the process. Honesty, clarity, and thoroughness are essential. Discussion should be performed as part of the IMT evaluation process and include how well we did as a team, the AAs and the IMT together.

What happens with this evaluation? The AA is responsible for utilizing this evaluation for continuous learning and improvement.

IC Name(s) / IMT:

IC Contact information:

AA Name(s)		AA Agency / Unit	
AA Name(s)		AA Agency / Unit	
AA Name(s)		AA Agency / Unit	
Incident Name		Incident Type	
Assignment Dates		Total Acres	
Administrative Unit/Sub-Unit		Participating Agencies	

Please rate on a scale of 1 to 3 and provide comments for each question.

1 = Does not meet expectations. Any rating of 1 must have comments supporting *why* the AA did not meet expectations.

2 = Meets expectations. A comment is encouraged but not required.

3 = Exceeds expectations. Any rating of 3 should have comments supporting *how* the AA exceeded expectations.

Rating	Category	Comments
Choose an item.	1. The AA's leader's intent described in the Wildland Fire Decision Support System (WFDSS) decision, Delegation of Authority, Leader's Intent document, and/or AA in-briefing was sufficient and clear. As the incident progressed, these documents were updated to reflect increased fire size, planning area, and costs.	

Rating	Category	Comments
Choose an item.	2. The AA(s) worked effectively with the IC to align expectations to resources regarding respect and a positive work environment.	
Choose an item.	3. The AA was available and responsive. <i>Consider: consistently clear who the lead AA was at any given time; if multiple AAs, effective coordination and communication; roles and schedules of rotating AAs, fill ins, trainees, and/or agency representatives clearly communicated; interface with agency representatives was effective to support the IMT</i>	
Choose an item.	4. The AA effectively communicated concerns with risk and participated in the risk/benefit discussions or assessments.	
Choose an item.	5. Overall rating of the AA's fulfillment of their responsibilities. <i>This should equal an average of the scores of each element unless one element was so significant as to result in a diversion from the average.</i>	

Additional Comments:

Signatures

Incident Commander	Date Click or tap to enter a date.
Agency Administrator	Date Click or tap to enter a date.
Agency Administrator	Date Click or tap to enter a date.
Agency Administrator	Date Click or tap to enter a date.

Appendix D: 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 E: Team Configuration

Team Name: Template										
* must be filled with a Complex or Type 1 Qualified C&G										
#	Position	Last Name (type in)	First Name (type in)	Agency (use pick-list)	GACC (use pick-list)	Home Unit ID (type in, ex: CA-CNF)	Employer (use pick-list)	Qualified or Trainee (use pick-list)	Notes (type in)	
1	Incident Commander*									
2	Deputy Incident Commander									
3	Safety Officer*									
4	Public Information Officer*									
5	Liaison Officer									
6	Operations Section Chief*									
7	Operations Section Chief									
8	Operations Section Chief									
9	Air Operations Branch Director									
10	Division/Group Supervisor									
11	Division/Group Supervisor									
12	Division/Group Supervisor									
13	Planning Section Chief*									
14	Unit Leader									
15	Unit Leader									
16	Geographic Information System Specialist									
17	Logistics Section Chief*									
18	Communications Unit Leader									
19	Medical Unit Leader									
20	Unit Leader									
21	Unit Leader									
22	Finance Section Chief*									
23	Unit Leader									
24	Unit Leader									
25	Unit Leader									
26	Discretionary Qualified:									
27	Discretionary Qualified:									
28	Discretionary Qualified:									
29	Discretionary Qualified:									
30	Discretionary Qualified:									
31	Discretionary Qualified:									
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74	Discretionary Qualified or Trainee:									
75	Discretionary Qualified or Trainee:									
		Additional Comments:								

Appendix F: California Firefighter Bill of Rights

Knowing Your Rights Can Save Your Job.

If you find you're being asked questions that might result in disciplinary action or criminal prosecution:

- Ask if you are at risk of disciplinary action.
- Ask for union representation before responding to any questions.
- Insist that any statement be tape recorded.
- Don't volunteer to take a lie-detector, alcohol or drug test.
- Don't reveal any personal financial information without a court order.
- Make note of physical or verbal abuse, threats, extortion or any other attempt to compel your answers.

