

SUPPLEMENT NUMBER 1

GREAT BASIN 2004 INCIDENT MANAGEMENT TEAM OPERATING PLAN

A. Purpose and General Guidelines

1. Great Basin Incident and Fire Use Management Teams are developed and maintained through coordinated efforts of participating agencies primarily to serve Agency Administrators within the Area in the management of complex wildland fires. A defined analysis will be used to assist Agency Administrators in analyzing the type and complexity of each incident. This will be documented and used to be able to match the appropriate management capability to the requirements of the incident and its potential.

2. Type 1 Teams represent the highest level of incident management expertise in the nation; they participate in a national rotation and may be mobilized to any kind of incident. Normally they are ordered and assigned to high complexity incidents involving multiple agencies or jurisdictions, complex logistical support needs over extended duration, high-level political involvement, and high risks to resources, public safety, or life/property. Type 1 Teams are staffed to be fully functional in all ICS sections, have expertise to manage complex air operations, and can expand to support numerous divisions and groups for extended periods of time.

3. Type 2 Teams are staffed to manage incidents complex enough to exceed the capabilities of a Type 3 Team, but of less complexity than would require a Type 1 Team. All ICS Command and General staff positions are occupied, but management experience is generally less than Type 1 Teams. They are best used for short duration incidents.

4. Fire Use Management Teams are designed to manage long-term wilderness or other fires in order to meet resource and management objectives that have been predefined by agencies. These teams are capable of developing a long-term risk assessment and use modified tactics to meet agency objectives with reduced required resources. The Fire Use Management teams will not be used for non-fire incidents.

5. When assigned, Great Basin Incident Management Teams serve Administrator(s) of a local administrative unit/jurisdiction or a group of units and will abide by the policies of the agencies for which service is being provided.

6. Teams will apply guidelines in the NWCG Fireline Handbook, National and Great Basin Mobilization Guides and other agency-specific operational policies to assure safe and effective management strategies and tactics.

7. Incident Commanders manage incidents to meet objectives prepared by an agency or group of agencies, which will be in the form of a Wildland Fire Situation Analysis or Wildland Fire Implementation Plan, and as specified in a delegation of authority from the local agency Administrator(s). This direction may be changed by updating the documents as conditions change.

8. At completion of assignment, Incident Commanders will receive a written evaluation from the Unit Administrator(s) of the agencies that they worked for. The IC's will send a copy of the evaluation to the appropriate Coordination Center within 7 days of being released from the incident. The Coordination Center will forward to the appropriate committee chair (Great Basin Operations and Zone Operations). A standard evaluation criterion is located in the "*Great Basin Geographic Area Incident Management Team Guidelines*".

B. Expectations of Agency Administrator.

EXPECTATIONS	
TYPE 1 TEAMS	TYPE 2 / FUM TEAMS
<p>1. Have team membership from throughout the geographic area.</p> <p>2. Teams are a national resource with national commitment. The teams continue safe operations through transfer of command.</p> <p>3. Used for the most complex incidents.</p> <p>4. Team assignments up to 14 days (unless authorized for extension).</p> <p>5. Team members have the highest skill and qualifications for managing fires and other incidents.</p> <p>6. The agency administrator is expected to coordinate and interact with the Incident Commander and provide direction through the WFSA, Prescribed Fire Burn Plan, Wildland Fire Implementation Plan, delegation of authority and review process.</p> <p>7. Integration of local personnel will be emphasized for qualified personnel and trainees.</p> <p>8. Use of teams will be consistent with the WFSA, WFIP, agency direction, or Great Basin Complexity Analysis.</p> <p>9. Ordering units can expect a longer mobilization and transition time.</p> <p>10. Teams will be on call year round.</p>	<p>1. Have team membership from the geographical zone area when possible.</p> <p>2. Teams are a Great Basin resource with quick response and transition to meet the needs of the local unit. The teams continue safe operations through transfer of command.</p> <p>3. Used for extended and moderately complex incidents.</p> <p>4. Team assignments up to 14 days (unless authorized for extensions).</p> <p>5. Team members have skills and qualifications to meet the requirements for Type 2 wildland fires.</p> <p>6. The agency administrator is expected to coordinate and interact with the Incident Commander and provide direction through the WFSA, Prescribed Fire Burn Plan, Wildland Fire Implementation Plan, delegation of authority and review process.</p> <p>7. Integration of local personnel will be emphasized for qualified personnel and trainees.</p> <p>8. Use of teams will be consistent with the WFSA, WFIP agency direction, or Great Basin Complexity Analysis.</p> <p>9. Type 2 teams have an established on call period from May to October.</p>

