

Southwest Area Center Manager - Action Items Tracking Table (Last Edit 12/08/14)

Task Incomplete/Ongoing.					Task Complete		
Action Item #	Date Assigned	Action Item	Notes Reference	Due Date	Responsible Party	Actions Taken (to include where any new guidance is located)	Date Completed
		October 14, 2011 Show Low, AZ					
1	10/14/11	IMT Preorder Guidance to include decision of having IMT go direct to cache for preorder NFES items	10/14/11	01/01/12	Kenan J	Letter issued by SWCC to IC's, LSC's, and Dispatch Community. Will add in Mob Guide. Will address also at the IMT Meeting.	11/8/11
2	10/14/11	Cache Van Delivery Ordering of transport – Dispatch or Cache?	10/14/11	01/01/12	Steve W Kenan J	Decided to be a non-issue. Problems with dispatch acquiring were rare. Existing guidance is sufficient.	11/10/11
3	10/14/11	Incident Replacement Orders (NFES) for T-3, 4, 5 incidents	10/14/11	01/01/12	Kenan J Steve W	Submitted draft revision to existing protocols and reviewed at Nat Cord Meeting in November. Will add in Mob Guide. Need to confirm with NICC that this can occur outside the 100,000 block.	03/01/12
4	10/14/11	Establish standards on numbering blocks for all types of incidents/organizations to include supply, BUYT, and incidents with multiple IMTs Appropriate use of S#'s	10/14/11	01/01/12	Kenan J	Decided to keep this flexible so offices can set up blocks in what works best for them and coordinate this with the assigned IMTs	11/1/12
5	10/14/11	Change host dispatch of 3 Air Tactical Vendors (Airwest>Show Low, Ponderosa> Tucson, Safford>Phoenix)	10/14/11	01/01/12	Nancy M Kim O	Working with USFS RAO to issue a letter to vendors prior to making the change. Rec'd go ahead to make changes in ROSS from Kris Damsgaard. This was done on 01/23/12	01/23/12
6	10/14/11	Remove National Resources from Neighborhood Ordering Agreement	10/14/11	01/01/12	Kenan J	Mob Guide Edited.	11/5/11

7	10/14/11	Set up VTC/Conference Call to identify data maintenance needs in ROSS	10/14/11	01/01/12	Kenan J	Continuing to get better with Best Value Data and bring in personnel to assist as needed.	4/01/12
8	10/14/11	Flight Schedule/Flight Following Request Form Requirements/Standards	10/14/11	01/01/12	Nancy M	Nancy to put together SME group to review SW Mob Guide and determine Best Practices *Re-wrote this mob guide section for better clarification. No SME Group needed. Will continue to monitor issue.	12/13/11
9	10/14/11	Law Enforcement Dispatching Issues Get issues to Kenan J for briefing to IDOPP	10/14/11	01/01/12	All	Reminder sent 12/13/11 and 01/05/12 Only rec'd 3 responses, shared with IDOPP.	01/12/12
10	10/14/11	Best Value Bus Dispatching/Guidance Also BIA/Tribal issues Need better guidelines/SOPs	10/14/11	01/01/12	Zoni A Eva W Vera P Nicole F	Zoni/Nicole/Eva/Vera to gather issues Will add in Best Value Guide. UPDATE: New best Value SOPs in place and evaluate need for additional guidance.	11/1/12
11	10/14/11	Get SWCG support with letter addressing resources leaving without resource orders/no processing of orders after the fact (Critical IMT member exception)	10/14/11	01/01/12	Kenan J	Not full support from SWCG on this. Need to remain flexible. Will continue to monitor and try to rectify on a case by case basis.	11/1/11
12	10/14/11	Establish Expanded Dispatch Guide with better guidelines to provide detailers	10/14/11	01/01/12	Kenan J All	This idea was decided against. Need to continue to expand on guidance in Mob Guide, Ops Guides, Best Value SOPs	04/01/12
13	10/14/11	Border Assignments/ Crossing into Mexico	10/14/11	01/01/12	Chuck H	To provide guidance/checklists for incorporation into Mob Guide Will add in Mob Guide? SWCC site Border Operations Task Group been very active and is close to having several updated documents available for website. UPDATE: new documents addressing this are now updates	06/01/12

