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| USFS Agreement No.  | 14-FI-11041914-015 |
| BLM Agreement No.   |                    |
| FWS Agreement No.   |                    |
| State Agreement No. |                    |
| AOP Expiration Date | December 31, 2014  |

**NORTHERN UTAH INTERAGENCY FIRE CENTER  
2014 ANNUAL OPERATING PLAN**

**I. PARTICIPANTS**

Participants of this Annual Operating Plan (AOP) are as follows:

United States Department of the Interior, Bureau of Land Management, West Desert District Office (BLM)  
BLM Agreement #

United States Department of Agriculture, Forest Service, Uinta-Wasatch-Cache National Forest (USFS)  
USFS Agreement # 14-FI-11041914-015

United States Department of Interior, U.S. Fish and Wildlife Service (FWS), Bear River Migratory Bird Refuge  
FWS Agreement #

State of Utah, Division of Forestry, Fire, and State Lands (STATE)  
STATE Agreement #

**II. PURPOSE**

The purpose of this AOP is to set forth agreed upon services to be provided to the BLM, USFS, FWS and STATE fire management agencies by the Northern Utah Interagency Fire Center (NUIFC) and Salt Lake Interagency Fire Cache (SLIFC), and to display the responsibilities of each of these agencies participating in operation of NUIFC. This AOP is developed as provided by the Cooperative Fire Management Agreement and Stafford Act Response Agreement referred to in Section III of this AOP. Signatories to this AOP also agree to the NUIFC Continuity of Operations Plan, Appendix F.

**III. AUTHORITY FOR PLAN**

This AOP is established under the authority of the Cooperative Fire Management Agreement and Stafford Act Response Agreement between the United States Department of the Interior, Bureau of Land Management Utah (#BLM-UT-2013-001); National Park Service Intermountain Region #12491300001); Bureau of Indian Affairs Western Regional (# ); Bureau of Indian Affairs Southwestern Regional Office (# ); Bureau of Indian Affairs Navajo Regional Office (# ); U.S. Fish and Wildlife Service Mountain and Prairie Region (# ); United States Department of Agriculture, Forest Service Intermountain Region (#13-FI-11046000-015); and the State of Utah, Division of Forestry, Fire, and State Lands (# ).

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**IV. ATTACHEMENTS TO THE AOP**

- A. Appendix A – Proposed 2014 Northern Utah Interagency Fire Center Budget
- B. Appendix B – Northern Utah Interagency Fire Center Target Organization
- C. Appendix C – Northern Utah Interagency Fire Center 2014 Oversight Committee Charter
- D. Appendix D – Northern Utah Interagency Fire Center 2014 Operations Committee Charter
- E. Appendix E – 2014 Principal Contacts
- F. Appendix F – 2014 Continuity of Operations Plan

**V. SERVICES**

A. Northern Utah Interagency Fire Center will conduct, but not be limited to, the following activities:

1. Development and implementation of a system for maintaining cost-effective and timely dispatching, coordination, and support response procedures to wildfire and other incident management actions within the NUIFC dispatch zone. This will be accomplished through planning, monitoring fire activity, and expediting resource orders between all federal, state, county, and contract wildland fire management providers within the NUIFC dispatch zone; between NUIFC and adjacent dispatch zone areas and their respective dispatch centers; and between NUIFC and Eastern Great Basin Coordination Center (EGBCC).
2. Establishment of standard procedures which help guide the interagency dispatching, resource coordination, and support activities for wildfire and other incident management activities within the NUIFC dispatch zone. These procedures will be described in the NUIFC mobilization guide which will be prepared by the NUIFC Center Manager and staff and approved by NUIFC Oversight Committee. This guide is intended to facilitate interagency dispatch coordination ensuring that the most cost-effective incident support is provided. This guide will be designed to accommodate amendments as needed, but will be retained as current material until amended. An annual update is due by March.
3. Preparation of the NUIFC Annual Operating Plan is to describe specific operating procedures with roles and responsibilities for the Center. Preparation of this document will include members of the Oversight Committee, the BLM Administrative Officer, the USFS Administrative Operations Specialist, the State Administrative Officer, and the Center Manager. An annual update will be due in March.

B. The BLM, USFS, FWS, and STATE fire management agencies in the NUIFC dispatch zone will:

1. Provide NUIFC with a current list of agency incident management resources and their availability status during the period from June 1 to October 1 with daily rosters for Initial Attack (IA).

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2. Advise NUIFC if restrictions must be placed on agency resources due to existing or anticipated fire activity within their jurisdictional area of responsibility.
  3. Provide NUIFC with appropriate funding codes for all requested reposition of resources.
  4. Provide one lead fire management representative to serve on the NUIFC Oversight Committee. Representatives must possess the authority to make decisions for their respective agency. (Appendix C)
  5. Provide one or more fire management representatives to serve on the NUIFC Operations Committee. (Appendix D)
- C. NUIFC will operate on an annual budget supported and approved by the NUIFC Oversight Committee. Specifics on the budget are as follows:
1. The Fiscal Year is October 1 – September 30 for federal agencies and July 1 – June 30 for the STATE. For 2014, each agency will retain their own funds and pay for their agreed-upon portion of operating costs as outlined in Appendix A to this AOP.
  2. In the event that appropriated funds are to be transferred to the BLM, USFS, FWS or STATE, a modification to this AOP, or separate agreements as required, will be prepared in advance of the need by a Grants Management Specialist. A reimbursable or contributed fund account will be established with each applicable agency. The Center Manager will be responsible for these reimbursable or contributed funds and track their use. At the end of the Fiscal Year, the Center will adjust the budget with each agency based on the actual dollars expended.
  3. The Center Manager will approve and monitor the total cost of the Center, compare it to the planned budget, and make adjustments as necessary for budget and planning purposes.
  4. The Center Manager will prepare and submit a proposed “Next Year’s” Budget to the NUIFC Oversight Committee for their approval prior to January 1. The budget will outline planned expenditures, personnel salaries, training, travel, awards, telephone service, cellular phone service, utilities, Center equipment purchases and maintenance, office supplies, vehicle fixed ownership rates and use fees, and miscellaneous expenditures. The NUIFC Oversight Committee will review, adjust, and approve the budget then will assign the agreed upon proportions of cost to each agency.
  5. The NUIFC Oversight Committee will meet at least quarterly to review and ascertain the NUIFC expenditures. Adjustments for additional funds or reimbursement between individual agencies will be negotiated. If reimbursements are needed between agencies, the Grants Management Specialist will be contacted to modify this AOP or prepare additional agreements as required, in advance of the need.

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6. Agencies' records shall be kept for five years (ten years for the USFS), after the Agreement has been closed. (The USFS files will go to the Uinta-Wasatch-Cache National Forest Supervisors Office at the end of each Fiscal Year and be incorporated into the corporate files.

