

**State of California
Memorandum**

Natural Resources Agency

To: Incident Commanders
Incident Management Teams
Emergency Command Center Support Teams

Date: February 10, 2025

From: Department of Forestry and Fire Protection
CAL FIRE Incident Management Team Committee

Subject: 2025 CAL FIRE IMT and ECCST Training
Instructions to Participants

You have been selected to participate as a member of an Incident Management Team (IMT) or ECC Support Team (ECCST) for a training course. If you have any questions or other problems that may affect your attendance or participation, please advise your immediate supervisor, your Team Incident Commander, or Section Lead.

BEGINS: Monday, March 24, 2025 1300 hours

ENDS: Thursday, March 27, 2025 1200 hours

LOCATION: Riverside Convention Center
3637 5th Street
Riverside, CA 92501

COORDINATOR: CAL FIRE IMT 5

QUESTIONS: Go through your IMT's Chain of Command. PSCs will contact IMT 5 PSCs for additional information needed.

SPECIAL INFORMATION

The 2025 IMT/ECCST Training is intended for all rostered CAL FIRE IMT and ECCST members. Participation is not authorized for anyone other than the 66 IMT positions and rostered ECCST members. Information relevant to the training (schedule, maps, required pre-work, etc.) can be found [here](#).

50-MILE EXEMPTION REQUEST:

For CAL FIRE personnel attending the training whose residence or assigned headquarters is within a 50-mile radius of the training venue, you may submit a 50-Mile Exemption request (AO-7) which will allow you to submit an expense claim via CalATERS to be reimbursed for travel expenses incurred. An AO-7 is not required for hotel stay reserved through the lodging survey (next page). The AO-7 must be submitted via DocuSign to David Geisen, Assistant Deputy Director of Fiscal Services. Employees requesting an AO-7 should be aware that any amount reimbursed is considered taxable income and will be reported, as required, to the State Controller's Office. The AO-7 must be submitted no less than 10 days prior to travel. You must submit it no later than March 14, 2025 to ensure adequate time for review and approval. The form is available on the CAL FIRE intranet, [linked here](#).

TRAINING LOCATION

All events for the 2025 IMT/ECCST Training will be held at the Riverside Convention Center in downtown Riverside, approximately 15 miles from Ontario International Airport.

Riverside Convention Center
3637 5th Street
Riverside, CA 92501

LODGING

Lodging will be provided for rostered IMT and ECCST members the nights of Monday March 24th through Wednesday March 26th. Any additional lodging reservations will be the responsibility of the attendee and will be coded back to the home Unit/Program/Agency.

Lodging for Monday through Wednesday nights must be requested through this [lodging survey](#) and must be completed by **February 14, 2025 at 1700**. If lodging is not requested by the deadline, lodging will not be provided by the IMT/ECCST Training.

CAL FIRE IMT 5 Motel Unit contact: Cassie Miller (Cassie.Miller@fire.ca.gov; 530-308-1208)

PARKING

Self-parking is included at hotels. Valet parking is not authorized. Limited parking for oversized vehicles will be available at the Convention Center.

MEALS

Lunch will be provided to IMT and ECCST members on Tuesday and Wednesday. Lunch on Tuesday and Wednesday cannot be claimed on travel expense claims. All other meals will be the responsibility of the attendee and will be coded to the home Unit/Program/Agency on travel claims.

ATTIRE

Business professional attire and business casual attire suitable for public contact are both acceptable. Please bring a team polo shirt to wear on Wednesday March 26th for Team photos.

FINANCE MESSAGE

Attendees will code all travel claims to their home Unit/Program/Agency. Overtime and cover behind hours are to be borne by the home Unit/Program/Agency.

REQUIRED PRE-WORK FOR BREAKOUT SESSIONS

1. 4039 Breakout Exercise

CAL FIRE's Statewide Training (SWT) Program is conducting a comprehensive review of current 4039 Task Books, evaluating their alignment with the evolving responsibilities of CAL FIRE's All-Hazard Incident Management Teams. The revision will ensure the Task Books

remain relevant and effective to support the future of incident management within California. Capturing input from Subject Matter Experts on Task Book items for IMT and ECCST positions will be critical to the success of the SWT update.

Section Breakouts at this year's IMT/ECCST Training will give all Team members an opportunity to provide input on the Task Books for Team Positions. This review will focus on identifying gaps, redundancies, and areas for improvement in the existing Task Books, and should consider anticipated changes in incident complexity, technology, best practices, and organizational structure. The goal is for CAL FIRE Task Books to prepare personnel for consistent, efficient, and effective incident management across all hazards. SWT will also capture input on required training for Team Positions, so please review the relevant Position Development Guides if you would like to provide input on training requirements.

Required Pre-Work #1 for all IMT/ECCST Training attendees: Review the Task Book and Position Development Guide (required training) for your position (found in the IMT Box account [here](#)). Come prepared to discuss and provide input on updates to the Task Book for your Team Position.

2. Transition Documents Breakout Exercise

As CAL FIRE IMTs respond to more complex wildland fires and all-risk incidents that require longer commitments, the transition from IMT-to-IMT is happening more often. To streamline the process and ensure consistency across transitions, a standard Transition Document template will be developed to be used during IMT-to-IMT transitions. This comprehensive template will capture critical information necessary for a seamless handoff, incorporating input from all Sections to eliminate communication gaps, ensure operational continuity to support field personnel, and improve overall incident management efficiency.

Section Breakouts will focus on reviewing and updating the existing Transition Checklists to ensure information captured covers all-risk incidents in addition to wildland fire incidents. These Transition Checklists, once updated, will be adapted into Transition Document templates to be used during future CAL FIRE IMT-to-IMT transitions.

Required Pre-Work #2 for all IMT Training attendees: Review your Section's Transition Checklist (found in the IMT Box account [here](#)) and come prepared to provide input on any additional items needed, especially those pertaining to IMT-to-IMT transitions for all-risk incident response.

EXECUTIVE TEAM QUESTION AND ANSWER SESSION

If you would like to submit questions for the Executive Team Q&A session on Wednesday, March 26th, please do so using [this link](#).