

Southwest Coordinating Group Meeting January 23-24, 2008, Albuquerque

DRAFT – to be reviewed for approval at next meeting

UPCOMING SWCG DATES:

Future Meetings:

Feb. 13 meeting has been cancelled: if need, may schedule conf. call	
March 25-27, 2008	Parallel meeting w/ Santa Fe IMT Mtgs.
May 13-14, 2008	Albuquerque, NM USFS RO
June 25-26, 2008	Albuquerque, NM USFS RO
July	via MAC schedule if needed
Sept. 30 ?	2009 IC Selection Mtg.
Oct 14, 15, 16	Springerville and IC AAR
Nov. 12, 13 ?	ABQ

January 23, 2008

Attendance: *SWCG Members* – Marcia Andre, Kelly Castillo (for Pam McAlpin), Jason Greenlee, Donald Griego, Kenan Jaycox, Bob Lineback, Hector Madrid, Kirk Rowdabaugh, Duane Tewa (for Cal Pino), Cameron Tongier (for Mark Kaib)

Guest- Jeff Hickerson, Marcia Kearney

Recording- Bianca Juganaru

PREVIOUS MEETING NOTES AND ACTION ITEM REVIEW

November meeting notes reviewed and approved. Action Items reviewed; updated and carried over at the end of these notes. This was followed by an introduction to the USFS R-3's new Fire Director, Marcia Kearney.

NMAC-GMAC/GACAG MEETING REPORTS

The NMAC/GMAC meeting was summarized; written notes will come out and be sent to all SWCG. Discussed SWCG subjects of emphasis which Bob had been tasked to bring up with NMAC. Bob presented a priorities form that NMAC that we are required to use when we get busy with other GACCs. Discussions included CA response policy on WUI fires, a proposal to make all T2 IMT's standard short and then to pull from a Unit Leader pool, engine staffing issues, changing the name of FUMTs and adding 3 positions, appropriate IMT – incident matching assignments, IMS medical revisions needed, NMAC/GACG communications, IHC and Fire Use Module typing, and Type 3 organizations. Next years meeting will be the week of December 8th in Boise. At that time Don Griego will be next SWCG Chair.

NIMO staffing was also discussed and it was suggested that it would be good to develop a protocol for staffing/supporting NIMO team deployments in the SW. Kirk, Hector, and Marsha K. will develop a draft and we will finalize at the March meeting.

The GACAG also met in Boise; Bob filled in for Pam; their will soon be a new Chair, Christie Neill, Great Basin CG Chair.

PREVENTION/INFO COMMITTEE UPDATE & RESTRICTION/CLOSURES

Donna Hummel and Dan Ware presented. Prevention and Information were previously separate committees and were recently merged. Donna Hummel is leaving for a new job; Kelly Castillo will be replacing her as chair til BLM finishes their tenure.

There is a SW goal of improving coordination of restrictions between agencies. The other side of the restrictions and closures issue is getting the information to the public. The committee brainstormed some possible solutions. The Public Lands Information Center made a proposal to interpret agency news releases for NM and AZ, and coordinate the dissemination to the public. The information would be posted and maintained on a website by them. SWCG determined that they would like to formally consider the PLIC option and are requesting the prevention group to work with them on an official proposal; the agencies are willing to consider financing.

The committee will draft a memo to SWCG agency administrators to remind them about their responsibility to collaborate with their partners before unilaterally implementing restrictions/closures. The chair will circulate the memo to members for comment before finalizing.

NM & AZ MASTER AGREEMENT/JPA UPDATE

The NM JPA is nearing completion. New draft to be circulated soon. Awaiting USFS comments.

The new AZ JPA has stopped pending agency decision on the “shared resources’ concept, which is having the agencies contract direct with locals rather than going through the state. Kirk needs input from the other DOI agencies, after receiving some from the NPS. May utilize the NM model to start with. Fire is now under the Arizona State Forestry Division, no longer the Lands Dept.

REIMBURSEMENTS TO AZ FIRE DEPARTMENTS

AZ State continues to have difficulties in paying local fire depts. for interagency work due to delays in Federal reimbursements. Several federal agencies are behind in payment for prior years’ use of AZ State resources. This could impact fire department availability for federal fires and needs to be fixed. Several issues related to this were discussed. AZ cannot fund federal fires.

CONTRACTOR LETTER

Presentation of letter from a contractor looking for support letter for a new business. While SWCG does support contractors and recognizes their value in incident response, SWCG cannot endorse specific individuals or businesses. Jason will develop a standard response letter draft and pass to Bob.

