



# MNICS TYPE III INCIDENT MANAGEMENT TEAM STANDARD OPERATING GUIDE

# 2023



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## TEAM MISSION

Provide MNICS agencies with a Type 3 Incident Management Team for the duration of a Type 3 wildfire or All Hazard incident to ensure safe, effective, and efficient operations.

## TEAM CHARTER

The MNICS Type 3 Incident Management Teams are staffed by employees of wildfire management organizations jointly sponsored by The Minnesota Department of Natural Resources (DNR), Superior National Forest and the Chippewa National Forest (USFS), National Park Service- Midwest Region (NPS), Bureau of Indian Affairs-Midwest Regional Office (BIA), US Fish and Wildlife Service- Midwest Region (FWS) and The Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management (HSEM). Oversight of the MNICS Type 3 Incident Management Teams will be provided by the MNICS Taskforce.

The primary purpose is to provide participating agencies with a qualified Type 3 Incident Management Team in accordance with the current Interagency Standards for Fire and Aviation Operations standards. Emphasis on giving agency employees trainee opportunities for all positions within the Incident Management Team will be a priority.

The MNICS Type 3 IMTs consist of the following configurations. There are other approved positions listed on the rosters.

<b>Functional Responsibility</b>	<b>Minimum Qualification Standards Local Mobilizations</b>	<b>Minimum Qualification Standards Non-Local Mobilizations</b>
<b>Incident Commander</b>	Incident Commander Type 3 (ICT3)	Incident Commander Type 3 (ICT3)
<b>Safety Officer</b>	Line Safety Officer (SOFR)	Line Safety Officer (SOFR)
<b>Information Officer</b>	Public Information Officer Type 3 (PIO3)	Public Information Officer Type 3 (PIO3)
<b>Liaison Officer</b>	Liaison Officer (LOFR)	Liaison Officer (LOFR)
<b>Operations</b>	Division Supervisor (DIVS) or (ICT3) or (OSC3)	Operations Section Chief Type 3 (OSC3)
<b>Division Supervisors</b>	Task Force Leader (TFLD)	Division Supervisor (DIVS) or Task Force Leader (TFLD)
<b>Plans</b>	Qualified as (SITL) or (RESL) or (ICT3) or (PSC3)	Plans Section Chief Type 3 (PSC3)
<b>Logistics</b>	Qualified as (SPUL) or (FACL) or GSUL) or (ICT3) or (LSC3)	Logistics Section Chief Type 3 (LSC3)
<b>Finance</b>	Qualified as (TIME) or (COST) or (ICT3) or (FSC3)	Finance Section Chief Type 3 (FSC3)

Additional positions will be rostered as need develops (for example MEDL or ORDM) and may be part of the pre-order checklist. Added positions will be approved by the Incident Commander (IC) and/or Agency Administrator. Minnesota Interagency Coordination Center (MNCC) will dispatch all requested resources from the MNICS T3 IMT roster to ensure that resources are organized and dispatched correctly and efficiently. Alternates for these positions will be requested through MNCC.

## WORKING TEAM ADMINISTRATION

### *TYPE 3 IMT WORKING TEAM*

The Type 3 IMT Working Team is comprised of representatives from all participating MNICS agencies including a representative from MNCC. The primary role of the working team is to provide guidance towards the development of the Type 3 team organization. This working team serves at the request of the MNICS Taskforce.

The focus of this group will be on the administrative matters of the Interagency Type 3 Team(s), such as the review and update of the team's standard operating guide, recruitment and outreach for future teams, and participation in the selection of the team's Incident Commanders. The working team will coordinate with the MNICS working team taskforce liaisons to ensure appropriate working team assignments supporting the Type 3 teams are relevant and accomplished. Conference calls and meetings will be scheduled as needed. The working team will conclude the season with an after-action review.

A briefing to the Taskforce will be provided annually to provide a general overview on successes, assignments, recruitment challenges and general progress as the program matures.

### *APPLICATION PROCESS*

Solicitation for applications will take place annually through the Incident Command Application Process (ICAP) or other identified online application method. All applications will require a current year Master Record and supervisor approval. The MNICS Taskforce will ensure open season for team member recruitment is widely advertised. Annual positions advertised for the team will include the Incident Commander Type 3 (ICT3), Command and General Staff and all pre-order identified positions.

### *TEAM SELECTION*

All team members must meet the agency specific requirements for the position filled. Priority of the team member selection is as follows:

1. MNICS Regular employees (Minnesota)
2. Administratively Determined (AD) employees (Minnesota)

## AVAILABILITY REQUIREMENTS

### *GENERAL*

MNICS Type 3 Incident Management Teams will be available on a rotating schedule for alternate one-week intervals during the period of April 1 - June 15 and Sept 1 - October 31. Standard availability weeks will run from 8 am Tuesday through the following Tuesday. If a team receives an order and is committed to an incident, the next team on rotation will be asked to fill the gap in availability which may require a slightly longer rotation.

Availability during other times of the year will be based on state planning levels or by request of the MNICS agencies. Team members will make every effort to be available for the period their team is available, or "on-call."

### *SPECIFIC*

If a team member is not available, they will inform the Incident Commander of the team and MNCC. The team member will be responsible for finding a qualified replacement concurrent with IC approval before the team is made available. Once a team member is committed as available with the team, they will make every effort to remain available during the rotation. If their availability changes, they will immediately notify the Incident Commander, and find a replacement. Mobilization Time: Each Team Member, when activated by MNCC, must try to be enroute within 1 hour of notification and assemble at the incident's designated location.

