

Incident Based Automation, IBA, System  
Business Process Modeling, Interview  
Incident Commander  
Paul Broyles  
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Interview Notes by Craig Tanner, Senior Data Architect

NOTE: See interviewer questions at bottom based on interview write-up. Answer to be provided for finalization of interview notes.

Paul works for the National Park Service as the National Fire Operations Program Leader and is an Incident Commander for one of the Great Basin National Incident Management Type I teams.

Question: When and how do you get notified?

Answer: Typically there are two notices:

1. Heads-up notice from Eastern Great Basin Coordination Center
  - a. Paul will notify his deputy
  - b. Paul and duputy will both will start calling their sections heads. Everyone on the team should know that the resource order is coming.
2. Official resource order through the coordination system

Question: What activities and processes do you perform after you are notified?

Answer:

1. The Incident Commander typically begins a negotiation process with local jurisdiction
  - a. What materials and resources does he need to bring and/or is permitted to bring? What can he not bring? Some materials and resources are not permitted within certain jurisdictions. The ordering unit will know what has been agreed to within the geographic area.
  - b. The number of personnel positions is also negotiated at this time. The core team (may be 27 positions) can be authorized, and some teams can supply up to 17 more positions plus trainees if allowed or requested.
  - c. Other examples of negotiated items include rental cars, cell phones, and computers.
2. The time and location of the in-briefing
3. The travel arrangements for the team (normally the team does not travel between 10:00pm and 5:00am)
4. Note: time keeping starts as soon as a resource leaves their house to travel to the incident, due to the emergency nature of the incident.

Question: What happens at the in-briefing?

Answer: The key is to get the staff together and get them coordinated as to what the actions and strategies are going to be.

1. Jurisdictional Agency completes the agency administration in-briefing document
2. Introductions
3. The team goes over the in-briefing package, as presented by the Agency Administrator or designee.
4. Question and answer session
5. Delegation of authority is given
6. Fire management and/or land/resource management plan is provided, if requested.
7. Maps of the fire area are provided and reviewed
  - a. May also include flight restriction maps
  - b. May also include cultural site maps
  - c. Etc.
8. Often the WFSA is provided at the in-briefing, but that is not always the case.

Question: What are the activities after the in-briefing?

Answer: Reconvene the incident management team to determine the initial organizational steps, to prepare planning for the 1<sup>st</sup> operational period

1. Examples: where they are going, meeting schedules and planning for camp set-up

Question: What are the steady state operations for the IC?

Answer:

1. Monitoring of all operations
2. Conducting Incident Command – Usually divided between Internal and External
  - a. For external, a liaison officer is used to deal with media, public, and political considerations
  - b. On this incident management team, a deputy IC will usually handle the internal team management while the IC handles all external activities.
3. Public Information Officer lists the key resources used on an incident, and reports this, usually once a day but sometimes twice a day. (The host agency will determine whether this person will give news releases or go through local dispatch)
4. Liaison Officer to help with external coordination
5. Monitoring of all issues that arise:
  - a. Safety
  - b. Medical
  - c. Major operational issues

Question: What actions occur for the IC during Close Out?

Answer:

1. The IC has to plan specifically for demob (Close Out), but operations is the primary driver.
  - a. “Demob (Close Out) should really start at mobilization
2. If the current IC is to demob (Close Out), the agency administrator must issue a document that rescinds command from the current IC and give it to the next IC if there is one.
3. The current IC will meet with the incoming commander and officially “turn-over” the command to that person at a predetermined time, after sufficient transition time has occurred between Incident Management Teams to provide thorough exchange of knowledge/information between team members from both teams.
4. A radio broadcast is made to all resources on the incident and dispatchers that formally announces a transfer of command.
5. Final closeout:
  - a. Logistics is the key thing to be watched over
    - i. All resource orders have to be closed out
  - b. Formal process with host unit, local jurisdiction, to identify deficiencies
  - c. Propose corrective actions
  - d. Conduct a team after action review:
    - i. Identify key areas that went well
    - ii. Identify key areas that the team needs to improve on

Recommendations:

1. Need to improve large fire decision support process
  - a. Provide the host Agency Administrators the tools to have the best strategy to manage an incident.
2. Fire Spread Progression (FSPRO) – a new tool to measure fire spread
3. INCIWEB – need web page for external communications
4. Internal web page for the teams.

Questions:

None.