

Appendix B: **STAFFING PLAN**

Purpose

This Staffing Plan is intended to provide day-to-day guidance for decisions regarding the “degree of readiness” of fire management resources. The staffing plan is designed to address both Initial Attack readiness and to ensure resources are also available to staff fires that may be managed for multiple objectives or expected to be of long duration. The Staffing Level (SL) is used as a basis to make daily internal fire operations decisions affecting our agency personnel.

This Plan will function most effectively when decisions are made in preparation for escalating fire danger and potential fire activity. Waiting until the day of a critical event during extreme fire danger will prove this plan ineffective.

A. Definitions

Staffing Index

The Staffing Index is the selection of an NFDRS output (ERC, BI, IC, SC) to provide the basis to calculate the Staffing Level.

Staffing Level






Staffing Level is the bottom line of fire-danger rating and can be thought of as a “readiness” level. Staffing Levels are expressed as numeric values where 1 represents the low end of the fire danger continuum and 5 at the high end.

Staffing Level is intended to provide fire managers with day-to-day (short-term) decision support regarding staffing of resources. Staffing Level can be used to determine when additional workforce and resources may be necessary to ensure appropriate staffing in response to escalating fire danger.

The addition of a “high risk trigger” forecast for the day will elevate the staffing level one increment. High risk triggers are defined by the Great Basin Predictive Services 7-day significant fire potential outlook for our Predictive Services Area (PSA), GB-10.

Local Staffing Worksheet

This worksheet is used to determine staffing levels.

Energy Release Component Model Y									
Teton	0-11		12-28		29-40		41-48		49+
Wind	0-11		12-28		29-42		43-48		49+
Wyoming	0-11		13-29		30-43		44-52		53+
									
High Risk Triggers Defined by GBCC 7 Day Outlook	N	Y	N	Y	N	Y	N	Y	
Staffing Level	I	II		III		IV		V	
Duty Officers have the discretion to “step up” staffing for increased human caused risk, such as 4 th of July, Pioneer Days, or opening of hunting season.									

Draw Down

The term draw-down is generally used to describe the level of commitment of an agency’s resources at a certain point in time. Most importantly, it defines the agency’s ability to perform its basic service levels. Once a level has been reached where basic service levels cannot be provided, actions should be taken to “step up” the capacity to a level sufficient to provide anticipated service

Draw-down resources are considered unavailable outside the local area for which they have been identified. Staffing level planning is intended to monitor draw-down levels on to:

- Ensure adequate fire management capability for local and/or geographic area managers
- Enable sound planning and preparedness at all management levels.

5-day versus 7-day Resource Staffing

Teton Interagency Fire staff wildland engines and T3 helicopters with personnel to maintain 7-day staffing through the majority of the fire season.

Seven-day staffing will begin no later than the July 4th holiday period. If indices indicate an early fire season, then Duty Officers will request and schedule appropriate seven-day staffing (as budget allows) in June.

Similarly, in the late summer or fall, FMO’s will make the decision to go back to 5-day staffing based on the waning fire potential as well as the lack of personnel due to reduction in critical seasonal staffing. Regardless of the staffing schedules, the expectation is that the minimum draw down

levels will be maintained throughout the fire season

Staffing Levels have a direct effect on the ability to send pre-determined resources to wildland fires. Even under normal threat levels, a fairly routine call for service can deplete the availability of a unit's resources and result in a degree of drawdown. If an incident becomes prolonged or requires the commitment of resources beyond the initial response, then agencies capabilities can be affected.

The base funded Initial Attack organization for Teton Interagency Fire is:

3 Type 6 engines

3 Type 4 engines

1 Type 3 engine

2 Type 3 Helicopters

1 Wildland Fire Module

For staffing, an IA Module is defined as a minimum of 3 personnel, one of which is a Type 5 IC. This may be met by a squad from an established crew, a fully staffed engine module, or an IA load from Teton Helitack. Duty Officer will have discretion to substitute an IA module for an engine if the engine is unavailable for mechanical reasons.

Additional Direction

In the event that local resources are unavailable to meet minimum staffing, Unit and Zone Duty Officers will allocate available resources to meet current and predicated resource needs. Additional resources to bring TIF above Draw-Down will be ordered.

When individual FDRAs indicate different staffing levels the agency duty officers will negotiate a consensus level for area wide resources such as helicopters and the fire module.

Fire managers will maintain the discretion to increase staffing level based on other high-risk factors such as July 4th activities, Boy Scout functions, Pioneer days, arson issues and hunting season.

Initial Attack Resources

Unit/FDRA	SL I	SL II	SL III	SL IV	SL V
TIF Area Wide Resources Stage as Appropriate	Two IA Modules TIF wide		1 Helicopter	1 Helicopter	2 Helicopter
Teton			1 Engine, any type	2 Modules, at least one is an engine	2 Modules, at least one is an engine
Wind			1 Engine, any type	2 Modules, at least one is an engine	2 Modules, at least one is an engine
Wyoming			1 Engine, any type	2 Modules, at least one is an engine	2 Modules, at least one is an engine

Management Staffing

Unit	SL I	SL II	SL III	SL IV	SL V
Unit Wide	Forest, Park Superintendent and Rangers (or acting) notify Dispatch and Unit Duty Officer		Unit Duty Officer	Unit Duty Officer	Unit Duty Officer
Zone			2 Duty Officers	1 Duty Officer each Zone	1 Duty Officer each Zone
Cache	Fire Cache on call schedule for weekends		Fire Cache on call schedule for weekends	7-day staffing	7-day staffing
Dispatch	Daily Fire Weather Forecasts		1 IA Dispatchers Aviation Desk staffed daily	1 IA Dispatchers Aviation Desk staffed daily	2 IA Dispatchers Aviation Desk staffed daily