## MOBILIZATION

### *NOTIFICATION*

When a team order is received, MNCC will notify the Team Incident Commander. The Incident Commander and MNCC staff will coordinate the distribution of mobilization details. A group text or other approved mobile application will be the notification method for all team orders. The IC may coordinate a Team meeting or conference call to provide a general assignment briefing. Team Members will notify their supervisors of the team order to mobilize as appropriate.

## *TRANSPORTATION*

Each team member will be responsible for their own transportation or arranging transportation with other team members.

## *INDIVIDUAL MEMBERS*

When the team is mobilized, each team member will receive a resource order from MNCC. This resource order will include ordering agency and sub-unit, destination, and departure time. The resource order will be cc'd to the resource supervisor and any other required point of contact.

## *PRE-ORDERS*

As soon as the team is notified of the mobilization, the IC will contact the host unit for approval to place pre-orders through dispatch. Once the IC has approval, they will notify the Logistics Section Chief for pre-orders.

## DEMOBILIZATION

### *SCHEDULING*

Section chiefs will continually assess personnel and resource needs. A tentative list of surplus resources assigned will be provided to Plans in a reasonable timeframe to facilitate any reassignments. Local needs will be met before resources are released for out of GACC reassignment.

## GENERAL TEAM OPERATIONS

### *COMMAND*

#### *CONTACTING AGENCY LINE OFFICER*

The IC will contact the identified Agency Line Officer or Fire Management Officer (FMO), as soon as possible after the team is ordered. Discuss arrival times, pre-orders, Line Officer briefing and transition period. Brief team on the information gained during team conference call or as soon as possible.

#### *TRANSITION*

When the team has arrived at the host agency location, the IC will confirm with the Line Officer or FMO the time, place, and preferred attendance for the Line Officer Briefing. Either before or during the briefing, the IC will negotiate a transition period and a time for the team to officially take over the incident, (preferably at the start of a shift).

#### *LINE OFFICER BRIEFING*

Briefing facility or location should be large enough to accommodate the entire team. Team members will hold questions until after the briefing, and then IC will call on each section chief for questions. Keep question and answer period to a reasonable length. At times some team members will have other incident priorities, in this case, the Command and General Staff will attend the briefing. When this occurs, the rest of the team will be briefed afterward by the Plans Chief or IC.

#### *INCIDENT HANDOFF*

Once the OSC is projecting meeting incident objectives, the team will determine a demobilization schedule that will reduce the resource level down to a point that the handoff back to the local unit can take place. The schedule will also allow for a period of transition with the organization that will be managing the incident. The IC will discuss this schedule with the Agency Line Officer or FMO and Resource Advisor, to ensure they are comfortable with the schedule and approach. The Team will stay as long it takes to meet the incident objectives.

#### *INITIAL INCIDENT ORDER STATUS – FILLED AND PENDING*

After the conclusion of the Agency Line Officer briefing, the OSC and PSC will check with MNCC to confirm resources ordered, arrival times on the orders and communicate immediate ordering priorities. The Operations and Plans Section Chiefs will request copies of all incident resource orders from the MNCC Logistics Dispatch for incident use and documentation. The team will order additional resources through MNCC coordinating with the identified incident lead dispatcher.

### *TEAM AFTER ACTION REVIEW (AAR)*

The IC will schedule and facilitate an AAR of the team's performance towards the end of the assignment, and before the Agency Line Officer Closeout/ IMT Evaluation. All team members and miscellaneous overhead will be invited. Notes of the AAR will be taken by the planning section and distributed to the Command and General Staff as soon afterward as practical. Provide copy of team AAR notes to the hosting unit Agency Administrator, regarding issues where inputs are relevant to their participation or oversight/direction.

### *AGENCY LINE OFFICER CLOSEOUT/ INCIDENT MANAGEMENT TEAM EVALUATION*

The IC will plan for a debriefing by the hosting agency as part of the transition schedule. This will fulfill the current Interagency Standards for Fire and Aviation Operations requirement for Incident Management Team evaluations. If possible, the entire team will attend the debriefing. Each member of the Command and General Staff will be prepared to give a summary of the ongoing activities and/or closeout needs of their section. Ideally, the final fire package will be delivered to the hosting agency at the closeout.

### *EEO/HARASSMENT*

MNICS Incident Management Teams strive to provide a non-intimidating, non-hostile, and non-offensive work environment. In keeping with this policy, the teams will not tolerate sexual harassment from any of its members. There will be no discrimination based on age, sex, race/color, national origin, sexual orientation, religion, or disability. All personnel assigned to the incident will act responsibly and provide a safe environment that is free from discrimination and harassment. It is the responsibility of each supervisor assigned to the incident to ensure a clear understanding of this policy with all resources they supervise.

The Incident Commander will be made aware of all complaints of harassment or discrimination immediately. The IC may recommend that a complaint is investigated. In situations where discrimination or harassment issues are suspected a Human Resource Specialist may be ordered

## **INCIDENT COMMANDER**

The Type 3 Incident Commander (ICT3) manages all aspects of an initial attack or extended attack Type 3 incident. The ICT3 is responsible for developing incident objectives, assigning operational personnel based on complexity and span of control, and maintaining accountability of all assigned personnel. The ICT3 is accountable for the overall Incident Action Plan (IAP), establishing communication with internal and external stakeholders, and coordinating with other agencies participating in the incident. The ICT3 reports to an Agency Administrator (AA), Duty Officer, Fire Management Officer, or other designated manager and works in the Command functional area.

