



D-310 Unit 5: Crews

Summary:

This unit focuses on the Crews function as it relates to the Expanded Dispatch Support Dispatcher (EDSD). Different types of crews are reviewed.

Objectives:

- Mobilize, reassign, and demobilize crews in a safe and cost-effective manner.
- Describe procedures unique to specific types of crews.
- Utilize supplemental forms associated with crew mobilization, reassignment, and demobilization.
- Describe the interaction the crew dispatcher must have with other functional areas within the incident support organization.

Unit at a Glance:

Topics	Method	Duration
Crew Types and Configurations	Review and Discussion	40 Minutes
Required Crew Ordering Information	Review and Discussion	15 Minutes
Miscellaneous Overhead Positions Related to Crews	Review and Discussion	5 Minutes
Required Coordination by Crew Dispatcher with Other Dispatchers	Review and Discussion	5 Minutes
Reassignment/Demobilization	Review and Discussion	20 Minutes
Total Unit Duration		85 Minutes

Preparation:

This course requires advance preparation. The course coordinator and instructor cadre must thoroughly review the following information and prepare all materials prior to presenting the course.

Course Materials:

- Personal computer with projector and presentation software
- *National Interagency Standards for Resource Mobilization*

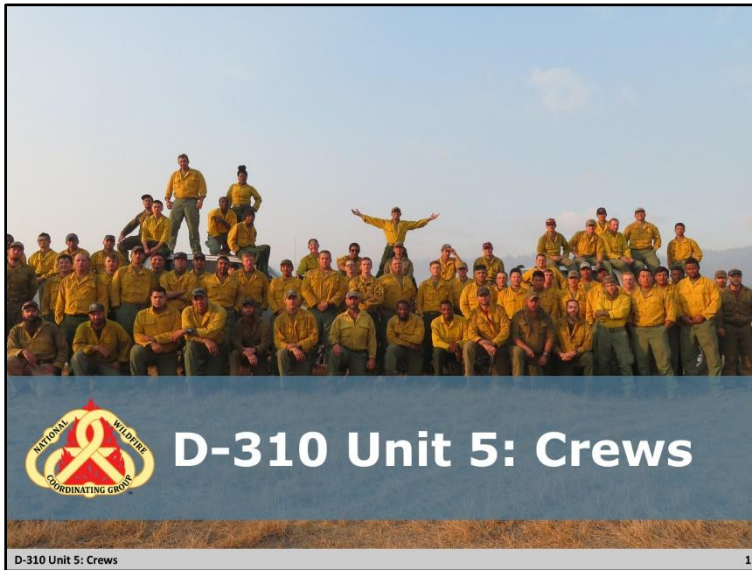
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- Local area mobilization guides
- Local area crew management guidelines

Classroom:

- The classroom should be free from outside interruptions and interferences.
- Provide adequate room and flexibility for student work groups and equipment, including supportive facilities such as break areas, restrooms, etc.
- The classroom should have controlled lighting, good acoustics, and good ventilation.
- Provide adequate access to copy and printing services.
- Provide adequate desk space and power outlets for laptop computers (one power strip for each table).
- Be sure a computer with projector and screen is available to show electronic presentations.
- If you will be printing in the classroom, a laptop and driver for the printer will be needed.

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Unit Overview

Summary: This unit focuses on the Crew function as it relates to the EDSD position. Different types of crews are reviewed.

Methodology: The unit begins with a review of crew types and overhead positions related to crews. It then reviews coordination between crew dispatchers and other dispatchers. The reassignment and demobilization of crews is discussed. The unit ends with a summary of the unit's main points and the instructor answering any student questions.

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Objectives

Students will be able to:

- Mobilize, reassign, and demobilize crews in a safe and cost-effective manner.
- Describe procedures unique to specific types of crews.
- Utilize supplemental forms associated with crew mobilization, reassignment, and demobilization.
- Describe the interaction the crew dispatcher must have with other functional areas within the incident support organization.

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Review Unit Objectives

DO: Review the unit objectives.

By the end of this unit, students will be able to:

- Mobilize, reassign, and demobilize crews in a safe and cost-effective manner.
- Describe procedures unique to specific types of crews.
- Utilize supplemental forms associated with crew mobilization, reassignment, and demobilization.
- Describe the interaction the crew dispatcher must have with other functional areas within the incident support organization.

