



CENTRAL WEST ZONE COORDINATING GROUP

ANNUAL OPERATING PLAN

2014



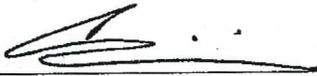
SIGNATORIES


District Forester/FMO, Phoenix District
Arizona State Forestry Division

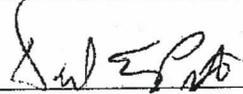
4-1-14
Date


Fire Management Officer
Fort Yuma and Colorado River Agencies
USDI Bureau of Indian Affairs

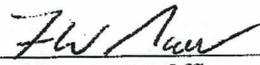
4-1-14
Date


Fire Management Officer
Pima and Salt River Agencies
USDI Bureau of Indian Affairs

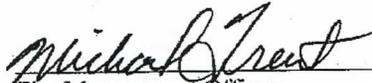
04/01/14
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for 
Fire Management Officer
San Carlos Agency
USDI Bureau of Indian Affairs

4/1/14
Date


Fire Management Officer
Phoenix District
USDI Bureau of Land Management

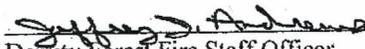
4/1/14
Date


Fire Management Officer
Colorado River District
USDI Bureau of Land Management

4/2/14
Date


Fire Management Officer Manager
Southern Arizona Office
USDI National Park Service

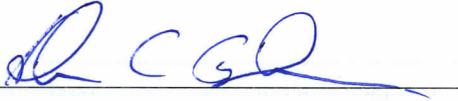
4/7/14
Date


Deputy Forest Fire Staff Officer
Prescott National Forest
USDA Forest Service

4/1/14
Date

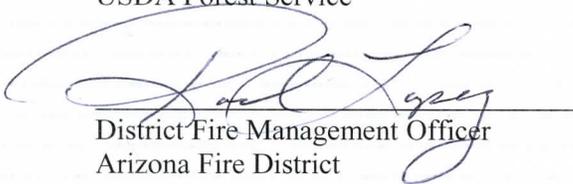


SIGNATORIES



Deputy Forest Fire Staff Officer
Tonto National Forest
USDA Forest Service

4/1/14
Date



District Fire Management Officer
Arizona Fire District
USDI Fish & Wildlife Service

4/1/14
Date



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CENTRAL WEST ZONE COORDINATING GROUP ANNUAL OPERATING PLAN

PURPOSE

In accordance with the Central West Zone Coordinating Group (CWZ) Charter, the purpose of this plan is to establish operational procedures and guidelines to help facilitate the fire management program of all participating agencies. It was first written and approved in 1991 and is reviewed and updated annually. The Annual Operating Plan (AOP) does not override internal agency authorities and procedures.

MEMBERSHIP

Agency membership to the CWZ is listed below and categorized as voting and participating members. Refer to Appendix 1 – CWZ Members, officers, representatives and administrators.

Voting members are:

- Phoenix District, ASFD
- Fort Yuma/Colorado River Agencies, BIA
- Pima / Salt River Agencies, BIA
- San Carlos Agency, BIA
- Phoenix District, BLM
- Colorado River District, BLM
- Southern Arizona Office, NPS
- Prescott National Forest, USFS
- Tonto National Forest, USFS
- Arizona Fire District, FWS

Participating members:

- Center Managers (AZ-ADC, AZ-PDC and AZ-PHC)
- Training Committee Chair and Vice Chair
- Working Group Leaders
- Agency Administrators
- SWCG Liaison

Each member or their designated representative shall attend the CWZ Coordinating Group meetings. Six out of ten agency voting members and/or representatives are needed to conduct a meeting. Reference to the “GROUP” in the AOP means the voting members. The Chairperson and Vice Chairperson will be selected during the fall meeting every other year or as needed due to an unexpected vacancy. The positions of Chairperson and Vice Chairperson will be rotated amongst the members. Each will serve a two year term, and the Vice Chairperson will then rotate into the Chairperson position. The Vice Chairperson will perform tasks assigned by the Chairperson in order to share the workload and become familiar with the duties of the Chairperson. The Chairperson will provide an individual to take meeting notes.

REVIEW OF ANNUAL OPERATING PLAN

The AOP will be reviewed and discussed annually during the fall meeting. Changes will be made and approved at the spring meeting by a vote of the group members and approval by the Chair.

MANAGEMENT OF THE CWZ COORDINATING GROUP

Group Meetings

The Group will conduct a minimum of two meetings annually. The Chairperson is responsible for coordinating a spring and fall meeting.

Meeting activities include:

- Chairperson and Vice Chairperson selections
- Establish and coordinate training activities
- Review and update the CWZ Charter and Annual Operating Plan
- Fire season review
- Resource preparedness and availability
- Discuss and resolve fire business issues/concerns within the CWZ
- Type 3 IMT performance review (fall)
- Type 3 IC/Alternate IC and team member selection (spring)
- Restrictions, fuels, severity and fire danger coordination

Refer to Appendix 2 – CWZ Coordinating Group Annual Activities Calendar

Preparedness & Severity Coordination

The Group will coordinate preparedness and severity resources. The Group will coordinate and/or participate in Zone and/or Regional Multi-Agency Coordination efforts.

CWZ Type III Team

The Group will maintain and continue to develop Type III team capacity within the zone. The Group will administer and coordinate oversight activities including team structure, operating guidelines, nominations, team performance and trainee participation. Refer to Appendix 3 – CWZ T3 Team Standard Operating Guidelines.

Restrictions and Closures

Utilizing the Southwest Interagency Fire Restrictions and Closure Master Operating Plan, the Group will actively communicate and coordinate all fire restrictions and closure activities within the Zone. It is the responsibility of each member agency to ensure the timely release and posting of accurate fire restrictions information to the public. Within the CWZ, Debbie Maneely (Prescott NF) and Pamela Mathis (Phoenix BLM) have been designated as the point of contact to post information to the fire restrictions website (<http://firerestrictions.us/>).

