



Sierra Front Wildfire Cooperators

Type 3 Incident Management Team Operations Guidelines

2016

Mission Statement

The Sierra Front Wildfire Cooperators (SFWC) Type 3 Incident Management Teams (IMT) are committed to rapid deployment to assist agency administrators with the management of wildland fires. The SFWC Type 3 team will provide agency administrators with a pool of organized, highly skilled and qualified personnel to assist with incidents.

These teams can be utilized for the following:

- Manage a Type 3 incident until conclusion.
- Provide management for an emerging incident until transition can be made to an arriving Type 2 or Type 1 team.
- Assist with the transition from a Type 1, Type 2 or Type 3 team back to the local unit.

Commitment and Availability

The Sierra Front IMT goal is to manage the incident from two hours from call until released by the Agency Administrator(s). Two teams are fielded: each on call for two-weeks with the goal that one deploys, the second is able to stand up. This enables the Team to respond to any request for a Type 3 Team from the GACC. The team coordinator manages the on-call rotation.

Team members are expected to make a commitment to their team assignment to include statusing themselves in ROSS as “local only” when the team is on call. Team members should notify their IC and the Team Coordinator one week prior to the call out period and provide them with the name of their replacement if they are unavailable. Nothing precludes individual members of the IMT to accept individual or team assignments out of the Sierra Front Geographical Area when they are not on call. Incident Commanders will notify the Team Coordinator of any roster changes prior to their call up period. If a team member is unavailable and does not find a replacement prior to placing themselves unavailable, they will be removed from the Team for future rotations. The Board of Directors will send the Team Member’s agency representative a letter outlining the reason for removal.

37 If an Incident Commander wishes to replace a regular team member with an alternate they will notify the Team
38 Coordinator as soon as possible. It is the replacement's responsibility to ensure their availability in ROSS.

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40 The SFWC Team Coordinator will maintain a current quick pick list of individuals that may be available as
41 alternates. The Team Coordinator will ensure that each Incident Commander has a current copy of the quick pick
42 list and priority list for their use.

43 44 **Personnel Management**

45 **Qualifications:**

46 Agency administrators are responsible for ensuring that agency employees meet or exceed NWCG 310-1
47 standards or agency specific qualifications whichever is more restrictive.

48 Agencies must provide a copy of the team member's Red Card to the Team Coordinator.

49 Team members must be able to provide a copy of their current red card upon request while on an incident.

50 51 **Training Opportunities:**

52 A maximum of six trainees will be assigned to the teams. Trainee positions are negotiated with the jurisdictional
53 agency(s) prior to mobilization, with exception of two critical need positions, (IC and Finance). Critical need
54 trainee positions will respond when the team is called out. The Incident Commander will be responsible for
55 making a determination of training opportunities on a specific incident, and is further responsible for obtaining
56 the support and concurrence of the agency(s) that has jurisdiction of the incident. If there are other training
57 opportunities on an incident, it shall be negotiated with agency of jurisdiction prior to assigning more trainees to
58 the incident. Trainee assignments will follow the 1 for 1 rule. One trainee for one qualified person.

59 60 61 **Mentor Program:**

62 The Great Basin has Agency Mentors available upon request by the hosting Agency and Incident Commander.
63 Prior to an in-briefing, the agency and the IC will decide what mentors are needed, and order them through the
64 proper channels. The Mentors work for the Host agency.

65 66 **Team Oversight:**

67 Oversight and management of the SFWC Incident Management Teams program are provided by the Sierra Front
68 Wildfire Cooperators Board of Directors. Following an assignment and no later than November 15th each year,
69 Incident Commanders will provide the following records for each assignment to the Sierra Front Wildfire Team
70 Coordinator for presentation to the Board of Directors. At this meeting the IC's and the SFWC Board of Directors
71 will identify needs within teams, team support, and agency organizations, with the goal improving the program:

- 72 • An overview of Incident assignments.
- 73 • Fire Narrative.
- 74 • Team evaluations: At the completion of an assignment, the Incident Commander will receive a written
- 75 performance evaluation from the Agency Administrator prior to the team's release. It is the Incident
- 76 Commanders responsibility for ensuring evaluations are completed and reviewed with the Agency
- 77 Administrator. Certain elements of this evaluation may not be able to be completed at the closeout review.
- 78 This is usually the financial closeout/review.
- 79 • The delegation of authority.

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81 The IC will schedule and facilitate a team After Action Review of the incident toward the end of the assignment

82 and before the Team Closeout. All team members and miscellaneous overhead will be invited.

83 Team meetings will be held in the spring prior to each fire season to orient team members and to develop or

84 review standard operating procedures.