Incident Position Standards Alignment

Expanded Dispatch Support Dispatcher



This unit aligns with the following Expanded Dispatch Support Dispatcher (EDSD) Incident Position Standards located at <https://www.nwcg.gov/positions/expanded-dispatch-support-dispatcher/standards-and-references>.

EDSD responsibility alignment

- Review and manage existing requests.
- Receive and manage new requests.
- Communicate and manage resources in preparation for reassignment or demobilization.
- Perform effectively in each of the four functional areas.
- Prepare for and implement demobilization.
- Complete all administrative tasks and documentation in an accurate and timely manner.

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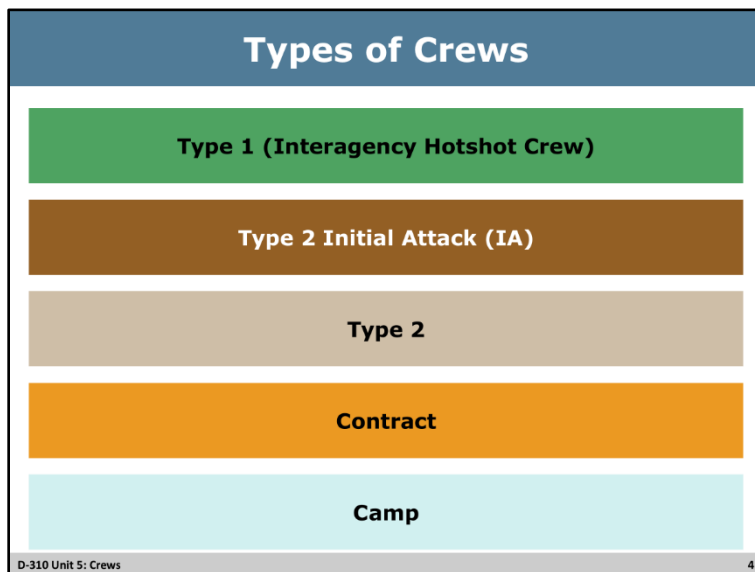


Review Incident Position Standards Alignment

DO: Review the responsibilities addressed in this unit.

Responsibilities Addressed in Unit

- Review and manage existing requests.
- Receive and manage new requests.
- Communicate and manage resources in preparation for reassignment or demobilization.
- Perform effectively in each of the four functional areas.
- Prepare for and implement demobilization.
- Complete all administrative tasks and documentation in an accurate and timely manner.



Review

DO: Explain that it is important to become familiar with current minimum crew standards for mobilization.

DO: Refer students to types of crews in the *National Interagency Standards for Resource Mobilization*.

Type 1 Crews (1 of 3)



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Review

DO: Review the following information.

DO: Refer students to a list of Type 1 crews. Discuss Type 1 crews within the local area.

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Type 1 Crews (2 of 3)



- National resource.
- 80% of crew members have one or more seasons of fire experience.
- 4 agency-certified intermediate fallers (FAL2) and 50% of crew certified as basic faller (FAL3) or better
- Can mobilize within two hours during availability period.
- 18- to 25-person crew size.

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Review

DO: Review the following information.

- Type 1 crews
 - National resource sponsored by a geographic area coordinating group
 - 80% of crew members have one or more seasons of fire experience.
 - 4 agency-certified as intermediate faller (FAL2) and 50% of crew certified as basic faller (FAL3) or better.
 - Able to mobilize within two hours of receipt of orders during their availability period.
 - 18- to 25-person crew, including superintendent.

Type 1 Crews (3 of 3)

-  5,300 lb. maximum weight
-  Fully equipped (tools & saws)
-  Self-sufficient
-  Have own transportation

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Review

DO: Review the following information.

- Type 1 crews
 - 5,300 pounds crew weight, including equipment.
 - Equipment includes tools and chain saws.
 - Logistically self-sufficient, utilizing credit card or agency purchasing authority.

Type 2 IA Crews (1 of 2)

- Can be broken up into squads for IA.
- Can be assembled as needed.
- 18- to 20-person crew size.
- Leadership:
 - Crew Boss, Single Resource (CRWB)
 - Three Incident Commander Type 5 (ICT5)
- 60% of crew members have one or more seasons of fire experience.
- 3 agency-qualified sawyers.
- 5,300 lb. maximum weight.

