

# KOOTENAI/DNRC INTERAGENCY OPERATING PLAN 2020



Plan prepared by:


  
\_\_\_\_\_  
JAMEY TOLAND, Dispatch Center Manager  
USDA Forest Service, Kootenai National Forest

4/12/20  
DATE

Plan reviewed by:

  
\_\_\_\_\_  
DAN ROSE, Fire Management Officer  
USDA Forest Service, Kootenai National Forest

7/13/20  
DATE

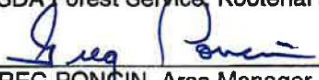
  
\_\_\_\_\_  
DAN CASSIDY, Area Operations Manager  
Montana Department of Natural Resources & Conservation  
Northwestern Land Office

7/20/20  
DATE

Plan approved by:

  
\_\_\_\_\_  
CHAD BENSON, Forest Supervisor  
USDA Forest Service, Kootenai National Forest

7/14/2020  
DATE

  
\_\_\_\_\_  
GREG PONCIN, Area Manager  
Montana Department of Natural Resources & Conservation  
Northwestern Land Office

7/20/2020  
DATE

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

\_\_\_\_\_  
MEGAN NEMITZ  
Grants Management Specialist  
USFS, Region One

\_\_\_\_\_  
Date

This page left intentionally blank

## Table of Contents

<b>OBJECTIVES</b> .....	5
<b>RESPONSIBILITY</b> .....	5
<b>PLAN PREPARATION AND REVIEW</b> .....	5
<b>KDC CHAIN OF COMMAND</b> .....	5
<b>AUTHORITY</b> .....	6
<b>DESCRIPTION OF TASKS</b> .....	6
Forest Duty Officer Responsibilities: .....	6
KDC Roles and Responsibilities: .....	7
District Duty Officer Roles and Responsibilities:.....	8
Incident Commander Roles and Responsibilities: .....	8
<b>INCIDENT RESPONSE ACTIONS</b> .....	9
<b>RESOURCES</b> .....	9
<b>INTERAGENCY INITIAL ATTACK AGREEMENT</b> .....	10
<b>DETECTION AND REPORTING</b> .....	10
Lookouts .....	10
Aerial Observation.....	10
Field Going Personnel .....	10
Wildland Fire Report Dispatch Guide .....	11
<b>FIRE INVESTIGATION</b> .....	11
<b>OPERATION FIRES ON FEDERAL OR STATE LAND</b> .....	11
<b>COUNTY FIRE ASSISTANCE</b> .....	11
<b>KDC STAFFING</b> .....	12
<b>FUNDING KDC OPERATIONS</b> .....	13
<b>REPORTS</b> .....	13
Weather Observation .....	13
Incident Organizer .....	14
<b>INTERAGENCY DISPATCH LOG / WILDCAD</b> .....	14
<b>BURNING PERMITS</b> .....	14
<b>PRESCRIBED BURNING</b> .....	14
Reports .....	15
Smoke Management.....	15
<b>NON-FIRE EMERGENCY INCIDENTS</b> .....	15
<b>FIRE ASSIGNMENTS (DNRC &amp; FS)</b> .....	15
OVERHEAD .....	15
CREWS .....	16
EQUIPMENT AND SUPPLIES.....	16
<b>COMMUNICATIONS</b> .....	17
<b>AIRCRAFT</b> .....	17

Forest Service.....	17
Montana - Dept. Of Natural Resources and Conservation.....	17
Flight Following.....	18
<b>APPENDICES.....</b>	<b>19</b>
Appendix A – Daily Resource Report.....	21
Appendix B – Engine Listing.....	23
Appendix C – Lookout Schedule/Lookout Safety Protocol.....	24
Appendix D – Fire Telephone Directory.....	26
Appendix E – Non-fire Emergency Phone Numbers .....	29
Appendix F – KNF/LU (DNRC) Frequencies.....	30
Appendix G – County Assistance Supplement .....	32
Appendix H – County Flood Emergency Assistance Supplement .....	34
Appendix I – Complexity Analysis.....	36
Appendix J – Dispatch Run Cards/KNF Staffing Guide.....	40
Appendix K – Northwest Zone Priority Guide.....	42
Appendix L – DNRC/KNF Agreement 18-FI-11011400-0009.....	43
Appendix M – DNRC/KNF Agreement 13-FI-101400-013 MOD 002 .....	46
Appendix N – OU3 Initial Attack Response Plan.....	51