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86 **Performance evaluations:**

87 Incident Commanders will ensure performance evaluations for team members, AD employees, trainees and

88 contract resources occur. IC's will ensure task books are utilized and documented for trainees.

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90 **Removal for cause:**

91 The Incident Commander shall report back to the SFWC BOD when a member of the SFWC Team fails to meet

92 their commitments, or performs poorly on assignments. The Incident Commander shall make written

93 documentation to the BOD as soon as practical after the incident has terminated. A copy shall also be provided

94 to the Sierra Front Wildfire Cooperators Team Coordinator.

95 Incident Commanders may initiate immediate removal actions for team members on incident for inadequate

96 performance and conduct issues with appropriate documentation. When there is a need to remove a team member

97 for cause, the Incident Commander shall notify the BOD before dismissing the member.

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99 **Team Selections**

100 Selection of appropriate management team members is essential for successfully meeting incident objectives.

101 The SFWC Team Coordinator will solicit names for the position of Incident Commanders prior to October 31st.

102 At the November meeting, the SFWC Board of Directors will convene to select Incident Commander(s).

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104 Incident Commanders, Team Coordinator and the Board of Directors will be involved in the selection of

105 individual team members each year in February. Using the Great Basin Mobilization Guide priorities. The

106 Incident Commander(s) and Board of Directors will select team members, review team vacancies and depth of
107 personnel.

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110 **Team Coordinator:**

111 The SFWC Board of Directors will provide oversight to the team. The Board of Directors will act as liaisons
112 between the Nevada Fire Board and the Sierra Front Wildfire Cooperators.

113 The Team Coordinator is responsible for:

- 114 • Coordinating the updating and disseminating these Guidelines annually for approval by the SFWC
115 BOD.
- 116 • Facilitates the IC nomination process.
- 117 • Meets with Board of Directors for selection of IC's and team members.
- 118 • Facilitates team member nomination process.
- 119 • Ensures computers and equipment are stored properly maintained / repaired / or updated.
- 120 • Creates and updates ROSS rosters for team members.
- 121 • Creates and disseminates On Call Rotation.
- 122 • Orders team shirts annually if needed.
- 123 • Assists with training and attending the Annual Sand Table exercise.
- 124 • The SWFC IMT coordinator will be responsible for IMT availability listings, team rosters, pre-orders,
125 call out letters for team nominations, team correspondence, and current quick pick lists.

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127 **Team Configuration**

128 The team configuration includes 15 qualified positions and 6 trainees, Configuration of the team may change due
129 to the complexity of the incident. Additional trainees (with the exception of the trainees assigned to the team),
130 must be negotiated with the Agency Administrator or their designee prior to mobilizing the trainee to an incident.
131 ADs should be assigned agency trainees whenever possible.

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134 The following chart illustrates the team configuration and minimum qualifications required for individuals
135 performing Type 3 complexity functions along the Sierra Front:
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Type 3 Functional Responsibility		Qualifications
1	IC	Incident Commander Type (ICT3)
2	Deputy IC	Incident Commander Type (ICT3)
3	Safety	Line Safety Officer (SOFR)
4	Information	PIOF(t)
5	Operations Specialist	DIVS or ICT3
6	Operations Specialist	DIVS or ICT3
7	Air Support Specialist	Helicopter Manager or Air Tactical Group Supervisor or Division Supervisor (currency not required)
8	Division Supervisor	Strike team Leader or Task Force Leader
9	Division Supervisor	Strike team Leader or Task Force Leader
10	Plans Specialist	I-Suite required, STKN
11	GIS Specialist	GIS experience
12	Logistics Specialist	RCDM or BCMG
13	Communications	COMT
14	Medical Unit Leader	EMT, ICS-100, ICS-200, ICS-300, IS700, IS800B, S-359
15	Finance	I-Suite required. S260/S261, PTRC
1	ICT3 Trainee	ICT4 +TFLD or Strike Team Leader
2	Logistics Trainee	
3	Finance Trainee	
4	PIO Trainee	
5	Communication Trainee	
6	Medical Unit Leader Trainee	

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143 **Mobilization**

144 Sierra Front Wildfire Cooperator's Type 3 Incident Management Teams are available for immediate dispatch to
145 any incident within the Sierra Front Wildland Cooperators geographic area. Off district assignments are approved
146 by the Incident Commander with concurrence of the SFWC Executive Board, if the alternate team is available to
147 stand up. If the alternate team is unable to stand up, then the Board of Directors must approve the assignment.
148 The request for outside area mobilization will come from the requesting units dispatch center through SFIDC who
149 will then contact the SFWC executive board before anything is processed.