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Review

DO: Review the following information.

- Type 2 Initial Attack (IA) crews
 - Do not meet financing, training, and travel requirements of Type 1 crews
 - Can be broken up into squads for IA.
 - Can be assembled on an as-needed basis.
 - 18- to 20-person crew including Crew Boss, Single Resource (CRWB) and three Incident Commander Type 5 (ICT5).
 - 60% of crew members have one or more seasons of fire experience.
 - 3 agency-qualified sawyers.
 - 5,300 pounds crew weight.

Type 2 IA Crews (2 of 2)



- Meet national mandatory physical standards
- Equipped with personal protective equipment (PPE)
- May be self-sufficient

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Review

DO: Review the following information.

- Type 2 IA crews
 - May come equipped (tools and chain saws)
 - Meet national mandatory physical standards
 - Come equipped with personal protective equipment (PPE) by sending home unit/agency
 - May or may not be self-sufficient

Type 2 Crews (1 of 2)

- Assembled as needed.
- 18- to 20-person crew size.
- 20% of crew members have one or more seasons of fire experience.
- No agency-qualified sawyers required.
- 5,300 lb. maximum weight.
- May not be self-sufficient or fully equipped (tools & saws).

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Review

DO: Review the following information.

- Type 2 crews
 - Do not meet financing, training, and travel requirements of Type 1 crews
 - Assembled on an as-needed basis.
 - Firefighting may be a second job.
 - 18- to 20-person crew including CRWB and trainees.
 - 20% of crew members have one or more seasons of fire experience.
 - No agency-qualified sawyers required.
 - 5,300 pounds crew weight.
 - Crews may not be self-sufficient or fully equipped with tools and saws.

Type 2 Crews (2 of 2)

- Meet national physical fitness standards
- Equipped with PPE



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Review and Group Discussion

DO: Review the following information.

- Type 2 crews
 - Meet national mandatory physical standards
 - Come equipped with PPE

DO: Ask students for examples of support needed for Type 2 crews.

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Camp Crews (1 of 2)



- Support daily operations, assemble, and disassemble camp.
- Assembled as needed
- 10 person or fewer crew size (including crew leader)
- May be required to meet fitness standards

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Review

DO: Review the following information.

- Camp crews
 - Camp crews may be organized or recruited locally and are used to assist with incident camp operations. They are not assigned fireline duties.
 - Assembled on an as-needed basis
 - Consist of up to 10 crew members, including the crew leader
 - May be required to meet fitness standards

Camp Crews (2 of 2)

- PPE supplied by home unit or incident
- Not self-sufficient, not equipped
- Transportation needed
- Follows the Conditions of Hire and Rules of Conduct set by sponsoring agency



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Review and Group Discussion

DO: Review the following information.

- Camp crews
 - PPE is required and supplied by the home unit or incident.
 - May or may not have received 24 hours of basic safety training (varies by agency).

DO: Ask students for examples of camp crew duties.

Inmate and Kitchen Crews

Inmate crews

- Used within the state, approval needed to cross state lines.
- Consult the local area for procedures and guidelines.

Kitchen crews

- Assist with mobile kitchen functions.
- Consult the local area for procedures and guidelines.

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Review

DO: Review the following information.

- Inmate crews
 - Used within the state, approval needed to cross state lines.
 - Consult the local area for procedures and guidelines.
- Kitchen crews
 - Assist with mobile kitchen functions.
 - Consult the local area for procedures and guidelines.

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Contract Crews

- Type 2 IA or Type 2.
- Come with radios, saws, tools, transportation, PPE, supervision, etc.
- Require inspection prior to going on fireline.
- Must comply with work/rest, assignment length guidelines.
- Mobilized using current local procedures.
- Type 2 contract crews are ordered from the NICC.



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Review and Group Discussion

DO: Review the following information.

- Contract crews
 - Contract crews are used for suppression, mop up, or rehabilitation. They are classified as Type 2 IA or Type 2.
 - Will come with radios, tools, saws, transportation, PPE, supervision, etc.
 - Contract crews must be inspected at the incident prior to line deployment and demobilization.
 - Must adhere to agency work/rest and assignment length guidelines.
 - Follow local procedures for mobilizing contract crews.
 - Type 2 contract crews are ordered from the NICC.

