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|  | **ROCKY MOUNTAIN COORDINATING GROUP** |
|  | **Bureau of Indian Affairs** (Southwest, Rocky Mountain and Great Plains Regions)  **Bureau of Land Management** (Colorado and Wyoming) **Fish and Wildlife Service** (Mountain-Prairie Region) **Forest Service** (Rocky Mountain Region)  **National Park Service** (Intermountain and Midwest Regions)  **State Agencies in Colorado, Wyoming, South Dakota, Nebraska and Kansas** |



**Operations Committee Incident Management Team Site Visit Form when RMA IMTs are operating out of GACC**

The Operations Committee will strive to conduct site visits to IMTs on their assignments within and outside the Rocky Mountain Area. The Operations Committee Representative for the lead agency of the fire is responsible for organizing a team site visit. Site visits will be coordinated with the Rocky Mountain Coordinating Group. Coordination with other GACCs should be done prior to going into their GACC so they understand the trip is to check on our resources and NOT critique how another GACC operates. The whole form may or may not be utilized depending on the situation.

*Site visit findings will be discussed with the IC prior to departing the incident. The original completed form will be delivered to the Operations Committee Chair, the IMT IC, and routed to the RMCG Business Manager for filing. Site Visit forms for Out-of-Area IMTs will be forwarded to their Operations Committee Chair. Strikes through questions were not asked by the interviewers.*

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| --- | --- | --- |
| **Incident Name:** | **Incident Number:** | **Host Unit:** |
|  |  |  |
| **Incident Management Team:** | **Date Team Assigned:** | **Date(s) of Site Visit:** |
|  |  |  |

# Ops. Committee Rep(s) Performing the Site Visit:

**Visit with the Incident Commander:** Present were

* What is the Agency Administrator level of involvement?
* Did the local unit and or previous IMT provide an adequate in-briefing to the IMT?
* Is the Delegation of Authority adequate?
* How is the level of Expanded Dispatch/Local Dispatch support; i.e., preorder issues?
* How is the level of Regional Coordination Center support?
* How is the level of the cache support?

1. Timely of delivery?
2. Any issues with items ordered?

* Was there a need of RMCG and/or RMCG Operations Committee support?
* Any issues with utilizing trainees on this assignment and did the RMA GATR contact you about utilizing RMA priority trainees on this incident?
* How are the BUYT and IBA to collaborate with (if assigned)?
* Concerns (cost containment/cost share issues, BUYT issues, conflicting agency policies, need to contact RMCG Operations group or RMCG,etc.)?

# Visit with one or multiple Agency Administrators: Present were

* How did the Incident Management Team (IMT) roster negotiation go, any issues?
* Were IMT members professional and respectful to local staff upon arrival to include any transition with an IMT already on site?
* Is the Incident Management Team receptive to direction?
* Is the Incident Management Team keeping you adequately informed?
* What direction have you given the IMT regarding the use of trainees?
* Would you invite this IMT back again?
* Concerns?
* Successes?

# Visit with one or multiple Fire Management Officials for the incident (example: District/Unit/Forest FMO, County Fire Warden, etc.):

* Were IMT members professional and respectful to local resources upon arrival to include any transition with an IMT already on site?
* Is the Incident Management Team receptive to direction?
* Is the Incident Management Team keeping you adequately informed?
* Concerns?
* Successes?

# Visit with one or multiple Line Resources (example: IHCs, Engine Crews, etc.):

* Are you aware of the overall objectives of the incident?
* Has the IMT clearly communicated the strategies and tactics of this incident?
* Is the IMT receptive to your input and feedback?
* Are you satisfied with the quality of your line supervision?
* Do you feel adequately supported by the IMT?
* Are you receiving quality rest and nourishment?
* Concerns?

# Visit helibase and/or the airport FBO and speak with Helibase Managers/Air Attack Group Supervisors/Exclusive Use Helitack Managers/pilots:

* Is the aviation section adequately staffed?
* Are aviation resources being adequately briefed?
* Are aviation resources aware of the overall objectives of the incident?
* Has the IMT clearly communicated the strategies and tactics of this incident?
* Has the IMT clearly communicated aviation cost tracking responsibilities?
* Is the IMT considering risk with every flight?
* Do you feel adequately supported by the IMT?
* Is the team receptive to your input and feedback?
* Are you receiving quality rest and nourishment?
* Concerns?

# Visit with Incident Business Advisor (if assigned):

* What is the Agency Administrator(s) level of involvement?
* If there are multiple Agency Administrators are they giving mixed messages?
* Did the local unit provide an adequate in-briefing to the IBA?
* Is the IBA Delegation of Authority and direction adequate, overly verbose or confusing?
* Is the IMT receptive to IBA input and direction?
* Has cost containment been addressed by the Agency Administrator and the IMT?
* Concerns?
* Successes?

# Visit with the Finance Section Chief

* Did the local unit provide clear incident business expectations and direction?
* How are the BUYT and IBA to collaborate with (if assigned)?
* Has the local unit/IBA provided clear and realistic direction on cost containment?
* Concerns?
* Successes?

# Visit with the Buying Team Lead (if assigned):

* Did the local unit provide clear direction and expectations in the in-briefing to the BUYT?
* How has the IBA been to collaborate with?
* How has the collaboration been with Expanded Dispatch?
* How has collaboration been with the IMT Ordering Manager?
* Concerns?
* Successes?

# Visit with the Ordering Manager:

* How has the collaboration been with Expanded Dispatch?
* How has collaboration been with the BUYT (if assigned)?
* Concerns?
* Successes?

# Visit with the IMT Training Specialist (if assigned):

* What has the local unit’s direction regarding the use of trainees on the incident been?
* What’s the direction from the IC been regarding trainees?
* Have you been in communication with the GATR regarding the use of RMA priority trainees or priority trainees from other GACCs on this incident?
* Has the IMT documented trainee and RMA priority trainee performance? Has performance (positive and negative) been shared with the GATR and trainee’s home unit Supervisor?
* Concerns?
* Successes?

# Visit with the Local and Expanded Dispatch:

* How was the IMT’s mobilization process?
* Has the IMT been organized and efficient with their ordering?

* Is expanded dispatch adequately supported and were they put into place soon enough to support the IMT?
* Concerns?
* Successes?

# Visit with RMA GATR:

* Has the local unit and IMT been receptive to the use of RMA priority trainees or priority trainees from other GACCs?
* Has the IMT shared trainee and RMA priority trainee performance with you and the trainee’s home unit Supervisor?
* Concerns?

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* Successes?

**Visit with local/regional Fire Cache supporting incident:**

* Has the IMT submitted orders correctly and timely?
* How did mobilization of the IMT and their preorder(s) go?
* How has the IMT been to work with? For example are they open to feedback?
* Concerns?
* Successes?