The Group is responsible for:

- Interagency participation for fire restriction coordination among the Restriction Area Interagency Partners.
- Gathering all information needed from each cooperator to make informed decisions.
- Keeping the Area Agency Administrator Representative informed and elevates issues of concern to the State Coordinator.
- Working with interagency partners on appointing the Area Restriction Coordinator.
- Providing guidance to the Area Restriction Coordinator.

Joint Information Release

The Chairperson or assigned member will coordinate and release information, as needed, regarding CWZ membership activities, i.e., restrictions, closures, wildland fire suppression, fire danger, and other all-risk activities. This will ensure continuity of the information released to the public.

Training

The Group will establish and provide direction and oversight to a Zone Training Committee. The Group will designate a Chairperson and a Vice Chairperson for this committee. This training committee will work with the Group membership and is responsible for coordinating training courses and prioritizing candidates within the zone. The Training Committee Chairperson and Vice Chairperson will each serve a two year term. Refer to Appendix 4 – CWZ Fire Training Plan.

Operational Authority

The CWZ Coordinating Group agrees to follow established Preparedness Level Guidelines as outlined in the National and Southwest Mobilization Guides. Unit level preparedness planning will be coordinated as appropriate.

Dispatch

Dispatch procedures will be documented within each Center's annual operating plan (AZ-PDC, AZ-PHC and AZ-ADC). Dispatch procedures will follow Southwest Area, National, and CWZ guidelines as appropriate. Only qualified personnel listed in the Resource Ordering Status System (ROSS) program database will fill resource orders placed with the Response Area Dispatch Centers. Name requests will follow the SWA Mobilization and ASFD Guidelines. Fire personnel will be maintained in ROSS.

Initial Attack

For initial attack, direct requests may be made to adjacent Response Areas via the "Neighborhood Policy" (excludes National Resources). Regardless of agency affiliation, the Closest Forces concept will be followed. Once local resources have been exhausted, requests will be submitted to SWCC. At PL 4 and 5 SWCC may suspend the Neighborhood Policy due to resource competition. Procedures outlined in the Southwest Area Mobilization Guide Chapter 20-2 will be followed.

Aircraft

Response Area Dispatch Centers will coordinate the assignment of incident aircraft. The host dispatch center will determine which aircraft is closest to the incident and coordinate the mission with the adjoining response areas. As Fire Season activity intensifies SWCC may set priorities for National Aircraft resources, at which time, Dispatch Centers will coordinate all requests through SWCC.

Demobilization Priorities

Priorities will be determined by the Response Area Dispatch Center and as needed, the SWCC Coordinator and the Incident.

Radio Frequencies

All Response Areas agree to frequency management and coordination. Frequencies by units will be listed in their respective dispatch center's annual operating plan.

SWMAC Participation

During Southwest Multi-Agency Coordinating Group (SWMAC) activation (PL4 or 5) the Zone Chair or Vice Chair will represent the Zone members on the MAC Conference call. The Chair/Vice Chair will canvas all dispatch centers or group members to determine if there are any emerging incidents, critical needs, or significant activity within the Zone and communicate those to the SWMAC for consideration in resource allocation. Center Managers are expected to be available and participate in these calls.

Appendix 1 – CWZ Members, Officers, Representatives and Administrators

Group Members

Jim Downey, Phoenix District, ASFD	623-445-0274 x-236
Ronald Morrison, Colorado River & Fort Yuma Agencies, BIA	928-782-1202
Alan Sinclair, Pima & Salt River Agencies, BIA	520-562-3975
Duane Chapman, San Carlos Agency, BIA	928-475-2326 x-305
Fritz Mueller, Phoenix District, BLM	623-580-5622
Mike Trent, Colorado River District, BLM	928-505-1234
John Thornburg, Southern Arizona Office, NPS	520-733-5130
Jeff Andrews, Prescott National Forest, USFS	928-777-5650
Helen Graham, Tonto National Forest, USFS	602-225-5350
Rod Lopez, Arizona Fire District, USFWS	520-823-4292 x-101

Officers for 2014

Chairperson	Jeff Andrews	928-777-5650
Vice Chairperson	Mike Trent	928-505-1234

Center Managers

Center Manager, Prescott Dispatch Center	Kristi Sullivan	928-777-5701
Center Manager, Phoenix Dispatch Center	Paul Womack	480-457-1551
Center Manager, Arizona Dispatch Center	Norval Tyler	623-418-0973

SWCG Liaison

Leon Ben, Jr., Western Region, BIA	602-379-6798
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CWZ Training Committee

Chairperson	Cindy Matthews	928-777-5690
Vice Chairperson	Bryant McGee	928-718-3726

Zone Training Chairperson will work with the Group Members directly in developing the CWZ training needs analysis.

Appendix 2 - CWZ Coordinating Group Annual Activities Calendar

January – March

Spring Meeting prior to March 1 (Group)
Annual Operating Plan approval (Group)
Master Agreement review (Group)
Agency coordinators contacted for training needs for following fall/winter (Training Coordinators)
Review proposed CWZ operations for forthcoming season (Group)
Center Managers meeting
IMT 3 Nominations and Selections

April - September

Restriction and closures coordinated if necessary (Group)
Mini-Mac coordination between member agencies (Group)

October - December

Fall meeting prior to December 15 (Group)
Chairperson and Vice-Chairperson Selection (Group)
Annual operating plan review and discussion (Group)
Review previous season operations and performance of CWZ (Group)

Ongoing

SWCG meetings (Chairperson and/or Vice-Chairperson)
Work group activities