### *IC DUTIES AND RESPONSIBILITIES*

- Plan for medical emergencies. Ensure assigned resources are prepared to execute the Medical Plan (ICS 206 WF) and the Incident Emergency Plan (IEP).
- In coordination with the Safety Officer and PSC, review and sign the Incident Emergency Plan (IEP).
- In coordination with SOF and LSC conduct a medical emergency or incident with-in an incident (IWI) training scenario.
- Gather critical information pertinent to the assignment and disseminate it to the appropriate personnel. Discuss team configuration and size with requesting agency.
- Contact AA, duty officer, or fire management officer and receive in-briefing, the delegation of authority, or any additional pertinent documentation as applicable to the incident. Accept the assignment and communicate any follow-up issues.
- Ensure team configuration, size, and qualifications are commensurate with incident complexity and meets the expectations of the requesting agency. Review the complexity analysis for current and expected conditions.
- Establish effective relationships with relevant personnel such as cooperators, other jurisdictional entities, external, and internal partners, etc.
- Provide for training opportunities as appropriate.
- Develop and implement plans and gain concurrence of affected agencies and/or the public. Establish objectives; communicate priorities and expectations based on AA's direction.
- Continually evaluate whether objectives are achievable given available resources and environmental, political, or socio-economic conditions.
- Ensure suppression operations remain within the scope and capability of the existing organization and that the span of control is consistent with established Incident Command System (ICS) standards.
- Identify if Unified Command structure is appropriate and engage the involved agencies and/or jurisdictions.

## IC DUTIES AND RESPONSIBILITIES - CONTINUED

- Maintain command and control of the incident management organization.
- Ensure the Incident Status Summary (ICS 209) is current, accurate, and submitted within local dispatch timeframes.
- Complete a Wildland Fire Risk Complexity Assessment and periodically reevaluate incident complexity to ensure that the incident is managed properly with the right resources.
- Ensure relevant agency policy, contracts, and agreements are followed and properly administered.
- Ensure protection of natural, cultural, and other values at risk as designated by an AA, duty officer, fire management officer, or resource advisor.
- Provide situation update and accomplishments to the AA, dispatch, and/or duty officer.
- Ensure transfer of command is communicated to the host unit dispatch and all incident personnel.
- Ensure incident financial accountability and expenditures meet agency policy and standards.
- Provide oversight for all C&G responsibilities and functions, regardless of team configuration or size.
- Participate in MNICS conference calls and any other calls or meetings as established by agencies.
- Review and approve the IAP for accuracy and completeness.
- Schedule and attend community meetings as needed.
- Coordinate interdependent activities with stakeholders and cooperators involved in incident activities.
- Approve press releases as directed from the Delegation of Authority.
- Report special occurrences (e.g., structure/improved property loss or damage, accidents, sickness) to dispatch and duty officer.
- Provide status updates on conditions affecting operations, hazardous conditions, unresolved conflicts, air operations, etc. to dispatch and duty officer.
- Establish communications and exchange necessary briefings/information with the following: Cooperating and Assisting resources, Adjacent incidents, AA, Dispatch and Coordinating centers/agencies, Duty Officer(s)
- Conduct After Action Reviews (AAR).
- Plan for medical emergencies or incident with-in an incident (IWI) scenario. Ensure assigned resources are prepared to execute the Medical Plan
- Provide ICS 209 inputs
- Submit accident/incident reports with pertinent forms (SAFECOM, SAFENET, agency-specific forms) through the established chain of command.
- Ensure safety receives priority consideration in all incident activities and the safety and welfare of all incident personnel and the public are maintained.
- Set measurable objectives to minimize the level of risk while achieving the highest probability of success.
- Ensure all original documents are provided to the host unit at the conclusion of the incident or transferred to the incoming IC if a transition occurs.
- Communicate and recommend demobilization timeline to host unit or AA, if applicable.
- Assist agency with complexity analysis in a timely manner to facilitate an appropriate transfer of command.
- During the transfer of command: Ensure continuity of operations, Exchange critical safety information, Communicate transfer of authority through the established chain of command.
- Anticipate potential resource needs for the incoming organization.
- Ensure turn back standards provided by the hosting units/jurisdictions are completed and/or addressed.

## SAFETY

All personnel on federal incidents will be red-carded and wear personal protective equipment appropriate for their function and location on the fire. State incidents may allow state resources or state cooperators without red cards to operate on the fire. State resources and cooperators must wear appropriate PPE for their position and location on the fire.

## AUTHORITY

It is understood by all IMT members that the Safety Officer has the authority, from the IC, to shut down any operation either on the line, in the air, or in camp that they consider unsafe. The Safety Officer will work closely with all sections and IMT members to correct deficiencies as they are found.

## STAFFING

After evaluation of the incident, the Safety Officer will determine the number of line safety officers needed for the incident and order additional resources accordingly.

