

INCIDENT MANAGEMENT TEAMS (IMT)

7756

(No.50 July 2013)

CAL FIRE will maintain six statewide All Hazard Incident Management Teams (IMT) to direct large-scale complex emergency incidents.

TEAM AUTHORITY

7756.1

(No.50 July 2013)

CAL FIRE Incident Management Teams are under the authority of the Deputy Director - Fire Protection. Under the direction of the Deputy Director Fire Protection, the IMT Committee will provide recommendations to executive management on Team policy, selection and operational oversight.

The Committee membership consists of:

- Assistant Deputy Director Fire Protection – Chairperson
- Staff Chief Operations Sacramento
- Staff Chief Operations Northern Region
- Staff Chief Operations Southern Region
- IMT Incident Commander Northern Region
- IMT Incident Commander Southern Region
- Unit Chief Northern Region
- Unit Chief Southern Region

The representatives for Incident Commander (IC) will serve for two years each. The Northern Region IC will alternate on even numbered years and the Southern Region IC will alternate on odd numbered years.

RESPONSIBILITIES OF PROGRAM, REGION AND UNIT

7756.2

(No.50 July 2013)

FIRE PROTECTION PROGRAM

7756.2.1

(No.58 November 2014)

Sacramento Fire Protection program will provide the overall statewide coordination of the CAL FIRE IMTs. This includes:

- Coordination of the annual IMT training meeting
- Maintaining permanent IMT Roster
- Maintaining the annual Team rotation calendar
- Maintain the archive of Post Incident Action Summaries
- Maintains the Intranet IMT web page
- May initiate hard cover of Team(s)

Providing program funding and logistical support of the Teams with necessary and required equipment is a critical element of the statewide program.

REGION RESPONSIBILITIES

7756.2.2

(No.58 November 2014)

Region responsibilities consist of:

- May initiate hard cover of Team(s)
- Approves and processes the bi-annual IMT pay for the IMT ICs
 - ICs will approve Team member IMT pay
- Region Staff Chiefs Operations will approve changes to the permanent IMT rosters to ensure geographic representation and forward approvals to Fire Protection program
- IMT application review and approval, forwards applications to Sacramento Fire Protection Staff Chief Operations for processing.
- Establishes and maintains the “Priority Trainee List”
 - Units are responsible to submit their weekly priority trainees to Region

Activation of IMTs:

- Receives request for Team, Region Chief approves
- Facilitate the activation conference call
- Works with Units on Team transition timing
- Host Region representative attends Transfer of Command meeting(s)
- Process Team supplemental order
- Approves additional trainees assigned to incident
- Facilitate the daily ICs conference call as needed

Weekly On-Call rostering of IMT's (MOU Section 8.15):

- CSR Operations Coordination Center will maintain the weekly rosters for Teams having an IC from CSR.
- CNR Operations Coordination Center will maintain the weekly rosters for Teams having an IC from CNR.

UNIT RESPONSIBILITIES

7756.2.3

(No.58 November 2014)

Unit responsibilities consist of:

- Supports and approves Unit employee IMT participation
- Facilitates local government participation in IMTS
- Request activation of IMT
- Participate in and provide information for the IMT Activation conference call
- Establishes Transfer of Command meeting time and location
- Provides completed [Transfer of Command document](#)
- Provides Unit expectations
- Provides agency administrator and the line officer
- Participates in the [Post Incident Action Summary](#) review process
- Completes [Incident Management Team Evaluation](#) and the Incident Commander Evaluation (ICS 225)
- Receives the incident documentation and finance package
- Transitions back to the local IMT organization as necessary

TEAM COMPOSITION

7756.3

(No.58 November 2014)

The Departments goal will be to have a combination of three (3) Incident Commanders (ICs) selected from Northern Region and three (3) Incident Commanders (ICs) selected from Southern Region. Deputy Incident Commanders will be from the opposite Region.

Team members will consist of personnel from the Regions and Sacramento headquarters. Contract County or local government members will make up no more than 15% of the total number of Team members (excluding trainees). Local government members must be a permanent full-time employee of a California-recognized fire department or other public agency.

