



Boise Dispatch Center

Mobilization Guide 2023

Boise Dispatch Center Mobilization Guide

Approved By:

Casper Urbanek
Idaho Department of Lands

Date

Chris Cromwell(acting)
Bureau of Land Management, Boise District

Date

Rich Zimmerlee
U.S. Forest Service, Boise National Forest

Date

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Mission, Objectives, Organization, and Scope of Operations

Mission

Boise Interagency Dispatch Center (BDC) provides cost effective tactical and logistical support for fire management, resource management and emergency operations. BDC is a service organization with responsibility for emergency operations support with firefighter and public safety as the number one priority.

Objectives

This mobilization guide is intended to be used as a resource for dispatchers and fire managers to enable efficient mobilization of initial and extended attack resources. Boise Interagency Dispatch Center (BDC) is the dispatch center for the Boise District Bureau of Land Management (BOD), the Boise National Forest (BOF), and the Southwest Area Office for the Idaho Department of Lands (SWS). BDC is responsible for taking reports of wildland fires on all lands protected by these entities and dispatching initial attack resources to those reports according to pre-determined responses, which are based on the response level for each zone (Fire Danger Rating Area, or FDRA). Dispatchers at BDC are also responsible for tracking the status of all fire resources while on the local unit, whether those resources are assigned to a fire incident. Dispatchers also track the location of all available initial attack resources. Resources on off unit assignments are tracked by the receiving unit.

Specific Goals

Boise Dispatch will:

- Provide for appropriate response to wildland fires in a safe, effective and efficient manner.
- Provide for incident action on lands under protection responsibility of cooperating agencies.
- Use Aircraft, Crews, Equipment, Supplies, Overhead and all facilities in an efficient, interagency manner.
- Support cooperators following Agreements, Annual Operating Plans (AOP's), and Memorandums of Understanding (MOU's).
- Make the best use of available resources to protect life, property and natural resources.

Organization

All dispatchers are organized under the Boise Interagency Center Managers Chain of Command. A delegation of authority resides in the BDC AOP signed by each agency allowing interagency supervision to occur. See Operating Plan for current BDC Organizational Chart.

Dispatch Responsibilities Overview

BDC will provide initial attack incident dispatching for all cooperating agencies using the “closest forces” concept. Run Cards are developed in the WildCAD system in collaboration with Fire Management Officers (FMOs) from each of the three agencies represented by BDC to whom firefighting authority rests, on each agency’s respective jurisdiction. Dispatchers will utilize run cards to determine appropriate response, duty officer, and radio channels to be utilized. Said duty officer will work with jurisdictional agency line officer as appropriate. Run cards will be reviewed annually and changes will be made, if deemed necessary, by each of the FMOs.

All activities conducted at BDC will be in keeping with the policies and procedures laid out in the National Interagency Mobilization Guide, the Great Basin Mobilization Guide, the Boise Interagency Dispatch Center Mobilization Guide, and other mutual aid and cooperative agreements. Dispatchers at BDC will assist Duty Officers in determining priorities regarding resource acquisition and allocation by providing enhanced situational awareness regarding resource availability and status, particularly during multiple incident situations, when resources are rapidly shifting or scarce. Dispatchers at BDC will also:

- Monitor, support, input and document requests in the Interagency Resource Ordering Capability (IROC)
- Provide daily data entry, distribution, and maintenance of weather information
- Provide support dispatching for law enforcement, all risk, and search and rescue operations as needed
- Coordinate with other entities and dispatch centers in support of incidents
- Maintain status of resources using the WildCAD and IROC systems
- Ensure accurate documentation is maintained for all incidents in a format that allows dispatch to maintain the appropriate systems of records.
- Provide support to all resources and field going personnel
- Schedule and monitor administrative and incident aircraft use within the parameters of all agency policies and the Interagency Air Operations Plan
- Gather, disseminate, display and store intelligence information
- Verify charges for agency or interagency billings in support of the dispatch center
- Implement daily checklist and follow procedures outlined in office SOP’s
- Provide monitoring services for other program activities and staff support to

member agencies as available without conflict to primary mission of incident management

- Provide a central location for coordination of the prescribed burn program for all agencies for the purpose of eliminating scheduling conflicts and competition for contingency forces between burn projects

Scope of Operation

Agreements

Written Mutual Aid Agreements will be provided to the Great Basin Coordination Center. A complete list of Agreements and Operating Plans is available in the binder located at BDC.

- Annual Operating Plan for Boise Interagency Dispatch Center
- Statewide Annual Operating Plan
- Cooperative Fire Protection Agreement

Initial Attack Radio Frequencies

Radio frequencies are updated annually. They are published in the Boise District BLM and Boise National Forest Radio Frequency Handbooks.

Operation Levels

Preparedness and Dispatch Levels will be established following procedures outlined in the Boise Dispatch Interagency Fire Danger Operating Plan. Instructions and guidance can be found in the WIMS binder.

BDC Multi-Agency Coordination Group (MAC)

The MAC Group is comprised of managers representing the agencies within BDC. The decision to activate the MAC Group will be based on the number and complexity of incidents, prescribed burns, predicted weather, percentage of area initial attack resources committed and the level of competing resources. The Center Manager will act as the MAC Coordinator. Additional information and guidance can be found in the BDC MAC Plan.

Operations

Mobilization and demobilization shall be accomplished in the most efficient manner commensurate with cost effective and safe organizational practices. Dispatchers, fire managers and firefighters shall adhere to all safety policies as identified in the Interagency Standards for Fire and Fire Aviation Operations, National and Great Basin

Mobilization Guides for night mobilizations, length of assignment, duty day limitations and name requests.

Initial Attack

All incidents will be reported to BDC for action. BDC utilizes a centralized dispatching system to facilitate dispatching of resources identified in WildCAD, through agency run cards. Dispatch levels are identified and updated in the WildCAD system for dispatching the most efficient, cost effective, and closest resource to the incident regardless of agency affiliation. The response as determined in WildCAD will be valid during the hours of operation for the season as determined annually by the Operations Group. The Center Manager or Shift Supervisor will coordinate with the Duty Officers for the utilization of move-up and covering forces to fill vacated areas depleted of resources for initial attack purposes. This decision will also consider known or predicted intelligence of weather, ignition patterns, fuels and values at risk.