DO: Discuss contract crew issues, local hiring procedures, etc.

Instructor Note: Contract representative duties are covered later in this lesson.

Crew Configuration

- Each crew is assigned an individual crew request number.
 - Crews with configuration:
 - Are rostered in the Interagency Resource Ordering Capability (IROC) system.
 - Receive a request number for each crew member.
 - Crews without configuration (single resource).
 - Strike teams:
 - Are generally not utilized nationally.
 - Consist of two or more like crews and a leader.

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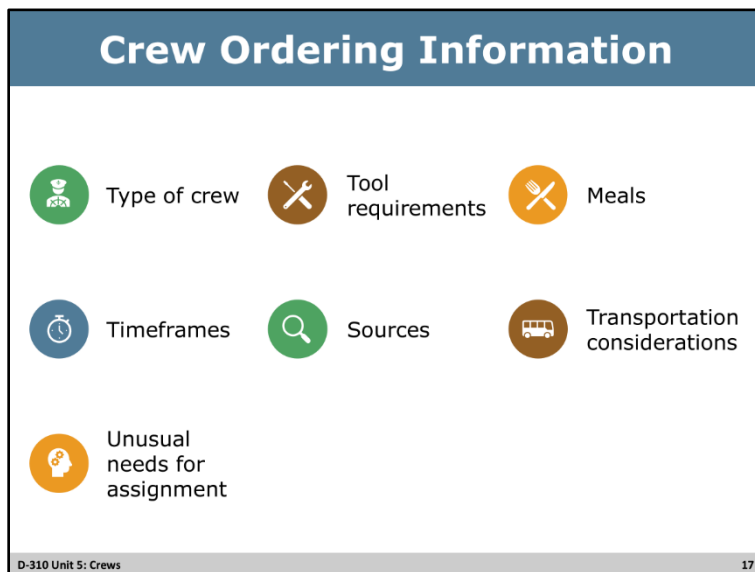
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Review

DO: Review the following information.

- Crew configuration
 - Each crew is assigned an individual crew request number.
 - Crews with configuration:
 - ❖ Are rostered in Interagency Resource Ordering Capability (IROC) system.
 - ❖ Receive a request number for each crew member, which is a sequential subset of the crew request.
 - Example: C-10 is the crew request number; C-10.1, 10.2, 10.3, etc., are the subordinate request numbers.
 - Crews without configuration (single resource).
 - Strike teams:
 - ❖ Are generally not utilized nationally.
 - ❖ Consist of two or more like crews and a leader.
 - ❖ Follow local procedures when ordering strike teams.



Review

DO: Review the following information.

- Information needed to order crews
 - Type of crew
 - Tool requirements
 - Air-transported crews may not come with hand tools. If hand tools are needed, they should be ordered separately as a supply item.
 - If flying commercially, crews will not come with chain saws.
 - Ground-transported crews can be ordered "with tools."
 - Tools are included in the 5,300 lbs. crew weight limit.

DO: Emphasize coordination with supply dispatcher.

Meals

Questions and concerns to consider when feeding crews

- Are meals needed at this time?
- When was the crew's last meal?
- When will their next meal be?
- Should sack lunches be provided?
- Who does the EDSD work with to support the crews?



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Review

DO: Review the following information.

- Meals
 - Questions and concerns to consider when feeding crews
 - Are meals needed at this time?
 - When was the crew's last meal?
 - When will their next meal be?
 - Should sack lunches be provided?
 - Who does the EDSD work with to support the crews?

Timeframes

- The incident will set a date and time needed.
 - If this timeframe cannot be met, contact the incident and reevaluate timeframes, crew needs, etc.
 - Consider the following:
 - Availability
 - Travel time
 - Meals
 - Work/rest guidelines
 - Date needed
 - Time to organize

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Review

DO: Review the following information.

- Timeframes
 - The incident will set a date and time needed.
 - If this timeframe cannot be met, contact the incident and reevaluate timeframes, crew needs, etc.
 - Update the resource order to reflect the new information.
 - Consider the following:
 - Availability
 - Travel time
 - Meals
 - Work/rest guidelines
 - Date and time needed by incident
 - Time to organize

Unit 5: Crews

Sources

- Administered locally – federal, cooperators (e.g., agencies served by your IA dispatch center), contract.
- Available through neighbor or mutual aid agreements.
- Available for reassignment from another incident.

