

Rocky Mountain Area Coordinating Group

Operating Plan

Approved: Robert J. Jones Date: 5/11/12
Chair, RMCG

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RMCG Operating Plan

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Rocky Mountain Area Coordinating Group Operating Plan

I. Introduction

All Rocky Mountain Geographic Area (RMA) wildland fire agencies manage wildfire emergencies by authority outlined in departmental/agency policy and interagency agreements. Additionally, they may also support other all hazard incidents contingent upon agency policy. This Rocky Mountain Area Coordinating Group (RMCG) Operating Plan is intended to provide management direction for cooperation, standardization, administration and operational guidelines for fire and incident management activities within the Rocky Mountain Area. The Rocky Mountain Area is defined as that area inside the Rocky Mountain Region of the National Forest System, and includes all portions of the states of Colorado, Nebraska, and Kansas and most of the states of Wyoming and South Dakota. It is intended to provide flexible, yet efficient protocol for coordinating RMCG's business, fully recognizing the independent autonomy of each member's organization.

II. Authority

The RMCG provides general oversight and direction for the fire management programs throughout the Rocky Mountain Area and represents the interests of the senior executive leadership of the federal, state, and local government agencies (Rocky Mountain Area Fire Executive Council) represented by the RMA member organizations. These Senior Executives have chartered RMCG to serve the best interests of the RMA, while respecting the authorities and limitations of individual agencies. RMCG's charter is presented on the RMCG website and presented in [Attachment 1](#).

RMCG representatives will communicate to individual Agency Executives any recommendations to establish significant new policies in fire or incident management prior to implementation. Members of RMCG are delegated authority to act on behalf of their respective agencies for the purposes of planning, priority setting, and implementation of current agency policies, directions and standards for fire and incident management activities. Each agency will be bound to act within the limits of their respective statutory authorities while participating as a member of RMCG.

III. Guiding Principles

1. Safety is the core value and consideration throughout all RMCG activities.
2. Wise and efficient use of funds is an essential consideration in planning and implementing actions to meet individual and collective RMCG objectives.
3. Interagency communication, coordination, and cooperation are vital to the effective and efficient use of the area's wildland fire management resources. Actions are based on the leaders' intent as expressed by the Rocky Mountain Area Fire Executive Council (RMA-FEC), which may be updated periodically.
4. Trust and integrity are inherent to the success of RMCG. Deliberations are open and transparent.

5. Differences in member organizations' responsibilities, missions, and capabilities are recognized and mutually respected.
6. Responses to change are through deliberative processes.
7. Member accountability for all actions contributes to excellence.

IV. Purpose and Core Values

1. RMCG's goal is to provide a cooperative forum for seeking consistency in fire and incident management within the RMA. RMCG seeks to enhance safety, efficiency and effectiveness of interagency fire management activities and support to authorized non-fire emergencies.
2. RMCG serves the Executive Agency Administrators or their representatives and implements RMA-FEC decisions.
3. RMCG initiates actions to improve coordination and integration of state, tribal, and federal wildland fire programs while recognizing individual agency missions.
4. RMCG provides geographic area leadership in implementation and communication of policy, standards, guidelines, and qualifications for wildland fire program management.
5. RMCG serves as a clearinghouse and provides a forum for discussion of short- and long-term wildland fire management issues and related resolution.

V. Meeting Management

A. General

Meeting frequency will be based on purpose and need, and will be scheduled 3 times annually. Meeting dates will be selected approximately 12 months in advance and in coordination with key RMCG committees.

Meetings will typically last 2-3 days, based on agenda. Meetings will begin and end mid-day when possible to allow for travel.

The location of meetings will be based on a balance between four criteria:

1. Convenience (easy access to airports, suitable hotel and meeting rooms within an hour's drive);
2. Geographical regions (east, west, north, south) which shall be alternated for each meeting;
3. Most economical (based on total travel costs); and
4. The RMCG Business Manager is responsible for coordinating with hosting RMCG member for arranging facilities and for contacting and confirmation of all RMCG members.

B. Conference Calls

Conference calls will be held on the first Thursday of each month or as needed, except when that first Thursday overlaps with a scheduled meeting. An agenda for the conference call will be compiled and distributed to all participants by the Monday preceding the call or at least 3 days in advance. Conference calls may be added to or removed from the schedule at the discretion of the Chair, and depending upon the need to address RMCG business.

C. Agenda

Agenda items must originate from RMA-FEC, RMCG members or Committee Chairs. Committee agenda items will be coordinated through RMCG Committee Liaisons. All agenda requests must be submitted using the Agenda Request Form (Attachment 11) and sent to the RMCG Business Manager as soon as possible prior to scheduled meetings and conference calls. Late submissions of supporting materials may result in postponement or delay of decisions. The Chair will make the final decision to include or exclude agenda topics based on time constraints.

After setting the agenda, the RMCG Business Manager is responsible for getting all necessary pre-work out to members as soon as possible prior to scheduled meetings for requested decision making informational briefings. Accompanying materials for conference call agenda items will be distributed by the Business Manager on the Monday before, or as soon as possible prior to, the scheduled conference call.

The Chair may choose to allow informational items if deadlines for distribution are not met. By unanimous consent, RMCG may decide on unforeseen issues without prior notification.

D. Decision Making

RMCG will follow the Consensus Decision Model posted on RMCG's website and presented in [Attachment 2](#).

E. Presentations

Presentations should be clear, concise, and relevant. Once the presentation is concluded and issues clarified or questions answered, only the RMCG will discuss the issue and make decisions.

F. Quorum and Absent Members

A quorum is required for RMCG to make binding decisions. A quorum is defined as 50+% of current RMCG membership. Members who are unable to attend may choose to be represented by an alternate participant to the meeting. The alternate must have a written Delegation of Authority that allows them to make binding decisions on the member's behalf.

G. Meeting Purpose

The primary purpose of any RMCG meeting is to utilize the skills of its members for decision making based on its chartered mission, purpose, functions, and guiding principles.

1. Administration and information sharing will be streamlined through the use of mailings, conference calls, etc. prior to the meeting.
2. Decision documents should include, as appropriate, an issue statement, discussion highlights, pro/cons, cost alternatives and consequences for not accepting the project or proposal. Committee decision requests must be sent to the Business Manager as soon as possible prior to the scheduled meeting. The RMCG Committee Liaison will be responsible for advancing Committee recommendations and identifying audio/visual/presentation needs. In addition, a tasking letter will be sent to the Committee Chair by the RMCG Chair specifically outlining expectations for follow-up work and actions from the Committee.

3. Informational materials may be distributed at the meeting. The presenter is responsible for providing printed copies for 20 attendees.

H. Member Information Distribution

Each member is responsible for keeping their respective agency or organization informed of RMCG proceedings and decisions.

I. Spring RMCG/IMT meeting

The Spring Meeting historically occurs during the first full week in April. It has two main purposes:

1. To allow RMA teams to meet together, participate in team building activities, and share important administrative, leadership and seasonal information before the main fire season starts; and
2. To allow RMCG to meet with the ICs and team staffs and discuss items of interest.

Attachment 3 depicts a sample agenda for the Spring Meeting.

J. RMCG Committee Report-Outs

An annual report-out from each RMCG Committee will be conducted at the Winter Meeting. Each committee chair or designee will be given approximately 30 minutes to make the presentation, which should include but not be limited to the following:

1. The committee's activities and accomplishments in the previous year;
2. Planned program of work for the coming year;
3. Challenges or obstacles hindering progress toward committee goals or mission;
4. Changes in leadership and/or membership;
5. Requests for assistance or guidance from RMCG; and
6. Status updates and/or closeout for any outstanding committee taskings.

The RMCG Business Manager will be responsible for coordinating the report-out scheduling with each committee chair. All supporting materials should be provided to the RMCG Business Manager no later than 2 weeks prior to the scheduled meeting. A written version of each committee's report-out, along with any supporting documentation, will be filed in the RMCG Files.

VI. Records Management

A. Awards

Documentation of all awards presented will be filed in the RMCG business file.

B. Documentation of Meetings

1. Attendance at all RMCG meetings will be recorded and saved for the permanent record.
2. Minutes of each RMCG meeting and conference call will be taken by the RMCG Business Manager or designee. A draft will be provided to the RMCG members within 2 weeks of the conclusion of the meeting or conference call. RMCG members will have 2 weeks to review and approve the draft minutes. Final drafts of minutes will be posted on the RMCG web site and filed in the RMCG files.
3. RMCG decisions and supporting documentation, including option selected, will be recorded and retained in the permanent record. All decision criteria used by the RMCG to prioritize incidents, etc., will be recorded and retained in the permanent record. The permanent record will reside at Rocky Mountain Coordination Center. Sensitive records dealing with individual or IMT management or records of Executive Session Meetings will be stored separate from other permanent records in a secure file. Access to the secure file will be limited to the Chairperson (or acting) and Business Manager.
4. All RMCG Group decisions will be documented in writing. RMCG decision documents will be on Rocky Mountain Coordinating Group letterhead and signed by the RMCG Chair. RMCG decision documents will be distributed to the involved agency heads, RMCG committee chairs, incident commanders or other individuals responsible for implementation through the Rocky Mountain Coordination Center using the coordination system via FAX or electronic mail.