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151 Inside the SFWC area the Type 3 team will be ordered at the request of the Host Agency(s) in accordance with
152 their agency procedures. The requesting unit, prior to their request, will establish which Federal ICC will be their
153 single point ordering dispatch center. Once the request for the team has been received, Sierra Front Interagency
154 Dispatch Center will contact the Team Coordinator, and the Incident Commander. The most expedient method
155 of team call out will be utilized. The Incident Commander will be given incident name, location, jurisdiction and
156 any other pertinent information regarding their assignment. The use of rental vehicles, computers, and cell phones
157 will be negotiated with the hosting agency. It is recommended that for all assignments the IC attempts to have
158 rental cars, computers, and cell phones approved for the resource orders. The Team Coordinator will ensure ROSS
159 orders are completed and sent to the Team members' home unit. Procedures outlined in the Great Basin Mob
160 Guide will be used as a minimum standard.

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162 **Jurisdictional Authority**

163 Sierra Front Wildland Fire Cooperator Type 3 Incident Management Teams work for the agency(s) that has the
164 jurisdictional authority for the incident through a Delegation of Authority. The Sierra Front Wildland Fire
165 Cooperator Type 3 Incident Management Team will be allowed to manage incidents per their delegation until
166 released. - There will be a formal close out process with the agency administrator at the end of the team's
167 assignment.

168 The SFWC Incident Management Team may manage suppression activities on a fire only after receiving a signed
169 delegation of authority from the agency administrator. The delegation of authority is part of the briefing package
170 provided to the incoming IMT the agency that has jurisdictional authority may assign a liaison to assist with the
171 incident.

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173 **Type 3 IMT Responsibilities and Expectations**

174 Firefighter and public safety will be the number one priority on any incident. The Sierra Front Wildfire
175 Cooperators Board of Directors is committed to zero tolerance of careless and unsafe actions. An IMT member
176 is expected to conduct all tasks and operations in strict accordance with interagency safety policies and
177 procedures.

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Team members regardless of position must remain flexible to meet changing objectives or complexity. Team members will conduct themselves in a professional and positive manner.

Team members must be ready to go at a moment's notice during their call-out period.

Sierra Front Wildfire Cooperators Type 3 Incident Management Team Members are encouraged to attend pre-season meetings and Sand-table exercises. Team members (IC's) are encouraged to attend the Interagency Field Generals meeting.

Incident Commander: Will attend in-briefings and out-briefings with host agency. Responsible for supervising all personnel assigned to an incident. Specific responsibilities include incident management within agency policy at the direction of the Agency Administrator in line with the Delegation of Authority with the underlining goal of cost effective incident management. Works with Operations to determine incident objectives and ensures safe management of the incident. The IC or IC's delegate is responsible for ordering tactical resources from dispatch ensuring "single point ordering" is followed. Monitor incident complexity to ensure it is within the capability of the team and recommend higher or lower level IMT to manage the incident as appropriate. Ensures ICS 209 is completed. Responsible for negotiating pre-orders with the hosting agency administrators. The IC will be the central contact point for team business and will coordinate with the SFWC Board of Directors and Team Coordinator as needed. Works with local emergency operations center, if established, and addressed in the Delegation of Authority.

Operations Chief: There may be several IMT members assigned to this position. These individuals may serve as stand-alone Operations Chief, or may be assigned as DIVS, TFLD or assigned portions of the incident. The key to this position is to remain flexible and serve in any operational function demanded by the incident. The primary responsibility is to oversee or carry out suppression operations to achieve incident objectives. Operations will have numerous resources under their supervision. Resource needs are determined by Operations and relayed PLANS with approval of the IC.

Air Operations: This position is responsible for ensuring safe and efficient and 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. Air Operations has the authority to halt air operations if deemed unsafe. Unsafe air operations will be elevated to the IC immediately.

Plans Chief: 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 IC. Works closely with

212 the IC and Operations personnel to ensure resources are ordered or released in a timely manner to meet incident
213 objectives

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215 **Safety Officer:** The primary responsibility is to ensure safety policies are followed, and to ensure that safe
216 procedures are implemented for management of the incident. Any identified safety issues will be elevated to the
217 IC immediately. Safety has the authority to alter, terminate, or suspend any unsafe operation at any time, and
218 recommend safe methods to accomplish incident objectives. Personnel supervised may include line safety
219 officers.

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221 **Logistics Chief:** This position is responsible for all logistical support for the incident. This includes ordering
222 supplies, food, water and support equipment and managing the ICP/Camp. They work closely with dispatch to
223 place resource orders and tracks all supplies and equipment. They determine ICP layout and ensures crew-sleeping
224 areas are adequate. A basic working knowledge of ROSS is highly recommended.