## MANAGEMENT OF SAFETY FUNCTION

- The primary purpose of the IMT's Safety Officer will be to manage safety in a broad context over the entire incident. The IMT Safety Officer reports directly to the Incident Commander.
- Team safety takes priority. IMT Safety Officer works through and/or with the IMT's Command and General Staff and unit leaders to provide oversight, support and assistance in monitoring and mitigation of safety issues brought forward by team members and other personnel on the incident.
- As soon as possible the Safety Officer will coordinate with the IC and PSC to ensure the Incident Emergency Plan (IEP) is completed, reviewed, and approved by the IC. Safety Officer and PSC will ensure all C&G and IEP role players have a copy of the IEP.
- The Safety Officer provides support and coordination to functional area(s) of the team concerning incidents that may occur within the initial incident. The specific functional area with responsibility shall take the lead in managing an incident within the incident. The Safety Officer supports or facilitates actions and provides coordination with other team functions and requests outside assistance as needed.
- Safety Officer will coordinate with LSC, MEDL, & COMT to ensure IEP/IWI procedures are in place: meeting location (i.e., Comm Trailer), notification process to C&G when an IWI has occurred (e.g., text group).
- Safety Officer will coordinate with IC and LSC to implement a medical emergency or IWI training scenario that includes all C&G.
- The IMT Safety Officer reviews and monitors the daily team functions of logistics, plans, finance, and operations for adequate support for the incident and may provide input or council to Command and General Staff and incident management team functions when needed or requested.
- SOF will work closely with C&G and Medical Unit Leader to develop infectious disease mitigation measures and response.
- The IMT Safety Officer may secure additional Safety Officers as needed and will coordinate additional Safety Officers assigned to the incident. Daily work assignments may include monitoring aviation, the fireline, or the ICP. Particular attention must be given to incident travel and aviation activity. The IMT Safety Officer will be the lead Safety Officer and will look at safety in a broad context over the entire incident.
- The IMT Safety Officer will share all accidents, injuries, and "near misses" at briefings and meetings (when appropriate).
- Submit IAP inputs as needed according to planning cycle.
- Identify hazardous and/or potentially unsafe situations associated on the incident.
- Work with applicable functional areas to identify mitigations and corrective actions.
- In coordination with OSC, develop and document risk management process using the ICS-215A/215R.
- Participate in C&G meeting, pre-planning, and planning meetings.
- Participate in pre-Ops and post-Ops meetings.
- Review Incident Action Plans.
- Include a relevant Safety Message in each Incident Action Plan.
- Brief incident personnel on hazards and mitigations during the Operational Briefings.
- Review and approve the Medical Plan, ICS Form 206
- Provide ICS 209 inputs
- Exercise emergency authority to stop and prevent unsafe acts.
- Assist in the coordination of accident investigations that have occurred within the incident area.

## VISITS TO THE FIRELINE

There will be times when non-operational personnel will need to travel to the fireline, either in support of the on-going operations or for unique assignments. These may include Public Utility Workers, Media, Landowners, Law Enforcement / Investigation personnel, and Drivers working for Logistics.

Visits to the fireline by non-operational personnel must be approved by the Incident Commander and coordinated through Operations. Visitors will be required to check-in and check-out with the Division Supervisor of the division they are visiting. Whenever possible, Plans will identify these visitors and their assignment within the IAP.

All visitors to the fireline will adhere to current Redbook standards for escorted or unescorted visits. The IMT Safety Officer will facilitate any safety briefings, training in the use of PPE, and provide an escort as needed.

## PUBLIC INFORMATION

It is the responsibility of the hosting agency public information staff and the team PIOF to coordinate information distribution and media coverage. The Incident Commander will determine any added PIOF resource needs.

### *INFORMATION OFFICER ROLES AND RESPONSIBILITIES*

- Plan for medical emergencies within the PIOF section. Ensure assigned resources are prepared to execute the Medical Plan ([ICS 206 WF](#)) and the Incident Emergency Plan (IEP).
- Assist local unit Public Information staff.
- Develop the Public Information Strategy.
- Provide ICS 209 inputs
- Submit IAP inputs as needed according to planning cycle.
- IC in consultation with IPO will determine added PIO3 needs.
- Participate in planning meeting.
- Coordinate transportation and activities of media.
- Create and maintain a public information/media communication plan.
- Coordinate public information news releases.
- Maintain contact with all appropriate stakeholders.
- Keep IC briefed on additional resource needs.

Release of incident information only with approval of AADM or IC or designee

## LIAISON OFFICER

The Liaison Officer (LOFR) takes the lead and is the point of contact for assisting cooperating Agency Representatives, including Agency Representatives from other federal, state, municipal, local government, and non-government organizations, on wildland fire incidents.

### *LIAISON OFFICERS ROLES AND RESPONSIBILITIES*

- Plan for medical emergencies within the LOFR section. Ensure assigned resources are prepared to execute the Medical Plan ([ICS 206 WF](#)) and the Incident Emergency Plan (IEP).
- Establish, plan for, and coordinate Incident within an Incident (IWI) activities.
- Work with IC, PIO, and other C&G to determine roles/responsibilities regarding coordination with elected officials, stakeholders, and cooperators.
- Provide ICS 209 inputs
- Establish contact with cooperators, including potential cooperators, as an expanding incident may dictate. Maintain cooperators/stakeholders contact list and issue log.
- Gather and communicate C&G, cooperators'/stakeholders' issues, and action points pertinent to the incident.
- Help to identify jurisdictional boundaries and which authorities/agencies should be involved.
- Assess the need for a cooperators'/stakeholders' meeting or conference call. Coordinate with IC, AA, and other team members regarding this meeting.
- Communicate incident objectives and concerns to cooperators.
- Coordinate with cooperators and appropriate members of IMT to accomplish incident objectives, efficiently resolve issues, and share issues and concerns. Inform IMT members of any potential issues involving the cooperators and stakeholders.
- Participate in planning meeting
- Coordinate with IC, appropriate members of C&G, and cooperators to assess, evaluate and plan for evacuations.
- Coordinate with the local unit to perform effective cooperators' relations.
- Ensure staff members or cooperators have the appropriate personal protective equipment (PPE) and meet agency standards for visits to the fireline or incident. Coordinate with Operations and or Safety before visiting the fireline.
- Plan for medical emergencies within the LOFR section. Ensure assigned resources are prepared to execute the Medical Plan ([ICS 206 WF](#)).

