

**Southwest Coordinating Group**  
**February 07, 2012**  
**Final Notes**

**UPCOMING SWCG DATES**

April 17-18, 2012, 0800	SWCG Meeting	NPS Regional Office, Santa Fe, NM
May 8-9 2012, 0800	SWCG Meeting	USFS Regional Office (SWCC)
September 5-6, 2012, 0800	SWCG Meeting	TBD
October 10, 2012, 0800	SWCG Meeting	AZ-ASF Supervisor's Office
October 11, 2012, 0800	SWA IC AAR	AZ-ASF Supervisor's Office

Attendance		
X	BLM Arizona – Jeff Brown	BIA Navajo
X	BLM New Mexico – Carl Gossard	X AZ State Forestry – David Geyer
X	FS Southwest – Bill VanBruggen	X NM State Forestry – Eugene Pino
X	NPS Intermountain – Brent Woffinden	X SWCC – Kenan Jaycox
	FWS Southwest	X BIA Western – Leon Ben, Jr.
X	BIA Southwest – Cal Pino	

**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.

**Review/Edit of Southwest Area IMT Guidelines**

Carl Gossard presented proposed edits to the Appendix 5 (IMT Guidelines) of the SWCG Handbook.

Some of the proposed edits include:

- Clarifying relationships between Agency Administrators, SWCG, and IMTs.
- Removal of old language (Fire Use, WFSA usage clarification, etc)
- Establish a letter of expectations communicated annually to the IC's by the SWCG.
- Communicating the expectations of a succession plan for ensuring individuals are being developed on each IMT to fill critical positions, succession of ADs with agency personnel, etc.

**Review of SWCG Expectations of Incident Commanders**

Carl Gossard presented a draft letter of expectations to the ICs. The document was approved and reviewed with the IC's. The document will be signed by each IC and the SWCG Chair before the adjournment of this meeting.

Feedback from the IC's was as follows:

- Overall, the IC's felt this was a good document and encourage more involvement with IC's.
- One comment was to add the monetary support to the IMTs by the agencies.

**SWCG Meeting with Incident Commanders**

- IC's present – Bea Day, Clay Templin, John Philbin, Cheto Olais, Pruet Small, Tony Sciacca, Roy Hall, John Pierson, Rich Nieto, Joe Reinartz, Jerome MacDonald, David Bales, Matt Reidy

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- ICs will prepare a White Paper communicating the value of using FDNY resources on Southwest IMTs. This White Paper will be presented to SWCG for review/comment by April 8 and will be a topic at next SWCG Meeting April 17 in Santa Fe.
- Management of trainees and primaries. IC's want to still be able to use primary trainees and trading back and forth amongst teams where appropriate. This can facilitate critical position training faster.
- IMT Meeting – IC's propose that future IMT Meetings be increased/limited to 56 personnel from each IMT. There would be an optional fire refresher presented also. This would allow more folks to hear the same information and reduce the need for each IMT to have their own meeting. The IC's next year coordinating the Meeting are Pruett, Tony, and Joe. IC's also would like to increase the amount of time between the Selection Meeting and IMT Meeting to give more time for IC's to notify personnel and have time for them to book hotel reservations, etc.
- IMT Briefing Handbook – IC's reviewed and provided feedback on the document. Most useful part is the MAC Briefing portions. Otherwise, it is most valuable to out of GACC IMTs.
- IHC/Aviation Concerns – IC's want to make a closer connection with both of these communities. Attending their meetings, etc. Both groups need to work together on the topics of trainee positions on teams and ensuring there are not too many trainees, i.e. trainees supervising trainees, etc. There needs to be open lines of communication that goes both ways from the IHC Community to the IMTs and vice versa.
- IMT's lack of ordering T-2 Crews – Various reasons for it. Some crews are better than others. Most IMT's order either T2IA's or IHC. IC's want to do a better job of talking with Ops folks in matching the job to the crew.
- T-3 Teams – IC's are concerned that when transition occurs with T-3 IC's, what type of risk is the ICT3 inheriting? And when is a Type 3 Org overwhelmed in escalating situations? Some T-3 orgs were managing several hundred people. Maybe short or long Type 2 teams are more appropriate sometimes.
- IC's need clarification on the new guidelines for retardant use and where it can be used, maps, etc. Kris Damsgaard will address in the Aviation portion of the IMT Meeting.
- Each SWCG member gave updates/perspectives from their agencies. Highlights:
  - USFS – Cost reviews continue. Discussion on 16 hour shifts and has been concerning from some folks. IAPs say 12 hour versus timesheets saying 16.
  - NPS – 5 Parks were heavily involved in IMT usage last year. Appreciate the assistance. Some NPS AA's are not used to hosting IMT's.
  - BLM New Mexico – Will keep an eye on T-3 Team usage and monitor especially in SE New Mexico to ensure they are not taking on too much. Dutch Creek protocols should be practiced and ensuring extraction capability exists on every incident.
  - BIA Western – Will be hosting a BIA T-3 org in AZ this year. NIMO Study identified that BIA needed more participation on IMTs.
  - BIA Southwest – Reiterated concerns of tribes and BIA agencies on communicating with them when IMTs are conducting burnouts in sensitive areas, etc.
  - AZ State – Trying to put together a course that deals in getting State Agency Representatives trained in hosting/dealing with IMT's.

