

KOOTENAI INTERAGENCY DISPATCH CENTER (KDC) 2016 OPERATING GUIDE



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This Kootenai Interagency Dispatch Center Operating Guide is executed as of the last date shown above and expires October 1, 2017.

KOOTENAI INTERAGENCY DISPATCH CENTER OPERATING GUIDE - 2016

Note: For clarification, equivalent names and positions between the FS and DNRC are as follows:

FS:	District	Fire Management Officer	District Duty Officer
DNRC:	Unit	Fire Management Officer	Unit Duty Officer

For purposes of this document, when there is mention of District, it would include DNRC Libby Unit and the KNF Districts, unless otherwise noted.

Dispatch Area or Dispatch Zone = Kootenai NF or Libby Unit.

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OBJECTIVES:

The objectives of the Kootenai Interagency Dispatch Center (KDC) and this operating guide are to:

- Provide the Ranger Districts of the Kootenai National Forest (Forest Service) and the Libby Unit of the Northwestern Land Office, Montana Department of Natural Resources and Conservation (DNRC) with dispatching services.
- Ensure all incidents are staffed in the safest and most effective manner possible.
- Ensure that communication systems can support any type of project or incident on the Libby Unit or Kootenai National Forest.
- Function as the primary initial contact for the Smoke Management program in Airshed 1 and provide coordination with Airshed 2.
- Coordinate with neighboring dispatch centers (Kalispell Interagency Dispatch Center [KIC], Missoula Interagency Dispatch Center [MDC], Coeur d'Alene Interagency Dispatch Center [CDC]) on matters related to fire management or emergency incidents.

RESPONSIBILITY:

The Forest Service and the DNRC authorize KDC to perform tasks and procedures outlined in this guide in the best interest of both agencies.

PLAN PREPARATION AND REVIEW:

This guide will remain in effect until either agency (FS or DNRC) proposes changes during scheduled annual reviews. If changes are proposed a task group will be selected to review proposals and develop changes. Representatives from both agencies have prepared this guide.

KDC CHAIN OF COMMAND:

The agency representatives are the Forest Service Fire Management Officer and DNRC NWLO Fire Program Manager or their designated representatives. KDC is managed by the Kootenai Dispatch Center Manager or their Assistant.

AUTHORITY:

The authority for the Forest Service and the DNRC to join in operation of the KDC is provided by the Montana Cooperative Fire Protection Agreement #11-FI-110156000-006 between the USDA, Bureau of Land Management – Montana, National Park Service, Intermountain Region, Bureau of Indian Affairs – Portland and Billings Areas, USDI Fish and Wildlife Service – Prairie Mountain Region, the USDA Forest Service – Northern Region, and the State of Montana, Department of Natural Resources and Conservation, henceforth referred to as the “Six Party Agreement”.

Citation: Interagency Cooperation, 8. Interagency Fire Centers: “The Agencies agree to maintain, support and participate in local Interagency Dispatch Centers, Zone Support Centers, and Geographic Coordination Centers. Staffing, funding, and level of participation will be agreed to and documented in Annual Operating Plans and appropriate Mobilization Guides. It is intended that Center Managers may be from any of the participating agencies, and as such have the agency specific authorities from each participating agency, except where prohibited by law or regulation, necessary to conduct the Center’s operation.”

Wildland Fire Report Dispatch Guide

<u>Fire Reported to KDC</u>	<u>Fire Reported to 911</u>	<u>Fire Reported to District</u>
KDC notifies appropriate District Duty Officer and dispatches resources.	911 responds and/or contacts all agencies with protection responsibilities. <u>When KDC is closed follow the guidance below.</u>	District dispatches resources and contacts KDC. <u>When KDC is closed follow the guidance below.</u>
KDC notifies all agencies with jurisdictional / protection responsibility.	911 calls KDC Duty Officer or District contact to notify of fire report. District Duty Officers are notified for all fires. Notify KDC Duty Officer for Type 1, 2, and 3 fires, or if KDC assistance is needed.	District Duty Officers are notified for all fires. Notify KDC Duty Officer for Type 1, 2, and 3 fires, or if KDC assistance is needed.
KDC Duty Officer is notified immediately for all Type 1, 2, and 3 fires.	District or KDC dispatches resources. Verify jurisdiction / protection responsibilities and notifies appropriate agencies.	District or KDC dispatches resources. Verify jurisdiction / protection responsibilities and notifies appropriate agencies.
Incident is supported by KDC.	Incident is supported by KDC or by District.	Incident is supported by KDC or by District.
	Notify KDC of all Type 4 and 5 fires by 0930 daily.	Notify KDC of all Type 4 and 5 fires by 0930 daily.

DESCRIPTION OF TASKS:

The Forest Service and the DNRC will operate under an interagency dispatch organization referred to as Kootenai Interagency Dispatch Center (KDC).

Forest Duty Officer Responsibilities:

- Determines Forest-wide fire suppression priorities when needed.
- Provides oversight for fire management activities.
- Coordinates with the Regional Office, the NRCG, and other Wildland fire agencies.
- In the absence of the Kootenai Interagency Dispatch Center Manager, provides oversight to KDC.
- In the absence of the Forest Aviation Officer, provides oversight to the Kootenai Aviation program.
- Communicates fire management issues, concerns, and opportunities to the Forest Supervisor.
- Reviews Indices, weather forecasts, and the KNF Preparedness Level Guide to determine availability of resources for off-forest assignments.

In general, information sharing for actions/events that occur after hours can wait until the next day with the following exceptions. In these cases, the Forest Duty Officer or acting should be notified as soon as possible:

1. Serious accident or injury to a KNF employee or contractor (on or off forest).
2. Report of a fire with potential (retardant ordered for IA, transitioning fires, or ones that have already escaped IA).
3. Fire start reported in OU3.
4. Off Forest resources (other than aircraft) are being ordered.
5. Multiple-starts on any district, or on the Forest, that may require prioritization of available resources.
6. Anything causing concern (situations that appear to be Different, Dumb, or Dangerous).

If there is ever any doubt whether to call or not, please call.

KDC Roles and Responsibilities:

KDC will operate as a consolidated dispatch center with two initial attack (IA) dispatch zones. The North Zone will consist of the districts that border Canada; Three Rivers, Rexford, and Fortine. The South Zone will consist of Libby Unit-DNRC along with Libby and Cabinet Ranger Districts.

KDC will be available via phone or radio 24 hours a day.

- During winter and spring office hours are 0800-1630 during Fire Season end of June through September 0800-1800. Dispatch personnel, supplies and equipment to incidents in the KDC operations area as well as regionally and nationally.
- Ensures that a qualified incident commander (IC) has been identified to all fire personnel.
- Process and fill resource orders.
- Provides for expanding the dispatch organization to handle increased workload due to escaped wildland fires or other emergencies.
- Maintain and monitor the Incident Qualifications and Certification system (IQCS) for the Forest Service.
- Coordinate all Forest fire training for the Forest Service.
- Input Forest FIRESTAT information into database.
- Assign fire numbers and codes in accordance with policy.
- Input initial information into WFDSS for all federal protection fires.
- Track location of IA fire resources within each zone.
- Maintains operational control of all aircraft used within the KDC operations area, unless other protocols are in place (i.e wildlife survey, bug flights).
- Collect and distribute weather information, weather forecasts and NFDRS indices for the KDC operational area. Provide fire weather watch and red flag warnings to Lincoln and Sanders County.
- Monitor and coordinate the smoke management program for Airshed 1 and part of Airshed 2.
- Provide service and support to project work as requested.
- Coordinate search and rescue operations and law enforcement activities associated with such emergency as requested by the district. (See Emergency Preparedness and Response Plan).
- Coordinate aerial detection operations.
- Monitor KDC operation area drawdown levels and coordinate resource availability and mobilization.
- Coordinate with local 911 centers.
- Mobilization of local (County and Contractor) resources.
- Ensure that all arriving resources have made positive, documented contact with the IC, Ops Section Chief, or other appropriate Incident Management personnel. This contact must be documented in the dispatch log. If district dispatching the district will be responsible to keeping track of all resource mobbing and de-mobbing from their incident.
- KDC will coordinate with duty officer(s) to facilitate logistical support for incidents.
- KDC will coordinate all medical emergencies.

District Duty Officer Roles and Responsibilities:

The District Duty Officer is the contact point for KDC and will be available via phone, radio, or pager 24 hours a day during their assigned duty period. They need to be in contact with their respective agency administrator/line officer (or Acting). If a duty officer is unable to complete their assigned duty period, they are responsible for finding a replacement duty officer and notifying KDC of this change. The District Duty Officer has the following responsibilities for their unit:

- Sets initial attack priorities.
- Identifies designated IC.
- Establishes out-of-area resource availability.
- Coordinates with line officer in managing incidents on their jurisdiction, or represents line officer if delegated that authority.
- Provides KDC with the daily resource report by 1000 hours each day; May 1 until September 30.
 - Outside of above defined period, resource availability can be conveyed to KDC and updated as changes occur.
- Notifies KDC of any changes in schedules and other pertinent information relating to resource availability.
- Notifies KDC of local equipment working locations when known.
- Ensures employees meet work/rest requirements as per agency policy.
- Reviews incident complexity with IC and or DO to ensure adequate management is assigned.
- In the case of a suspected operations fire, the Duty Officer will make sure the contracting officer, contracting officer representative, engineering representative, and/or timber sale officer in charge of the operation have been notified.
- When KDC is unstaffed, it is the discretion of the DO whether or not a dispatcher will need to come in to staff dispatch. If the decision is made for KDC to remain unstaffed, the DO will need to keep track of resources and incident actions to pass on to dispatch once it is staffed.

Incident Commander Roles and Responsibilities:

Immediately upon arrival at the incident, initial attack IC will:

- Inform KDC if they can manage/meet incident objectives with resources currently assigned.
- Confirm incident location with KDC.
- Relay to KDC immediate resource needs.

As soon as practical, the IC will provide or confirm the size-up information to KDC.