**Note:** For clarification, equivalent names and positions between the FS and DNRC are as follows:

FS:	District	Fire Management Officer	District Duty Officer
DNRC:	Unit	Fire Management Officer	Unit Duty Officer

For purposes of this document, when there is mention of District, it would include DNRC Libby Unit and the KNF Districts, unless otherwise noted.

Dispatch Area or Dispatch Zone = Kootenai NF, DNRC Libby Unit, and private lands within the KNF/DNRC protection areas.

**OBJECTIVES**

The objectives of the Kootenai Interagency Dispatch Center (KDC) and this operating plan are to:

- Provide the Ranger Districts of the Kootenai National Forest (Forest Service) and the Libby Unit of the Northwestern Land Office, Montana Department of Natural Resources and Conservation (DNRC) with dispatching services.
- Ensure all incidents are staffed in the safest and most effective manner possible.
- Provide a common understanding of how resources are acquired and dispatched to incidents.
- Ensure that communication systems can support any type of project or incident on the Libby Unit or Kootenai National Forest.
- Function as the primary initial contact for the Smoke Management program in Airshed 1 and provide coordination with Airshed 2.
- Coordinate with neighboring dispatch centers on matters related to fire management or emergency incidents. Neighboring dispatch centers to KDC are Kalispell Interagency Dispatch Center (KIC), Missoula Interagency Dispatch Center (MDC), and Coeur d’Alene Interagency Dispatch Center (CDC).

**RESPONSIBILITY**

The role of Kootenai Interagency Dispatch Center (KDC) is to provide safe, cost-effective mobilization of resources, promote efficient operations through interagency cooperation, employ standardized procedures, and be equally responsive to all agencies served. KDC is an interagency facility, and it is recognized that individual agencies represented have specific policies and guidelines which must be followed, and every effort will be made to adhere to them. The Forest Service and the DNRC authorize KDC to perform tasks and procedures outlined in this guide in the best interest of both agencies.

**PLAN PREPARATION AND REVIEW**

This plan will remain in effect until either agency (FS or DNRC) proposes changes during scheduled annual reviews. If changes are proposed a task group will be selected to review proposals and develop changes. Representatives from both agencies have prepared this plan.

**KDC CHAIN OF COMMAND**

The agency representatives are the Forest Service Fire Management Officer and DNRC NWLO Fire Management Officer or their designated representatives. KDC is managed by the Kootenai Dispatch Center Manager or their Assistant.

## **AUTHORITY**

The authority for the Forest Service and the DNRC to join in operation of KDC is provided by the Montana Cooperative Wildland Management and Stafford Act Response Agreement #17-FI-11015600-010 between the USDI, Bureau of Land Management – Montana and Dakotas State Office, the National Park Service - Intermountain Region, Bureau of Indian Affairs – Northwest and Rocky Mountain Regions, the US Fish and Wildlife Service – Mountain-Prairie Region, the USDA Forest Service – Northern Region, and the State of Montana - Department of Natural Resources and Conservation, henceforth referred to as the “Six Party Agreement”.

Citation:

21. Interagency Dispatch and Coordination Centers: The Parties to this Agreement agree to maintain, support, and participate in interagency dispatch and geographic coordination centers. Staffing, funding, and level of participation will be agreed to and documented in OPs and/or appropriate mobilization guides. The Northern Rockies Mobilization Guide (NRMG) will be the primary document to identify approved policy and procedures for dispatching fire resources.