**VI. ADMINISTRATION**

The Northern Utah Interagency Fire Center is an interagency effort therefore the following delegations and policies will apply:

1. The Center Manager (or Acting) will sign time sheets, travel vouchers, and requisitions with full authority as an agency representative for the Assistant Center Managers. The Assistant Center Managers will sign time sheets for employees from their respective agencies, although each Assistant Center Manager and the Center Manager may sign any employee's time sheet should it be necessary with full authority as an agency representative for each agency's employees who are employed as dispatchers.

Travel vouchers and requisitions will be approved for dispatchers by their respective agencies assistant Center Managers.

2. The Center Manager (or Acting) will initiate and complete performance evaluations of the Assistant Center Managers and forward them to their respective agencies for review and signature. Assistant Center Managers will initiate and complete performance evaluations of employees who are employed by their respective agency within the office and forward them to their respective agencies for reviews and signature.

3. If the Center Manager position becomes vacant, it will be the responsibility of the next agency, BLM or USFS (in rotation) for funding the position as part of that agency's approved Table of Organization.

4. If the Assistant Center Manager positions become vacant, it will be the responsibility of the appropriate agency, BLM or USFS, for funding their position as part of that agency's approved Table of Organization.

5. The NUIFC Oversight Committee will jointly initiate and complete an evaluation of the Center Manager and then forward to the respective agency for review and signature.

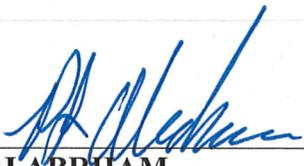
**VII. AGENCY OFFICERS**

Agency Officers delegated responsibility for carrying out this Agreement are the lead fire management representatives on the NUIFC Oversight Committee. These individual will:

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1. Prepare the NUIFC Annual Operating Plan and submit it to the Grants Management Specialist for review and approval prior to January 1.
2. Annually review and evaluate, with input from the Center Manager, the current NUIFC staffing level as compared to the proposed target organization and plan strategies for meeting and supporting the target organization. These strategies shall be incorporated into the yearly Budget and Current Year Organizational Chart of the Annual Operating Plan.
3. Due to the interagency nature of NUIFC, it is not possible for an employee from one agency who has a grievance against a superior of another agency to formally file a grievance through normal channels. When a situation of this nature occurs, employees will notify their agency's member of the Oversight Committee. The Committee will agree to a date to meet with the complainant within two weeks of the initial notice. Human Resources personnel from involved agencies will be in attendance at the meeting. The Committee has two weeks after the initial meeting to notify the complainant of a resolution.
4. Annually review, and, if necessary, adjust the NUIFC Oversight Committee Charter, Appendix C.
5. Annually review, and, if necessary, adjust the NUIFC Operations Committee Charter, Appendix D.

**VIII. APPROVALS**



**PJ ABRHAM**  
 Acting Area Manager  
 State of Utah  
 Division of Forestry, Fire, and State Lands

2/26/2014  
 Date



**KEVIN E. OLIVER**  
 District Manager  
 Bureau of Land Management  
 West Desert District

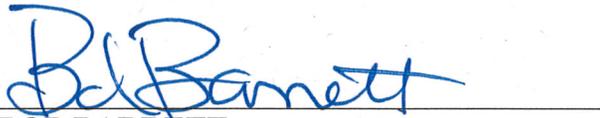
13 FEB 2014  
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**DAVID WHITTEKIEND**  
 Forest Supervisor  
 U.S. Forest Service  
 Uinta-Wasatch-Cache National Forest

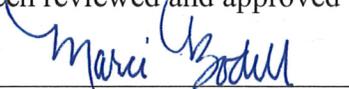
2/7/14  
 Date



**BOB BARRETT**  
 Project Leader/Agency Administrator  
 U.S. Fish and Wildlife Service  
 Bear River Migratory Bird Refuge

2/12/2014  
 Date

The authority and format of this instrument have been reviewed and approved for signature.



**Marci Bodell**  
 U.S. Forest Service  
 Grants Management Specialist

2/7/2014  
 Date

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**APPENDIX A**  
**Proposed 2014 Northern Utah Interagency Fire Center Budget**

