



ROCKY MOUNTAIN AREA  
TACTICAL GROUP  
OPERATING GUIDE

Approved By:

*Kyle Gowan*

RMCG Chair

5/17/17

Date

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## 1 **II. INTRODUCTION**

2 The Rocky Mountain Area Coordination Center (RMACC) serves 10 dispatch centers in Colorado,  
3 Kansas, Nebraska, South Dakota, and Wyoming. At Preparedness Levels 1-3, the Rocky  
4 Mountain Area Tactical Group (TAC) in conjunction with the RMACC Center Manager shall  
5 establish priorities for incidents and resource allocation within the Rocky Mountain Area (RMA).  
6 When the RMA escalates to Preparedness Level 4, the Rocky Mountain Area Multi-Agency  
7 Coordinating (RMA MAC or MAC) Group will be activated. (See Rocky Mountain Area  
8 Interagency Mobilization Guide (RMG), Chapter 10)

### 9 **A. Purpose**

10 The purpose of the RMA Tactical Group is to determine the need for movement and  
11 preposition of resources for wildfires within the geographic area. As resources are  
12 dispatched to an incident from the preposition locations, the TAC will consider if  
13 replacement resources should be ordered to maintain drawdown levels for supporting  
14 emerging incidents and large fires within the Rocky Mountain Area.

### 15 **B. Authority**

16 The Tactical Group and Fire Operations Officer have the authority to make decisions, in  
17 conjunction with the RMACC Center Manger, on the allocation and preposition of  
18 resources. This includes the authority to expend interagency funds as appropriate (i.e.  
19 ordering/propositioning resources on the RMA support code).

### 20 **C. RMA TAC Membership**

21 The TAC consists of one fire operations representative from each of the RMCG member  
22 agencies listed below as well as the RMACC Deputy Center Manager/COD. The RMCG  
23 Fire Duty Officer and RMACC Center Manager serve as advisors to the group.

- 24 • Wyoming State Forestry Division
- 25 • Kansas State Forest Service
- 26 • South Dakota Division of Wildland Fire
- 27 • Colorado Division of Fire Prevention and Control
- 28 • Nebraska State Forest Service/Nebraska Emergency Management Agency
- 29 • Southwest Region, Bureau of Indian Affairs
- 30 • Rocky Mountain Region, Bureau of Indian Affairs
- 31 • Great Plains Region, Bureau of Indian Affairs
- 32 • Bureau of Land Management, Colorado
- 33 • Bureau of Land Management, Wyoming
- 34 • Mountain-Prairie Region, U.S. Fish and Wildlife Service
- 35 • Intermountain Region, National Park Service
- 36 • Midwest Region, National Park Service
- 37 • Rocky Mountain Region, U.S. Forest Service

1 A list of primary members and advisors is included in [Appendix A](#) of this plan.

2 If a RMA TAC member is accompanied by another member of his/her agency to a TAC  
3 meeting, it is imperative that the agency only participates with “one voice” during  
4 discussions. Only the agency’s RMA TAC member will participate in the TAC decision-  
5 making process.

6 Additional non-decision-making subject matter experts or advisors (such as dispatchers,  
7 aviation officers, meteorologist, etc.) may also be asked to participate on an as-needed  
8 basis. Such invitations must be requested by an RMA TAC member to the TAC.

9 If there is disagreement on participation of a particular invited organization or Subject  
10 Matter Expert, the TAC will go into an executive session prior to the TAC meeting to  
11 resolve.

12 **Executive Session:**

13 **The executive session is for designated TAC members only. These sessions are closed**  
14 **and are meant to address policy or sensitive topics. Notes may or may not be kept.**

15 **III. OPERATING PROCEDURES**

16 **A. RMA TAC Calls**

17 TAC calls will be scheduled as activity dictates and facilitated by the RMACC Deputy  
18 Center Manager/COD and documented on the tactical call form. Decisions will be  
19 communicated to the dispatch zones and tactical group members upon completion of  
20 the call. The TAC will identify a RMA Fire Operations Officer (FOO) to act for the TAC  
21 outside of scheduled tactical calls.

22 **1. Communication of Decisions**

23 After each TAC call, the Deputy Center Manager/COD will ensure that the  
24 decisions made by the TAC are documented in the call/meeting log. That  
25 portion of the log will be emailed out to the Rocky Mountain Area dispatch  
26 zones, RMCG, and TAC.