The Parties to this Agreement recognize the Northern Rockies Coordination Center (NRCC), as the Geographic Area Coordination Center (GACC) for Montana. The Parties to this Agreement will coordinate, mobilize and demobilize emergency management resources through the GACC as appropriate. Parties to this Agreement are not precluded from independent movement of their own resources.

It is intended that interagency dispatch center managers employed by any of the participating Agencies, and as such, have the Agency specific authorities from each participating Agency, except where prohibited by law or regulation, necessary to conduct the Center’s operation.

## **DESCRIPTION OF TASKS**

The Forest Service and the DNRC will operate under an interagency dispatch organization referred to as Kootenai Interagency Dispatch Center (KDC).

### **Forest Duty Officer Responsibilities:**

- Determines Forest-wide fire suppression priorities when needed.
- Provides oversight for fire management activities.
- Coordinates with the Regional Office, the NRCG, and other Wildland fire agencies.
- In the absence of the Kootenai Interagency Dispatch Center Manager, provides oversight to KDC.
- In the absence of the Forest Aviation Officer, provides oversight to the Kootenai Aviation program.
- Communicates fire management issues, concerns, and opportunities to the Forest Supervisor.
- Reviews Indices, weather forecasts, and the KNF Preparedness Level Guide to determine availability of resources for off-forest assignments.

In general, information sharing for actions/events that occur after hours can wait until the next day with the following exceptions. In these cases, the Forest Duty Officer or acting should be notified as soon as possible:

1. Serious accident or injury to a KNF employee or contractor (on or off forest).
2. Report of a fire with potential (retardant ordered for IA, transitioning fires, or ones that have already escaped IA).
3. Fire start reported in OU3.
4. Off Forest resources (other than aircraft) are being ordered.
5. Multiple-starts on any district, or on the Forest, that may require prioritization of available resources.
6. Anything causing concern.

**If there is ever any doubt whether to call or not, please call.**

**KDC Roles and Responsibilities:**

KDC will operate as a consolidated dispatch center with two initial attack (IA) dispatch zones. The West Zone will consist of the Three Rivers Ranger District and Cabinet Ranger District. The East Zone will consist of the Libby Unit-DNRC along with the Libby Ranger District and the Ksanka Ranger District. Below are the responsibilities of KDC:

- Dispatch personnel, supplies, and equipment to incidents in the KDC operations area as well as regionally and nationally.
- Ensures that a qualified incident commander (IC) has been identified to all fire personnel.
- Process and fill resource orders.
- Provide for expanding the dispatch organization to handle increased workload due to escaped wildland fires or other emergencies.
- Maintain and monitor the Incident Qualifications and Certification system (IQCS) for all individuals in the system for the forest.
- Coordinate all fire training for the all forest employees.
- Input Forest FIRESTAT information into database.
- Assign fire numbers and codes in accordance with policy.
- Ensure initial information has been sent to WFDSS for all federal protection fires.
- Track location of IA fire resources.
- Flight follow all aircraft used within the KDC operations area, unless other protocols are in place.
- Collect and distribute weather information, weather forecasts and NFDRS indices for the KDC operational area. Provide fire weather watch and red flag warnings to Lincoln and Sanders County.
- Assist in and coordinate the smoke management program for Airshed 1 and part of Airshed 2.
- Provide service and support to project work as requested.
- Coordinate search and rescue operations and law enforcement activities associated with such emergency as requested by the district. (See Emergency Preparedness and Response Plan).
- Coordinate aerial detection operations.
- Monitor KDC operation area drawdown levels and coordinate resource availability and mobilization.
- Coordinate with local 911 centers.
- Mobilize cooperators (County) and contracted resources.
- Ensure that all arriving resources have made positive, documented contact with the IC or other appropriate incident personnel upon arrival to the incident. This contact must be documented in the dispatch log.
- KDC will coordinate with duty officer(s) to facilitate logistical support for incidents.
- KDC will coordinate all medical emergencies.

