

**Dillon Interagency Dispatch Center  
Detailer Briefing and Orientation Guide  
2014**

**Dillon Interagency Dispatch Center  
420 Barrett Street  
Dillon, MT 59725**

**Web site: <http://gacc.nifc.gov/nrcc/dc/mtddc/>**

**Center Manager: David Mosher  
Assistant Center Manager: Patty Williams  
Initial Attack Dispatcher: Joe Stanaway  
Lead IA/Aircraft Dispatcher: Vacant**

## **Dispatch Zone –**

Welcome to Dillon Montana! The Dillon Interagency Dispatch Center (DDC) is located in the Supervisor's Office for the Beaverhead-Deerlodge National Forest. We share this building with the Supervisor's Office for the Beaverhead-Deerlodge National Forest, the Dillon Ranger District, the Dillon National Helitack, Natural Resources Conservation Service and Farm Services Agency.

DDC has many interagency cooperators:

Beaverhead-Deerlodge National Forest (B-DNF)

Montana Department of Natural Resources and Conservation (DNRC)

Butte and Dillon Field Offices of the Bureau of Land Management (BLM)

Beaverhead, Madison, Silver Bow, Jefferson, Granite, Powell and Deer Lodge Counties

Red Rock Lakes National Wildlife Refuge – US Fish and Wildlife Service

Big Hole National Battlefield – National Park Service

Bannack State Park – Montana State Park Service

Grant Kohrs National Historic Site – National Park Service

Bureau of Reclamation

The 2 wildland fire protection agencies in the DDC dispatch zone are the US Forest Service (B-DNF) and the Dillon Unit of the DNRC.

### **B-DNF –**

The B-DNF has 7 Ranger Districts: **Dillon Ranger District (D-1), Wise River Ranger District (D-2), Wisdom Ranger District (D-3), Butte Ranger District (D-4), Madison Ranger District (D-6), Jefferson Ranger District (D-7), and Pintler Ranger District (D-8)**. The B-DNF has fire protection for most FS lands north and south and BLM lands in the north part of the Dispatch zone. The two zoned areas include **(D-2 and D-3)**, and **(D-4 and D-7)**, which only have **1 – DFMO and 1 – District Ranger**.

To report fires in the DDC dispatch zone call **406-683-3975**, provide the location, any information you can about the smoke, color, volume etc., and your name and call back phone number. If it is after hours and you reach the answering service, simply ask to speak to the dispatcher on call and you will be connected.

### **DNRC –**

The office for the Dillon Unit of the DNRC is located on the east end of town at: 720 Montana Street, Dillon, MT 59725. Phone number is 406-683-6305. **Dillon DNRC** has fire protection for some state lands in Madison and Beaverhead counties, as well as some BLM and FS lands in the south part of the DDC dispatch zone.

**Anaconda DNRC** and **Helena DNRC** have protection on state and FS lands in other counties that fall in the DDC dispatch zone, but are dispatched by Missoula Interagency Dispatch Center and Helena Interagency Dispatch Centers respectively.

DDC is bordered by the Gallatin National Forest to the east, the Helena National Forest to the north, the Bitterroot National Forest and Lolo National Forests to the west and in Idaho the Caribou-Targhee National Forest to the south and the Salmon Challis National Forest to the southeast. DDC has over 3 million acres in fire protection.

The GACC is the Northern Rockies Coordination Center (NRCC) located in Missoula, MT; phone number is 406-329-4880. The web site address for NRCC is: <http://gacc.nifc.gov/nrcc/>

### **Building Orientation –**

#### **Please check in with the front desk your first day of work.**

Parking for DDC is in the back of the SO building. There are key pad door locks on all exterior doors. You will be provided the combination during your initial in briefing. The entrance for DDC is also in the back of the SO building. This may also be your closest exit if there is a need to evacuate the building. In that case, make your way out of the building and across the street to the parking lot of the Public Health Clinic directly across from the front of the Beaverhead-Deerlodge National Forest Supervisor's Office. This is where you will meet up with your supervisor and further directions will be given.

There are restrooms located in two places in the building. If you go out the back door of DDC and go to your left is the location of one set of rest rooms. The second set of rest rooms can be found by going out the main door of DDC straight down the hall and at the end of the hall the rest rooms will be to the immediate left.

There is a break room in the building. Out the main door of DDC, down the hall and the second door on the left is the break room. There are snacks, soda, and water for sale here. There is also a refrigerator which can be used by all folks in the building. Please mark your food items and remove them at the end of your assignment. There is also a microwave for use and an on demand hot water spigot to make hot tea, coffee, cereals and soups.

DDC does have a microwave which can be used too.

### **Security –**

All doors into the SO require the use of a combination. All visitors are required to check in at the front desk. If you are unsure if a person should come into the building ask them to go around and enter at the front desk entrance rather than the door outside DDC.

During night shifts, there may only be the IA dispatcher in the building. DDC is not required to staff two dispatchers at night unless needed. There will be a regular DDC employee assigned as the Duty Officer who is to be called in case of any emergencies or questions. DDC can arrange to have the Dillon City Police patrol the building parking lot when we are staffed at night.

The B-DNF SO does have an alarm system, which if it rings contacts Dillon 911, so the police will arrive and follow up if the alarm goes off. Procedures for shutting off the alarm are included in the SOP book on each work station.

### **DDC Procedures –**

IA: All IA desks have SOP's available which list our daily procedures. DDC has a complicated dispatch area which can be confusing at times so please ask questions. Please review our SOP's and make sure you are familiar with your duties.