As the suppression action proceeds, it is the initial attack IC's responsibility to:

- Provide KDC timely information regarding resource arrival times.
- Resource/supply needs.
- Any significant change in fire behavior.
- Communicate logistical needs to zone dispatchers at KDC.
- Fire containment and control times.
- Advise KDC of all plans for demobilization of resources.
- Establish timeframes for check-ins with KDC.
- Notify KDC of fire status (controlled, on patrol, out, etc).

INCIDENT RESPONSE ACTIONS:

*The response actions below will be utilized until the KNF NFDRS plan is approved. The plan should take effect by late spring of 2016. Once the new NFDRS plan is implemented, the response actions will be updated.

- When an incident is reported, KDC will contact the District Duty Officer. KDC will dispatch resources as described in the KDC Staffing Class Guide unless District Duty Officer requests another course of action.
 - If the District Duty Officer cannot be contacted, KDC will dispatch resources based on the KDC Staffing Guide.
- When a fire is reported directly to a District, the District Duty Officer will respond and follow the Dispatch Guide (page 4).
- *Multiple fires* – Coordination between district DO's and KDC will be first step in establishing priorities. The Forest Duty Officer will be called to determine priorities if needed.

RESOURCES:

- In order to dispatch resources to a fire, KDC must be kept informed of the resource locations on each District/Zone.
 - The Duty Officer will be responsible for completing the Daily Resource Report by 1000 hours each day. The resource report is located on the KDC web page at http://gacc.nifc.gov/nrcc/dc/mtkdc/res_page/login.php. If the web is down, call dispatch to let them know the daily availability of resources.
 - If there are any changes in availability or location of resources the information will be passed on to KDC.
 - Districts will ensure that all resources are equipped for initial attack. For helicopter deployment ("helitack fires"), resources need to be equipped with tools, water and food for 36 hours without need for resupply.
- All engines will be numbered according to regional standards. Initial attack modules will be identified by the crew leader name and individuals will use their names.
- When Initial Attack resources from multiple agencies (State, USFS, and County forces) are dispatched to the same fire, the qualified official arriving first will act as IC.
 - When responding forces from each agency have arrived, a qualified official will be designated the IC. Generally, the agency with protection responsibility will retain command of an incident.
 - In the event of the inability of the agency representatives at the incident to decide who will be IC, the District Duty Officer of the agency with protection responsibility will make the determination.
- Dispatched resources must check-in with KDC when:
 - Responding to the incident.
 - Arriving at the scene of the incident.
 - Leaving the incident.
 - Returned to their duty station.

INTERAGENCY INITIAL ATTACK AGREEMENT:

- IA resources (engines, crews, helicopters, and overhead) should be released to the home unit after the fire is contained, or when a fire escapes unless other arrangements are made with sending unit. There should be no assumptions that dispatched IA personnel are to be kept on large fires or through mop-up phases of fires. Coordination and communication with home units is essential.

- As per agreement with the Executive Board of the Northwest Montana Zone of the NRCG, the entire NW zone constitutes the “Initial Attack Zone” referred to in the Six Party Agreement. As per the agreement charges should not be made for costs arising in the first 24 hours for engines (mileage) or other government owned equipment (tenders, pumps, etc.). All personnel wages will be reimbursed. All associated aircraft cost will also be reimbursed.
 - Reimbursement for other costs incurred by a cooperating agency may be made under the provisions outlined in the Cooperative Agreement between the State of Montana and the US Forest Service, (MCFPA).

DETECTION AND REPORTING:

- See Wildland Fire Report Dispatch Guide on page 4.

Lookouts:

- The management and supervision of the lookouts is a district responsibility.
- All lookouts will report fires to KDC. If unable to contact KDC, then contact will be made with the district.
- Lookout's daily routine check-ins will be called in to KDC (See Appendix C Lookout Schedule).
- Lookouts will keep KDC informed of any lightning or unusual weather within the KDC operation area.

Aerial Observation:

- Detection flights will be scheduled by KDC. District DOs may request detection flights, and will be notified by KDC if flights are being planned on any of the units.
- All wildfires detected by aerial observer will be reported to KDC. KDC will relay information about new starts to the appropriate dispatch center if outside the KDC operations area.
- All flight following within the KDC operations area will be done through KDC, unless other arrangements are made. A 15-minute check-in schedule for aircraft will be utilized. Automated Flight Following (AFF) will be utilized if available. The aerial observer will contact each district as they enter their district.

Field Going Personnel:

- All field going personnel should report fires to KDC. If unable to make direct radio contact, they should relay through a lookout or district.

FIRE INVESTIGATION:

- If the IC suspects that a fire is person caused, notify the District DO, who will then determine the need and level of fire investigation required.

OPERATION FIRES ON FEDERAL OR STATE LAND:

- In the case of a suspected operations fire, the IC will notify KDC and/or the DO who will notify the Contracting Officer, Contracting Officer Representative, Engineering Representative and or Timber Sale Officer in charge of the operation.

COUNTY FIRE ASSISTANCE:

- The Department of Natural Resources and Conservation maintains cooperative fire agreements with Lincoln and Sanders Counties. When wildland fires go beyond the capability of the county's resources on county protected land, the state may assist (see individual county operations plan). The DNRC Unit DO or agency line officer's representative must approve requests for assistance to the county. See Appendix G.

KDC STAFFING:

KDC is staffed with a full-time Center Manager and Assistant Center Manager, three permanent seasonal dispatchers (two lead's and one IA) and one DNRC (funded). All personnel assigned to KDC work under the general supervision of the Kootenai Dispatch Center Manager.

If KDC cannot be reached use the following list and call in order:

KDC Cell Phone		334-0239
Center Manager	Patty Williams	490-8200
Assistant Center Manager	Jamey Graham	270-2286
South Zone Lead Dispatcher	Liz Figgins	360-2605
North Zone Lead Dispatcher	Jeremy Nelson	802-282-7496
Forest FMO	Dan Rose	291-0489
Forest AFMO	Jeff Stevenson	291-1829
Forest FAO	Deborah Lampton	291-2848

KDC core summer schedule will be June thru Sept (exact dates and office hours may vary and will be announced to the Forest prior to changing). During the summer schedule KDC will be staffed 7 days a week from the hours of 0800 to 1800. KDC will adjust core hours as needed upon request or fire conditions.

- In the months outside the summer core schedule (Oct thru May); KDC will be staffed Monday thru Friday from 0800 to 1630. KDC will adjust the schedule as needed upon request or for fire conditions.

KDC Summer (July – Sept) Schedule and Core Hours

	Sun	Mon	Tue	Wed	Thur	Fri	Sat
KDC Mgr (Patty)	ON	ON	ON	ON	ON	OFF	OFF
KDC Asst. Mgr (Jamey)	OFF	OFF	ON	ON	ON	ON	ON
North Zone Lead (Jeremy)	ON	ON	ON	ON	ON	OFF	OFF
North Disp (Cass)	ON	ON	ON	OFF	OFF	ON	ON
South Zone Lead (Liz)	OFF	OFF	ON	ON	ON	ON	ON
South Disp (Rick)	ON	ON	ON	OFF	OFF	ON	ON

FUNDING KDC OPERATIONS:

KDC operations including facilities rent, electricity, telephone utilities, heating and air conditioning, computer support, office equipment and supplies are funded primarily by the Forest Service, except that which is incidentally provided to DNRC personnel by their employing agency, as shown below.

The agency contributing the employee to KDC is responsible for handling hiring, payroll, and other official personnel actions. Day-to-day supervision of KDC personnel will be handled through the internal KDC chain of command. Employee performance problems that may warrant disciplinary actions will be referred to that person's agency.

The Center Manager may approve overtime for DNRC personnel assigned to KDC when extra hours are chargeable to an incident. The DNRC agency representative must approve extra hours for other purposes/projects in advance.

KDC agency members make the following (approximate) financial/personnel commitment with associated costs for the operation of the Center. For further clarification on the DNRC contribution, see the work plan on file at the Kootenai National Forest Supervisor's Office.

FS – Kootenai NF

Center Manager
 Asst Center Mgr
 2 Lead Dispatchers
 1 FS Dispatcher
 1 NWLO LU Dispatcher
 Facilities, rent, utilities, etc.
 Agency Estimated Contribution: \$185,600

DNRC – Libby Unit

IA Dispatcher – 9 months
 Annual funding for wages, per diem, supplies, and equipment for overall KDC operations (\$8,000).
 Agency Estimated Contribution: \$35,500

REPORTS:

- Weather Observation:
 - The morning forecast will be available on the Fire Home page on the intranet to districts and read over the radio at approximately 1000 hours each morning starting June 1st through September 30 (unless requested otherwise) for the DNRC and FS.
 - Swede Mountain Lookout, when staffed, will take daily weather observations at 1400 hours each day and reports observations to KDC at 1430 hours each day.
 - From June 1 through September 30 (unless requested otherwise) at approximately 1600 hours the afternoon weather forecast will be read over the air. In addition, the weather observations and actual indices will be posted on the Fire Home page.
 - "Red Flag Warnings" and "Fire Weather Watches" will be read over the air and forwarded to Lincoln and Sanders County Sheriff's Departments by KDC.
- Incident Organizer/fireman's report can be found on the O drive under 5100Fire\SO\KDCWildfireResponse\Incident Organizer and the cost sheet is located under 5100Fire\SO\KDCWildfireResponse. The IA IC will turn in a completed report and cost sheet to the Lead Zone dispatcher responsible for the fire. A completed DNRC form F-1000 will be turned in to the Libby Unit by the IA IC. These reports will be completed and sent to KDC within 48 hours after the IC demobilizes from the incident.
- Form 5100-29 (FS Fire Report)
 - The FIRESTAT program is available on the internet at (<http://famweb.nwccg.gov/>). This is a password protected program. **The Zone lead dispatcher will be responsible for the input of the fire data into this program within 10 days after the fire has been declared out.**
- Form F-1000 (DNRC Fire Report)
 - Libby, Plains, and Kalispell Units will send their F-1000 to the NWLO within 10 days after the fire has been declared out. A copy will be sent to KDC when the fire occurs on Forest Service ownership. KDC will complete the F-300 on-line daily if there are fires reported.