REVISED THREE-TIER MEMO SUMMARY UPDATE

The Three Tier mandate and the ability to implement it in Arizona was discussed. This included geographic response, agency representation, and fiscal capabilities. Kelly and the 3 tier group will work with Kirk to update the summary to present at March meeting. Much progress has been made.

SWCG MOU

Group reviewed DOI solicitor comments on the MOU draft.. The comments should be relatively easy to incorporate into the new MOU. Pending other responses from group members, Bob will attempt to incorporate the comments, circulate one last time, if no comments break apart the signature pages and send out for AA signature. Bob hopes to have the draft done in 2 weeks

IMT ISSUE QUESTIONS

Discussion on whether SWCG agencies would accept an IC or deputy for one of it's teams from out of GACC. No they agreed. Deputy could be, but could not take team out alone.

RMCG asked to utilize a SW ATGS on one of its teams. No said SWCG, as this is a SW shortage position and we are still seeking to fill on our SW teams. Bob and Kenan will contact RMCG. Bob and Kenan will formalize the list of persons that have been given permission to be on out of GACC teams.

SWCC UPDATE

The group decided to not position a FBAN in SWCC for 2 months, as has been the transition. Big cost, taking FBAN's from team availability, and value not as great as it once was due to widespread update of predictive service/intell products, etc. The presence of the FBAN at SWCC has become somewhat redundant. Documents and guidance will be updated accordingly. IMT's will be notified.

SW MOB GUIDE UPDATE

Pertinent parts of the SW Mob Guide revisions were presented to SWCG including: Neighborhood Agreements, Preparedness Level guide, Assignment Extensions, Team Guidance, etc.

January 24, 2008

Attendance changes: Laurent Derosear (for Mark Kaib), Richard Nieto present, Kirk Rowdabaugh absent

OTHER IMT ISSUES

Discussion covered SW FFs applying for out of GACC IMT's. It is agreed that approval will be issued for SW Area resources to be on other Area teams provided that the qualification they are going out on is not on our shortage list. For out of GACC resources coming into our Area to be on our IMTs the application will be modified to have an approval box for "Out of GACC" signature.

There is also an issue with some individuals in Trainee positions on IMTs being used in that capacity for up to 10 assignments or multiple years. The Operations Group will keep there eye on this situation.

OPS GROUP REPORT: OPS CHARTER, IHC CHARTER

Richard Nieto gave a briefing on the Ops Group's progress. Development of the IHC Subcommittee is well on its way. The final version of the letter from SWCG regarding SW IHCs has been handed off to Bob for final dissemination. The development of a more active interagency Engine Subcommittee is commencing. Helen Graham and Guy Wilson are involved. It is hoped that agency engine groups will maintain working relationships with the IA committee.

Progress is being made on the interagency aspect of the SW Engine Academy. The Permian Basin training center near Carlsbad is being investigated as a site for future Academies. An update was provided regarding new and upcoming IHCs, USFS Equipment bid solicitation process, ongoing actions items, and procurement staffing difficulties.

The Charter for the Operations Committee was presented to SWCG and Rich will edit with feedback received, then pass to Bob for approval process.

SW 2008 IMT PROCESSES/AAR

Discussion covered progress on SWCG oversight of SW IMTs and the 2008 nomination and selection process. Hector presented the AAR that had occurred with the IC's after team selections and with the Ops Group. SWCG is here to support IMTs even though SWCG has objectives they are pursuing. The question was raised as to whether deputy IC's should go through the same process as IC's in the future, since they may be in a position to take the IMT alone in the capacity of IC. This issue will require further future consideration. New IMT rosters became officially activated January 15, 2008.

SPEAKERS/LOGISTICS FOR IMT MEETINGS

The IMT meetings are to be held March 25-27th in Santa Fe with the exception of two of the AZ Type 2 Teams, who will have their meeting at Laughlin at the end of Feb. SWCG will have representation at these meetings. Discussion covered potential keynote speaker possibilities and expenses.

FUM, IHC, T1 CREW TYPING DISCUSSION

There is ongoing discussion at a National level on what constitutes an IHC versus T1 crews versus trainee crews. Similar discussions are taking place regarding T1 and T2 Fire Use Modules.

DEVELOP SWCG TALKING POINTS FOR IMT MEETING

Brainstorming was initiated on messages for the IMT meetings that SWCG wanted to present. Bob will finish up on. Discussion also covered Zone involvement with their former teams. That involvement is still welcomed by SWCG, even though the teams are reporting to SWCG and SWCC. The zone response areas and agency needs are still of major importance.

TRAINING COMMITTEE/GATR TRANSITION/520 & 580 PRIORITIES

Discussion pertained to chair of training committee and GATR. Should those be the same person as it is now with Jerome. The group decided there is enough work that they do not have to be the same

person. IA Recruitment needed for GATR. GATR charter needs added to website. Training committee charter needs to be updated to include agency reps in addition to zone reps. Bob gave a 520 and 580 update, as he understands it. Bob discussed 420 pilot program that will be launched this spring as described by Jerome.