C. Team Oversight and Evaluation.

1. The Great Basin Coordinating Group is the decision body and provides oversight to the Incident and Fire Use Management Teams. The Great Basin Fire Operations Committee provides recommendations to the Coordinating Group as well as provides logistical support including staffing for Great Basin Incident and Fire Use Management Teams. The Idaho, Nevada, and Utah Zones have committees that may assist with the team selection and performance review. "Committees" in this document refers to the Great Basin Fire Operations and the Zone Committees.

2. To assist the Committees, following an assignment and no later than December 1 each year, Incident Commanders will provide the records listed for each incident to the respective GACC's. The GACC's will then forward to the appropriate Committees:

Evaluations of Command and General Staff including trainees

3. Agencies using teams will provide performance evaluations to the Great Basin Operations Committee chairperson as soon as possible after the incident. (See Subsection 22.2 of the GB Mob Guide for more information on performance evaluation procedures.)
4. Agencies responsible for incident close outs will provide information to the Committees pertaining to team performance. IC's will notify the respective GACC who will then notify the operations chairs of close out schedules and locations. A written narrative of the close out issues will be prepared by the Operations chair and distributed to the committee.

D. Team Member Qualifications and Selection

1. The primary goal of team selection is to place highly skilled individuals in positions for which they are qualified and for which they fit in a team concept. All team members must meet NWCG 310-1 qualifications. Successful completion of S-520 Advanced Incident Management is required for Type 1, S-420 is required for Type 2, and Fire Use Teams for the Command and General Staff positions.
2. Great Basin Type 1 pre-requisites are successful performance in a command or general staff position at the Type 2 level. This is required of all candidates for Type 1 command and general staff positions. All candidates for S-520 and S-420 must be assigned/performed as a trainee (task book initiated) on a Type 1 or Type 2 team prior to attending the course.

Type 1 IC's will have prior experience as a Type 2 IC on an organized geographical team. They will have had been an assigned member for at least one season.

The IC's of the Type 2 teams will be asked to send a list of potential trainee candidates for Type 1 trainee slots and S-520 to the chair GB Ops committee prior to the team selection meeting. This process will also be utilized for trainees on Type 2 teams prior to S-420.

3. Diversity of representation on teams is desired; this will be considered in team selection.
4. All Incident Commanders and Deputy IC's for the Great Basin management teams (Type 1, 2 and FUMT) will be selected by the Great Basin Coordinating Group, on recommendations of the Great Basin Fire Operations Committee and Zone Operations Committees.
5. A standard set of selection factors and a rating and ranking criteria will be developed for all Incident Commander positions.
6. Selection of Team members will be at a meeting of Team Incident Commanders and the Great Basin Fire Operations Committee. The IC's and Zone committees prior to the formal selection meeting will review the Type 2 Teams members. The Type 2 teams should try and maintain zone membership if possible. (Individuals who were not selected or are alternates will be forwarded to the GACC's for use as substitutes for future use.)

A. The Great Basin Coordinating Group should discuss the issue of AD's/Contractors/Retired Annuitants on Incident Management Teams. If an IC's want to use an AD's/Contractors/Retired Annuitants on their team for any position, then approval would need to be granted by the GBCG/GBOP prior to placing the individual in the team position. **The AD would need to reapply each year.**

B. If approved the AD's/Contractors/Retired Annuitants **should** have a trainee assigned to the position.

C. A list of all positions that have AD's/Contractors/Retired Annuitants assigned to them due to the lack of agency qualified positions will be provided to the GBCG.

D. It is recommended that all AD's/Contractors/Retired Annuitants assigned to a team attend the annual team meeting to receive training on the current agency policy changes.

E. Suggest that an interagency interest announcement for retired annuitants be advertised prior to the beginning of the fire season. This way a list could be created for those interested in participating at a later date. This would streamline the paperwork process.

7. Individuals may be assigned to only one Type 1, 2, or FUM Team at a time.

8. The IC's will provide standardized team rosters to the respective Coordination Centers approved by the Committees at the end of the team selection meeting.

