



Southwest Coordinating Group (SWCG) – Action Items Tracking Table – Updated November 07, 2016

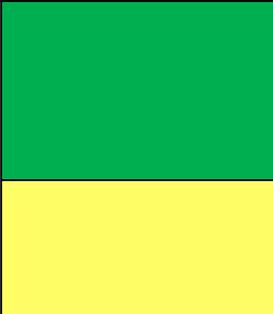
Action Items prior to 2013 can be found in each of the Meeting Minutes documents posted on the SWCG site, Completed Action Items from 2013 thru Spring 2016 are archived in the SWCC files

Task Incomplete/Ongoing		Task Complete		
Topic	Action needed	Notes Reference	Responsibility	Due Date/Complete
SWCG Committee Liaisons and Chairs	Check SWCC website to see if charters, chair names, essential documents, and member lists are up to date. If not, contact Jay Ellington and update!	N/A	All SWCG Members	Ongoing
Zone Boards	SWCG Zone reps: Carlos-CWZ, Jeff-SNZ, Dale – NAZ, Hector-PEZ, Donald-TAZ, Kelly-SEZ, Cal-ABZ, Whitney-WMZ, Palmer-GLZ, Loren- alternate as needed. Talking points bullets available on SWCG secure website. <ul style="list-style-type: none"> • Annually, each SWCG rep should attend Zone Meetings if possible. • Zone reps need to get their zone charters/operating plans to Kenan for posting. • Work with AICG and NMICG on smoke collaboration 	N/A	SWCG liaisons All All	Ongoing Ongoing Ongoing
TX AOP	Work to get an AOP done with Texas. Will need to involve Agreements, Incident Business, and Operational personnel. Update: initial draft complete and in review, but USFS Regions and TX FS still have some things to work out.	April 24, 2013 May 8, 2013	Woffinden	May 2013 June 2015
AICG Committee	SWCG to re-evaluate how the committee fits under SWCG to include possible renaming of the committee to better reflect	March 31, 2014	Castillo	June 15, 2016

	<p>the work they do. Charter need updating and roles/objectives of the committee re-validated.</p> <p>Update: NMICG renamed and charter complete.</p> <p>NMFMC charter to be sent to Kelly C and AICG to take a look at revising charter.</p>			
Type 2 Crew Subcommittee	<ul style="list-style-type: none"> • Type 2 Crew Sub-committee will revise charter to reflect membership from BIA, USFS, NPS, and NMSF, and have the Operations Committee Approve Charter • Type 2 Crew Sub-committee will finalize Crew Handbook, have the Ops Committee approve it • Type 2 Crew Sub-committee chair will post final charter, members, and Crew handbook to SWCC website 	May 14, 2015	Glenmore/Nosie	October 2016
CISM Committee Charter	Develop draft charter for development of a SWA CISM Committee.	Feb 2016	Jaycox	
Mac Exercise 2016	<p>Invite ZC and CM to meeting</p> <p>Real 209s from past fires will be given to each IC (will use our 5 primary ICs for this) and they can form an IC report out on those fires for MAC</p> <p>MCCO assignment, invite trainees</p> <p>Set up GoToMeeting and bridge, etc.</p> <p>Reserve MAC Room</p> <p>1000-1200 MAC, 1200-1400 SWCG business</p>	April 19	Jaycox	

Fire Danger Operating Plans	<p>Include vision of NFDRS Advisory Group in SWCG memo regarding FDOPs and at a minimum having the elements identified in the Red Book in place.</p> <p>SWCG to recognize NFDRS Advisory Group as an official Task Group and create taskings/timeline.</p>	Feb 2016	Derosear/ Maxwell	
SWCG CGAC Representative	<p>SWCG members to be thinking of how they want the CGAC Rep to work in terms of the SWCG Chair and Vice Chair rotation. And also to be thinking about if any changes to 2 year terms of the Chair and vice Chair.</p> <p>Update: CGAC Rep in 2017 will be BLM AZ for 1 year, then will follow Chair rotation list for 2 year tenures. NPS will begin in 2018.</p> <p>Will edit SWCG Handbook to reflect this change.</p>	Feb 2016	All Jaycox	
IMT Meeting Coordination	<p>Edit IMT Guidelines to include rotation amongst IMTs for Spring IMT Meeting coordination.</p>	Feb 2016	Jaycox	