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226 **Finance Chief:** Finance Management will be consistent with the NWCG Interagency Incident Business
227 Management Handbook (NWCG Handbook 2), Working closely with the Incident Business Advisor if assigned
228 by the host unit. This position is responsible for tracking incident costs, and ensuring that personnel time and
229 equipment time are complete and accurate. The Finance person must have experience or training in I-Suite. The
230 Finance Unit prepares the incident finance packet for the home unit and works closely with local unit procurement
231 personnel to ensure agency procurement policy is followed and agreements are correct and in place.

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233 **Information Officer:** This position serves as point of contact and liaison between the Incident Management
234 Team, the local unit Public Affairs Officers and members of the public and media. Prepares and distributes
235 incident information and updates. Works with the IC to prepare and review information releases. Conducts public
236 briefings such as “Town Hall” meetings if necessary. Information also ensures press releases and updates are
237 given to Sierra Front Interagency Dispatch Center to post on their local website. Must coordinate all releases
238 with any host agency Joint Information Center.

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240 **Communications Technician:** This individual is responsible for developing plans for the effective use of incident
241 communications equipment and facilities, installing and testing of communications equipment, supervision of the
242 Incident Communications Center, distribution of communications equipment to incident personnel and the
243 maintenance and repair of communications equipment.

247 **Release of the SFWC Type 3 IMT/Transfer of Command**

248 The Host Agency Administrator(s) must approve the date and time for the release of the IMT. The outgoing IC
249 should start phasing in the incoming team members prior to demobilization of outgoing team members. The
250 incident should be controlled to a specified standard agreed upon by both the Hosting Agency and IC. A transfer
251 of command plan should be prepared for the incoming Incident Management Team by the team being released.
252 Resources that are no longer required shall be released from the incident. Plans will provide a copy of the Teams
253 final fire report and narrative.

254 The Agency Administrator should complete a written evaluation of the Incident Management Team.
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257 **Work/Rest Guidelines**

258 Agency Administrators are responsible to ensure that SFWC IMTs comply with work/rest guidelines in Chapter
259 7 of the “Interagency Standards for Fire and Aviation Operations” handbook when assigned to their units.
260 Incident Commanders are responsible to track work assignment length and adhere to established work/rest
261 guidelines.
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263 **Safety**

264 Firefighter and public safety shall always be our first priority. The commitment to and accountability for safety
265 is a joint responsibility of all firefighter, IMT members and Agency Administrators. Individuals must be
266 personally committed and responsible for their own performance and accountability. Every supervisor, employee
267 and volunteer is responsible for following safe work practices and procedures, as well as identifying and reporting
268 unsafe conditions or practices.

269 Every individual has the right to turn down unsafe assignments using the assignment turn down procedure within
270 the Incident Response Pocket Guide. The identification and location of escape routes and safety zones must be
271 stressed. The IMT will use Standard Fire Orders, Watch Out Situations and LCES for guidance at strategy
272 meetings, during briefings and when developing the Incident Action Plan.
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274 **Incident Briefings:** The Incident Commander shall ensure that safety factors are covered with incident personnel
275 at all operational briefings and safety briefings are occurring throughout the incident organization. A briefing
276 checklist can be found in the “Incident Response Pocket Guide” (IRPG) back cover inside.

277 The Agency Administrator and IC will negotiate on timeframes of agency administrator briefings during the
278 incident
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282 **Incident Accident Reporting**

283 Incident Commanders, Finance, Safety and Agency Administrators will define the reporting process for any injury
284 or accident on an incident during the initial Agency Administrator briefing. This will include timelines and
285 personnel to be notified on the managing unit.

286 In the case of near misses, entrapments, fire shelter deployment, serious injury or fatalities a review and
287 investigation are required. Each agency involved will follow their agencies requirements for reporting. Local
288 Agency Administrators should develop a local preparedness plan to guide emergency response. The Host Agency
289 Administrator(s) will conduct an in-briefing to the investigation team and facilitate and support the investigation
290 as requested.

