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CHAPTER 10

OBJECTIVES, POLICY AND SCOPE OF OPERATION

MISSION STATEMENT

The principle mission of the Cody Interagency Dispatch Center (CDC) is to provide safe, cost effective, and timely response of resources for appropriate response to wildland fires and other emergency management activities within the Cody Interagency Dispatch Center area. CDC's coordination effort will be in cooperation with the Rocky Mountain Area Interagency Coordination Center (RMC), those dispatch centers within the CDC neighborhood (Casper, Rawlins, Billings, Teton and Bozeman), and those dispatch centers within the Greater Yellowstone Area (Teton, Bozeman, Dillon and Eastern Idaho).

The cooperating agencies involved with the Cody Interagency Dispatch Center include:

- Bureau of Land Management (Wind River/Big Horn Basin District)
- Bureau of Indian Affairs (Wind River Agency)
- US Forest Service (Bighorn and Shoshone National Forests)
- National Park Service (Bighorn Canyon National Recreation Area)
- Wyoming State Forestry Division (Portions of Big Horn Basin and Buffalo Districts)
- Big Horn County
- Hot Springs County
- Fremont County
- Park County
- Washakie County
- Sheridan County (west of Tongue River/Interstate 90)
- Portions of Johnson, Carbon, Natrona, and Sweetwater Counties

The Cody Interagency Mobilization Guide identifies policy and agreements that establish standard procedures that guide the operations of multi-agency/jurisdictional logistical support activities. This guide is an extension of Agency Manuals, Handbooks, Directives and Instructional Memorandums relating to logistical support. This guide is intended to promote uniformity of logistical support communications, facilitate interagency dispatch coordination and ensure that the most timely and cost effective support services are provided. It is designed to accommodate amendments and will be recognized as currently applicable until amended. This guide is a supplement to the National and Area Mobilization Guides.

The Fire Management Officers/Agency Representatives are responsible for review and approval of the Cody Interagency Mobilization Guide. Signing of the CDC Operating Plan serves as approval for the mobilization guide.

The Cody Interagency Dispatch Center is responsible for the CDC mobilization guide development, review and updates.

1 **Total Mobility**

2 The positioning and utilization of resources to meet anticipated and existing incident, preparedness,
3 severity, wildland and prescribed fire needs regardless of geographic location or agency affiliation.

4
5 **Priorities**

6 When competition exists for resources, priorities shall be established by the CDC Center Manager
7 during CDC Preparedness Levels I-III and in conjunction with the Cody Interagency Dispatch
8 Center Coordinating Group (Local Multi-Agency Coordination Group (LMAC) at Preparedness Levels
9 IV and V.

10
11 The single overriding suppression priority is the protection of human life - both that of our
12 firefighters and of the public.

13
14 In setting priorities the following criteria should be considered:

15 Maintaining initial attack capability
16 Protecting communities and community infrastructure, other property and improvements
17 and natural and cultural resources in the following order:

- 18 • Communities
- 19 • Community infrastructure (including long term effects to economic sustainability
20 and viability)
- 21 • Commercial business
- 22 • Principle residence (year-round homes)
- 23 • Non-principle residence (seasonal homes, cabins, etc)
- 24 • Out-buildings (barns, unattached garages, utility buildings, etc.)
- 25 • Limiting costs without compromising safety
- 26 • Meeting agency protection and resource management objectives.
- 27 • Support to National Response Framework (NRF) taskings.

28
29 **Local and Geographic Area Drawdown Levels and National Ready Reserve** Refer to NMG 10
30 (Pg.2)

31
32 **Scope of Operation**

33 **National Response Framework** Refer to NMG 10 (Pg. 3)

34
35 **Office of Foreign Disaster Assistance (OFDA)** Refer to NMG 10 (Pg. 3)

36
37 **Response to Incidents Other Than Wildland Fires** Refer to RMG 10 (2-39)

38 There is no statutory authority for Wyoming State Forestry Division personnel to respond to out-
39 of-state, non-fire emergencies. Therefore, Wyoming State Forestry Division Employees are not
40 available for out-of-state, non-fire related incidents unless a National Emergency is declared or it
41 is a FEMA incident.

42
43 **Mutual Aid Agreements**

44 Mutual Aid agreements have the primary purpose of providing Initial Response and short term
45 logistical support between adjoining units and dispatch centers. Initial Response are incidents that
46 are controlled by the Initial Responding forces without need for major reinforcements within a

1 reasonable time period. Cody Dispatch Center has the authority to utilize the resources of
2 adjoining centers as stated in the RMG. Prior to the mobilization of Initial Response resources, it is
3 agreed that:

4 -Initial Response resources will be mobilized without delay, a Resource Order from the
5 receiving dispatch center will follow as time allows.

6 -No Initial Response resource responding across geographic boundaries will be mobilized
7 further than that adjoining center boundary.

8
9 Refer to the specific County Annual Operating Plan (AOP) for a synopsis of the Mutual Aid
10 Agreements pertaining to the Cody Interagency Dispatch Center and its cooperators.

11 12 **Reciprocal Fire Protection Services**

13 Reciprocal Fire Protection Services exist between the Federal Agencies, Wyoming State Forestry
14 Division, Counties and County Fire Districts located within the Cody Dispatch Area. The services
15 are authorized and approved through the Wyoming Interagency Cooperative Fire Management
16 Agreement and the individual County Fire Management Annual Operating Plans. (Refer to the
17 Wyoming Wildland Fire Resource Mobilization Guide)

18
19 **Responsibilities of the Rocky Mountain Coordination Center** Refer to RMG 10 (3-39)

20 **Responsibilities of Rocky Mountain Agencies** Refer to RMG 10 (5-14)

21 **Responsibilities of the RMCG Fire Duty Officer** Refer to RMG 10 (6-4)

22 23 **Responsibilities of the Cody Interagency Dispatch Center**

24 Refer to the 2014-2015 Annual Operating Plan for the Cody Interagency Dispatch Coordinating
25 Group

26 27 **MOBILIZATION** Refer to RMG 10 (6-36) and NMG 10 (Pg. 4)

28 Cody Interagency Dispatch Center will provide logistical support to all Units located within the
29 dispatch area pursuant to federal policy and laws, CDC will coordinate movement of all resources
30 within the Dispatch Center's area of influence. The Dispatch Center Manager or acting has
31 delegated authority from Federal and State Land Management Agencies as identified by signatories
32 of the Annual Operating Plan for CDC. The delegated authority is outlined within this guide and
33 establishes policies and procedures for the mobilization of personnel, equipment, supplies and
34 aircraft for incident emergencies and pre-suppression in the Cody Dispatch Area, Rocky Mountain
35 Area and Nationally.

36 37 **Resource Mobilization** Refer to RMG 10 (6-36) and NMG 10 (Pg. 8)

38 All orders for resources will be initiated/generated by the unit or FOS/Zone/District FMO or
39 incident commander responsible for the incident through CDC. Orders shall be processed through
40 established dispatch channels using the standard National Coordination System.

41
42 All resource mobilized beyond the Initial Response will adhere to the NWCG Physical Fitness
43 Standards.

44
45 **Work/Rest Guidelines** Refer NMG 10 (Pg. 4), Interagency Incident Business Management Handbook
46 (IIBBMH)

1 **Length of Assignment**
2 Standard assignment length is 14 days exclusive of travel from and to home unit. Refer NMG 10
3 (Pg. 3), Interagency Incident Business Management Handbook (IIBBMH)
4
5 **Days Off** Refer to Interagency Standards for Fire and Aviation Operations (07-4)
6 **Assignment Extension** Refer to NMG 10 (Pg. 5)
7 **Maximum Consecutive Days Worked Home Unit** Refer to Interagency Standards for Fire and
8 Aviation Operations (07-6)
9
10 **Emergency Driving** Refer to RMG 10 (7-29)
11 **Non-Emergency Driving Limitations** Refer to RMG 10 (7-29)
12 **Incident Operations Driving** Refer to IIBMH (10-20)
13 **Initial Attack Definition** Refer to RMG 10 (8-21)
14 **Wildland Fire Entrapment/Fatality** Refer to NMG 10 (Pg. 9)
15
16 **National and Area Resources** Refer to RMG 10 (9-24)
17 Dispatching of National and/or Area resources within and across the defined Rocky Mountain Area
18 boundaries shall comply with the RMG
19
20 **Notification of Commitment of National & Area Resources** Refer to RMG 10 (10-37)
21 Notification of commitment of National and Area resources will be via phone within 15 minutes of
22 commitment. Notifications will be done when the following circumstances occur:
23 • When National or Area resources are committed internally to an incident or are no longer
24 available for dispatch
25 • When available again
26 • When location changes
27
28 **Notification/Communication** Refer to RMG 10 (11-4)
29 **Unable to Fill (UTF) Procedures** Refer to NMG 10 (Pg. 10)
30
31 **Standard Cubes, Weight and Gear Policy (excluding smokejumpers)** Refer to RMG 10 (11-18)
32 All personnel will meet the following limitations when dispatched outside the CDC area:
33 • One frameless soft pack not to exceed 45 pounds
34 • Web gear or briefcase (not both) not to exceed 20 pounds
35 • Maximum allowable crew weight, including equipment is 5300 pounds
36 • All personnel baggage weights must be displayed separately from individual weights on flight
37 manifests
38
39 **General Demobilization Guidelines** Refer to RMG 10 (12-11)
40 **Release Priority Guidelines** Refer to RMG 10 (13-17)
41
42
43
44

1 **Wildland Fire Weather Forecasts** Refer to RMG 10 (14-21)

2 Fire weather forecasts will be disseminated to all firefighting personnel. The morning fire weather
3 forecast is available to all resources on the web; if needed, field units will receive this information
4 via radio. The afternoon fire weather forecast will be broadcast upon request from resources in
5 the field. ERC's and Fire Danger Rating will be posted on wildweb.

6
7 Requests for spot weather forecasts for wildland fires will be made through CDC. Depending on
8 location of the incident, CDC will contact either Riverton National Weather Service or Billings
9 National Weather Service and request the spot forecast. When the spot forecast is received, CDC
10 will disseminate the information to the requesting incident either by cell phone or radio.

11
12 Spot Weather Forecast requests for Prescribed Fire can be made directly to the weather service
13 by the Burn Boss or their designee. The dispatch center will be notified of the request, assuring
14 that information becomes part of the Incident Action card for historical record purposes.

15
16 Red Flag Warnings/Watches and updates to the fire weather forecast will be disseminated to all
17 firefighting personnel via radio or briefing. Red Flag Warnings will be emailed to all county
18 cooperators upon receipt (with the exception of Sheridan County who currently receives the
19 information automatically).

20
21 All weather forecasts and Red Flag Warnings and Watches are posted on the Weather Service's
22 web site. It can be accessed through the Cody Interagency Dispatch Center web site under the
23 Weather link.

24
25 **Fire Resource Check-in and Tracking Procedures**

26 Responsibilities of the Cody Interagency Dispatch Center include 1) daily tracking the status of fire
27 resources for initial response to wildfires, 2) tracking assigned and contingency resources for
28 prescribed fires, and 3) providing communications and other support for resources engaged in
29 prescribed fire and initial/extended attack operations. In addition, a key reason for tracking of
30 resources is to provide a safety net. If expected arrival times or communication schedules are not
31 executed as planned, it may be an indicator that someone is in trouble and that search plans or
32 other emergency plans need to be activated.

33
34 **Check-in/Check-out Season**

35 Check-in/Check-out Season for daily tracking of fire resources will be from April 1st to October
36 31st. During this period, all fire resources are expected to follow the established general check-in
37 and check-out procedures outlined below. Tracking fire resources outside of the April 1st- October
38 31st season will be done upon request.

1 **General Procedures**

- 2 • All fire resources need to check-in daily with Cody Dispatch each day they are in
3 service during the check-in season. A radio call asking for a radio check ensures that
4 the radio is working (on both ends). Resources also need to call in when they are
5 leaving the station; providing dispatch with destination and ETA. They should call
6 again upon arrival at destination and anytime they change locations throughout the
7 day. This is critical for mobilization of closest resources to fires/incidents.
- 8 • At the end of the day, fire resources need to communicate they are going out of
9 service with the dispatch center. If the dispatch center does not have confirmation
10 that a resource is back at station, a dispatcher will begin a search.
- 11 • If fire resources check in with CDC, it is then assumed that CDC will be tracking them
12 until they either return station or reach their destination and have checked out for
13 the day.
- 14 • If fire resources are checking in for informational purposes (outside check-in season)
15 dispatch will not be tracking them unless requested to do so. For ex: FMO/Engine
16 traveling to another town for a meeting or training etc. If fire resources are going to
17 the field outside of the above mentioned season, then it is assumed that the project
18 supervisor will be keeping track of personnel working on that project unless it is for a
19 prescribed fire. If resources are engaged in prescribed burning (other than winter
20 pile burning), CDC will track the resources.
- 21 • CDC will not make the decision to go home while resources are still in the field. For
22 example if resources are returning from a prescribed/wildland fire and it is past the
23 normal closing time, CDC will stay in service until released by either the incident
24 commander, burn boss or supervisor responsible for operations. Resources should
25 relay their needs to the dispatch center in a timely manner for planning purposes. It
26 maybe that there are several resources travelling together and they are comfortable
27 with dispatch going out of service - they have good cell phone coverage, they are on
28 pavement, etc. Other times dispatch should stay in service - single resource
29 travelling, no cell coverage, etc. Point here is that dispatch will not be making the
30 decision on when dispatch is out of service while resources are still in the field.