## FINANCE SECTION

When mobilized, our preorder will consist of PTRC, EQTR and a Mentor (Dep FSC) for training. Our Outstate pre order will include PTRC, EQTR and COST. All incident personnel will report time on a Crew Time Report (CTR), or Emergency Shift Ticket that has been signed and authorized by their immediate supervisor. Employees must review hours posted to the OF 288 with finance personnel in prior to signing.

Teams will follow the current Incident Business Management Plan or agency-specific payment plan. All Forest Service Type III Incidents will have an Incident Business Management Advisor assigned (FS Only). The hosting unit Agency Administrator will be responsible for ordering this Position when they order the Type III Team.

All claims will be documented by the team and handled by the host agency.

### *FINANCE SECTION CHIEF ROLES AND RESPONSIBILITIES*

- Plan for medical emergencies within the Finance section. Ensure assigned resources are prepared to execute the Medical Plan (ICS 206 WF) and the Incident Emergency Plan (IEP).
- Fill supply and support needs.
- Participate in planning meeting
- Provide ICS 209 inputs
- Maintain daily contact with the agency(s) administrative offices on financial matters.
- Provide the IC with a cost analysis by the end of the second operational period and then daily afterward.
- All time will b3e posted according to host agency policies and contracts Finance Package Documentation will maintains as per host agency policy. Verify contractors have a performance evaluation prior to demobilization.

Personnel on the fireline may be compensated for their meal period if all the following conditions are met:

- The fire is not controlled (see NWCG definition of controlled).
- The OSC decides that it is critical to the effort of controlling the fire that personnel remain at their post of duty and continue to work as they eat.
- The compensable meal break must be documented on the CTR.

## LOGISTICS SECTION

### *LOGISTICS SECTION CHIEF ROLES AND RESPONSIBILITIES*

- Plan for medical emergencies within the LOGS section. Ensure assigned resources are prepared to execute the Medical Plan (ICS 206 WF) and the Incident Emergency Plan IEP).
- LSC will coordinate with Safety Officer, MEDL, & COMT to ensure IEP/IWI procedures are in place: meeting location (i.e., Comm Trailer), notification process to C&G when an IWI has occurred (e.g., text group).
- Order personnel, equipment and supplies in support of needs as identified by all incident sections.
- Ensure food and drinking water are priorities.
- Participate in planning meeting
- Provide ICS 209 inputs
- Determine the need for vehicle fuel and order fuel truck as appropriate.
- The Logistics Section Chief will call the ordering office and determine the resource situation. If necessary, the Logistics Section Chief will place an initial order with dispatch prior to leaving for the incident.
- Requests for resources/supplies should be given to the LSC on a General Message form.
- All equipment assigned to the incident should be identified, agreements confirmed, and use records made current by the end of the second operational period.
- Every effort will be made to isolate the incident from other local radio systems as rapidly as possible. LSC and OPS will assess the need for a MNICS Command Repeater Kit.
- For incident communications purposes, the incident communication center at ICP will be referred to as "Incident Name ICP."
- Base camp lodging needs will be evaluated by the IC, Logistics section and the Agency Administrator. Options other than base camp style accommodations will be evaluated.
- The LSC will ensure an ICS 205 Radio Communications Plan is completed for the incident. The OSC or local communications technician will assist in this process.
- Locate Medical and Communications Units (if implemented) near each other to facilitate medical evacuation operations.

## *LOGISTICS SECTION CHIEF ROLES AND RESPONSIBILITIES - CONTINUED*

- The Incident Command Post (ICP) functions should be somewhat isolated from the base camp traffic to avoid people congregating in these areas. The briefing area should be identified early.
- Tracking accountable property through the duration of the incident.

## *EQUIPMENT INSPECTION*

Contract resources need to be inspected prior to being used on an incident and prior to being released from the incident. This should be verified at check-in and demobilization. All contractors will have a performance evaluation prior to demobilizing from the incident.

## *MEDICAL UNIT*

The Medical Unit Leader (MEDL) reports to the Logistics Section Chief (LSC) and works in the logistics functional area.

- Plan for medical emergencies within the MEDL section. Ensure assigned resources are prepared to execute the Medical Plan ([ICS 206 WF](#)) and the Incident Emergency Plan (IEP).
- Pre-orders may include two (2) line qualified EMT's (EMTF) or line qualified Paramedics (EMPF).
- Requirements for line-qualified EMT's include a 4-wheel drive (4WD) vehicle and an ALS/BLS kit depending upon qualifications.
- Provide ICS 209 inputs
- Ambulance availability will be determined upon arrival to the incident.
- The Medical Unit location will be easily accessible to incident personnel and if possible next to the communications trailer, but attempts should be made to mitigate for dust and noise.
- A Medical Plan will be written as soon as possible by the MEDL and reviewed by the SOFR.
- Line qualified EMT's will maintain communications with the Division Supervisors where they are assigned.
- All medical emergency radio traffic including medivacs will be transmitted on the channel identified.
- MEDL shall ensure proper procedures for incident Medevac or Medical Transport are in place and followed.

## *TIMEKEEPING*

Unit Leaders will ensure that CTR and Shift Tickets accurately reflect the terms of the resources' contract and are signed for any contract resources in the section. Time needs to turn in daily, or as agreed upon with the Finance Section.

