

CENTER MANAGER'S MEETING NOTES
SHOW LOW, AZ
OCTOBER 7 – 8, 2008

Kenan Jaycox- SWCC Representative
Norma Orozco– Williams Dispatch
Tami Buchanan- Arizona Dispatch Center
Raul Parkers – Arizona Dispatch Center
Eva Wilson- Taos Dispatch Center
Tony Diaz- Alamogordo Dispatch Center
Juan Ortiz-Silver City Dispatch Center
Aaron Hulburt-Prescott Dispatch Center
Rich Thayer-Flagstaff Dispatch Center
Mike Wilke-Tucson Dispatch Center
Beth Spencer-Show Low Dispatch Center
Rita Booth- Show Low Dispatch Center
Teenie McKerracher-Phoenix Dispatch Center
Roni McCabe-Phoenix Dispatch Center
Wendy Tolman-Santa Fe Dispatch Center
Michael Sanchez-Albuquerque Dispatch Center

DISPATCH STEERING COMMITTEE/CHARTER

The group discussed the make-up of the Dispatch Steering Committee and the Center Managers will now serve as the Steering Committee members. Transition needs were discussed and it was agreed that the current Steering Committee will finalize this year's workshop with transition to the new committee occurring at the workshop. If help is needed in putting together the workshop every year, a working group will be established, which would tiered under the dispatch committee.

Distributed a draft copy of the Dispatch Steering Committee Charter. The chair and co-chair of the committee will rotate annually. Center Managers will need to review the Charter, notify Kenan of any recommended changes and submit to SWCG for signature within the next couple of weeks.

BRAINSTORM WORKSHOP TOPICS/WORK ASSIGNMENTS

Discussed were the recommended changes to the workshop. Suggested was the workshop going from 3 days to 2 days. This year it will be held January 21st and 22nd at NAFRI in Tucson with recommendations that it be held at the same location and same time annually. Instead of the entire workshop made up of listening to speakers it was recommended that the workshop be curtailed to more of a learning experience with the different centers making presentations, ie breakout groups, mini trainings. It was

decided that there would be no banquet this year due to lack of participation, awards will be presented during the workshop.

Some of the suggested topics for the workshop would include: mini ROSS class, financial codes, emergency incident needs, IQCS, communications, team building, records management, medical standards, WILDCAD. There will also be a few keynote speakers such as; Wildland Firefighter Foundation, smokejumpers, Hotshot crews, Incident Management Teams, but not at the level of previous years.

DISPATCH CLASSES

Responsibility for coordinating classes rotates between New Mexico and Arizona center managers' for D-310 every year or as needed and D-311 every other year. ROSS training would be available every year in each state. SWCC would take responsibility of coordinating D-312 aircraft dispatch classes every other year. It was suggested announcing the dispatch trainings at the workshop in order to target the largest audience.

The group discussed various options for providing these trainings such as local training, concurrent training with D-110/ROSS, and frequency of trainings.

Beth provided copies of the draft agendas for the upcoming D-310 and D-311 trainings and mentioned that coaches/instructors/wizards are still needed.

ROSS CLASSES/IMT ROSS CLASS

The group discussed the roles/access for ROSS with various incident management team members. There will be a two-day course offered for IMT members, in Prescott on March 24th & 25th and in Albuquerque on March 30th & April 1st. Topics within the ROSS system that can be taught are request status, reports, new orders (no actions would be allowed), preorders, and rosters.

AAR PROCESS

It was asked how many centers actually do the After Action Review. Some stated that they do or are involved with AAR process. Part of what came out of the Solano Fire was the formalization of AAR process for dispatch offices. It was encouraged to start doing these at the local and regional (SWCC) levels and also conduct them on our summer conference calls between each other.

SUPPLIES

It was stated that once the caches come on board it will be easier to use ROSS for supplies. Some camps were refusing to give S# for replacement of non NFES items.

Teenie offered to put on a session on supplies at the workshop using the document that was created by Pam on the Tonto. The document will be posted to the SWCC web site.

BEST VALUE/VIPR/CLERICAL OFFICE AWARDS/GIS/TENTS

SWCC web site now has the Best Value posted. Best Value rules are only for Forest Service incidents or when using Forest Service procurement mechanism for hiring. The renaming of engines and tenders logic was explained. This year mobile office trailers/GIS/Tents were added to best value. There are 5 mobile offices and 1 GIS trailer that have been awarded a contract. SWCC will be the clearing house for this equipment so all zones will know what is available within the GACC. Five or six vendors responded and were awarded contracts for tents; the group decided that the GACC will maintain control of these resources.