31
32 **CDC staffing for Wildfires**

- 33 • CDC will remain in service for all wildfires that are staffed throughout the night unless
34 released by an incident commander or other supervisor responsible for incident operations
35 and other arrangements for communications are in place.
- 36 • CDC will remain in service for all wildfires that have resources camping out unless
37 released by an incident commander or other supervisor responsible for incident operations
38 and other arrangements for communications are in place.

1 **CDC Staffing for Prescribed Fires**

- 2
- 3 • CDC will be in service during all prescribed fire operations unless released by a burn boss
 - 4 or other supervisor responsible for incident operations and other arrangements for
 - 5 communications are in place.
 - 6 • CDC will remain in service for all prescribed fires that have resources camping out unless
 - 7 released by a burn boss or other supervisor responsible for incident operations and other
 - 8 arrangements for communications are in place.
 - 9 • Resources that have been identified as contingency resources for prescribed fire should
 - 10 not check out until they have been notified by dispatch that they have been released by
 - 11 the burn boss.

12 **Off-Unit Assignments**

- 13
- 14 • Resources travelling to off-unit assignments need to periodically check-in with dispatch
 - 15 while enroute. This enables dispatch to provide additional information as it becomes
 - 16 available, divert resources to other incidents, or relay emergency messages. Typically if
 - 17 driving, checking in at each fuel stop and at the very minimum at the RON (Remain Over
 - 18 Night) location with travel plans for the next day is desired.
 - 19 • If flying and delayed or you miss your flight notify CDC so that the receiving dispatch
 - 20 center can be made aware of the delay in arrival and can adjust accordingly.

21 **Fire Cost Coding** Refer to RMG 10 (15-1)

22

23 **Fire Cost Coding - Agencies** Refer to RMG 10 (15-8)

24 All incidents in the CDC will have assigned accounting codes established for all responding agencies

25 utilizing the FireCode System. A cost code will be assigned to every resource order to be used

26 nationally for cost collection and accounting information.

27 CDC will generate a FireCode for all agencies within the dispatch area except Wind River Agency.

28 Each agency is responsible for tracking their own costs according to agency policy in regard to cost

29 containment and large fire cost accountability objectives.

30

31 Fire Codes are not issued to State or County fires unless there is a federal response or support.

32

33 **Geographic Financial Charge Codes** Refer to RMG 10 (15-15)

34 **RMA Interagency Preparedness Levels** Refer to RMG 10 (16-1)

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CODY INTERAGENCY DISPATCH CENTER PREPAREDNESS LEVELS

Why Preparedness Levels are Established

The Cody Interagency Dispatch Center Manager or acting will monitor the area Fire Management activities and determine preparedness through PL 3, and will make recommendations to the Cody Interagency Dispatch Center Coordinating Group (CICG) to go to PL 4 and 5. The CICG will make the final determination for PL 4 and 5

Local Area Preparedness Levels

Preparedness Levels are established based on current and forecast burning conditions, fire activity, resource availability, and fuel conditions. Refer to RMG 10 (16-1) for Rocky Mountain Area Interagency Preparedness Levels.

Cody Interagency Dispatch Center Preparedness Level Definitions

The matrix below is designed as a Guide to progressively review the complexity for long/short term fire weather, fire activity and resource commitment. NFDRS ratings are derived from the Observed and Forecasted Indices from agency weather stations in accordance with the Interagency NFDRS Plan. Fire activity is obtained from daily situation report, and commitment of resources is obtained from the Daily Resource Status report and resource ordering.

CDC Parameter	PL 1	PL 2	PL 3	PL 4	PL 5
NFDRS Agency Adjective Ratings	Low to Moderate	2+ Agencies are Moderate to High	2+ Agencies are High to Very High	3+ Agencies are Very High to Extreme	Majority of Agencies are Very High to Extreme
Class A/B Fires	Yes	Yes	Yes	Yes	Yes
Large/Multiple A,B,C Fires	No	Yes	Yes	Yes	Yes
Complexity Level	Type 5 or 4	Type 4 and one Type 3	Multiple Type 4 and Type 3	One Type 2 or Type 1	Multiple Type 2 and or Type 1
Local Resources Committed	Few Resources Committed	Some Commitment of Local Resources	Most Local Resources Committed	All Local Resources Committed - Additional Resources Are Ordered In	All Local Resources Committed - Additional Resources Are Ordered In

Cody Interagency Dispatch Center Preparedness Level Action Items

The matrix below is intended as a Guide for management personnel to consider as Preparedness Levels increase.

ACTION ITEMS (RESPONSIBILITY)	PL 1	PL 2	PL 3	PL 4	PL 5
Review Local Resource Availability (Dispatch Center Manager/FMOS/FOSSs)	—	As Needed	Daily 0800	Daily 0800 and 1700	Daily 0800 and 1700
Review Fire Weather (Dispatch Center Manager/FMOS/FOSSs)	—	As Needed	Daily 0800	0800, 1200, and 1700	0800, 1200, and 1700
Expanded Dispatch Availability (Dispatch Center Manager)	—	As Needed for Extended Shifts	Order Local Expanded Dispatchers as needed	Staff Expanded Dispatch	Staff Expanded Dispatch
Unit Incident Support Organization (Dispatch Center Manager/FMOS/FOSSs)	—	As Needed for Extended Shifts	In Place for Units Hosting Incidents	In Place for Units Hosting Incidents	In Place for Units Hosting Incidents
CICG/ LMAC Activation (Dispatch Center Manager)	—	Bi-weekly Conference Calls July-September	Bi-weekly Conference Calls July-September	Consider Weekly Conference Call/Activation	LMAC Activated
Severity Requests (FMOs/FOSSs)	—	—	1-2 Units	3-4 Units	All Federal Units
Fire Restrictions (FMOs/FOSSs)	—	—	Minimal Units	Some Units	Several Units
IA Dispatch Staffing (Dispatch Center Manager)	—	As Needed for Extended Shifts	As Needed for Extended Shifts	Plan Extended IA Staffing Hours	Plan Extended IA Staffing Hours
Aviation Management Oversight (Unit Aviation Officer)			Evaluate need for additional oversight	Order UAO or comparable aviation oversight	Order UAO or comparable aviation oversight

- 1 **RMA Multi-Agency Coordinating Group Decisions** Refer to RMG 10 (23-1)
- 2 **Preseason Preparedness** Refer to RMG 10 (23-9)
- 3 **Preparedness Level Action Items** Refer to RMG 10 (24-1)
- 4 **Resource Drawdown Levels** Refer to RMG 10 (26-1)
- 5 **RMA Mobilization Center** Refer to RMG 10 (27-1)
- 6 **Mobilization Center Criteria** Refer to RMG 10 (28-14)
- 7 **Demobilization Planning** Refer to RMG 10 (29-10)
- 8 **RMA Multi-Agency Coordinating (MAC) Group** Refer to RMG 10 (29-10)
- 9 **Agreements** Refer to RMG 10 (30-15)
- 10 **Mobilization Procedures For Military Assets and International Assignments** Refer to NMG 10
- 11 (Pg. 24)

12

13 **CODY INTERAGENCY DISPATCH CENTER MULTI-AGENCY COORDINATING GROUP (CDC**

14 **MAC)**

15

16 The Cody Interagency Dispatch Center serves 2 National Forests, 1 BLM District, 1 Indian

17 Reservation, 1 National Recreation Area, several counties and the State of Wyoming. On an ongoing

18 basis the Dispatch Center coordinates the priority setting and allocation of resources for fire

19 management with in the dispatch zone in the most cost effective and efficient manner. As fire

20 situations develop which are greater than mutual aid capabilities at local unit levels, close

21 coordination of action is essential for timely effective use of all fire-fighting resources. When the

22 number or complexity of fire management activities and competition for resources increases

23 significantly within the dispatch area and/or within the Rocky Mountain Geographic Area, the CDC

24 Local Multi-agency Coordinating Group (LMAC) may be activated.

25

26 **MEMBERSHIP**

27 The CDC Local Multi-agency Coordinating Group (LMAC) consists of designated personnel who are

28 supporting or directly involved with the incident and have authority (direct or delegated) to

29 establish fire priorities and commit resources of their agency. The purpose of the LMAC is to:

- 30 • Make timely decisions so appropriate actions can be taken.
- 31 • Improve the information flow and interface among involved agencies when numerous
- 32 incidents occur at one time or when large incidents are rapidly depleting resources.
- 33 • Develop a single, collective approach to establishing priorities regardless of functional or
- 34 geographical responsibilities.
- 35 • Allocate/reallocate resources
- 36 • Develop/recommend contingency plans

37

38 **The CDC LMAC Group participants are:**

- 39 • LMAC Group Coordinator (Dispatch Center Manager or designee)
 - 40 • BLM, Wind River/Big Horn Basin District
 - 41 • BIA, Wind River Agency
 - 42 • NPS, Bighorn Canyon NRA
 - 43 • USFS, Bighorn National Forest
 - 44 • USFS, Shoshone National Forest
 - 45 • State of Wyoming
- 46

1 The agency CDC LMAC Group representatives will normally be agency line officers, FMOs or their
2 representatives.

3
4 The LMAC Group will most likely be comprised of only the affected agencies/jurisdictions, but all
5 committee representatives are invited to participate.

6
7 Depending on the fire location and agency involvement, representatives of the following agencies
8 may be included in the CDC LMAC Group organization as liaison or primary members:

- 9 • Bureau of Reclamation
- 10 • County Government
- 11 • Wyoming Department of Home Land Security
- 12 • Wyoming National Guard
- 13 • Rural Fire Districts

14 15 **ACTIVATION**

16 At Preparedness Level III and below the Dispatch Center Manager or acting, serves to prioritize
17 incidents and facilitate interagency business on an as needed basis. Conference calls with the CDC
18 Coordinating Group are conducted on a bi-weekly basis typically starting the first of July. Calls may
19 commence earlier depending on fire activity.

20
21 At Preparedness Level IV, conference calls with the CDC Coordinating Group are conducted weekly
22 or more often as needed. The decision to activate LMAC will be based on the number of
23 large/complex/IMT incidents; number of current fires for resource benefit, prescribed burns
24 scheduled, predicted weather, percentage of area crews and initial attack resources committed,
25 and the level of competition for resources between units and/or Geographic Areas.

26
27 At Preparedness Level V, LMAC is activated and daily conference calls will occur at 0900.

28
29 Any agency may activate the LMAC when they feel there is a need to prioritize the allocation for
30 resources or incidents.

31
32 When LMAC has been activated for a situation it is imperative that continuity be maintained by
33 properly notifying affected units that the LMAC is functioning, resources coordinated, time frames
34 established, and types of status reports required from units and CDC.

35 36 **ROLES AND RESPONSIBILITIES**

37 Local Multiagency Coordinating Group (LMAC) Representatives

38 The LMAC must work within normal dispatching channels and must not get involved in suppression
39 tactics on individual incidents. They must function within existing authorities and agreements.

40 Responsibilities:

- 41
- 42 • Prioritize incidents (see the priority/decision matrix at the end of this chapter).
- 43 • Allocate scarce/limited resources among incidents to assure safe, productive, wildland
44 fire management activities commensurate with the priorities identified. The LMAC at
45 times may directly re-allocate scarce/limited resources.
- 46 • Anticipate future resource needs.

- 1 • Review policies/agreements for resource allocation.
- 2 • Interact with Rocky Mountain Area MAC (RMAC) group to assess priorities for
- 3 resource allocation and support the Area's resource needs. LMAC coordinator will
- 4 ensure this happens via phone call or electronic transfer of information to the RMAC.
- 5 • Recommend staffing extension guidelines for available resources.
- 6 • Review the need for involvement by other agencies.
- 7 • Determine the need for and designate location(s) of mobilization and demobilization
- 8 centers.
- 9 • Provide information and perspective to agencies wishing to proceed with or implement
- 10 an extended wildland fire strategy or prescribed fire application as indicated on the
- 11 go/no-go checklist.
- 12 • Improve political interfaces.

13
14 **LMAC Coordinator**

15 Duties of the LMAC Coordinator will be carried out by the Cody Interagency Center Manager unless
16 it is determined that there is a need to order in a Coordinator to fulfill these duties as follows:

- 17 • Ensures that required information is being provided to the LMAC group within the
- 18 timeframes specified.
- 19 • Arranges for and manages the facilities and equipment necessary to carry out the
- 20 LMAC group functions.
- 21 • Assists the LMAC group decision process by facilitating the group's conference call
- 22 and/or meetings.
- 23 • Documents the LMAC group's decisions and coordinates with agencies and dispatch to
- 24 assure of implementation.