Boundary Fires

Fires occurring within five miles either side of a dispatch boundary will require notification to the neighboring dispatch center prior to dispatch, particularly when aviation resources may be used. This is critical to the safety of air resources responding to the smoke report. These resources may be communicating on different frequencies and enroute to the same incident. Dispatchers will ensure notification is made immediately in every case using the Aviation Boundary Operations checklist and logging in appropriate dispatch log when accomplished. (Refer to the Great Basin Mob Guide for Aviation Boundary Operations Checklist)

Coordination is required for ground resources as well. The requirement for increased management and coordination is due to the possibility of two or more agencies and/or cooperators conducting simultaneous, uncoordinated operations within those areas. This would unknowingly put the responding resources within close proximity to one another and placing aircraft and ground crews at risk.

Lightning Plan

Lightning is a major source of fire activity within the dispatch zone, and multiple fire starts in the same day are common. Boise Dispatch Center (BDC) is responsible for centralized wildland fire dispatching for the Boise NF, Boise District BLM, and Southwest Area of the Idaho Department of Lands; and the impact of multiple lightning caused fires can be very significant. The total number of lightning fires that may occur from a thunderstorm event in this area can vary from 10 to over 50 new starts. Although rare, there have been storms that have ignited 50+ fires in one day. The decision to activate the lightning plan will be made jointly between the Duty Officers and Boise Dispatch Center Manager. Under the lightning plan, the WildCAD runs will be set to low response in order to accommodate multiple incidents.

BDC will continue to receive all new fire reports, plot their location and assign to the appropriate protection agency. An incident number will be assigned by BDC upon

report. Incidents will be known by their incident number until the incident name is established. Fires will be named by the Boise Dispatch. BDC will inform the appropriate Duty Officer of the new fires. The Duty Officers will be responsible for setting priorities for response, establishing command and control for each of the incidents, prioritizing the staffing of the new incidents and advising BDC of the priority. Often the FS District Duty Officers will reside in one location (i.e. Garden Valley HB) to help prioritize. The initial attack incident commander will give the initial size up to BDC. All new requests for supplies, additional resources will be made through BDC and relayed to the appropriate Duty Officer.

**When the lightning plan is activated, the lookouts will hold all new incident reports and BDC will initiate a lookout check-call to take new lookout incident reports. This ensures that there is a clean and concise method for taking new reports.

Southern Idaho Timber Protection Association (SITPA)

Through agreement, SITPA has fire protection responsibilities for an area of private, state and federal land (USFS, BLM). When fires are reported within SITPA's fire protection boundary, dispatchers will contact Payette Dispatch. Areas surrounding Cascade Reservoir are often a mutual response for PAF and SITPA therefore a call to Payette Dispatch will be made every time in this area.

Emergency Dispatch Operations

Although BDC is not an All-Risk Dispatch Office, medical incidents, traffic accidents, and other public assists often come into the office over the radio. A large portion of the Dispatch area does not have cell phone coverage therefore dispatchers are often the focal point for getting medical response from the County or State Responders. Dispatcher roles are outlined in the BDC emergency procedures binder.

Mutual Aid/Neighborhood Policy

Dispatchers may order or fill resource orders directly from adjacent dispatch centers identified in the Great Basin Mobilization Guide Neighborhood Policy. These resources may not be reassigned or placed on standby without the approval of the sending unit. When the Great Basin is in Preparedness Levels 4 and 5, the Neighborhood Policy may be restricted. BDC may contact the following units directly under mutual assistance agreements:

- Payette National Forest Dispatch
- South Central Interagency Dispatch Center
- Central Idaho Interagency Fire Center
- Elko Interagency Dispatch Center
- Boise Smokejumpers
- Vale Dispatch (Initial Attack only)
- Central Nevada Interagency Dispatch Center

Local Fire Service Organizations/Departments

Idaho Department of Lands coordinates the mobilization of local fire service organizations (FSO) and assigned supplemental employees, for all dispatches outside their jurisdictional responsibility. When FSO assistance is requested through BDC, the IDL Duty Officer will be contacted. Equipment and personnel must be certified by the procedures outlined in the IDL Chapter 50 Supplement to the Standards for Interagency Incident Business Management. Proper forms (**Equipment Shift Tickets, Crew Time Reports, Vehicle Inspection forms, etc.**) will be completed prior to equipment demobilization and **original documents submitted to the IDL Area Office for payment processing.** Billing and collections are handled through IDL. **Any request for structure engines, both the Center Manager and the IDL Duty Officer need to be engaged prior to mobilization.**

Off Unit Mobilization

Resources ordered from outside the dispatch center's area of responsibility, other than initial attack, mutual assistance or under the Great Basin Neighborhood Policy, will be placed with the Great Basin Coordination Center.

Resource orders may be received from the Great Basin Coordination Center for overhead, equipment, crews, aircraft and supplies. Every attempt will be made to fill these orders in a timely manner. Dispatchers will make travel arrangements for DOI employees using the BLM corporate account, or if USFS employees are supporting local BLM fires. Travel arrangements for Forest Service employees or for persons that are supporting local Forest Service fires, their travel will be made using the CBA (**BCD**). Instructions for using these accounts can be found in appropriate binders on the dispatch central bookshelf. **Note:** Government employees with travel cards must do their own mobilization travel per the Federal Travel Regulations.

Rental vehicles, government laptop computers and cellular phones must be authorized by the requesting unit and documented on the resource order. FLEX Fleet will also be utilized, if/when available. Casual employees will not put rental vehicles on their personal credit cards. Refer to the NERV SOP for further instructions on rental car use. Personal laptop computers are not allowed.