						and on SWCC site.	
14	10/14/11	BUYT/IMT/Expanded interface Roles and responsibilities EDRC position on BUYT	10/14/11	03/01/13	Kenan J	<p>Need to talk to BUYL's/Shana Miller on this proposal. Update: submitted this as topic for Nat Incident Business Committee Meeting. Needs follow-up with Dan O'Brien NWCC Center Manager (Liaison to Nat IBMC)</p> <p>UPDATE 01/15/13 – Re-emphasized as a topic for the Natl CORDs and to take forward to the National IBM Committee. Will still follow up with SWA Buying Team Leaders prior to 2013 season.</p> <p>UPDATE: Send Billy Zamora any issues you have and he will address with the BUYTs. Will call this complete for now.</p>	12/17/13
15	10/14/11	Rental car protocols Agency vs AD Agreements/coverages	10/14/11	01/01/12	Zoni A	Added language to Mob Guide	01/30/12
16	10/14/11	Baggage Fees for T2 Crews Need further guidance	10/14/11	03/01/13	Kenan J	<p>Zoni working with AQM for clarification Will add in Mob Guide. Rec'd some clarification from AQM, but working on additional info.</p> <p>UPDATE: Rec'd conflicting information as to whether an unwarranted person could pay the fees, and also the airline requiring it be done on the same Credit card that reservations were made on.</p> <p>UPDATE: submitted this as topic for Nat Incident Business Committee Meeting. Needs follow-up with Dan O'Brien NWCC Center Manager (Liaison</p>	12/17/13

						to Nat IBMC) UPDATE: 1/15/13 – Discussed at Nat CORD Meeting and this item is still on the Agenda for the next Natl IBM Committee meeting. Communication has occurred from dispatch community up the chain to the best extent we can. Complete. Will await if there's any change in guidance.	
17	10/14/11	Guidance on dispatching state resources protocols	10/14/11	02/01/13	Pete M	Work with SWCC for better guidance into SW Mob Guide UPDATE: AZ-ADC will advise/review and let SWCC know if there's specific items that need addressed in the SW Mob Guide.	12/17/13
18	10/14/11	Cache ordering for T-3, 4, and 5 incidents Direct vs through dispatch	10/14/11	01/01/12	Kristi S Sonja H	CM's believe direction should be flexible to allow for either way. **also include in direction to have the DC fax the resource order to the cache in addition to placing it via the interface. Will add in Mob Guide.	04/01/12
19	10/14/11	PTRC/EQTR capability on Mob Center Teams	10/14/11	01/01/12	Paul W Kenan J	Will work with Billy Zamora on an as needed basis for these personnel.	01/05/12
20	10/14/11	Extension Request Form Editing/Propose new form	10/14/11	01/01/12	Jeff W	Being worked on Nationally	12/6/11
21	10/14/11	Compilation of Resource Lists/Vendor Sources (ie Incident Only EERA)	10/14/11	01/01/12	All	Get resource list summary to SWCC AZ-ADC rec'd Not sure if other lists exist due to most other agreements are either Best Value (on a DPL) or will be incident only. Will call this complete for now.	12/13/11
22	10/14/11	Crew Demob/Commercial Flights Issue	10/14/11	01/01/12	Frank B	GACC CM Conf Call This was pretty much	1/31/12

		Crew demob spread on numerous flights/multiple days				exclusively an issue in flying out of Missoula. No other discussion needed.	
23	10/14/11	Submit ROSS Change Request Available to "In State Only"	10/14/11	01/01/12	Kenan J	Will accommodate functionality in ROSS v3.0	10/31/11
24	10/14/11	Multiple Typing for a Resource Tactical and Support Tender	10/14/11	01/01/12	Sonja H	Functionality now exists. Must declare a primary classification. Any secondary classifications must meet NWCG standards.	11/23/11
25	10/14/11	Terminology guidance "Immediate Need" Define	10/14/11	02/01/13	Pete M	Guidance for Mob Guide	
26	10/14/11	Lack of qualified individuals for dispatch jobs Firehire	10/14/11	01/01/12	Zoni A	Will see how the FireHire process goes and see if a whitepaper is needed. Ongoing.	Revisit Spring 2013
27	10/14/11	Address radio issues/ Nat FF lack of coverage	10/14/11	01/01/12	Renee I/Eva W	Work with Comm personnel This was an issue with aviation coordination amongst the 3 zones which has since been addressed.	1/31/12
28	10/14/11	Video Teleconference Capability at all dispatch centers needed Research what options/costs	10/14/11	01/01/12	Nicole F All	A must in the future Lack of travel budgets Virtual Workshops	Ongoing
29	10/14/11	On call/ Duty Officer standards Charging of time	10/14/11	03/01/13	Kristi S	Review with IBA folks. Kristi working to get consistent interpretation on this. UPDATE: Could not reach resolution. Complete.	12/17/13
30	10/27/11	Fuel Tender Availability	10/14/11	03/01/13	Pete M Kenan J	Research Fuel Tender capability from State/County Sources (AZ DOT?) List Received from Sonja 11/9/11 UPDATE: Need to continue to work with AZ-ADC on whether more Fuel Tenders can be accessible through CFRs UPDATE: These are IBPAs now and ADC also has capability to mobilize also. Complete.	12/17/13