291 The final report will be presented to the Sierra Front Wildfire Cooperators within 30 days of completion.

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293 **Updates**

294 The SFWC Type 3 IMT Guidelines will be reviewed and updated annually prior to selection of team members.

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297 Sierra Front Wildfire Cooperator’s Chair

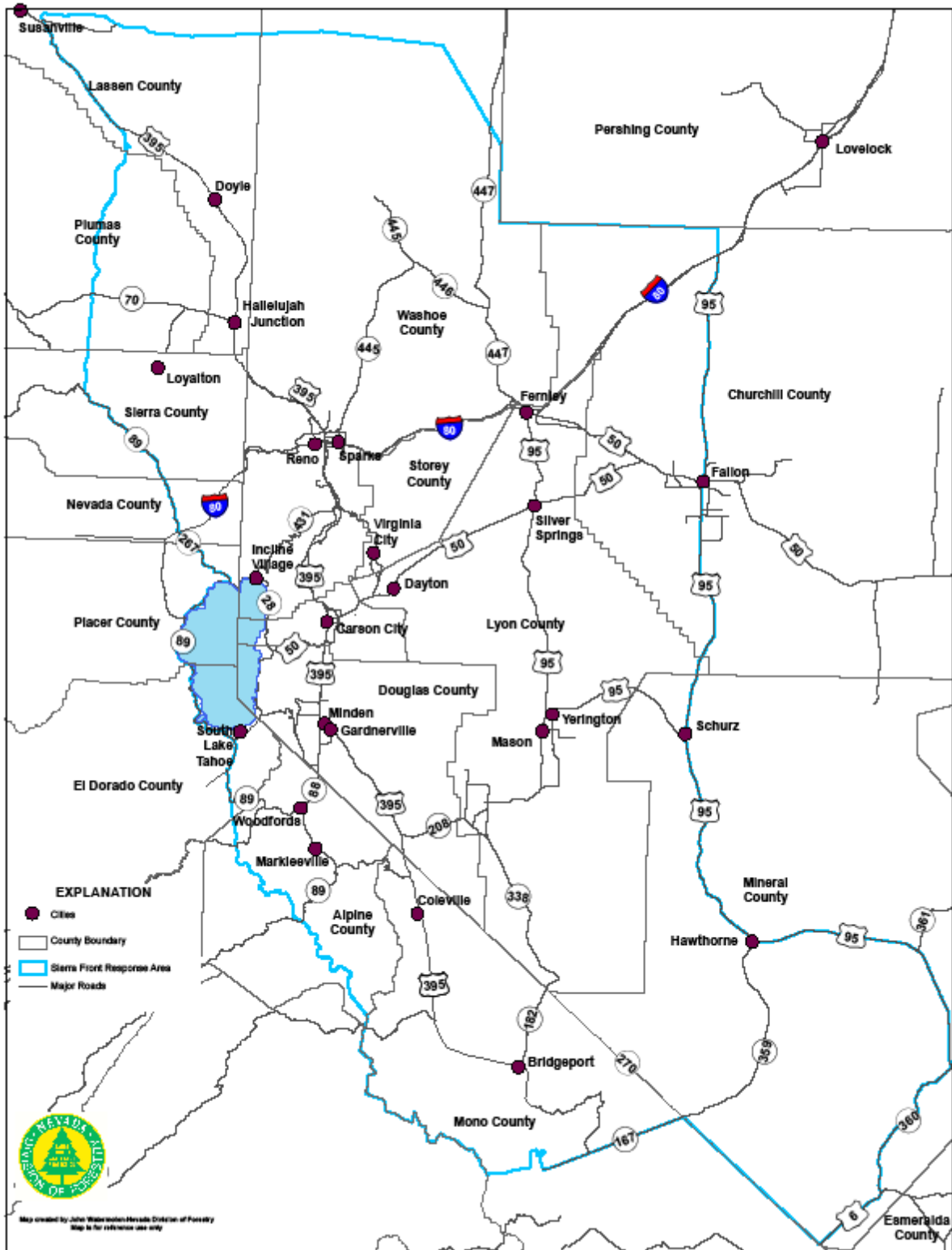
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300 **Appendixes attached:**

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302 Appendix 1 – Map of Sierra Front Wildfire Cooperators Area of Influence

303 Appendix 2- Current List of SFWC Agencies
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Appendix I- Map



Appendix -2
Sierra Front Wildfire Cooperators Agencies

Bureau of Indian Affairs
Western Nevada Agency

Bureau of Land Management
Carson City District

Carson City Fire Department

East Fork Fire Protection District

Lake Valley Fire Protection District

Nevada Division of Forestry

North Lake Tahoe Fire Protection District

North Tahoe Fire Protection District

Reno Fire Department

South Lake Tahoe Fire Department

Sparks Fire Department

Storey County Fire Department

Tahoe Douglas Fire Protection District

Truckee Meadows Fire Protection District

U.S. Forest Service
Humboldt-Toiyabe National Forest
Lake Tahoe Basin Management Unit
Tahoe National Forest

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