INTERAGENCY DISPATCH LOG / WILDCAD

KDC will utilize WildCAD for dispatching operations. WildCAD keeps time-stamped documentation of radio transmissions and resource mobilization. When WildCAD is not functioning a complete radio/telephone log will be kept until WildCAD is working. If the dispatch office is not in operation, the District Duty Officer or dispatcher must maintain a log until KDC takes over. If a fire is turned back to a district, the district will be responsible to maintain the dispatch log for the incident. In addition, KDC is now on WildWeb which displays basic information for incidents created in WildCAD. The link can be found at: <http://www.wildcad.net/WCMT-KDC.htm>

BURNING PERMITS:

Districts will inform Zone dispatchers of burning permits that have been issued when requested. Issuing of burning permits to the general public will be done by the Agency with fire protection responsibility. KDC will acquire the state burn permit forms and distribute to the districts. The Forest Service and the DNRC authorize prescribed burning by the other Agency during the legal fire season without requirement of individual burning permits. Each agency will notify the responsible agency in advance of burning. Either agency may revoke this authorization at any time.

PRESCRIBED BURNING:

Districts will inform KDC when any prescribed burn operations are being conducted. KDC will staff during prescribed fire operations, unless other arrangements are made with the Dispatch Duty Officer. An agreement is in place to utilize the DNRC dispatcher in KDC on USFS prescribed burns as needed (Appendix M).

When conducting a burn, Districts are responsible for notifying local 911 centers and others as appropriate. This may include adjacent Forests, DNRC Units, County Sheriff's offices, and Canada. Contact KDC for notification assistance if necessary.

Assistance on prescribed fire activities may be fully reimbursable as specified and agreed to in a separate Project and Financial Plan or included in AOP's (Annual Operating Plans). The wages of personnel shall be at the actual cost to the sending agency for work time, from the time of departure until return to official station, including premium pay if and when premium pay is earned, under the policies, laws, or rules governing the employees of the sending agency. Rates for use of equipment will follow the Interagency Fire Business Management Handbook.

The Agency providing assistance will submit an itemized billing letter, showing a breakdown of the costs for such assistance, to the requesting agency within thirty days following the last day of the month in which assistance was rendered. The requesting agency will reimburse the providing agency directly, in accordance with its own policies, rules, or laws governing such reimbursement.

Reports:

- Spring Burning: By February 27 of each year the Districts will enter their burn list into the Airshed Management System (AMS) data base. Located at <http://www.smokemu.org/>
- Fall Burning: By August 15 of each year the Districts will enter their updated burn list into AMS.
- Final Reports: The final accomplishment report is due in Missoula by December 15 for spring, summer, and fall burns.
- Daily Report: Proposed Burns will be submitted to the Montana Smoke Monitoring Unit, using the AMS access found on the Fire Home page each day no later than 1200 hrs. Each District will check the internet daily to see which burns have been approved. Each district will enter their accomplished units and acres before being able to enter planned burn(s) for the next day.

Smoke Management:

- The Open Burning Ventilation Hotline (1-800-225-6779) can be used for restriction information. KDC can advise Districts of any burning restrictions during daily weather forecasts. Restrictions can also be found on the Fire Home page under MT Smoke Management Unit. Note: add info about Libby RD. Libby and much of the surrounding area falls within an air pollution control district/ impact zone. Permissions to burn within the impact zone must be approved by Jake Mertes of Lincoln County air quality control.

EMERGENCY INCIDENTS—Non-Fire:

Resource requests directly to districts which involve minor, short-term needs can be filled under the authority of a line officer if it would be beneficial to the requesting authority for expediency. KDC will be informed of such requests. Any aircraft use or requests will be through KDC. Attached in Appendix H is a letter from the Kootenai NF Supervisor explaining the use of forest employees and equipment on county flood emergency assistance.

KDC will coordinate all activity with the Sheriff's Office and will operate in accordance with the Kootenai Medical Plan.

FIRE ASSIGNMENTS (DNRC & FS):

OVERHEAD

The following procedures will be used to fill overhead orders:

- KDC will check the District rotation, and starting from the top will work down the list until a District is showing the needed position. The order will be filled with that District's resource. KDC will contact a Duty Officer or night dispatcher to confirm the resource is still available. If none of the Districts have the needed resource shown as available on morning resource report, KDC may choose to call around "shopping" for resources. Once the order is filled, the District that supplied the position will rotate to the bottom of the rotation.
- The District Duty Officer or night contact will then make the necessary contacts and confirm the order with KDC within the specified time frame, determined by KDC.
- There will be a separate rotation list for trainees that will rotate the same as fully qualified. Once the initial list is established, it will rotate each time a district supplies a trainee and then the supplying district will rotate to the bottom of the list.
- If districts feel they have a need to "jump" ahead on the established rotation for either rotation list, they need to notify KDC with the justification. KDC will consider the request and may seek input from the FQRC.
- The rotation list will be posted on the KDC web page under the Intelligence link. KDC will update the rotation list as resources are mobilized.
- Lists will not rotate when team members, Administratively Determined (ADs), initial attack, or detailers are assigned.

CREWS

- When a crew order is received, each District /Unit will be asked to provide the following number of crew members (20 total) per crew assignment. CRWB, CRWB-T and SQDB **will** count as crew members. The number of FMU3 volunteers available to fill out the crew order may affect the district distributions below.

North End--**5**, D4—**5**, D5--**5**, D7--**3**, LU--**1**, SO/Helibase—**1**

- A crew boss and a trainee CRWB will be sent with each crew. Districts will be able to view the rotation for qualified/trainee positions on the rotation list under the trainee tab. The rotation list can be found on the KDC web page under the Intelligence link.
- If a district is unable to provide their allotted number of crew members, KDC has a rotation list to obtain additional crew members to fill out the crew.

***This pre-established rotation and crew member distribution will not apply on-forest for initial or extended attack. In these cases, the most efficient and effective resources will be utilized.**

COMMUNICATIONS:

*By the fall of 2016, the radio zones of the KNF are slated to be restructured. Once this takes place, this portion will be updated.

- The Kootenai NF is divided into two fire dispatching zones (North and South) described below.
 - **North Zone** is comprised of the two districts that border Canada (North Zone and Three Rivers Ranger Districts). The North Zone will operate under the 171.3875 MHz frequency on all repeaters. The North Zone repeaters will be labeled with a North designator.
 - **South Zone** is comprised of the two southern districts and the Montana DNRC (Canoe Gulch / Libby Fire Cache, Cabinet Ranger District and the Libby Unit). The South Zone will operate under the 171.2625 MHz frequency on all repeaters with a tone on the transmit of 123.0 except the DNRC which will use 151.26500 MHz. with tone of 114.8 on the transmit side.
- There may be times during heavy fire activity or emergency situations when KDC will have to prioritize radio transmissions or request that a District/Zone switch to a different frequency or repeater.
 - **At all times, the following priorities are in place:**
 1. Life and Death and Medical Emergencies
 2. Aircraft
 3. New Fire Reports (I.A./Extended)
 4. Going Fires (Support)
 5. Weather Reports
 6. Administrative
- KDC will be designated as a dispatch point and will have the DNRC frequency assigned to it. This frequency will be assigned only for fire suppression and emergency related activities and subject to FCC laws and regulations.
- Transpeaters are available through the communication shop upon request. They may be used on fire or emergency related incidents.
- Triggers to consider ordering UHF uplinks and AM frequency for flight following shall be:
 - One Incident Command Team with the potential for ordering retardant.
 - 4+ Helicopters and a HEB1 in place at Libby Helibase. When this occurs, a dedicated Aircraft Dispatcher will be assigned either at the Helibase or at KDC.

AIRCRAFT:

- **Forest Service**

- All aircraft orders for administrative, fire detection, and fire suppression flights, fixed wing or helicopter, will be ordered, scheduled and monitored through KDC. Air operations will follow the Kootenai Aviation Management Plan. All Districts or persons having a need for an aircraft after hours will call the KDC Duty Officer. The Forest Aviation Officer (or their acting) and/or the KDC Manager (or their Acting) may determine that a mission can be completed more effectively, efficiently or with a greater consideration for safety utilizing another means; in this case, they will work with the requesting unit to either mitigate the identified risks or complete the mission with another resource. Individuals with a concern about the appropriateness or safety of a particular flight can address their concerns to the FAO or KDC Manager.
- KDC will maintain operational control of all aircraft operating on the forest in support of fire management unless the specific aircraft has been formally assigned to an Incident Management Team.

- **Montana - Dept. Of Natural Resources and Conservation**

- Air Tanker and Helicopter orders will be placed with KDC.
- Flights for administrative use will be scheduled through the Libby Unit and the Northwestern Land Office. KDC will flight follow fire related aircraft.
- The use of state DNRC helicopters on Federal incidents is dependent upon annual Regional letter approval and under specific protocol outlined in that approval letter.

- **Flight Following**

- Flight Following for Forest Service aircraft on the KNF will be through KDC, unless other arrangements have been made. Automated Flight Following (AFF) will be used when available. When using AFF the dispatcher will be required to make written log entries every fifteen minutes indicating the status and location of the aircraft.
- KDC may flight follow for any cooperating agency working within the boundaries of the KNF when available to do so.
- After arriving at an incident or project, aircraft may request that KDC allow them to do local flight follow with their helispot or helibase, while working on the incident/project.

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Appendix A

District/Unit Daily Resource Status Report Input Directions:

- After login, select “Update Record” for your district/unit.

North End Districts (Rexford/Fortine)

[Update Record](#) · [View Report](#)

Last updated: 03/11/2016 9:43 am

- **Name:** Default, don't change
- **Planning Level:** Use this space for to show what Smokey's arm is at for your district/unit.
- **Duty Officer:** Enter name of Duty Officer for the District/Unit for the day.