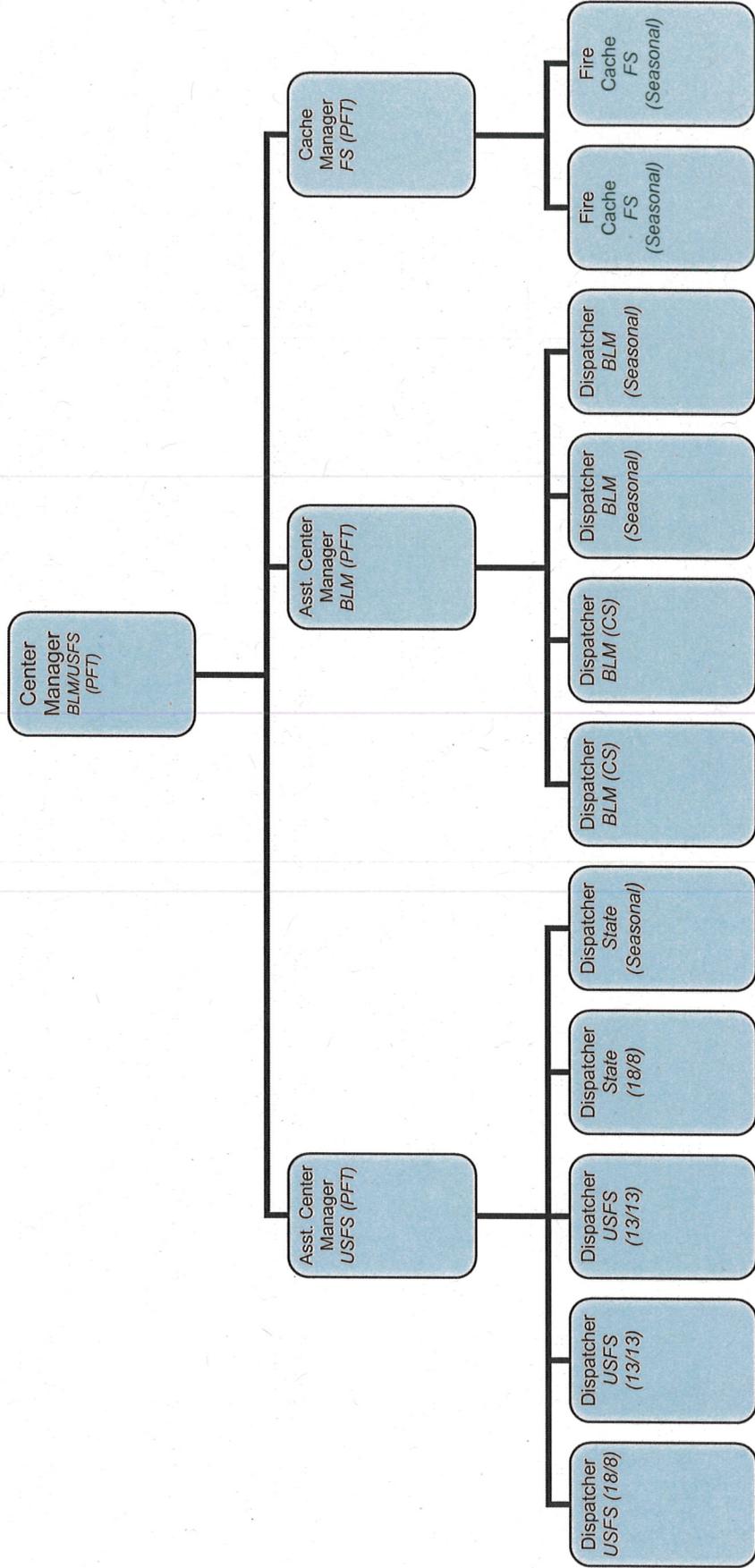
| ITEM                                       | BLM               | STATE            | USFS                           | FWS             |
|--|-------------------|------------------|--------------------------------|-----------------|
| <b>PERSONNEL</b>                           |                   |                  |                                |                 |
| Center Manager - PFT, GS-10/11 (FS)        |                   |                  | \$ 99,618                      |                 |
| Assistant Center Manager - PFT, GS-8/9     | \$ 81,000         |                  |                                |                 |
| Assistant Center Manager - PFT, GS-8/9     |                   |                  | \$ 72,952                      |                 |
| BLM Dispatcher, CS, GS-6/7                 | \$ 43,432         |                  |                                |                 |
| BLM Dispatcher, CS, GS-6/7                 | \$ 43,432         |                  |                                |                 |
| BLM Dispatcher, Seasonal, GS-4             | \$ 14,000         |                  |                                |                 |
| BLM Dispatcher, Seasonal, GS-4             | \$ 14,000         |                  |                                |                 |
| USFS Dispatcher, GS-5/6/7, 18/08           |                   |                  | \$ 40,358                      |                 |
| USFS Dispatcher, GS-5/6, 13/13             |                   |                  | \$ 34,443                      |                 |
| USFS Dispatcher, GS-4/5/6, 13/13           |                   |                  | \$ 34,443                      |                 |
| State Dispatcher, 18/08                    |                   | \$ 45,000        |                                |                 |
| State Dispatcher, Seasonal                 |                   | \$ 14,000        |                                |                 |
| Fire Cache Manager, WG-6                   |                   |                  | \$ 67,422                      |                 |
| Fire Cache seasonals (1.5 - FS)            |                   |                  | \$ 19,020                      |                 |
| <b>Subtotals:</b>                          | <b>\$ 195,864</b> | <b>\$ 59,000</b> | <b>\$ 368,256</b>              | <b>\$ 0</b>     |
| <b>EMPLOYEE TRAVEL &amp; TRAINING</b>      |                   |                  |                                |                 |
| Travel & Training-Center Manager           |                   |                  | \$ 2,000                       |                 |
| Travel & Training-Assistant Center Manager | \$ 3,500          |                  | \$ 2,000                       |                 |
| Travel & Training-IA Dispatcher (EA)       | \$ 2,000 (x3)     | \$ 2,000         | \$ 2,500 (x2)<br>\$ 2,000 (x1) |                 |
| <b>Subtotals:</b>                          | <b>\$ 9,500</b>   | <b>\$ 2,000</b>  | <b>\$ 11,000</b>               | <b>\$ 0</b>     |
| <b>SUPPLIES AND SERVICES</b>               |                   |                  |                                |                 |
| Cellular Phones                            | \$ 500            |                  | \$ 1,296                       |                 |
| Wireless MiFi                              |                   |                  | \$ 360                         |                 |
| Wireless DSL back-up                       |                   |                  | \$ 1,500                       |                 |
| Miscellaneous Office Supplies              | \$ 6,000          |                  | \$ 6,000                       | \$ 2,500        |
| Copier Maintenance Agreement (USFS/State)  |                   |                  | \$ 500                         |                 |
| Postage Meter/postage                      |                   |                  | \$ 1,500                       |                 |
| Miscellaneous Cache Supplies               |                   |                  | \$ 8,600                       |                 |
| Snow Removal                               |                   | \$ 2,000         |                                |                 |
| <b>Subtotals:</b>                          | <b>\$ 6,500</b>   | <b>\$ 2,000</b>  | <b>\$ 19,756</b>               | <b>\$ 2,500</b> |

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| ITEM   | BLM               | STATE             | USFS              | FWS            |
|--|-------------------|-------------------|-------------------|----------------|
| <b>UTILITIES</b>   |                   |                   |                   |                |
| Electricity NUIFC (State) & SLIFC (FS)   |                   | \$ 20,000         | \$ 5,000          |                |
| Gas (SLIFC)  |                   |                   | \$ 1,500          |                |
| Sewer & Water (Shared w/work center so estimate) NUIFC (State) & SLIFC (FS)  |                   | \$ 1,400          | \$ 1,200          |                |
| Garbage (Shared w/work center so estimate) NUIFC (State) & SLIFC (FS)  |                   | \$ 850            | \$ 1,200          |                |
| Radio lines (USFS pays the State under separate arrangement). This is being looked in to, to see what's being paid for | \$ 3,720          |                   | \$ 19,980         |                |
| Computer network (T1 lines) (whole location so estimate)   | \$ 3,600          |                   | \$ 7,200          |                |
| Telephone service (whole location so estimate)   | \$ 10,800         |                   |                   |                |
| Building Maintenance costs (NUIFC 4,484 sq ft) (includes Janitorial & Generator)                                       |                   | \$ 24,000         |                   |                |
| Building Maintenance costs (Cache 4,736 sq ft)   |                   |                   | \$ 4,800          |                |
|  |                   |                   |                   |                |
|  |                   |                   |                   |                |
| <b>Subtotals:</b>  | <b>\$ 18,120</b>  | <b>\$ 46,250</b>  | <b>\$ 40,880</b>  | <b>\$ 0</b>    |
| <b>VEHICLES</b>  |                   |                   |                   |                |
| Dispatch SUV 9267  |                   |                   | \$ 3,998          |                |
| Stake side – UWF 5236  |                   |                   | \$ 8,128          |                |
| Extended Cab Pickup – UWF 9239   |                   |                   | \$ 2,884          |                |
| Six Pack Pickup – UWF 4505   |                   |                   | \$ 1,960          |                |
| Forklift 3534-6000   |                   |                   | \$ 6,744          |                |
| <b>Subtotals:</b>  | <b>\$ 0</b>       | <b>\$ 0</b>       | <b>\$ 23,714</b>  |                |
| <b>TOTALS</b>  | <b>\$ 229,984</b> | <b>\$ 109,250</b> | <b>\$ 463,606</b> | <b>\$2,500</b> |
| <b>Grand Total: \$ 805,340</b>   |                   |                   |                   |                |
| <b>PERCENTAGES</b>   | <b>28.6%</b>      | <b>13.6%</b>      | <b>57.5%</b>      | <b>0.3%</b>    |
|  |                   |                   |                   |                |
| <b>Workload Analysis Percentages (5-Yr)</b>  | <b>22.2%</b>      | <b>29.3%</b>      | <b>28.5%</b>      | <b>9.9%</b>    |

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**APPENDIX B**  
**Northern Utah Interagency Fire Center**  
**2014 Organization**



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**APPENDIX C**  
**Northern Utah Interagency Fire Center**  
**2014 Oversight Committee Charter**

**Purpose:**

Appointed by the interagency line officers to provide unified oversight and guidance to the Northern Utah Interagency Fire Center (NUIFC).