9. Nothing in this plan or in Zone plans will prohibit individuals committed to teams from responding to incidents within their local area, provided they respond to the normal team call-up, except in cases of extreme emergencies.

E. Team Member Recruitment and Nomination Process Guidelines

1. Early September If needed, a recruitment notice will also be sent out for Incident Commanders with a due date of Mid Oct.
2. Early Oct IC's will provide status of trainees.
3. Mid Oct Coordination Center Managers send out a nomination letter to the agencies within their area. IC's nominations due to the GACC's.
4. Mid Nov GB Ops will forward IC recommendations to the GBCG for approval.
5. Mid Jan Nominations due to Coordination Centers from Agency Representatives. List of verified nominees and forms to Committee and IC's and posted on GACC's web sites.
6. Early Feb GBOC/Zone's and IC's select team members.
7. After Selection Meeting IC's notify team members of selection.
8. Early April Annual Team Meeting.

Team members who move to a new job within the Great Basin will need to submit a new nomination form with new supervisor approval. This does **not** start a new 3-year commitment.

Team members who move to a new job outside the Great Basin will not remain on Great Basin Teams and will have to reapply.

F. Tracking of Team Members

1. Local dispatch offices will track individual's training and qualifications.

2. IC's will track team tenure as per direction in K.1.
3. The Coordination Centers will maintain a list of assigned team members unavailable for mobilization at time of call-out for use by the Committees and IC's. Committees will review continuance of team members who miss a combination of more than three on-call rotations or assignments, based on IC recommendations. Agency representatives will contact the local unit to verify commitment and determine pertinent circumstances.

G. Mobilization

1. The Great Basin Mobilization Guide identifies current mobilization procedures and responsibilities.
2. On-call teams are required to be available for mobilization within two hours during the designated call-out period. The second up Type 1 team is required to be available within eight hours. The Coordination Centers will establish procedures to assure prompt notification and mobilization of teams.

H. Team Configurations

1. The Great Basin Type 1 Long Team configuration will be the National standard, plus the additional positions authorized within the Great Basin. (See Attachment 1)
2. Long Team configuration will be the Great Basin standard, unless a requesting unit specifically requests a short team. (See Attachment 1)
3. All Fire Use Management Teams will be configured to National Standards as defined in the Interagency Fire Use Management Team Operating Guide, plus the additional positions authorized within the Great Basin. (See Attachment 1)

I. Trainees

1. All trainees will be placed on teams to maximize the opportunity to get as many trainees out on assignments within the Great Basin. When teams leave the Great Basin they will adhere to the national policy on trainees assigned to teams or negotiate with the receiving unit. Coordination Centers will substitute for those trainees unavailable in a call-out rotation, but will not fill for trainees unavailable at time of mobilization.
2. The Committees will provide trainee priority lists to the Coordination Centers by May 1, based on identified needs. The Coordination Centers will use these lists to automatically fill trainee slots after trainees complete their training and also to fill incident requests for trainees.
3. Trainees are not permanent team members. Upon fulfilling on-the-job requirements/task books, assigned trainees should be replaced. The trainee program is to enable the trainee to perform the job under supervision of a qualified individual who can work with the trainee to build confidence and increase skill levels.
4. Incident Commanders will notify the home unit FMO upon training completed with assigned trainees. This will include appropriate supporting documentation. The home unit will notify the appropriate interagency dispatch center and Coordination Center of a qualification change, if any, in a timely manner.

J. Team Rotation and Assignment (See Great Basin Mob Guide 68.2.2.A)

1. Type 1 Short Teams are available year-round. The National Coordination Center will establish team rotation schedule and guidelines in the mobilization guide.

a) Team Rosters will begin on the next team rotation after the team selection meeting.

2. Type 2 and Fire Use Teams will normally be on-call from the end of May through mid October. The Coordination Centers will publish rotation schedules and call-up guidelines. Agencies with needs to expand the rotation period for these teams should make this request to the respective Coordination Center. The GACC will contact the Great Basin Operations Committee and Zone Committees for direction on which team(s) that will need to be extended.

3. Once a Type 1 team has been mobilized, the next team on rotation will fill for the remainder of that call-out period and their scheduled call-out period, so that the scheduled rotation remains the same. Type 2 teams generally should not "early up". The Great Basin MAC group does have the authority to "early up" teams if there is a need and a team is available. This will be an action item during the Great Basin MAC calls when established.