DDC uses **ModuCom Radio Systems**. There are instructions located at each desk how to use the radio if you are unfamiliar with the systems.

The DDC dispatch zone is divided roughly into 2 zones, north and south. We do not dispatch separately by agency. There are usually two IA dispatchers on the floor; one assigned the north zone and one the south zone. If additional assistance is needed the Assistant Center Manager will make that determination and adjust workloads as needed.

DDC uses **WildCAD** for all radio traffic, tracking resources and incidents. WildCAD procedures are found in the SOP's located at each desk. DDC uses **ROSS** for all incidents that go into extended attack and require additional resources. Financial codes will be issued by either the Assistant Center Manager or Center Manager.

### **Phones –**

When answering the phone, say "Dillon Dispatch, this is \_\_\_\_\_." To dial out, you must dial a 9 then the number. For long distance it would be 9, then 1, area code, and number. Faxes also must start with a 9. The main line into Dillon Dispatch is 406-683-3975 which will ring at all desks and can be answered by anyone. For the Initial Attack floor all numbers should be posted at the individual desks as to what extension you are using. For Expanded Dispatch they should also be labeled, but if you are unsure ask your supervisor. To transfer a call, push the transfer button at the bottom of the key pad, and then dial the 4 digit extension and hang up. All extensions for the SO are in the phone book.

During times of high activity, a person maybe designated to do nothing but answer the phone, however at any time there is both radio and telephone traffic, **the radio comes first**. If you are feeling overwhelmed, ask for assistance.

### **Aviation –**

There are several airports in our dispatch zone. The jet port in our dispatch zone is Bert Mooney Airport (BTM) in Butte, Montana. Dillon does have an airport, but no commercial traffic utilizes this airport. A complete list of airports for our dispatch zone is located in the **BDNF Aviation In-Briefing Booklet** located at your IA desk.

Any questions about aviation should be directed to the aircraft dispatcher. All air resources will be managed in ROSS.

There are 3 air tanker bases located nearby, but not on our zone. These are Helena, Missoula and West Yellowstone and a temporary SEAT Base which we can set up at the Twin Bridges airport.

### **Expanded Dispatch -**

Expanded Dispatch will be located in the SO conference rooms located directly across the hall from DDC. If you are here to work in Expanded, please check in with the EDSP. All expanded kits have National, NRCC and DDC Mob guides, phone lists and other important information needed in the operation of an Expanded Dispatch.

Utilize the Travel Book provided to you by the IA office to use to book all air travel. All incident air travel is arranged through SATO 1-877-856-1059. A copy of the resource order and travel itinerary need to be filed in the black expanding file in addition all travel will be tracked using the spreadsheet provided.

### **Missoula Fire Cache –**

MT-NRK is located in Missoula, MT. The cache supplies all of Region 1, and is capable of supporting up to 5000 firefighters and is part of the National Cache System. This is the primary ordering cache for all incidents in the DDC zone. There are cache catalogs available in IA and Expanded. DDC utilizes ROSS for ordering supplies. **The cache likes to have all incident orders to them by 1500 for next day delivery. This time may change due to activity levels.** Working closely with the cache will ensure that things run smoothly. A call to let them know there is an order sent their way through ROSS is a good idea. The cache can be reached at 406-329-4949.

### **Ground Support and Equipment Inspections –**

If DDC has a need for ground support it will be accessed through expanded dispatch during large incidents. All equipment inspections will be arranged through expanded as well.

When there is no expanded, DDC will arrange equipment inspections. There is a list of qualified inspectors and their contact information in the phone book, and WildCAD phone book. Most inspections will happen at the SO, but due to the large dispatch area we may conduct inspections at other locations throughout the zone.

### **Dillon Area –**

Dillon is a small town, but we do have a choice of restaurants and motels. These are listed in our phone book. Dillon can be very warm during the day in the summer, temps are 80-90' plus, but we can still be chilly at night 40' – 50' or colder. It can also be very windy!

Dillon has a Y with a nice work out area and a pool. They offer daily rates. There are 2 laundry mats in town, Safeway and IGA grocery stores. Dillon does have a movie theater, Patagonia outlet store, book store, several flower shops and other variety stores in town. We also have 2 golf courses in the Dillon area and numerous Blue Ribbon Trout Streams in the area to keep folks busy.

If you find you have more time to spend, Bannack State Park is within a 45 minute drive from Dillon. It is a well preserved ghost town and was the first territorial capital of Montana. Bannack Days are the third weekend in July and is a great time to visit. Nevada and Virginia Cities are about an hour and a half drive to the east of Dillon which are also well preserved ghost towns. Clark's Look Out is 1 mile north of town on highway 91 north. It is a great place to stretch your legs and view the area as Lewis and Clark saw it on their way through the valley. The Pioneer Scenic By-Way (HWY 278) starts 30 miles from Dillon and winds its way through the Pioneer Mountains and comes out at Wise River.

If you have a whole day or 2, Dillon is 4 hours from West Yellowstone and Yellowstone National Park, if you have time it is worth the drive. An hour's drive south of Dillon will bring you to Red Rock Lakes National Wildlife Refuge, take a lunch and enjoy the wildlife!

Shopping in Butte, Montana, which is 65 miles north on I-15, includes the usual box stores, Wal-Mart, and a mall. It also has a rich mining history and many excellent restaurants and shops.