Length of Assignment

Determination of the length of an assignment will be in accordance with the guidelines listed in the Interagency Standards for Fire and Fire Aviation Operations, National and Great Basin Mobilization Guide and applies to both agency and Administratively Determined (AD) employees. Extensions will follow the established procedures.

Night Mobilization

Night mobilization is defined as those hours between 2200 and 0500. To the extent possible, night mobilizations to incidents other than initial attack should be avoided.

Exceptions are made for travel using commercial carriers. “To manage fatigue, every effort should be made to avoid off unit (excluding IA response) mobilization and demobilization travel between 2200 hours and 0500 hours.” 2023 Red Book

Name Requests/Name Suggests

Overhead orders for “Name Requests” for agency personnel will be accepted for severity orders and other specialized or hard to fill positions. A “Name Request” will be filled only with the name given. If that person is unavailable the order will be sent back as Unable to Fill (UTF). If the order is for an AD, an attempt will be made to fill with an agency employee, except when the AD is a member of an overhead team. Name requests need to be approved by the GACC. Name suggests are no longer used. (Further direction exists in the National Mobilization Guide)

National Resource Mobilization

Requests for national resources are made through the appropriate Duty Officer. When mobilizing for initial attack, the Great Basin Coordination Center will be notified over the phone or by electronic mail within **15 minutes** of commitment.

National Resources include:

Type 1 Crews

Airtankers/SEATS

Scoopers

Lead Planes/Aerial Supervision Modules

Type 1,2 Helicopters

Smokejumpers

See National Mobilization Guide for complete list

BDC Cooperating Agencies

The Boise Interagency Dispatch Center provides dispatching and/or logistical support to the following entities:

- USDA Forest Service Boise National Forest (ID-BOF)
- USDA Forest Service Regional Office (UT-R04)
- USDI Bureau of Land Management, Boise District Office (ID-BOD)
- USDI Bureau of Land Management, Boise State Office (ID-ISO)
- USDI Bureau of Land Management, Great Basin Cache (ID-GBK)
- USDI Fish and Wildlife Service, Deer Flat National Wildlife Refuge (ID-DFR)
- USDI Office of Wildland Fire (DC-WOI)
- Idaho Department of Lands, Southwest Area Office (ID-SWS)
- Idaho Department of Lands, Boise Staff Office (ID-BOS)
- National Interagency Fire Center, Bureau of Indian Affairs (ID-FCA)
- National Interagency Fire Center, Bureau of Land Management (ID-FCD)
- National Interagency Fire Center, Federal Emergency Management Agency (ID-FCM)

- National Interagency Fire Center, Fish and Wildlife Service (ID-FCR)
- National Interagency Fire Center, National Park Service (ID-FCP)
- National Interagency Fire Center, National Weather Service (ID-WXW)
- Boise Weather Forecast Office (ID-BFW)
- National Interagency Fire Center, United States Forest Service (ID-FCF)
- Aviation Management – Western Regional Office (ID-AMRO)
- Bureau of Reclamation – (ID-SRL)
- Idaho Air National Guard (ID-IDNG)

Administrative Procedures

Serious Injury/Accident Report

Dispatchers must provide for medical assistance first and then ensure agency serious accident reporting procedures are followed. In addition, these incidents will be reported to the Great Basin Coordination Center.

Vehicle/Structure Fire Protocol

All Vehicle or Structure fire response is provided by resources dispatched by county dispatch entities. Contact the appropriate county dispatch center for vehicle or structure fire response.

Fire Weather

BDC monitors weather conditions and collects weather data to disseminate to field personnel at regularly scheduled intervals, whenever requested to do so by field personnel or managers, and whenever notable weather events that could impact the safety of firefighters or fire operations are occurring or predicted. BDC also enters data daily into the Weather Information Management System (WIMS) and uses the National Fire Danger Rating System (NFDRS) outputs to determine the daily Energy Release Component (ERC), Burning Index (BI), Dispatch Initial Attack Response Level, and Planning Level for each of the three Fire Danger Rating Areas (FDRA's) within BDC's dispatch area. These indices are broadcast, along with the daily fire weather and local, geographic area, and national planning levels, twice daily. In turn these indices are posted on the BDC website. The morning reading contains the forecasted indices calculated the previous day, and the afternoon reading contains the observed indices.

Media Calls

Dispatchers will direct all media calls to a qualified Information Officer. If one is not available, the contact should be transferred to a supervisor. Public Affairs/Fire Information Officers will be activated when the Dispatch Center Manager/Shift Supervisor deems necessary due to impact of the calls coming into the dispatch office. Primary Information Officers are:

USFS Boise National Forest: Venitia Gempler

BLM, Boise District Office: Chad Cline, Jared Jablonski and Mike Williamson

Idaho Department of Lands: Sharla Arledge (contact IDL DO to engage Sharla)

Ordering Channels

BDC dispatchers will use the established ordering channels for all orders. BDC will place orders first with adjacent dispatch centers, identified in the Great Basin Mobilization Guide under the Neighborhood Policy and then with the appropriate desk at the Great Basin Coordination Center if adjacent centers are unable to fill the request. In GACC Preparedness Levels 4 and 5 the Great Basin Coordination Center may choose to limit the neighborhood orders.

Incident Numbering and Cost Coding

BDC utilizes an incident numbering system from WildCAD that identifies incidents reported to dispatch. The incident number identifies a specific incident by type and location and the number is referenced to resources dispatched to the incident until they arrive and/or verify that the incident actually exists. The incident number will be referenced until the incident is staffed and/or named.

Cost Codes (FireCodes) are for incidents that are generated through the national FireCode database and are created through a WildCAD Incident.

A new fire code will be generated for every BLM and IDL fire.

Severity Orders

Current direction for the Bureau of Land Management is to assign a FireCode to track and compile costs for all severity activities; the word “severity” must be included in the incident name. Forest Service resources assisting in Department of Interior severity activities will continue to use the national S7000X code structure, where X identifies the host agency. (Refer to the National Interagency Mobilization Guide for additional information).