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Review

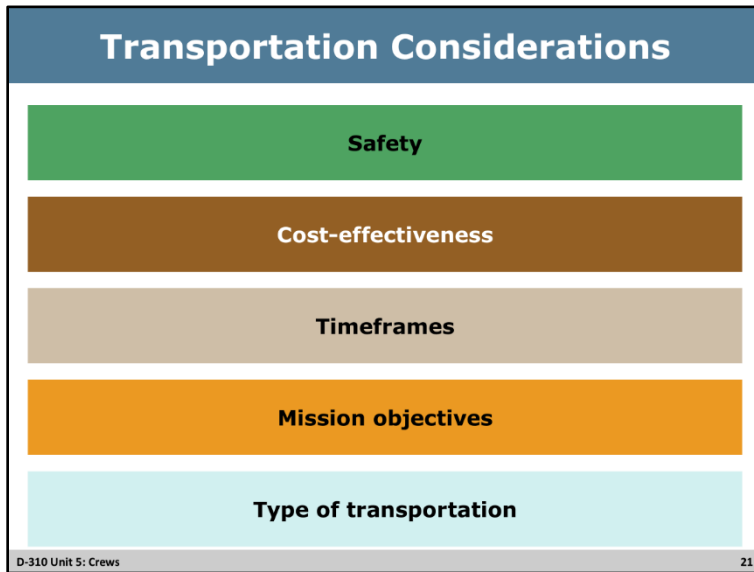
DO: Review the following information.

- Sources
 - Administered locally (e.g., agency, contract)
 - Administered by cooperators – agencies served by your IA dispatch center
 - Available through neighbor or mutual aid agreements
 - Available for reassignment
 - Considerations
 - Length of assignment
 - Type of crew(s) being ordered

DO: Refer students to the work/rest and length of assignment guidelines in the *National Interagency Standards for Resource Mobilization*.

DO: Review the following information.

- If crews are not available from these sources, order crews from the next level of dispatch.
- Coordinate with your supervisory dispatcher.
- Will timeframes be met? Keep the incident informed of the status and advise if there are any delays.



Review and Group Discussion

DO: Review the following information.

- Transportation considerations
 - Safety.
 - Cost-effectiveness.
 - Timeframes.
 - Mission objectives.
 - Type and availability of transportation.
 - Distance, route, and weather.
 - Number of crews, tools, chase vehicle to haul tools, following up with crew vehicles.
 - Bus limitations – coaches cannot go off paved roads, school buses may not cross some political boundaries (county, state).
 - Coordinate with other expanded dispatch desks, the Aircraft Dispatcher (ACDP), and the incident to ensure support needs have been met.
 - Communicate actions to the supervisory dispatcher.

DO: Discuss the different types of transportation needed (e.g., from airport to incident, different types of assignment, transportation to stay with crew).

Unusual Needs for Assignment

- Any unusual needs for the crew assignment should be part of the initial crew request.



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Review

DO: Review the following information.

- Unusual needs for assignment
 - Any unusual needs for the crew assignment need to be part of the initial crew request.
 - Examples:
 - Special equipment (e.g., Global Positioning System [GPS], bear spray, flare guns)
 - Transportation requirements, all-terrain vehicles (ATVs), boats, etc.
 - License requirements
 - International considerations such as passports and laws
 - ❖ Example: In Canada, driving under the influence [DUI] is a felony. Anyone convicted of a DUI would not be allowed to cross the border.
 - Military crew considerations

Crew Representative (CREP)



- Provides support to crews that are sent from one geographic area to another.
- Responsible for administrative duties
- Can assist CRWB with duties

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Review


DO: Refer students to a Crew Representative (CREP) position description.

DO: Review the following information.

- CREP
 - Provides support to crews that are sent from one geographic area to another.
 - Position duties
 - Responsible for administrative duties, including:
 - ❖ Timekeeping
 - ❖ Accident reporting and follow-up
 - Available to assist the CRWB with:
 - ❖ Performance of duties
 - ❖ Memorandums of understanding (MOUs)
 - ❖ Operating plans
 - ❖ Management guidelines specific to certain crews
 - May or may not be dispatched from the same unit as the crew
 - Most of the time, the CREP comes from the same geographical area, but not always. Even if the CREP is from another geographic area/unit, they will remain with the crew from mobilization until release to the home unit.
 - Do not release the CREP separate from the crew unless you are instructed to do so by the supervisory dispatcher.