**Organization:**

Oversight Committee is composed of BLM, West Desert District Fire Management Officer; USFS, Uinta-Wasatch-Cache National Forest Fire Staff Officer; FWS, Bear River Migratory Bird Refuge; and State of Utah, Division of Forestry, Fire, and State Lands Area Manager.

**Operations:**

Oversight Committee will act as the governing Board for all activities related to Northern Utah Interagency Fire Center. Including but not limited to:

1. Approving, coordinating, and implementing agencies' policy and Standard Operating Procedures (SOP's) for common good.
2. Proposing staffing and organization to Board of Directors (BOD).
3. Reviewing and recommending the Annual Operating Plan and Center Standard Operating Procedures to BOD.
4. Approving the Initial Attack Runcards.
5. Approving the Type 3 Team IC and Standard Operating Guide.
6. Reviewing the Center Financial Plan. (Appendix A).
7. Supporting the Center Manager for operations and providing direction as needed.
8. Meeting quarterly or more frequently, as required. Designating one agency representative to chair the Committee with another as the vice-chair and serving as a focal point for the NUIFC Center Manager. The Chair will serve for one year and rotate annually. The Vice-Chair will serve for one year then proceed as the Chair the following year. The rotation is BLM (16). The Chair will represent each agency in normal activities. The Committee will interpret and clarify agency-specific policies.
9. Coordinating the movement and allocation of local resources within the zone when fire activity dictates (refer to preparedness plan).

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This Charter will be reviewed on an annual basis, but will be amended as needed or as recommended by any of the agencies party to the Agreement.

If consensus cannot be reached by the Oversight Committee, those decisions will be deferred to the interagency line officers.

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**APPENDIX D**  
**Northern Utah Interagency Fire Center**  
**2014 Operations Committee Charter**

**Purpose:** The Operations Committee supports the interagency wildland fire suppression community within the Northern Utah Interagency Fire Center (NUIFC) boundaries by developing, updating, interpreting, or implementing local/national policies pertaining to interagency fire operations

**Scope:** This Committee reports to the NUIFC Oversight Committee via the Operations Committee Chairperson. The Operations Committee is responsible to ensure implementation of operational procedures/policies which have been presented to and approved by the Oversight Committee.

**Responsibilities:** At a minimum, the Operations Committee is tasked to do the following:

1. Address issues which concern the safety, effectiveness, or efficiency of fire/dispatch operations within the NUIFC area.
2. Annual review/update of Northern Utah Annual Operating Plan. Submit to Oversight for approval.
3. Annual review/update of the NUIFC Runcards. Submit to Oversight for approval.
4. Annual review/update of the NUIFC Frequency Plan.
5. Annual review/update of the Northern Utah Regular Handcrew SOP.
6. Annual review/update of the NUIFC Type 3 Roster and SOP. Submit to Oversight for approval.
7. Annual review/update of the Northern Utah Interagency Incident Organizer. Submit to Oversight for approval.
8. Annual coordination of the Interagency Operations Day.

**Membership:** Members are Fire Management Officers (FMO's), Assistant Fire Management Officers (AFMO's), and Fire Operations Supervisors (FOS), and the NUIFC Center Manager or Acting, who represent the State of Utah, Division of Forestry, Fire, and State Lands (STATE), United States Department of Agriculture, Forest Service, Uinta-Wasatch-Cache National Forest (USFS), United States Department of Interior, Bureau of Land Management, West Desert District (BLM), and NUIFC.

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The Committee Chair and Vice-Chair are rotated annually (calendar year) between the STATE, USFS, and BLM. Rotation Occurs on January 1. The Rotation is:, Chair-BLM, Vice-USFS (14); Chair-USFS, Vice-STATE (15) and Chair-STATE, Vice-BLM (16).

**Meetings:** The Committee will meet quarterly or as required. At a minimum, representatives from the STATE, USFS, BLM, and NUIFC must be present in order to achieve Committee consensus. The Chairperson is responsible for securing a meeting location, providing an agenda, and coordinating meeting dates. Oversight Committee members may be asked to attend as needed.

If consensus cannot be reached at the Operations Committee level, decisions will be deferred to the Oversight Committee. This charter will be reviewed on an annual basis coinciding with the Chair rotation.

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**APPENDIX E**  
**2014 Principal Contacts**

PRINCIPAL CONTACTS. The principal contacts for this AOP are as follows:

| <b><u>BLM Project Contact</u></b>                              | <b><u>BLM Administrative Contact</u></b>                         |
|--|--|
| Justin Kincaid   | Eric Dahlkamp  |
| Fire Management Officer  | Asst. District Manager Support Services                          |
| Bureau of Land Management<br>West Desert District              | Bureau of Land Management<br>West Desert District                |
| 2370 South 2300 West   | 2370 South 2300 West   |
| Salt Lake City, Utah 84119-2022                                | Salt Lake City, Utah 84119-2022                                  |
| Phone: (801) 977-4316  | Phone: (801) 977-4340  |
| FAX: (801) 977-4397  | FAX: (801) 977-4365  |
| E-Mail: <a href="mailto:jkincaid@blm.gov">jkincaid@blm.gov</a> | E-Mail: <a href="mailto:edahlkamp@blm.gov">edahlkamp@blm.gov</a> |

| <b><u>BLM Financial Contact</u></b>                          |
|--|
| Karen Haslam   |
| Procurement Specialist                                       |
| Bureau of Land Management<br>West Desert District            |
| 2370 South 2300 West   |
| Salt Lake City, Utah 84119-2022                              |
| Phone: (801) 977-4313  |
| FAX: (801) 977-4365  |
| E-Mail: <a href="mailto:khaslam@blm.gov">khaslam@blm.gov</a> |

| <b><u>State Project Contact</u></b>                                | <b><u>State Administrative Contact</u></b>                           |
|--|--|
| PJ Abraham   | Roger Lewis  |
| Acting Area Manager – Northeast Area                               | Budget Officer   |
| State of Utah<br>Division of Forestry, Fire, and State Lands       | State of Utah<br>Division of Forestry, Fire, and State Lands         |
| 2210 South Highway 40, Suite B                                     | 1594 West North Temple, Suite 3520<br>P.O. Box 145703                |
| Heber City, Utah 84032-3527  | Salt Lake City, Utah 84114-5703                                      |
| Phone: (435) 671-3326  | Phone: (801) 537-3206  |
| FAX: (435) 227-3307  | FAX: (801) 537-4111  |
| E-Mail: <a href="mailto:pjabraham@utah.gov">pjabraham@utah.gov</a> | E-Mail: <a href="mailto:rogerlewis@utah.gov">rogerlewis@utah.gov</a> |

