

**NORTHERN FRONT RANGE INTERAGENCY
WILDLAND FIRE COOPERATORS
FORT COLLINS INTERAGENCY DISPATCH CENTER**



ENGINE DISPATCH OPERATIONS GUIDE
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PROGRAM MANAGEMENT

Goal

This guide has been developed to identify processes and procedures for dispatching of engines **outside** of the Fort Collins Interagency Dispatch Center (FTC) zone. The primary goal of the program is to support the national wildland fire management system. A secondary goal is for local fire agencies to gain wildland fire experience while providing for safety first. Dispatching of engines **within** the FTC Zone is based on local processes, procedures, and agreements, and is not covered by this guide. .

Northern Front Range Wildfire Cooperators

Management of the Engine Dispatch Program is controlled by the Northern Front Range Wildland Fire Cooperators (NFRWFC) Board of Directors. The NFRWFC Memorandum of Understanding (MOU) is located on the FTC website at http://gacc.nifc.gov/rmcc/dispatch_centers/r2ftc/. The Board of Directors will review this Engine Dispatch Operations Guide and the Engine Rotation List on an annual basis, and revise as necessary. The Board makes final decisions for the Engine Dispatch Program and will resolve any operational issues. Individual agency issues and concerns need to be addressed through the appropriate state or county NFRWFC Board Member.

PROGRAM EXPECTATIONS

Use Periods & Assignments

Program participants are required to fulfill a complete assignment, which is up to 14 days (not including travel) for interagency wildfire incidents. Assignment extensions beyond the 14 day limit may be negotiated with the **incident** and the **sending unit**. Crew swaps and rotation of personnel after a full assignment may be negotiated with the **incident** and the **sending unit**. Any desire by personnel or their home unit to rotate personnel or equipment before the end of the assignment will be done only with prior approval from the Incident Commander and may be at department or individual expense. Any crew exchanges will be coordinated between the ordering unit dispatch center and FTC. Agency and engine personnel will coordinate only with the respective dispatch centers. **All National Wildfire Coordinating Group (NWCG) Rest and Relaxation (R&R) guidelines will be strictly adhered to.**

Equipment & Personnel

Cooperator agencies must have equipment information and rates listed on an approved Cooperative Rate Resource Form (CRRF) through the appropriate Colorado Division of Fire Prevention and Control (DFPC) Regional Fire Management Officer and DFPC Ft. Collins Office. Pre-use inspections should be conducted based on agency policy before leaving the local area, and will be conducted before assignment at the incident. **All personnel must hold a current Incident Qualifications Card and meet the minimum NWCG standards for the position they are assigned as.** Personnel that may be assigned to an engine will be listed in the Incident Qualification System (IQS) and the Resource Ordering and Status System (ROSS) prior to June 1st of each year.

Engine Staffing

Minimum position requirements and responsibilities are those required by NWCG along with regional supplements. Based on Rocky Mountain Area Interagency Mobilization Guide (Chapter 70) standards, minimum staffing will be 3 personnel for all engine assignments. Each engine will be staffed with 1 qualified ENGB and 2 crewmembers qualified as FFT2 or higher. Staffing for Type 1 engines will be 1 ENGB and 3 crewmembers. Staffing of water tenders may vary and will be confirmed between FTC and the ordering incident. Assigned personnel will stay with the engine for the duration of the assignment. Individuals will not accept other overhead position assignments unless staffing and qualifications standards can be maintained.

DISPATCHING PROCEDURES

General

All engines will be dispatched through the Fort Collins Interagency Dispatch Center (FTC). The FTC Engine Rotation List describes engine dispatch guidelines and procedures. Engines will be dispatched based on the Engine Rotation List. This list and the FTC Engine Dispatch Operations Guide will be posted on the FTC website (http://gacc.nifc.gov/rmcc/dispatch_centers/r2ftc/) under the "FTC Mob Guide" section. **Individual agencies are responsible for maintaining equipment availability and status according to current Engine Rotation List procedures.**

Typically engines will be mobilized using the Engine Rotation List. However, it is common for an agency specific resource to be ordered for fiscal or operational reasons (e.g., USFS unit wants a USFS engine). These requests will be filled outside of the normal rotational sequence **when requested by the ordering incident**. "Name Requests" for engines will not be filled except in the case of agency specific ordering described above.