<b>Summary of Decisions</b>	PL Discussion - will remain at PL2 today, will revisit on Friday if weather conditions allow us to change it.
	Airtanker and Bravo release will be reviewed upon change to PL1
	PL Discussion - will remain at PL2 today, will revisit on Friday if weather conditions allow us to change it.
	Type 1 Limited will also be kept, to be revisited upon change to PL 1

## 1           **B.     Roles and Responsibilities**

2           The roles and responsibilities of the TAC members are as follows:

3           At RMA Preparedness Levels 1 through 3, the TAC will:

- 4           • Determine the need to preposition suppression resources at the most  
5           strategic locations and initiate their movement through the use of the  
6           resource order process in coordination with RMACC Center Manager  
7           and the RMCG Fire Duty Officer.

8  
9           At RMA Preparedness Levels 4 and 5, the TAC will:

- 10          • Serve in the MAC Operations function. Make recommendations to RMA  
11          MAC for:
  - 12           ○ Prepositioning of suppression resources within the RMA; and
  - 13           ○ Allocating and re-allocating of critical resources.

14  
15          At all RMA Preparedness Levels (1 through 5), the TAC will:

- 16          • Adequately inform participants and agency fire leadership of all  
17          intelligence regarding resources, weather, and incident information.  
18          This includes anticipated critical fire situations or fire activity that may  
19          require additional resources.
- 20          • Provide recommendations to RMCG Fire Duty Officer or RMA MAC  
21          group on preparedness levels, preparedness level action items,  
22          drawdown levels, staffing, and other RMA needs.
- 23          • Ensure that at RMA PL 3, the principles of the Incident Prioritization  
24          section found in the RMA MAC Plan are used on all RMA large fires  
25          which require resources from outside of the local area. Provide a daily  
26          TAC report-out when the RMA MAC group is activated.
- 27          • Ensure that the RMACC Deputy Center Manager/COD is communicating  
28          TAC decisions to the RMACC Center Manager.

### 29           **1.     Fire Operations Officer**

30          The TAC Fire Operations Officer will be a member of the TAC. The role of the  
31          FOO is filled by the RMACC Deputy Center Manager/COD (or acting), unless  
32          increased activity dictates another member of the TAC should fill the role.

33          At PL3 and above, the FOO will be located at RMACC. Depending on the  
34          amount of activity the RMACC can request that the FOO be at RMACC during  
35          PL2. Once in place at RMACC, the FOO will rotate every 9 days. The first and  
36          last days will be transition days with the outgoing and incoming FOO  
37          respectively. The other 7 days, a single FOO will be in place. Each member  
38          agency will provide a FOO as needed and based on availability. The RMA  
39          Support Code will be used for any charges related to filling the role of FOO.

40          The tentative rotation order for FOO will be set during the winter Operations  
41          Committee meeting.

1                   **Responsibilities of the TAC FOO**

- 2                   • Assumes the responsibilities listed above for the TAC when the TAC is  
3                   not in session, and  
4                   • At the end of each rotation, the current Fire Operations Officer will  
5                   brief the incoming Fire Operations Officer.

6                   **C. Tactical Group Organization**

7                   **1. TAC Facilitator (for example, 2016; Gwenan/Mark)**

8                   This position advises, tracks, and ensures implementation of decisions by the  
9                   FOO/TAC group. It is recommended that they be a MAC Coordinator.

10                  Initially, the duties of the TAC Facilitator are carried out by the Fire Operations  
11                  Officer and/or the RMACC Deputy Center Manager/COD. If desired, a TAC  
12                  Facilitator may be brought in to relieve this workload. The TAC Facilitator’s roles  
13                  and responsibilities are as follows:

- 14                  • Coordinates with the RMACC Deputy Center Manager or Coordinator on Duty  
15                  (COD) to ensure that required information is being provided to the TAC within  
16                  the time frames specified;  
17                  • Assists the TAC decision process by facilitating the group’s conference calls  
18                  and/or meetings. May also be asked to facilitate Rocky Mountain Operations  
19                  Committee (RMOC) issue discussions following completion of prioritization and  
20                  allocation;  
21                  • Documents the TAC decisions and coordinates with the RMACC Deputy Center  
22                  Manager/COD to assure their prompt implementation.