Team member selections will be based on the following priorities:

1. CAL FIRE
2. Contract County
3. Other California State Agencies, Federal Agencies, and/or Local Government

Every Team will be comprised of:

Incident Commander

Deputy Incident Commander
Safety Officer
Liaison Officer
Information Officer

Operations Section Chief (3)

Branch Director (2)
Air Operations Branch Director
Air Support Group Supervisor
Helibase Manager

Planning Section Chief

Deputy Planning Section Chief
Situation Unit Leader
Resource Unit Leader (2)
Demob Unit Leader

Finance/Administration Section Chief (CAL FIRE employee only)

Deputy Finance Section Chief
Time Unit Leader
Procurement Unit Leader
Cost Unit Leader
Compensation and Claims Unit Leader

Logistics Section Chief

Deputy Logistics Section Chief
Facilities Unit Leader
Communications Unit Leader
Supply Unit Leader
Ordering Manager (2)
Ground Support Unit Leader
Motel Unit Leader
Medical Unit Leader

Specialists

GIS Technical Specialist
Hired Equipment Technical Specialist
Fire Behavior Analyst Technical Specialist
Training Technical Specialist
Law Enforcement Liaison (State or Local Government)
Law Enforcement Liaison (CHP)

Trainees

Local government trainees (5)
CAL FIRE trainees (9 – Includes two IC trainees)

CRITERIA FOR INCIDENT MANAGEMENT TEAM MEMBERSHIP

7756.4

(No.50 July 2013)

CAL FIRE's objective is to place highly trained and qualified personnel on incident management Teams. Specifically, the individual Team members must have successfully completed all CAL FIRE/ICS (Incident Command System) training for the position. All command and general staff Team members should complete S-420 class (Command and General Staff training) no later than their first anniversary of Team assignment. All command and general staff Team members should complete S-520 or the equivalent no later than their second anniversary of Team assignment.

USE OF RETIRED ANNUITANTS

7756.4.1

(No.50 July 2013)

CAL FIRE retired annuitants (RAs) may be utilized only when there are no other qualified personnel available. RA's may be used as mentors as needed. Mentors may be a valuable tool for supporting the development of IMT members. Mentors will be qualified for the position they are mentoring and or supporting.

SELECTION OF TEAM MEMBERS

7756.5

(No.58 November 2014)

Incident Management Team IC and Deputy IC selection

The IMT Committee is responsible for the development of the IC and Deputy IC qualification list of qualified candidates. Applications will be accepted at any time. The IC and Deputy IC assessment process will be conducted on an as-needed basis.

IMT IC and Deputy IC Selection process will be completed in three phases. In the event a competitive pool of qualified candidates is not available a modified process will be conducted. Recommendations will still be provided by the IMT Committee.

- Phase I – Application (pass/fail)
 - Complete and submit the CAL FIRE 419 to respective, Unit Chief /Region Chief/ Fire Chief/Agency administrator. Signature is required
 - Complete CAL FIRE 419a
 - Must meet minimum qualifications per policy 4039

Phase II – Selection

- The IMT Committee will provide Incident Commander, Deputy Incident Commander, and Trainee candidate names for review to the two Region Chiefs and the Deputy Director Fire Protection.

Phase III – Appointment

- IC trainees will be approved by the Region Chiefs and Deputy Director Fire Protection with consultation from the Unit Chiefs.
- The Director appoints all Incident Commanders and Deputy Incident Commanders.

Upon the completion of the selection process, a list of unselected, qualified Incident Commanders will be established and maintained by the IMT Committee.

IMT member selection process:

- Phase I – Application
 - Complete and submit CAL FIRE 419 Unit Chief/Fire Chief or Agency Administrator signature is required
 - Complete and submit CAL FIRE 419a
 - Candidate to provide a ROSS printout of their current qualifications Provide copies of all applicable *ICS Course completion certificates and required prerequisites* for position certification per 4039 or CICCIS.
 - Applications may be submitted at any time.
 - IMT members are expected to have a minimum of a two year commitment to the Teams
 - A Statewide candidate list will be established.
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- Phase II – Selection
 - As IMT vacancies occur throughout the year, the IC's will utilize the current statewide IMT candidate list.
 - Qualified personnel assigned to Sacramento and Region Headquarters may be included on Teams and in the alternate/trainee pools
 - The Staff Chiefs of Operations will approve changes to the Team Rosters
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- Phase III –
 - The IMT Committee will review geographical balance of the Teams annually. Team membership may be adjusted by the Staff Chiefs of Operations by September 15th for the following calendar year. Changes will be coordinated with the Incident Commanders by October 1st.