C. Requests for Information

Requests for copies of sensitive information must be received in writing. The request should be specific as to the topic and dates of the information requested. Information requested under FOIA or individual states freedom of information statutes will follow the requirements of those acts/statutes.

D. Legal Issues

Issues, inquiries, accusations, or threats; either implied or real; shall be documented and retained in the sensitive records. Agency Administrators will be informed of potential legal implications. Each RMCG participatory member will be responsible for informing or seeking counsel from their agency legal departments. RMCG will determine if the issues are Agency specific or RMCG focused. If agency specific, the issue is deferred to the agency. If RMCG focused, the issue is taken up by RMCG with input from member agency counsel. RMCG will develop a recommendation consistent with legal counsel advice and move the recommendation to the Agency Administrators. All discussion notes, correspondence, decision tools, recommendations and actions will be kept in an issue specific folder in the sensitive records file.

E. File Keeping

Original issue papers, along with RMCG decisions will be filed, either hard copy or electronically, in the RMCG files. Recent decisions will also be posted on the RMCG website. Sensitive issue papers, along with RMCG decisions will be filed, either hard copy or electronically, in the RMCG sensitive issues files.

VII. Roles and Responsibilities

A. Chairperson

The Chairperson is responsible for: calling meetings; seeking agenda items and setting the agenda; managing the meetings and/or appointing a facilitator; managing conference calls; and tracking follow-up on all action items. He/she will also sign appropriate RMCG documents and correspondence representing all member agencies. In addition, the Chair will represent RMCG at Rocky Mountain Area Fire Executive Council Meetings and other meetings and events as appropriate. When the Chair is absent from a RMCG meeting the Vice-Chair shall assume the full authority and responsibility of the Chair.

Based on the following order, a Chairperson will be chosen to serve a one-year term. A Vice-Chair will be the representative from the next agency in line, and will assume the chair position as it becomes vacant. Terms will be based on a calendar year. Interim vacancies will cause the rotation of the Chair and Vice-Chair to move accordingly. Adjustments to the rotation can be made to benefit RMCG leadership, i.e. to allow new members to gain situational awareness, accommodate impending retirement, etc.

STATE, Colorado
FWS, Mountain-Prairie Region
STATE, Kansas
USFS, Rocky Mountain Region
STATE, Wyoming
NPS, Intermountain and Midwest Regions
BLM, Wyoming
STATE, South Dakota
BIA, Southwest, Rocky Mountain and Great Plains Regions
STATE, Nebraska
BLM, Colorado

B. Vice-Chair

In the absence of the Chair, The Vice-Chair is responsible for serving as Chair and for performing delegated duties. Additionally, the Vice-Chair will be in charge of the RMCG awards program and will coordinate the Spring Meeting agenda for the year he/she is Vice-Chair.

C. Business Manager

RMCG will strive to have a Business Manager to ensure coordination and completion of work tasks and business matters. The Business Manager's responsibilities include but are not limited to:

1. Recording and distributing RMCG and Committee notes;
2. Maintaining electronic and hard copy records of RMCG and Committee business;
3. Obtaining information for RMCG and Committee members;
4. Drafting and distributing agendas for meetings and conference calls using past notes, correspondence, and action logs;
5. Responding to emails from RMCG and Committee members;
6. Preserving and organizing emails;
7. Gathering, organizing, and distributing materials and references for conference calls and meetings;
8. Drafting correspondence;
9. Drafting task orders;
10. Making contacts with members, speakers, and committee members concerning RMCG business;
11. Maintaining action logs;
12. Informing and prompting RMCG and Committee members on tasks and due dates;
13. Maintaining web page and updating postings;
14. Formulating and maintaining RMCG calendars; and
15. Formulating and maintaining contact lists.

D. Committee Liaisons

The Chair of RMCG will appoint a Liaison for each of the established Committees and Task Groups. The role of the Liaison is to:

1. Receive assignments for the committee from the RMCG Chair;
2. Deliver assignments to the committee;
3. Provide assistance to the committee to complete assignments or for RMCG reviews;
4. Receive and review correspondence between RMCG and the committee;
5. Participate in at least one committee meeting per year;
6. Provide advice to the committee for budgets, projects, and strategic planning;
7. Keep the committee informed of RMCG deliberations and direction.

A list of RMCG Committees and their Liaisons is included on the RMCG website and presented in [Attachment 4](#).

E. Zone Dispatch Liaisons

The Chair of RMCG will appoint a Liaison for each RMA Dispatch zone. The role of the Liaison is to:

1. Represent RMCG during zone meetings and conference calls and provide a RMA-wide and RMCG perspective on issues of interest;
2. Provide a link to RMCG for messages and questions to and from the zone;
3. Provide assistance to the zone to gather information or complete tasks.

A list of RMA Dispatch Zones and their Liaisons is included on the RMCG website and presented in [Attachment 5](#).

F. Members

Members are expected to actively participate in RMCG. Members represent their own agency's interests and are expected to be informed on agency/RMA issues and concerns.

VIII. Personnel Management

A. Awards and Criteria

RMCG recognizes individuals and/or groups for significant contributions to the betterment of interagency fire management efforts in the RMA through the presentation of awards. Award categories and criteria for each are listed on the RMCG website and presented in [Attachment 6](#).

Award nominations can be submitted to RMCG 30 days prior to the Spring Team Meeting using the form found on the RMCG website and presented in [Attachment 7](#).

B. IMT Management and Evaluation

RMCG is responsible for recruiting and maintaining highly reliable Incident Management Teams (IMTs) to meet member agency fire management objectives within the RMA. Team performance feedback is essential to this process and will be monitored by RMCG. Teams must receive a Performance Appraisal from the hosting agency on each assignment. This Performance Appraisal must be forwarded to RMCG via the Business Manager. RMCG will review Performance Appraisals and take action to correct deficiencies if/when necessary. RMCG will also make every effort to visit and evaluate each IMT at least once annually while they are deployed in the field. The main purpose of this evaluation is to help ensure personal contact and maintain lines of communication and coordination. The current RMCG Incident Management Review Report on the RMACC website and presented in [Attachment 8](#) will be used during the evaluation.

C. Personal Conduct and Disciplinary Issues

1. Team members:

RMCG expects the highest standards of professionalism and leadership within its IMTs. This requires Incident Commanders and team members to be ethical and promote, by their duty-based conduct, the Team's values and mission. RMCG deems that attaining this standard means each member meeting their employing agency's ethics and conduct standards at all times on an incident assignment. If any member fails to do so while on duty, then on review of evidence regarding any concern deemed in its discretion to warrant fact-finding, RMCG will promptly refer the matter and all associated evidence to the lead employing unit and support that entity's investigatory procedures. At all times regarding any pertinent conduct issue, RMCG will defer to the member's employing unit, which RMCG expressly recognizes as the primary, ultimate-recourse disciplinarian for all employees reporting thereto. The primacy of this entity's disciplinary authority is both recognized and cited by RMCG as the "lead employing unit."

An individual's service on a RMA IMT is a discretionary function of RMCG not only based on "red card" qualifications, but additional factors including past performance, future performance expectations, ethical conduct, appearance of propriety, and maintaining professional standards in all RMCG activities and mission functions. Thus, RMCG will review any notifications of performance/behavior problems, complaints and/or

grievances, and take corrective actions warranted (including suspension, demotion or removal from the Team as necessary), always consistent with the findings of the lead employing unit.

2. RMCG Members:

RMCG members are expected to conduct themselves in a professional manner during deliberative discussions and as they interact in public settings. Members are expected to express opinions on different issues based upon their professional knowledge and the interests of the agency they represent. However, biased opinions concerning issues which may affect the personal interests of the member are considered unprofessional and may conflict with the best interests of the interagency fire community as a whole (Conflict of Interest). Therefore, members are expected to abstain or recuse themselves from any issue in which they have a Conflict of Interest.

This would include, but is not limited to, participating in an investigation or deliberation, establishment of an adverse policy, and/or drafting of corrective action regarding:

1. any group of which they are a member, including RMA Incident Management Teams;
2. their personal fire qualifications or eligibility to participate in an activity; and
3. the qualifications, eligibility or participation of any person with whom they have a close personal relationship.