Non-Waiver Statement

If you're compelled to make a statement or answer questions in violation of your right to representation or any of the rights listed above, **demand that it be recorded and read the following:**

"I am making this statement involuntarily, in compliance with a direct order made under penalty of sanction and/or termination. In compelling my statement without representation, you are in violation of the California Government Code, Sections 3250 through 3262, and are subject to civil penalties prescribed by law. I do not waive any of my rights under this law, our current union contract, any other local, state or federal law, or my right to remain silent under the Fifth and Fourteenth Amendments of the United States Constitution."

California Professional Firefighters
1780 Creekside Oaks ■ Sacramento, CA 95833
(916) 921-9111 ■ info@cpf.org ■ www.cpf.org

KNOW YOUR RIGHTS

The Firefighters Procedural Bill of Rights

Courtesy of:

**CALIFORNIA
PROFESSIONAL
FIREFIGHTERS**



You Have The Right ...

- To know if you are under investigation
- To representation before answering any questions
- To tape record any questioning
- To have copies of all recordings and transcripts
- To a written offer of immunity from criminal prosecution
- To be questioned on-duty at a reasonable time
- To be reassigned only to another normal department job during any probe
- To review and sign any adverse comment in any personnel-related file before it's submitted
- To attach a response to any adverse comment before it's submitted

**NEVER ANSWER QUESTIONS
WITHOUT REPRESENTATION**

Before Any Questioning, Your Employer MUST...

- Tell you if you're under investigation for misconduct
- Tell you if your responses could result in discipline
- Tell you the nature of any possible charges
- Tell you who will be conducting any investigation
- Tell you who will be interrogating you
- Offer you written immunity from criminal prosecution
- Authorize tape recording of any inquiry

The Firefighters Procedural Bill of Rights gives first responders the strongest on-the-job protections in California. Its signing in 2007 capped a 20 year struggle by California Professional Firefighters to bring these strong workplace protections to first responders.

ALWAYS ASK:

"Can this lead to disciplinary action?"
If the answer is "YES," ask for representation

Your Employer May NOT ...

- Force you to answer questions without representation
- Interrogate you off-duty without compensation
- Subject you to physical or verbal abuse
- Subject you to threats or promise of reward
- Compel you to take a lie-detector test
- Discipline you for refusing to take a lie-detector test
- Search your private space without court order, unless you are present or give consent
- Force you to reveal personal financial data, except by law or court order

Appendix G: Selection Prioritization Criteria-All Positions and S520

CIIMT Rostered positions prioritization criteria:

1. IC Selection Criteria:
 - Federal agency, full time - State/Local agency, full time
2. Deputy IC Selection Criteria:
 - a. Federal agency, full time - State/Local agency, full time
 - b. Federal, Administratively Determined employees or Part Time Local Government Employees
3. Full Team Rosters Selection Criteria:
 - a. Federal agency, full time - State/Local agency, full time
 - b. Federal, Administratively Determined employees or Part Time Local Government Employees

S-520 Prioritization Criteria will be as follows:

1. Employment Status
 - a. Full time- Federal/State/Local Government
 - b. AD's or Part Time LG
2. Currently on a CIIMT
3. Percentage of Task Book completed at the Type 1 or CIM level
 - a. >50% complete
 - b. <50% complete
4. Currently a trainee on a CIIMT
5. If all equal, balance Federal and LG

Appendix H: Incident Management Team (IMT) Activation Conference Call

CALIFORNIA WILDLAND FIRE COORDINATING GROUP INCIDENT MANAGEMENT TEAM (IMT) ACTIVATION CONFERENCE CALL



Fillable PDF Document Location: <https://gacc.nifc.gov/oscc/cwcg/documentation.php>

Incident Name:

Order & Req. Number:

The following script shall be used when facilitating an Incident Management Team Activation conference call.

Note: The purpose of the call is to provide intent, share contact information, reconcile IMT roster size and identify mobilization needs. Please hold all questions until the end of the call.