GACC Preposition (BDC GACC SUPPORT):

Orders placed on this code need prior approval from the Geographic Area COD. The floor supervisor will contact the GACC to obtain approval. Requests may come direct from the GACC to a dispatcher.

Boise National Forest

To accommodate the Forest Service accounting system, a P# will precede the FireCode. The value of # is determined by the jurisdiction of the incident. For the tracking of base hours on an incident, the “P” will be replaced by a “B.” All overtime charged to an incident will use the “P” prefix.

Unit ID	Unit Name	FS PCODE
ID-BOF	BOISE NATIONAL FOREST (any National Forest in R4)	P4
ID-BOD	BOISE BUREAU OF LAND MANAGEMENT	PD

ID-SWS	IDAHO DEPARTMENT OF LANDS – SW IDAHO	PN
ID-1AX	ADA COUNTY	PN
ID-1GX	GEM COUNTY	PN
ID-1PX	PAYETTE COUNTY	PN
ID-1VX	VALLEY COUNTY	PN
ID-1WX	WASHINGTON COUNTY	PN
ID-2CX	CANYON COUNTY	PN
ID-6BX	BOISE COUNTY	PN
ID-ADX	ADAMS COUNTY	PN
ID-ELX	ELMORE COUNTY	PN
ID-OWX	OWYHEE COUNTY	PN
ID-MHQ	MOUNTAIN HOME AIRFORCE BASE	PF
ID-DRF	DEER FLAT NATIONAL WILDLIFE REFUGE	PR
ID-LPE	ARMY CORP OF ENGINEERS LUCKY PEAK	PF
ID-SRL	BUREAU OF RECLAMATION SNAKE RIVER AREA	PF
ID-IDNG	IDAHO NATIONAL GUARD	PF

Override codes are required by the Forest Service. For any non-forest service fire the override code of 1522 should be used. All other override codes are determined by the host forest number. (Refer to the FireCode User Guide for additional information). For all base hours, the override 0497 will be used for the Boise National Forest.

A unique FireCode is required for any human caused forest service fire, Cost Share fire, Trespass or expected reimbursement fire. All fires that are E, F, and G class will also be issued a unique FireCode. Forest Service False Alarms will be given the ABCD misc. code.

The Forest FMO may also request a FireCode be generated for a fire that might be long term but may not exceed 300 acres yet. The pre-identified ABCD Misc P-code will be used for lightning caused incidents until they exceed 300 acres. At such time, a unique code will be generated for that particular fire.

BAER Assessments will have an H-code issued by the Regional Office. Once the assessment is complete and accepted, the cost code will revert to the H-code specific to the incident.

Resource Tracking

- Initial attack resources will be placed in service each morning in WildCAD and on the resource tracking boards. Initial attack resources responding to an incident will be tracked in WildCAD. Aircraft resources will be tracked in IROC and in WildCAD. Information pertaining to what resources are available for each day, and their locations, comes from the Daily Resource Status page on the BDC Website. BOD resources status comes in hard copy form into dispatch each day from the BLM Duty Officer.

- Availability of fire resources for out of area assignments will be statused at the request of their respective Duty Officer. Employees at the Boise National Forest Supervisor's Office, BLM Idaho State Office, and the National Interagency Fire Center and AD/EFF employees will use IROC web-status to status themselves or can call Boise Dispatch and request this service.

Overhead

Overhead orders will be processed according to agency guidelines. Each agency will ensure that personnel meet the qualifications listed in the NWCG 310-1 or FS 5107.17 Manuals. Personnel qualifications and training will be documented by agencies charged with issuing qualification cards. Personnel listed as "Available Nationally" will be available for any assignment they are called for. Declining an assignment simply because an individual does not like the location or the Team (family emergencies and/or illness are exceptions) creates a significant inefficiency in the dispatch system. Use of rental cars, government laptop computers and cellular phones must be pre-approved by the requesting agency. Approval must be stated on the resource order; verbal approvals are not acceptable. Personal laptop computers are not allowed.

BLM

Boise District Office (BOD)

BOD fire employees will be contacted through the BLM Duty Officer for overhead assignments; non-fire Boise District employees may be contacted directly. Flight arrangements will be made through the contracted travel agency for the BLM. A copy of the resource order and flight itinerary will be logged in the travel notebook for reconciliation. Non-fire Boise District employees should arrange their own travel.

Idaho State Office (ISO)

BDC dispatchers may contact ISO employees directly for overhead assignments. They *must* make their own travel arrangements and send Dispatch a copy of their flight itinerary and/or rental car information to complete the travel process in IROC.

USFS

Boise National Forest

BDC dispatchers may contact employees at the BOF Supervisor's Office. Travelers *should* make their own flight arrangements and send Dispatch a copy of their flight itinerary to complete the travel process in IROC.

Fire employees will be contacted through their Duty Officer. Flight arrangements will be made, whenever possible, by the travelling resource through Concur. If timelines are tight, the resource does not have a travel card, or there are other extenuating circumstances, travel can be centrally billed through BCD, using the travel agency. A copy of the resource order and flight itinerary will be logged in the travel notebook for reconciliation.

State

Idaho Department of Lands

State employees will be contacted through the IDL Duty Officer for overhead assignments. Flight arrangements will be made through BCD Travel. A copy of the resource order and flight itinerary will be put in the FS travel book for reconciliation.

NIFC

BDC dispatchers may contact NIFC employees directly for overhead assignments. NIFC employees are responsible for making their own travel arrangements. A copy of the travel itinerary needs to be forwarded to BDC to complete the mobilization in IROC.

Rangeland Fire Protection Associations

Multiple RFPA's are established within the BDC area. RFPA's established under the State of Idaho's by-laws. They have mutual aid agreements with all three of the partners within the dispatch zone. Resources from the RFPA's may be used on wildland incidents but no money will be exchanged. See specific agreements for further details.