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| <b>State Financial Contact</b>                                       |
|--|
| Roger Lewis  |
| Budget Officer   |
| State of Utah  |
| Division of Forestry, Fire, and State Lands                          |
| 1594 West North Temple, Suite 3520                                   |
| P.O. Box 145703  |
| Salt Lake City, Utah 84114-5703                                      |
| Phone: (801) 537-3206  |
| FAX: (801) 537-4111  |
| E-Mail: <a href="mailto:rogerlewis@utah.gov">rogerlewis@utah.gov</a> |

| <b>USFS Project Contact</b>                                      | <b>USFS Administrative Contact</b>                               |
|--|--|
| Veronica "Roni" McCabe   | Marci Bodell   |
| Center Manager   | Grants and Agreements Specialist                                 |
| Nothern Utah Interagency Fire Center                             | U. S. Forest Service   |
|  | Uinta-Wasatch-Cache National Forest                              |
| 14324 South Pony Express Road                                    | 857 West South Jordan Parkway                                    |
| Draper, Utah 84020-4704  | South Jordan, Utah 84095-8594                                    |
| Phone: (801) 495-7600  | Phone: (801) 999-2122  |
| FAX: (801) 495-7671  | FAX: (801) 253-8118  |
| E-Mail: <a href="mailto:vmccabe@fs.fed.us">vmccabe@fs.fed.us</a> | E-Mail: <a href="mailto:mbodell@fs.fed.us">mbodell@fs.fed.us</a> |

| <b>USFS Financial Contact</b>  |
|--|
| Teressa Cyfers-Perry   |
| Budget Officer   |
| U. S. Forest Service   |
| Uinta-Wasatch-Cache National Forest  |
| 857 West South Jordan Parkway  |
| South Jordan, Utah 84095-8594  |
| Phone: (801) 999-2125  |
| FAX: (801) 253-8118  |
| E-Mail: <a href="mailto:tcyfersperry@fs.fed.us">tcyfersperry@fs.fed.us</a> |

|                     |                    |
|---------------------|--------------------|
| USFS Agreement No.  | 14-FI-11041914-015 |
| BLM Agreement No.   |                    |
| FWS Agreement No.   |                    |
| State Agreement No. |                    |
| AOP Expiration Date | December 31, 2014  |

| <b><u>FWS Project Contact</u></b>  | <b><u>FWS Administrative Contact</u></b>                             |
|--|--|
| Tracy Swenson  | Bob Barrett  |
| Zone Fire Management Officer   | Project Leader / Agency Administrator                                |
| Bear River Migratory Bird Refuge   | Bear River Migratory Bird Refuge                                     |
| 2155 West Forest Street  | 2155 West Forest Street  |
| Brigham City, Utah 84302-4429  | Brigham City, Utah 84302-4429  |
| Phone: (435) 734-6449  | Phone: (435) 734-6451  |
| FAX: (435) 723-8873  | FAX: (435) 723-8873  |
| E-Mail: <a href="mailto:tracy_swenson@fws.gov">tracy_swenson@fws.gov</a> | E-Mail: <a href="mailto:bob_barrett@fws.gov">bob_barrett@fws.gov</a> |

| <b><u>FWS Financial Contact</u></b>                                  |
|--|
| Mindy White  |
| Fire Budget Analyst  |
| Bear River Migratory Bird Refuge                                     |
| 2155 West Forest Street  |
| Brigham City, Utah 84302-4429  |
| Phone: (435) 734-6430  |
| FAX: (435) 723-8873  |
| E-Mail: <a href="mailto:mindy_white@fws.gov">mindy_white@fws.gov</a> |



**APPENDIX F.**  
USFS # 14-FI-11041914- 015

**CONTINUITY OF OPERATIONS PLAN  
(COOP)**

**2014**

**Northern Utah Interagency Fire Center  
14324 South Pony Express Road  
Draper, Utah 84020-4704  
Phone: (801) 495-7600  
Fax: (801) 495-7671**

**Salt Lake Interagency Fire Cache  
1729 West 500 South  
Salt Lake City, Utah 84104-3506  
Phone: (801) 908-1908  
Fax: (801) 908-1951**

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## **Purpose of the Northern Utah Interagency Fire Center Continuity of Operations (COOP) Plan**

- **Ensure**
  - **The safety and wellbeing of employees, visitors and public;**
  - **That essential functions and activities are conducted without unacceptable interruption, as determined through the continuity of operations planning process; and**
  - **That normal operations are resumed as quickly, safely and efficiently as possible.**
  
- **Guide the emergency responses of the Center Manager, Assistant Center Managers, Supervisors and Dispatchers.**

### **BASIC POLICY**

The interagency fire center will conduct essential operations under all conditions, including emergencies that suddenly limit the availability of facilities, personnel or other resources.

### **RESPONSIBILITIES**

#### **Center Manager:**

The Center Manager is responsible for overseeing the development, maintenance, and exercising the Continuity of Operations Ensuring all center employees are familiar with the NUIFC Continuation of Operations Plan (COOP).

#### **Assistant Center Managers:**

The Assistant Center Manager is responsible for overseeing the development, maintenance, and implementation of the Continuity of Operations Plan in the absence of the Center Manager. They are also responsible for notifying center personnel in emergency situations.

#### **Oversight Committee:**

The committee will provide guidance and support to the Center as needed.

### **Agency Field Supervisors will:**

(The term “agency field supervisors” refers to Fire Management Officers (FMO), Assistant Fire management Officers (AFMO), Field Operations Specialists (FOS), Station Managers and Aerial Resource Managers.)

1-Advise the Center Manager of any changes in essential activities and functions within their area of responsibility that affect personnel, facility, supply, or information system requirements.

2-Identify personnel to act as human repeaters within their area of responsibility in the event of a radio outage between the field and dispatch. Agency Field Supervisors will work with the Center Manager in deciding when to use human repeaters and they will be responsible for placement of the person(s).

3-Identify personnel to be trained in tower climbing who can assist the radio technicians on radio repairs within their area of responsibility.

4- Establish and review annually notification procedures that support rapid notification of their personnel on emergency situations or special instructions related to such emergencies and ensure personnel are familiar with their roles.

5-Be the contact for dispatch within their area of responsibility if dispatch should need to locate a dispatcher(s) to their office and have a place prepared for the dispatcher(s) to set up and perform dispatch work.