25
26 **In addition the LMAC Coordinator should keep fully informed of:**

- 27 • Number and locations of significant incidents by unit
- 28 • Values at risk and special problems involved
- 29 • Name of Incident Commander on each incident and in general the capabilities of the
- 30 overhead and the suppression forces assigned (personnel and equipment)
- 31 • Cooperating agencies, personnel and facilities working each fire
- 32 • News and public information facts
- 33 • Fire weather-present and long range predictions
- 34 • Probabilities for more starts
- 35 • Suppression progress on large fires and/or groups of small fires
- 36 • Depletion of local resources
- 37 • Sources of additional resources, locally, Area and Nationally
- 38 • Fire danger and status of units not actively involved with Incidents.

39
40 **INTELLIGENCE PRODUCTS REQUIRED**

- 41 • Resource Status - available and committed by agency (SIT report, ROSS report, ICS
- 42 209s).
- 43 • Summary of outstanding resource requests and critical resource needs (ROSS report,
- 44 ICS 209s).

- 1 • Expected availability of resources-incidents reaching containment, available for
- 2 reassignment, coming back after days off, look at neighboring dispatch centers (SIT
- 3 report, daily dispatch calls).
- 4 • Incident Status Information
 - 5 • ICS 209 for each incident
 - 6 • Geographic Area Sit Report
 - 7 • WFDSS for each new large incident
 - 8 • IAPs and Maps (if available)
 - 9 • Summary of updated information by incident (collected from IC calls,
 - 10 FMOs, etc)
 - 11 • GACC list of priorities
 - 12 • Press releases and fire closures

13
 14 Assessment of current/potential fuel situation and fire behavior predictions if available
 15 Short and long-range weather forecasts.

16
 17 **MEETING/CONFERENCE CALL PROTOCOL**

18 The agenda for the LMAC meetings/conference calls will be as follows:

- 19 1. Roll Call
- 20 2. Coordination/Dispatch Center Briefing (local, area, national)
- 21 3. Fuels/Fire Behavior Briefing (if available)
- 22 4. Weather Briefing
- 23 5. Prioritize/re-prioritize Incidents
- 24 6. Allocate Resources
- 25 7. Document Decisions and transmit to the field
- 26 8. Issues Discussion (round robin)
- 27 9. Evaluate the need to continue LMAC

28
 29 **Interagency Agreements and Memorandums of Understanding for the Cody Interagency**
 30 **Dispatch Center**

31
 32 **These documents will not be posted. Copies are available upon request from Cody**
 33 **Interagency Dispatch Center.**

34
 35 **Wyoming Interagency Cooperative Fire Management Agreement**

36
 37 Interagency Cooperative Fire Management Agreement between USDI Bureau of Land
 38 Management, Wyoming, USDI National Park Service, Intermountain Region, USDI Bureau of
 39 Indian Affairs, Rocky Mountain Region, USDI Fish and Wildlife Service, Mountain Prairie
 40 Region, USDA Forest Service, Rocky Mountain and Intermountain Regions and The State of
 41 Wyoming, State Forestry Division.

42
 43 **Interagency Agreement between Great Basin Coordinating Group (GBCG) and Rocky**
 44 **Mountain Coordinating Group (RMCG)**

1 **Interagency Agreement between Northern Rockies Coordinating Group (RMCG) and Rocky**
2 **Mountain Coordinating Group (RMCG)**

3
4 **Greater Yellowstone Interagency Fire Management Agreement**

5
6 Interagency Agreement Between the following Greater Yellowstone Area Agencies:
7 United States Department of Agriculture, Forest Service, Beaverhead-Deerlodge National
8 Forest, Bridger-Teton National Forest, Custer National Forest, Gallatin National Forest,
9 Shoshone National Forest, Targhee National Forest and United States Department of the
10 Interior, National Park Service, Grand Teton National Park and Yellowstone National Park.

11
12 **Interagency Agreement between Bighorn Canyon National Recreation Area and Bighorn**
13 **National Forest**

14
15 **County Annual Operating Plans**

16
17 **Ordering Channels** Refer to RMG 10 (35-1)

18
19 **Cody Interagency Dispatch Center**

20 **Definitions** Refer to RMG 10 (35-5)

21 **Cody Interagency Dispatch Center Units**

22 BLM Wind River/ Big Horn Basin District
23 USFS Bighorn National Forest
24 Shoshone National Forest
25 NPS Bighorn Canyon National Recreation Area
26 BIA Wind River Reservation
27 State Wyoming State Forestry Division
28 Big Horn District
29 Buffalo District
30 Counties Big Horn
31 Carbon
32 Fremont
33 Hot Springs
34 Johnson
35 Natrona
36 Park
37 Sheridan
38 Sweetwater
39 Washakie

40
41 **Rocky Mountain Area Units** Refer to RMG (14-4)

42 **CDC Designators**

43 WY-WBD Wind River/ Big Horn Basin District
44 WY-BHF Bighorn National Forest
45 WY-SHF Shoshone National Forest
46 WY-BIP Bighorn Canyon National Recreation Area

- 1 WY-WRA Wind River Reservation
- 2 WY-WYS Wyoming State Forestry Division
- 3 WY-BHX Big Horn
- 4 WY-CAX Carbon
- 5 WY-FRX Fremont
- 6 WY-HOX Hot Springs
- 7 WY-JOX Johnson
- 8 WY-NAX Natrona
- 9 WY-PAX Park
- 10 WY-SHX Sheridan
- 11 WY-SWX Sweetwater
- 12 WY-WAX Washakie

13

14 **CDC Non-Rocky Mountain Area Neighbor Designators**

15

16 Neighboring Dispatch Centers:

- 17 WY-TDC Teton Interagency Dispatch Center
- 18 MT-BDC Billings Interagency Dispatch Center
- 19 MT-BZC Bozeman Interagency Dispatch Center

20

21 Greater Yellowstone Area (GYA) Dispatch Centers:

- 22 WY-TDC Teton Interagency Dispatch Center
- 23 MT-BDC Billings Interagency Dispatch Center
- 24 MT-BZC Bozeman Interagency Dispatch Center
- 25 MT-DDC Dillon Interagency Dispatch Center
- 26 ID EIC Eastern Idaho Interagency Dispatch Center

27 Agencies:

- 28 WY-BTF Bridger-Teton National Forest
- 29 WY-GTP Grand Teton National Park
- 30 WY-YNP Yellowstone National Park
- 31 MT-CRA Crow Agency
- 32 MT-NCA Northern Cheyenne Agency
- 33 MT-GNF Gallatin National Forest
- 34 MT-CNF Custer National Forest
- 35 MT-BDF Beaverhead-DeerLodge National Forest
- 36 MT-CTF Caribou-Targhee National Forest

37 Caches:

- 38 CO-RMK Rocky Mountain Cache
- 39 MT-BFK Billings Fire Cache

40

41 **Ordering Procedures**

42 The Cody Interagency Dispatch Center will coordinate the movement of all resources utilized
 43 within the dispatch center's boundaries.

44

45 The primary goals of the dispatch of any resource are:

46 SAFETY

1 EFFECTIVENESS

2 EFFICIENCY

3
4 The following criteria will be will be accomplished by the Dispatch Center:

- 5 • Rapid response
- 6 • Communications/Intelligence - Information must be accurate and timely
- 7 • Efficient use of the most effective resource

8
9 **Initial Response Dispatching Procedures**

10 Reporting of Incidents: Real time intelligence is a necessity. Good communication is the key
11 to intelligence. Incident size-up information is critical for establishing priorities and should
12 always be available from the ordering entities. All resources providing size-up information are
13 required to use the Incident Organizer.

14
15 Closest Forces Policy: All incidents will be reported to CDC. CDC will notify the unit with
16 jurisdictional responsibility according to agency guidelines listed below. It is understood that
17 an Initial Response will not be delayed over questions of ownership. The intent of this policy
18 is to make sure that resources respond to determine ownership, conduct an initial size-up, and
19 to take prompt appropriate action if the jurisdictional agency approves.

20
21 **"Closest Forces" definition - like resources regardless of agency affiliation that can**
22 **respond in the timeliest manner to the incident. CDC will dispatch resources based upon**
23 **the Closest Forces Policy. This may involve dispatching of neighbor resources for Initial**
24 **Response before other agency resources are dispatched due to the locale of the incident**
25 **and resources at the time.**

26
27 To clarify closest forces, for CDC units, it shall mean the response time from initial
28 report/request to arrival on scene.

29
30 **Shoshone National Forest-Bighorn National Forest-Wind River/Big Horn, Basin District-**
31 **Bighorn Canyon National Recreation Area (including Montana side).**

32 All incidents, for the above listed agencies, will be immediately reported to the Cody
33 Interagency Dispatch Center and should include the following information:

34 Name, location, and phone number of reporting party
35 Location of report (legal description, geographic, etc.)

- 36 • Proximity and threat to structures
- 37 • Color of smoke
- 38 • Fuel type
- 39 • Adjacent fuels
- 40 • Position on slope
- 41 • Natural barriers present
- 42 • Direction and rate of spread
- 43 • Initial attack action being taken and by whom

44 Based on this initial report, CDC will respond with the appropriate resources and provide
45 direction for response actions as identified by the initial response guidelines. Following
46 mobilization, dispatch will notify the appropriate agency Duty Officer. The Dispatch Center's

1 responsibility is to ensure that resources promptly respond to all incidents so initial
2 intelligence can be gathered and fire management decisions can be made. The Duty Officer's
3 responsibility is to oversee all initial response operations for the purpose of establishing
4 priorities when there is competition for resources, when multiple fires exceed available
5 resources and to ensure that the appropriate agency administrator has been notified.
6

7 **Wyoming State Forestry**

8 Immediate suppression action will be taken by the cooperating parties within their
9 capabilities. Each fire district will have primary responsibility for initial attack on State
10 lands within their district. Immediate notification of all fires either on or threatening State
11 lands will be given to the County Sheriff's Dispatch. Notification of fires on State lands will
12 be reported promptly to a representative of Wyoming State Forestry Division listed in the
13 county annual operating plan.
14

15 **Counties**

16 **Big Horn-Fremont-Hot Springs-Park-Sheridan-Washakie-Carbon-Johnson-Natrona-**
17 **Sweetwater**

18 For all fire and smoke reports determined to be on private lands, the respective county
19 dispatch will be notified immediately and provided with the initial call information.
20

21 **Boundary Fires**

22 The boundary between adjacent Dispatch Centers creates the potential for two or more
23 Dispatch Centers to conduct simultaneous, uncoordinated suppression operations. This may
24 result in an increase risk to the responding resources and reduce the effectiveness of initial
25 attack.
26

27 When a fire/smoke is reported to the Cody Interagency Dispatch Center that falls within five
28 nautical miles of a dispatch boundary, the adjacent dispatch center will be notified.
29 Notification will include aviation and ground resources responding, if any, and frequencies
30 assigned. Once the location of the fire has been determined, if there are any concerns by
31 either dispatch center the following factors will be taken into account:
32

- 33 • Are communications effective between responding resources and the dispatch center
- 34 • Agency land ownership
- 35 • Potential for fire to spread across the dispatch boundary
- 36 • Ability to provide logistical support
- 37 • Dispatch staffing and existing workload

38 At that point in time a discussion will take place between the Center Managers and Duty
39 Officers/FMOs involved as to which dispatch center should take the lead on the incident
40 based upon the factors mentioned above.
41

42 Fire Resources responding to a fire or smoke report that is determined to be within an
43 adjacent Dispatch Center's area of responsibility, will contact the adjacent center before
44 engaging the fire, unless there are communication problems that prevent that. Coordination
45 between the centers will need to take place to ensure that appropriate agency involvement is
46 taking place and there are positive communications with the responding resources.

1 Adjacent centers will be notified when TFRs are being established near or in the Boundary
2 Area.

3
4 Coordination between the dispatch centers, duty officer(s) and IC will need to take place for
5 fires crossing the dispatch boundary to determine if the support for the incident needs to
6 change to a different dispatch center. It is important to establish a single point of ordering
7 for the incident, rather than placing orders with two different dispatch centers. If it is
8 determined that the incident would be better served by changing dispatch centers, that
9 transition will occur at the end of shift to mitigate any safety concerns.

10 **Ordering Procedures**

11 The Cody Interagency Dispatch Center may order resources direct from an adjoining
12 Dispatch Center (Neighborhood) which includes Casper, Rawlins, Teton, Bozeman, and Billings
13 for initial response, extended attack, large fire support, and non-fire incidents. These
14 centers can also order resources directly from CDC.