Idaho National Guard

BDC is the focal point for all Idaho National Guard (IDNG) requests for the state of Idaho. When a request is made to activate the IDNG, the IDL Duty Officer will need to be notified. It is the responsibility of BDC to notify the Great Basin Coordination Center. Request for supplies may be ordered after the initial tasking has been approved. BDC will be the ordering point for Guard resources to access the Great Basin Fire Cache. Any orders for IDNG aviation or apparatus must go through the Center Manager to ensure protocols and notifications are followed. Refer to the Operations Plan between Idaho Department of Lands and the Idaho Military Division (located in Center Managers office) and the Great Basin Mobilization Guide chapters 10 and 50 for additional information.

Administratively Determined (ADs)

An AD pay plan is provided annually for USDA and DOI agencies. These plans are very similar but have some notable differences.

Dispatchers must be sure that an emergency declaration had been made before assuming ADs are approved for non-fire incidents. Detail requests for severity orders must specify whether an AD employee will be accepted to fill the position. ADs are not to be used for long term detail assignments for non-emergencies. ADs may be used for BAER work, severity, wildland fires, prescribed fires, floods and other natural disasters for which an emergency declaration has been issued. The sponsoring Agency FMO is ultimately responsible for ADs on assignment and may exercise authority to disapprove an assignment. ADs attending training sessions and meetings must have prior approval from the sponsoring agency FMO.

ADs must complete the required paperwork before beginning any work or travel. For BLM ADs, this will be completed by the Fire Administration Shop and may be completed after travel has commenced. Only those individuals specifically given

delegated authority can sign up ADs for the BLM and the Forest Service. These individuals can be contacted 24 hours per day and will meet the AD at the appropriate office or are set up to do electronic sign-up to complete the paperwork. ADs sponsored by USFS District Offices will be taken care of by the designated individual at their sponsoring office, in most cases this is the district Support Services Supervisor. If the Forest Service AD is sponsored by the Boise SO, BDC will take care of paperwork. Only USFS dispatchers who have been delegated authority may sign up or complete paperwork for ADs, and only for USFS AD's.

BLM ADs will have their travel and time processed through the Boise District Admin Office by appointment. The Boise NF Supervisor's Office Budget Office will process time and travel for Forest Service ADs sponsored by the Boise SO. Boise SO Forest Service ADs must make an appointment with Dione Perkins or their District Support Services Specialist (SSS) to have their travel voucher completed when they return from assignment. Local Forest Service District Offices will sign up and process time and travel for ADs from their area, normally.

Flight arrangements will be made through the sponsoring agency's travel agent. Every effort will be made to procure rental vehicles, if authorized, for ADs using the National Emergency Rental Vehicle (NERV) program. AD's are prohibited from placing a vehicle rental on a personal credit card and cannot reserve their own NERV. A copy of the resource order and flight itinerary will be logged in the travel notebook for reconciliation; a copy will also be given to the individual responsible for completing the AD paperwork. If a NERV vehicle is procured, an emailed copy of the reservation will go to the AD and the individual responsible for completing the AD paperwork along with a copy of the Resource order to NERV.

Incident Management Teams

All orders for Incident Management Teams will be ordered through the established ordering channels using an Overhead Group Request in IROC. Orders for IMT's will be made from appropriate Line Officer or delegated FMO.

Team Members

Team members will keep the dispatch center informed of their availability at all times and are responsible for maintaining their status in IROC. When team members are available, they should be statused available to the local area only to prevent orders for non-team assignments. The Great Basin Coordination Center maintains the roster for overhead teams in IROC. Use of cell phones, rental cars and government laptop computers (not previously assigned to the team) must be authorized by the requesting unit and state approval on the resource order. Personal laptops will not be allowed. Boise Dispatch is the host to a National BAER IMT. The roster will be updated at the time of mobilization and is negotiated with the requesting unit by the team leader.

Smokejumpers

BDC does not have control of any smokejumper overhead resources of its own but can order smokejumpers directly for initial attack. Payette jumpers will be ordered on the PAF Jumper Request Form and followed up with a resource order. If BLM jumpers are in Boise, BDC will have control of their aircraft in IROC and may order them direct by phone and email over an Aircraft Dispatch Form. Orders for individual Smokejumpers will need to follow normal ordering channels designated in GB Mobilization Guide.

BDC will coordinate all smokejumper requests from the field for Initial Attack fires. BDC maintains operational control over the smokejumpers until they have landed safely on the ground at which time they are controlled by the individual unit manager. Unit Managers shall be kept advised of jumper availability. GBC may request that the jumpers be replaced with other suppression personnel as soon as practical if jumpers are in short supply.

Crews

The following priority must be observed when dispatching crews to federal incidents:

- 1) Agency resources, includes federal and state
- 2) Agency cooperator resources, including state sponsored
- 3) National Contracts

Hotshot Crew Rotation

BDC dispatches two, Type 1 Interagency Hotshot Crews (IHC). Refer to the National and Great Basin Mobilization Guides for information about national shared resources. BDC is responsible for the following IHCs:

- ID-BOF Idaho City Hotshots
- ID-BOF Boise Hotshots

The Type 1 crews are dispatched off unit on a regional rotation maintained by the Great Basin Coordination Center. Dispatchers will make notification to the Great Basin Coordination Center via a phone call or electronic message within 15 minutes of dispatching these crews to a local incident, or neighboring Dispatch Center request.

Wildland Fire Module

BDC dispatches one Wildland Fire Module. In IROC they are ordered under the Overhead Group category.

- ID-BOF Crew 41, Type 1

Type 2IA Crew Rotation

If BDC receives an order for a Type 2 IA crew the order will follow the established rotation located in the Suppression Resource Plan. BDC dispatches the following Type 2IA agency crews:

- ID-BOF Crew 5, Type 2IA
- ID-BOF Crew 3, Type 2IA

National Contract Crews

The Boise National Forest is host to two National Contract Crews. These are Type 2IA Crews with their own transportation. Crews may be located at their home base in other states when not in the mandatory availability period specified in their contract. When requested to fly these crews commercially, they will be responsible for procuring their own flights. They will be reimbursed by the government for this expense. Instructions for contacting these crews can be found in the Crew Binder or in IROC.