For existing Team members the CAL FIRE 419 will be submitted annually with the Unit Chief/Fire Chief's signature or appropriate agency administrator. These forms will be submitted to, and retained by, their Team IC.

INCIDENT MANAGEMENT TEAM ACTIVATIONS

7756.6

(No.50 July 2013)

CAL FIRE IMT's may be utilized when the emergency incident cannot be mitigated:

- With substantial augmentation of resources during the first operational period
- When long-term resource commitment and logistical support will be required
- During multi-agency multi-branch incident
- When the scope of the planning is long-term and complex

The decision to request one of the six statewide CAL FIRE Teams on incidents will remain with the Unit, Region, Sacramento or their designees. Local incident management organizations (IMT Type 3) may be utilized when appropriate.

REQUEST FOR ADDITIONAL PERSONNEL AND EQUIPMENT

7756.7

(No.58 November 2014)

IMT Command and General staff, in conjunction with the appropriate agency administrator, will review the CAL FIRE Supplemental Resource Order to determine applicability for the incident assignment. Responding Team composition will be considered during the IMT Activation conference call. All orders will be coordinated through the receiving agency's dispatch center (reference HB 8100 Procedure 371).

TEAM AVAILABILITY, DUTY SHIFT ROTATION AND DISPATCH

7756.8

(No.58 November 2014)

Throughout the year each of the six Teams will have an assigned Team rotation week where they will be one hour call. This will be referred to as "Team rotation". During the Team rotation week, compensation will occur according to the appropriate Memorandum of Understanding.

Teams may be placed on hardcover at the discretion of the Region Chief and or the Deputy Director Fire Protection at any time. From May 1st to October 31st the next Team in rotation will be automatically Hard Covered upon activation of the on-call Team. Team members on hardcover will be on one hour call. Unless otherwise instructed, Team members on hard cover will report to their assigned duty location (with the exception of 4C employees).

Geographical pre-positioning of Teams may be considered and will be based on incident activity. The Region Chief, in coordination with the Deputy Director Fire Protection, may increase or decrease the number of Teams on hardcover depending on operational need.

Dispatch procedures will be as defined in policy 8100.

Team members assigned to incidents when the Team is activated shall be released for the Team assignment. This process shall be coordinated between the Unit and the incident.

TEAM MEMBER EVALUATION

7756.9

(No.58 November 2014)

Incident Commanders are responsible to ensure that all IMT members receive an [Incident Performance Rating \(ICS 225\)](#) at the end of each assignment and are processed appropriately. .

Prior to the IC taking any disciplinary or other action on a Team member, the IC shall coordinate and discuss with the employee's supervisor and Unit Chief, Fire Chief or Agency Administrator (See 7756.19)

TEAM MEMBER ABSENCES

7756.10

(No.50 July 2013)

Absence for Team members during their Team's rotation period will only be allowed for sick leave, approved leave, vacations or personal emergencies. If an absence is necessary, the affected Team member is responsible to notify his/her section chief or IC. The IC or designee will notify the Region that the Team is accurately statused in ROSS.

TEAM TRAINEES

7756.11

(No.58 November 2014)

Each CAL FIRE IMT is authorized to have five trainees from local government (includes contract counties) and nine from CAL FIRE. Each Team IC may nominate Team trainees to the Region Staff Chief Operations for approval. Trainee selection will be based on Team needs, Team succession and statewide continuity of the six Teams.

The intent of the Team trainee positions are for qualifying future Team members and to develop depth in critical ICS positions. Team succession plans need to reflect the disposition of Trainees. Trainees will have their task books signed within established guidelines (as soon as possible or maximum of 3 years). When a trainee completes the required training they will be considered fully qualified. They may be:

1. Considered for a permanent assignment on that Team
2. Assigned to another Team in a permanent assignment
3. At the end of the calendar year they will be removed from the Team and placed in the statewide qualified IMT candidate pool

The Training Technical Specialist will be responsible for documenting fulfillment of training requirements.

PRIORITY TRAINEE LIST

7756.12

(No.58 November 2014)

Each Unit and Region will establish a Priority Trainee list to be used during Team activations. All Priority Trainees must bring an initiated task book to the incident and work with the Team Training Technical Specialist to ensure appropriate documentation.