## **OPERATIONS**

### *OPERATION SECTION CHIEF DUTIES AND RESPONSIBILITIES*

- Plan for medical emergencies. Ensure assigned resources are prepared to execute the Medical Plan ([ICS 206 WF](#)). Ensure familiarity with medical responders, communication procedures, and transportation plan. Manage the medical emergency based on procedures stated in the IAP, the Medical Incident Report, and the Incident Emergency Plan (IEP).
- Coordinate an efficient transfer of position duties.
- Ensure IAP objectives and performance standards are met.
- Identify division/group boundaries. Order resources required for section operation. Establish and maintain an appropriate span of control.
- Ensure host unit direction and policies are applied.
- Makes expedient changes to current operations based on the complexity or magnitude of the incident and reports those changes to the IC.
- Provide ICS 209 inputs
- Participate in planning meeting
- Observe and review current operations to prepare tactics for the next operational period planning meeting.
- Gain familiarity with pertinent parts of Delegation and Wildland Fire Decision Support System (WFDSS). Provides basic WFDSS input on federal incidents.
- Obtain regular updates from assigned resources.
- Inform IC regularly or as needed: Status updates, evolving conditions or hazards that may require action, problems or unresolved issues, structure/improved property loss or damage, accidents, incident within an incident, political contacts and accomplishments.
- Coordinate with the Finance/Administration section to identify and request agreements, as necessary.

#### *OPERATION SECTION CHIEF DUTIES AND RESPONSIBILITIES - CONTINUED*

- Work with responsible land management agency and/or assigned Resource Advisor to protect natural, cultural, social, and other resources. Notify IC when such resources are discovered and document suppression impacts.
- Coordinate wildland urban interface (WUI) operations with local law enforcement, local fire departments, and other agencies authorized to implement public evacuation, perform structure protection, control traffic, and road closures.
- Plan for medical emergencies. Ensure assigned resources are prepared to execute the Medical Plan (ICS 206 WF). Ensure familiarity with medical responders, communication procedures, and transportation plan. Manage the medical emergency based on procedures stated in the IAP, the Medical Incident Report, or other relevant guidelines.
- Submit accident/incident reports (SAFECOM, SAFENET, agency-specific forms) through established channels.
- MNCC aviation conference calls for incident aviation planning and coordination, occur daily at 0930 & 1630: IC, OSC3, or assigned aviation resource will represent the incident on this call. Prepare to discuss; aviation frequencies, TFR, ATGS or other aviation qualification needs, aircraft ordering procedures
- Get resource updates to plans for the IAP no later than 2000

#### *DIVISION ROLES AND RESPONSIBILITIES*

- Plan for medical emergencies within the division. Ensure assigned resources are prepared to execute the Medical Plan (ICS 206 WF) and the Incident Emergency Plan (IEP).
- Discuss and gain feedback from your division personnel on the following: Ensures LCES/10 and 18 for all fire line personnel. Acts as "Line Safety" if no SOFR is assigned.
- Provide oversight of all Public Safety Group assigned personnel (exp. wilderness fires)
- Coordinate all suppression actions with READ if one is assigned. Ensure the rehab plan is followed.
- Ensure all line personnel are currently qualified for positions they are assigned.
- Ensure aviation resources working the fire are assigned a designated ground contact.
- Sign shift tickets and CTR's for all operations resources, ensure hours and break times are accurate.
- Get line mapping information to SITL or PSC3 daily for updates and accuracy
- Provide ICS 209 inputs
- Report to OSC3 by 1400 for next shift planning needs and resources
- Conduct daily fire line breakout briefings. Ensure daily Unit Log is maintained.
- Monitor suppression efforts for the proper span of control. Coordinate with OSC3 to order resources proactively or downsize organization as needed.
- Complete performance evaluation for assigned resources.
- Ensure radio frequencies and repeater coverage are adequate for your division.
- All resources are to "check in /out" with each Division (Supervisor) as they enter or leave, for sake of accountability.

DIVS will be last off the line ensuring that each division resource is off the line and out of service.

#### *MANAGING INITIAL ATTACK RESPONSIBILITIES*

Responsibility for initial attack will be negotiated between the IC and Agency Administrator. Teams are/may be reluctant to accept this responsibility upon initial in briefing, or within the first operational period. The Delegation of Authority may be amended, as needed, to reflect the team's acceptance of some initial attack responsibilities. The following bullet points will be considered in reaching that agreement.

- Area of Response (with the clear definition of boundaries)
- IA Requests by Home Unit Dispatch - Procedures
- Team Response to IA Request – Procedures
- Use Incident Organizer
- Communications - Frequency Assignments
- IA Group Supervisor & Operations Home Unit Update
- Coordination with Agency Representative
- IA Resources Identification - Crews
- Overhead Communications - Radios Aircraft
- Other Equipment
- Aircraft Use
- Escaped Fire - Extended Attack

## *MANAGING INITIAL ATTACK RESPONSIBILITIES - CONTINUED*

- Extended Operations Dispatch staffing needed?
- Contact Divisions at 1400 for next shift operational planning needs
- Institute IWI Plan with SOFR, LSC3/MEDL and approved by IC, ensure line operations personnel are briefed and know procedures ahead of time.

## **STRUCTURAL PROTECTION GROUP**

When the Team is assigned to incidents involving the urban/wildland interface or posing a threat to rural homeowners, the OSC3 may order a Structural Protection Group Supervisor. The IC can appoint a Structural Group Supervisor or designated individual. This position will be the liaison with the local structural protection jurisdiction.

If the need for this position becomes apparent, the ICT3 and Agency Administrator should consider the establishment of a Unified Command organization with the local sheriff's department or Fire Department Chief and put structure protection responsibility under their command.

### *STRUCTURE GROUP SUPERVISOR ROLES AND RESPONSIBILITIES*

- Assessment of Structural Protection Needs.
- Initial Resource Order. (O.H., Crews, Equipment)
- Development of Evacuation Plans.
- Identification of Key Cooperators. (Internal & External)
- Homeowner Contacts.
- Standard Position Duties. (See PMS 210-1, Field Operations Guide)
- Implementation of a Structure Protection Group will trigger coordinating with the local cooperator to ensure representation of affected jurisdictions.