**District Duty Officer Roles and Responsibilities:**

The District Duty Officer is the contact point for KDC and will be available via phone and/or radio 24 hours a day during their assigned duty period. They need to be in contact with their respective agency administrator/line officer (or Acting). If a duty officer is unable to complete their assigned duty period, they are responsible for finding a replacement duty officer and notifying KDC of this change. The District Duty Officer has the following responsibilities for their unit:

- Sets initial attack priorities.
- Identifies designated IC.
- Establishes out-of-area resource availability.
- Coordinates with line officer in managing incidents on their jurisdiction or represents line officer if delegated that authority.
- Provides KDC with the daily resource report by 1000 hours each day from May 1 until September 30 or as the season dictates.
- Notifies KDC of any changes in schedules and other pertinent information relating to resource availability.
- Notifies KDC of local equipment working locations when known.
- Ensures employees meet work/rest requirements as per agency policy.
- Reviews incident complexity with IC to ensure adequate management is assigned.
- In the case of a suspected operations fire, the Duty Officer will make sure the contracting officer, contracting officer representative, engineering representative, and/or timber sale officer in charge of the operation have been notified.
- When KDC is unstaffed, it is the discretion of the DO whether a dispatcher will need to come in to staff dispatch. If the decision is made for KDC to remain unstaffed, the DO will keep track of resources and incident actions to pass on to dispatch once it is staffed.

**Incident Commander Roles and Responsibilities:**

Immediately upon arrival at the incident, the initial attack IC will call in the initial report from the Kootenai National Forest Incident Organizer. As soon as practical, the IC will provide a full size-up to KDC.

As suppression actions proceed, it is the initial attack IC's responsibility to provide KDC with timely information regarding:

- Resource arrival times.
- Resource/supply needs.
- Any significant change in fire behavior.
- Logistical needs to zone dispatchers at KDC.
- All plans for demobilization of resources.
- Timeframes for check-ins with KDC.
- Fire status (contained, controlled, on patrol, out, etc).
- The complexity analysis in the Incident Organizer.



## **INCIDENT RESPONSE ACTIONS**

When an incident is reported, KDC will utilize the Dispatch Response Plan (Run Cards) to dispatch the appropriate resources based on preparedness levels. Once confirmation has been made by responding resources, KDC will contact the District Duty Officer.

When a fire is reported directly to a District, the District Duty Officer will send resources and pass all information to KDC. KDC will resume dispatching responsibilities from that point forward.

When the situation occurs where there are multiple fires across the forest, coordination between the District DO's and KDC will be the first step in establishing priorities. The Forest Duty Officer will be called to determine priorities if needed.

When a fire goes into extended attack, KDC will maintain close communication with the IC, District DO's, and the Forest FMO/DO to ensure the incident's needs are being met. As the incident continues to emerge, the complexity analysis will need to be re-evaluated to determine the incident management organization needed to meet suppression objectives. If the decision has been made to place an order for an Incident Management Team, KDC will notify the GACC.

The KDC Center Manager will determine the need to establish an expanded dispatch organization based on current and anticipated activity levels.

## **RESOURCES**

In order to dispatch resources to a fire, KDC must be kept informed of the resource locations on each District/Zone. The Duty Officer will be responsible for completing the Daily Resource Line-Up by 1000 hours each day. The daily line-up is located on the KDC Web page, under the Intelligence tab at <https://gacc.nifc.gov/nrcc/dc/mtkdc/knf-intelligence.HTM>. Details on how to complete this form can be found in Appendix A. If there are any changes in availability, or location of resources, the information will be passed on to KDC.

Once modules are staffed for IA, it will be the responsibility of the Duty Officer, or module leader, to contact KDC by radio or phone to relay their status as in service. At the end of shift, the Duty Officer will call resources out of service for the day. If a module is staying for extended staffing, the module leader will be responsible for calling the resource out of service.

Districts will ensure that all resources are equipped for initial attack. For helicopter deployment ("helitack fires"), resources need to be equipped with tools, water, and food for up to 36 hours without need for resupply.