6-Identify when a scene of action repeater may be used in the event of an outage between the field and dispatch. The Agency Field Supervisor will notify dispatch. Dispatch will contact the Radio Tech. The Agency Field Supervisor will work with the Radio Tech to determine placement of the repeater.

### **All NUIFC Personnel will:**

- 1- Ensure they are familiar with their responsibilities for implementing this COOP.
- 2- Prepare IA/AC kits to include mics for wave radio.
- 3- Install wave radio on lap tops.
- 4- Advise their supervisor (s) and where applicable, their agency –specific personnel clerks of any changes in their telephone numbers or addresses.
- 5- Refer all requests for information from the media to the individual agency public information officers.
- 6- Maintain cell phones for Center Manager, Asst. Center Manager and On-call.
- 7- Maintain a wireless computer hub.

## **EMERGENCY ORGANIZATION**

- Consists of the NUIFC Oversight Committee
- Can add additional members if situation warrants
- Oversees NUIFC initial response, including:
  - Identifying contingencies
  - Providing BLM/USFS/State level policy, directives, and guidance
  - Determining objectives
  - Assigning responsibilities
  - Taking action
  - Restoring NUIFC to full operational status

## **THREAT AND RISK ASSESSMENT MITIGATION STRATEGIES**

### **Essential Activities and/or Function**

1. In emergency situations such as those listed in Table 1, if NUIFC is impacted it is not expected to perform its normal range of services as efficiently or as effectively as before the emergency occurred. Maintaining the ability to provide service for emergency incident resources is essential. Other offices/facilities may be a relocation site for NUIFC personnel in order to provide essential services which are important for the protection of federal government interests and employees, BLM, USFS and State stakeholders, customers, and the general public.

**TABLE 1**

The following table identifies threats and risks pertinent to NUIFC.

| <b>Threat, Risk, and Vulnerability Issues</b> | <b>Potential to Occur</b> | <b>Potential Consequences for Essential Activities and Functions</b> | <b>Mitigation Measures</b>   |
|---|---------------------------|--|--|
| Earthquake                                    | Moderate                  | High   | Evacuation plan will be implemented.                                     |
| Tornado                                       | Low                       | High   | Employees will take cover and stay inside of the building.               |
| Terrorist Threat                              | Low                       | Moderate   | Evacuation plan is implemented.  |
| Terrorist Attack                              | Low                       | High   | Evacuation plan is implemented.  |
| Fire  | Low                       | High   | Evacuation plan is implemented.  |
| Protesters on Property (outside of building)  | Low                       | Moderate   | Local police department will be called to remove them from the property. |
| Protesters Occupy                             | Low                       | High   | Local police department will be called to remove them from the property  |

|   |          |          |  |
|---|----------|----------|--|
| Rendering of Building Unsafe/Uninhabitable  | Low      | High     | Evacuation plan is implemented.                            |
| Flood   | Low      | High     | Evacuation plan is implemented.                            |
| Physical Damage to Building   | Low      | Moderate | Evacuation plan is implemented.                            |
| Hazardous Material/ Chemical Spills on or Surrounding Premises and or Freeways/Highways | Moderate | High     | Evacuation plan is implemented.                            |
| Prisoner Escape   | Moderate | Moderate | Contact local law enforcement.<br>Ensure all doors locked. |

2. The activities and functions included in Table 2 are those that are essential services of NUIFC. The following table also identifies a time-line for providing essential activities and functions. In certain circumstances, NUIFC may also be required to function as the site of relocation of essential agency functions for another federal/state office, which is compromised by an emergency situation.

**TABLE 2**  
**ESSENTIAL ACTIVITIES AND/OR FUNCTIONS**

Field Operations

| Essential Activities and/or Function  | When Activity and/or Function must be Provided (in days after the incident occur)                     |
|---|---|
| Protect employees, visitors, and the public                                       | Immediate   |
| Provide support services for emergency incident resources and/or field operations | Immediate   |
| Provide communications for and track aircraft                                     | Immediate (aircraft does not fly until positive communication is established with a dispatch center.) |
| Provide communications for emergency incident resources and/or field operations   | Immediate   |
| Provide coordination of emergency response resources                              | Immediate   |
| Situation monitoring and planning   | Immediate   |
| Communicate with employees and management   | Immediate   |

Dispatch

| <b>Essential Activities and/or Function</b>                                | <b>When Activity and/or Function must be Provided (in days after the incident occur)</b> |
|--|--|
| Ensure continued and uninterrupted command and control                     | Immediate  |
| Transportation of employees away from threat to a safe working environment | Immediate  |
| Protect critical facilities, systems, equipment and records                | Immediate  |
| Communicate with employees and senior management                           | Immediate  |
| Restore normal activities and functions of NUIFC                           | Within three days. (72 hours)  |

**Relocation Sites:**

The NUIFC Center Manager will determine which relocation site will be used based upon the scenario from which the office is responding and from the advice of the office staff. Office personnel will be directed to the appropriate alternate site as indicated in Table 3.

**TABLE 3  
RELOCATION SITES**

| <b>SCENARIO</b>   | <b>ALT # 1</b>   | <b>ALT # 2</b>  | <b>ALT # 3</b>  | <b>ALT # 4</b>                                       |
|---|--|---|---|--|
| If current facility is expected to be uninhabitable for less than two days                                  | Uinta-Wasatch-Cache NF SO, FS, 857 West South Jordan Parkway, South Jordan, UT 84095 | West Desert District, BLM, 2370 South 2300 West SLC, UT 84119 | Other Federal Government Site or modular office space | Other non-Federal Government /commercial facilities* |
| OR<br>Current facility is expected to be uninhabitable for more than two days, but not more than seven days | Same as above  | Same as above   | Other Federal Government Site or modular office space | Other non-Federal Government /commercial facilities* |
| OR<br>Current facility is inaccessible for more than seven days   | Same as above  | Same as above   | Other Federal Government Site or modular office space | Other non-Federal Government /commercial facilities* |

\*As a means to expedite the relocation of employees to a safe, working, non-federal/commercial facility, and cooperative arrangement will be negotiated with motels/conference centers to

guarantee a facility for NUIFC if and when needed. Assigned Contracting personnel or Grants Management Specialist will negotiate facility and services.

Table 4 identifies alternate management positions for NUIFC key leadership and management positions that are required to provide the Center with essential activities and functions.