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Interagency Resource Representative (IARR)



- Mobilized when a geographic area or state has committed four or more agency crews.
- Liaison between resources and IMT or incident agency.
- Can assist with administrative tasks including emergency releases and demobilization.

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Review and Group Discussion

DO: Refer students to the Interagency Resource Representative (IARR) position in the *National Interagency Standards for Resource Mobilization*.

DO: Review the following information.

- IARR
 - When a geographical area or state has committed four or more agency crews, an IARR may be sent by the sending area/state.
 - The IARR works for the sending unit and is on the sending unit's resource order.
 - The sending unit/agency is responsible for the mobilization and demobilization of the IARR.
 - Position duties:
 - Serves as an advisor to:
 - ❖ Hand crews
 - ❖ Camp crews
 - ❖ Other geographical resources
 - Additional responsibilities:
 - ❖ Assist the CREP.
 - ❖ Liaison between resources and the IMT.
 - ❖ Liaison between resources and the home unit/agency.
 - Usually operates at the Incident Command Post (ICP) or incident base, except when emergencies require them to be at another location.
 - ❖ They can also be a roving person when crews are scattered among various incidents.

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- The IARR can provide invaluable assistance to the crew dispatcher.
- ❖ It is essential to obtain a method of contact (e.g., cell phone, motel address).


DO: Discuss the amount of time the IARR travels and real situations between the IARR and expanded dispatch.

- The IARR will assist with the following items:
 - Emergency releases
 - Contacting crews and any other resources on the incidents for whom they are responsible.
 - Expediting releases and assisting with moving individuals to and from the incident, hospitals, airports, etc.
 - Directly contacting the home unit and sending unit/agency.
 - Emergency messages
 - These can be passed through the IARR, and they will relay the message.
 - Disciplinary releases
 - The IARR assists with transportation and notification to the home unit.
 - Demobilization
 - Can help validate location and destination points
 - Intelligence
 - Knows the location of their crews and other resources
 - Knows the condition of crew members
 - Knows crew names and crew size
 - Can assist in problem solving

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Crew Dispatcher Coordination with Other Dispatchers

- Supervisory dispatcher
- Equipment desk
- Supply desk
- Overhead desk
- Aircraft Dispatcher (ACDP)



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Review

DO: Emphasize that it is important that everyone works together to accomplish the mission in a cost-effective and safe way.

DO: Review the following information.

- Supervisory dispatcher
 - Always keep them informed of current events and status.
- Equipment desk
 - This function assists in organizing transportation.
- Supply desk
 - This function assists in obtaining tools, PPE, meals, and lodging.
- Overhead desk
 - This function can provide information regarding overhead orders related to crews.
- ACDP
 - Arranges air transportation, coordinates arrival and departure times, locations, etc.
- Other contacts
 - IARR
 - CREP
 - Ramp Manager (RAMP)
 - Staging Area Manager (STAM)
 - Buying Team (BUYT)
 - Ground support/transportation

Reassignment/Demobilization (1 of 2)



Resources have transportation.

Things to consider

- Distance and time en route
- Duty limitations of drivers
- Number of drivers available or needed
- Meals and lodging
- Rest overnight (RON) location

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Review and Group Discussion

DO: Briefly review the following information.

Instructor Note: Demobilization will be covered thoroughly in Unit 8.

- What are the transportation needs?
 - Resources have their own transportation.
 - Things to consider
 - ❖ Distance, time en route
 - ❖ Duty limitations of drivers
 - ❖ Number of drivers available or needed
 - ❖ Meals and lodging en route, sack lunches
 - ❖ Rest overnight (RON) location

Reassignment/Demobilization (2 of 2)

Resources need transportation.

Things to consider

- What is cost-effective?
- Distance and time en route
- Duty limitations of drivers
- Meals and lodging
- Weather
- RON location



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Review

DO: Review the following information.