	Next Meeting	October 31-November 1, 2012 Taos, NM					
31	11/1/12	Get clarification on Name Requests protocol. Inconsistencies as to when they are processed Nationally and when they are rejected. Flexibility needed when name requesting Agency personnel. Will present at Nat CORD Meeting	11/1/12	1/15/13	Kenan J	Outline specific procedures in 2013 Mob Guide UPDATE: Discussed at the Natl CORD Meeting and a justification will still be required for name requests. Need to emphasize communication between offices and to NICC. Will add to SWA Mob Guide.	1/29/13
32	11/1/12	Clerical Support Units versus Mobile Offices. Naming standards in ROSS not consistent with DPLs. Suggest making ROSS match DPL (i.e. TRAILER – CLERICAL SUPPORT – instead of TRAILER – MOBILE OFFICE) Will present at Nat CORD Meeting	11/1/12	1/15/13	Kenan J	Modify ROSS Naming Standards/Best Value SOPs UPDATE 1/15/13: Asked NICC if there was a decision on this. They will get back with us. Done. Ordered and named as Clerical Support Units to match VIPR.	2/24/14
33	11/1/12	Make Extensions for non-National resources between the incident and home unit and remove GACCs from the process Will present at Nat CORD Meeting	11/1/12	1/15/13	Kenan J	Presented at the Natl CORD Meeting. There was agreement to remove GACCs from the process of single resource overhead extensions. Form will be modified to allow this at some point in 2013.	1/29/13
34	11/1/12	SWCC to take the lead in entering of all Best Value Heavy Equipment (including Transports) as resource items in ROSS. Closely work with those offices who want to enter the data themselves to ensure consistency.	11/1/12	1/1/13	Tony Diaz	Complete.	01/15/13
35	11/1/12	Make sure System#’s for 4390 Starter Systems are identified in resource item name. Currently have to “dig” for it. Will present at Nat CORD Meeting	11/1/12	1/15/13	Kenan J	Presented at Natl CORD Meeting. Acknowledged as a problem at the cache and NICC will work to try and fix.	01/15/13
36	11/1/12	Protocols for how long a “filling” dispatch office (SWCC) should add	11/1/12	1/15/13	Kenan J	Outline specific procedures in 2013 Mob Guide	01/29/13

		subordinate requests after sending the initial roster subordinate requests out. Needs to be a standard timeframe, then IMT needs to go through ORDM/host expanded. Will present at Nat CORD Meeting				UPDATE: Natl CORDs agreed to allow subordinate requests to be created until the date and time of the in-brief of the IMT. After that, all orders will need to go thru ordering.	
37	11/1/12	Need consistent protocols on generation of support requests for buses when a crew has been reassigned. Home unit can't reach the correct crew request to create the bus request. Will present at Nat CORD Meeting	11/1/12	1/15/13	Kenan J	Presented this at the Natl CORD Meeting. Agreed that we need to continue to have these orders created at the incident expanded, then place through system. Ultimately ROSS 3.xx needs to address this and allow a home unit to create support requests on their crew after a reassignment.	1/29/13
38	11/1/12	Typing of Wildland Fire Modules. Type 2 WFMs are now in existence. No way to differentiate the typing in ROSS other than identifying in Special Needs or Doc. Will present at Nat CORD Meeting	11/1/12	1/15/13	Kenan J	Not done. Will present on monthly GACC call. UPDATE: ROSS will be accommodating the typing of WFMs in the near future.	12/17/13
39	11/1/12	Air to Ground Naming Standards. Direction came out late for full implementation in 2012. Engage the Aviation and Communications Committee to assist in re-initiating guidance for implementation via the SWCG.	11/1/12	12/1/12	Nancy Moore Kenan J Kris D	Complete. Sent the 2013 AG Freq map to Commo Committee and will distribute with the AG Naming Direction docs.	01/15/13
40	11/1/12	Video Briefing Issues (SWCC PS) Continue to evaluate whether issues in posting the product are fixed for 2013. Pursue Virtual Private Server to host?	11/1/12	1/31/13	Chuck M	Will evaluate the "fix" in early portion of the 2013 fire season. UPDATE: There are still issues with this, but SWCC will attempt to produce Video Briefings as necessary. The daily briefings are likely not an option though due to IT barriers.	12/17/13
41	11/1/12	Ensure a Duty Officer List is received and distributed for CIO contacts after hours for IT/radio	11/1/12	1/31/13	Kenan J	Still attempting to acquire this. UPDATE: Chris Buzo is assigned USFS IT/CIO liaison. Email with	12/17/13