Name:

Planning Level:

Duty Officer:

- **Create New Resource:** New resources can be created when there are visiting resources at your district or when would like to show IA modules that are not already in the report.

Updating Resources:

Resources have been entered for their locations as far as who/what the resource is and the type of resource. When updating resources the columns that should be changed are the status, location, and remarks.

When changing the status of a resource, use the dropdown menu. Below is an explanation of the status types:

A – Available (Locally available)

AZ – Available On Zone (available to NWZ and our adjacent neighbors)

AO – Available Off Zone (Nationally available)

C – Committed (assigned to an incident) Put where they are committed in remarks

U – Unavailable (on leave, out of service, etc) Explain in remarks.

How to update resources are as follows:

IA Drawdown: Enter the total number of FFT's in remarks. This number will reflect all red carded personnel at the arduous WCT level that is available within 2 hours. Personnel included here can be used for a local IA crew if activated.

Delete	Resource: *	ICS Type:	Leader Name:	Status:	Location:	Remarks:
<input type="checkbox"/>	IA Drawdown	Crew (Other) ▼		A - Available ▼		FFT's:35 CRWB:3 CRWB (t):2

Off-Forest Crew Availability: Enter the number of FFT's in remarks. This is the number of FFT's that are nationally available for a 14 day assignment plus travel. Also include the number of CRWB and/or CRWB-t that are available.

Delete	Resource: *	ICS Type:	Leader Name:	Status:	Location:	Remarks:
<input type="checkbox"/>	Off Forest Crew Availabil	Crew (Other) ▼		AO - Available Off Zone ▼		FFT's:5 CRWB:1 CRWB (t):1

Off Forest Squad: List the names of the individuals you have selected for the off forest crew. Put the name of the crew boss or squad boss in the leader name column and crewmember names in remarks.

Delete	Resource: *	ICS Type:	Leader Name:	Status:	Location:	Remarks:
<input type="checkbox"/>	Off Forest Squad	Crew (Other) ▼	Flanagan	AO - Available Off Zone ▼		E. Farrand, Geibel, Oberdorf, Vaughn

Engine/Watertender: Enter Leader Name (ENGB) plus number of crew members. Enter the location they will be at for the day. Add remarks as needed. Note that Watertenders are listed as Equipment (Other).

Delete	Resource: *	ICS Type:	Leader Name:	Status:	Location:	Remarks:
<input type="checkbox"/>	E-631	Engine T6 ▼	Schreiner +4	AO - Available Off Zone ▼	Gateway	

Update Resources:

Delete	Resource: *	ICS Type:	Leader Name:	Status:	Location:	Remarks:
<input type="checkbox"/>	E-30	Engine T6 ▼	White +1	A - Available ▼	Douglas Hill	

Update Resources:

Delete	Resource: *	ICS Type:	Leader Name:	Status:	Location:	Remarks:
<input type="checkbox"/>	WT-15	Equipment (Other) ▼		A - Available ▼	Station	

Module: In the Leader Name column, put the leader’s name plus number of crew members. Enter the location they will be working in for the day. Add remarks as needed. If not being used – status as NR (no report).

Delete	Resource: *	ICS Type:	Leader Name:	Status:	Location:	Remarks:
<input type="checkbox"/>	IA Module	IA Module	Dickinson +6	A - Available	Gateway	RX Burn Prep

Update Resources:

Delete	Resource: *	ICS Type:	Leader Name:	Status:	Location:	Remarks:
<input type="checkbox"/>	Fuels Crew	IA Module	Oberdorf +3	A - Available	Frank Lake	

Overhead: Status appropriately and update Location. If resource is Committed, include the incident in Remarks. If the resource is unavailable, put reason in Remarks. If OH wants to be available for a specific qualification only, make note in Remarks.

Delete	Resource: *	ICS Type:	Leader Name:	Status:	Location:	Remarks:
<input type="checkbox"/>	DFMO Ops	Overhead	Mike Burow	A - Available	Eureka	DO

Update Resources:

Delete	Resource: *	ICS Type:	Leader Name:	Status:	Location:	Remarks:
<input type="checkbox"/>	DFMO Fuels	Overhead	Warren Appelhans	A - Available	Eureka	

Update Resources:

Delete	Resource: *	ICS Type:	Leader Name:	Status:	Location:	Remarks:
<input type="checkbox"/>	AFMO Suppression	Overhead	Jeff Muenster	C - Committed	Flathead	Thompson Divide

Update Resources:

Delete	Resource: *	ICS Type:	Leader Name:	Status:	Location:	Remarks:
<input type="checkbox"/>	SFEO	Overhead	Danny Lemer	AO - Available Off Zone	Eureka	

Update Resources:

Delete	Resource: *	ICS Type:	Leader Name:	Status:	Location:	Remarks:
<input type="checkbox"/>	SFEO	Overhead	RJ McDole	U - Unavailable		A/L

Update Resources:

Delete	Resource: *	ICS Type:	Leader Name:	Status:	Location:	Remarks:
<input type="checkbox"/>	SFEO	Overhead	Bobby Cooper	A - Available	Eureka	

Lookouts: Status appropriately and update if personnel has changed.

Delete	Resource: *	ICS Type:	Leader Name:	Status:	Location:	Remarks:
<input type="checkbox"/>	Black Butte LO	Overhead	Clifford Shattock	U - Unavailable	Home	Day off

Update Resources:

Delete	Resource: *	ICS Type:	Leader Name:	Status:	Location:	Remarks:
<input type="checkbox"/>	Marston LO	Overhead	Dan Taylor	A - Available	Marston	

Misc OH Availability: This is for resources that have not been status yet on this page. In remarks, enter the last name of OH to be shown nationally available in ROSS. The district can choose to list OH that are part of on call teams (but note that they are “Team only” so KDC does not status them nationally).

Delete	Resource: *	ICS Type:	Leader Name:	Status:	Location:	Remarks:
<input type="checkbox"/>	Misc OH	Overhead		AO - Available Off Zone		Pam Cooper Price

Night Contact: Put the name of the night duty officer. Be sure to add contact numbers in remarks.

Delete	Resource: *	ICS Type:	Leader Name:	Status:	Location:	Remarks:
<input type="checkbox"/>	NIGHT CONTACT	Overhead	Mike Burow	A - Available	Eureka	291-4908

Resource availability can change throughout the day. Districts need to keep their zone dispatchers aware of any changes in resource availability, preferably by phone call. If time allows, the change can be updated on resource report.

To see reports, you can click **View All Reports**. A report that lists only the resources in a particular status can also be viewed by clicking the desired status at the top. Click **Logout** to exit the program at any time.

Once the resource report has been updated, it will look like this:

NORTH END DISTRICTS (REXFORD/FORTINE)

Last Modified: 03/11/2016 11:28 am (Pacific Time)		Planning Level: Smokey @ High		Duty Officer: Burow	
Resource	ICS Type	Leader Name	Status	Location	Remarks
Crew (other)					
IA Drawdown	Crew (other)		A		FFT's: 35 CRWB; 3 CRWB (t); 2
Off Forest Crew Availability	Crew (other)		AO		FFT's: 5 CRWB; 1 CRWB (t); 1
Off Forest Squad	Crew (other)	Flanagan	AO		E. Farrand, Geibel, Oberdorf, Vaughn
Engine T4					
E-411	Engine T4	Lemer +2	A	Eureka	
Engine T6					
E-10	Engine T6		A	Eureka	
E-611	Engine T6	Cooper +2	A	Eureka	
E-631	Engine T6	Schreiner +4	AO	Gateway	
E-30	Engine T6	White +1	A	Douglas Hill	
Equipment (other)					
WT-15	Equipment (other)		A	Eureka	
WT-14	Equipment (other)		A	Station	
Ia Module					
IA Module	Ia Module	Dickinson +6	A	Gateway	RX Burn Prep
Fuels Crew	Ia Module	Oberdorf +3	A	Frank Lake	
Overhead					
DFMO Ops	Overhead	Mike Burow	A	Eureka	DO
DFMO Fuels	Overhead	Warren Appelhans	A	Eureka	
AFMO Suppression	Overhead	Jeff Muenster	C	Flathead	Thompson Divide
SFEO	Overhead	Danny Lemer	AO	Eureka	
SFEO	Overhead	RJ McDole	U		A/L
SFEO	Overhead	Bobby Cooper	A	Eureka	
APEO	Overhead	Randall Schreiner	A	Eureka	
APEO	Overhead	Raymond Flanagan	A	Eureka	
APEO	Overhead	Colter Dickinson	AO	Eureka	
Fuels Tech	Overhead	John Parrish	A	Home	Day off
Fuels Tech	Overhead	Harmony Burow	A	Eureka	
Prevention	Overhead	Cody White	A	Eureka	
Black Butte LO	Overhead	Clifford Shattock	U	Home	Day off
Marston LO	Overhead	Dan Taylor	A	Marston	
Misc OH	Overhead		AO		Pam Cooper Price
NIGHT CONTACT	Overhead	Mike Burow	A	Eureka	291-4908

Appendix B**ENGINE LIST****North End**

Engine 10	Slip on Unit 200 gal.	(Type 6X)
Engine 30	Slip on Unit 150 gal.	(Type 7X)
Engine 611	Standard 300 gal.	(Type 6X)
Engine 631	Standard 300 gal.	(Type 6X)
Engine 411	Standard 750 gal.	(Type 4)
Tender 14	Standard 3200 gal.	(WT2)
Tender 15	Standard 2800 gal.	(WT2)

Three Rivers Ranger District: D-4

Engine 41	Standard 300 gal.	(Type 6X)
Engine 42	Standard 750 gal.	(Type 4)
Engine 44	Standard 750 gal.	(Type 4)
Tender 40	Standard 3800 gal	(WT2)

Libby Ranger District: D-5

Engine 651	Standard 300 gal.	(Type 6X)
Engine 52	Standard 300 gal.	(Type 6X)
Engine 53	Standard 750 gal.	(Type 3 or 4)
Engine 54	Non-standard 1500 gal.	(Type 3 or 4)

Cabinet Ranger District: D-7

Engine 71	Standard 400 gal.	(Type 6X)
Engine 472	Standard 750 gal.	(Type 4X)

DNRC: Libby Unit

Engine 1942	Standard 500 gal.	(Type 5X)
Engine 1893	Standard 500 gal.	(Type 5X)
Engine 2132	Standard 500 gal.	(Type 5X)
Engine 1941	Standard 500 gal.	(Type 5X)
Tender 2012	Standard 2000 gal.	(WT3X)

An X after the type number indicates a 4X4 engine.