15 In accordance with the Greater Yellowstone Area (GYA) agreement, Cody Dispatch Center can
16 order and receive orders from Eastern Idaho Dispatch Center and Dillon Dispatch Center for
17 fires within the GYA. In addition Teton, Bozeman, and Billings Dispatch Centers are part of
18 the GYA agreement, but are also within the Neighborhood Ordering channels.

19 **Support Border Fires** Refer to NMG 10 (Pg. 28)

20 **Unit Identifiers** Refer to NMG 10 (Pg. 29) and NWCG PMS 931 *Unit Identifiers*

21 **Mobilization and Demobilization Information/ Electronic Transfer of Travel Information**

22 Refer to RMG 10 (37-1)

23 **Resource Ordering and Status System (ROSS) Travel** Refer to NMG 10 (Pg. 8) and ISROG

24 All travel information for resources ordered through RMACC will be transmitted utilizing
25 ROSS.

26 THIS PROCESS IS NOT TO BE USED FOR MOBILIZATION OF INITIAL RESPONSE OR
27 TACTICAL AIRCRAFT MOVEMENT. ROSS orders will follow as time allows.

28 Travel information for resource movement between neighbors will be relayed via telephone, as
29 well as ROSS.

30 **Resource Availability and Tracking**

31 The movement of personnel and/or equipment between units shall require that both sending
32 and receiving units be responsible for safety of the personnel and equipment involved.

33 Resources dispatched internally and externally will have a Chief of Party. Chief of Party will
34 normally be the single resource boss of the engine or crew, or in the case of several
35 miscellaneous overhead being moved together it will usually be the first person on and the last
36 person (in the case of demob) off. The Chief of Party will be supervised by a CDC dispatcher
37 until arrival at their destination or is handed off to another dispatch center. The Chief of
38 Party is responsible for all personnel assigned on the manifest list. The receiving dispatch
39 center is responsible for tracking resources once assigned. Chief of party should stay in

1 contact with the receiving dispatch center while in travel status. This will assist in resource
2 tracking and facilitate the ability to divert resources while enroute.

3
4 CDC will make travel arrangements for resources mobilized to an incident (within and outside
5 the CDC boundary).

6
7 **Critical Resource Tracking**

8 Movement, commitment, availability, and unavailability of area and national resources are to be
9 relayed to RMACC via telephone or email.

10
11 **Neighborhood Ordering**

12 **Neighborhood Ordering Definition** Refer to RMG 10 (37-13)

13
14 **Neighborhood Ordering Procedures** Refer to RMG (37-25)

- 15 • Resource Ordering Standards apply for the movement of all resources. Included in
16 this are Initial Response procedures, ROSS or resource order forms, commit
17 messages and reassignment procedures.
- 18 • When a resource is unavailable from a neighbor, the order will be place with RMACC.
19 RMACC will not check with Cody Interagency Dispatch neighbors to fill orders for
20 CDC.
- 21 • Resources mobilized through RMACC are not available for neighborhood ordering.
- 22 • Resources mobilized from a neighbor can only be sent to another neighbor with
23 permission from the home unit. At this time a resource order will be processed
24 through RMACC by the requesting dispatch center.
- 25 • Refer to RMG for more information on resource ordering and the chart describing
26 resource types, the approved ordering method, and the required notifications.

27
28 **Rocky Mountain Neighborhood Resource Ordering** Refer to RMG 10 (38-1)

29 **RMA Resource Ordering Chart** Refer to RMG 10 (39-1)

30 **Rocky Mountain Area Wide Ordering Procedures** Refer to RMG 10 (40-38)

31 **Non-Incident Related Ordering** Refer to RMG 10 (41-17)

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CHAPTER 20

OVERHEAD AND TEAMS

National Interagency Incident Manage System (NIMMS) Positions Refer to NMG 20 (Pg. 31)
Incident Qualifications and Certification System (IQCS) Position Codes Refer to NMG 20 (Pg. 31)
Overhead Mobilization and Demobilization Refer to NMG 20 (Pg. 31)

Overhead Availability Tracking

All red-carded fire personnel will report availability to the Cody Interagency Dispatch Center via the use of Web Statusing in ROSS. If needed, statusing can be changed by CDC upon request. Individuals should report changes to their availability as it occurs. FOSs/FMOs are responsible for reporting the availability of their personnel to CDC. If an individual is available, it is assumed that they have their supervisor's permission to go on a fire assignment and that they are personally available to go anywhere unless specifically indicated otherwise.

Demobilization Planning

Demobilization shall be carried out in an orderly, cost effective manner. All demobilization of Incidents will go through CDC for coordination and possible re-assignments.

OVERHEAD

General

CDC operates on a closest forces policy. To clarify this policy, it shall mean the response time from initial report/request to arrival to the Incident.

All resources are expected to be self-sufficient (government issued credit card or with supervisor that has a government issued credit card for meals and lodging) when going on assignments. If a resource is unable to be self-sufficient, the dispatch center needs to be notified so that proper arrangements can be made. Resources are expected to have their Redcards with them at all times. The resource order is the authorization for individuals to travel. CDC will coordinate air and ground transportation to incidents. Under no circumstances shall individuals take it upon themselves to make any travel arrangements without confirmation from the dispatch center to include coordination in the use of AOVs. Individuals may make their own flight arrangements in coordination with the dispatch center. Itineraries must be provided to the dispatch center prior to any incident travel

All overhead requests will be processed through the Dispatch Center. For in-area and out-of-area requests from the Rocky Mountain Coordination Center (RMACC), CDC dispatchers will call qualified personnel within the Dispatch Center area of influence. It is essential that each agency ensure that only qualified, red carded personnel be dispatched and they have supervisor approval. Change Orders: Change orders for resources staying within the dispatch area will not be processed to RMACC unless specifically requested.

1
2 Ordered neighboring resources will not be mobilized to another neighbor unless the home unit
3 approves. At that time an order will be placed by the ordering dispatch center through
4 RMACC to the home unit.

5 Qualifications List

6 ROSS will be used by CDC to fill local, area, and national overhead requests.

7
8 **IT IS THE RESPONSIBILITY OF EACH INDIVIDUAL TO KEEP THEIR AVAILABILITY**
9 **UPDATED IN ROSS.**

10 Trainee: An individual, who has completed the appropriate classroom training, meets
11 prerequisite experience requirements and has an initiated task book, but who needs to
12 demonstrate satisfactory performance in the target position for certification. The individual
13 assists in the overall incident effort by performing in the position, and is evaluated by a
14 coach, training specialist, a person already certified in the position or a person in a higher
15 position.

16
17 **Interagency Wildland Fire Modules** Refer to RMG 20 (44-12), NMG 20 (Pg. 32), PMS 430
18 **Smokejumpers**

19 Smokejumpers (SMKJ) are based in West Yellowstone and through an interagency agreement
20 are available to CDC. Orders for West Yellowstone smokejumpers will be placed with
21 Bozeman Interagency Dispatch Center using the Resource Order -Smokejumper IA form.

22
23 **Helicopter Modules** Refer to RMG 20 (47-1), NMG 20 (Pg. 35), IHOG Ch. 2

24 **Helicopter Rappellers** Refer to NMG 20 (Pg. 35)

25 **Rappeller & Helicopter Manager Gear, Weights and Volume** Refer to NMG 20 (Pg. 36)

26 **Non-Standard Overhead Groups** Refer to NMG 20 (Pg. 36)

27
28 **Communications Coordination** Refer to RMG 20 (48-3), NMG 20 (Pg. 37)

29 Use of another's agency's National Telecommunications and Information (NTIA) approved
30 frequencies is strictly limited to mutually beneficial coordination of managing emergencies.
31 Each agency will cooperate with the others to maintain communications discipline and will
32 grant permission to transmit on its specified frequencies during an interagency effort.

33
34 **Incident Meteorologists (IMET)** Refer to RMG 20 (48-8), NMG 20 (Pg. 38)

35 **Cache Support Positions** Refer to RMG 20 (48-14), NMG 20 (Pg. 39)

36 **Human Resource Specialist** Refer to RMG 20 (48-18)

37 **Union Representative** Refer to RMG 20 (48-24)

38 **Incident Business Advisor (IBA)** Refer to RMG 20 (48-39)

39 **National Incident Management Teams (IMT)** Refer to NMG 20 (Pg. 40)

40 **Incident Management Teams (IMT)** Refer to RMG 20 (49-4)

1 The Cody Interagency Dispatch Area supports up to 2 Interagency Type 3 teams. A Type 3 team
2 will be on call at PL3 for a 2 week period. If a team is committed then the second team will be on
3 call. The team roster will be updated on the Daily Resource Status site. The Incident Commander
4 will work with CDC to status the designated members of the team for that on-call period. FMOs will
5 assist the T3 IC in filling the roster. See Chapter 90 for the Type 3 Team Operating Guide.

6 **Mobilization**

7 The requesting unit will specify the reporting point for briefing the IC and any
8 transportation requirements at the time of the order. Once an order for the team is
9 placed, Cody Interagency Dispatch Center will notify and fill team members based upon the
10 current on call roster. All pertinent information will be passed on to the team members as
11 they are notified. Local personnel should be self-sufficient for two (2) days.

12
13 Cody Interagency Dispatch Center will mobilize the 100-person cache van located at Ft.
14 Washakie upon request. A copy of the inventory is included in Chapter 90 with the Type 3
15 Team Operating Guide.

16
17 A briefing should be scheduled by the ordering Agency Representative and the IC.
18 Preferably all team members would be present for an initial briefing. The jurisdictional
19 agency office will determine location and make arrangements for the briefing. If
20 circumstances do not allow this type of meeting, then it should be conducted by telephone
21 or radio. It is recommended that a conference call between the IC, Logistics, FMO,
22 Agency Administrator, and Dispatch Center Manager occurs, as soon as the Team is
23 confirmed, to discuss potential issues related to ordering.

24 Team positions that cannot be filled locally will be ordered through the neighborhood
25 ordering process.

26 Other positions will be filled at the discretion of the IC and Duty Officer.

27 28 **Demobilization**

29 The IC or Plans will coordinate demobilization through Cody Interagency Dispatch Center.
30 All release date and times for incident resources as well as ETAs to the resource's home
31 unit will be relayed to CDC in a timely manner to ensure proper tracking of resources.

32
33 **Refer to RMG for information regarding Type 1 and Type 2 IMTs.**

34 **Rocky Mountain Area IMT General Operating Guidelines** Refer to RMG 20 (55-12)

35 **National Incident Management Organization Teams (NIMO)** Refer to RMG 20 (57-35)

36 **Area Command Teams** Refer to RMG 20 (60-10)

37 **Incident Support Organization** Refer to RMG 20 (60-13)

38 **National and Area Buying Teams (BUYT)** Refer to RMG 20 (60-37)

39 **Administrative Payment Teams (APT)** Refer to RMG 20 (64-1), NMG 20 (Pg. 46)

1 **DOI National Interagency BAER Team Configuration and Mobilization Process** Refer to
2 NMG 20 (Pg. 49)
3 **National Fire Prevention/Education Teams (NFPET)** Refer to RMG 20 (64-10)
4 **Critical Incident Stress Debriefing Teams (CISD)** Refer to RMG 20 (64-31)
5 **Wildland Fire & Aviation Safety Teams (FAST)** Refer to RMG 20 (65-1)
6 **Aviation Safety Assistance Team (ASAT)** Refer to RMG 20 (65-15)
7 **Serious Accident Investigation Teams (SAIT)** Refer to NMG 20 (Pg. 52)
8 **SAIT Team Configuration & Mobilization Process** Refer to NMG 20 (Pg. 52)
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Chapter 30

Crews

Crews Refer to RMG 30 (66-4), NMG 30 (Pg. 53)

CDC has several crews available for dispatch. Requests for these crews will be processed through the Dispatch Center.

Wyoming Interagency Hotshot Crew: based at Greybull. They are available approximately June 1 through September 30.

Sho-Rap Type II Crew and the Wind River Camp Crews: based at Fort Washakie, Wyoming. Call-up for a dispatch is through Fort Washakie, BIA dispatch. The local radio station which operates between 0600 and 1800 is utilized for call up of individuals. Night mobilizations are not possible unless ordered prior to 1800. A Crew Representative will be sent with the crews.

Big Horn Basin Interagency Type II Crew: organized at the time of an order. Positions on this crew will be filled by participating agencies. Typically the crew meets the initial attack requirements for a Type II IA Crew.

Agency Contacts for mobilization of personnel:

- Bighorn National Forest - Jon Warder
- Shoshone National Forest - Mark Giacoletto
- BLM Wind River/Big Horn Basin District and High Plains District - Chuck Russell
- Cooperators and AD's as available/needed

A schedule and rotation has been developed that identifies the number and qualifications of crewmembers that participating units are expected to provide. The crewmembers are grouped into modules for reference purposes on the schedule; however, to promote crew cohesion, they will be assigned to different squads on the crew and are not to remain as segregated groups by agency when assigned to positions on the crew.