		issues (Emergency)				contact info was sent out.	
42	11/1/12	Preparedness Level Criteria Have SWCC Predictive Services review and edit and examine viability of inclusion of Live Fuel Moisture indices as a component	11/1/12	1/31/13	Kenan J Chuck M Rich N Jay E	UPDATE: Will strive to get LFM data more complete and accurate in 2013 for possible use in 2014. Will also examine the Decision Criterium program for use with PL Level determination. UPDATE: Using DC Program for PL Level determination. SWCC to continue to work with units and SWCG to see if LFM is feasible for PL Level indices.	
43	11/1/12	Clarify procedures for accessing Retardant Avoidance Maps	11/1/12	1/31/13	Nancy M	Outline specific procedures in 2013 Mob Guide. Added to Aviation link of SWCC site under Guides and Manuals section.	1/29/13
44	11/1/12	Establish specific procedures on new hiring practices (Best Value) for light fixed wing aircraft.	11/1/12	1/15/13	Nancy M Kim O	Outline specific procedures in 2013 Mob Guide	1/29/13
45	11/1/12	Establish what is and is not acceptable for special needs on Air Attack platform orders.	11/1/12	1/15/13	Nancy M	Outline specific procedures in 2013 Mob Guide	1/29/13
46	10/31/12	Better guidance on Best Value Determination for dispatching SEATs	10/31/12	1/15/13	John Selkirk	Outline specific procedures in 2013 Mob Guide UPDATE: Not done yet. SWCC to work with Selkirk prior to 2014 Mob Guide finalization. Reviewed Best Value Determination guidance and is sufficient.	2/24/14
47	10/31/12	Clarification on the new ICPI position and duties	10/31/12	1/15/13	Rich N	Outline specific procedures in 2014 Mob Guide Update: James Villard has requested this of Rich Nieto. Not sure yet if can get into 2014 Mob Guide. Update: Rich Nieto will get language for 2015 Mob	

						Guide/SOPs.	
48	11/1/12	Establish a Working Group to look at Best Value Equipment Dispatching as a whole and possibilities/options of what the future should look like (i.e. have 1 office dispatch all Best Value AD's?)	10/31/12	Ongoing	All	UPDATE: This may eventually tie into IDOP. Ask that CM's continue to think about a future desired outcome.	
49	11/1/12	Clarify how DOI contracts are dealt with in ROSS. Who enters?, etc	10/31/12	1/15/13	Nancy M	Outline specific procedures in 2013 Mob Guide UPDATE: Not done. Will try and get clarification at the CORD Meeting. Update: NICC enters all these in and gives access to the appropriate Center. Centers do need to periodically check OAS source lists for fixed wing and T-3 helos and attach resource items as necessary.	2/24/14
50	11/1/12	ROSS documentation disappearing after 30 days. Especially burdensome regarding Best Value questions that come up. Will present at Nat CORD Meeting	11/1/12	Ongoing	Kenan J	UPDATE: This will be done at the CORD Meeting 1/2014. UPDATE: Not done at CORD Meeting. Will need to address at a later time. Update: per NICC, not possible until ROSS 3.0 which is approx. 2-3 years out.	
51	12/18/12	CISM: Is there an IQCS Qual? Continue to use THSP? Contact other GACCs on this.	12/18/12	02/15/13	Kenan J	Ongoing Update: will continue to use THSP as this gives flexibility in our Peer Support program and not tied to a specific qual.	2/24/14
52	12/18/12	CISM: Create a specific SWA checklist for SWCC when activating a CISM process. Include logistics items and family liaison information to better facilitate things. Review CISM portion of the SWCC website for accuracy/edits/additional documents. Use the AA Guide to	12/18/12	02/15/13	Kenan J	Complete	3/13/13

