



Southwest Coordinating Group (SWCG) Meeting Notes – January 21, 2015

UPCOMING SWCG DATES

SWCG Conference Call	Feb 20	
SWCG Meeting	March 31-April 1	Albuquerque
MAC Exercise	April 23 1000	Albuquerque
SWCG Meeting	May 14	Springerville

Attendance			
x	BLM Arizona – Kelly Castillo	x	BIA Navajo – Dale Glenmore
x	BLM New Mexico – Hector Madrid	x	AZ State Forestry - Dave Geyer (via phone)
x	FS – Judy Palmer	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
x	BIA Southwest – Cal Pino		

Previous Meeting Notes and Action Item Review

Previous meeting notes reviewed, edited and approved. Action Items have been updated on the SWCG Action Items Tracking Table.

2015 SWA Mobilization Guide - Jaycox

Kenan provided review of the new reformatted mob guide and highlighted the changes for 2015. SWCG approved it for printing and distribution.

Priority Trainee Guidelines - Jaycox

The Priority Trainee Procedures have been posted to the SWCC website, but there are a few items that need addressing. These are:

- When an IMT mobilizes, they go with 6 Priority Trainees off the SWA List. What about the Zone Priority Trainees when an IMT is mobilizing to that Zone? SWCG agrees that the first 6 come off the SWA List. Additional trainees could come from the Zone list or the SWA list.
- IMT Members who were not selected to an IMT... SWCG agrees that trainees should apply to be both a Priority Trainee and to an IMT in the event they are not selected to an IMT. Late applications to be a Priority Trainee will not be accepted.
- Priority Trainees who move in or out of the Southwest Area... SWCG agrees that if a PT moves outside the Southwest Area, they will be removed from the PT List. If a PT moves into the Southwest, they can apply and be placed as the bottom priority in a given position and if still a trainee, can re-apply the following year.
- Priority Trainees declining assignments when showing available in ROSS... SWCG agrees to the following guidelines:
 - Upon first declination of assignment and with a reasonable explanation, trainee will be skipped to next highest priority. Individual should be made unavailable until available again.

- Upon second declination of assignment, trainee will be made unavailable and will drop in priority to the end of the list for that position.
- Upon third declination of assignment, trainee will be removed from the list.
- Dispatch Centers shall attempt to track these situations and notify the GATR.

Action Item (Jaycox) – Re-issue Priority Trainee Procedures addressing: declining PT assignments, PTs who move in or out of the GACC, Zone vs SWA PT related to IMT rosters, IMT non-selectees who want to be a PT

L580 Gettysberg - Villard

SWA has been identified as a priority GACC for L-580. We have 12 slots. SWCG discussed whom to target. Individual agencies would have to cover the cost (just travel).

Dates are May 4-8, 2015, Nominations are due Feb 15, James needs the names by Feb 12.

Ruggiero and Day IMTs are “off-rotation” in this timeframe.

SWCG decision is to offer this opportunity to SWA Team 3 Day to determine which members to send.

Bea will get her names together and the other ICs agreed they can help fill in the slots as needed.

Action Item – Leon Ben to notify Bea Day (completed). Bea Day to get names to SWCG/Villard by 2/12/15.

Initial Attack and Zone/Dispatch Center Boundary Maps

Dispatch Centers brought up an issue in their last meeting. There are inconsistencies in Dispatch and IA Response maps across the zones and GIS personnel. Some basic questions have surfaced... Who owns the maps? Where do they reside? How do we change them? Etc.

SWCG has agreed that we need a common understanding addressing these questions and some language needs to reside in the SWA Mobilization Guide.

Initial steps and decisions that were made...

- The files that are reviewed/corrected annually will reside on the NIFC Website at http://www.nifc.gov/nicc/logistics/references/dispatch_boundaries.htm
- A primary SWA contact will be established for boundary changes/maintenance of GIS layers/files
- A section in the beginning of the SWA Mob Guide will be created identifying who owns the boundaries, procedures for changing, etc.
- SWCG liaisons will communicate with Zone Coordinating Groups on these procedures

Action Item - SWCG to task Dispatch Committee to identify discrepancies in boundaries. Kenan will work with Al Sandoval in drafting initial write-up for the SWA Mob Guide. SWCC will also be looking at pdf options of existing IA Response Maps to see feasibility of replacing fold-out map that’s currently in the Mob Guide.

