

Duties, Responsibilities, and What to Expect as a Member of a Nevada Interagency Type 3 Incident Management Team

As a member of a formal Nevada Interagency Type 3 Incident Management Team, there are several things to consider prior to commitment.

Your participation on a Type 3 Team will require the following, regardless of your position:

- **Positive Attitude.** An incident management team requires a small group of people to work closely together to accomplish the management objectives of an incident. A positive attitude and willingness to get the job done in a team environment are crucial to the team's success.
- **Adaptability.** The types of incidents managed by these teams vary widely in complexity and situation. Team members need the ability to be flexible to meet changing objectives or complexity.
- **Professionalism.** As a member of a team, you not only represent your home unit, but your agency as well as the entire Nevada interagency wildland community. It is important to work and act in a professional manner.
- **Commitment to Safety.** Firefighter and public safety are always the number one priority for any incident, and these teams will operate under that premise as well. You will be expected to conduct all tasks and operations in strict accordance with interagency safety policies and procedures.

The Nevada Interagency Fire Operations Committee is responsible for management and oversight of the Nevada Type 3 Teams. This group has established minimum qualifications or experience standards for each position. In addition to these minimum requirements, the following is a brief overview of your responsibilities if you serve in one of these positions:

Incident Commander

Responsible for all personnel assigned to the incident. Specific responsibilities include incident management within agency policy and at the direction of the Agency Administrator as well as cost effective management of the incident. The IC works with Operations to determine incident objectives and ensures safe management of the incident. Supervises IMT members, and ensures that IMT functions to effectively manage the incident. The IC is responsible for ordering tactical resources from the host unit dispatch, monitoring incident complexity to ensure it is within the capability of the team, and recommends a higher or lower level IMT to manage the incident as appropriate.

Operations

There may be several IMT members assigned to this position. These individuals may serve as a stand-alone Operations Chief, or may be assigned as DIVS, TFLD, or assigned portions of the fire. The key is to remain flexible and to serve in any operational function demanded by the incident. Your primary responsibility is to oversee or carry out suppression operations to achieve the incident objectives. You will typically have

numerous resources such as overhead, equipment, and crews under your supervision. Resource needs are determined by Operations and relayed to Plans.

Safety

Your primary responsibility is to ensure agency safety policy is followed, and to ensure that safe procedures are implemented for management of the incident. You will identify any safety issues and elevate them to the IC immediately. Safety has the authority to halt any unsafe operation at any time, and recommends safe methods to accomplish incident objectives. You may have a number of varied personnel under your supervision such as EMT's, ambulances, line safety officers, etc.

Logistics

This position is responsible for all logistical support for the incident. This includes soliciting for and ordering supplies, food, water, and support equipment for the incident, and managing the ICP/Camp. Works closely with the host unit dispatch center to place resource orders, and tracks all supplies and equipment. Determines ICP layout, and ensures crew sleeping areas are adequate. You may have a number of varied personnel and equipment under your supervision, i.e., camp crew, Supply Unit Leader, Receiving/Distribution Manager, caterer, potable water, wash and toilet facilities, grey water tenders, fuel tenders, etc.

Finance

This position is responsible for tracking incident costs, and ensuring that personnel time and equipment time are complete and accurate. The Finance Unit prepares the incident finance package for the home unit and works closely with local unit procurement personnel, IBA's, etc. to ensure agency procurement policy is followed and agreements are correct and in place. Works with Plans to ensure personnel and equipment time is completed for incoming and demobilizing resources. You may have a number of varied personnel under your supervision such as Equipment Time Recorders, Personnel time Recorders, I-Suite specialists, etc.

Plans

This position is responsible for preparation and maintenance of the Incident Action Plan and incident maps. Tracks all assigned resources, and identifies resource shortages or surpluses to the Incident Commander. Works closely with the IC and Operations personnel to ensure resources are ordered or released in a timely manner to meet the incident objectives. You may have personnel assigned to you, such as Status/Check-in Recorders, GIS specialists, Fireline Observers, computer specialists, etc.

Information

This position serves as point of contact and liaison between the IMT and the local unit PAO or members of the public and press. Prepares and distributes incident information and updates. Works with the Incident Commander to prepare and review information releases and products, and conducts public briefings such as "town hall" meetings if needed.

Air Operations

This position is responsible for ensuring safe and cost effective air operations are in place. Ensures proper overhead structure is in place to safely manage the air resources assigned to the incident, and that incident aviation facilities are adequate. Serves as point of contact for aviation resources, and ensures incoming resources are briefed, etc.

Other Expectations and Recommendations:

- Due to the nature of Type 3 Incidents in Nevada, determining how an incident will be managed is difficult. Some incidents may be of short duration and/or low complexity, some may be extremely high complexity, and some may be more administrative in nature (i.e. staging area management, mop-up of a large incident, etc.) Because of this, it's important to stay flexible, and regardless of your position on the team, it's imperative to pitch in and help whenever you can.
- No one expects you to be able to do and know everything. Everyone has limits to what they can get done. Please do your best, and if you feel overwhelmed or uncomfortable with the assignment, please speak up and you will get you help. This is not a negative reflection on you and is encouraged so that you will receive adequate training and experience. Remember that most Type 3 Incidents are handled by a Type 3 IC alone or with a just a few people helping relieve some workload. The benefit of these teams is the number of people who are working in a team environment to accomplish a common goal. Remember that as a team, we're all in it together.
- Living and working conditions may vary on incidents in Nevada from an ICP at a hotel or other facility with full access to phones, faxes, and computers, while other incidents may be managed from the hood of a truck. Again flexibility is crucial.
- Typically, the first shift or two of any incident is hectic and unorganized so don't be intimidated. Our job as an IMT is to ensure safety is present at all times, and to organize the incident into a safe, efficient operation.
- Remember to have fun and learn. Another key component of a Type 3 Team is the opportunity to learn things and advance your qualifications. We will make every attempt to maximize your learning experience. Besides, who wants to do any job if they're not having fun at it?
- The Incident Commander will usually conduct in-briefings and out-briefings with the local unit, but you should be present to ensure that you have an overall understanding of the incident. These briefings are critical so that you get an idea of what is ahead of you, and introduces you to contacts at the local unit that you'll be working with to get the job done.
- Be prepared. Get ready for your assignment well in advance. Prepare all of the documents, tools, and other things you'll need to be effective prior to receiving the phone call to go to a fire.
- Be ready to go at a moment's notice during your call-up period. In most cases in Nevada, the ordering unit needs help RIGHT NOW so the sooner we can get there and start helping, the better.
- Ask questions. There's no such thing as a dumb question in this business, and there's always someone that knows the answer.

- As your IMT is formed in the spring, you'll be getting more information from your IC, as well as being asked to attend a formal pre-season team meeting. The intent of the meeting is to outline team-specific operating procedures, expectations, etc., and to meet your team mates before your first fire. Make every attempt to attend this meeting.

*** This document is not intended as policy, procedure or anything other than "what to expect", and is not intended to be complete or all-encompassing. It's simply ideas put paper by an IC.....