		CISM.					
53	12/18/12	CISM Course for additional selected Peers/Leaders and AA's/Fire Managers. Cost? Tuition? Talk to James/SWCG	12/18/12	02/15/13	Kenan J	Presenting this to SWCG 01/16/13 Not approved. Will look at class in 2014.	3/13/13
54	12/18/12	CISM: How does GB handle tuition? How would we do this?	12/18/12	02/15/13	Kenan J	UPDATE: Can use the AZ Wildfire Academy for tuition administration when needed.	12/17/13
55	12/18/12	CISM: Create an initial SOP for CISM Peer Responders	12/18/12	02/15/13	Kenan J	UPDATE: Created the SWA CISM Common Understanding.	12/17/13
56	12/18/12	CISM: Ensure CORRECT EAP numbers on CISM Info Sheets	12/18/12	02/15/13	Kenan J	Ongoing	
57	1/31/13	Interagency Agreement for coding of time to projects	1/31/13	3/1/13	Kristi S Kenan J	Need a way for dispatch personnel to charge time to projects. USFS<>BLM, etc UPDATE: Not done yet 12/17/13	
CM Meeting Flagstaff, AZ Dec 10-11, 2013							
58	12/17/13	Dispatch Workload: Task Group to identify mission of Dispatch Offices and all the external workload being put on them. Once complete, will brief SWCG and try to address solutions.	12/10/13	Ongoing	Zoni A	<p>Discussion Topics:</p> <ul style="list-style-type: none"> • Position description • LEO work load • AD program administration • GIS skills • RAWs • Pocket cards • Funding • Training • IQCS/red cards • Incident support – equipment inspections, purchasing, mob center, ground support, computer support. • Reviewed Ch19 of Red Book <p><u>Action item:</u> Building survey of</p>	

						SWA dispatch centers to learn how and what centers are doing to handle work load. Continuing to develop thoughts and ideas regarding work load. Would like to carry this to the larger group when refined. No time line.	
59	12/17/13	Priority Trainee Process: Utilize the dispatch offices to identify trainees and score/rank them using the Rocky Mountain model/spreadsheet Report back to James Villard during the process	12/10/13	2/15/14	Kenan J	Update: 2015 advertisement and procedures in place.	12/8/14
60	12/17/13	Ensure LFW Hiring process outlined in 2014 Mob Guide to include aircraft substitution guidance	12/10/13	2/1/14	Kenan J		2/5/14
61	12/17/13	Write language into 2014 Mob Guide outlining requirement for IA Dispatch Form be filled out for all aircraft requests	12/10/13	2/1/14	Kenan J		2/5/14
62	12/17/13	Send specific issues to Billy Zamora as to how expanded and BUYTs interface. Billy Zamora will address with BUYTs.	12/10/13	Ongoing	All		
63	12/17/13	Present CWN Helicopter Resource Item Proposal at Nat'l CORD Meeting	12/10/13	Ongoing	Kenan J	Update: Done, however this cannot be accomplished until ROSS 3.0 (2016/2017 timeframe)	
64	12/17/13	Present EDRC IFPM requirements concern at Nat'l CORD Meeting	12/10/13	1/7/14	Kristi S Kenan J	Recommendation moving forward from NICC to remove EDRC requirement for entry level dispatch jobs.	2/5/14
65	12/17/13	Work with Helen Graham on getting information shared to FMO Group as to how the Tonto manages their IQCS workload	12/10/13	2/1/14	Kenan J	E-mail sent to Helen (kj)	

Fall Dispatch Meeting – October 8-9, 2014 Cloudcroft, NM

66	10/08/14	Get clarification from SWCG on the use of local Zone Trainees vs the SWA PT List. Allow Zones to use lower ranking PT's as opposed to bringing the higher ranking one from farther away (as an example)? And if an IMT is incoming to a Zone, need clarification there as well.	10/08/14	2/01/15	Kenan J	Added to SWCG Agenda Jan2015	
67	10/08/14	Need SWCG clarification on Priority Trainee procedures and declining assignments when they are showing available.	10/08/14	2/01/15	Kenan J	Added to SWCG Agenda Jan2015	
68	10/08/14	Priority Trainee Availability	10/08/14	2/01/15	Kenan J	Work with Jay Ellington on an availability report from ROSS Cognos that will be produced on a regular schedule to assist in getting highest ranking available trainees out on assignments.	
69	10/08/14	Need to discuss specifics on Lend/Lease further with SWCG and the dispatch concerns of no resource order for lend/lease resources.	10/08/14	2/01/15	Kenan J	Added to SWCG Agenda Jan2015	
70	10/08/14	IA Frequency Utilization	10/08/14	1/15/15	Kenan J	Create clear language in the 2015 SWA Mob Guide regarding IA frequencies being issued to the "Zone" and can be used for any I.A. incidents occurring in that Zone regardless of jurisdiction. Caution should be used when tying specific frequencies to individual units.	
71	10/8/14	FS I-BPA Resource Inspections	10/08/14	1/15/15	Kenan J	Submit questions for clarification to Nieto/Weiskircher and add the resulting language to Best Value SOPs.	

72	10/8/2014	IA Zone Boundary Maps	10/08/14	2/01/15	Kenan J	Advise SWCG and ask for assistance in the effort to organize a group to move forward with a common IA Zone Boundary Map.	
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