	Big Horn USFS/Big Horn Canyon NPS Module #	Shoshone USFS Module #	Wind River/Bighorn Basin BLM Module #
Crew #1	3	1	2
Crew #2	1	2	3
Crew #3	2	3	1
Crew #4	3	1	2
Crew #5	1	2	3
Crew #6	2	3	1
Crew #7	3	1	2
Crew #8	1	2	3
Crew #9	2	3	1
Crew #10	3	1	2

MODULE COMPOSITION

Module 1

- 1 - Crew Boss (CRWB)
- 1 - Squad Boss (FFT1) (**ICT5 qualified**)* with radio
- 1 - **Sawyer**** & saw with NFES standard saw kit* at minimum
- 3 - Fire Fighter (FFT2) (**3 max per module with less than 1 season experience**)*

Total Personnel: 6

Module 2

- 1 - Squad Boss(FFT1)(**ICT5 qualified**)* with radio
- 1 - Crew Boss Trainee (CRWB T)
- 1 - **Sawyer**** & saw with NFES standard saw kit* at minimum
- 4 - Fire Fighter (FFT2) (**2 max per module with less than 1 season experience**)*
- One position from this module will be filled with BLM High Plains District personnel**

Total Personnel: 7 (6 if the trainee slot is given to another unit)

Module 3

- 1 - Squad Boss (FFT1) (**ICT5 qualified**)* with radio
- 1 - **Sawyer**** & saw with NFES standard saw kit* at minimum
- 5 - Fire Fighter (FFT2) (**3 max per module with less than 1 season experience**)*
- One position from this module will be filled with BLM High Plains District personnel**

Total Personnel: 7

1 *Items in bold indicate a requirement to meet national standards for Type II IA crew.

2 ** Minimum qualification FALA, FALB preferred

3
4 The crew will be made available when agencies inform the dispatch center that they have
5 enough individuals available to fill a crew order. Each agency contact will update personnel for
6 their module on the Daily Resource Status Report prior to the availability day. The list shall
7 include name, position, experienced/rookie, vehicle information and cell phone numbers.

8
9 Selection of the crew boss trainee will be up to the unit hosting Module 2. In the event that
10 the hosting unit for Module 2 cannot provide a crew boss trainee, the hosting unit has the
11 option of filling the slot with another firefighter or making it available to another unit. The
12 Unit FMOs or assigned duty officers will work together to determine the source of the
13 trainee when this occurs.

14
15 When there is an order for a crew, CDC will contact the agency fire duty officer with a
16 request to fill crew overhead positions and crewmember positions. CDC will assign the
17 crewmembers to positions based on the availability information provided by the field units.
18 CDC will facilitate finding replacements when an agency is unable to meet their commitment.
19 BLM Duty Officer will be responsible for coordination with High Plains District BLM and the
20 respective FMOs for Module 2 and 3 regarding Casper BLM personnel on the Big Horn Basin
21 Crew.

22
23 See Ch. 90 (Appendix) for Big Horn Basin Crew Operating Guidelines that includes:

- 24 • Safety
- 25 • Crew composition and Responsibilities
- 26 • Organizational Structure
- 27 • Expectations
- 28 • Crew Dispatch Procedures
- 29 • Training
- 30 • Performance evaluation and Monitoring
- 31 • Equipment

32
33 Passenger Cargo Manifests will be completed for all crew mobilizations.

34 When the local crews are ordered out of the area a manifest will be faxed to RMACC.

35 If the crews are mobilized out of area and transportation is by air then the following applies:

- 36 • Canteens are to be emptied before boarding aircraft.
- 37 • Crews will be weighed before departing (Allowable crew weight 5300 pounds).
- 38 • Fusees are not allowed on board an aircraft or on commercial ground transportation
 - 39 • Gas containers and saws must be emptied and purged prior to boarding an aircraft or
 - 40 commercial ground transportation.
- 41 • Shifting of equipment personal gear between crew members to equal out weights will not take
- 42 place.
- 43 • Knives/multi-tools must be stowed with gear on commercial flights.
- 44 • On commercial flights, line gear will be carried on rather than stowed in the baggage
- 45 compartment.

1 Crew Mobilization and Demobilization Protocol

- 2 • Cody Dispatch will notify the Crew Superintendent/Crew Boss of a crew order once it
- 3 has been confirmed that it is a bona fide order. From that point on all communications
- 4 concerning the order will be with the Crew Superintendent/Crew Boss. At this time
- 5 the Crew Boss will coordinate with CDC to establish a meeting location to organize and
- 6 brief the crew before departure.
- 7 • Cody Dispatch will notify the respective Duty Officers for each of the Modules. The
- 8 Duty Officers will contact their personnel listed on the Daily Resource Status Roster.
- 9 • Prior to departure the Crew Boss will do a roll call to confirm the roster. Any errors
- 10 will be corrected and an up to date manifest will be provided to dispatch.
- 11 • Prior to departure, travel will be discussed with Cody Dispatch (route of travel, RON
- 12 spots, vehicle ID's, etc will be provided to Cody Dispatch)
- 13 • Check in with the receiving dispatch at each fuel stop while in travel status to ensure
- 14 that the order has not been changed, crew diverted, or there is new information
- 15 concerning the reporting location. If the order is cancelled and you are returning,
- 16 advise Cody Dispatch.
- 17 • While on assignment if any member(s) of the crew are demobilized for whatever
- 18 reason, Cody Dispatch will be notified and given the specifics of the travel home. This
- 19 should include reason for early demobilization (does not have to be specific, but
- 20 general reason), method of travel home, route, RON areas, and ETA.
- 21 • Notify Cody Dispatch upon arrival back from an incident and provide for tentative
- 22 availability date and number of days off being taken.
- 23 • No crew members will be mobilized that cannot commit to the full 14 days, unless it is
- 24 negotiated with the receiving unit through the dispatch system (needed for
- 25 documentation purposes). Fill-ins need to be ordered through Cody Dispatch so that
- 26 they can be tracked. Name requests for fill-ins will be accepted and then dispatch
- 27 will place the order for them. If name requesting someone it is assumed that they
- 28 have been contacted and are available. Location (Home Unit), Name of person, and
- 29 contact phone number will be provided to dispatch.
- 30 • Ensure personnel time is completed/up to date prior to assignment.
- 31 • Crew time can be faxed to dispatch for dissemination to appropriate FMO or
- 32 timekeeper. Call dispatch to advise them that the time has been sent so it can be
- 33 taken care of.
- 34 • Requests for extending the crew should be made through the dispatch center. The
- 35 dispatch center will contact the Unit FMOs for concurrence. The Unit FMOs/Duty
- 36 Officer will check with the Zone/District FMOs for approval/disapproval. Once there
- 37 is concurrence one of the available Unit FMOs can sign the extension document
- 38 approving or disapproving the extension.
- 39 • Upon demobilization of the crew, the Crew Boss will provide ETAs back to home units
- 40 to dispatch for the various personnel. Dispatch will notify the respective FMOs of
- 41 those ETAs.
- 42 • The Crew Boss will track all personnel back to their duty stations. The Crew Boss will
- 43 close out with dispatch confirming the crew has been disbanded and are all home.
- 44

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Chapter 40 Equipment and Supplies

EQUIPMENT AND SUPPLIES Refer RMG 40 (72-4)

General

All requests for Equipment will be placed using ROSS or on resource order forms and processed through the Dispatch Center.

All requests for incident supplies will be placed using Ross or on resource order forms and processed through the Dispatch center. This applies to ongoing incidents, critical initial response needs and NFES only items. All re-stock orders should be placed by the responsible agency with local vendors, GSA, or according to their agency direction.

Equipment/Supplies Mobilization Refer to RMG 40 (72-25)

All re-supply orders for local Type 5, 4, and 3 fires must be submitted to the dispatch center with FMO/Duty Officer approval. Email, fax, or hard copies are all acceptable methods for submitting the requests. The time frame for submitting the requests and providing fill information back to dispatch is 30 days after the fire is called out. Once dispatch receives the fill information, the completed resource order will be sent to the requesting individual for their records.

National Interagency Support Cache Ordering Procedures Refer to NMG 40 (Pg. 56)

NFES Items in Short Supply Refer to NMG 40 (Pg. 56)

Field Office Replenishment During Fire Season Refer to RMG 40 (74-36), NMG 40 (Pg. 56)

Field Office Replenishment Outside of Fire Season Refer to NMG 40 (Pg. 56)

Incident Replacement of NFES Items Refer to RMG 40 (75-9), NFES Catalog, NMG 40 (Pg. 56)

Incident Replacement: 1 & 2 Incidents Refer to RMG 40 (75-32)

Incident Replacement: 3 & 4 & 5 Incidents Refer to RMG 40 (76-16)

Incident to Incident Transfer of Equipment and Supplies Refer to NMG 40 (Pg. 57)

National Incident Radio Support Cache (NIRSC) Refer to RMG 40 (77-8)

Radio Mobilization Refer to NMG 40 (Pg. 58)

Radio Demobilization Refer to NMG 40 (Pg. 58)

Incident Remote Automatic Weather Stations (IRAWS) (NFES #5869) Refer to NMG 40 (Pg. 58)

Mobile Cache Support Van "RMK Specific" (NFES #8602) Refer to RMG 40 (78-33)

A Rocky Mountain Area cache van is prepositioned at Ft. Washakie for use on Type 1 or Type 2 Incidents. The order is place with Rocky Mountain Coordination Center as a supply. Prior to mobilization a qualified Supply Unit Leader or Logistics Chief needs to be in place to assume responsibility for the cache. Refer to the Rocky Mountain Mobilization Guide for further information. . Note: The Wind River Agency has a tractor available to pull the cache van. It needs to be ordered as a support order with driver.

1 **Type III Mobile Cache Van** is available at the Wind River Agency - Ft. Washakie. The
2 trailer is the property of Fremont County and is maintained by the County Fire Warden. The
3 using agency shall be responsible for all transportation and restocking costs. The cache van
4 manager or supply unit leader at the incident will complete re-supply/re-stock orders, process
5 those orders through CDC and have the van restocked prior to release back to Ft. Washakie.
6 Note: The Wind River Agency has a tractor available to pull the cache van. It needs to be
7 ordered as a support order with driver.

8
9 **Equipment Ordering Procedures** Refer to RMG 40 (81-1)

10
11 **Engine Staffing** Refer to RMG 40 (81-5)

12 CDC heavy engines will be staffed with at least 3 persons upon dispatch to an incident.
13 Every effort will be made to staff CDC light engines with 3 persons. For dispatches to
14 an off unit assignment (neighbors, GACC, National), engines may be staffed with 2 if the
15 receiving unit approves.

16
17 **Strike Teams: Engines** Refer to RMG 40 (81-30)

18 Strike teams will not be ordered locally, orders for individual engines will be processed and
19 the strike teams can be formed at the incident if needed.

20
21 **Engine Types Matrix** Refer to RMG 40 (82-1)

22
23 **Portable Retardant Base** Refer to RMG 40 (84-32)

24
25 **Mobile Retardant**

26 The BLM has a mobile retardant trailer that can be set up at any airport with a runway length
27 greater than 5000 ft. and a single weight axle threshold of over 16,500 lbs. Contact the BLM
28 duty officer for activation. Departure time from Worland is 30 minutes from the time of
29 notification.

30
31 **National Contracts - Mobile Food Service and Shower Facilities** Refer to RMG 40 (87-1),
32 NMG 40 (Pg. 59)

33
34 Within the Cody Interagency Dispatch Center area, reference the North Zone Service and
35 Supply Plan for Outfitters, Caterers and vendors able to provide meals for local incidents. All
36 requests will be through the dispatch center.

37
38 **Mobilization** Refer to NMG 40 (Pg. 59)

39 **Reassignments** Refer to NMG 40 (Pg. 60)

40 **Demobilization** Refer to NMG 40 (Pg. 60)

41 **Contract Resources** Refer to RMG 40 (88-1)

42 **Equipment/Supplies Demobilization** Refer to RMG 40 (90-10)

43 **Contractor Performance Ratings** Refer to RMG 40 (88-41)

Chapter 50

Aircraft Operations

AIRCRAFT OPERATIONS Refer to RMG 50 (91-4)

Mobilization

Between the hours of 2200 and 0500 charter pilots shall not be dispatched. Orders for charter aircraft should not be placed with vendors between these hours, unless the vendors have a separate dispatcher available. Operators should be queried to insure duty limitations are being met.

Ordering Procedures

Aerial Fire Detection

All requests for aerial detection within the Cody Interagency Dispatch area for ongoing incidents or after thunderstorms, should originate from the Zone/District FMOs/FOSs and be placed through the Dispatch Center. Coordination and prioritization will occur in the event that more than one unit requests a flight. The dispatcher will initiate procedures to acquire the appropriate aircraft from either Forest Service agreements or OAS source lists. The Dispatch Center will establish the flight following process in accordance with the Interagency Standards for Fire and Fire Aviation Operations (Red Book).