FUTA UPDATE

There has been ongoing discussions on FUTAs strategic direction and how it is to be funded. Gene Blankenbaker's briefing paper has been sent to the National Fuels Group hoping to encourage resolution to the relationship of FUTA, PFTC, and NAFRI and the budget implications. There have been some challenges with developing an agreed upon budget. Kathy Lister presented an update on the FY08 FUTA budget and fiscal challenges pertaining to accounting processes for the program. Good progress has been made. SWCG accepted the proposal to base the cost share on a 3 year rolling average of student participation as the best metric at this time. But BLM discussed that it would not be able to cover that cost. This shortfall could be presented to the National Fuels Group.

REVISION OF T2 CREW HANDBOOK

Jason presented the revisions to the T2 Crew Handbook, and appendices and the changes were approved. Will make edits and pass to Bob to process. Will be added to the SWCG handbook as an appendice at next revision.

08 REVISIONS OF SW IMT GUIDELINES

Another draft was circulated for comments and only one person provided Bob feedback. The final draft needs to be approved by the March meeting. Bob will draft revised in a few weeks.

AGENCY ADMINISTRATOR AWARD

The announcement to solicit nominations for an Agency Administrator award supportive to the IMT's and fire management was examined and approved. Marcia will finish it up and get to Bob to send out to all agencies. Each agency will be responsible for paying for the award to its own AA's.

SWCG COMMITTEE UPDATES

Marcia A. discussed activities of the Mob Center Task Force. The team decided that the SW needs at least one Mob Center. The SW is by far the biggest GACC provider of T2 crews. This issue is also partially entangled with issues of Tanker Bases and, in one case, dispatch location. There is another conference call soon.

FPA subcommittee is working. FPA runs must be completed by March 2009 and future budgets will be built on these.

AICG update by Jeff Hickerson who gave a brief on AMR messaging paper and other AICG activities.

Other liaisons then gave updates on their committees.

SWCG Action Items - *Ongoing followed by new ones*

Topic	Action needed	Responsibility	Date
SWCG Committee Charters, Members, and Chairs	SWCG committee liaisons need to check SWCC committee website to see if their charters, chairs, and member lists are up to date. If not, contact Jay Ellington.	All SWCG Members	Ongoing
Interagency JPA/ Master Agreement for New Mexico	Ongoing effort to complete draft and pass to agencies for signatures. USFS input needed.	Donald G. and all NM agency reps.	2/15/08
IMT Recruitment to wider audience	GATR/Trng Committee to utilize letter with training advertisement. Revise as needed for 2009. Get it into training packets for fall fire classes.	Jerome, new GATR	Repeat in Early Fall 2008
New AZ Master Agreement	Kirk needs DOI agencies input on the "shared resources" concept.	Kirk R., Dave B.	3/1/08
IMT GIS CD's	Provide copies of current data CD's to SW IMT's for 2008 season. Return 2 AZ 07 copies of the out of GACC IMT packet to Kenan for 08 refurbishment.	Kelly C., Pam M., Kenan	Feb 08
GATR	Connect with Jerome on issuing an IA GATR recruitment notice. It is thought that this important liaison needs to be a SW agency training specialist. Jerome is retiring and we are hoping a transition will occur.	Marcia A., Kelly C.	Feb. 08
Training Committee	Develop draft 2008 tasking for committee for SWCG consideration. Kelly to interface with committee on charter revision.	Kelly C.	March
Severity Requests	If any agencies approve severity they are reminded to get an electronic copy to Jay E. for posting on the interagency severity page. Remember we are tasked with collaborating severity with our partners.	All	Ongoing
AZ Fire Academy	Chair to contact Don Howard and approve of DOI and DOA reps. idea. Will set them up with SW Training committee and Kelly Castillo.	Bob L.	March 08
Red Cards and AD's in Zones	Donald and Marcia to discuss specifics of the issues related to AD's signing up in different zones.	Griego/Andre	1/23/08
IMT AAR	Chair to finish putting together notes and put out to IC's and SWCG. Hector to continue with progress on Ops liaison/SWCG IMT oversight issues. Marcia to reserve at USFS office for Fall 2008 Mtg in Springerville.	Bob L., Hector M.	March 08