**TABLE 4  
DELEGATION OF AUTHORITY  
AND  
ALTERNATIVE MANAGEMENT POSITIONS**

| <b>Delegation of Authority<br/>And Alternate<br/>Management<br/>Positions</b> | <b>Name</b>               | <b>Home/Cell and<br/>Business<br/>Phone</b> | <b>Scope and<br/>Limitations of<br/>Authority</b> |
|---|---------------------------|---|---|
| Manager (1)   | Veronica "Roni"<br>McCabe | (801) 495-7601 (w)<br>(801) 616-0533 (c)    | Maximum   |
| Manager (2)   | Sean Lodge                | (801) 495-7603 (w)<br>(801) 623-8959 (c)    | As directed.                                      |
| Manager (3)   | Celeste Hancock           | (801) 495-7602 (w)<br>(801) 556-3575 (c)    | As directed.                                      |
| Lead Dispatcher   | Megan Tallon              | (801) 495-7628 (w)                          | As directed.                                      |

1. When the incumbent is available at the beginning of an emergency operations situation, incumbent may designate an alternate to act on their behalf during absences of short duration. The incumbent will assume responsibilities upon return.
2. When the incumbent is not available at the beginning of an emergency operations situation and is not expected to be available, the first alternate will assume responsibility for executing the emergency roles. The alternate continues to act in the emergency role until the incumbent returns or until NUIFC returns to normal operations.
3. The second alternate will assume responsibility, if neither the incumbent nor first alternate is available. As with the first alternate, the second alternate continues to act in the emergency role until the incumbent or first alternate returns or until NUIFC returns to normal operations.

## Vital Records, Systems, and Equipment

Records, systems and equipment deemed to be essential or critical for accomplishing essential activities and functions of NUIFC which are classified as vital records and systems are identified in Table 5. These records, systems and equipment must be protected.

**TABLE 5**  
**Vital Records and Systems Identified**

| <b>RESPONSIBLE INDIVIDUAL</b>        | <b>VITAL RECORDS AND INFORMATION SYSTEMS AND HOW SAFEGUARDED</b>  |
|--------------------------------------|---|
| Center Manager, NUIFC Staff or other | Fire and IQCS records (paper files) are stored on site and may need to be removed.  |
| Center Manager, NUIFC Staff or other | Mobilization guides, procedures, plans (including the COOP), and other files are stored electronically on the UWF server and are replaceable. They may also be removed from the premises. |
| Center Manager, NUIFC Staff or other | The WildCad external hard drives to be stored off-site (need another back-up), back up files and computers may need to be removed.  |
| Center Manager, NUIFC Staff or other | Initial attack map, Air Space maps may need to be removed   |

## COMMUNICATIONS PLAN AND REQUIREMENTS

Operations during emergency situations may be conducted despite significant communication problems: NUIFC may experience power, phone and/or radio outages. This section outlines anticipated communication requirements and how they will be provided.

### **Communication Requirements:**

Communications is the primary service provided by NUIFC. During fire season it is absolutely critical for the safety of field personnel that communication services continue uninterrupted via radio, telephone and other electronic means.

### **How Communications will be provided:**

A variety of communication resources are available at NUIFC, including telephones, cellular telephones, base station (on order), wave radio, portable radios, internet access, e-mail and fax machines. These resources are used to support wildland fire and various non-emergency agency field operations.

A diesel generator is already in place that will provide backup power in the event of power outages.

If radio communications are down between dispatch and the field one or more of the following actions may be used to facilitate communication until normal radio communication has been restored.

- A network of human repeaters
- Message runners may also be utilized to pass information along
- Use a base radio located at NUIFC. (Not yet)
- Use the wave radio located at NUIFC
- Use the wave radio from another location. (FS intranet required)
- Use base station radios located at districts
- Use scene of action repeaters. (FS has 4 scene of action repeaters located at the radio shop at NUIFC, BLM has 3 scene of action located at the SLFO)
- Use other agency repeaters
- Use adjoining dispatch centers
- Use hand held radio. (NUIFC has one hand held radio. May be additional radios available from the radio shop located at NUIFC. Additional radios may be ordered from the NIFC cache.)

### **Location of base station radios**

- Salt Lake Ranger District
- Mt. View Ranger District
- Evanston Ranger District
- Bear River Guard Station

- Hunstville Guard Station
- Kamas Office
- Hill Air Tanker Base
- Mountain Green Helibase
- BLM Salt Lake Field Office
- Logan Ranger District

If telephones and/or internet are down at dispatch one or more of the following may be used until normal service is restored.

- Cellular/Smart phones
- Stand alone DSL or WiFi where available.
- Air cards

The NUIFC Center Manager will notify the following BLM, USFS and State Fire Management Officers of any situation that reduces its ability to provide normal service for more than two hours.

| <b>OFFICE</b>  | <b>WORK PHONE</b>                    | <b>CELLULAR PHONE</b>   |
|--|--------------------------------------|---|
| Eastern Great Basin<br>Coordination Center                 | (801) 531-5320                       | Answering service, on-call dispatcher<br>(801) 531-5320   |
| BLM West Desert District                                   | (801) 977-4316<br><br>(801) 977-4381 | Justin Kincaid - Fire Management Officer<br>(801) 541-4020<br>L.J. Brown - Assistant Fire Management<br>Officer (801) 541-0828                  |
| Uinta-Wasatch-Cache<br>National Forest                     | (801) 999-2147<br><br>(801) 999-2148 | Kevin Pfister - Forest Fire Management<br>Officer (801) 783-8688<br>Brook Chadwick - Assistant Forest Fire<br>Management Officer (801) 702-7116 |
| Utah State Division of<br>Forestry Fire and State<br>Lands | (801) 538-5502<br><br>(801) 538-5501 | Tracy Dunford - Fire Management Officer<br>(801) 558-6508<br>Shane Freeman – Assistant Fire Management<br>Officer (801) 560-1072                |

## NUIFC INITIAL ATTACK FREQUENCY PLAN

*The following frequencies are assigned by NUIFC for initial attack fires within the dispatch area. Although 800 MHz systems are being used within the NUIFC area, they are not assigned by NUIFC and will not be used for interagency tactical or command frequencies.*