Air Tankers and Lead Planes

All air tanker, lead plane and smokejumper requests will be placed through the Dispatch Center. The acquisition of aircraft will follow agency guidelines. All requests for tactical aircraft will be filled on a first come, first served basis unless multiple incidents require the establishment of priorities. In such an instance, the Dispatch Center Manager will consult with the local Multi-Agency Coordination Group. Until that meeting can occur, priorities will be established in accordance with policies and procedures set forth in the National Mobilization Guide. Aerial retardant drops will be used only when authorized by the agency with jurisdictional responsibility.

Helicopters

All requests for helicopters and helitack crews will be placed through the Dispatch Center with dispatching done according to agency guidelines. Flight following will be conducted through the Dispatch Center.

Prioritizing Incidents Refer to RMG 50 (93-32)

Aircraft Demobilization Refer to RMG 50 (93-39), NMG 50 (Pg. 64)

Flight Management Procedures Refer to specific Unit Aviation Plans, NMG 50 (Pg. 64)

Administrative Point-to-Point flights: All Agency contract, lease, charter, or owned aircraft, fixed and rotor wing, shall file and open an FAA flight plan for every administrative (point-to-point) flight mission flown for the benefit of the Agency.

1 Mission Flights/Special Use: All mission flights (tactical fire flights) shall file a flight plan
2 with CDC who will ensure flight following procedures are followed. Mission flights will be
3 documented using ROSS or the resource order form. Special Use Flights are generally
4 resource oriented flights and will require a Project Aviation Safety Plan and a Flight Request
5 Form.

6
7 For all point-to-point flights a Flight Request Form will be filled out.

8
9 Flight following procedures for aircraft flying non point-to-point require a status check at 15-
10 minute intervals. This can be accomplished utilizing Automated Flight Following (AFF) or by
11 radio check-ins.

12 The following information should be documented at each 15 minute interval:

- 13 • Time of check in.
- 14 • Current position of aircraft (Latitude/Longitude and geographic landmark if known).
- 15 • Direction of travel (unless orbiting or consistently working in one area).
- 16 • Any changes in flight plan or status.

17
18 Prior to any flight, the aircraft dispatcher should have a full understanding of the purpose of
19 the mission, destination, duration, persons on board, check-in intervals, communication
20 networks, and emergency procedures in the event of a accident/mishap. The aircraft
21 dispatcher and pilot must agree to which method of flight following will take place (AFF with
22 15 or 30 min "ops normal" radio check-ins/strictly radio check-ins). Pilots must monitor at
23 least one predetermined radio frequency as an alternate means of flight following in the event
24 the AFF system fails in the aircraft or in dispatch, or in case dispatch needs to cancel a
25 mission, divert the aircraft to a higher priority incident, or relay other critical information
26 regarding hazardous weather, TFRs, etc. Regardless of AFF being used, radio communications
27 must be maintained with all aircraft which the dispatcher has agreed to flight follow. If
28 radio communications cannot be maintained through the duration of the flight, the flight will
29 be immediately terminated and the dispatch office contacted. The exception to this is, if the
30 lack of communications is temporary and there are mitigation measures in place. For instance
31 if the aircraft is working in a known radio dead zone and the pilot/manager and dispatch has
32 agreed that at predetermined intervals, not to exceed 30 minutes, the aircraft will return to
33 an area with radio coverage and check-in as well as AFF is positively maintained.. For flights
34 crossing dispatch area boundaries and when the aircraft has flown out of radio contact, the
35 dispatch center area it has flown into will be contacted and the aircraft "handed off". The
36 flight will not be closed out with CDC until it is confirmed that another dispatch center has
37 radio communications with the aircraft.

38
39 Refer to the Airspace Boundary Plan contained in the Unit Aviation Plan for flights taking
40 place in the common corridor along dispatch boundaries.

41 Point-to-Point Flight Following

42 The sending dispatch center has the ultimate responsibility for flight following. This
43 responsibility may be handed off to RMACC for fire mobilization flights. If the flight was
44 originated by CDC then the Chief of Party/Flight Manager or pilot will notify CDC of any
45

1 delays and upon arrival at the final destination (unless the flight following has been handed
2 off to RMACC).

3
4 **Automated Flight Following (AFF) Requirements & Procedures** Refer to RMG 50 (97-26)

5
6 **Aircraft Accident/Incident Reporting** Refer to RMG 50 (98-1)

7 All accidents and incidents will be reported immediately to the Dispatch Center and
8 appropriate line officers. Emergency procedures will be followed as outlined in the Aircraft
9 Incident/Accident Response Guide. SAFECOMs need to be filed by persons that observed or
10 were involved with the incident. A copy of the SAFECOM will be provided to the Unit
11 Aviation Officer.

12
13 **Overdue and Missing Aircraft** Refer to RMG 50 (98-4)

14 **Airborne Thermal Infrared (IR) Fire Mapping** Refer to RMG 50 (98-8), NMG 50 (Pg. 73)

15
16 **Lead Planes**

17 A lead plane, Air Attack, or airtanker coordinator is required for the following missions:

- 18 • Two or more airtankers will be over the incident at the same time or at staggered
19 intervals of 15 minutes or less
- 20 • Any mission where the airtanker pilot is not IA rated
- 21 • The fire is in a congested area
- 22 • Wherever any airtanker is operating over an incident within 30 minutes prior to
23 official sunset of the nearest airtanker base
- 24 • Wherever any airtanker is operating over an incident within 30 minutes after official
25 sunrise of the nearest airtanker base

26
27 If a lead plane is not available, a qualified Air Tactical Group Supervisor may be used until a
28 lead plane arrives, as long as the airtanker Pilot-In-Charge (PIC) is IA rated. Non-IA rated
29 PIC's require a lead plane.

30 Refer to section 24.6.2 of the RMG - Aerial Supervision Requirements in the Rocky Mountain
31 Area Matrix for additional guidance.

32
33 **Aerial Supervision Modules (ASM1)** Refer to RMG 50 (102-34)

34 **Aerial Supervision Requirements** Refer to RMG 50 (103-17)

35 **Air Tactical and Reconnaissance Aircraft** Refer to RMG 50 (106-10)

36
37 **Exclusive Use Contract Helicopters** Refer to RMG 50 (107-1), NMG 50 (Pg. 73)

38 Wind River Agency sponsors a Type 3 helicopter - See Chapter 90 (Appendix) for Fort
39 Washakie Interagency Helicopter Operating Plan

40
41 All initial attack requests for the Ft. Washakie Helicopter will be placed with Cody
42 Interagency Dispatch., During the Ft. Washakie contract period, initial attack response on the
43 Wind River Reservation will be handled locally by the agency FMO or designated Duty Officer
44 and flight following coordinated with CDC.

1 CDC will be responsible for flight following the Ft. Washakie Helicopter at all times, this
2 includes project work, fires, and re-positioning.

3
4 All orders for the helicopter outside of Wind River Agency will be placed with Cody Dispatch.
5 Individual overhead orders for any members of the module will be placed with Cody Dispatch.
6 The helicopter will be mobilized with the module, chase truck, and fuel truck unless different
7 instructions are specified at the time of the order.

8
9 Orders for project work will be coordinated with the Helicopter Manager prior to ordering
10 through Cody Dispatch.

11
12 **Helicopter - Call When Needed (CWN)** Refer to RMG 50 (108-1)

13 All CWN helicopters will be ordered through CDC. If the CWN is for fire suppression the
14 order will then be placed with RMACC. If it is for a non-fire incident, CDC in conjunction with
15 the unit aviation manager, will utilize the OAS source list or USFS rental agreements and
16 obtain an appropriate aircraft for the mission.

17
18 When a CWN helicopter is used, it must have appropriate level of supervision depending on
19 size and mission. A qualified Helicopter Manager or Project Manager must inspect the
20 aircraft prior to use.

21
22 Modules are not automatically ordered by RMACC when a helicopter order is filled by a CWN
23 aircraft. CDC dispatchers need to order the module upon notification that a CWN is filling
24 the order. The module is ordered on an Overhead order and cross-referenced with the
25 Aircraft order.

26
27 Refer to the appropriate agency aviation plan for guidance concerning use of aircraft for non-
28 fire flights and projects.

29
30 **High Desert District** sponsors a Type 3 Helicopter located in Rawlins, WY. It is available to
31 the units within the Cody Interagency Dispatch area. Orders for the helicopter will be placed
32 through the Cody Interagency Dispatch Center which will then be placed directly with Rawlins
33 Interagency Dispatch Center.

34
35 **Yellowstone National Park** sponsors a Type 3 Helicopter which is available to the Shoshone
36 National Forest under a cooperative agreement. Orders for the helicopter will be placed
37 through the Cody Interagency Dispatch Center which will then be placed directly with
38 Bozeman Interagency Dispatch Center.

39
40 **Wyoming State Forestry** sponsors a Type 3 Helicopter located outside of Casper, WY.
41 Orders for the helicopter will be placed through the Cody Interagency Dispatch Center which
42 will then be placed directly with Casper Interagency Dispatch Center. Units using this
43 helicopter need to be aware that if a higher priority fire occurs on State and/or private land
44 anywhere within the State of Wyoming the State Duty Officer may require it to be released
45 off of the incident to respond to the State/private land incident.

46

1 **Large Transport Aircraft** Refer to RMG 50 (111-30)
2 **Passenger/Cargo Manifest** Refer to RMG 50 (111-36)
3 **Airtanker Dispatch** Refer to RMG 50 (112-1), NMG 50 (Pg. 69)
4 **Airtanker Use in Optional and Post Season Periods** Refer to NMG 50 (Pg. 69)
5 **Modular Airborne Firefighting Systems (MAFFS)** Refer to RMG 50 (114-20)
6 **Single Engine Airtankers (SEATS)** Refer to RMG 50 (115-1), NMG 50 (Pg.71), and the SEAT
7 *Operations Guide* for general policy and guidelines.

8 9 **Tanker/Retardant/SEAT Bases**

10 Three fixed Retardant Bases are managed by neighboring Dispatch Centers. These bases are
11 available to reload heavy airtankers for incidents within the CDC area:

- 12
- 13 • Billings Tanker Base, managed by Billings Interagency Dispatch Center
- 14 • West Yellowstone, managed by Bozeman Interagency Dispatch Center
- 15 • Rapid City Tanker Base, managed by Great Plains Interagency Dispatch Center
- 16 • Casper Tanker base, managed by Casper Interagency Dispatch Center
- 17

18

19 SEAT Bases are located at Greybull, Worland and Riverton within the Cody Dispatch Zone.
20 Other SEAT bases around the state include but are not limited to Casper and Rawlins. Those
21 dispatch centers will need to be contacted for activation. Contact the BLM duty officer for
22 activation of the Greybull, Worland, or Riverton SEAT base.

23 24 **Mobile Retardant**

25 The BLM has a mobile retardant trailer that can be set up at any airport with a runway length
26 greater than 5000 ft. and a single weight axle threshold of over 16,500 lbs. Contact the BLM
27 duty officer for activation. Departure time from Worland is 30 minutes from the time of
28 notification.

29 30 31 **Temporary Flight Restrictions (TFR) (FAR 91.137)** Refer to RMG 50 (118-1)

32 All TFR's will be ordered through Cody Interagency Dispatch Center and then CDC will place
33 them with RMACC. It is important that after the need for a TFR no longer exists, that CDC
34 is notified so that the TFR can be released.

35 36 **Military Training Routes (MTR) and Special Use Airspace (SUA)** Refer to RMG 50 (119-1), 37 NMG 50

38 **Airspace Conflicts** Refer to RMG 50 (119-35), NMG 50 (Pg.76)

39 **FAA Temporary Airport Control Tower Operations** Refer to RMG 50 (120-1), NMG 50 (Pg.
40 76)

41 **Dedicated Radio Frequencies and Management** Refer to RMG 50 (120-27), NMG 50 (Pg. 77)

42 43 **Frequency Management**

44 Federal and State Land Management Agencies agree to the sharing of specific radio
45 frequencies that are authorized/licensed for each agency. Shared frequencies are to provide
46 efficient, cost effective radio/communication support in protecting life and property. The

1 sharing of frequencies is under the authority of the NTIA Regulations Manual, Sections
2 7.3.1,7.3.4, and 7.5.1 and the FCC Rules and Regulations, Part 90, Sections 90.405 and 90.407.
3 Refer to the specific County Annual Operating Plan for the shared frequencies within the CDC
4 zone.

5
6 **Interagency Interim Flight & Duty Limitations** Refer to RMG 50 (121-34)
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Chapter 60

Predictive Services

PREDICTIVE SERVICES

Information gathering and dissemination of that information is of vital importance for safety, fire management decisions, prioritization of fires, and allocation of scarce resources. The information processed needs to be complete, accurate, and timely.

Cody Interagency Dispatch Center is responsible for posting the daily situation reports, resource status, and other information on the CDC web page daily during fire season. The address is http://gacc.nifc.gov/rmcc/dispatch_centers/r2cdc/ this will access the CDC page.