### *OPERATIONAL PERIODS AND SHIFT BRIEFINGS*

Briefings are conducted by the PSC with input from the Command and General Staff and other team members. Shift briefings are held to 30 minutes, and all overhead, Single Resource Boss's, and above will attend.

### *OPERATIONS ORDERING PROCEDURES*

Each DIVS will turn in a list of supplies and equipment needed on their division for their next shift to the OSC or LSC by 1600 daily. Orders for additional personnel or resources such as dozers, engines, etc. will be directed to the OSC by the DIVS.

### *TIMEKEEPING*

Division Supervisors will ensure that CTR and Shift Tickets accurately reflect the terms of the resources' contract and are signed for equipment and personnel in the section. They may delegate this responsibility to STLD/TFLD and Heavy Equipment Bosses. Equipment Time should be turned in at morning briefing for the previous day.

### *AIR TACTICAL GROUP SUPERVISOR POSITION*

The ATGS position will be considered by the incident and MNCC. It will be determined if the local air attack staffing will suffice (conversation with MNCC, OSC, and IC) or if a dedicated aerial supervisor is necessary. If dedicated aerial supervision is necessary, order an ATGS or HLCO and aircraft.

## **PLANNING**

### *PLAN SECTION CHIEF DUTIES AND RESPONSIBILITIES*

- Plan for medical emergencies within the Plans section. Ensure assigned resources are prepared to execute the Medical Plan ([ICS 206 WF](#)) and the Incident Emergency Plan (IEP).
- As soon as possible the PSC will coordinate with the IC and Safety Officer to ensure the Incident Emergency Plan (IEP) is completed, reviewed, and approved by the IC. Safety Officer and PSC will ensure all C&G and IEP role players have a copy of the IEP.
- Conducts in person meeting & briefings. Conference call and radio briefings can be arranged as needed
- Conducts in person check-in and demobilization of incident resources
- Ensures incoming resources meet agency standards for the position on the incident
- Tracks resource orders, resources assigned and demobilization of resources. (At time of team close out and working with MNCC Logistics, IROC database will be reconciled with resources remaining on the incident)

**PLAN SECTION CHIEF DUTIES AND RESPONSIBILITIES – CONTINUED**

- Provides basic WFDSS input on federal incidents.
- Creates a basic IAP for incident personnel, and email copy to the mailing list as provided by IC daily
  - IAP generally 12 pages or less containing:
    - 202 with objectives and safety message
    - 204s with resource assignments
    - Weather/Fire Behavior forecast.
    - Basic IAP map
    - Medical Plan
    - 8-Line
- Requests daily spot weather from National Weather Service.
- Works with MNCC Predictive Services to provide basic fire behavior forecast.
- Gathers and tracks incident weather information and disseminates as directed by IC.
- Basic GIS support (provides functional hard copy briefing and IAP maps, limited electronic maps if possible, non-standard file naming conventions/database structure, and AGOL or Collector will not be established or maintained)
- Basic incident technology (ITSS) support limited to ICP set up and intermittent remote support.
- Completes draft Incident Status Summary (ICS 209) and submits to MNCC Intelligence by 1600 daily for all fires meeting reporting standards (Timber/100 acres, Grass/300 acres).
- Prepare Transition Plan and conducts close out meeting at the conclusion of the IMT’s assignment
- Produces incident documentation at the conclusion of the IMT’s assignment for hosting unit. Unless specifically requested to do otherwise, incident documentation will be delivered to the hosting unit in the format that it was given to the PSC. This typically results in a mix of electronic and paper documents.
- Develops and implements Demobilization Plan.

**GENERAL IMT PLANNING SCHEDULE**

Adjustments to this schedule will need to be made for seasonal differences and when only a single shift or a swing shift is deployed.

<b>0600-2200 Operational Period</b>	
0700 Operational Briefing	
1200 C&G	
1500 209 Inputs Due	
1700 Pre-Planning meeting	
1800 Planning meeting	
2000 IAP & Map Inputs Due	

**CHECK-IN PROCEDURE**

The PSC will coordinate Check-In. Check-in and timekeeping will be co-located whenever possible.

**FIRENET**

The team PSC, PIO or MNCC Logistics will submit a Firenet request to establish an Incident MS Team/SharePoint site with email for all incidents with an incident management team assigned. If Logistics submits the request to Firenet, team personnel will be given owner access and then will manage additional access internally. At the conclusion of the incident, dispatch staff will continue to maintain the Firenet site until it has been inactivated.

**DEMOBILIZATION**

A demobilization plan will be developed in coordination with MNCC. Resources requesting reassignments will be prioritized for local and geographic needs followed by national needs before being released to their home units. Once the demobilization plan has been approved by the hosting Line Officer and IC, the team will implement the Demobilization Checklist (ICS 221) to facilitate an orderly and efficient demobilization.

## APPENDIX DOCUMENTS

### PRE-PLANNING/TACTICS MEETING OUTLINE

Pre-Planning Meeting (1700) – The pre-plan meeting will take place before the planning meeting, ensuring enough time to complete a draft ICS-215 and ICS-215a. At a minimum, the OSC, SOF, LSC and the PSC will attend the meeting. The PSC will facilitate the meeting and will have a complete list of all the resources available for the operational period being planned, as well as a copy of the previous day’s IAP. The OSC will identify tools, equipment, and supplies needed. The information will later be shown on the ICS-204, Division Assignment Sheet. The OSC will review the division assignments and apply the principles of LCES.