Members who do not remove themselves from these situations may be required to do so by consensus of the RMCG membership.

D. Code of ethics

RMCG members are held to a high standard. The following code of ethics should be applied to all RMCG members:

1. Recognize that we serve in a position of public trust that imposes responsibility to use publicly owned resources effectively and judiciously;
2. Do not use a public position to obtain advantages or favors for friends, family, personal business ventures or ourselves;
3. Use information gained from our positions only for the benefit of those we are entrusted to serve;
4. Conduct our personal affairs in such a manner that we cannot be improperly influenced in the performance of our duties;
5. Avoid situations whereby our decisions or influence may have an impact on personal financial interests;
6. Seek no favor and accept no form of personal reward for influence or official action;
7. Engage in no outside employment or professional activities that may impair, or appear to impair, our primary responsibilities as fire officials;
8. Comply with local laws and campaign rules when supporting political candidates and engaging in political activities;
9. Handle all personnel matters on the basis of merit;
10. Carry out policies established by elected officials and policy makers to the best of our ability;
11. Refrain from financial investments or business that conflict with or are enhanced by our official position;

12. Refrain from endorsing commercial products for personal gain through quotations, use of photographs or testimonials;
13. Develop job descriptions and guidelines at the local level to produce behaviors in accordance with the Code of Ethics;
14. Conduct training at the local level to inform and educate local personnel about ethical conduct and policies and procedures;
15. Have systems in place at the local level to resolve ethical issues;
16. Orient new employees to the organization's ethics program during new employee orientation; and
17. Review the ethics management program in management training experiences.

IX. RMCG Common Business Tasks

A. Ratifying Team Roster Recommendations

Recommendations will be submitted to the RMCG Business Manager by the Chair of the Operations Committee after the Winter Operations Committee Meeting and before the RMCG Winter Meeting. The Business Manager will acknowledge receipt of the recommendation in writing or via email to the committee chair and inform when the recommendation will be heard. RMCG will review and discuss the recommendation and make decisions using the RMCG Consensus Decision Model. Additional information or clarification of the recommendation needed by RMCG to reach consensus will be transmitted to the committee chair in writing or via email. Any delays caused by obtaining additional information will be transmitted to the committee chair. Final decisions by RMCG will be transmitted to the committee chair in hard copy or via email. If the recommendation is not accepted, rationale for the decision will be returned to the committee chair and the process will be repeated as necessary. The RMCG Business Manager will file all documentation related to the requests and actions taken in the RMCG Files.

B. Ratifying Mobilization Guides

The RMCG Chair is responsible for signing Chapter 10 of the RMA Mobilization Guide prior to its publication.

C. Approving Committee Charters

Each committee will have a charter consistent with the approved template for charters, provided in Attachment 12. Committees are required annually to review charters and update as needed. Amendments to charters will be submitted to the RMCG Business Manager and forwarded to RMCG for consideration. The Business Manager will acknowledge receipt of the charter review in writing or via email to the committee chair and inform when the charter will be heard. RMCG will review and discuss the charter and make decisions using the RMCG Consensus Decision Model. Additional information or clarification of the charter needed by RMCG to reach consensus will be transmitted to the committee chair in writing or via email. Any delays caused by obtaining additional information will be transmitted to the committee chair. Final decisions by RMCG will be transmitted to the committee chair in hard copy or via email. The RMCG Business Manager will file all documentation related to the charter and actions taken in the RMCG Files.

D. Approving Sub-Committees

A sub-committee may be approved by RMCG. Requests for the establishment of a sub-committee will come from the chair of the committee requesting the establishment to the RMCG Business Manager. The request should contain rationale for the need and benefit of the establishment of a sub-committee. Sub-committees may include subject matter experts and specialists. Requests shall be submitted to the RMCG Business Manager as soon as possible prior to a RMCG meeting or scheduled conference call. The Business Manager will acknowledge receipt of the request in writing or via email to the committee chair and inform when the request will be heard. RMCG will review and discuss the request and make decisions using the RMCG Consensus Decision Model. Additional information or clarification of the request needed by RMCG to reach consensus will be transmitted to the committee chair in writing or via email. Any delays caused by obtaining additional information will be transmitted to the committee chair. Final decisions by RMCG will be transmitted to the committee chair in hard copy or via email. The RMCG Business Manager will file all documentation related to the requests and actions taken in the RMCG Files.

E. Communicating with Executives

1. Each RMCG member is expected to brief their respective Agency Administrator (agency executive) after each RMCG meeting or conference call.
2. The RMCG Business Manager will prepare a year-end accomplishment report for submission to the agency executives.
3. Each RMCG member is expected to communicate urgent issues to their respective agency executive.
4. RMCG will conduct an annual review of the RMCG Charter and revise as needed. The Charter will be submitted to the RMA Fire Executive Council for approval and signature.

5. Any issues not resolved by RMCG through consensus will be elevated to the Chair of the RMA Fire Executive Council by the Chair of RMCG.
6. RMCG will encourage RMA Fire Executive Council participation in all RMCG functions.
7. Written communications with RMA Fire Executive Council will be filed in RMCG Files.

F. Approving 420/520/630 Applications

Recommendations will be submitted to the RMCG Business Manager by the Chair of the Operations Committee. The Business Manager will acknowledge receipt of the recommendation in writing or via email to the committee chair and inform when the recommendation will be heard. RMCG will review and discuss the recommendation and make decisions using the RMCG Consensus Decision Model. Additional information or clarification of the recommendation needed by RMCG to reach consensus will be transmitted to the committee chair in writing or via email. Any delays caused by obtaining additional information will be transmitted to the committee chair. Final decisions by RMCG will be transmitted to the committee chair in hard copy or via email. If the recommendation is not accepted, rationale for the decision will be returned to the committee chair and the process will be repeated as necessary. The RMCG Business Manager will file all documentation related to the requests and actions taken in the RMCG Files.

G. Duty Officer

In the absence of a MAC Group (typically at RMA Preparedness Levels 1-3) RMCG will provide a Duty Officer to work with the RMACC Center Manager on a rotational basis. The rotation schedule is on the RMCG website and presented in [Attachment 9](#). The duties of the RMCG Duty Officer are listed in the current RMA Mobilization Guide and include establishment of incident priority.

X. Financial Considerations

A. Funding of Projects

Only projects that are mutually beneficial and sanctioned will be considered for funding by way of an interagency and/or cost share agreement. In general, RMCG does not have a budget nor does it fund activities. Any activities funded will be for reasons of economic efficiency and multiplier effect and will not bypass agency program and development processes or authorities. All activities proposed for funding by RMCG should have the following information:

1. Project Proposal: Name of Project
2. Project Goal
3. Description of problem to be addressed
4. Description of quantitative outcome (measures of success)
5. Description of current status/situation

6. Description of existing constraints (Ex: must interface with payroll system)
7. Description of the relative priority of project (i.e. what are the consequences of not doing the project?)
8. Project duration and relative size (Ex: 1 month; small, easy fix)
9. Description of alternative strategies, pros & cons, and estimated life cycle cost.
10. Description of resource availability (i.e. who will be responsible for doing the work?)
11. Description of funding alternatives (i.e. who else can fund this project? Why should RMCG assume this responsibility?)

XI. Investigations/Reviews/Incident Closeouts

Any RMCG member may be requested to serve as the RMCG representative on any fire-related investigation or review. Several types of reviews are discussed below:

A. After Action Reviews (AAR)

ICs will meet with the RMCG to conduct a post-season After Action Review each fall to discuss and identify issues for management action.

B. Fire and Aviation Safety Team (FAST) Reviews

FAST Reviews will be initiated during high fire activity by accessing policy, rules, regulations, and management oversight relating to operational issues. FAST will be chartered by RMCG with a delegation of authority. Mobilization of a FAST team will follow procedures in the RMA Mob Guide.

C. Incident Closeouts

RMCG members will represent the RM Geographic Area at incident closeouts to ensure quality team performance and communicate any issues to the RMCG chair.

D. Incident Management Review Reports

RMCG will review each RMA sponsored IMT at least once per year. The main purpose of this evaluation is to help ensure personal contact and maintain lines of communication/coordination. The current Incident Management Review Report on the RMACC website, and presented in **Attachment 8**, will be used during the evaluation.

XII. Accreditation

The RMCG will use accreditation guidelines outlined by the NWCG. Specific documents to reference are the Field Manger's Course Guide and PMS 310-1.

Institutions of higher education acting as Contractual service providers: only those that have current contractual agreements in place will be recognized by RMCG as authorized service providers.

XIII. Issue Papers

A. Format and Purpose

All issues shall be submitted on the current RMCG Issue Paper format, located on the RMCG web page, and presented in **Attachment 10**.