Upon receipt of critical information, such as Red Flag Warnings, CDC will distribute that immediately to all cooperators and field personnel. The warnings will be faxed to county cooperators, and it will be simulcast on the BLM/USFS frequencies to all field personnel. Personnel in the field will then be asked to confirm that they copied the warning.

During periods of high activity RMACC will be kept informed of significant activity via phone calls throughout the day. These updates do not take the place of the situation report or any other reporting requirements.

It is imperative that all cooperators keep CDC informed of activity on their units in order to accurately reflect the activity level occurring within the CDC area of influence and to ensure that all activity is considered when setting priorities.

Incident Status Summary (ICS - 209)

ICS - 209 is required for any wildfire which exceeds 100 acres in timber, or 300 acres in grass/sagebrush fuels, when an IMT is assigned, or when a fire is placed in monitor status. Cody Interagency Dispatch Center, with input from the ICT4 or ICT3, is responsible for completing the ICS-209 and submitting it with the Daily Situation Report by 1800 to RMACC.

An ICS-209 is required when an IMT1 or IMT2 is assigned to the incident and it is the IMT's responsibility to submit the ICS-209 to CDC. The ICS-209 is due by 1700 daily until the fire is controlled.

An ICS-209 is also required for Incidents managed under a strategy other than Full Suppression/Perimeter Control, AND the incident is likely to remain active for a period greater than 72 hours and will be updated weekly (Thursdays). See RMG 60 (125-23) for Wildland Fire Reporting.

Cody Interagency Dispatch Center will be responsible for completing the ICS-209 for fires in monitor status or resource benefit fire with input from the Duty Officer or Strategic Operations Planner (SOPL).

1 **Interagency Situation Report**

2 The reporting period for the Daily Situation Report is from 0001 to 2400 daily. The report is
3 due into RMACC by 1800. Later submission of the report can be negotiated with RMACC.
4

5 The SIT report is required daily beginning May 1 and continuing through October 31.
6

7 All units within the CDC area of influence should report activity daily to CDC for inclusion into
8 the daily SIT report. Minimum information needed is number of fires, number of acres
9 burned, resources committed, anticipated problems, extreme control problems/fire behavior,
10 or any other significant information. This information is due into CDC by 1700 for inclusion
11 into the Daily Situation Report. It can be submitted via fax or telephone.
12

13 The remarks section of the SIT report should include the following:

- 14 • Brief write up about IA activity and resources committed
- 15 • Weather synopsis for the general vicinity
- 16 • Brief analysis/prognosis
- 17 • Other significant information
18

19 **Incident Management Situation Report** Refer to NMG 60 (Pg. 83)

20 **7 Day Significant Fire Potential Outlook** Refer to NMG 60 (Pg. 83)

21 **National Wildland Significant Fire Potential Outlook** Refer to NMG 60 (Pg. 84)

22 **GACC Monthly and Seasonal Wildland Significant Fire Potential Outlook** Refer to NMG 60
23 (Pg. 84)

24 **Fuel and Fire Behavior Advisories** Refer to RMG 60 (130-22), NMG 60 (Pg. 84)
25

26 **Daily Resource Status**

27 Cooperators will input data daily in the Daily Resource Summary Status. The Daily Resource
28 Status Summary is accessible on the CDC web page under the Intelligence link. It can be
29 viewed by anyone, but data entry is password protected. Units within the Cody Interagency
30 Dispatch Center area will begin daily resource statusing, June to the end of September. The
31 report will be submitted to the dispatch center daily by 0830 during this time.
32

33 **Prescribed Fire Notification**

34 Any unit planning on conducting a prescribed fire needs to notify CDC one day prior to the
35 planned ignition using the Planned Rx Form located on the Dispatch Center web site. The
36 information provided will be put into the Daily Situation Report-Prescribed Fire Information
37 and submitted to RMACC. If you are anticipating burning on the weekend (prior to 7 day
38 staffing of the dispatch center), notify the dispatch center by 1500 on Friday so that
39 schedules can be adjusted to accommodate.
40

41 A copy of the signed burn plan needs to be provided to dispatch prior to ignition, along with
42 charge codes.
43

44 **CDC Annual Report**

45 CDC will generate an Annual Report to be presented in draft format at the Post Season CDC
46 meeting. The report will be finalized and submitted to RMACC by December 31st.

1

Report, Due Dates and Times

Report	Timeframe
Daily Resource Status	Update daily by 0830 (June - September).
Interagency Situation Report	Due to RMACC by 1800 hours unless directed or negotiated otherwise (May - October).
Incident Status Summary (ICS-209)	Due during fire season to RMC by 1800 unless a later time is negotiated. Required for wildfires in timber 100+ acres & grass 300+ acres.
Priority List	As requested by RMACC
Prescribed Fire Report	Due prior to the day of the burn. Notify RMC, cooperators, dispatch centers and area dispatch offices.
Annual Fire Report	Estimated annual fire statistics to RMC by October 15. Actual stats and Center Annual Reports due to RMC by December 31.

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Chapter 80

Forms

DISPATCH FORMS Refer to RMG 80 for copies of these forms. They are also available at CDC.

- Resource Order
- Food Service Request
- Passenger and Cargo Manifest
- Aircraft Flight Request/Schedule
- Infrared Aircraft Scanner Request
- FAA Temporary Tower Request
- Preparedness/Detail Request
- Incident Status Summary (ICS-209)
- Monthly Wildland Fire Weather/Fire Danger Outlook
- Wildland Fire Entrapment/Fatality
- Documentation of Length of Assignment Extension Requirement
- Demobilization Checkout
- Fire Weather Special Forecast Request
- FAA Temporary Flight Restriction
- Incident Replacement Requisition
- Complexity Analysis
- Emergency Release/Message
- Unit Log
- Documentation

1 Chapter 90
2 Appendix

3
4 **BIG HORN BASIN CREW ANNUAL OPERATING PLAN 2015**

5
6 *Highlighted items are new for this year

7 This plan provides operating procedures and protocols for the Big Horn Basin Type 2 crew sponsored by the Cody
8 Interagency Dispatch Center Zone Coordination Group.

9
10 Although the suppression crews will consist primarily of federal (BLM & Forest Service) employees, they may also
11 include individuals from other cooperators, including ADs. Generally, the CDC Zone will be able to sponsor one
12 Type II suppression crew and occasionally two crews at any given time.

13
14 **Objectives/Mission Statement/Core Values**

- 15
- 16 • To provide organized, disciplined, and effective fire suppression crew that will fight fire aggressively and safely
17 and perform in a professional manner.
 - 18
 - 19 • To provide proper training regarding fire fighter safety through exposure to a variety of fire suppression
20 strategies and tactics.
 - 21
 - 22 • To provide fire suppression, fireline leadership, fire behavior, fire ecology training and experience.
 - 23

24 **Safety**

25
26 Firefighting personnel are entitled to safe fire assignments. The safety of assignments is accomplished by
27 aggressively managing risk. Guidelines for the risk management process can be found in the IRPG, and should be
28 used while on assignments.

29
30 Risk management is a collective process; if individuals observe elements that are unsafe they should feel the liberty
31 to communicate that.

32
33 Firefighters should report violations. **Everyone** is entitled to a safe assignment

34
35 Any protocols set up in briefings, including trigger points, should be followed unless something is deemed unsafe.

36
37 **Crew Composition and Responsibilities**

38
39 Only qualified personnel will fill crew overhead and crewmember positions. This includes meeting the physical
40 fitness standards and having a current ICS qualification card for the position that they are assigned. PMS 310-1 and
41 FSH 5109.17 qualification standards will be used in accordance with each agencies' policy.

42 A Type II IA crew will be comprised of 18 to 20 people including one crew boss, one crew boss trainee (optional),
43 three advanced firefighters (squad bosses) and 15-16 crewmembers. Crew size including the crew representative,
44 liaison and any of trainees cannot exceed 20 people. Refer to page 13-16 in the Interagency Standards for Fire and
45 Fire Aviation Operations book.

46
47 This crew may be sent out as a Type II Crew, however it is preferred that the crew be sent out as a Type II IA. This
48 Crew may be sent out on NONFIRE/ALL RISK type assignments. It is strongly recommended that an EMT/First
49 Responder be assigned to crews assigned to all risk incidents.

50
51 Minimum crew size for the initial dispatch will be 18 for assignments outside of the jurisdiction of CDC unless
52 negotiated otherwise with the receiving unit. While on assignment, crews that fall below 18 or the crew boss
53 becomes unavailable may be returned home at the discretion of the incident commander.

1 Crew bosses are responsible for managing all aspects of the crew assignment. This includes thorough and timely
2 coordination with CDC and crewmembers. Once the crew boss has been notified of an assignment, the individual
3 should be in communication with the squad bosses and crew boss trainee as soon as possible. A high level of
4 communication with the crew and CDC should continue throughout the assignment.
5

6 Crew boss, squad boss and crewmember responsibilities can be found in the Fireline Handbook.
7

8 Crews may be dispatched with chainsaws when qualified sawyers are requested and available. In situations where
9 the crew will be traveling by air and are not permitted to transport chainsaws, sawyers will still be assigned with the
10 intent being that the crew will order saws when they reach the incident.
11

12 Organizational Structure:

13 Chain of Command:

The BHBHC operates by way of a “**chain of command**”. The crew organizational structure includes a crew boss and perhaps a crew boss trainee, squad bosses and firefighters. In order for the crew to operate productively and efficiently the “**chain of command**” should be adhered to. All questions and concerns should be handled in this format, unless the crewmember or crew boss does not feel comfortable or there is a conflict with immediate supervision itself.
16
17
18
19
20

21 Administrative Configuration:

Because the BHBHC is an interagency crew there is an administrative configuration for all agencies. See Below
22
23

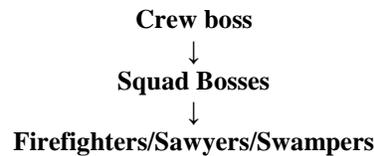
24 USFS:

District Ranger-Zone/District FMO-AFMO-USFS Crew boss

26 BLM:

District Manager-FMO-AFMO/FOS-BLM Crew boss
27

28 Crew Configuration:



36 Expectations

- 37 • Firefighters will wear red hardhats.
- 38 • Vehicles will be used for official purposes only
- 39 • Firefighters will bring physical fitness training gear consisting of running shoes and clothes i.e. shorts/shirt etc.
- 40 • The crew will be expected to treat all facilities with respect and abide by regulations
- 41 • Once squads are configured, crew members are to remain within their assigned squad for the duration of the assignment
- 42 • Set a good example
- 43 • Be responsible
- 44 • Ensure **you** give clear instructions
- 45 • Ensure **you** understand instructions that have been given
- 46 • Stay within your training and experience
- 47
- 48
- 49
- 50

51 Crew Dispatch Procedures

52 CDC will develop the passenger manifest, and the crew boss will obtain 5 copies before departure. The manifest will
53 identify each crewmember and their position on the crew. The crew boss is responsible for communicating the final
54 passenger manifest information to CDC prior to crew departure.
55

1 Each agency will provide transportation for their respective module. Minimum vehicle configuration should be four
2 4X4 6-packs plus a command vehicle (vehicles with toppers are preferred.) To assist getting the proper vehicle
3 configuration Module #1 shall bring one 6-pack and 1 other 4-wheel drive vehicle (this second vehicle will be the
4 Command Vehicle). Module #2 shall bring one 6-pack and Module #3 shall bring two 6-packs. If Modules are
5 unable to bring their assigned vehicles they need to contact other players to ensure correct vehicle configuration is
6 achieved. It is incumbent upon the crew boss to ensure these standards are met.

7 The crew boss should have a purchase card or, at minimum, ensure that the crew has purchasing power to be self
8 sufficient. It is recommended that the crew has purchase ability for splitting into two modules. The purchase card
9 holder(s) will be tracked on the Basin Crew roster at CDC. All crewmembers will carry a photo ID, current ICS
10 qualification card, and initiated task books.

11
12 Once a crew has been established all crew members and overhead will rendezvous at a prearranged time and place
13 before traveling to the incident or airport. This meeting location will generally be at an agency office that is on the
14 travel route. It is the responsibility of the crew boss and CDC to coordinate the rendezvous place and time with
15 other crewmembers. Upon duty officer notification, crew members will have two hours to mobilize from their home
16 units and be in route to the mobilization point. While at the meeting the crew boss will form the squads. **Squads**
17 **should be a mix of agency personnel from different units.** From this point forward crewmembers will travel and
18 work together as interagency squads. It is the responsibility of the sending unit to make transportation arrangements
19 for individuals from their unit to the crew rendezvous point.

20 21 Driving

22 When driving to and from an incident all FS, BLM, and NPS policies must be followed. No single driver can drive
23 for more than 10 hours in one workday (without 8 consecutive hours of rest) and no crew can travel for more than
24 16 hours. When returning from an incident it is the Crew Boss's decision on how long the crew can travel each day
25 within the 16-hour duty day. It is recommended for crew bosses to evaluate over all crewmember fatigue and not
26 add to the fatigue level by traveling long days home. When returning home the crew should rarely travel outside of
27 daylight hours. Crew boss should take into account when everyone could be home and plan travel accordingly.