IMT Meeting

SWCG reviewed the IMT Meeting Agenda. SWCG meets with ICs at 1300 on March 31. General Session begins 0800 on March 31, SWCG to open with comments. April 1 is IMTs in break-out sessions. SWCG will have separate meeting on April 1 and invite Zone Chairs and Center Managers.

SWCG will again be creating a Letter of Expectation to present to each IC at the IMT Meeting outlining SWCG expectations and vice versa.

Action Item (Pino) – Cal Pino will take lead on getting draft together of IC Expectations by Feb 6. SWCG Review period will be Feb 6-13. The final will be done by Feb 20. SWCG will distribute to ICs prior to IMT Meeting.

Next SWCG Meeting (April 1, 2015)

SWCG will invite Zone chairs and Center Managers to the next meeting.

Topics to be discussed:

- Zone/IA Boundary Maps
- Priority Trainees vs Zone PTs
- Lend/Lease Policy
- T-3 IMT Update from Zone
- IDOP Update from Kelly
- Zone Ops Plans/Initial Response Plans Expectations
- Fire Danger Ops Plans
- Training and Needs Analyses
- Mini-MAC procedures (i.e. Pecos)
- Restrictions Coordination
- Ownership of Records within Dispatch Centers

Action Items (Pino): Invite Zone Chairs and Center Managers to SWCG Meeting April 1.

(Jaycox) Find out if Marriot Uptown can provide meeting room for 30 people. R.O. Basement will be the backup.

Dispatch Records

Discussion on who owns dispatch records in interagency centers when it comes to FOIA requests. SWCG believes the ownership would default to whoever the owner of the IT infrastructure that the center operates on would be the owner. However, when it comes to interagency employees, the agency with the official FOIA request would need to coordinate with the other affected agency employee's FOIA Coordinator prior to release of any records.

Action Item – Madrid/Castillo to take lead on NIFC JPA master template language regarding records for interagency centers, submit to NIFC.

NMICG

The group met a couple weeks ago. Proposed name change to New Mexico Fuels Management Committee (NMFMC). SWCG approved and requests an updated charter.

AICG is also planning a meeting to discuss name, roles, etc.

Communications Committee Charter

Action Item (Griego) - Donald will resend Communications Committee Charter with 2 week deadline for comments.

IDOP

IDIP Group has been tasked in a few areas, CAD standards, Governance, and IDOG creation IDOP groups were tasked by the SWCG at the direction of SWA Leadership ... Alternatives were developed by the Norther New Mexico group but progress has since stalled.

BLM and FS Directors are still committed to IDOP. Plan is to put together an outside group with fresh set of eyes and previous recommendations and to have them come up with one recommendation. Group would consist of someone from Dispatch, Team Lead out of Alaska, and a Line Officer/Fire Staff type.

National IDIP assistance is also available. Focus will be on Northern NM to include Taos, Santa Fe, and Albuquerque Dispatch Centers.

SWCG Committee Reports	
AICG	No Committee reports at this meeting
Aviation	
Dispatch	
Fire Planning	
- WFDSS	
Incident Business	
ICAC	
Info & Prevent	
NMICG	
Operations	
- Type 1 Crew	
- Type 2 Crew	
Communications	
Predictive Svc	
Training	

Zone Coordinating Group Liaison Reports	
Taos	No Zone CG Liaison reports at this meeting
Santa Fe	
Albuquerque	
Pecos	
Gila/Las Cruces	
Northern Arizona	
Central West	
White Mountain	
Southeast	

Agency Reports	
US Forest Service	No Agency reports at this meeting
BLM AZ	
BLM NM	
Nat Park Service	
Fish & Wildlife Svc	
BIA - Southwest	
BIA - Western	

BIA - Navajo	
AZ State	
NM State	
SWCC	