FTC **will not** participate in any resource movement out of the area for which an official resource order, processed through official dispatch channels, has not occurred. Any unit participating in non-standard procedures may be removed from the participation list at the discretion of the NFRWFC Board of Directors.

Transportation

In general, agencies should plan on driving engines to and from an incident. Engine transport (tractor/lowboy) for Type 6 and 7 engines will typically not be considered to any incident that is less than 500 miles from Fort. Collins. Transport for Type 1 through 5 engines will typically not be considered for any incident that is less than 300 miles from Fort Collins.

Agencies should be aware that resources for engine transport are often limited and may not be available. All engine transportation must be approved in advance by the **incident**. Any agency that chooses to require engine transportation to an incident may lose the assignment due to lack of available transport vehicles and/or lack of approval from the ordering incident. Refer to current CRRF documents and guidelines for additional information on transport costs and criteria. All transport/lowboy **Contractors** must be signed up with the USFS Virtual Incident Procurement (VIPR) system and be on an approved list kept at FTC. Any **Cooperator agency-owned** transport/lowboy will listed on an approved CRRF.

Radios/Cell Phones/Light Bars-Sirens

Participants are responsible for providing a VHF mobile radio and a VHF programmable, narrow-band, multi-channel handheld radio for each engine dispatched. Family Radio Service (FRS) radios should not be used, as they are not authorized for use by government organizations. The ordering unit is responsible for frequency management, radio programming of incident frequencies, or providing radios for use at the incident. Refer to Regional Mobilization Guide 22.7, National Mob Guide 22.0.

Cell phones can be useful for emergency communications and their availability is encouraged. If you use a personal/agency cell phone extensively on an assignment be prepared to pay the cost from your personal or agency budget unless you have acquired an S (supply) number on a resource order from the incident for assignment specific use.

When dispatched to an incident, personnel shall not utilize visual and audible warning devices while in travel status unless specifically ordered by the incident to respond emergently. While operating at an incident, agency and incident policy will dictate when and how these warning devices should be utilized.

AGENCY ROLES AND RESPONSIBILITIES

Fort Collins Interagency Dispatch Center (FTC) Responsibilities

- . Manage engines resources in ROSS per current Engine Rotation List procedures.
- . Receive resource order and notify appropriate agency representative or department.
- . Coordinate filling of the resource order with agency representative.

- . Confirm order with RMACC.
- . Coordinate crew and engine transportation to the incident.
- . Provide resource and personnel tracking.
- . Keep all agencies informed of the status of engines dispatched.
- . Hold an annual meeting to review the "Engine Dispatch Operations Guide" and "Engine Rotation List."
- . Maintain the "Engine Dispatch Operations Guide" and "Engine Rotation List" on the FTC website.

Colorado Division of Fire Prevention and Control (DFPC) Responsibilities

- . Develop, distribute, process, and approve CRRF's for Cooperator agencies.
- . Assist Cooperator agencies with training and CRRF completion as requested.
- . Provide appropriate documentation (CRRF's) to FTC through the DFPC Ft. Collins Office and RMACC.
- . Provide Cooperator Agencies with IQSweb training and access.
- . Facilitate entry of Cooperator engine and personnel resources into ROSS.
- . Process and review Cooperator agency requests to be added to the Engine Rotation List and make a recommendation to the NFRWFC Board of Directors for a final decision.
- . Process Cooperator agency reimbursement requests per current DFPC Reimbursement Guidelines.

Cooperator Agency Responsibilities

- . Complete CRRF's for agency-owned wildland fire equipment and submit to DFPC
- . Ensure all vehicles are in good operating condition and properly equipped to meet NWCG standards.
- . Ensure all personnel are properly trained, equipped, and qualified to NWCG standards.
- . Ensure all personnell are entered into IQSweb.
- . Ensure all personnel and equipment resources are properly entered and statted in ROSS.
- . Provide an agency representative to serve as a point of contact with FTC and coordinate logistics as needed throughout the assignment.
- . Complete and submit all documentation per current DFPC Incident Reimbursement Guidelines.