| IDENTIFIER                      | AGENCY | RX         | TX         | Tone    |
|---------------------------------|--------|------------|------------|---------|
| State Fire Marshall             | NUIFC  | 154.280 N  | 154.280 N  | N/A     |
| Tac 1                           | NUIFC  | 166.2375 N | 166.2375 N | N/A     |
| Tac 2                           | NUIFC  | 166.9625 N | 166.9625 N | N/A     |
| Tac 3                           | NUIFC  | 169.3625 N | 169.3625 N | N/A     |
| Tac 4                           | NUIFC  | 156.0675 N | 156.0675 N | N/A     |
| Tac 5                           | NUIFC  | 168.175 N  | 168.175 N  | N/A     |
| Air-to-Ground 1                 | NUIFC  | 154.310 N  | 154.310 N  | N/A     |
| Air-to-Ground 57                | NUIFC  | 168.725 N  | 168.725 N  | N/A     |
| Air-to-Ground (LFF)             | NUIFC  | 168.500 N  | 168.500 N  | N/A     |
| Portable Repeater/Relay (SOA 1) | NUIFC  | 168.775 N  | 164.9125 N | N/A     |
| NAME                            | AGENCY | RX         | TX         | TX TONE |
| BLM West Zone                   | UT-WDD | 170.5125   | 163.025    |         |
| Delle                           | UT-WDD | 170.5125   | 163.025    | 136.5   |
| Hansel                          | UT-WDD | 170.5125   | 163.025    | 123.0   |
| Deep Creek                      | UT-WDD | 170.5125   | 163.025    | 167.9   |
| Lynn                            | UT-WDD | 170.5125   | 163.025    | 103.5   |
| Pilot Creek                     | UT-WDD | 170.5125   | 163.025    | 146.2   |
| BLM East Zone                   | UT-WDD | 173.675    | 164.775    |         |
| Black Crook                     | UT-WDD | 173.675    | 164.775    | 110.9   |
| West Mountain                   | UT-WDD | 173.675    | 164.775    | 156.7   |
| Logan Peak                      | UT-WDD | 173.675    | 164.775    | 146.2   |
| Red Spur                        | UT-WDD | 173.675    | 164.775    | 131.8   |
| State Lake Mtn.                 | UT-NWS | 151.370    | 159.405    | 151.4   |
| State Logan Peak                | UT-NWS | 151.235    | 159.420    | 151.4   |
| State Hidden Peak               | UT-NWS | 151.145    | 159.300    | 151.4   |
| Vernon                          | UT-UWF | 172.3750   | 164.8750   | 167.9   |
| Mt. Ogden                       | UT-UWF | 169.9500   | 164.1250   | 110.9   |
| Little Mtn                      | UT-UWF | 169.9500   | 164.1250   | 123.0   |
| Red Spur                        | UT-UWF | 169.9500   | 164.1250   | 131.8   |
| Monte Cristo                    | UT-UWF | 169.9500   | 164.1250   | 136.5   |
| Logan Peak                      | UT-UWF | 169.9500   | 164.1250   | 146.2   |
| Beaver Mtn                      | UT-UWF | 169.9500   | 164.1250   | 156.7   |
| Newton Hill                     | UT-UWF | 169.9500   | 164.1250   | 167.9   |
| Fairmont Peak                   | UT-UWF | 173.7750   | 164.9375   | 110.9   |
| Mill Creek Cyn                  | UT-UWF | 173.7750   | 164.9375   | 123.0   |
| Scotts Peak (N2)                | UT-UWF | 173.7750   | 164.9375   | 131.8   |
| Shepard Peak                    | UT-UWF | 173.7750   | 164.9375   | 136.5   |
| China Ridge                     | UT-UWF | 173.7750   | 164.9375   | 146.2   |
| Poison Mtn                      | UT-UWF | 173.7750   | 164.9375   | 156.7   |
| Medicine Butte                  | UT-UWF | 173.7750   | 164.9375   | 167.9   |
| Elizabeth Peak                  | UT-UWF | 173.7750   | 164.9375   | 103.5   |
| Scotts Peak (N3)                | UT-UWF | 172.4000   | 164.8250   | 110.9   |
| Humpy Peak                      | UT-UWF | 172.4000   | 164.8250   | 123.0   |
| Bald Mtn                        | UT-UWF | 172.4000   | 164.8250   | 131.8   |
| Soapstone                       | UT-UWF | 172.4000   | 164.8250   | 136.5   |
| Currant Creek                   | UT-UWF | 172.4000   | 164.8250   | 146.2   |
| Strawberry Ridge                | UT-UWF | 172.4000   | 164.8250   | 156.7   |
| Clayton Peak                    | UT-UWF | 172.3750   | 164.8750   | 110.9   |
| American Fork                   | UT-UWF | 172.3750   | 164.8750   | 123.0   |
| Lake Mtn                        | UT-UWF | 172.3750   | 164.8750   | 131.8   |
| Teat Mtn                        | UT-UWF | 172.3750   | 164.8750   | 136.5   |
| Ford Ridge                      | UT-UWF | 172.3750   | 164.8750   | 146.2   |
| Horseshoe Flat                  | UT-UWF | 172.3750   | 164.8750   | 156.7   |
| Vernon                          | UT-UWF | 172.3750   | 164.8750   | 167.9   |

### Cooperators

During emergency operations, NUIFC may want to contact its stakeholders to seek advice and assistance, or to advise them of current operations.

| <b>COOPERATORS</b>                          | <b>WORK HOURS<br/>TELEPHONE</b> | <b>AFTER HOURS<br/>TELEPHONE</b> |
|---|---------------------------------|----------------------------------|
| Richfield Interagency Fire Center           |                                 | (435) 896-8404                   |
| Uintah Basin Interagency Fire Center        |                                 | (435) 789-7021                   |
| Moab Interagency Fire Center                |                                 | (435) 259-1850                   |
| Elko Interagency Dispatch Center            |                                 | (775) 748-4000                   |
| Ely Interagency Communication Center        |                                 | (775) 289-9395                   |
| Eastern Idaho Interagency Fire Center       |                                 | (208) 529-1020                   |
| South Central Idaho Interagency Fire Center |                                 | (208) 886-2373                   |
| Eastern Great Basin Coordination Center     |                                 | (801) 556-0647                   |
| USFS Region 4 Aviation Office               |                                 | (801) 625-5511                   |
| USFS Region 4                               | (801) 531-5320                  |                                  |
| Uinta-Wasatch-Cache NF                      | (801) 999-2103                  |                                  |
| West Desert District, BLM                   | (801) 977-4300                  |                                  |
| Utah State Office, BLM                      | (801) 550-9856                  |                                  |
| Valley Emergency Communications Center      | 24 hrs/day, 7 day wk            | (801) 840-4061                   |
| Salt Lake Police Department                 | 24 hrs/day, 7 day wk            | (801) 799-3000                   |
| West Valley City Police Department          | 24 hrs/day, 7 day wk            | (801) 840-4000                   |
| Salt Lake County Sheriff's Department       | 24 hrs/day, 7 day wk            | (801) 743-7000                   |
| Tooele County Sheriff's Department          | 24 hrs/day, 7 day wk            | (435) 882-5600                   |
| Box Elder County Sheriff's Department       | 24 hrs/day, 7 day wk            | (435) 734-3800                   |
| Cache County                                | 24 hrs/day, 7 day wk            | (435) 753-7555                   |
| Weber/Morgan County                         | 24 hrs/day, 7 day wk            | (801) 629-8221                   |
| Davis County                                | 24 hrs/day, 7 day wk            | (801) 451-4141                   |
| Summit County                               | 24 hrs/day, 7 day wk            | (435) 615-3600                   |
| Wasatch County                              | 24 hrs/day, 7 day wk            | (435) 654-1411                   |
| Utah County                                 | 24 hrs/day, 7 day wk            | (801) 541-4100                   |
| Rich County                                 | 24 hrs/day, 7 day wk            | (435) 793-2285                   |
| Utah Highway Patrol (SL & UT counties)      | 24 hrs/day, 7 day wk            | (801) 374-7030                   |

# INTERAGENCY REPEATER MAP