South Idaho Correctional Institution (SICI) Crews –

- BDC mobilizes one SICI crew. Contact the IDL Duty Officer to request the crew. The IDL Duty Officer will contact the South Idaho Correctional Institute to confirm the order can be filled. Transportation of the crew is the responsibility of the Idaho Department of Corrections. Contact information for this crew can be found in the Crew Binder. Mobilization of this crew will take approximately two hours from job site or correctional facility, including IA, for logistical obligations prior to an assignment. *This crew will not be rostered or manifested.* All fire billings will be processed through IDL.

Equipment/Supplies

The following priority must be observed when dispatching equipment to federal incidents:

- 1) Agency resources, includes federal and state
- 2) Agency cooperator resources, includes state sponsored
- 3) Private resources (I-BPA)

Agency Equipment

The Boise District BLM fully staffs 13 Type 4 engines and 2 Type 3 engines. When needed the fuels crew, district, and national office employees are able to staff up to three additional engines. Additionally, the fire fleet has five dozers, three water tenders and a fuel truck.

Call #	Resource Type	Location	Contact
E1411	Type 4	Wild West	BLM Duty Officer
E1412	Type 4	Wild West	BLM Duty Officer
E1415	Type 4	Unit A Boise	BLM Duty Officer
E1416	Type 4	Unit B Boise	BLM Duty Officer
E1421	Type 4	Unit A Boise	BLM Duty Officer
E1422	Type 4	Unit A Boise	BLM Duty Officer
E1424	Type 4	Unit B Boise	BLM Duty Officer
E1425	Type 4	Unit B Boise	BLM Duty Officer
E1427	Type 4	Unit C Boise	BLM Duty Officer
E1428	Type 4	Unit C Boise	BLM Duty Officer
E1432	Type 4	Hammett	BLM Duty Officer
E1433	Type 4	Hammett	BLM Duty Officer

E1434	Type 4	Bruneau	BLM Duty Officer
E1435	Type 4	Bruneau	BLM Duty Officer
E1436	Type 4	Bruneau	BLM Duty Officer
E1301	Type 3	Wild West	BLM Duty Officer
E1302	Type 3	Hammett	BLM Duty Officer
DZ1831/1832	Type 2, D6T	Bruneau	BLM Duty Officer
DZ1833	Type 2, D6	Yard	BLM Duty Officer
DZ1834	Type 2, D6R	Yard	BLM Duty Officer
WT1931	Type 2/3500 gal	Yard	BLM Duty Officer
WT1932	Type 2/3500 gal	Yard	BLM Duty Officer
WT1933	Type 1/6500 gal	Bruneau	BLM Duty Officer
FT1199	Fuel Tender	Yard	BLM Duty Officer

The Boise National Forest staffs 7 Type 4 engines and 1 Type 3 engine.

Call #	Resource Type	Location	Contact
E412	Type 4	Lucky Peak GS	D1 Duty Officer
E411	Type 4	Mountain Home RS	D1 Duty Officer
E313	Type 4	Lester Creek GS	D1 Duty Officer
E431	Type 4	Idaho City RD	D3 Duty Officer
E432	Type 4	Idaho City RD	D3 Duty Officer
E441	Type 4	Cascade RD	D4 Duty Officer
E451	Type 4	Lowman RD	D5 Duty Officer
E361	Type 3	Garden Valley WS	D6 Duty Officer

Call #	Resource Type	Location	Contact
E625	Type 6	Wilderness Ranch GS	IDL Duty Officer
E612	Type 6	Centerville GS	IDL Duty Officer
E617	Type 6	High Valley GS	IDL Duty Officer
E606	Type 6	SW Yard	IDL Duty Officer

USFS Cache Trailer

The Boise National Forest maintains a small cache trailer located at Boise National Forest Warehouse to support local Type 3 incidents. To mobilize the trailer, contact the Boise National Forest Duty Officer.

USFS Command Trailer

The Boise National Forest maintains a command trailer located at the Boise National Forest Warehouse to support local Type 3 incidents. To mobilize the command trailer, contact the Boise National Forest Duty Officer.

Idaho State Police Mobile Command Center

The ISP has a “high tech” communications trailer that is available for interagency use on incidents within the BDC response area. Contact the IDL Duty Officer for mobilization.

BLM Cache Trailer

The Boise District maintains an operations trailer located at Boise to support local Type 3 incidents. To mobilize the van, contact the BLM Duty Officer.

Southwest Idaho Service and Supply Plan

BDC shall utilize the Southwest Idaho Service and Supply Plan for ordering rental equipment and services. Additional equipment is available under contract through several different sources

-IBPA’s VIPR (DPL Lists)

The Forest Service Regional Office contracts Engines, Dozers, Transports, Excavators, Buses, Tactical Water Tenders, Faller Modules, GIS Units, Clerical Office Support, Tents, Mechanics with Service Truck, Refrigeration Trailers, Potable Water Trucks, Gray Water Trucks and Trailer Mounted Handwashing Stations. These pieces of equipment are mobilized using the best value process in accordance with a Dispatch Priority List (DPL). The DPL’s are found on the Great Basin Coordinating Center website. This equipment may be found on the “Contracts/Agreements” tab when filling requests. Reference the Equipment SOP for more information when mobilizing contracted equipment.

Emergency Equipment Rental Agreements (EERAs) aka Incident Only Agreements

When existing sources for resources have been exhausted (DPL or Service and Supply Plan) additional resources can be procured by use of an EERA, through a Contracting Officer provided there is not a more appropriate resource available through the dispatch ordering system. These resources cannot be reassigned, as they are hired for that specific incident. If the resource is needed on additional incidents, a new agreement will need to be initiated. All resources must be under a contract or agreement for use on an incident.

Performance will be documented via performance evaluations obtained from incidents as well as pre-use inspection performance. Dispatchers, agency procurement staff or Buying Teams may order direct from the vendors. Equipment will be processed and documented following the procedures outlined in the Interagency Incident Business Management Handbook and/or in accordance with local/cooperator agreements. Rental equipment must be signed up and inspected prior to use. **Equipment shift tickets and Use Invoices** will be completed prior to equipment demobilization. Resource Orders will be prepared for any rental equipment that is used and will be referenced along with the shift tickets for payment. Payment packages will be sent to the appropriate national payment center for processing.