Documentation Procedures/Processing

- 1) When dispatched you will be given key information: Incident Name, Incident Number, Incident Order Number, P-Code, travel information, contact information, etc. Obtain a copy of the Resource Order from FTC, and take another copy of the Resource Order to the incident.
- 2). All equipment will undergo a pre-fire inspection at the incident. Without a documented pre-fire inspection, you may not be able to collect for damages sustained while assigned to an incident. If equipment does not pass the pre-fire inspection and is refused at the incident check-in, the **sending agency** will be responsible for transportation costs of both personnel and equipment.
- 3) If an engine is transported to an incident, it is recommended that it be inspected at the departure point prior to loading and documented on an OF-296 (Vehicle/equipment Safety Inspection Checklist). This documents the condition of your equipment when transport to the fire started.
- 4) Colorado Cooperator agencies that will be seeking reimbursement should refer to the current DFPC Cooperator Incident Reimbursement Guidelines for processes and procedures. Agency personnel participating in out-of-zone assignments must be fully knowledgeable of and are responsible for completing required Incident Business Management practices and documentation for the duration of the assignment.
- 5) Contact FTC at (970) 295-6800 when back from assignment at your home unit to confirm safe arrival and current status for tracking and accountability purposes.
- 6) REMINDER: Cooperators need to be aware of the difference between Mutual Aid requests and Interagency Mobilization requests. Contact your DFPC Regional Fire Management Officer if you have any questions about mobilization or reimbursement issues.

Appendix A: NWCG Engine Typing Standards

National Mobilization Minimum Engine and Water Tender Typing
October 2007

Requirements	Engine Type						
	Structure		Wildland				
	1	2	3	4	5	6	7
Tank minimum capacity (gal)	300	300	500	750	400	150	50
Pump minimum flow (gpm)	1000	500	150	50	50	50	10
@ rated pressure (psi)	150	150	250	100	100	100	100
Hose 2½"	1200	1000	-	-	-	-	-
1½"	500	500	1000	300	300	300	-
1"	-	-	500	300	300	300	200
Ladders per NFPA 1901	Yes	Yes	-	-	-	-	-
Master stream 500 gpm min.	Yes	-	-	-	-	-	-
Pump and roll	-	-	Yes	Yes	Yes	Yes	Yes
Maximum GVWR (lbs)	-	-	-	-	26,000	19,500	14,000
Personnel (min)	4	3	3	2*	2*	2*	2*

Requirements	Water Tender Type				
	Support			Tactical	
	S1	S2	S3	T1	T2
Tank capacity (gal)	4000	2500	1000	2000	1000
Pump minimum flow (gpm)	300	200	200	250	250
@ rated pressure (psi)	50	50	50	150	150
Max. refill time (minutes)	30	20	15	-	-
Pump and roll	-	-	-	Yes	Yes
Personnel (min)	1	1	1	2	2

1. All types shall meet federal, state and agency requirements for motor vehicle safety standards, including all gross vehicle weight ratings when fully loaded.
2. Type 3 engines and tactical water tenders shall be equipped with a foam proportioner system.
3. All water tenders and engine types 3 through 6 shall be able to prime and pump water from a 10 foot lift.
4. Personnel shall meet the qualification requirements of NWCG *Wildland Fire Qualification System Guide*, PMS 310-1.
5. **Ordering Considerations – Items to note in Special Needs:**
 - All Wheel Drive (includes four wheel drive)
 - High pressure pump (250 psi at one half flow of Type)
 - Foam Proportioner
 - Compressed Air Foam System (CAFS) with minimum 40 cfm compressor
 - Additional Personnel
 - Gel-Capable

***Notes:**

1) Based on the Rocky Mountain Area Interagency Mobilization Guide (Chapter 70), the regional standard for engine staffing will be a minimum of three (3) personnel for all engine types and assignments **within the RMACC Geographic Area**. Staffing requirements listed above will meet national standards.

2) Engine staffing may exceed national/regional standards, but only with **prior approval** by the **ordering incident**.