23                  **2. TAC Support (for example, 2016; Lori/Parker)**

- 24                  • Works under the direction of the TAC Facilitator  
25                  • Assists the TAC Facilitator with tasks for the TAC or the FOO  
26                  • Prepares call agendas  
27                  • Runs the Webex during TAC calls for TAC members working remotely  
28                  • Takes notes during TAC calls  
29                  • Keeps action item list updated

30                  A step by step example of daily duties and protocol can be found in [Appendix B](#).

31                  **3. TAC Aviation**

32                  Coordinates with the RMACC Center Manager and TAC Facilitator or FOO to  
33                  evaluate intelligence information and make recommendations to the TAC on the  
34                  placement and allocation of aviation resources. Maintain communication  
35                  channels between incident aviation personnel, agency aviation managers and  
36                  the TAC. May be filled by fixed wing and/or rotor wing specialists.  
37

1 **D. RMACC Support for TAC**

2 The RMACC Deputy Center Manager/COD, in cooperation with the TAC Facilitator or  
3 FOO, will order additional RMACC positions to support the TAC on an as-needed basis.  
4 Any RMACC positions ordered should be tracked on the RMACC Support order, or other  
5 incident, as deemed appropriate by the RMACC Center Manager.

6 **RMACC** provides information on resource orders and needs being tracked through the  
7 Center that may include:

- 8 1. Confirmation of orders status for items listed as a “critical resource  
9 need” on ICS-209; and/or  
10 2. Critical resources coming available for reassignment from incidents  
11 approaching containment (source: Demob Plans required 24 hours prior  
12 to releases per RMG, Chapter 10).

13  
14 **Predictive Services Meteorologist** (as defined in the RMA MAC Plan) - Responsible for  
15 providing short and long-range fire weather/fire potential outlooks and services to assist  
16 in the decision making process for prioritization and utilization of resources. This is a  
17 regularly staffed position at RMACC, and additional support may be ordered on an as-  
18 needed basis as described above.

19 **Predictive Services Intelligence** (as defined in the RMA MAC Plan): Collects,  
20 consolidates, analyzes and disseminates information on incident activity, and resource  
21 status. Keeps RMACC Center Manager as well as TAC informed of the overall incident  
22 situation through daily briefings. This is a regularly staffed position at RMACC, and  
23 additional support may be ordered on an as-needed basis as described above. Provides:

- 24 1. Updated information (by incident) collected from calls to Incident  
25 Management Teams, Fire Management Officers, Information Officers,  
26 etc.;
- 27 2. RMA Detailed Situation Report (SIT Report) – posted daily on RMA  
28 website at  
29 [https://gacc.nifc.gov/RMACC/predictive/rmasit\\_protection.pdf](https://gacc.nifc.gov/RMACC/predictive/rmasit_protection.pdf);
- 30 3. Prioritized RMA Large Incident Report – posted daily on RMA website at  
31 <https://gacc.nifc.gov/RMACC/predictive/rmalargefire.pdf>; and

32 All information will be collected via existing dispatch/coordination channels. Unless  
33 constrained by extremely tight time frames, any requests for information in addition to  
34 the required products listed above will flow through the TAC/FOO to the RMACC Center  
35 Manager for collection. Conversely, the TAC will keep the Center Manager informed of  
36 any individually collected information. Reference the current RMA MAC Group plan for  
37 additional information.

1           **E.     RMA TAC Group Support to MAC**

2           Reference the current RMA MAC Group plan section RMA Tactical Group Support to  
3           MAC.

4           **F.     Meeting/Conference Call Protocol**

5           A general briefing prior to the TAC call will address the Rocky Mountain Area Situation  
6           Report, Fuels/Fire Behavior Assessment, and a weather briefing.

7           A sample agenda for the TAC meetings/conference calls is shown in [Appendix C](#).

8           Roll call must be taken at each meeting/conference call. This is accomplished during the  
9           round robin on each call.

10          TAC members who are located at RMACC during a call should be seated at the table.  
11          Other invited individuals in the room will only sit at the table if there are extra seats  
12          available.

13          **Decision Making:** The RMA TAC when convened, will follow the Revised Consensus  
14          Decision Model posted on RMCG’s website and as an attachment to the RMCG  
15          Operating Plan. Decisions will be archived in a decision log. A sample of the TAC  
16          Action/Decision Log is included in [Appendix D](#).