B. Process Procedures

All issue papers should be submitted to the RMCG Business Manager as soon as possible prior to a scheduled meeting or conference call. The Business Manager will acknowledge receipt of the issue paper in writing or via email to the submitter and inform when the issue will be heard. Urgent or sensitive issues submitted to RMCG will be brought to the attention of the RMCG Chair. The Chair will decide whether to call a special meeting or hold the issue for the next regularly scheduled meeting.

Each issue paper will be reviewed by all RMCG members, and decisions will be made following the RMCG Consensus Decision Model. Submitting parties may be invited, at the discretion of the Chair, to present their issue paper at the meeting or conference call.

C. Resolution of Issue Papers

Action will be taken by RMCG on all issue papers submitted. Decisions will be made using the RMCG consensus model. The RMCG decision will be sent back to the submitter with one of the following responses:

- i. Approved
- ii. Approved as modified
- iii. Rejected
- iv. Deferred until _____.

D. File Keeping of Issue Papers (SEE RECORDS MANAGEMENT)

XIV. Committees

A. Approved Committees

A list of current RMCG Committees and their Liaisons is included in the RMCG website and presented in **Attachment 4**.

B. Committee Membership

The RMCG Committees will be comprised of representatives from each of the following agencies:

- Bureau of Indian Affairs
- Bureau of Land Management (Colorado and Wyoming Offices)
- Fish and Wildlife Service
- Forest Service
- National Park Service
- State Agencies of Colorado, Wyoming, South Dakota, Nebraska and Kansas

C. Common Tasks

Interagency Standing Committees are established through RMCG direction and have charters as appendices of the RMCG Charter. Issues and concerns of mutual interest will be tasked to the appropriate committee by the RMCG via forwarding of an Issue Paper with specific instructions, by correspondence from the Chair, or by instruction from the Committee Liaison.

D. Reporting and Tracking of Tasks

Taskings will be documented via the RMCG Action Item Log and sent to the respective standing committee Chairperson via the RMCG Committee Liaison. Committees can be requested to present updates via the RMCG agenda either at RMCG meetings and /or conference calls for information sharing, discussion and decisions. Task Reports will be expected to be received at the next RMCG meeting and /or conference call from the date of requested completion, unless the Liaison is notified of a need for an extension of time, at which point the Liaison will notify both the RMCG Chairperson and the RMCG Business Manager.

E. Committee Minutes

Minutes of meetings, as per each respective charter, will be taken and distributed to Committee members, the RMCG Business Manager, and Chairs of other Standing Committees.

F. Charters

Committee and Advisory Group Charters will follow the standard format attached to this operating plan, Attachment 12. The only provisions of the Charter that may be changed are specific membership requirements and purpose. The "Purpose" section should align with the current strategic plan.

G. RMCG Task Groups

RMCG and Committees may appoint Task Groups. Task Groups are formed when a specific task is needed that cannot be easily completed by the RMCG. The general purpose of Task Groups is to examine a specific problem or issue assigned by the RMCG, and return with a report and recommendations for resolving or addressing the problem or issue. Task Groups will produce a statement of work that outlines the specific products expected, with target dates. A leader will be appointed for each Task Group. Whenever possible, Task Groups should have representation from among the RMCG. Personnel from outside members of the RMCG or RMCG Standing Committees may be appointed to Task Groups.

A Task Group shall sunset upon completion of its assignment. Tasking, reporting, tracking and minutes shall comply with the same requirements of standing committees.

H. Expectations of the Standing Committees and Task Groups

1. All committees and task groups will function effectively, efficiently and within the scope of their respective approved charter or tasking.
2. Each Committee or Task Group Chair will be responsible for assuring the minutes of the Committee meetings are recorded and sent to the RMCG Business Manager for website posting. The Chair should also send minutes to each Committee and Task Group Member and Liaison.

3. The Committee Chair or a representative committee member will attend at least one RMCG meeting annually. At that meeting the chair or representative will present a Committee report, both orally and in writing outlining issues, work accomplished and work planned.
4. Committees have the authority to appoint task groups to assist with issues within the Committee.
5. Committees and Task Groups are not allowed to task each other. If a Committee or Task Group feels a task is beyond its scope of responsibility the task will go back to the RMCG and the RMCG will deal with it appropriately.
6. Committees and Task Groups will actively address tasks submitted by RMCG but should not hesitate to tell the RMCG if they feel unable to complete the task for whatever documented reason.
7. Committees and Task Groups will keep RMCG apprised of the need to replace Committee members. Committees and Task Groups will make recommendations to the RMCG, thru the Liaison, for selection of new members. RMCG will then select new members based on Committee and Task Group recommendations.
8. The Committee charter will be reviewed annually by each Committee chair and respective Liaison. Any changes or additions to a Committee charter will be proposed, thru the Liaison, to RMCG for consideration and approval.

I. Committee Liaisons

A RMCG Liaison will represent RMCG during all Committee meetings and other correspondence and serve as the main communication link between RMCG and their respective committee. A listing of Committees and Liaisons is on the RMCG website and presented in [Attachment 4](#).

J. Committee/Task Group Decision Making

Each Committee/Taskforce will use the Consensus Decision Model posted on RMCG's website, and presented in [Attachment 2](#).



ROCKY MOUNTAIN COORDINATING GROUP

Bureau of Indian Affairs (Southwest, Rocky Mountain and Great Plains Regions)
Bureau of Land Management (Colorado and Wyoming)
Fish and Wildlife Service (Mountain/Prairie Region)
Forest Service (Rocky Mountain Region)
National Park Service (Intermountain and Midwest Regions)
State Agencies in Colorado, Wyoming, South Dakota, Nebraska and Kansas

February 2, 2012

Rocky Mountain Area Coordinating Group

Charter

Name

The name of this group is the Rocky Mountain Area Wildfire Coordinating Group, hereinafter referred to as the RMCG.

Mission

The Rocky Mountain Coordinating Group (RMCG) is established to promote the safe management of wildland fire and all-risk incidents (within limits of respective statutory authorities) through interagency cooperation, communication and coordination in the Rocky Mountain Area (RMA). The RMA is defined as that area inside the Rocky Mountain Region of the National Forest System and includes all or portions of the States of Colorado, Wyoming, South Dakota, Nebraska and Kansas.

Purpose

- RMCG serves the line officers of the Rocky Mountain Area Fire Executive Council (RMA-FEC) and implements RMA-FEC decisions.
- RMCG initiates actions to improve coordination and integration of state, tribal, and federal wildland fire programs while recognizing individual agency missions.
- RMCG provides geographic area leadership in implementation and communication of policy, standards, guidelines, and qualifications for wildland fire program management.
- RMCG serves as a clearinghouse and provides a forum for discussion of short and long-term wildland fire management issues and related resolution.

Functions

- Promotes individual agency/state and collective meeting of standards, guidelines, training and certification in interagency wildland fire operations.
- Coordinates wildland fire programs across the area.
- Responds to RMA-FEC wildland fire policy, program guidance, and direction.
- Ensures coordination among fire, resources, aviation, and other related program areas.
- Identifies and resolves interagency incident management issues.
- Recruits, develops, and sustains, high reliability Incident Management Teams (IMTs) to meet RMA geographic area needs in accordance with the 2008 RMA Succession Strategy adopted by the FEC (RMA Executive Group, August 15, 2008) including but not limited to:
 - More formal support for and use of sub-geographic area IMT3s; and
 - Recruitment from non-traditional sources (FEMA, State OEM's, etc.).
- Facilitates efficiencies in interagency fire management and all-risk activities at all levels, including, but not limited to:
 - Type I and II Incident Commander and Team approval;
 - Oversight to the Rocky Mountain Area Coordination Center (RMACC);
 - Activation of the geographic area Multi-Agency Coordination Group (GMAC);
 - Oversight and approval of the RMA Mobilization Guide; and
 - Oversight to RMCG Standing Committees.
- Serves as the point of contact for the National Multi-Agency Coordinating Group (NMAC) and the National Interagency Coordination Center (NICC).
- Utilizes the RMACC as a central source of information and assistance for conducting wildland fire management and all-risk management activities.
- Recognizes outstanding contributions and/or performance in the areas of interagency wildland fire management and all-risk management.
- Reviews RMCG charter annually and makes updated recommendations to the RMA Fire Executive Council.
- Supports the National Response Framework, as well as the National Incident Management System (NIMS) as required.
- Facilitates efficiencies and cooperation in the following areas:
 - Implementation of current fire management initiatives;
 - Fuels and smoke management;
 - Community assistance;
 - Firefighter capability;
 - Restoration and rehabilitation;
 - Prevention and education;
 - Aviation operations;
 - Long-term fire management operations and planning;
 - Training;
 - Wildland Fire Operations; and
 - Communication Systems

Guiding Principles

- Safety is the core value and consideration throughout all RMCG activities.
- Wise and efficient use of funds is an essential consideration in planning and implementing actions to meet individual and collective RMCG objectives.
- Interagency communication, coordination, and cooperation are vital to the effective and efficient use of the area's wildland fire management resources. Actions are based on the leader's intent as expressed by RMA-FEC.
- Trust and integrity are inherent to the success of RMCG. Deliberations are open and transparent.
- Differences in member organizations' responsibilities, missions, and capabilities are recognized and mutually respected.
- Responses to change are through a deliberative process.
- Member accountability for all actions contributes to excellence.