- Resources need transportation.
- What is cost-effective?
 - Ground transportation – things to consider
 - Distance/time en route
 - Duty limitations of drivers
 - Meals, lodging, subsistence
 - Weather
 - RON location

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Ground Transportation



Types:

- Highway coach
- School bus
- Crew carriers
- Vans
- Rentals

Is a chase vehicle necessary for tools?

- Place and order with the equipment dispatcher.

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Review

DO: Review the following information.

- Place the order with the equipment dispatcher.
 - Types of ground transportation
 - Highway coach
 - School bus
 - Crew carriers
 - Vans
 - Rentals
- Is a chase vehicle necessary for tools?

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Air Transportation (1 of 2)



Is commercial air transportation available?

- If commercial air is **not** available
 - May require an Aircraft Flight Request/Flight Schedule form.
 - Large transport ordered from National Interagency Coordination Center (NICC) via established channels.
 - Coordinate with the supervisory dispatcher.
 - Order via ACDP.
 - Group crews by demobilization points.



Review

DO: Review the following information.

- Air transportation
 - Is commercial air transportation available?
 - For non-commercial air transportation, order through ACDP.
 - Some offices require an Aircraft Flight Request/Flight Schedule form.
 - Large transport aircraft are ordered from the National Interagency Coordination Center (NICC) through the established dispatch channels.
 - Coordinate with the supervisory dispatcher.
 - Crews must be grouped by common demobilization points.

Air Transportation (2 of 2)

Information needed

- Departure and destination points
- Time en route
- Ready-to-load (RTL) time
- Pickup point at jetport
- Accurate count/weight of passengers
- Meal needs



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Review

DO: Review the following information.

- Information needed
 - Departure point
 - Destination point
 - Time en route from incident/staging to jetport
 - Ready-to-load (RTL) time
 - Pickup point at jetport or fixed-base operator (FBO)
 - Accurate count/weight of passengers
 - Meal needs

Emergency/Disciplinary Releases

- Emergency releases can warrant immediate action for demobilization.
- If an individual is released, another person may travel as a companion.
- An IARR can assist with emergency notifications and other arrangements.

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Review

DO: Review the following information.

- Emergency and disciplinary releases of crew members
 - An entire crew(s) could be released depending on circumstances.
 - Emergency releases can warrant immediate action for demobilization.
 - If it is an individual release, another person may travel as a companion.
 - An IARR can assist with emergency notifications and other arrangements.

Instructor Note: This is covered in Unit 4: Overhead and on the IARR slide earlier in this unit.

Emergency Releases

Emergency release situations

- Family emergencies
- Job-related emergencies
- Legal transactions
- Childcare
- Educational commitments
- Military obligations
- Injuries and health problems

Documentation of all emergency releases is critical.

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Review

DO: Review the following information.

- Emergency release situations
 - Family emergencies
 - Job-related emergencies
 - Legal transactions
 - Childcare
 - Educational commitments
 - Military obligations
 - Injuries and health problems

Instructor Note: Documentation of emergency releases is critical.

Sensitive Messages



- Ensure a person learns the details of a personal crisis in a controlled manner.

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Review

DO: Explain that it is important to ensure a person learns the details of a personal crisis in a controlled manner.

Disciplinary Releases

Disciplinary release situations

- Drugs and/or alcohol
- Harassment
- Destruction of property
- Fighting
- Insubordination

Documentation of all disciplinary releases is critical.

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Review

DO: Review the following information.

- Disciplinary release situations
 - Drugs and/or alcohol
 - Harassment
 - Destruction of property
 - Fighting
 - Insubordination

Instructor Note: Documentation of disciplinary releases is critical.

Unit 5: Crews

Summary

- There are four types of crews:
 - Type 1 (Hotshots), Type 2 IA, Type 2, Camp
- Crew ordering information:
 - Type of crew, tool requirements, meals, timeframes, sources, transportation considerations, unusual needs for assignment
- Miscellaneous overhead positions related to crews:
 - CREP, IARR
- Crew dispatchers coordinate with supervisory dispatchers, equipment/supply/overhead desks, ACDP, Ramp Manager (RAMP), Staging Area Manager (STAM), and the miscellaneous overhead positions listed previously.
- Consider whether resources have or need transportation when demobilizing.
- Documenting emergency and disciplinary releases is critical.

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Summary

DO: Review the summary of the unit on the slide.

DO: Answer any questions students may have before moving to the next unit.