K. Team Continuity and Commitment

1. Commitment to all Incident Management Teams shall be for three years per position. Upon completion of the three-year commitment team members will need to reapply if interested and available.

2. Generally, only actual vacancies will be filled annually so team members with less than three years on a team need not re-apply during the yearly nomination process.

3. A team member who cannot complete the period of commitment shall submit a letter of resignation to the Incident Commander, with a copy to their local agency administrator.

4. Factors such as number of assignments, team turnover, and opportunities for serving in other capacities may influence retention. Retention on a team will be based on observed performance and documented evaluation.

5. When an Incident Commander vacates the position outside of the normal selection period the team will be kept intact. The Deputy/Alternate Incident Commander will become the new Incident Commander until a formal selection process can be initiated. Upon selection of a new Incident Commander, a formal review of the existing team will take place between the IC, Chair of Coordinating Group and the Great Basin and Zone Operations Committee.

6. When an IC changes, all of the members of that team must reapply for the next fire season. This allows the new IC the opportunity to form a new core team.

L. Substitutes of Assigned Team Members for Each Call Up Period

1. Substitutes will only be accepted for the entire call-out period.

2. The Deputy Incident Commander can take the Type 1 team out, but must have prior approval by the appropriate Geographic Coordination Group and Great Basin MAC.

3. The Great Basin Operations committee will develop a prioritized list of acceptable IC substitutes for Type 2 and Fire Use teams for the appropriate Coordination Centers by May 1. Type 2 teams will be mobilized with the Deputy IC or alternate/substitute IC's, with no geographic restrictions, as long as other national or area substitution criteria is met.

4. Substitution for command and general staff positions will be made by recommendation of an Incident Commander to the Coordination Center from a list of alternates, reserves or other fully qualified personnel. Preference will be given to those who applied for teams but were not selected.

5. Substitution of other team members during assigned availability periods will be made by

the respective Coordination Center based on lists of qualifications provided by agency representatives through the interagency dispatch offices.

6. Substitution of Type 2 Command and General Staff positions prior to mobilization will not be considered as a vacancy. If there are 3 or more vacancies in the Command and General Staff at the time of dispatch then the team will not be available and stood down.

7. Type 1 Teams will follow the National Mob Guide.

M. Permanent Seasonal Replacement of Assigned Team Members

1. The Operations Committee will provide a list of team positions to the Coordination Centers by May 1st. The list will be comprised of fully qualified Type 1 and 2, Fire Use Team nominees and replacement candidates.

2. Incident Commanders may select a seasonal replacement of an assigned team member from the list for the remainder of the year until the next selection. The Incident Commander will inform the Coordination Center of the replacement when it is made. The Operations Committee will also be informed.

3. When a person is selected as a substitute for the remainder of the year after the team selection for that year is completed, the Incident Commander will draft a letter for the Chair of the Operations Committee to send to the supervisor of the person selected, to notify them of the selection and commitment expectations. Any time served by a seasonal replacement will not count for or against the 3-year team commitment time.

4. If a Short Type 1 or 2 Team is mobilized, the remaining members of the team will be kept on-call for twenty-four hours. After this time, these members will be released from call and be available for other assignments.

5. Incident Commanders may initiate removal action for team members missing more than three call-up periods or call-outs during a year, without a valid reason. The Team Incident Commander will draft a letter from the Operations Committee chair to inform the individual and his or her supervisor and agency administrator of the action.

N. Team Insignia

1. Teams may establish insignia such for identification. Insignia will not include any names of vendors, or products. Agency procurement regulations must be followed.

2. All team members will wear appropriate gear to (caps, vests, nameplates, etc) identify the position they are serving in while on duty at an incident.

O. Incident Close Out

1. An incident close out should not be open to the public and should include members from the following units:

- Agency Administrator(s) and Land Manager(s)
- Expanded Dispatch
- Appropriate GACC's
- Buying Team
- Local Administrator (AO, procurement)
- Great Basin/Zone Cache
- Area Command
- MAC Group
- National Weather Service

- Incident Business Advisor
- Local Fire Management Officer

2. The team will provide an agenda and time frames for the close out to the dispatch center.