IMT SUCCESSION PLANNING

7756.13

(No.58 November 2014)

CAL FIRE's objective is to place highly trained and qualified personnel on Incident Management Teams. Having a comprehensive succession plan for all six statewide Incident Management Teams is essential and will be updated on an annual basis. All ICs will be responsible for evaluating and completing this process on an annual basis.

A Team succession plan spreadsheet for each Team will be forwarded to the Assistant Deputy Director Fire Protection and Staff Chiefs of Operations (Region and Sacramento) by August 31st of each year for review. Once reviewed, they will be forwarded to the IMT Committee for approval. These succession plans will be used in the Team selection process.

STAND-BY TIME

7756.14

(No.50 July 2013)

Bargaining Unit 8 Employees are not compensated for Stand-By-Time, see MOU Sec 8.15.2. Non-Bargaining Unit 8 employees are subject to and covered by their respective bargaining unit agreements which detail overtime, call back and standby compensation.

TEAM TRAINING

7756.15

(No.58 November 2014)

The Team IC is responsible for Team training. Annually, there shall be a statewide Team training meeting/exercise that includes all Teams. The content and duration of the annual training will be determined by the IMT Committee.

TRANSFER OF COMMAND MEETING

7756.16

(No.58 November 2014)

A transfer of command meeting for the Team will be conducted by the agency administrator prior to the Team assuming its responsibilities or when the Team transitions back to the Unit, County or another Team. Reference CAL FIRE Incident Management Team Transfer of Command script exhibit.

A Draft Post Incident Action Summary (PIAS) will be submitted by the IMT for review by the Agency Administrator and/or Unit Chief. A PIAS will not be considered "Final" until reviewed and approved by the CAL FIRE Director.

See Exhibit – Post Incident Action Summary Template

SOCIAL MEDIA

7756.17

(No.50 July 2013)

Social media is a valuable tool. It is the ICs responsibility to ensure that CAL FIRE policy, including unit and local policies, are followed.

IMT's are authorized to provide public information through the use of social media as defined in policy. They are not, however, to provide intelligence (see policy 7791). IMT's work under the authority of the agency administrator and shall receive clear direction regarding the dissemination of social media.

FILE SHARING

7756.18

(No.50 July 2013)

File sharing through internet or "cloud" based sites is a valuable and efficient method to distribute a large amount of information with minimal cost and /or reliance on the CAL FIRE Wide AREA Network.

IMTs are authorized to utilize File sharing through CAL FIRE Information Technology approved sites only. It is the Incident Commander's responsibility to ensure that CAL FIRE policy, including CAL FIRE's Computing Acceptable Use Policy is followed.

IMTs are authorized to provide public information on approved file sharing sites through unsecured, read-only, public links/folders. However, intelligence (see policy 7791) will not be posted to these locations.

Nothing in this policy shall be interpreted to supersede or replace existing information and intelligence posting requirements found elsewhere in policy – specifically policy 7795.

TEAM MEMBER DISMISSAL / RESIGNATIONS

7756.19

(No.58 November 2014)

Dismissal:

A member of a Team maybe dismissed from an IMT if the following occurs:

- The Team member consistently fails to attend IMT meetings, exercises or activations.
- The Team member's performance, as documented on an ICS-225 or equivalent, demonstrates poor performance.
- The Team member has violated the Code of Conduct for CAL FIRE.
- An investigation concludes that the Team member had an egregious safety violation that could have caused, or did cause, death, injury or damage to property.
- They no longer possess the required certification or qualifications for the position they hold.

If a Team member is to be dismissed, a discussion will be held with, and a letter from the Team IC will be provided to, the employee's supervisor, Unit Chief / Fire Chief / Program Manager, and Region Operations Chief explaining the reason for the dismissal with a copy of the ICS-225. A copy will also be provided to the employee being dismissed.

Resignation:

A member may voluntarily resign from an IMT only due to; a change in work assignment, a request from their Unit Chief or Fire Chief, a hardship or an acceptable reason agreed to by the Team member and the Team IC. The Team member will sign a letter of resignation to the Team IC with a copy to the Team member's Unit Chief / Fire Chief / Program Manager.

[\(see next section\)](#)

[\(see HB Table of Contents\)](#)

[\(see Forms or Forms Samples\)](#)