17          Some items for considerations during TAC decision-making:

- 18           1.       Do you understand the socio-political issues at hand?  
19           2.       Do you understand the consequences of TAC priorities?  
20           3.       Do you have what you need from TAC Support to aid in your decision-making?

21                   **a)     IC Call**

22                   Add language from mob guide about IC call

23                   **b)     Mini TAC Call**

24                   This call takes place immediately following the RMA IC call, when it is deemed  
25                   necessary. The purpose of this call is to reposition resources in a timely manner  
26                   based on the critical needs identified during the IC call.

27          **G.     Incident Prioritization**

28          Per the RMA Mob Guide (Chapter 10), when competition exists for wildland fire  
29          resources, at PL 1-3, the TAC, in conjunction with the RMACC Center Manager, shall  
30          establish priorities for incident and resource allocation following the principles of the  
31          RMA Incident Prioritization process found in the RMA MAC plan ([https://gacc.nifc.gov/rmcc/administrative/rmcg/RMA\\_MAC\\_Plan.pdf](https://gacc.nifc.gov/rmcc/administrative/rmcg/RMA_MAC_Plan.pdf)). The RMA MAC establishes priorities  
32          during PL 4-5. Priorities shall be established through use of the RMA Incident  
33          Prioritization process and completion of the Priority Decision Matrix form.  
34



1 The single overriding suppression priority is the protection of human life – both that of  
2 our firefighters and of the public.

3 In setting priorities, the following criteria should be considered:

- 4 • Protection of human life - both that of our firefighters and of the public.
- 5 • Protecting communities and community infrastructure, other property and  
6 improvements, and natural and cultural resources.
- 7 • Maintaining initial action capability.
- 8 • Limiting costs without compromising safety.
- 9 • Meeting agency suppression objectives.
- 10 • Support to National Response Framework (NRF) taskings.

11  
12 **H. Preparedness Level Escalation and De-Escalation Considerations**

13 The TAC recommends escalation and de-escalation between PL1-3 to the RMCG duty  
14 officer, as well as recommending escalation to PL4 (reference the RMA Mob Guide  
15 Chapter 10 for additional for escalation / de-escalation information).

16 **I. TAC Products**

17 The flow of information regarding TAC decisions is from the TAC through the  
18 dispatch/coordination system or through individual members to their agencies for  
19 implementation by the RMACC Deputy Center Manager/COD. This will be accomplished  
20 after each tactical call with an email to all TAC members, the RMCG and all RMA  
21 Dispatch Centers that outlines the TAC decisions.

## APPENDIX A Primary TAC Members

<p><b>Rodney Redinger</b>          Kansas Forest Service          2009 E. Wasp Road          Hutchinson, KS 67501          (w) 620 728-4464          (c) 316 706-5965  <a href="mailto:rodney2@ksu.edu">rodney2@ksu.edu</a></p>	<p><b>Paul Hohn</b>          BLM Wyoming          5353 Yellowstone Road          Cheyenne, WY 82009          (w) 307-775-6086          (c) 307-253-8576  <a href="mailto:phohn@blm.gov">phohn@blm.gov</a></p>	<p><b>Jay Wickham</b>          SD Division of Wildland Fire          13329 US Highway 16A          Custer, SD 57730          (w) 605-255-4800 ext. 216          (c) 605-415-5422  <a href="mailto:Jay.Wickham@state.sd.us">Jay.Wickham@state.sd.us</a></p>
<p><b>Troy Hagan</b>          US Forest Service          2850 Youngfield Street          Lakewood, CO 80215          (w) 303-445-4331          (c) 720-390-2407  <a href="mailto:thagan@fs.fed.us">thagan@fs.fed.us</a></p>	<p><b>Anthony Schultz</b>          Wyoming State Forestry Div.          5500 Bishop BLVD.          Cheyenne, 82002          (w) 307-777-3368          (c) 307-286-6315  <a href="mailto:anthony.schultz@wyo.gov">anthony.schultz@wyo.gov</a></p>	<p><b>Earl Imler</b>          Nebraska Emergency          Management Agency          2433 NW 24<sup>th</sup> St          Lincoln, NE 68524          (w)          (c)  <a href="mailto:earl.imler@nebraska.gov">earl.imler@nebraska.gov</a></p>
<p><b>Neal Beetch</b>          US Fish &amp; Wildlife Service          2850 Youngfield Street          Lakewood, CO. 80215          (w) 303-445-4367          (c) 303-888-9720  <a href="mailto:Neal.Beetch@fws.gov">Neal.Beetch@fws.gov</a></p>	<p><b>Brian Achziger</b>          BLM Colorado          2850 Youngfield Street          Lakewood, CO 80215          (w) 303-239-3687          (c) 720-587-9544  <a href="mailto:bachziger@blm.gov">bachziger@blm.gov</a></p>	<p><b>David Niemi</b>          National Park Service          601 Riverfront Drive          Omaha, NE 68102          (w) 402-661-1762          (c) 402-250-1233  <a href="mailto:david_niemi@nps.gov">david_niemi@nps.gov</a></p>
<p><b>David Vitwar</b>          CO Division of Fire Prevention &amp;          Control          2850 Youngfield Sreet          Lakewood, CO 80215          (w) 303-445-4361          (c) 720-354-6841  <a href="mailto:david.vitwar@state.co.us">david.vitwar@state.co.us</a></p>	<p><b>Glenn Bartter</b>          RMACC          US Forest Service          2850 Youngfield Street          Lakewood, CO 80215          (w) 303-445-4300          (c) 303-883-0080  <a href="mailto:gbartter@fs.fed.us">gbartter@fs.fed.us</a></p>	<p><b>John Cervantes</b>          Southern Regional Office, BIA          1001 Indian School Rd NW          Albuquerque, NM 87104          (w) 505-563-3370          (c) 505-238-4074  <a href="mailto:john.cervantes@bia.gov">john.cervantes@bia.gov</a></p>
<p><b>Heath Estey</b>          Great Plains Region, BIA          115 4th Avenue SE, Suite 400 MC-301          Aberdeen, SD 57401          (w) 605-226-7621 Ext. 2237          (c) 605-377-7410  <a href="mailto:Heath.estey@bia.gov">Heath.estey@bia.gov</a></p>		