Appendix C

KOOTENAI INTERAGENCY LOOKOUT SCHEDULE

Lookouts will work from 0930 to 1800.

A. Morning and afternoon check-ins:

1. At 0930 hour, Marston will check in with Dispatch followed by Black Butte, Swede, and Blue.
2. At 1800, Marston will report in for evening check-in with other lookouts reporting as in the 0930 hours check-in.

B. Overtime will be approved in advance by the Duty Officer or KDC and paid for by the requesting agency.

LOOKOUT WORK SCHEDULES

LOOKOUT AND DISTRICT		SUN	MON	TUES	WED	THU	FRI	SAT
Black Butte	D-1	x	x	x	o	o	x	x
Marston	D-3	x	o	o	x	x	x	x
Keeler Mtn.	D-4 staff as needed							
Blue Mtn.	D-5 staff as needed							
Swede Mtn.	D-5	x	x	x	x	o	o	x
Ziegler Mtn.	Closed							
Calx Mtn.	LU staff as needed							

Appendix D**FIRE TELEPHONE DIRECTORY****KOOTENAI DISPATCH**

Name	Position	Home	Work	Cell
Patty Williams	Center Manager		283-7733	490-8200
Jamey Graham	Asst. Center Manager		283-7777	270-2286
Liz Figgins	South Zone Lead IA	208-267-2460	283-7739	360-2605
Rick Morrill	DNRC Dispatcher		283-7741	291-2414
Jeremy Nelson	North Zone Lead IA		283-7796	802-282-7496
Cass Hopkinson	North Zone Dispatcher	293-4034	283-7797	801-403-7426
Dan Rose	Forest FMO	293-8337	283-7742	291-0489
Jeff Stevenson	Forest AFMO		283-7795	291-1829
Deborah Lampton	Forest FAO	293-5946	283-7729	291-2848
Terri Tangen	Incident Business	293-8391	283-7650	291-7219
Chris Savage	Forest Supervisor		283-7763	291-9982

KOOTENAI HELITACK

Name	Position	Home	Work	Cell
Tom Rawlings	Helicopter Manager	261-1673	283-7873	291-4036
Lance Hamel	Asst Helicopter Mgr (T2)	293-3560	283-7873	291-4514
Teagen Blaz	Asst Helicopter Mgr (T1)		283-7868	250-1247
Stacia Marks	Lead		283-7867	509-954-7711
Jonah Gray	Lead		283-7873	360-477-6046
Aaron Karuzas	Senior Firefighter		283-7863	293-1245

REXFORD/FORTINE D1/3

Name	Position	Home	Work	Cell
Mike Burow	FMO Fire	889-3862	296-7138	291-4908
Warren Appelhans	FMO Fuels	889-3220	296-7173	890-1965
Jeff Muenster	AFMO Fire	882-4558	296-7132	370-3683
Dan Lemer	SFEO		296-7187	250-1280
Bobby Cooper	SFEO	882-4524	296-7172	309-5646
RJ McDole	SFEO	882-4182	296-7176	291-7119
Harmony Burow	Fuels Crew Lead	889-3862	296-7164	360-2464
John Parrish	Fuels Crew Lead	889-5171	296-7165	581-1981
Cody White	Fire Prevention	889-3203	296-7170	249-0930
Bryan Donner	District Ranger		296-2536	

Appendix D Continued**TROY D4**

Name	Position	Home	Work	Cell
Lori Cotter (Detail)	FMO		295-7486	531-9429
Beau Macy	AFMO Fire	461-3125	295-7453	291-6217
Vicki Stephens	AFMO Fuels	396-2099	295-7453	334-3290
Justin Erickson	SFEO	295-5222	295-7492	334-3290
Don Baney	SFEO	291-8298	295-7560	334-3268
Cory Farmer	Fuels Crew Lead	293-7430	295-7425	334-3219
Lisa Osborn	Fire Prevention	295-5720	295-7558	291-7425
Kirsten Kaiser	District Ranger	293-2394	295-7438	293-0737

LIBBY D5

Name	Position	Home	Work	Cell
Nikia Hernandez	FMO		283-7564	291-5753
Grant Rider	AFMO Fire	293-8415	283-7550	291-4445
Tim Bumgarner	AFMO Fuels		283-7551	291-4841
Jason Sunell	SFEO	291-0424	283-7806	291-5927
Brent Cooper	SFEO	291-7172	283-7802	291-4360
Christina Barba (Detail)	Fuels Crew Lead		293-8768	704-426-1001
VACANT	Fire Prevention			
Nate Gassman	District Ranger		293-7773	490-4605

TROUT CREEK D7

Name	Position	Home	Work	Cell
Alan Osborn	FMO	295-5720	827-0712	291-1181
Todd Wilson	AFMO Fire	847-3758	827-0711	291-1180
Matt Martens	AFMO Fuels	827-7961	827-0705	291-1179
Adam Carr	SFEO	827-0524	827-0742	291-0524
Brian Krick (Detail)	SFEO	827-0203	827-0752	291-0947
Jessica Wiedeman	Fuels Crew Lead	847-0439	827-0709	242-0461
Tony Conte	Fire Prevention	827-4567	827-0750	291-1175
John Gubel	District Ranger	827-4091	827-0714	529-5270

DNRC LIBBY UNIT

Name	Position	Home	Work	Cell
Wyatt Frampton	Unit Fire Supervisor	293-4736	293-2711	890-8471
Steve Teigen	Fire Team Leader	293-6420	293-2711	471-0947
Dave Marsh	Lead Forester	293-3860	293-2711	291-2723
Doug Turman	Unit Manager	291-1668	293-2711	250-6537

Appendix E

NON-FIRE EMERGENCY PHONE NUMBERS

<u>MISCELLANEOUS COOPERATORS</u>	<u>PHONE NUMBERS</u>
BNSF (ROAD MASTER) DARRELL BOND, Whitefish.....	Cell (701) 580-2034 Office 406-863-0253
24 hr contact	1-800-832-5452
MONTANA RAILLINK (Sanders Co.) 24 hr contact.....	1-800-338-4750
NORTHERN ROCKIES AIRCRAFT	406-329-4883
FIRE MARSHALL BUREAU.....	406-444-2050/Afterhours 406-841-7044
DAVID THOMPSON SEARCH & RESCUE.....	293-4112 (Sheriff's Office)
ALERT (AIR AMBULANCE, KALISPELL, MT)	406-752-5111
MEDSTAR (AIR AMBULANCE, SPOKANE, WA)	800-422-2440
LINCOLN COUNTY SHERIFF (LIBBY)	293-4112
LINCOLN COUNTY DISASTER EMERGENCY SERVICE	293-6295 / 293-4112
KIRK KRAFT	293-6295 / Cell# 293-1129
MONTANA HIGHWAY PATROL.....	293-5150 / 800-525-5555
MONTANA DEPARTMENT OF TRANSPORTATION.....	293-7921
SANDERS COUNTY SHERIFF	406-827-3584 ext. 0
WEYERHAUSER	293-6204 / 800-525-5400
EUREKA SHERIFF'S DISPATCH OFFICE	406-297-2121
TROY SHERIFF'S DISPATCH OFFICE	406-295-4111
NORTHERN ROCKIES COORDINATION CENTER (NRCC).....	406-329-4880
PDC (Plains Dispatch Center).....	Office 406-826-3821 Dispatch 406-826-4338
CDC (Coeur d'Alene Dispatch Center - IPNF).....	208-772-3283
KIC (Kalispell Dispatch Center - FNF)	406-758-5260
MDC (Missoula Dispatch Center - LNF)	406-829-7070

Appendix F**KNF / DNRC-LU Frequency Guide**

NAME	RX	RX CG	TX	TX CG	Narrow Band?	Comments
Kootenai North	171.3875	none	171.3875	123.0	Y	North Administrative / Emergency
Kootenai Work	163.1250	Different per district	163.1250	Different per district	Y	District Work Channel
Air/Gnd North	168.3875	none	168.3875	none	Y	North Zone Air to Ground
Air/Gnd South	166.9000	none	166.9000	none	Y	South Zone Air to Ground
Kootenai South	171.2625	none	171.2625	123.0	Y	South Administrative / Emergency
Red	154.0700	none	154.0700	none	Y	Statewide Mutual Aid
Local Government	154.0400	156.7	154.0400	156.7	Y	Local Government
Air Guard	168.6250	none	168.6250	110.9	Y	Air Guard
DNRC LU	151.2650	none	151.2650	none	Y	Libby Unit
CALX DNRC	151.2650	none	159.4050	114.8	Y	Calx Repeater Libby Unit

- The 171.3875 MHz frequency is called North Zone. Repeaters are located on Blue, Tony, Baldy, Henry, Pinkham, Webb, Marston, Allen, Government, King, Calx, and 80 Peak. Each repeater has a unique tone.
- The 171.2625 MHz frequency is called South Zone. Repeaters are located on Marston, Pinkham, Blue, Tony, Calx, Berray, Government, Allen, and 80 Peak.
- The 163.125 frequency will be the “work” channel and it is toned different for each District.
- The “Red” channel is a statewide fire mutual aid frequency for communication between federal, state, and local agencies.
- Air to ground (AIR/GND) is the frequency that is used for communication between ground and aircraft resources.
- Air Guard (AIR GUAR) This frequency is to be used only for **emergency** aircraft communication or as an initial contact with an aircraft if the pilot cannot be reached on any other frequency. Once contact is made, communication must be transferred to another channel.

