

Southwest Coordinating Group
February 28 – March 1, 2011
Notes

UPCOMING SWCG DATES

April 12-13, 2011	0800 MST	SWCG - Phoenix
May 17-18, 2011	0800 MDT	SWCG - Albuquerque
August 11, 2011		Leon will assess the need
October 11-12, 2011	1300 MST	SWCG/IC AAR - Springerville

<u>Attendance</u>			
X	BLM Arizona – Kelly Castillo		BIA Navajo
X	BLM New Mexico – Don Kearney	X	AZ State Forestry – David Geyer/Kevin Boness
X	FS Southwest – Bob Leaverton/Bill Van Bruggen	X	NM State Forestry – Donald Griego
X	NPS Intermountain – Jeff Hickerson	X	SWCC – Kenan Jaycox
X	FWS Southwest – Loren DeRosear	X	BIA Western – Leon Ben, Jr.
	BIA Southwest	X	Recording - Nancy Moore/Leon Ben, Jr.

PREVIOUS MEETING NOTES AND ACTION ITEM REVIEW

Previous meeting notes reviewed, edited and approved. Action Items have been updated and carried over at the end of these notes.

Southwest Area Planning Levels – SWCG. All SWCG partners will monitor activities especially during unplanned and long duration fires during the 2011 fire season. This includes monitoring of committed resources. Ken and SWCC staff will monitor total number of personnel resources committed, aviation resources committed, adjective rating per planning level and total number of fires. Kelly Castillo will assist. SWCG and SWCC will have weekly conference calls each Friday when in planning levels 3, 4 and 5.

SWCC Funding from each Agency – SWCG. The discussion centered on funding the Southwest Coordination Center. Each agency will go back and gather the past five years of costs associated with supporting SWCC. Kenan will continue to acquire copies of other GACCs on how they run their business. Look at Region 2 and Albuquerque Zone as models to address SWCC operations. Need to determine on how we will break out costs per agency and how will funds be transferred to the Forest Service. SWCG identified the need to develop a business plan in support of SWCC. Task the Incident Business Management Committee take a look at this and provide some recommendations. **Action Item: Bob Leaverton and Ginger Brudevold-Black will get with Kendra Mayes, IBM Chair, and Brent Woffinden, SWCG Liaison, to task IBM committee address this and provide recommendations on how to cost out. Agencies will need to provide the IBM committee with cost numbers for the past five years in support of SWCC. Due date: October/November 2011.**

Fire Planning Committee and Wildland Fire Decision Support System Sub-committee – Leaverton. SWCG reviewed charters for both the Fire Planning Committee and Wildland Fire Decision Support System (WFDSS) Sub-committee. The WFDSS Sub-committee will be under the Fire Planning Committee. **Action Item: SWCG Chair will sign both charters.**

Southwest Area Training – Ben. Reviewed draft memo developed by James Villard, Geographic Area Training Representative. As written the memo excludes the needs of State employees as far as the nomination workflow is concerned. Need to determine the process States will follow for training nominations. The draft still needs some work. David Geyer has accepted the duties of SWCG Liaison to

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the Southwest Area Training Committee. **Action Item:** *Ken Jaycox will work with James Villard to incorporate changes to the draft memo.*

Interagency Dispatch Optimization Plan – Castillo. Kelly distributed the draft executive letter explaining the intent of the study. The letter identifies the history of what lead up to the Interagency Dispatch Optimization Pilot Project. This project will look at all aspects of dispatch. In a previous meeting concerning the study and the draft letter, there was a recommendation to have an agency administrator signature page. Key players of the executive group will sign for their respective agencies. It is the intent of the study to identify efficiencies for dispatching. A contractor is hired to analyze any data and develop some outputs for review. What truly is the role of dispatch and what is the current situation of dispatch in the Southwest Area? Questions to be answered.

Southwest Area Communications Committee – Ben. Leon distributed the draft charter for the new Communications Committee, an older version of the charter and a nomination form for committee membership. SWCG reviewed the draft charter and made recommendations and edits to the document. Leon will send the final draft to Chris Romo, Chair of the Communications Committee, to initiate the signature process. Donald Griego has agreed to be the new SWCG Liaison to the Communications Committee. **Action Item:** *Finalize the charter (acquire appropriate signatures).*

Type II IMT Late Season Rotation – Ben. There is a concern with SWA Type II IMTs not all receiving an assignment in any given year. An option is to implement a late season Type II IMT rotation once the Southwest Area has moved out of fire season. SWCG agreed to task the Operations Committee with developing a list of alternatives. The Type II Incident Commanders were briefed on SWCG's intent to task the Operations Committee with this initiative. **Action Item:** *Task the Operations Committee with developing a list of viable alternatives to implement a Type II IMT late season rotation. Due date is April 12, 2011.*

Incident Management Team Succession Planning – Kearney. The SWCG has made a determination to inform NWCG with our position on IMT succession planning. Don will develop a process to gain consensus concerning SWCG's position on IMT succession planning. **Action Item:** *Don will work on gaining a consensus from SWCG membership to develop its position on IMT succession planning. Due date is April 12, 2011.*

S-520/S-620 – Ben. Task of the Southwest Area is to identify candidates. Identified candidates will need to have assignments this summer.