## APPENDIX B 2017 Fire Operations Officer Tentative Rotation

Date	Team
April 5 - April 11	BLM Wyoming
April 12 - April 18	South Dakota State
April 19 - April 25	US Forest Service
April 26 - May 2	Wyoming State
May 3 - May 9	BLM Colorado
May 10 - May 16	National Park Service
May 17 - May 23	Colorado State
May 3 - May 9	US Fish & Wildlife Service
May 10 - May 16	BLM Wyoming
May 17 - May 23	South Dakota State
May 24 - May 30	US Forest Service
May 31 - June 6	Wyoming State
June 7 - June 13	BLM Colorado
June 14 - June 20	National Park Service
June 21 - June 27	Colorado State
June 28 - July 4	US Fish & Wildlife Service
July 5 - July 11	BLM Wyoming
July 12 - July 18	South Dakota State
July 19 - July 25	US Forest Service
July 26 - August 1	Wyoming State
August 2 - August 8	BLM Colorado
August 9 - August 15	National Park Service
August 16 - August 22	Colorado State
August 23 - August 29	US Fish & Wildlife Service
August 30 - September 5	BLM Wyoming
September 6 - September 12	South Dakota State
September 13 - September 19	US Forest Service
September 20 - September 26	Wyoming State
September 27 - October 3	BLM Colorado
October 4 - October 10	National Park Service
October 11 - October 17	Colorado State
October 18 - October 24	US Fish & Wildlife Service
October 25 - October 31	BLM Wyoming

- Rotation includes one day prior to scheduled start, and one day past the scheduled end date in order to provide for an effective transition.

## APPENDIX C TAC Support Daily Duties

# RMA Fire Operations Officer (FOO) Support Daily Intel Procedures

- **Log on** to the FS computer in the conference room using login provided.
- Open Chrome , Click the RMACC Internal on the Bookmark Bar
- **Log into** the [cormc@dms.nwcg.gov](mailto:cormc@dms.nwcg.gov) (password will be provided) account in Google Chrome.
- **0700**
  - o **RMACC Internal Drive**
    - Select **RMACC Operational Briefing** sheet from the Conference Calls section of the RMACC Internal Drive:  
<https://sites.google.com/site/rmaccinternal/?pli=1> (also bookmarked in Google Chrome in the conference room on the FS machine)

**Conference Calls**  
[Center Managers Call](#)  
[RMACC Operational Briefing](#)  
[Tactical Group Call](#)  
[NICC/GACC Call](#)