* **Please Refer to Kootenai National Forest Radio User Guide for more information on frequencies.**

Appendix F

The DNRC and the Forest Service will each be responsible for establishing and maintaining their own individual communication authorizations for their respective licenses. The agencies agree to the following conditions:

1. Each party shall exercise control and be responsible for all radio transmissions on their respective authorized/licensed frequency(s), and reserves the right to immediately terminate the use of a specific frequency by all other parties temporarily when it is deemed necessary by the controlling party.
2. The controlling party for each frequency shall determine the dispatch and management procedures to be used for that frequency.
3. The agencies are authorized to operate equipment for testing and maintenance.
4. Use of each other's frequencies shall be for communications essential to interagency efforts only. Such communications include traffic relating to fire detection, resource tracking, initial attack dispatching, incident support, and status reporting.
5. The area in which the agencies are authorized to operate on each other's frequencies shall include Forest Service and DNRC fire protection areas.
6. The Forest Service and the DNRC are authorized to install the other parties frequencies in handheld and mobile radios through a separate Memorandum of Understand (MOU) #04-MU-11011400-025.

DNRC local command frequency, 159.4050 Mhz (Tx)/151.265 Mhz (Rx) tone 114.8 (Tx), Output power shall not exceed 40 watts.

Kootenai National Forest's command and tactical frequencies, 171.3875 Mhz (Tx/Rx), fire frequency 171.2625 Mhz (Tx/Rx), repeater 172.0750 Mhz (Tx)/171.3875 Mhz (Rx) tone 146.2 (Tx), Output power shall not exceed 40 watts.

Appendix G

Part I - COUNTY ASSISTANCE FIRES

1. The Montana Department of Natural Resources and Conservation is responsible for the County Cooperative Fire Program, which provides assistance to Montana Counties that provide wildland fire protection. Major features of the County Assistance Program are:
 - a. Help the county organize to provide wildland fire protection for non-forest areas.
 - b. Provide wildland fire training for county volunteer firefighters.
 - c. Provide equipment for use by county forces to meet county plan requirements.
 - d. Assists the county with fire suppression activities beyond the capabilities of the county.
 - e. Provide suppression assistance when fire exceeds the capability of the county.
 - f. Provide for mobilization of county forces for use on county fires, state wide, and for use by Wildland Fire Protection Agencies.
2. A key fact about the county program is that the state assists the county. On a county assistance fire, a county official is the line officer and a rural fire department officer is (usually) the incident commander. If a non-county incident commander is assigned, a delegation of authority from the county line officer is needed. For fires occurring along wildland fire agency (DNRC, USFS) protection boundaries, a unified command mode of operation may be desirable.
3. It is part of the DNRC Unit Officer's responsibility to monitor the county fire situation and provide a DNRC County Fire Advisor (CFA) if it appears that DNRC assistance will be required. The CFA provides advice to the county IC and requests resources not available to the county.
4. Normally KDC will receive resource requests for a county fire through the DNRC Advisor. Only resources actually ordered or approved by the DNRC Advisor may be sent to a county fire. KDC is normally in a support dispatch mode for county assistance fires and is not responsible for initial attack dispatching for county fires.
5. In the event that requests are received directly from a county or fire district official, KDC must contact the DNRC Duty Officer for approval prior to dispatching the resource. In the event a DNRC Duty Officer cannot be contacted in a time frame reasonable for the situation, the KDC Duty Officer is delegated authority to take appropriate action until a DNRC Duty Officer can be contacted.

Appendix G

Use of County Resources by Wildland Fire Protection Agencies

1. The resources of Montana counties are available to the Forest Fire Protection Agencies (USFS, BIA, BLM, MT DNRC).
2. Local county equipment and firefighters will be signed up by DNRC. When Local Government Fire Organization resources are dispatched to an incident within their legal jurisdiction, volunteer personnel may be hired as Emergency Fire Fighter (EFF's) and paid for their time 24 hours after the first initial attack resources are dispatched. Local government equipment will not be hired when the incident occurs within its legal jurisdiction, but approved operating supplies will be covered beginning 24 hours after the initial attack resources are dispatched unless specified otherwise in an annual operating plan. Departments responding to a mutual aid call from other departments or responding as an independent action are not normally paid unless they have been requested by the wildland agency.
3. (Important: See Fire Business Management Handbook for procedures for sign up and payment.)
4. If a project fire employs county fire equipment, a County Agency Representative (CAR) may be requested from DNRC to act as a liaison for these resources.
5. If KDC receives local or non-local requests for county equipment, the dispatcher should contact the Libby Unit who will make contact with the county and process the requests.

PART II - REQUEST FOR DNRC RESOURCES FOR NON-FIRE EMERGENCIES

(Hazardous Material, Flood, Search and Rescue, Law Enforcement, etc.)

1. The Department of Natural Resources and Conservation mission is limited to fire related incidents. DNRC is not the responsible agency for incident types other than wildland fires. DNRC involvement in other types of incidents must be requested through the Montana Department of Disaster and Emergency Services (DES). This will normally be done through the local County DES Coordinator.
2. In the event DNRC resources are requested for a non-fire incident, KDC should contact the NWLO Duty Officer.

Appendix H

County Flood Emergency Assistance Policy

The Forest's ability to provide leadership, technical expertise and resources has been highly regarded by our non-federal cooperators who seek our assistance in helping them with state and local non-fire emergencies. I expect line officers and managers to be responsive to state and local needs, realizing there are limitations based on existing authorities and policy.

To ensure consistency when dealing with local agencies, the following individuals may serve as Agency Administrator Representatives for local non-fire emergencies. These individuals will help ensure consistent implementation and adherence to policy:

- 1) Cami Winslow
- 2) Quinn Carver
- 3) or Acting Technical Services Staff Officer

Key Points:

1) The use of Forest Service personnel and equipment is authorized for the purpose of protecting life and property and for relieving suffering and distress arising from such causes as floods, hurricanes, tornadoes, earthquakes, fire, and snowstorms. Assistance can be rendered until the responsible state or local authorities are able to take over and/or until the immediate danger is past (FSM 1590.3).

2) Forest Service funds are not normally available for non-fire emergencies. If employees perform work outside the scope of their duties it exposes them to personal, fiscal and litigious liability and jeopardizes OWCP and Tort Claim coverage.

3) The Forest will attempt to provide immediate response to an emerging crisis and render whatever assistance we can until state or local officials with the responsibility for the emergency and/or disaster response are aware of the situation and are on hand.

4) If the incident is on National Forest System Land, the Forest will continue to work with the official or agency having legislated emergency and disaster jurisdiction or authority until the immediate danger is past. Remember, that even though we are on NF land, there is a state or county official with legislated authority for the emergency and disaster efforts within our counties.

5) Any equipment loaned to local government will be documented on a resource order and will be returned in the same condition as loaned. We will not deliver any equipment to a third party -- it will be delivered to the requesting agency who will sign for the equipment.

6) Obligations incurred are considered payable out of currently available funds only, without expectation of replenishment. In the event the Parties agree to reimbursement, a Collection Agreement will be used (see attachment). Employees formally assigned to the incident will charge their time to code 01 or 21 as appropriate. Cami Winslow Job Codes as needed.

7) Kootenai NF employees may volunteer their time to assist their communities with emergency efforts. When doing so, individuals assume personal liabilities.

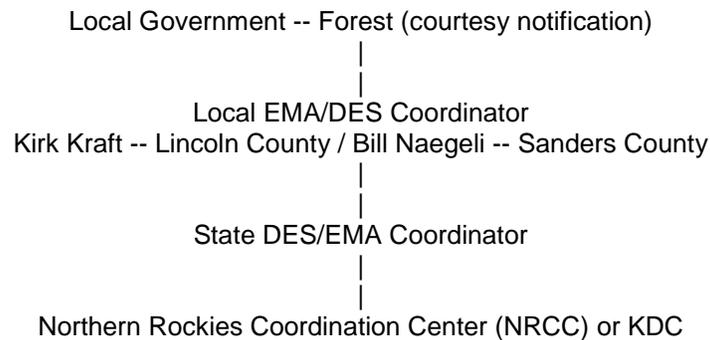
Appendix H

The following resource ordering procedures will apply when non-fire emergency assistance is requested from the Kootenai National Forest:

1) Requests for local available equipment or personnel will go from the Emergency Management Agency (EMA), County Sheriff or local Agency Administrator, with jurisdiction for the emergency to the Kootenai Interagency Dispatch Center (KDC). KDC will request approval for the use of resources from an Agency Administrator Representative for the Kootenai NF. The KNF Agency Representative will ensure that requests meet the guidelines stated in this letter.

2) Agency Representatives will forward approved resource requests through the KDC. KDC will make formal requests for resources to Duty Officers as they do for a wildfire incident. The Agency Administrator Representative may make requests for people or equipment directly to the appropriate person when essential. However, that request and assignment of resources will be relayed to KDC for documentation and tracking.

3) For any non-local or large-scale equipment or personnel request the following ordering flow chart applies:



Please direct your emergency related questions to Cami Winslow or Dan Rose.

Appendix I

Wildland Fire Risk and Complexity Assessment

Instructions:

Incident Commanders should complete Part A and Part B and relay this information to the Agency Administrator. If the fire exceeds initial attack or will be managed to accomplish resource management objectives, Incident Commanders should also complete Part C and provide the information to the Agency Administrator.

Part A: Firefighter Safety Assessment

Evaluate the following items, mitigate as necessary, and note any concerns, mitigations, or other information.

Evaluate these items	Concerns, mitigations, notes
LCES	
Fire Orders and Watch Out Situations	
Multiple operational periods have occurred without achieving initial objectives	
Incident personnel are overextended mentally and/or physically and are affected by cumulative fatigue.	
Communication is ineffective with tactical resources and/or dispatch.	
Operations are at the limit of span of control.	
Aviation operations are complex and/or aviation oversight is lacking.	
Logistical support for the incident is inadequate or difficult.	