Rental Vehicles

All requests for NERV rental vehicles will be made by BDC. Refer to the NERV SOP for details on how to procure rental vehicles.

Local Caches

Individual agencies maintain enough fire equipment and supplies to support their initial attack personnel. **Local caches will not be used to supply large incidents beyond the initial attack stages.** The Boise National Forest warehouse does have inventories of essential non-NFES items that may be available for large fire use.

The BLM warehouse has limited equipment and supplies which may be enough to outfit a few individuals but not a full crew.

Great Basin Interagency Fire Cache

The official fire cache for support to incidents in the Boise area is the Great Basin Cache located at NIFC. National Incident Management Teams will be authorized to place supply orders directly with the cache for NFES supplies.

Local Purchases

Each agency has designated individuals with micro-purchase authority. These individuals may be used for incident procurement prior to the arrival of a Buying Team if the single purchase limit is within their authority and the purchase does not require the use of a warranted purchasing agent. “S” numbers will be given via dispatch.

For local procedures regarding supplies, refer to the Boise Dispatch Supply Orders SOP. Micro-purchasers are not authorized to pay for services and will not be issued an S# for them. Services must be paid for by a warranted individual. See agency guidance on micro purchases.

Aircraft

Dispatchers will follow established ordering authorities identified in local agency aviation plans. Dispatchers will ensure aircraft are launched with frequencies, coordinates and assurance that military airspace has been properly de-conflicted. In boundary areas, dispatchers will ensure the checklist in the Airspace Boundary Management Plan has been completed and proper procedures are followed. (Refer to the Great Basin Mobilization Guide).

Aviation Frequencies

Refer to the Great Basin Supplemental Communication Plan for aviation frequencies. Dispatchers are authorized to assign additional frequencies per the direction provided in the plan. These frequencies are for initial attack. Extended attack incidents should request additional frequencies through the dispatch ordering system.

Flight Following

Flight Following is the knowledge of an aircraft's location and condition with a reasonable degree of certainty that, in the event of a mishap, the survivors may be rescued. All aircraft used for Federal Flights must be equipped with radios capable of communications over agency repeaters and Air Net (VHF). Prior to flights of any nature (except commercial) the Chief of Party or Helicopter Manager will contact the local dispatch office with notification the flight will proceed. Radio contact with the dispatch office will be established as soon as feasible after takeoff. If radio communications cannot be established the flight will be terminated until the problem is resolved.

After initial contact, the current position and direction of travel will be reported to the dispatch office at intervals not to exceed 15 minutes. At any time during the flight there is a change in direction of travel or unplanned deviation from the course, dispatch will be notified. The aircraft position will be reported by latitude and longitude. Should the flight route transect the area of more than one dispatch office, communication should remain with the first office until a link has been established with the next office.

Automated Flight Following (AFF)

All agency and most contract aircraft are equipped with AFF. To utilize AFF there must be positive contact between the aircraft and the aircraft dispatcher that AFF will be used. Other standard information will be communicated to the dispatch office, including, but not limited to: route of flight, passengers, purpose of flight, radio frequencies to monitor, known flight hazards, TFR information and ETD (no change from radio check-in procedures). The aircraft dispatcher will log into AFF. Once the aircraft is airborne and radio contact is made with the aircraft dispatcher, both parties will positively verify the use of AFF. If there is a problem at this point traditional radio check-in procedures will be followed until the problem is resolved. If the flight crosses dispatch boundaries, the originating office will coordinate with affected dispatch centers. Refer to the National Interagency Mobilization Guide for specific AFF procedures. Other dispatch centers may request different procedures; it is the responsibility of the aircraft to ensure that the procedures are clear.

Air Attack

Qualified Air Attack will be dispatched for all agencies whenever there are multiple aerial resources over an incident or when the complexity of the incident requires a person to coordinate ground resources. Most rangeland incidents meet these criteria due to extreme fire behavior in light fuels.

Aerial Detection/Observation

BDC will coordinate patrol flights with agency fire managers and schedule flights as appropriate. The agencies will make every attempt to utilize qualified air attack personnel for detection flights especially during high fire dangers or multiple ignitions. Each agency will coordinate flights with dispatch to eliminate duplication. Aircraft detection flight request form is located on the BDC webpage. Fixed wing aircraft will be

the primary aircraft of choice for detection flights. The exception might be where rotor wing aircraft are in the vicinity of a reported incident or a confirmed smoke will require helicopter support.

Boise Mob Center/Large Transportation Aircraft

The National Interagency Coordination Center (NICC) contracts large transportation aircraft for transporting crews, overhead teams and other resources. Boise is one of the locations the Large Transportation Aircraft may pick up crews. BDC is responsible for activation of the Boise Mob Center in support of Large Transportation Aircraft. The complete Duty Officer contact list is included with the Boise Mob Center Operating Plan located on the central bookshelf in Dispatch.

Helicopter/Helitack

All Helicopter and helitack support will be ordered through BDC.

BDC dispatches the following exclusive use helicopters:

Helicopter Call Sign	Type	Agency	Duty Station/Aircraft Location	Manager	Assistant Manager
N17FH	Type 1	BLM-BOD	Boise Airport	Ray Raddatz	Nate Weiner
N864H	Type 3	USFS-BOF	Garden Valley Helibase	Dan Crowell	Jack Sipple
CWN	Type 2	USFS-BOF	Lucky Peak Helibase	Jeremy Schwandt	vacant
CWN	Type 1	USFS-BOF	Lucky Peak	DW Cook	

Call When Needed (CWN) aircraft are available through the Aviation Management Aircraft Source List or USFS aircraft rental agreements. Ordering of CWN Type 3 helicopters will normally require additional overhead orders for the helicopter module. Refer to the National and Great Basin Interagency Mobilization Guides for guidance on helicopter module requirements.