- Make a duplicate copy of the Blank sheet by right clicking.
- Right click and rename the copied sheet to “Today” - *not* the current date. The Resources section auto-populates the current days RMA Tactical Call sheet only when titled ‘**Today**’
- Move worksheet to the beginning of the workbook by clicking and holding left button and dragging the sheet.
- Update the top of the current sheet with the date and planning levels (PL is found on the RMA homepage: <http://gacc.nifc.gov/RMACC/> )
- Select **RMA Tactical Group Call** from the RMACC Internal Drive:

**Conference Calls**  
[Center Managers Call](#)  
[RMACC Operational Briefing](#)  
[Tactical Group Call](#)  
[NICC/GACC Call](#)



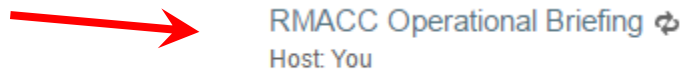
- Make a duplicate copy of the New Blank Form sheet by right clicking.

- Rename the worksheet to the current date (i.e. August 2, 2016)
  - Move the worksheet to the beginning of the workbook
  - Update the date and planning levels (PL is found on the RMA homepage: <http://gacc.nifc.gov/RMACC/> at the top of the current day's sheet.
  - Update the Current Incidents section as needed (Copy from previous day)
- o **Crew Tactical Report**
- Compare the **RMA Tactical Crew Report** (<http://gacc.nifc.gov/RMACC/Logistics > Crews > RMA Crew Status Report>) and the **Crew Glidepath** Google Drive > Dispatch Functional Areas > Crews > Crew Glidepath
    - If you don't have ROSS access to confirm dates work with the Coordinator on Duty (COD).
  - Print out 3 color copies on 11 x 17 paper using the USFS COMCAST computer, printer XRX9...57, located across hallway. (Copies go to the FOO, the RMACC Center Manager and the COD).
- **0830 IC and Tactical Group Resource Allocation Calls**
- o Take notes during daily IC Call. The form is located: Google drive > RMACC Operations > Conference Calls > Daily IC Call. (Blanks are also located in the rack by the USFS-Comcast conference room computer.)
  - o Take notes for the Tactical Group Resource Allocation call immediately following the IC call
  - o Capture decisions and taskings from the call on the last page of Daily IC Call notes for that day.
- **1030 Operational/Tactical Calls**
- o If no Operational Briefing is scheduled skip to Tactical Group Call
  - o Select **RMACC Operational Briefing** sheet from the Conference Calls section of the RMACC Internal Drive: <https://sites.google.com/site/rmaccinternal/?pli=1>
  - o Use the AMX control panel to the left of the FS computer to lower the screen and turn on the Sharp projector:
    - Tap the screen
    - Tap Power in the upper left hand corner to show the Display Control panel.
    - Select Power On under Sharp Projector on the upper left hand side.
    - You will need to raise the screen a little by using the switch to the left of the screen to properly display the screen.
  - o Go to <https://www.webex.com/>

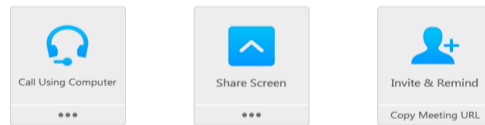
- o Sign in as host - [rmcoordgrp@gmail.com](mailto:rmcoordgrp@gmail.com) (password will be provided) 10-15 minutes prior to the RMACC Operational Briefing Call.



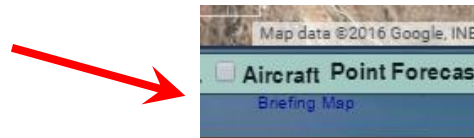
- o A new window will open.
- o Select the meeting on the right hand side of the screen



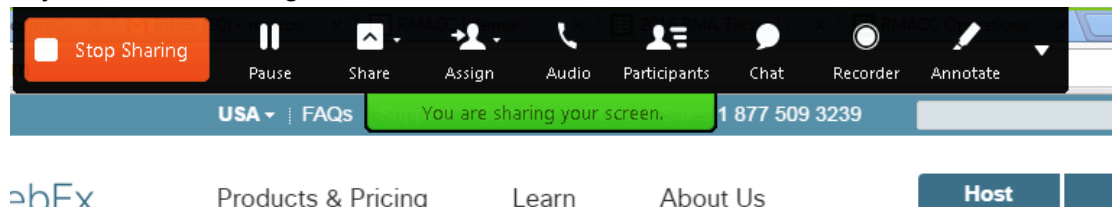
Select share screen



- o Then select the RMA briefing map by going to <http://gacc.nifc.gov/RMACC/> . Select Briefing Map on the middle bottom of the home page.