Part B: Relative Risk Assessment

Values				
<p><u>B1. Infrastructure/Natural/Cultural Concerns</u> Based on the number and kinds of values to be protected, and the difficulty to protect them, rank this element low, moderate, or high. Considerations: key resources potentially affected by the fire such as urban interface, structures, critical municipal watershed, commercial timber, developments, recreational facilities, power/pipelines, communication sites, highways, potential for evacuation, unique natural resources, special-designation areas, T&E species habitat, cultural sites, and wilderness.</p>	L	M	H	
<p><u>B2. Proximity and Threat of Fire to Values</u> Evaluate the potential threat to values based on their proximity to the fire, and rank this element low, moderate, or high.</p>	L	M	H	
<p><u>B3.Social/Economic Concerns</u> Evaluate the potential impacts of the fire to social and/or economic concerns, and rank this element low, moderate, or high. Considerations: impacts to social or economic concerns of an individual, business, community or other stakeholder; other fire management jurisdictions; tribal subsistence or gathering of natural resources; air quality regulatory requirements; public tolerance of smoke; and restrictions and/or closures in effect or being considered.</p>	L	M	H	
Hazards				
<p><u>B4. Fuel Conditions</u> Consider fuel conditions ahead of the fire and rank this element low, moderate, or high. Evaluate fuel conditions that exhibit high ROS and intensity for your area, such as those caused by invasive species or insect/disease outbreaks; continuity of fuels; low fuel moisture</p>	L	M	H	
<p><u>B5. Fire Behavior</u> Evaluate the current fire behavior and rank this element low, moderate, or high. Considerations: intensity; rates of spread; crowning; profuse or long-range spotting.</p>	L	M	H	
<p><u>B6. Potential Fire Growth</u> Evaluate the potential fire growth, and rank this element low, moderate, or high. Considerations: Potential exists for extreme fire behavior (fuel moisture, continuity, winds, etc.); weather forecast indicating no significant relief or worsening conditions; resistance to control.</p>	L	M	H	
Probability				
<p><u>B7. Time of Season</u> Evaluate the potential for a long-duration fire and rank this element low, moderate, or high. Considerations: time remaining until a season ending event.</p>	L	M	H	
<p><u>B8. Barriers to Fire Spread</u> If many natural and/or human-made barriers are present and limiting fire spread, rank this element low. If some barriers are present and limiting fire spread, rank this element moderate. If no barriers are present, rank this element high.</p>	L	M	H	
<p><u>B9. Seasonal Severity</u> Evaluate fire danger indices and rank this element low/moderate, high, or very high/extreme. Considerations: energy release component (ERC); drought status; live and dead fuel moistures; fire danger indices; adjective fire danger rating; preparedness level.</p>	L/ M	H	VH /E	

Enter the number of items circled for each column.			
--	--	--	--

Relative Risk Rating (circle one):

Low	Majority of items are "Low", with a few items rated as "Moderate" and/or "High".
Moderate	Majority of items are "Moderate", with a few items rated as "Low" and/or "High".
High	Majority of items are "High"; A few items may be rated as "Low" or "Moderate".

Part C: Organization

Relative Risk Rating (From Part B)					
Circle the Relative Risk Rating (from Part B).	L	M	H		
Implementation Difficulty					Notes/Mitigation
<u>C1. Potential Fire Duration</u> Evaluate the estimated length of time that the fire may continue to burn if no action is taken and amount of season remaining. Rank this element low, moderate, or high. Note: This will vary by geographic area.	N/A	L	M	H	
<u>C2. Incident Strategies (Course of Action)</u> Evaluate the level of firefighter and aviation exposure required to successfully meet the current strategy and implement the course of action. Rank this element as low, moderate, or high. Considerations: Availability of resources; likelihood that those resources will be effective; exposure of firefighters; reliance on aircraft to accomplish objectives; trigger points clear and defined.	N/A	L	M	H	
<u>C3. Functional Concerns</u> Evaluate the need to increase organizational structure to adequately and safely manage the incident, and rank this element low (adequate), moderate (some additional support needed), or high (current capability inadequate). Considerations: Incident management functions (logistics, finance, operations, information, planning, safety, and/or specialized personnel/equipment) are inadequate and needed; access to EMS support, heavy commitment of local resources to logistical support; ability of local businesses to sustain logistical support; substantial air operation which is not properly staffed; worked multiple operational periods without achieving initial objectives; incident personnel overextended mentally and/or physically; Incident Action Plans, briefings, etc. missing or poorly prepared; performance of firefighting resources affected by cumulative fatigue; and ineffective communications.	N/A	L	M	H	
Socio/Political Concerns					

<p><u>C4. Objective Concerns</u> Evaluate the complexity of the incident objectives and rank this element low, moderate, or high. Considerations: clarity; ability of current organization to accomplish; disagreement among cooperators; tactical/operational restrictions; complex objectives involving multiple focuses; objectives influenced by serious accidents or fatalities.</p>	N/A	L	M	H	
<p><u>C5. External Influences</u> Evaluate the effect external influences will have on how the fire is managed and rank this element low, moderate, or high. Considerations: limited local resources available for initial attack; increasing media involvement, social/print/television media interest; controversial fire policy; threat to safety of visitors from fire and related operations; restrictions and/or closures in effect or being considered; pre- existing controversies/relationships; smoke management problems; sensitive political concerns/interests.</p>	N/A	L	M	H	
<p><u>C6. Ownership Concerns</u> Evaluate the effect ownership/jurisdiction will have on how the fire is managed and rank this element low, moderate, or high. Considerations: disagreements over policy, responsibility, and/or management response; fire burning or threatening more than one jurisdiction; potential for unified command; different or conflicting management objectives; potential for claims (damages); disputes over suppression responsibility.</p>	N/A	L	M	H	
<p>Enter the number of items circled for each column.</p>					

Recommended Organization (circle one):

Type 5	Majority of items rated as "N/A"; a few items may be rated
Type 4	Majority of items rated as "Low", with some items rated as "N/A", and a few items rated as "Moderate" or "High".
Type 3	Majority of items rated as "Moderate", with a few items
Type 2	Majority of items rated as "Moderate", with a few items
Type 1	Majority of items rated as "High"; a few items may be rated

Rationale:

Use this section to document the incident management organization for the fire. If the incident management organization is different than the Wildland Fire Risk and Complexity Assessment recommends, document why an alternative organization was selected. Use the "Notes/Mitigation" column to address mitigation actions for a specific element, and include these mitigations in the rationale.

Name of Incident: _____ Unit(s): _____

Date/Time: _____

Signature of Preparer: _____

Appendix J

Helicopter Off-Forest Availability Guide

- 1) **At preparedness level 1 and 2:** The KNF helicopter is available for up to 14 days out of the zone provided there is at least one other helicopter available. This will be coordinated with the Zone dispatch centers (KIC and KDC). If Fire Management projects are scheduled, the scheduling district FMO may request that the ship be removed from the availability list until the project is completed. Extending the 14-day limit would require Forest approval.
- 2) **At preparedness level 3:** Helicopter availability will be evaluated daily based on Forest/Regional/National needs. If approval is received the Center Manager has authority to mobilize the helicopter based on the priority of the incident. If LAL of greater than 2 is forecast for the dispatch period, the helicopter is not available outside the NW Zone except to adjacent Dispatch Center areas (KIC, MDC, PDC and CDC) for specific short term missions. Any DFMO could request return of the ship.
- 3) **At preparedness level 4 and 5:** The helicopter is not available outside the KDC zone except for specific high priority short-term incidents in adjacent Dispatch Center areas (KIC, MDC, PDC, CDC) and limited to the area North of Interstate 90, West of Highway 93, East of the Washington/Idaho Border, and 3 miles beyond the Canadian border. Incidents of higher priority outside the zone will not automatically take precedence over incidents within the zone. If LAL of greater than 2 is forecast for the dispatch period, the helicopter is not available outside the KDC zone except for incidents where firefighter and/or public safety is threatened. The Center Manager will have authority to release the helicopter based on the nature of the incident and current/expected needs on the Forest.
- 4) **Helicopter Support Module availability:** See Kootenai National Forest NFDRS Operations Plan found in the KNF Fire Management Plan.

Appendix K**KDC / Northwest Zone Priority Guide****KDC Zone Initial Attack Priorities**

Resources assigned for Initial Attack must not be reassigned without approval from their home unit MAC representative.

Any resource released from their unit, for IA within the KDC Zone, may be requested to return in 24 hours for reassignment for higher priority fires/incidents.

- **Priority 1: Protection of human life.**
- **Priority 2: Community Protection**
- **Priority 3: Structure Protection**
 1. Support and assistance to structure fire protection/suppression partners under established agreements.
 2. Outside of established local government structure fire department jurisdictions, the allocation of suppression resources will be weighed commensurate with natural resource values to be protected.
- **Priority 4: Natural Resources**
 1. Wildland fire suppression resource allocations will be based on minimizing suppression costs and resource losses. In general the following priorities will help minimize fire suppression costs and resource losses:
 - Valley bottom
 - Mid slope fires
 - High elevation or top 1/3 of the ridge
 - Wilderness, Scenic Areas, and non-motorized recreation areas.

Large Fire Support:

Prioritization of resources for large fire support is established by the NW Zone MAC group and will generally follow the priorities established for Initial Attack and National direction.

1. National Security
2. Protection of Life
3. Protection of Property
4. Protection of Natural Resources

Agreement #13-FI-11011400-025

PROJECT AND FINANCIAL PLAN
#13-FI-11011400-025
To the
MONTANA COOPERATIVE FIRE MANAGEMENT AND STAFFORD ACT
RESPONSE AGREEMENT
#11-FI-11015600-006
Between the
MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION,
NORTHWEST LAND OFFICE
And the
USDA FOREST SERVICE, KOOTENAI NATIONAL FOREST

This Project and Financial Plan (PFP) is hereby made and entered into by and between the Montana Department of Natural Resources and Conservation, Northwest Land Office, hereinafter referred to as DNRC, and the USDA Forest Service, Kootenai National Forest, hereinafter referred to as the U.S. Forest Service, under the authority of the Cooperative Funds Act of June 30, 1914 (16 USC 498) as amended by Pub. L. 104-127, and the provisions of the Montana Cooperative Fire Management and Stafford Act Response Agreement #11-FI-11015600-006.