**NIMO Large Incident Organization Study**

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- The Group reviewed the most recent version. All members are in favor of finalizing the document. Chair will contact Susan Lee, Phoenix NIMO, and have her finalize the document and forward to SWCG Chair. Chair will distribute the final document under a cover memo. SWCG will also request from Phoenix NIMO the data utilized to develop the study.

**AICG Fire Restrictions Coordination & Firewise Subcommittee**

- Proposal to move the Arizona Firewise Subcommittee from AICG to the Information & Prevention Committee. The primary focus of the AICG is support of the interagency air and smoke management liaison program. AICG is primarily composed of fuels specialists from the interagency community. The chair of the Southwest Area Fire Prevention and Information Committee supports this proposal to move the Firewise Committee. Decision by SWCG to table this proposal.
- AICG is requesting clarification of roles and responsibilities for fire restrictions coordination. Give the Information & Prevention Committee the responsibility to coordinate the fire restrictions and closures. SWCG agreed that the Information & Prevention Committee will be responsible for fire restrictions coordination in the State of Arizona.

**Information & Prevention Committee**

- Fred Hernandez presented a draft memo for SWCG concerning Fire Restriction Coordination in the SWA. The draft memo covers the SW Interagency Fire Restriction and Closure Decision Checklist for use by the Interagency Zone Boards to assist with fire restrictions and closure coordination. The completed checklists would be collected by an individual to be named who will post at a secure location on the SWCC website.
- Fred presented on Northern Rockies' procedures for restrictions and closures. Program software was developed to assist in restrictions and closures information. Fred will put together an implementation plan for review at the SWCG April 2012 meeting.

**Southwest Fire Program Analysis Committee**

- Handed out the draft Annual Operating Plan for the committee. Group will review and provide edits/comments back to Leon.

**Southwest Fire Science Consortium**

- Proposal to create an Arizona State Fire Council. Trying to put together a meeting to bring together stakeholders (local, county, state, landowners, Red Cross, etc.). Determine if there is an interest in developing this Council. A message was sent to State FMO, Arizona, by the Consortium. Geyer will run down more information and present April meeting.

**April Meeting**

Change April meeting to April 17-18, 2012. Same location – Santa Fe, NM.

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<b>SWCG Committee Reports</b>	
AICG	Had meeting in January. Good participation. New DOI employee introduced at meeting, Doreen Gatewood. Finalizing 2012 AOP. Next call on January 24 <sup>th</sup> . Pam Bostwick doing very well as Chair.
Aviation	No report
Dispatch	Large action item list from October meeting. About ½ are done from a total of 30. Language on flight following. Dispatch responsibilities. Lots of project aviation occurring such as bird counts. Clarification on best value busses. Remove national resources from the neighborhood response. Move it up to SWCC level to analyze. Worked on IDOPP stuff. Data call with law enforcement dispatch offices. Are they able to dispatch for fires as well as for law enforcement in the same chair? Clarified some issues concerning rental vehicles and fire assignments. ADs covered? Driving on unimproved roads? Baggage fees for type 2 crews at the airport. Who can pay for it? Still working to figure out. ROSS changes. New – ROSS status of in state only, 3.0 version. Talked to LSCs on pre-orders. LSCs will go directly to caches for pre-orders.
Fire Planning	Nothing other than the draft AOP for the committee.
- WFDSS	Nothing new to report.
Incident Business	Having the teams scan all the documents and making electronic copies for team members. National Incident Business Committee couldn't support because of all the PPI that would be in the scanned documents. Next approach would have the host agency to hire an HR person to work on cleaning up the documents to avoid the PPI issue. There is still some value in scanning the documents for future use. Working with the Arizona AOP, getting that cleaned up. Cost shares, billing protocol. One solid state bill coming in to the federal agencies. Looking for a new Chair. The Committee has selected Pat Dearing and Mark Hostetler as 2012 Buying Team Leaders. A list of team alternates has been developed as well as a buying team rotation. The 2012 Chapter 20 supplement will be finalized and the SWCG Chair will sign.
Info & Prev	Last meeting, Jennifer and Fred gave an update. Two preseason meetings scheduled. One in Arizona and one in New Mexico. Continued monthly calls.
NMICG	Will be working on the new JPA for New Mexico. Need names and numbers for folks who will be working on the JPA.
Operations	Border Fire Operations Task Group update – two issues – protocols on this side of the border and crossing the border to fight fire. Working on an overarching document for local units within zone dispatch offices. Use draft Tucson dispatch center document as a template. Working on a risk area map. 1 elevated risk area. Along I-10 and I-8. Emergency mutual assistance operating plan that allows for crossing into Mexico. Planned for the CNF to meet with Mexican officials to review and sign the operating plan February 21 <sup>st</sup> .
- Type 1 Crew	Looking at moving in Rich Nieto into the SWCG Liaison role for this sub-committee. Need to verify that Steve Shaw was in that role before. Check with Kelly Castillo.
- Type 2 Crew	Met last week on the Type 2 Crew Handbook for update. Rich Nieto is now chair of the committee, Fred is the alternate. Incorporated type 2 IA language into the handbook. Identified a ghost inbox to collect information for type 2 crew evaluations. Draft of handbook has been completed. Memo will be drafted for absent agencies welcoming them to sit on the committee.
- Comms	Nothing new to report.
Predictive Serv	Should have an updated 2012 season outlook posted. Talking about Texas, moving Texas to a normal rating for significant fire potential.
Training	Nothing new to report.