Planning Meeting (1800) – A Planning Meeting will be held for each operational period. The PSC will facilitate the Planning Meeting. The IC, all Command & General Staff, and agency representatives (including local cooperators/stakeholders) must be present (if they are available) at the Planning Meeting. Resources Advisor(s), Fire Behavior Analysts, local fire department representatives may also attend. The objective is to present the strategic and tactical plan to achieve Command’s objectives to the C&G and the Agency, provide final opportunity for C&G and the Agency to seek clarification or identify concerns, and get formal support from C&G and approval from IC of the plan.

The following agenda will be followed:

Action	Responsibility
Incident Objectives	IC
Current Status	OSC
Situation Update	PSC (Acres, % contain & personnel assigned)
Weather/Fire Behavior Forecast	PSC
Tactics & Work Assignments	OSC (Review Operational Planning Worksheet, ICS 215)
Air Operations	OSC
48 & 72 Hour Plan	OSC
Safety Considerations	SOF/OSC (Review Incident Action Plan Safety Analysis, ICS215A)
Medical Plan Review	MEDL
Logistical Considerations	LSC
Finance	FSC
Public Information	PIO
Agency Questions or Comments	AA or Agency Rep
Support for IAP	LSC, FSC, SOF, LOFR, PIO
Approval of IAP / Closing Comments	IC

## OPERATIONAL BRIEFING OUTLINE

Operational Period Briefing– A shift briefing will be held for each operational period. The objective of the operational briefing is to present the IAP to the resources tasked with implementing the plan. The PSC will facilitate the briefing. It is important to keep the briefing organized and moving. The briefing should be kept to 30 minutes or less. Those making a presentation will do so by addressing the audience from the front of the briefing area. Review, but do not read what is already written in the IAP. Emphasize important items and needed adjustments. The following will be the agenda for the meeting: (Items with \* are given as needed after the first couple of operational periods.)

ACTION	RESPONSIBILITY
Review Incident Objectives	IC
Current Status	OSC
Situation Update	PSC
Weather/Fire Behavior Forecast	PSC
Today's Operational Plan	OSC
Air Operations	OSC
Safety	SOF
*Logistics (Medical & Communications)	LSC
*Fire Information	PIO
*Finance	FSC
*Liaison	LOFR
*Resource Items	Resource Advisor
*Special Announcements (if any)	
*Agency Comments / State or Local Reps	AA and/or others
Closing Comments / Leader's Intent	IC
Division Breakouts (unassigned report to OSC)	

## AVIATION MATRIX

### AVIATION SUPPORT OVERHEAD CONSIDERATIONS

Air Ops qualified personnel should be considered based on the complexity of the aviation operation. These considerations include current and projected aviation needs, aircraft assigned or loaned to the incident, multi or single agency involvement (examples include multi-jurisdictional incident and cooperator utilization--MNARNG), aviation infrastructure needs such as a helibase and others.

T3 team contacts will work with aviation program staff at MIFC as you consider the incident aviation operation:

Incident Complexity		
Low	Moderate	High
<ul style="list-style-type: none"> <li>• Operation supported by initial attack aviation operations</li> <li>• Duration of incident expected to be short-lived (2-3 days)</li> <li>• Aviation needs not expected to grow as incident goes on</li> </ul>	<ul style="list-style-type: none"> <li>• Operation requires helibase establishment to support agency helicopters and crews.</li> <li>• Duration of incident expected to be moderate (4-7 days)</li> <li>• Aviation needs may grow to include an additional agency helicopter or two</li> </ul>	<ul style="list-style-type: none"> <li>• Operation involves multiple jurisdictions and/or cooperator aircraft and crews (MNARNG)</li> <li>• Duration of incident expected to be lengthy</li> <li>• Aviation needs expected to grow to include multiple helicopters, assigned fixed wing or UAS resources</li> <li>• All-hazard incident</li> </ul>
Aviation Resource Qualifications <b>Recommendations</b> (Consult with aviation program staff)		
<ul style="list-style-type: none"> <li>• Helicopter Manager</li> </ul>	<ul style="list-style-type: none"> <li>• Helibase Manager</li> <li>• Air Support Group Sup (T)</li> </ul>	<ul style="list-style-type: none"> <li>• Air Support Group Sup</li> <li>• Air Support Group Sup (T)</li> </ul>

## IMT FORMS TOOLBOX

These forms can be found on our MNICS T3 Incident Management Team drive. If you need access to this drive or folder, please contact [mnmncc\\_logistics@firenet.gov](mailto:mnmncc_logistics@firenet.gov) or call 218-322-2700.

These forms will also be added or linked to a Forms Toolbox on the [mnics.org](http://mnics.org) page for the [MNICS Type III Incident Management Teams](#).

### IMT Forms Toolbox - Teams Folder

- T3 Availability Calendar
- T3 Weekly Team Rotation Schedule
- AGENCY ADMINISTRATORS (AA) BRIEFING TO INCIDENT MANAGEMENT TEAM (IMT)
- Delegation of Authority to Incident Commander
- Incident Emergency Plan (IEP) Information
- INCIDENT EMERGENCY PLAN (IEP) FORM
- Incident Management Team Performance Evaluation.docx
- Incident Management Team Performance Evaluation.pdf
- Indicators of Incident Complexity
- MEDICAL PLAN (ICS 206 WF)
- NWCG Incident Check-In Form (ICS 211 WF)
- Questions for Fire Site Visits
- Recommendations for Incident Emergency Medical Services
- Risk and Complexity Assessment
- Wildland Fire Decision Support System Information