Incident Emergency Medical Services Task Group – Ben. Leon put forward the draft charter for the task group. SWCG has an issue with the "minimum standards" language. SWCG decided to rescind the current draft charter. Direction is to work with the Medical Unit Leaders of each incident management team in the Southwest Area to assist in development. Forest Service will look to reengage Bequi Livingston with the task group. SWCG will issue a letter of direction to the task group. **Action Item:** *Draft a memo to the task group outlining SWCG's direction and intent. Engage the Medical Unit Leaders from each IMT in the task group. Involve personnel from the medical field to assist with the task group.*

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Topic	Action needed	Responsibility	Date
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!	All SWCG Members	Ongoing
	Re-issue SWCG letter from 2 year ago. Ops group to draft.	Kearney/Ben	Feb 1, 2011
	Draft letter to zone re: training.	Villard/Jaycox	
Zone Boards	SWCG Zone reps: Leon-CWZ, Brent-SNZ, Dale – NAZ, Don-PEZ, Donald-TAZ, Kelly-SEZ, Loren-ABZ, Behrens-WMZ, Bill VB-GLZ, Cal- alternate as needed. Talking points bullets available on SWCG secure website.	SWCG liaisons	Ongoing
	<ul style="list-style-type: none"> Annually, each SWCG rep should attend Zone Meetings if possible. 	All	Ongoing
	<ul style="list-style-type: none"> ABZ, WMZ, SEZ and CWZ reps need to get their zone charters to Kenan for posting. Work with each zone on Smoke collaboration 	Loren, Dave, Kelly, Leon SWCG liaisons	Ongoing Ongoing
Planning Levels	Monitor wildland fire management activities during the 2011 Southwest Area fire season. This in preparation of assessing the need to revise the Southwest Area planning levels.	SWCG/SWCC	SEP 2011
SWCC Funding from each Agency	Each agency will go back 5 years and gather costs associated with supporting SWCC.	SWCG membership	OCT/NOV 2011
	Continue to gather examples of how other GACCs support their 2 nd tier centers.	Jaycox	OCT/NOV 2011
	Need to select a model on how to identify each agency's contribution to run SWCC.	IBM/SWCG	OCT/NOV 2011
	Need to develop a SWCC business plan.	IBM/SWCG	OCT/NOV 2011
Radio Capability	NMICG and AICG will develop an MOU for frequency sharing for each State.	NMICG/AICG/Com munciations Committee/Ben	APR 2011
	Do a cast up of radio capability/issues from the dispatch centers (digital vs. analog)	IDOP will address	

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S-590	Nominations for S-590 candidates need to be collected, prioritized, and submitted. Chair talked with GATR. Candidates have already been selected (11/2010). All SWA applicants were selected. Mentorship program. Candidates enter into agreement with a qualified LTAN or FBAN. Work together and begin training assignments. The course will be in Spring of 2012.	GATR/Leon Ben	Done
Border Protocol	Reissue updated safety alert for 2011 fire season. Reflect update on SWCC website under Safety Management/U.S./Mexico Border Awareness. BLM will run alert through law enforcement.	Border Patrol Task Force Group Kearney/Castillo	Mid-MAR 2011
New National Agreement Template	Draft a letter addressing concerns to the Nat'l Level re: National Agreement. Send draft to Chair, SWCG. Invite Sarah Fisher to an upcoming SWCG Meeting.	Woffinden/IBM Ben	03/29/2011 APR 2011
Guidance for Implementation of Federal Wildland Fire Management Policy	Incorporate comments and edits into the current draft. Draft SWCG cover memo for SWCG review. Finalize and distribute with guidance.	Emily Irwin/Gary Kemp Ben	Mid-MAR 2011 Mid-MAR 2011
Southwest Area Training	Revisit draft SWA training memo developed by GATR. Implement edits.	Jaycox/Villard	MAR 2011
Type II IMT Late Season Rotation	Task the Operations Committee with developing a list of viable alternatives for a late season rotation.	Operations Committee	APR 2011
Incident Management Team Succession Planning	SWCG will develop a consensus on a their position concerning succession planning	Kearney	APR 2011
S-520/S-620	Adhere to the timelines.	SWCG/GATR	MAY 2011
Agenda Items for Next Meeting			