Membership and Organization

The RMCG will be composed of representatives appointed by the respective agency administrator from each of the agencies listed below. Membership consists of representatives from the following organizations:

- Each of the Rocky Mountain Area State Foresters and South Dakota Secretary of Agriculture
- Each Region of the Bureau of Indian Affairs
- Each State Office of the Bureau of Land Management
- U.S. Fish and Wildlife Service, Mountain-Prairie Region
- Each Region of the National Park Service
- U.S. Forest Service, Rocky Mountain Region

RMCG officers will include a Chair and Vice-Chair. Each will serve a one-year term. The rotation will follow the order listed above. The Vice-Chair will be the representative from the next agency in line, and will assume the Chair position as it becomes vacant. Terms will be based on a calendar year with succession occurring at the annual January meeting. Interim vacancies will cause the rotation of the Chair and Vice-Chair to move accordingly.

A Business Manager for RMCG will be hired/retained pending availability of funds. The USFWS will host the position and provide administrative supervision/services. Funding for salary will be provided on an interagency basis.

Operating Guidelines and Procedures

The RMCG shall have an operating plan to provide protocols and procedures for conducting RMCG business.

Given RMCG is a coordination entity, decisions will be determined through consensus.

Where there are two or more representatives from individual RMCG member agencies and states, a unified agency and/or state position is preferable in the decision making process. Representatives will convey their viewpoints in the consensus-based decision process or, as needed and agreed to, through a peer representative of a sister agency or state.

Responsibilities

Chair: The chairperson is responsible for: calling meetings, seeking agenda items and setting the agenda; managing the meetings and/or appointing a facilitator; managing conference calls; and tracking follow-up on all action items. He/she will also sign appropriate RMCG documents/correspondence representing all member agencies. In addition, the Chair will represent RMCG at Rocky Mountain Area Fire Executive Council Meetings and other meetings and events as appropriate. When the Chair is absent from the RMCG meetings, the Vice-Chair shall assume the full authority and responsibility of the Chair.

Vice-Chair: The Vice-Chair is responsible for serving as Chair in his or her absence and for performing delegated duties. Additionally, the Vice-Chair will be in charge of the Awards Program, and will coordinate the Spring Fire Management Meeting agenda for the year he/she is Vice Chair.

Business Manager: The Business Manager will take RMCG-related direction from the Chairperson. Recurring duties will include recording and distributing meeting minutes; maintaining annual RMCG calendar and action-log; ensuring website is up-to-date; managing meeting and workshop logistics including pre-work, facilities locations and contracts; and maintaining official RMCG files and records. This position will also manage logistics of the awards program.

RMACC Manager: The manager serves as a technical subject matter expert with respect to mobilization and also serves as a facilitator for RMCG meetings

Members: Members actively participate in RMCG. Additionally, each member serves as a liaison to sub-geographic dispatch centers and to standing committees as assigned. Liaisons are the main communication link between RMCG and the center/committee group. They are expected to be informed on center/committee issues and concerns, attend meetings, provide RMCG guidance as necessary, and provide feedback and information to RMCG.

Chair, RMA Fire Executive Council: The designated Chair, RMA-FEC, will meet with RMCG at their annual winter meeting to review IMT selections and provide the Executive Council's expectations (leaders' intent) for the year.

Multi-Agency Coordinating Group (MAC): The purpose of the MAC group is to prioritize incidents/resource use during periods of high incident frequency (typically Preparedness Levels 4 - 5). Each member agency will be represented on the Multi-Agency Coordinating Group (MAC) through a delegation of authority from their agency administrator. Although MAC group members can be RMCG members, coordination issues usually addressed by RMCG will not typically be handled by the MAC.

Duty Officer: In the absence of a MAC Group (typically at Preparedness Levels 1 – 3), RMCG will provide a Duty Officer to work with the RMACC Center Manager on a rotational basis. The duties of the RMCG Duty Officer are listed in the current RMA Mobilization Guide.

Conflict of Interest

RMCG members are expected to express opinions on different issues based upon their professional knowledge and the interests of the Agency they represent. However, biased opinions concerning issues which may affect the personal interests of the member are considered unprofessional and may conflict with the best interests of the Interagency fire community as a whole (Conflict of Interest).

Therefore, members are expected to abstain or recuse themselves from any issue in which they have a Conflict of Interest. This would include, but is not limited to, participating in an investigation or deliberation; establishment of an adverse policy; and/or drafting of corrective action regarding: 1) any group of which they are a member, including RMA Incident Management Teams; 2) their personal fire qualifications or eligibility to participate in an activity; and/or 3) the qualifications, eligibility or participation of any person with whom they have a close personal relationship.

Members who do not remove themselves from these situations may be required to do so by the majority of the RMCG membership.

Meetings and Reports

The RMCG shall confer monthly or as necessary to conduct business. Three meetings each calendar year will be held at locations to be determined by the member organizations through their representatives. The Group shall also meet upon the call of the Chair at a location to be determined by the Chair. The Chair shall submit necessary reports and have minutes prepared for each meeting and distributed to the members.

Monthly meetings shall focus on program coordination and incident management team oversight. Three times each year, meetings shall focus on standards, guidelines, and training and certification issues in interagency wildland fire operations. A quorum for conducting business shall be a minimum of two-thirds of the members.

Permanent Standing Committees

Interagency Standing Committees are established through RMCG direction. Issues and concerns of mutual interest will be assigned to the appropriate committee by RMCG. The RMCG will provide direction, oversight, and a Liaison to each Standing Committee. RMCG will dissolve any committee when determined it is no longer effective or needed.

Each Committee will have a charter with a mission and a purpose statement. Committee charters will be modified and/or approved by the RMCG and are an appendix to this charter. Committees will elect a Chairperson. Minutes of meetings will be taken and

RMCG Charter

distributed to Committee members, the RMCG Business Manager, and Chairs of other Standing Committees.

Approved Committees:

1. Incident Business Management
2. Information/Education
3. Operations
 Subcommittee - Incident Management Teams (IMT)
4. Training
5. Fire Program Analysis (FPA)
6. Geospatial Technical Committee
7. Aviation

Task Groups

RMCG and Committees may appoint Task Groups. A Task Group shall sunset upon completion of its assignment.

Expenses

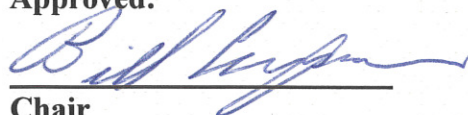
Except as outlined above for hosting meetings, the costs of salary, travel, per diem, and operating expenses for the RMCG, Committee, and Task Group members will be borne by each agency. Member agencies will contribute to the costs of operations of RMA Teams, RMCG, RMACC, the Business Manager, special equipment, and awards within the limitations of their respective fiscal authorities and protocols. RMCG will evaluate alternatives to cover costs of special projects.

Appendices

- I. Current RMCG Members
- II. Standing Committee Liaisons
- III. Standing Committee Chairs
- IV. Standing Committee Charters
- V. Dispatch Center Liaisons
- VI. RMCG Award Criteria
- VII. RMCG Operating Plan
- VIII. RMCG Consensus Decision Model

This Charter is effective on the date of approval by the Rocky Mountain Area Fire Executive Council and shall remain in effect until revised or revoked by RMA-FEC.

Approved:



Chair

**Rocky Mountain Area
Fire Executive Council**



ROCKY MOUNTAIN COORDINATING GROUP

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Forest Service (Rocky Mountain Region)
National Park Service (Intermountain and Midwest Regions)
State Agencies in Colorado, Wyoming, South Dakota, Nebraska and Kansas

Revised Consensus Decision Model

October 19, 2011

General:

The consensus process is a proven and effective model for group decision-making. It promotes group problem solving through creative consensus-building, and offers greater opportunities for the best possible agreements than the "majority rules" voting model (win-lose) of more traditional and formal rules.

Before the meeting:

The facilitator, or identified "point person" for a particular proposal should, when applicable, contact, or make themselves available for contact by, relevant stakeholders in order to devise a preliminary proposal that takes account of the concerns of the group.