All engines will be numbered according to regional standards. Initial attack modules will be identified by the crew leader name and individuals will use their names.

When Initial Attack resources from multiple agencies (State, USFS, and County forces) are dispatched to the same fire, the qualified official arriving first will act as IC. When responding forces from each agency have arrived, a qualified official will be designated the IC. Generally, the agency with protection responsibility will retain command of an incident. In the event of the inability of the agency representatives at the incident to decide who will be IC, the District Duty Officer of the agency with protection responsibility will make the determination.

Resources dispatched to an incident must check-in with KDC when:

- Responding to the incident.
- Arriving at the scene of the incident.
- Leaving the incident.
- Returned to their duty station.

## **INTERAGENCY INITIAL ATTACK AGREEMENT**

IA resources (engines, crews, helicopters, and overhead) responding to an incident away from their home unit, should be released back to the home unit after the fire is contained or when the IC is at a point where they are comfortable to release resources. If a fire goes into extended attack, coordination will be made between KDC and District Duty Officers regarding the commitment of resources as the incident emerges. Coordination and communication with home units is essential.

### **REIMBURSEMENT:**

As per agreement with the Executive Board of the Northwest Montana Zone of the NRCG, the entire NW zone constitutes the "Initial Attack Zone" referred to in the MT Cooperative Fire and Stafford Act Agreement. The initial 24 hours is considered the Mutual Aid period. For the initial 24 hours, the Protecting Agency will not be required to reimburse the Supporting Agency for costs incurred unless the incident will be litigated against 3<sup>rd</sup> party.

Beyond the first 24 hours, reimbursement between agencies (FS & DNRC) will be in accordance with the MT Cooperative Fire and Stafford Act Agreement, Statewide Operating Plan and the NR Supplement to Chapter 50 of the SIIBM.

## **DETECTION AND REPORTING**

### **Lookouts**

- The management and supervision of the lookouts is a district responsibility.
- All lookouts will report fires to KDC. If unable to contact KDC, then contact will be made with the district.
- Lookout's daily routine check-ins will be called in to KDC (See Appendix C Lookout Schedule).
- Lookouts will keep KDC informed of any lightning or unusual weather within the KDC operation area.

### **Aerial Observation**

- Detection flights will be scheduled by KDC. District DOs may request detection flights and will be notified by KDC if flights are being planned on any of the units.
- All wildfires detected by an aerial observer will be reported to KDC. KDC will relay information about new starts to the appropriate dispatch center if outside the KDC operations area. The aerial observer will contact each district as they enter their district.
- All flight following within the KDC operations area will be done through KDC, unless other arrangements are made. Automated Flight Following (AFF) will be utilized. If AFF is unavailable, a 15-minute check-in schedule for aircraft will be utilized.

### **Field Going Personnel**

- All field going personnel should report fires to KDC. If unable to make direct radio contact, they should relay through a lookout or district.

**Wildland Fire Report Dispatch Guide**

<b><u>Fire Reported to KDC</u></b>	<b><u>Fire Reported to 911</u></b>	<b><u>Fire Reported to District</u></b>
KDC notifies appropriate District Duty Officer and will dispatch resources per the Dispatch Response Plan	911 responds and/or contacts all agencies with protection responsibilities. <b><u>When KDC is closed follow the guidance below.</u></b>	District dispatches resources and contacts KDC. <b><u>When KDC is closed follow the guidance below.</u></b>
KDC notifies all agencies with jurisdictional / protection responsibility.	911 calls KDC Duty Officer or District contact to notify of fire report. District Duty Officers are notified for all fires. Notify KDC Duty Officer for Type 1, 2, and 3 fires, or if KDC assistance is needed.	District Duty Officers are notified for all fires. Notify KDC Duty Officer for Type 1, 2, and 3 fires, or if KDC assistance is needed.
KDC Duty Officer is notified immediately for all Type 1, 2, and 3 fires.	District or KDC dispatches resources. Verify jurisdiction / protection responsibilities and notifies appropriate agencies.	District or KDC dispatches resources. Verify jurisdiction / protection responsibilities and notifies appropriate agencies.
Incident is supported by KDC.	Incident is supported by KDC or by District.	Incident is supported by KDC or by District.
	Notify KDC of all Type 4 and 5 fires by 0930 daily.	Notify KDC of all Type 4 and 5 fires by 0930 daily.