Uncompleted IC AAR Action Items	Ops Group to follow-up on Action Items from that meeting to ensure completion <ul style="list-style-type: none"> o Consider requiring IMT's to carry Training Specialist and system for accelerating experience opportunities for SW critical positions. o Consider some type of apprentice program to get new folks & staff from other agencies interested in IMT's. 	All Ops Group Ops Group/IC's	Spring 2008
IMT team meeting SW Talking Points	Pass additional ideas to Bob ASAP. Leon, Kelly, and Kenan will go to NAZ/CWZ meeting and Leon will arrange slot. Santa Fe meetings; SWCG attendance. 1/24 AM with T1's and Pruett. 1/24 PM with Cowie and Hall.	ALL	March 08
SWCG MOU	Bob redraft w. Solicitor comments and circulate for final SWCG comments, then signature process.	Bob L. and all	Feb 20
Operations Group Charter	Rich N. will edit and send to Bob. Bob will approve IHC letter and send out to reps etc. Other Ops subcommittee charter revisions in progress.	Rich, Bob, & various sub-committee liaisons	Jan, Feb, March
SWCG award	Donald to see if Dan Ware can create a simple, inexpensive, creative, affordable, repeatable award that SWCG can use as needed.	Donald G	March 08
Upcoming IMT Meetings	Contact Dick Bar regarding long term implementation plan/decision support Power Point that is supposed to be presented at 2008 team meetings.	Bob L.	Feb 2008
3 Tier Summary Memo	3 Tier group to meet and update the summary to include areas left out of the original. Kirk will work with Kelly on language to explain AZ situation.	Kelly C, Kirk R.	March 2008
	The following are new action items from this meeting		

Agenda Items for Next Meeting	<ul style="list-style-type: none"> • Discuss/Approve new charter from training committee? • Insure S-580 SW prioritization process in effect for November. • Finalization of 2008 IMT Guidelines • Approve revised Info-Prevention Committee charter (Madrid/Pino) • IMT Name Tag Financing • NIMO Team subgroup draft protocol • Jerome to discuss GATR transition. • Meeting/Conference Call with IC's laying out expectations, 2009 all IMT meeting? 	<p>Kelly</p> <p>Jerome</p> <p>Bob & all</p> <p>All</p> <p>Kirk, Marcia, Hector</p> <p>Jerome Hector</p>	March 25-27
SW evolving IMT application processes	<p>1) Ops Group to continue to follow up on IMT/Ops team selection process improvements.</p> <p>2) Consider/discuss including deputy IC's in 09 nomination process. 3) Hector revise SW IMT application form for 09 w/ approval box for "Out of GACC".</p>	<p>Hector, Donald, and Rich N.</p> <p>Ops & SWCG</p>	<p>Spring and summer 08</p> <p>March 08</p>
NIMO	Develop ideas for staffing protocol when NIMO deployed in the SW; circulate draft to SWCG members; finalize at March mtg.	Kirk R., Marcia K., Hector M.	March 2008
Prevention/Info Committee	Draft Interagency letter to AA's reminding them to coordinate w. partners on restrictions and closures.	Committee and Liaison (Cal)	Feb. 20
Prevention/Info Committee	Obtain a formal proposal/estimate from PLIC to coordinate restrictions/closures in AZ & NM - work out finding mechanism	Committee and Liaison (Cal) - SWCG	March 2008
Contractor Support Letter	Draft a standard letter SWCG can use now and in the future as needed	Jason G.	Feb 15, 2008
Out of GACC IMT Membership	Bob & Kenan contact RMCG on ATGS request. Bob and Kenan formalize out of SW IMT approval list.	Kenan J., Bob L.,	Jan, Feb, March 2008
GATR Charter	Get GATR Charter posted to the website.	Kenan J.	March 2008
Fed fires Reimbursement to AZ State	Federal agencies work diligently with AZ state to resolve payments.	All	ASAP
2008 Mob Guide	Kenan to finish a few questions and work with editor to format so it can be printed	Kenan	March 2008
SWCC FBAN	Notify IMT's of not utilizing at GACC level in 2008.	Kenan Bob & all	March 2008
FUTA budget	Develop based on 3 year student participation. Request additional funding from National Fuels Group, along with direction for the future. Committee needs to develop a budget display format that all the agencies agree to.	Kathy Lister, Lisa Bye, and steering committee	Feb, March 2008

SWCG Handbook	1) Add T2 Crew Guidelines as a new appendicie. 2) Bob & Hector clarify policy in IMT Guidelines Handbook on out of GACC team membership policy. 3) Also put in language to address excessive extended trainee use on IMT's. 4) Bob edit comments received and put out final draft of IMT Guidelines. Get help if needed.5) MAC Guide - Include decision to record philosophy on utilizing the matrix as a decision tool, but not an absolute, rigid model.	all	4/08
AA Award Nominations	Finish up and send to Bob to send out to all agency reps	Marcia	3/1/08