Role of the facilitator:

Keeps order, keeps the discussion on track, makes sure the discussion focuses on the merits of the arguments being made, and summarizes the tentative agreements reached and tests for overwhelming agreement.

Meeting Rules:

The Consensus Model shall be the preferred decision-making model for RMCG and is expected to be used by the group to reach the vast majority of decisions.

- A. Someone presents a proposal. It does NOT need to be in the form of a motion, nor seconded for discussion.
- B. The proposal and the pros and cons are discussed.
- C. As a result of the discussion - the more input, the better - the proposal can be modified.
- D. If a general agreement seems to be emerging, the facilitator tests for consensus by re-stating the latest version of the proposal to see if everybody agrees.
- E. If anyone dissents, the facilitator returns to the discussion to see if the idea/proposal can be further modified in order to make it acceptable to everyone. The facilitator shall encourage expression and examination of the concerns of dissenters. The facilitator tests for support for modifications. This test could include a "straw vote".
- F. The decision is "made" when the facilitator determines an "overwhelming majority" (75% of the members present, either personally or remotely) has been reached.
- G. The facilitator, or a designee, shall write a summary, highlighting points of agreement and disagreement at the conclusion of the meeting.
- H. Use of the Consensus Model does NOT prevent a request by any member to "suspend the rules" to utilize Robert's Rules of Order for part of, or the remainder of, the meeting. Moving to Robert's Rules of order requires an "overwhelming majority" vote (75% of the members present, either personally or remotely). The same procedure can be invoked for moving from Robert's Rules back to the Consensus Model.

Dissent:

Although the consensus decision-making process should, ideally, identify and address concerns and reservations early, proposals do not always garner full consensus from the decision-making body. When a call for consensus on a motion is made, a dissenting delegate has one of three options:

Declare reservations: Group members who are willing to let a motion pass but desire to register their concerns with the group may choose "declare reservations." If there are significant reservations about a motion, the decision-making body may choose to modify or re-word the proposal.

Stand aside: A "stand aside" may be registered by a group member who has a "serious personal disagreement" with a proposal, but is willing to let the motion pass. Although stand asides do not halt a motion, it is often regarded as a strong "nay vote" and the concerns of group members standing aside are usually addressed by modifications to the proposal. Stand asides may also be registered by users who feel they are incapable of adequately understanding or participating in the proposal.

Block: Blocks are generally considered to be an extreme measure, only used when a member feels a proposal "endanger(s)" the organization (RMCG or representative agency) or its participants, or violate(s) the mission of the organization (i.e., a principled objection).¹

In the RMCG consensus model one block will be sufficient to stop a proposal, however, the blocking member must provide evidence and/or supporting citations which clearly show how the proposal endangers or violates as indicated above.

For decisionmaking, a Block may not be overruled through the use of Robert's Rules of Order (voting). Should a block occur, the group will move the item back to the floor for reconsideration. If the item is not dismissed or resolved after reconsideration, it will be moved to the RMA Fire Executive Council.

¹ During a Block the member must be able to corroborate their "Block" by showing a legitimate: 1) safety violation, 2) demonstrating an endangerment of the ability of an organization or participant to function, 3) violation of policy, law or regulation, or 4) inability for the agency to participate in the activity. Documentation for the Block must be presented to other RMCG members upon request.

**Rocky Mountain Area Spring Team Meeting
April 2–4, 2012
Grand Junction, CO**

Monday April 2, 2012

1500 - 1700 RMCG meet with IC's – Executive Boardroom

Tuesday April 3, 2012

0800 - 1000 **Teams Meet, Orientation**

- Type 1 – Monument Room
- Type 2A – Colorado/Mesa Room
- Type 2B – Aspen Room
- Type 2C – Telluride

1000 - 1200 **Group Session** – Horizon/Columbine/Bookcliff Room

Moderator-Ken Kerr

Kickoff, Introduction

Welcome, Introductions - 15 minutes

RMCG - Expectations/Delegations - Ken Kerr 30 minutes

National IMT- Future Succession Plan – Dan Smith 30 minutes

Seasonal Outlook - Tim Mathewson 30 minutes

1200 - 1300 **Lunch**

1300 - 1400 **Functional Area-Command/General Staff Breakouts, Breakouts**

Functional Area Discussion Leads:

PIO-Laura McConnell – Horizon/Columbine/Bookcliff Room – Front of room

Safety-Keith Long – Horizon/Columbine/Bookcliff – Back of room

Operations-Rob Powell – Telluride Room

Plans-Pete Anderson – Aspen Room

Logistics-Lauren Wickstrom – Colorado/Mesa Room

Finance-Dave Lucas – Monument Room

1400 - 1700 **Team Meetings** – Rooms same as morning meetings

TBD Wildland Fire Fighter Foundation Fund Raiser (Evening)

Wednesday April 4, 2012

0800 - 1200 **Team Meetings** – Rooms same as day before

1200 - 1300 **Lunch**

1300 - 1700 **Optional Team Meetings or Travel**



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Fish and Wildlife Service (Mountain/Prairie Region)
Forest Service (Rocky Mountain Region)
National Park Service (Intermountain and Midwest Regions)
State Agencies in Colorado, Wyoming, South Dakota, Nebraska and Kansas

2012 Committee Chairs & Liaisons

Incident Business Management

Chair: Beverly Derringer
Colorado BLM
2850 Youngfield Street
Lakewood, CO 80215
303-239-3958

bderringer@blm.gov

Liaison: Ron Graham
rgraha@wyo.gov

Fire Program Analysis

Chair: Jesse Duhnkrack
NPS IMR Office - Denver
12795 West Alameda Parkway
Lakewood, CO 80228
303-969-2678

jesse_duhnkrack@nps.gov

Liaison: Dave Carter
david_carter@fws.gov

Geospatial Technology

Chair: Elise Bowne
USFS - R2 Resource Info. Mgmt.
740 Simms Street
Golden, CO 80401
303-275-5209

embowne@fs.fed.us

Liaison: Michael Davin
michael_davin@nps.gov

Information & Education

Chair: Gaylene Rossiter
Colorado State Forest Service
5060 Campus Delivery
Fort Collins, CO 80523
970-491-8027

gaylene.rossiter@colostate.edu

Liaison: Rich Homann
rhomann@lamar.colostate.edu

Operations

Chair: Kelly Kane
USFS - R2 Fire & Aviation Mgmt.
740 Simms Street
Golden, CO 80401
303-275-5791

kmkane@fs.fed.us

Liaison: Jeff Fedrizzi
jfedrizz@blm.gov

Training

Chair: Ron Simpson
BLM - NW Colorado Fire Mgmt.
455 Emerson Street
Craig, CO 81625
970-826-5030

r2simpso@blm.gov

Liaison: Ross Hauck
rhauck@ksu.edu

Aviation

Chair: Steve Sorensen
NPS - Intermountain Region
12795 W. Alameda Pkwy.
Denver, CO 80225-0287
303-969-2657

steven_sorensen@nps.gov

Liaison: Bob Jones
robert.jones@bia.gov



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State Agencies in Colorado, Wyoming, South Dakota, Nebraska and Kansas

2012 Dispatch Zone Board Chairs

Casper Interagency Dispatch Center

Paul Wright, WY State
Forestry Division
600 Veterans Lane
Buffalo, WY 82834
Ph: 307-684-2752
paul.wright@wyo.gov

Durango Interagency Dispatch Center

Steve Ellis, CSFS
Southwest Zone FMO
102 Par Place, Suite 1
Montrose, CO 81401
Ph: 970-249-9051
steven.ellis@colostate.edu

Cody Interagency Dispatch Center

Mark Giacoletto, USFS
Shoshone National Forest
808 Meadow Lane
Cody, WY 82414
Ph: 307-578-5123
mgiacoletto@fs.fed.us

Grand Junction Interagency Dispatch Center

David Rosenkrantz, BLM
Grand Junction Field Office
2815 H Road
Grand Junction, CO 81506
Ph: 970-244-3015
drosenkrantz@blm.gov

Craig Interagency Dispatch Center

Cris Dippel, FWS
Browns Park NWR
1318 Hwy 318
Maybell, CO 81640
Ph: 970-365-3613 ext 202
Cris_Dippel@fws.gov

Montrose Interagency Dispatch Center

Mike Davis, BLM
Uncompahgre Field Office
2465 South Townsend Avenue
Montrose, CO 81401
Ph: 970-240-5351
mjdavis@blm.gov

Fort Collins Interagency Dispatch Center

Dave Booton, Boulder Co. Sheriff's Office
Emergency Services Group
1777 6th Street
Boulder, CO 80302
Ph: 303-441-3625
dbooton@bouldercounty.org

N. Great Plains Interagency Dispatch Center

Todd Pechota, USFS
Black Hills National Forest
1019 N. 5th Street
Custer, SD 57730
Ph: 605-673-9280
tpechota@fs.fed.us

Rawlins Interagency Dispatch Center

Frank Keeler, BLM
Rock Springs Field Office
280 Highway 191 North
Rock Springs, WY 82901
Ph: 307-352-0282
fkeeler@blm.gov

Pueblo Interagency Dispatch Center

Jim Jaminet, USFS
Rio Grande National Forest
1803 W. Hwy 160
Monte Vista, Colorado 81144
Ph: 719-852-5941
jjaminet@fs.fed.us



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Appendix V -- RMCG Award Criteria

RMCG recognizes individuals and/or groups for significant contributions to the betterment of interagency fire management efforts in the RMA through the presentation of awards. RMCG approves awards considering the combined effect of service performed, length of time, leadership provided, etc..