I. INTRODUCTION

The Kootenai Interagency Dispatch Center (KDC) is located in the Kootenai National Forest Supervisor's Office in Libby, Montana. KDC is jointly operated by the U.S. Forest Service and DNRC. This PFP documents DNRC's voluntary cash contribution to the U.S. Forest Service for the maintenance and operation of KDC.

II. SCOPE AND DURATION

The objective of this project is for DNRC to provide a cash contribution to the U.S. Forest Service for the 2013 - 2014 operating season of KDC.

The PFP will expire **May 15, 2018**.

III. PRINCIPAL CONTACTS

Principal contacts for each Agency for the administration of the project are:

<u>DNRC</u> Dan Cassidy MT DNRC – NWLO Fire & Service Forestry 2250 Hwy 93 North Kalispell, MT 59901 Phone: 406-751-2240 FAX: 406-751-2288 Email: dcassidy@mt.gov	<u>DNRC Administrative Contact</u> Linda Holtom MT DNRC – Forestry Division 2705 Spurgin Road Missoula, Mt 59804 406-542-4205 Email: lholtom@mt.gov
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<p><u>U.S. Forest Service Grants & Agreements Specialist</u> Robin E. Reed Western Montana Acquisition Zone Building 24, Fort Missoula Missoula, MT 59804 Phone: 406-329-3890 Fax: 406-329-3876 Email: rreed@fs.fed.us</p>	<p><u>U.S. Forest Service</u> Jeff Stevenson Kootenai Interagency Dispatch 31374 US Highway 2 Libby, MT 59923 406-283-7795 jdstevenson@fs.fed.us</p>
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IV. DETAILED PROJECT DESCRIPTION

A. DNRC shall:

1. Upon a Bill for Collection, deposit with the U.S. Forest Service the amount agreed to in the Financial Plan, Section V.

B. The U.S. Forest Service shall:

1. **ADVANCE BILLING.** The U.S. Forest Service shall bill DNRC prior to commencement of work for deposits sufficient to cover the estimated costs for the specific payment period as specified in the Financial Plan. **Overhead shall not be assessed.**

Billings must be sent to:

Linda Holtom
 MT DNRC – Forestry Division
 2705 Spurgin Road
 Missoula, Mt 59804
 406-542-4205
 Email: lholtom@mt.gov

2. **REFUNDS.** Funds collected in advance by the U.S. Forest Service, which are not spent or obligated for the project approved under this agreement, may be refunded to DNRC, authorized for use for a new agreement by DNRC, or waived by DNRC. A DUNS number and registration in the System for Award Management (SAM) by DNRC may be necessary to process a refund. Due to processing costs, any balance less than \$25 shall not be refunded to DNRC.
3. Use of funds from DNRC is only for the purpose of performing the work necessary and agreed upon in the Financial Plan.
4. Provide to DNRC, if requested, an itemized statement of actual expenditures upon completion of the project or if the project is set up in phases at the time each phase is completed.

Agreement #13-FI-11011400-025

V. FINANCIAL PLAN

Cost Element	DNRC Cash Contribution
Salary	\$4,000
Supplies	\$4,000
Total	\$8,000
Indirect Costs	
Total	\$8,000

VI. LIABILITY

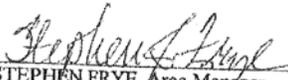
DNRC hereby agrees to defend and hold harmless the USDA Forest Service, its representatives or employees, from any damage incident to the performance of work resulting from, related to, or arising from this instrument.

VII. MODIFICATION

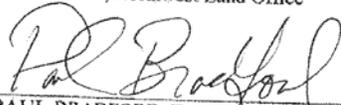
Modifications within the scope of this Project and Financial Plan shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by both parties, prior to any changes being performed. The Agencies are not obligated to fund any changes not properly approved in advance.

VIII. AUTHORIZED REPRESENTATIVE

By signature below, each party certifies that the individuals listed in this document as representatives of the party are authorized to act in their respective areas for matters related to this PFP.

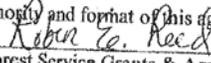

 STEPHEN FRYE, Area Manager
 Montana Department of Natural Resources and
 Conservation, Northwest Land Office

4/25/13
 Date


 PAUL BRADFORD, Forest Supervisor
 USDA Forest Service, Kootenai National Forest

4/25/2013
 Date

The authority and format of this agreement has been reviewed and approved for signature.


 U.S. Forest Service Grants & Agreements
 Specialist

4/22/13
 Date

PROJECT AND FINANCIAL PLAN
#13-FI-11011400-013
to the
MONTANA COOPERATIVE FIRE PROTECTION AGREEMENT
#11-FI-11015600-006
Between the
MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION
NORTHWEST LAND OFFICE
And the
USDA FOREST SERVICE, KOOTENAI NATIONAL FOREST

This Project and Financial Plan (PFP) is hereby made and entered into by and between the Montana Department of Natural Resources and Conservation, Northwest Land Office, hereinafter referred to as "DNRC", and the USDA Forest Service, Kootenai National Forest, hereinafter referred to as the "U.S. Forest Service" under the provisions of the Cooperative Funds and Deposits Act of December 12, 1975 (16 USC 565 a1-3, Public Law 94-148) and the Montana Cooperative Fire Protection Agreement #11-FI-11015600-006.

I. INTRODUCTION

Additional dispatch staffing will be required, at times, for U.S. Forest Service, Kootenai National Forest prescribed burning activities. The DNRC has employees who would benefit from dispatching experience associated with U.S. Forest Service prescribed burning activities.

To the extent of its liability for negligent acts covered by the Montana Tort Claims Act (Section 2-9-101, MCA, et seq.), the State of Montana will indemnify and hold harmless the USA and its representatives against demands, claims, or liabilities arising from the use authorized under this Agreement.

To the extent of its liability for negligent acts covered by the Federal Tort Claims Act (28 U.S.C. Section 2671, et seq.), the USA will indemnify and hold harmless the STATE and its representatives against demands, claims, or liabilities arising from the use authorized under this Agreement.

II. SCOPE AND DURATION

The objective of this project is to provide additional staffing at the Kootenai Interagency Dispatch Center (KDC) for prescribed fire activities. It is anticipated that these activities will occur during the prescribed fire field season.

III. PRINCIPAL CONTACTS

U.S. Forest Service Program Contact:
Jeff Stevenson
Kootenai Interagency Dispatch Center
31374 US Highway 2
Libby, MT 59923-3022
406-283-7795
jdsteveson@fs.fed.us

U.S. Forest Service Administrative Contact:
Julie Schreck
Western Montana Acquisition Zone
Building 24, Fort Missoula
Missoula, MT 59804
406-329-3887
jschreck@fs.fed.us

DNRC Program Contact:

Doug Turman
Montana DNRC-Libby Unit
177 State Lands Office Road
Libby, MT 59923
406-293-2711
dturman@mt.gov

DNRC Administrative Contact:

Linda Holtom
Montana DNRC-Forestry Division
2705 Spurgin Road
Missoula, MT 59804
406-542-4205
lholtom@mt.gov

IV. DETAILED PROJECT DESCRIPTION

A. DNRC Shall:

1. As requested, provide a qualified dispatcher to cover the Kootenai Interagency Dispatch Center during prescribed fire activities.

B. The U.S. Forest Service Shall:

1. Provide overall project oversight.
2. Reimburse DNRC for salary costs of the provided dispatcher.

V. REIMBURSEMENT

- A. PAYMENT/REIMBURSEMENT.** The U.S. Forest Service shall reimburse DNRC for the U.S. Forest Service's share of actual expenses incurred, **not to exceed \$1,000** as shown in the Financial Plan (FP). The U.S. Forest Service shall make payment upon receipt of DNRC's invoice.

Each invoice must include, at a minimum:

1. DNRC's name, address, and telephone number
2. U.S. Forest Service PFP agreement number
3. Invoice date
4. Performance dates of the work completed (start & end)
5. Total invoice amount for the billing period, separated by cost elements as displayed in FP
6. Statement that the invoice is a request for payment by 'reimbursement'
7. If using SF-270, a signature is required
8. Invoice Number, if applicable

The invoice must be sent by one of three methods (**email is preferred**):

EMAIL: asc_ga@fs.fed.us

FAX: 877-687-4894

POSTAL: USDA Forest Service
Albuquerque Service Center
Payments - Grants & Agreements
101B Sun Ave NE
Albuquerque, NM 87109

VI. FINANCIAL PLAN

Cost Elements	Reimbursable DNRC Expenses
Salary	926
Indirect Costs (8%)	74
Total	\$1,000

Job Codes:
 80% WFHF14
 15% BD0263
 5% BD0146

VII. MODIFICATION

Modifications within the scope of the PFP shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by both parties, prior to any changes being performed. The Agencies are not obligated to fund any changes not properly approved in advance.

VIII. COMMENCEMENT/EXPIRATION DATE

This PFP is executed as of the date of the last signature and is effective through 12/31/2017 at which time it will expire, unless extended by an executed modification, signed and dated by all properly authorized, signatory officials.

IX. AUTHORIZED REPRESENTATIVE

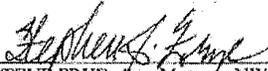
By signature below, each party certifies that the individual listed in this document as representatives of the party are authorized to act in their respective areas for matters related to this agreement.

The authority and format of this PFP has been reviewed and approved for signature.


 Julie A. Schreck
 Grants & Agreements Specialist

3/15/13
 Date

In witness whereof, the parties hereto have executed this PFP as of the last date written below.

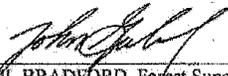


STEVE FRYE, Area Manager-NWLO

3/6/13

Date

Montana Department of Natural Resources and
Conservation, Northwest Land Office

for 

PAUL BRADFORD, Forest Supervisor
USDA Forest Service, Kootenai National Forest

3/8/2013

Date