Geographic Area Coordination Center Duty Chief:

Invitation with a copy of this script to:

1. Director or State/Regional Fire Management Officer and Deputy
2. Operations, Aviation, Safety, Incident Business
3. National IMT Coordinator
4. And All Roll Call Members below

Roll Call

Fire Chief/Forest/Unit Duty Officer
Agency Administrator
ECC Manager
Operations Duty Chief
GACC Manager
ACOR/MCOR
Incoming Incident Mgmt. Team IC
Incoming Planning Section Chief

Incoming Logistics Section Chief
Expanded Dispatch Team Leader
Cache Manager
Current IC or designee
CWCG Team Representative
AIMS Duty Officer (FS) and/or
NIFC Procurement (DOI)
Other

Weather update

Predictive Services, Meteorologist

Intel Report

Predictive Services, Intel

CALIFORNIA WILDLAND FIRE COORDINATING GROUP INCIDENT MANAGEMENT TEAM (IMT) ACTIVATION CONFERENCE CALL



Resource Availability

Mobilization Coordinator (MCOR)

Aviation Coordinator (ACOR)

Other Geographic Area Comments

GACC Duty Chief

Current Situation Discussion

Unit Fire Chief, and/or IC will discuss the current incident situation

Single or unified command incident

Identify incident commander(s) and provide contact information

Brief history from start of incident

Current actions

Projected situation

Critical resource needs

Significant safety issues

Evacuations

Other

Expectations of the team prior to transition of IMT from Requesting Unit

Agency Administrator and/or designee will provide limited intent prior to team in-brief and transition.

Discuss Political Considerations

Cost Share Agreements

Local declarations

**CALIFORNIA WILDLAND FIRE COORDINATING GROUP
INCIDENT MANAGEMENT TEAM (IMT) ACTIVATION CONFERENCE CALL**



Discuss Political Considerations (cont.)

Commercial timber lands

Critical infrastructure

Other

Identify issues with connectivity

Radio frequencies/frequency management

Cell/data coverage

High speed internet

Basecamp

Physical address location

Contact information

Primary Contacts

Expanded and ECC

Agency Administrators

Fire Chiefs

Expanded Dispatch Team Activated:

Name:

Cell Number:

IMT Intel Contact

Name:

Cell Number:

IMT Contact for Roster Reconciliation

Name:

Cell Number:

**CALIFORNIA WILDLAND FIRE COORDINATING GROUP
INCIDENT MANAGEMENT TEAM (IMT) ACTIVATION CONFERENCE CALL**



IMT Roster Size

For wildfires, Agency Administrator approval must be documented below if roster exceeds 75 for CIMT and 35 for Type 3 IMT

Approved Mobilization Roster Size:

Agency Administrator signature, IC signature, and routing are below.

IMT Transition Meeting Date/Time/Location:

Date/Time:

Location:

Closing Remarks

Incoming IC

Fire Chief/Agency Administrator

Before concluding the meeting, please continue to the last page for further Intent, IMT Mobilization Reconciliation, and Signatures

CALIFORNIA WILDLAND FIRE COORDINATING GROUP INCIDENT MANAGEMENT TEAM (IMT) ACTIVATION CONFERENCE CALL



IMT Mobilization Reconciliation

At this point, all personnel can sign off the call except for Agency Administrators, IMT members, ECC Duty Officer, Federal GACC Duty Chief, and the Expanded Dispatch Team Supervisor. The meeting will split into two breakouts:

1. Agency Administrators and Incident Commanders

Facilitated by:

You have full authority and responsibility for managing the fire suppression activities on these jurisdictions within the framework of law, agency policies, and direction provided in this Delegation of Authority, the Wildland Fire Decision Support System (WFDSS) and Agency Administrator's Intent will be provided upon arrival.

This delegation carries with it full responsibility for the management, costs, ordering/mobilization of firefighting and logistical/support resources. Your primary responsibility is to organize, manage and direct your assigned resources for safe, efficient and effective suppression of the fire. You are accountable to the Agency Administrator(s).

2. Plans/Logs/Ordering with Local ECC and OCC (Facilitated by GACC duty or designee)

Facilitated by:

Reconciled resource orders

Offer remaining time for the IMT Command and GACC Staff to discuss pertinent items.

(facilitated by the IMT).

Agency Administrator

Incident Commander

Agency Administrator

Incident Commander

Agency Administrator

Incident Commander

Attach signed form to IMT request in IROC and email to IMT Coordinator at nicc.cimt@firenet.gov