Airtankers

Requests for airtankers are made through BDC. In the event of multiple requests, the Center Manager, Shift Supervisor, Duty Officers or local MAC Group will set priorities for airtanker use locally, based upon threat to life or property and resource values at risk. The aircraft desk at the Great Basin Coordination Center will be notified whenever airtankers are used.

The BLM will staff the Single Engine Airtanker (SEAT) Base, located at Mountain Home Airport (U76). When necessary, portable SEAT Bases may be established in other locations, such as Cascade or Weiser. Requests for the use of SEATs will be made through BDC.

The Idaho Department of Lands may also host SEATs at the McCall Airtanker Base or in Mountain Home. BDC may order the SEAT directly from Payette Dispatch Center.

Modular Airborne Firefighting Systems (MAFFS) may be stationed at Boise Tanker Base. These aircraft are operated by the military and are under the control of the Great Basin or National MAC Group. The MAFFS are not initial attack qualified and must always be dispatched with a MAFFS qualified Lead Plane. MAFFS must return to their home base each evening and can only be reloaded by military personnel.

When MAFFS are stationed at Boise Airtanker Base, the Airtanker Base Manager will request support equipment and supplies through BDC. Refer to National and Great Basin Interagency Mobilization Guides and the MAFFS Operating Plan for additional information. BDC will assign a dispatcher to MAFFS support when MAFFS are activated to ensure orders are tracked properly and necessary paperwork is completed.

Refer to the National Mob Guide and the Local Aircraft SOP for guidance.

Temporary Flight Restrictions

A Temporary Flight Restriction (TFR) may be requested by an Incident Commander, air Tactical Group Supervisor, aircraft working an incident or Dispatch if the airspace provided above an incident is congested or expected to become congested and/or the incident is expected to utilize aircraft for more than a few retardant or bucket drops.

TFRs are requested through a web-based application, NOTAM ENTRY SYSTEM, or with an Airspace Coordinator (ASCO) Refer to the Aircraft SOP for procedures.

When NES is not available, TFR requests will be placed with Salt Lake Air Route Traffic Control Center (phone: 801-320-2560, fax: 801-320-3134). Requests will be made in writing (fax) using the Interagency approved form located at the aircraft desk. All faxes must be followed with a phone call to confirm the request has been received. All TFR requests will be documented in IROC with an A number. Notification will be made to Great Basin with NOTAM number and center point coordinates. Notification will also be made to dispatch centers adjacent to the TFR.

Every attempt will be made to insure TFRs are cancelled with Salt Lake Air Route Traffic Control Center as soon as they are no longer needed.

Important Note: A TFR (normally requested for fire emergencies) does not prevent all aircraft from entering the airspace. Hazard Relief, Law Enforcement, Airport Traffic, Air Traffic Control/IFR Traffic and Aircraft carrying accredited news media are not prevented from entering the airspace. In addition, military aircraft already in training routes cannot always be contacted when a new TFR is issued. SEE FAR 91.137

Media pilots requesting entry into our TFRs will be given the Air to Air Frequencies and/or Air to Ground Frequency and a contact (either the Air Attack or Incident Commander). The dispatcher will inform the Air Tactical Group Supervisor/Incident

Commander of the media aircrafts ETA and call sign. Dispatchers do not have the authority to tell media aircraft they cannot fly a fire. Air Attack or the Incident Commander will coordinate with media aircraft.

Refer to the National Mob Guide and the Local Aircraft SOP for guidance on TFRs.

TFRs can be viewed at the following web-sites:

<http://www.fs.fed.us/r6/fire/aviation/airspace>

<http://airspace.blm.gov/mapping/blm/index.cfm>

Special Use Areas

There are several Military Training Routes (MTR) Military Operations Areas (MOA), and Restricted Areas (RA) within the Boise jurisdictional area. In addition, the Owyhee, Bruneau and Jarbidge MOAs and Restricted Area 3202 are within the Boise jurisdictional area. Dispatchers shall refer to the Interagency Airspace Coordination Guide and DOD AP/1B Charts for missions that require coordination of airspace. In addition, dispatchers will coordinate with Mountain Home Air Force Base for activities within the Saylor Creek Bombing Range and the Idaho Army National Guard for activities within their training area. (Refer to the Airspace Coordination section in the Aircraft SOP for additional information.)

Intelligence

WIMS

Procedures for editing observations and calculating Fire Danger Indices can be found in the Intel WIMS binder.

Incident Status Summary SIT-209

Type 1 and Type 2 Teams may gain direct access to the 209 database from the Great Basin Intelligence Coordinator. A SIT-209 will be submitted for all timber fires over 100 acres and all rangeland fires over 300 acres. The 209 will be submitted in a timely manner as specified by the Great Basin Coordination Center or the Great Basin MAC Group. The 209 will be finalized when the fire is contained. Procedures and guidance can be found in the Intel Sit Report/209 binder.

Sit Report

The Sit Report will be completed by 1530 hours (winter) and 1900 hours (summer) unless otherwise specified by the Intelligence Coordinator at the Great Basin Coordination Center. Dispatchers will obtain the Incident priority listing from agency duty officers. In cases of multiple large fires in different jurisdictions, the Center Manager, Shift Supervisor or local MAC Group may make the determination.

Year End Report

A year-end report is submitted to the USFS Region 4 Office by January 31st of each year. This report is reviewed and approved by the Boise Dispatch Center Board of Directors before it is submitted to the Region and/or posted on the BDC website. This report summarizes the activities of the dispatch center throughout the calendar year. Refer to FSM 5100 for instruction on completing this report. Dispatch distributes the report to all agencies and will post it on the website.

A detailed listing of responsibilities and procedures can be found in The Boise Interagency Dispatch Center's Standard Operating Procedures (SOP's). SOP's are divided into General Information, Communication/IT, Maps, Initial Attack, Aircraft, Logistics, Emergency/Safety, Misc and can be found on the Boise District shared drive under BDC Plans.