**FIRE INVESTIGATION**

If the IC suspects that a fire is person caused, they will protect the origin and notify KDC. If the fire is on FS Land, KDC will contact a FS LEO to see if they are available. If KDC is unable to contact an LEO, they can contact any qualified fire investigator. For fires on all other lands, KDC can dispatch any fire investigator that is available.

**OPERATION FIRES ON FEDERAL OR STATE LAND**

In the case of a suspected operations fire, the IC will notify KDC and/or the DO who will notify the Contracting Officer, Contracting Officer Representative, Engineering Representative and or Timber Sale Officer in charge of the operation.

**COUNTY FIRE ASSISTANCE**

The Department of Natural Resources and Conservation maintains cooperative fire agreements with Lincoln and Sanders Counties. When wildland fires go beyond the capability of the county's resources on county

protected land, the state may assist (see individual county operations plan). The DNRC Unit DO or agency line officer's representative must approve requests for assistance to the county. See Appendix G.

### KDC STAFFING

KDC is staffed with a full-time Center Manager and Assistant Center Manager, three permanent seasonal dispatchers (two lead's and one IA) and one DNRC (funded). All personnel assigned to KDC work under the general supervision of the Kootenai Dispatch Center Manager.

KDC will be available via phone or radio 24 hours a day. If KDC cannot be reached use the following list and call in order:

<b>KDC After Hours Phone</b>		<b>406-334-0239</b>
Center Manager	Jamey Toland	406-270-2286
Assistant Center Manager	Liz Figgins	406-360-2605
East Zone Lead Dispatcher	Rick Morrill	406-291-2414
Forest FMO	Dan Rose	406-291-0489
Forest FAO	Deborah Lampton	406-291-2848

KDC core summer schedule will be June thru Sept (exact dates and office hours may vary and will be announced to the Forest prior to changing). During the summer schedule KDC will be staffed 7 days a week from the hours of 0730 to 1800. KDC will adjust core hours as needed upon request or fire conditions.

In the months outside the summer core schedule (Oct thru May); KDC will be staffed Monday thru Friday from 0730 to 1630. KDC will adjust the schedule as needed upon request or for fire conditions.

KDC Summer Schedule and Core Hours

	Sun	Mon	Tue	Wed	Thur	Fri	Sat
<b>KDC Mgr</b> (Jamey)	OFF	OFF	ON	ON	ON	ON	ON
<b>KDC Asst. Mgr</b> (Liz)	ON	ON	ON	ON	ON	OFF	OFF
<b>West Zone Lead</b>	ON	ON	ON	OFF	OFF	ON	ON
<b>West Disp</b> (Lexi)	ON	ON	ON	ON	ON	OFF	OFF
<b>East Zone Lead</b> (Rick)	ON	ON	ON	OFF	OFF	ON	ON
<b>East Disp DNRC</b> (Shaira)	OFF	OFF	ON	ON	ON	ON	ON

## **FUNDING KDC OPERATIONS**

KDC operations including facilities rent, electricity, telephone utilities, heating and air conditioning, computer support, office equipment and supplies are funded primarily by the Forest Service, except that which is incidentally provided to DNRC personnel by their employing agency, as shown below.

The agency contributing the employee to KDC is responsible for handling hiring, payroll, and other official personnel actions. Day-to-day supervision of KDC personnel will be handled through the internal KDC chain of command. Employee performance problems that may warrant disciplinary actions will be referred to that person's agency.

The Center Manager may approve overtime for DNRC personnel assigned to KDC when extra hours are chargeable to an incident. The DNRC agency representative must approve extra hours for other purposes/projects in advance.