IMT Meeting AAR	<ul style="list-style-type: none"> • Consider a panel for next year and have agencies give top priorities. Have agency administrator do it or SWCG member at a minimum • Invite ICT3s from formal teams to the meeting. • Need better leadership representation from all agencies for next year's team meeting including state rep, key note speaker, etc. • The week before Presidents Day week will be the set timeframe for the IMT Meeting every year. • Western BIA will host next year's 2017 meeting and future meetings will rotate between AZ and NM each year. • Plan for Guest Speaker/Training expenses well ahead and allow time for the agencies' procurement process 	Review at IC AAR 2016	All	
Type 3 IMTs	SWCG to create tasking to the Operations Committee to develop guidelines for IMT3 out of zone mobilization.	May 2016	Madrid	
IC Trainee Priorities and Alternates	SWCG Memo to communicate the 2016 IC Trainees/Priorities and approved alternates to the field.	Jaycox/Derosear	Feb 2016	
7 Day SFP Product	What's it going to take to fix the issues and make the 7 Day SFP Product reliable? Add Disclaimer on the 7 Day – Confidence Level	Maxwell	April 30, 2016	
SWCC Interagency Agreement	Agreement that covers the Interagency Staff of how SWCC operates.	Jaycox	Nov 2016	See Different Action Item below

Dispatch Financial Plan Tasking	Draft approved and complete. Draft SWCG Memo on Financial Plans that ultimately will go to Zone Chairs and Center Managers. SWCG would like Zones to begin working on and provide status updates due at workshop in Fall of 2016, and ultimately have a Financial Plan in place by 2/01/17.	Jaycox	April 30, 2016	
IMT3s	Review Draft Operations Committee document for IMT3 Standards, comments back to Hector. Finalize at next meeting. UPDATE: Document will be finalized by 6/03, and distributed to Zone Reps. Comments due back by 6/08. Final Guidance sent out by 6/15.	SWCG SWCG Madrid	April 29, 2016 May 18-19, 2016 6/03-15, 2016	
N NM IDOP	Draft Dispatch Consolidation Information Memo from SWCG UPDATE: The draft memo from SWCG was approved and will be disseminated once the FS reports back with Union confirmation/notification.	Madrid	May 05, 2016	
Buying Teams	SWCG will re-task the Incident Business Committee with the BUYT process, take a look at the charter, and establish a process very similar to how the Operations Committee is involved with Southwest IMTs Take forward the warrant authority issue/differences between DOI and FS to CGAC on the next call.	Hickerson Glenmore	Sept 2016 June 2016	

VMED Frequencies	What about use for non-wildland fire disciplines? SWCG will engage the Communication and Aviation Committees in the fall on this topic and agree that this needs much more discussion before deciding one way or the other.	SWCG	Fall 2016	
SWCC PS SimuAWIPS	Partner with the RMCC and purchase an annual subscription. FWS will work with Chuck on the fiscal part of it for the first year, then it can be rotated annually.	Maxwell/Derosear	June 2016	
Structure Protection Guidelines	Subset of SWCG will review the NRCG document and provide any edits by May 27 and the intent would be to get it in place for this fire season.	Hickerson, Castillo, Whiteaker, and Truett	May 27, 2016	
Priority Trainees on IMT Roster	Future Agenda Item at IC AAR, get feedback on how it worked sending PTs as part of the initial roster.	ICs/SWCG	Oct 2016	
SWCG Representation at Committee and Zone Meetings	SWCG Liaisons need to ensure they are part of the mailing lists. Make sure the Zone Liaisons are correct on SWCC website.	SWCG	Ongoing	
ATGS Trainees	Ensuring proper coordination - Kenan and Kelly will get something scheduled with Kris/Patrick/Jake/Nancy to coordinate how it will work.	Jaycox/Castillo/ Palmer	May 2016	
US Mexico Agreement	Where are we at with signature(s) to the Operating Plan? USFS will investigate and reach out to Gordy Sachs.	Whiteaker	Fall 2016	
Master Agreements	Find out if they will be extended Coordinate new agreements to not expire in the same year New agreements using Master template Coordinate with NMAC and CGAC	Derosear/Glenmore	Ongoing	

