

# CALIFORNIA WILDLAND FIRE COORDINATING GROUP



Date: April 20, 2015

To: Incident Commanders

From: Paige Boyer, Chair, CWCG Operations Committee

Subject: Close Outs

In this memo, general direction, in the form of doctrine, is being provided with respect to Close Outs, which are facilitated by the IMT upon leaving an incident. At the IC AAR held last fall, we had discussion as a group about how we could be more effective with this aspect of the assignment. It was agreed that the Close Out audience only needed to include the IC's and C&G, key Forest/Unit personnel and GACC representation. This will provide for better dialog about the IMT's incident management, rather than reading from a report or spending time on what is already well known. Best practices and lessons learned should still be captured in the dialog and report.

The IC's should work with the Forest/Unit to determine what best meets their needs as well. The agency administrator may wish to have a report out on specific items related to the incident. Agency administrators should make this known during your inbriefing.

We will revisit this topic again at the 2015 AAR this fall.

Also, please ensure you receive your Performance Evaluation prior to leaving and that it, along with your Final Narrative from the Close Out, is forwarded following process in the Operations Guide, Section VI. Don't hesitate to contact either your CWCG agency rep or I if you have questions.