- o Pause the Web EX meeting by selecting the pause button on the pull down that says "You are Sharing Your Screen"



- o Resume the Web EX meeting when the call goes live.
- o Assist with the Intel discussion by selecting the incidents as they are being discussed, if asked.
- o During the weather briefing the presenter will be controlling the screen with a wireless mouse.
- o After the weather briefing maneuver to the RMACC Operational Briefing Sheet.
  - Scroll through the sheet as each section is being discussed.
- o Add the next call info at the bottom of the sheet
- o At the end of the call leave/end the Web EX call.

- **Immediately following the RMACC Operational Briefing call**
  - Select **Tactical Group Call** from the RMACC Internal Drive:  
<https://sites.google.com/site/rmaccinternal/?pli=1> - **Do not** leave open during the Operational Briefing call.
  - During Round Robin use the pick list in the On Call column to denote those that are on the call. Type in Rep/Duty Officer, Recent Activity...and Critical Needs if not already entered. This can also be entered after the call.
  - The Resource Status from Operational Briefing section auto-populates from the RMACC Operational Briefing sheet. After call copy and then paste the tactical resource information by selecting paste > paste special > paste values only. This is so that it does not update with the next day's data.
  - Issues for Discussion section is prepped before the call based on events from the time after the prior call. Work with the RMA Fire Operations Tactical Group Coordinator to populate this section.
  - During the call add any Taskings, Triggers or Decisions that occur.
  - Add the next call info at the bottom of the sheet
  
- At the end of the day/After the FOO/Facilitator complete updates to the **RMACC Operational Briefing** and the **Tactical Group Call** sheets set the permissions on the current day's sheet to 'lock' the worksheet by right clicking and selecting Protect Sheet.
  - On the right hand side select Set Permissions then change the drop down by Custom to " 'You and the owner of the sheet' and say done

## APPENDIX D TAC Meeting/Call Sample Agenda

The full RMA TAC Meeting call is available to, members only, via goggle sheets. Below is a sample agenda with the topics that are covered during every call.

- Agency Round Robin
  - Brief summary by agency of current situation
- Resource Status from Operational Briefing
  - Review current available resources in GA
- Issues for Discussion
  - Address any resource related issues as well as other topics (e.g. IMTs, Staging/Mob Centers, and Preparedness Levels).
- Tasks
  - Review previous tasks and new ones
- RMA Parameters
  - Outline/update any trigger points based on current and expected situation
- Summary of Decisions



## APPENDIX E Sample TAC/FOO Action/Decision Log

I - Info D - Decision	Date	Person Responsible	DISCUSSION	Results/FollowUp?
D	07-28		Dave Niemi is the FOO (FOO Day 1)	
D	07-28	FOO tell COD	Send Roosevelt Regs to Milk	
I	07-28		Casper is Primary Location for Jet Load of 5 Crews; Gurnsey is too short for the Jet.	
D	07-28		Send Kamax in Rifle to Beaver Creek	
D	07-28		Rosebud released off Cedar Draw to Greybull	
I	07-28		Send High Elevation info to incoming eastern crews	
D	07-28		Shasta Lake released from Cedar Draw; Keep in Casper on Local IA Support;	LWD 8/1
I	07-28	FOO	Sent Wyoming Approved Scooper Lakes to Kim Martin for team use.	
I	07-28		Fire SW of Rock Springs; Est. 500 acres, Evacs, Youth Camp threatened, 2 structures lost	
D	07-28	FOO	DFPC Crew 11A - Available; Put of Prepo to Rawlins Zone - put in Rock Springs	
I	07-28	Mack	Mid Plains Crew not available yet - When are they available	
I	07-28	Mack	Mid Plains not available - contact crew and Pueblo and get them statused so we can order to Tokewanna	
D	07-28	Clark, FOO	Lakeview Ship 205++ 66HJ - Send to Lander for IA	
I	07-28	Clark	Durango EU ship 205++ 7 HX to Lava	
I	07-28		Bench released all resources except local engine E681 and READ	
I	07-28	FOO	BT Type 3 Team to Tokewanna	0
D	07-28	FOO	Shasta Lake, San Isabel Regulars to Tokewanna	