Appendix B: Engine Equipment Lists and Information

All agencies providing an engine for out-of-zone dispatches will ensure that the engine is typed correctly utilizing the most current NWCG typing standard.

Additionally, it is recommended that each engine operating out-of-zone will be stocked to the current National Unit Stocking (NUS) inventory list found in the Interagency Standards for Fire and Fire Aviation Operations (Red Book) NFES 2724. The most current version can be found at the following website: http://www.nifc.gov/policies/pol_ref_redbook_2013.html



Appendix C: References & Forms*

- FTC Engine Dispatch Operations Guide
- Current, approved agency Cooperative Resource Rate Form (CRRF)
- NWCG Fire Line Handbook
- Equipment Inspection Form #OF-296
- Emergency Equipment Shift Ticket Form #OF-297
- Emergency Firefighter Time Report #OF-288
- Crew Time Report #SF-261
- Interagency Fire Business Management Handbook (optional)
- Interagency Fire Business Handbook, Region 2/Colorado Supplement (optional)

***Note:** All ENGB's should carry these items at a minimum in their kit.



Appendix D: Adding Agencies to the Engine Dispatch Program

Approval

The Northern Front Range Wildland Fire Cooperators (NFRWFC) Board of Directors makes the decisions to add or remove agencies from the Engine Dispatch Program and Engine Rotation List.

Notification and Application Process

The requesting agency will submit a letter of interest to their DFPC Regional Fire Management Officer. The letter must be signed by a Chief Officer, and include the following information:

- State the agency's interest in being added to the Engine Dispatch Program;
- Describe the agency's purpose and objectives for joining the program;
- Identify the equipment to be considered for the out-of area assignments; and
- Describe the agency's plan for staffing of the engines.

Review Process

DFPC Area and Regional FMO staff will conduct a review and compile necessary information. DFPC will provide the requesting agency with a copy of the Engine Dispatch Operation Guide and ensure that they have a full understanding of expectations and commitments. The review may be a combination of on-site visits and/or documentation provided by the cooperator to DFPC. The review process will verify the following:

- Current, approved Cooperative Resource Rate Form (CRRF) is in place;
- Engines are listed in ROSS;
- Agency personnel are listed correctly in IQSweb and ROSS;
- Personnel qualifications meet NWCG minimum standards;
- Equipment is in satisfactory condition and meets NWCG Typing Standards; and
- Equipment is adequately stocked and inventoried. It is recommended that each engine should meet current National Unit Stocking (NUS) inventory list found in the Interagency Standards for Fire and Fire Aviation Operations (Red Book) NFES 2724.

Decision Process

After conducting the review, DFPC staff will document their findings and make a recommendation to the NFRWFC Board of Directors. The Board will make the decision whether or not to add the agency to the program. The Board will provide official notification of their decision to the requesting agency.

Guidelines

Timing of reviews and decisions:

- In order to receive full consideration and opportunities for the coming year, a new agency should: 1) submit their applications to DFPC by the third Thursday in March; and 2) have been reviewed and have Board approval by June 1st.
- The regularly scheduled bi-monthly NFRWFC meetings will be the only venue for DFPC review recommendations and Board decisions to occur.
- DFPC personnel may be unavailable to conduct reviews due to wildfire activity, prescribed fire and fuels projects, or other agency priorities.

Participating in the Engine Dispatch Program is a privilege:

- Agencies may be removed from the Engine Rotation List at the Board's discretion for reasons such as, but not limited to: documented poor or unsafe performance on incidents, illegal or unethical activities, loss of Colorado Cooperator status, lack of NWCG qualified personnel, or other reasons.
- Any agency removed from the Engine Rotation List, will have to go through the above application process in order to be re-instated.

Appendix E: Participant Contact List

A current list of all participating agencies will be available on the FTC website. The purpose of this list is to keep other agencies informed as to who is participating in the engine rotation. While FTC will make every effort to ensure this list is accurate, there may be times when the information is not up to date.

Contact information for agencies involved in the rotation will not, as a normal practice, be published. Individuals looking for contact information may call FTC at (970) 295-6800