ICAC Incident Commander Advisory Council	Re-form the ICAC. Details at the IC AAR UPDATE: Will be in the IMT Guidelines that the SWCG Liaison to the ICs will communicate with the IC(s) identified as the current years host of the IMT Meeting on nay issues or concerns SWCG <> ICs	SWCG	Oct 2016	
SWA GATR	SWCG will issue a memo identifying Jake Nuttall as the GATR for 2016. The SWCG Handbook for 2017 needs to reflect that the SWCG has the authority to select the GATR, term, etc.	Derosear	May 31 2016 Nov 2016	
SWCC Agreement	Draft a SWCC Agreement using the RMCC draft. UPDATE: Follow-up with SWCG as there may be different ways to accomplish through use of DOAs and Conduct Policies, etc.	Jaycox	Nov 2016	
Decision Support Committee	Sunset the Planning, WFDSS, and Predictive Services Committees and form a Decision Support Committee. Not formalized yet as to roles and a charter. Initial step is to brief Maxwell and Riggs on the concept, discuss potential roles and value, and potential membership. Report back to SWCG.	Jaycox/Whiteaker Palmer	Fall 2016	
2017 IC Vacancy Application	Draft 2017 IC Application for SWCG to review. Finalize and send out by Aug 15. App Period closes Sept 15.	Jaycox	Aug 1, 2016	
2017 IC Interview Questions	Draft 2017 IC Interview Questions for SWCG to review. Finalize for interviews conducted at Sept 27-28 SWCG Meeting.	Madrid	Sept 1, 2016	
Schedule IC Interviews	Sept 27-28, post application period ending Sept 15.	Jaycox	Sept 16, 2016	
SWCG Panel for LFML	SWCG Panel for LFML	SWCG	January 2017 April 10, 2017	

Send ROSS Report for ICT1 and ICT2 to SWCG	Each agency will identify those qualified ICs who are approved to perform in a Deputy/Alternate capacity in 2017	Jaycox/SWCG	January 2017	
IMT Guidelines	Create language in the IMT/BUYT Guidelines addressing late apps and new ICs who may move into the area after deadline must have SWCG approval	Jaycox	October 10, 2016	
IC Advertisement	When advertising for ICs, ensure all trainee and qualified ICs in ROSS are part of the recipient list	Jaycox/Ditmanson	August 2017	
IC/BUYL Selections	SWCG Memo identifying vice-Nieto, approved Deputy/Alternates, and Trainee priorities, BUYL selections	DeRosear	October 1, 2016	
BUYL Trainees	These trainees need to be notified of the PT Program Process/Application	Jaycox/Nuttall	October 1, 2016	
BUYT Advertisement	The BUYM Application process will coincide with IMT Member Application period and BUYT advertisement sent out notifying everyone	Hickerson	November 1, 2016	
PT Program	Edit PT Procedures and Nomination Form and send out advertisement Oct 1, 2016	Jaycox/Nuttall	October 1, 2016	
Ops Committee	Letter to SWCG and Operations Committee on Chair/Co-Chair and modified rotation	Madrid	Oct 1, 2016	
NM JPA	USFS will report back to the SWCG on extension status	Palmer	Fall 2016	
IDOP	Send memo and recommendation report	DeRosear	Oct 1 2016	
SWCC CM DOA	Gather signatures at the IC AAR in October	All	Oct 13, 2016	
SWCC Org Chart SWCG > SWCC Flowchart	Add Appendix to SWCC Ops Guide adding flowchart and combining SWCC Org Chart and Roles/Responsibilities document	Jaycox	Fall 2016	

SWCC PS and Decision Support Committee	Combining Predictive Services, WFDSS, and FPA/Planning Committees and SWCG Expectations to SWCC Predictive Services. This will be deferred until the PS Program Review is conducted in the fall of 2016 and will be on future SWCG Agendas.	DeRosear	Fall 2016/ Spring 2017	
Zone Participation/SWCG Liaison Roles	SWCG talking points at end of each meeting for SWCG Liaisons to share with Zone Chairs.	All	Ongoing	
Rental Car Agreement Update from Dispatch Workshop	Discuss this issue through the CGAC Group to determine how to move forward.	Glenmore	Jan 2017	
IMT3 Policy	The due date for feedback from ICT3s on IMT3 configuration is Dec 1. The CGAC Group would like consolidated GACC comments by Nov 29, so the SWCG will add any ICT3 comments if they come in after the consolidated comment period is up Nov 29.	Glenmore	Nov 29, 2016	
2017 IMT Guidelines	Complete IMT Guidelines and create section specific to IMT3 guidance, rotation, etc.	Jaycox	Jan 15, 2017	