Categories:

1. Certificates will normally be given at the RMCG/Team meeting for the following:
 - Type 1 & 2 incident management team members who have completed a three-year commitment. Participants in the IMT program for less than a three-year commitment *may* receive a certificate of appreciation if approved by the Incident Commander.
 - Others who have made a significant contribution to the RMA of a temporary (less than one year) nature.
2. Certificates with ornamental frame will normally be given at the RMCG/Team meeting for the following:
 - Exiting RMCG Chairman
 - Exiting RMCG Committee Chairmen
 - Exiting RMA Incident Commanders
 - Team or committee members who have served their term in an outstanding manner
 - Others who have made a significant contribution to the RMA in an extended (one year or more) timeframe. Recognition for service upon transferring to another Geographic Area usually falls into this category.
3. Engraved Plaques are RMCG's highest award. They may be given at any time and will normally be presented to individuals who have made a significant contribution to the RMA over many years. Recognition for significant service at retirement usually falls into this category.
4. Other awards, tokens of appreciation (T-shirts, knives, gift certificates, trophies, etc.) or special recognition may be given at any time to acknowledge service to the RMA. These awards would typically be given to supplement a certificate/plaque for outstanding long-term service, given to members of a group whose collective activity contributed to successful outcomes during important events, or given to individuals to recognize service in a special way.

Process:

Nominations for any award will be presented to RMCG using the current form posted on the RMCG website. All award nominations must contain appropriate justification and may be submitted to the RMCG by anyone as circumstances warrant.

Team member awards will be coordinated by the RMA Incident Commanders, who will track team member service and inform RMCG when someone has met the criteria for an award. Names will be presented to RMCG at the winter meeting to ensure proper presentation at the spring RMCG/Team meeting.

Logistics:

Certificates of Appreciation and ornamental frames will be stored at RMACC. Plaques and/or other awards will be purchased and engraved as needed. The medium, printing, engraving, etc. will be purchased by interagency efforts as agency budgets allow. The value of agency purchases will be considered a contribution to the agency's fair share of RMACC operating expenses.



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National Park Service (Intermountain and Midwest Regions)
State Agencies in Colorado, Wyoming, South Dakota, Nebraska and Kansas

Award Nomination Form

Send Nominations to RMCG for Consideration: rmcoordgrp@gmail.com

Please select the appropriate category that applies to the nominee.

IMT Member Completion of 3 year
Commitment

IMT member outstanding performance above and
beyond normal member duties

Individual having made a significant
contribution to the betterment of
interagency fire management concerns

Group having made a significant contribution to
the betterment of interagency fire management
concerns

Agency:

Date:

Nominee:

Nomination Prepared by:

Contact Name:

Telephone Number:

Contact E-mail Address:

Describe nominee's accomplishments that warrant the award (use additional pages if necessary)

Wording to be included on Award

Certificate, Plaque or
other?

Will the award be presented at the RMCG Spring Meeting or mailed to the recipient with RMGC cover
letter?

*If Mailed, to
what address?*



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Bureau of Indian Affairs (Southwest, Rocky Mountain and Great Plains Regions)
Bureau of Land Management (Colorado and Wyoming)
Fish and Wildlife Service (Mountain/Prairie Region)
Forest Service (Rocky Mountain Region)
National Park Service (Intermountain and Midwest Regions)
State Agencies in Colorado, Wyoming, South Dakota, Nebraska and Kansas

INCIDENT MANAGEMENT REVIEW REPORT

HOST UNIT: _____

INCIDENT NUMBER: _____

INCIDENT NAME: _____

DATE TEAM ASSIGNED: _____

INCIDENT MANAGEMENT TEAM: _____

DATE(S) OF REVIEW: _____

REVIEWERS: _____

CONDITION CODES: S – SATISFACTORY; U – UNSATISFACTORY; AN – ATTENTION NEEDED

| ITEM | S | U | AN | ITEM | S | U | AN | ITEM | S | U | AN |
|---|--------------------------|--------------------------|--------------------------|--|--------------------------|--------------------------|--------------------------|--|--------------------------|--------------------------|--------------------------|
| Incident Management Team: | | | | 6. Effective application & compliance with Inter- agency Incident Business Mgt. Handbook. | | | | Rocky Mountain Area Cache: | | | |
| 1. Timely response to activation and mobilization & demob in coordination with RMACC. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Trainees & mentees are effectively utilized to advance their progress toward certification. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 15. Effective communications, response and delivery of resources meeting NFES standards. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Positive, effective communication & coordin- ation with Agency Administrator(s). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. Establishes controls for accountability for assigned resources & minimizes losses. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 16. Compliance with relevant guidance in the RMA Cache Annual Operating Plan. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Establishment & use of Standard Operating Guidelines for effective teamwork. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. Establishes effective relationships with cooperating and assisting agencies. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other: | | | |
| 4. Operating within scope (leader's intent) of WFDSS & Delegation of Authority. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 10. Compliance with relevant guidance in the RMA & National Mob Guides. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 17. Buying Team support is effective including resource acquisition & documentation. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| a. Incident Action Plan reflects AA's strategy, objectives & cost containment considerations. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Rocky Mtn. Area Coordination Center: | | | | 18. Local and expanded dispatch support is effective and timely. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Ensures compliance with established safe fire- fighting practices. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 11. Effectively responds to host agency requests from Agency Administrators for IMTs. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| a. Fireline safety including situational awareness, risk assessment & LCES in place. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 12. Effectively prioritizes resources among competing needs in response to GMAC. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| b. Mgt. of aviation operations & resources in compliance with Chpt. 17 of "Red Book". | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 13. Effective and timely response to IMTs in the mobilization of ordered resources. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| | | | | 14. Compliance with relevant guidance in the RMA Mob Guide & RMACC Op Plan. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

*Conditions noted as **unsatisfactory** require follow up action by RMCG in consultation with Agency Administrator and with the IC concerning corrective actions.*

REMARKS:

RMCG REPRESENTATIVE

INCIDENT COMMANDER

DISTRIBUTION: Original to RMCG Chair, 1 Copy Each to: Incident Commander, Agency Administrator, RMACC Manager, Cache Manager, Ops Comm. Chair.

2012 - 2013 RMA DUTY OFFICERS & ROTATION

| Duty Officer | Agency | Work Number | Cell Number | Home Number |
|---------------|---------------|--------------|-------------|-------------|
| Bob Jones | BIA-RM Region | 307-332-4408 | [REDACTED] | [REDACTED] |
| Jay Esperance | SD State | 605-393-8011 | [REDACTED] | |
| Dave Carter | FWS | 303-236-8110 | [REDACTED] | [REDACTED] |
| Michael Davin | NPS | 303-969-2951 | [REDACTED] | [REDACTED] |
| Ken Kerr | CO-BLM | 303-239-3693 | [REDACTED] | [REDACTED] |
| Bill Ott | USFS | 303-275-5749 | [REDACTED] | [REDACTED] |
| Mark Boche | USFS | 303-275-5736 | [REDACTED] | |
| Jeff Fedrizzi | WY-BLM | 307-775-6234 | [REDACTED] | [REDACTED] |