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<b>Zone Coordinating Group Liaison Reports</b>	
Taos	Combining a type III IMT between Taos and Santa Fe zones.
Santa Fe	Waiting for signatures on MOU. A little bit of traction on the type II IMT. Santa Fe will talk with the Taos on merging the two dispatch offices.
Albuquerque	In March there will be an Agency Administrator's meeting to sign the MOU and Operating Plan. Still exploring a type III Team in the zone.
Pecos	Alamogordo Dispatch ops plan was signed. Type III IC is Jay Northcutt. Type III will be available March 1 <sup>st</sup> . Good turnout of Agency Administrators (in person and via video conferencing) for the last meeting.
Gila/Las Cruces	Center Manager's position is vacant. Waiting for a FS announcement. Detail opportunity.
Northern Arizona	New Zone Chair is Melvin Hunter, Sr. from the BIA Truxton Canon Agency.
Central West	Met in December. Helen Graham is new Chair. Working on getting AOP and MOU approved and signed.
White Mountain	Kevin Boness is the Chair for now.
Southeast	Nothing to report.

<b>Agency Reports</b>	
US Forest Service	Just got fire budget for 2012. Severe. Will probably maintain for this year. More than a 10 % cut region wide. Up the suppression code risk. Will let agency partners of any significant reductions. Temporary hiring authority has been elevated to the Regional Forester level. Some delays on bringing back employees. May delay some of the FS hotshot crews standing up. Might not. Large fire oversight changes – getting back to the Forest Supervisor as the point of contact with assistance from the Regional Office. IDOPP implementation – Regional Forester has bought off on the proposals. Will be getting an early out authority for retirement. If a person retires early they can't come back as an AD for about 7 years.
BLM AZ	Not available.
BLM NM	Budget is down about \$300K. Dealing with it using some of recovered funds which is a separate fund. Plan to be ramped up at same levels as last year as far as staffing. Having fires down south. Approving small amounts for severity.
Nat Park Service	Took a 6.3 percent cut for 2012. Probably another 5 percent in 2013. Restricting permanent seasonal to 13 PPs. Filled El Malpais and Saguaro positions. Doing review next week of Grand Canyon operations next week. Will determine what to do with the FMO there. Fires occurring in the panhandle of Texas.
Fish & Wildlife Svc	Not available.
BIA - Southwest	Haven't received additional fire money yet. Anticipating a 10 percent reduction. A few agencies in the red. Hired a budget analyst for fire. Danny Morgan hired for Alamogordo Dispatch Center. FMO at Zuni vacant. Helitack Manager at Ute Mtn. will be vacant. Zuni IHC will be coming on board at usual time. May hold off on hiring dispatcher at Santa Fe Dispatch. Albuquerque Zone Dispatcher may retire. If so then not hire at Albuquerque and hire at Santa Fe.
BIA - Western	Vacancy announcement for AFMO will be closing tomorrow. Aviation Management Directorate conducted an aviation evaluation in January.
BIA - Navajo	Not available.
AZ State	Everything is holding budget wise. 7 bills directly affecting fire management. Some good. Looking to create a commission on dispatching. Asked for ability to bring in help under pre-suppression, raise from 3 to 4 million dollars. Candidate to fill fire planning position (vice-

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	David Geyer).
NM State	Budget to be determined. Looking better than last year. Looking to fill FMO vacancy in Bernalillo and State AFMO vacancy. SEAT to Las Vegas SEAT base in late March depending on severity.