28 29 Training

30
31 Large fire assignments are critical in acquiring experience and expertise needed to meet requirements for
32 maintenance or advancement of IQCS qualifications. Individuals participating in crew assignments will be able to
33 take advantage of the training opportunities. Crew assignments will provide the experience required to advance to
34 squad boss, crew boss and strike team leader. Crew assignments will also provide a portion of the experience
35 needed to meet prescribed fire qualifications. The assigned crew boss should always stay with the crew.
36 Opportunities for other crew members will be allowed depending on the situation. We must maintain the
37 qualifications of the crew to maintain Type II IA status.

38
39 The most important aspect of crew assignment will be the opportunity to become familiar with the application of the
40 Ten Standard Fire Orders and Eighteen Watch out Situations in a variety of fuel types and fire behavior situations.
41 This type of experience is a valuable asset in developing safe firefighting habits and will be the number one priority
42 regarding crew training.

43
44 It is important that the crew boss trainee be given as much opportunity as possible to function in the crew boss role
45 while being loosely supervised by the crew boss. This training should begin in the initial dispatch phase when there
46 is a need to coordinate with CDC, organize the crew, and obtain supplies and equipment. The trainee should be
47 given the opportunity to supervise and manage the crew throughout the assignment and close out with CDC when
48 the assignment has ended.

49
50 It will be the responsibility of the home units to identify squad boss trainees and the crew boss will assign them as a
51 trainee working under a qualified squad boss. It is at the crew boss's discretion as to who is assigned which role as
52 well as if trainees are even used for that assignment, however, the crew boss will make an effort to provide trainee
53 experience for all persons listed as a trainee by the home unit.
54

1 Individuals desiring to work in a trainee position are responsible for bringing an initiated task book and insuring
2 their supervisor is filling out the books as they complete the required tasks. Completed task books will need to be
3 submitted to the home unit's training officer and IQCS committee for approval.
4

5 An additional trainee position will be assigned by the host of Module #3 (the one w/out the crew boss or crew boss
6 trainee). This position will be for a trainee that can leave the crew to gain valuable training experience (for example:
7 TFLD, DOZB, FOBS, etc.). It should be noted that there is no guarantee that this position will get a training
8 opportunity and is expected that they will perform as a FFT2 when with the crew. It must also be recognized that
9 there is no vehicle assigned to this individual and it is at the crew boss' discretion as to whether this trainee can
10 leave the crew and still meet Basin Crew expectations.
11

12 **Performance Evaluation and Monitoring**

13 Evaluations of the crew and crew boss performance will be obtained from the appropriate incident overhead. Each
14 person that fills a crew overhead position will be rated by the crew boss. Each crewmember will be rated by crew
15 overhead with their rating to include Professionalism. Crew members that receive poor ratings (any marks in column
16 0, or 3 or more marks in column 1) will go through a local review by the unit FMO and local crew leaders prior to
17 being listed as available with the Basin Crew again. The review will evaluate if the individual has corrected issues
18 from the evaluation and that the individual would not have repeat issues with the crew again. Crew and crewmember
19 ratings will be submitted to CDC upon return from an assignment by crew boss/trainee. CDC center manager will
20 monitor crew and crewmember ratings, performances and inform the appropriate agency fire manager of
21 performance problems. CDC IQCS database manager will maintain a file of crew/crewmember performance ratings
22 and will forward a copy of ratings to each crew member's home unit and the crew boss committee chair via e-mail.
23
24

25 **Equipment**

26
27 The home unit will issue line gear, fire clothes, personal packs, sleeping bags and personal tents. Firefighters should
28 leave their home units "fire ready". All crewmembers are required to wear a red hardhat at the time of dispatch. It is
29 the responsibility of the home unit to ensure rostered fire fighters have all required gear prior to being listed as
30 available with the crew.
31

32 It is the responsibility of the crew boss to conduct an inspection of all crewmembers for proper PPE and gear before
33 leaving for the incident. This inspection will be conducted at the rendezvous point.
34

35 Everyone on the crew will adhere to the weight standard of 65 pounds total for all personal and line gear.
36 Each module is to come equipped with a minimum standard composition of equipment and supplies. The squad
37 boss from the module is responsible for ensuring this equipment is ready to go. In addition to personnel and line
38 gear, the standard supply and equipment list for each module includes the following:

- 39 • 3 - pulaskis
- 40 • 3 - combination tools
- 41 • 1 - shovel or rhino tool
- 42 • 1 - chainsaw and saw pack
- 43 • 2 or 3 - cases of MREs
- 44 • 2 - cubies of water
- 45 • 2 - cases of AA batteries
- 46 • 1 - 10 person first aid kit
- 47

48 CDC and/or the crew boss depending upon the information available at the time of the dispatch will determine
49 changes in the composition of tools and supplies. It is the crew boss' responsibility to ensure that supplies that crew
50 may need such as water, food rations, radio batteries etc are in place prior to dispatch. CDC will coordinate with the
51 crew boss and sending units any gear or weight restrictions associated with air travel.
52

53 A minimum of five programmable radios will accompany each 20-person suppression crew.
54

1 Crew bosses are responsible for keeping their crews properly supplied with gear and equipment while on an
2 incident. Whenever possible, a crew should replace damaged, lost or worn out items before leaving an incident. If
3 this is not possible, the crew boss should obtain an “S” number from the incident so that any needed replacement
4 supplies may be ordered when the crew returns home.
5

6 Chainsaws will accompany a crew when qualified personnel are present and travel restrictions allow for saws. It is
7 the responsibility of the sawyers that have been assigned, to bring the saws, gas & oil, and other equipment needed
8 from their home unit. It is the responsibility of the crew boss and saw squad boss to follow up with the individuals
9 who have been assigned to these positions to ensure that they are bringing all the necessary gear.
10

11 One pump will accompany the crew.
12

13 There is a Basin Crew Pump available at the Worland BLM office. It is the responsibility of the crew boss to ensure
14 that the BLM module brings the Basin Crew Pump to the rendezvous point.
15

16 The Basin Crew Medical Kit will accompany the crew. When two or more crews are out at the same time, the
17 second crew will ensure a trauma kit and SKED (or backboard) is present prior to leaving the mobilization point.
18 The Basin Crew Medical Kit is available at the Worland BLM office. It is the responsibility of the crew boss to
19 ensure that the BLM module brings the medical kit to the rendezvous point.
20

21 Three saw teams comprised of a sawyer (FAL2(t) minimum) and swamper are designated at the time the crew is
22 being manifested by CDC. It is recommended that swampers are a minimum of FAL3. Each sawyer is responsible
23 for bringing a saw in good working condition and fire ready. In addition, each designated sawyer should bring at a
24 minimum the following supplies and accessories:
25

26 SAW ACCESSORIES AND SUPPLIES 27

Quantity	Items
1	Fully operational saw with full wrap handle and felling dogs
2	Pairs of chaps that fit the individual
2	Dolmars
6	Sig bottles (fuel/oil)
1	Box chain files
2	Raker files
2	Screnches
1	Star wrench
1	Tuning screwdriver
6	Wedges of different sizes
1	Spare air filter
2	Bar nuts
2	Extra chains
1	Drive sprocket
1	Needle cage bearing
2	Spark plugs
1	Extra fuel/oil cap
1	Fuel filter
1	e-clip
1	Extra guide bar
1	FST or falling axe

28
29
30
31
32

1 **Bighorn Basin Crew Boss Committee**

2 The Bighorn Basin Crew Boss Committee exists as a guiding body for the Bighorn Basin Type 2IA Handcrew. The
3 committee is responsible for the crew mobilization guide and the crew annual operating plan (AOP). The committee
4 will meet twice a year to discuss annual crew operations and to update the mob guide and AOP. The committee will
5 then present changes and recommendations regarding the AOP and crew focus items to the CDC ops committee for
6 final approval. Meetings can be done via conference call or VTC but it is recommended to meet in person. Any
7 person from the Shoshone NF, Bighorn NF, Wind River/ Bighorn Basin BLM, and the High Plains BLM that is
8 CRWB or CRWB(t) should be invited to be involved with the Crew Boss Committee. At least one person from the
9 Cody Dispatch Center should be present at the meetings. Other fire personnel are welcome to attend meetings;
10 however, they will be treated as non-voting members of the committee. Committee decisions will be made by a
11 majority vote, with any unresolved issues being decided upon by the CDC steering committee. At least one person
12 from the CDC steering committee should be present at meetings.

13 **Fall Meeting Items to be covered**

- 14 • Performance of crew during the season
 - 15 ○ Each crew boss will present/ discuss the following:
 - 16 ■ Performance appraisals from assignments
 - 17 ■ Location crew rendezvoused and how mobilization went
 - 18 ■ Performance of crew members (good and bad)
 - 19 ■ Any vehicle issues
 - 20 ■ Any gear issues
 - 21 ■ Dispatch interaction
 - 22 ■ Any other issues or topics needed to cover
- 23 • Review AOP
 - 24 ○ Any updates needed
 - 25 ○ Update annual focus items (based on crew performance discussions)
- 26 • Discuss any gear needs for crew
 - 27 ○ Possible needs for purchasing to be recommended to CDC ops committee.

28 **Spring Meeting Items to be covered**

- 29 • Review updates made to the AOP in the fall
- 30 • Review annual focus items
- 31 • Discuss any new changes in national policy that effects the crew
- 32 • Discuss dispatch expectations
- 33 • Establish crew rotation for upcoming season
- 34 • **Vote in new committee chair (bi-annually)**

35 **Crew Boss Committee Chair Person Roles and Responsibilities**

- 36 • Crew Boss Committee Chair will set-up two meetings annually (one in the fall and one in the spring).
 - 37 • Chairperson will send out e-mail notification of meeting at least one week prior to meeting.
 - 38 • Chairperson will facilitate each meeting
 - 39 • Chairperson will update any changes to AOP or Mob guide through CDC
 - 40 • Chairperson will attend the two CDC Steering Committee meetings
 - 41 ○ Will pass on to CDC Steering Committee any updates or recommendations
 - 42 ○ In fall will address any performance or equipment issues with Steering Committee
 - 43 ○ In spring will follow up with any purchasing needs and AOP updates with Steering Committee
 - 44 • Chairperson will ensure chairperson rotation is followed
 - 45 ○ Bi-annually at the spring meeting the committee will elect a new chair person
 - 46 ○ The rotation is as follows: Bighorn NF to Shoshone NF to Wind River/ Bighorn Basin BLM
 - 47 ○ Chairperson binder gets updated and passed on to new chairperson
- 48

1 **2015 Emphasis Items**
2

3 The following have been identified as action items from season after action reviews that are needed to improve crew
4 performance. Crew bosses and crewmembers are responsible for ensuring these items are being implemented as well
5 as for providing input regarding effectiveness and proposals for alternative solutions.
6

- 7
- 8 • Crewmember gear will be evaluated before dispatch with special emphasis on non primary fire
9 personnel (do they have necessary gear, does it meet standards).
 - 10 • Do your trainers/trainees have a clear expectation of their roles?
 - 11 • Crew Evaluations
 - 12 ○ Every crew that goes out needs to have their line supervisor fill out an evaluation of the crew
 - 13 ○ Every evaluation, good or bad, MUST have a copy sent to Cody Dispatch Center
 - 14 • Crew Member Evaluations
 - 15 ○ Every crew member MUST return home with a completed individual evaluation form
 - 16 ○ Evaluation forms should be filled out by the qualified person in that position with the help of the
17 trainee and should be reviewed by the crew boss prior to them being presented to crew members.
18 Evaluations should be thorough and honest.
 - 19 ○ The crew boss should keep a copy of the evaluation and MUST send a copy to Cody Dispatch
 - 20 • Crew Bosses should be familiar with Crew AOP (on CDC Website) and Bighorn Basin Handcrew
21 Injury, Serious Injury, or Fatality Guide (e-mailed out)
 - 22 • Sending units need to ensure the correct number of vehicles are sent out with crew (Module #1 sends 1
23 crew truck and 1 command truck, Module #2 sends 1 crew truck, and Module #3 sends 2 crew trucks).
24 Vehicles must have fuel cards and be ding free (chipped windshields, major dents) prior to
25 mobilization with crew
 - 26 • Crew members must have PT clothes in red bag when sent with crew
 - 27 • Timeliness of mobilization- 2 hours to leave home unit/ project area and be in route to mobilization
28 rally point
 - 29 • Crew members, when rostered online, will have extra qualifications listed that are pertinent to crew
30 operations (FIRB, ICT4/5, TFLD, EMT, etc.)
 - 31 • Late season crews should be prepared for cold weather. It is the crew boss's responsibility to ensure
32 crew members have correct gear prior to leaving initial rendezvous point
 - 33 • Crew boss must ensure crew roster (as listed in ROSS) is correct prior to leaving initial rendezvous
34 point
35
36