| ALERT DATES | DUTY OFFICER | ALERT DATES | DUTY OFFICER |
|----------------|--------------|---------------|--------------|
| MAR 7-13 | DAVIN | OCT 3-9* | BOCHE/OTT |
| MAR 14-20 | KERR | OCT 10-16 | FEDRIZZI |
| MAR 21-27 | BOCHE/OTT | OCT 17-23 | JONES |
| MAR 28-APR 3 | FEDRIZZI | OCT 24-30 | ESPERANCE |
| APR 4-10 | JONES | OCT 31-NOV 6 | CARTER |
| APR 11-17 | ESPERANCE | NOV 7-13* | DAVIN |
| APR 18-24 | CARTER | NOV 14-20 | KERR |
| APR 25-MAY 1 | DAVIN | NOV 21-27 | BOCHE/OTT |
| MAY 2-8 | KERR | NOV 28-DEC 4 | FEDRIZZI |
| MAY 9-15 | BOCHE/OTT | DEC 5-11 | JONES |
| MAY 16-22 | FEDRIZZI | DEC 12-18 | ESPERANCE |
| MAY 23-29* | JONES | DEC 19-25* | CARTER |
| MAY 30-JUN 5 | ESPERANCE | DEC 26-JAN 1* | DAVIN |
| JUN 6-12 | CARTER | JAN 2-8* | KERR |
| JUN 13-19 | DAVIN | JAN 9-15 | BOCHE/OTT |
| JUN 20-26 | KERR | JAN 16-22* | FEDRIZZI |
| JUN 27-JUL 3 | BOCHE/OTT | JAN 23-29 | JONES |
| JUL 4-10* | FEDRIZZI | JAN 30-FEB 5 | ESPERANCE |
| JUL 11-17 | JONES | FEB 6-12 | CARTER |
| JUL 18-24 | ESPERANCE | FEB 13-19* | DAVIN |
| JUL 25-31 | CARTER | FEB 20-26 | KERR |
| AUG 1-7 | DAVIN | FEB 27-MAR 5 | BOCHE/OTT |
| AUG 8-14 | KERR | MAR 6-12 | FEDRIZZI |
| AUG 15-21 | BOCHE/OTT | MAR 13-19 | JONES |
| AUG 22-28 | FEDRIZZI | MAR 20-26 | ESPERANCE |
| AUG 29-SEPT 4* | JONES | MAR 27-APR 2 | CARTER |
| SEPT 5-11 | ESPERANCE | APR 3-9 | DAVIN |
| SEPT 12-18 | CARTER | APR 10-16 | KERR |
| SEPT 19-25 | DAVIN | APR 17-23 | BOCHE/OTT |
| SEPT 26-OCT 2 | KERR | APR 24-30 | FEDRIZZI |

* Denotes Holidays

Alert week runs 0001 Wednesday to 2400 the following Tuesday. (Mountain Time)

ISSUE PAPER

Prepared for: Rocky Mountain Coordinating Group

Submitted: _____, 20

Title:

Issue:

Background/Status:

Recommendation:

Contact: (Includes name, phone number, electronic address)

ACTION TAKEN

(Circle One)

APPROVED / APPROVED AS MODIFIED BELOW / REJECTED / DEFERRED UNTIL: _____

Date

Rocky Mountain Coordinating Group

Explanation: (if needed)



ROCKY MOUNTAIN COORDINATING GROUP

Bureau of Indian Affairs (Southwest, Rocky Mountain and Great Plains Regions)

Bureau of Land Management (Colorado and Wyoming)

Fish and Wildlife Service (Mountain/Prairie Region)

Forest Service (Rocky Mountain Region)

National Park Service (Intermountain and Midwest Regions)

State Agencies in Colorado, Wyoming, South Dakota, Nebraska and Kansas

MEETING TOPIC REQUEST

For items to be considered for the agenda, they must be in the following format:

Date of Meeting:

Subject:

Speaker(s):

Objective of Presentation:

- Disseminate information
- Scoping - Getting input/information
- Obtain decision - (Problem statement, objective, alternatives, and proposed recommendation outlined in abstract or attached).

Time needed for presentation: _____ minutes

Time anticipated for discussion: _____ minutes

ABSTRACT OF PRESENTATION

The Rocky Mountain Coordinating Group includes federal and state agency representatives who are responsible for the communications, coordination and implementation of interagency wildland fire management direction in the Rocky Mountain Area

*****This template contains a basic layout of sections required in each RMCG Committee charter. Items presented in a blue font contain issues that should be addressed by descriptions that follow very closely to that presented. The order of the sections/sub-sections should be followed to assist with locating information, but the verbiage in each section can/should be edited to reflect the duties/setup/ operations of the respective Committee.*****

ROCKY MOUNTAIN COORDINATING GROUP XXXXXXXXXXXX COMMITTEE CHARTER

Mission Statement

The Rocky Mountain XXXXXXXXX Committee is established under the Rocky Mountain Coordinating Group (RMCG) to provide an interagency approach to provide advice, recommendations, support and program implementation of the XXXXXXXXXX.

Purpose and Duties

- insert
- insert
- insert
- insert
- insert
- insert

Membership

The Committee will be comprised of one member from each of the following RMA Agencies:

- Bureau of Indian Affairs (Southwest, Rocky Mountain and Great Plains Regional Offices)
- Bureau of Land Management (Colorado, Wyoming and Montana/Dakotas State Offices)
- Forest Service (Rocky Mountain Region)
- National Park Service (Intermountain Region, Midwest Region)
- Fish and Wildlife Service (Mountain -Prairie Region)
- States of Colorado, Kansas, Nebraska, South Dakota and Wyoming. (Each state may have a representative.)

Agency representatives will be responsible to ensure that respective agency policy and procedures are maintained and agency administrators are informed.

One member of the RMCG shall act as a liaison to the XXXXXXXXXXXX Committee.

Additional non-decision-making, Subject Matter Experts may also be asked to become a member(s) of the Committee.

Operations and Organization

Meetings: The XXXXXXXXXX Committee will convene as often as necessary to accomplish assigned tasks or resolve issues, but should convene twice a year as a minimum. Meetings are open to agency fire planners and other interested parties. Any Committee member can request additional meetings or teleconferences if the need arises.

Discussion of Issues: Issues will be addressed as tasked and/or appropriate. Issues will be discussed in a professional and respectful manner by members.

Decision-making: The goal of the XXXXX committee is to make all decisions and recommendations using a consensus-based approach using the model displayed on the RMCG website. This model does allow for decision-making by majority vote in rare events.

Conflict of Interest: Members are expected to express opinions on different issues based upon the professional knowledge and interests of the Agency they represent. However, biased opinions concerning issues which may affect the personal interests of the member reflect a Conflict of Interest that is considered unprofessional and may conflict with the best interests of the Interagency fire community as a whole. Therefore, members are expected to abstain from decision-making on any issue in which they have a Conflict of Interest.

Officers: A Chair and Vice-Chair will provide leadership for the Committee. The term for Chair is one year; however the term may be extended based upon individual circumstances and agreement by the committee. At the end of the Chair's term or if the Chair position becomes vacant, the sitting Vice-Chair will assume the Chair position and a new representative will move into the Vice-Chair position.

There will be an agency rotation of the seats, so that all agencies participate equally over time. The agency rotation will be: USFS, BLM, BIA, NPS, FWS, State. If circumstances warrant, there may be a change in the rotation if approved by the RMCG.

Duties and Responsibilities

Chair:

- Serves as the primary contact for the National XXXXXX Coordination Group in the role of the Geographic Area Lead for RMA.
- Disseminates pertinent XXXXX information to the Committee members and briefs the RMCG as needed or requested.
- Is responsible for sharing information with the XXXXXXXXXX speaking in one voice for the geographic area agencies.

- Serves as the focal point for collecting and summarizing XXXXXX issues from the zones. Issues that cannot be resolved at the geographic level and require national resolution will be elevated to XXXXX.
- Ensures all topics and/or issues are resolved to the satisfaction of the standing members. Issues that are unable to be resolved will be elevated to the RMCG Liaison for attention and/or further action.
- Ensures that Committee meeting/teleconference notes are recorded, edited, filed and distributed to committee members, XXXXXX and the RMCG liaison. This duty may be delegated to the Vice-Chair.

Vice-Chair:

- Coordinates XXXXXX training/workshops with the XXXXXX, keeping records for the geographic area.
- Functions as the Chair for all conference calls or meetings in the absence of the Chair.

Members:

Members are expected to actively participate in the XXXXX Committee. They are expected to represent the interests of their Agency, be informed on issues and concerns, attend meetings, provide expertise, discussion and feedback, and complete assigned tasks in a timely manner.

Task Groups: The XXXXXX Committee will not task other RMCG committees to accomplish work, but it may set up task groups and/or assign specialists to assist as needed. If established, these groups will operate under the following guidelines:

- The XXXXX Committee may define task groups to assist in completing projects or review proposed procedures.
- The XXXXX Committee will provide direction and oversight to the task group(s) by clearly identifying the task to be completed, the scope of the task and the timeline for completion.

Reports

The Committee will provide an annual report to the RMCG consisting of a status report of activity, issues resolved and/or in need of attention by the RMCG.

Finances

The cost of the meetings, activities and/or operations will be borne by the sponsoring agencies.

Appendices

- I. Current members
- II. Standard Operating Procedures
- III. etc, etc

Chair: Rocky Mountain Coordinating Group

Date