<b>SWCG Action Items</b>			
<b>Topic</b>	<b>Action needed</b>	<b>Responsibility</b>	<b>Date</b>
<b>SWCG Committee Liaisons and Chairs</b>	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!  <b>Update Type 1 Crew SWCG Liaison: Rich Nieto new rep. Carl Gossard new SWCG Liaison for Operations Committee. Type 2 Crew Committee Chair is now Rich Nieto</b>	All SWCG Members	Ongoing
<b>Zone Boards</b>	SWCG Zone reps: <b>Leon-CWZ, Brent-SNZ, Dale – NAZ, Carl-PEZ, Donald-TAZ, Kelly-SEZ, Loren-ABZ, Geyer-WMZ, Bill VB-GLZ, Cal- alternate</b> as needed. Talking points bullets available on SWCG secure website. <ul style="list-style-type: none"> <li>Annually, each SWCG rep should attend Zone Meetings if possible.</li> <li>Zone reps need to get their zone charters/operating plans to Kenan for posting.</li> <li>Work with each zone on Smoke collaboration</li> </ul>	SWCG liaisons  All All SWCG liaisons	Ongoing  Ongoing Ongoing Ongoing
<b>Preparedness Levels</b>	Monitor wildland fire management activities during the 2012 Southwest Area fire season. In preparation of assessing the need to revise the Southwest Area Preparedness level criteria. <b>UPDATE:</b> This task was not done during the 2011 season; however a Task Group has been formed Nationally to look at commonality between GACCs regarding PL criteria. An update on this effort will be presented to SWCG at the next meeting.	Carl Gossard	Feb 6, 2012
<b>SWCC Funding from each Agency</b>	SWCC to provide data to the contractor for IDOPP and run a FireOrg analysis to assist in determining appropriate funding from each agency for SWCC.	Jaycox/Castillo	Spring 2012

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<b>Radio Capability</b>	NMICG and AICG will develop an MOU for frequency sharing for each State. Need an update from the IIOG and the Pilot Project in Central Oregon for a possible model to adopt in the Southwest.  Do a cast up of radio capability/issues from the dispatch centers (digital vs. analog)	NMICG/AICG/ Communications Committee/Ben  IDOPP will address/summarize	Ongoing  Spring 2012
<b>Zone Coordinating Group Charters and Operating Plans</b>	Letter from SWCG to Zone Coordinating Group Chairs emphasizing the need for current Charters and Operating Plans for posting to the SWCC website.  Memo is complete. Leon will send out.	Leon Ben	Feb 6, 2012
<b>NM JPA</b>	Begin work on a draft for review as it is a timely process to get in place by next year before expiration in 2013.  Donald needs names and info from agencies on who will work in this so he can begin coordination for meetings.	All (USFS will begin drafting for review)  All	May 2012
<b>RAWS Station Analysis</b>	SWCC to provide list to SWCG of RAWS stations that potentially can be moved or eliminated. SWCG to make decisions on RAWS station duplication and analysis by SWCC.  Brent will follow up with Maxwell/Naden	Maxwell/Naden	Feb 6, 2012
<b>IMT Evaluation Form</b>	SWCG to draft a Memo instructing the use of the Red Book Form as the standard form.  Leon will send final out	Leon Ben	Feb 6, 2012
<b>FDNY personnel on SWA IMTs</b>	IC's to write a White Paper discussing the value of FDNY personnel on our IMTs. For review at next SWCG Meeting April 10-11.	IC's/Joe Reinarz	April 8
<b>IMT Meeting Attendance</b>	IC's propose to increase attendance to 56 per team with optional refresher. This will be a topic at the next SWCG Meeting in April.	SWCG	April 2012

**Agenda Items for April, 2012 SWCG Meeting**

- Review white paper concerning SWA IMTs and FDNY relationship. Reinarz to develop, ICs to review. SWCG will be reviewing final of white paper.
- Review 2013 SWA IMT Meeting details and logistics.
- Review the fire restrictions and closures implementation plan developed by Fred Hernandez.
- Southwest Fire Science Consortium proposal to State of Arizona. Geyer to present info he gathered.