DELEGATION OF AUTHORITY

Discussed was the need for dispatch centers to consider having a Delegation of Authority which would help to identify the center manager's/supervisor's responsibility in regard to assigning daily task, input into evaluations for all agency personnel, etc. This is something that can be part of a dispatch Ops Plan. SWCC will develop a template for the Dispatch Delegation of Authority.

EXPANDED DISPATCH TEAMS/PARTNERSHIP WITH REGION 1

The group discussed the possibility of developing dispatch teams to assist in setting up expanded. The team could consist of a supervisory and a couple of supports. Some of the issues addressed were the number of teams needed, individual's commitment to a team, level of involvement with ADs, loss of personnel that the Southwest Centers depend on.

It was decided to send out an interest announcement similar to the Incident Management Teams and work out the specifics once the interest level is determined.

T-3 TEAM ANNOUNCEMENTS DRAFT

The group reviewed the Southwest Interagency Type 3 Zone IMT Requirements. The make up and structure of the Southwest Teams were discussed.

The centers discussed their approaches in trying to develop a Type 3 organization. Some of the issues mentioned were; commitment to a team will make individuals unavailable for other assignments; work load at district level prohibits them for taking assignments; ability to enhance skill level. The Ops committee will finalize and work through the Zone Coordinating Group Liaisons to strategize. Multi-zone coordination will likely be needed in forming these teams. Will strive for at least one team per state initially.

3 TIER COMMITTEE SUMMARY/MONITORING

SWCG requested summary from the 3 Tier Working Group. Information was collected on background, actions taken, status. The 3 Tier Working Group has transitioned the monitoring duties to the Dispatch Steering Committee and they will report to SWCG with any issues/progress/successes.

MINI MAC

Examples of a general call form, IC reporting form and form to establish priorities at the local level has been posted to the SWCC site.

SWCC UPDATE

There will be some changes to SWCC organization. Dolores will stay on aircraft. In 2009, the four coordinators will go to a desk for 2 weeks and function as a support dispatcher; Rick - crews, Nancy - aircraft, Frank - overhead and Yolanda - equipment and supplies. The coordinators will officially move to these desks in 2010.

VIDEO CONFERENCING

Most centers that are co-located with S.O. have capability for video conferencing. It was mentioned that the centers need to assess capability and run a test video conference this spring.

BORDER MOU's

Memorandum of Understandings with bordering neighbors was discussed. It was proposed to put a statement in the mob guide allowing the ordering of resources across boundaries for initial attack as opposed to having 4-5 separate Agreements/MOU's which all essentially say the same thing and are not a financial document. Support for this does exist will our bordering Geographic Areas. National resources such as airtankers, Hotshot crews, etc. would require coordination at the GACC level.

2009 MOB GUIDE

January 9th is deadline for mob changes.

INCIDENT BUSINESS COMMITTEE

The Incident Business Management Committee was tasked to develop the Southwest Area Standards and Guidelines for AD and Emergency Firefighters. A draft proposal was distributed to the group for review and discussion.

It was decided that all comments need to be returned to Kenan by October 17th.

DRAFT RECRUITMENT NOTICE FOR SW T1 & T2 IM & WFU TEAMS

The group reviewed the draft recruitment notice applicant basic information. Explained were the different position status categories. Free agent trainees are identified as individuals that are truly available when a team is activated and may be eligible for more assignments because they will not be committed to one IMT. Shared Primary Position can work but will take coordination, concept is to provide an avenue where an individual on a hot shot crew or another group will provide a position when certain teams are activated, and this is a pre-established agreement between the IC and individuals willing to share one primary position for the IMT.

Applications will begin around Nov 1. Deadline is Dec 15.

Annual schedule of the Southwest IMTs and SWCG was reviewed.

HOT SHOT CREW TOPICS

Clarification regarding assignments in West Texas that are on state land was discussed. Are these out of area assignments even if in GACC?

When staging hot crews, would like the flexibility if date and time would allow giving the crew a day off and allowing for out of area assignment so they aren't skipped over because their days in staging count towards days on assignment.

Extending crews was discussed. Some of the discussion was centered on allowing SWCC to make the decision to allow or not allow. The decision needs to be consistent and not with just crews but engines and overhead as well. Overall, it is a home unit decision, but SWCC may step in and coordinate with home units if there are concerns.

The group discussed allowing representative from a crew to come in and work in a dispatch center and learn how to roster crews in ROSS, dispatch duties and protocols.

BIN ITEMS

Need to get rid of old dms profiles.

Were there any issues with extra baggage fees? None were identified.

NEXT MEETING

The next meeting will be held on January 23, 2009 after the Dispatch Workshop at NAFRI.