KDC agency members make the following (approximate) financial/personnel commitment with associated costs for the operation of the Center. For further clarification on the DNRC contribution, see the work plan on file at the Kootenai National Forest Supervisor's Office.

### **FS – Kootenai NF**

Center Manager  
Asst Center Mgr  
2 Lead Dispatchers  
1 FS Dispatcher  
Facilities, rent, utilities, etc.  
Agency Estimated Contribution: \$185,600

### **DNRC – Libby Unit**

Lead IA Dispatcher – 9 months  
Annual funding for wages, per diem, supplies, and equipment for overall KDC operations (\$8,000).  
Agency Estimated Contribution: \$35,500

## **REPORTS**

### **Weather Observation**

KDC will broadcast the morning forecast over the radio at approximately 1000 hours each morning starting June 1st through September 30 (unless requested otherwise) for the DNRC and FS.

Once the forest goes into its established fire hours, the afternoon weather forecast will be broadcast at approximately 1600. In addition, actual indices will be broadcast and posted on the KDC web page.

If an incident is requesting a spot weather, the weather observations will be called into KDC. KDC will enter weather observations to the National Weather Service Spot Weather Request Page. Once the spot weather comes back from the weather service, KDC will broadcast the spot weather to incident resources.

"Red Flag Warnings" and "Fire Weather Watches" will be read over the air. KDC will request confirmation from each IC to ensure they received the information.

Swede Mountain Lookout, when staffed, will take daily weather observations at 1400 hours each day and reports observations to KDC at 1430 hours each day.

KDC will update weather observations for each RAWS located within the KDC dispatch zone through the prescribed fire burning season and the core fire season. The observations for these stations will be posted on the KDC web page.

### **Incident Organizer**

The IA IC will turn in the original, completed report and cost sheet to the Lead Zone dispatcher responsible for the fire. A completed DNRC form F-1000 will be turned in to the Libby Unit by the IA IC. These reports will be completed and sent to KDC 10 days after the IC declares the incident out.

The Zone lead dispatcher will be responsible for the input of the fire data into the Firestat program once the report has been received. Information regarding individual resources experience will be input into IQCS.

KDC will complete F-300 for all fires reported on the Libby Unit. When a state protection fire burns on FS land, a copy of the F-1000 will be sent to KDC. This fire will be recorded into Firestat.

### **INTERAGENCY DISPATCH LOG / WILDCAD**

KDC will utilize WildCAD for dispatching operations. WildCAD keeps time-stamped documentation of radio transmissions and resource mobilization. When WildCAD is not functioning, a complete radio/telephone log will be kept until WildCAD is working. If the dispatch office is not in operation, the District Duty Officer must maintain a log until KDC takes over.

Incidents reported to KDC are on WildWeb which displays basic information for incidents created in WildCAD. This information can be found at: <http://www.wildcad.net/WCMT-KDC.htm>

### **BURNING PERMITS**

Districts will inform Zone dispatchers of burning permits that have been issued when requested. Issuing of burning permits to the general public will be done by the Agency with fire protection responsibility. KDC will acquire the state burn permit forms and distribute to the districts if requested. The Forest Service and the DNRC authorize prescribed burning by the other Agency during the legal fire season without requirement of individual burning permits. Each agency will notify the responsible agency in advance of burning. Either agency may revoke this authorization at any time.

### **PRESCRIBED BURNING**

Districts will inform KDC when any prescribed burn operations are being conducted. KDC will be staffed during prescribed fire operations. An agreement is in place to utilize the DNRC dispatcher in KDC on USFS prescribed burns as needed (Appendix M).

When conducting a burn, Districts are responsible for notifying all contacts listed within the prescribed burn plan. This may include adjacent Forests, DNRC Units, County Sheriff's offices, and Canada. Contact KDC for notification assistance if necessary.

Assistance on prescribed fire activities may be fully reimbursable as specified and agreed to in a separate Project and Financial Plan or included in AOP's (Annual Operating Plans). The wages of personnel shall be at the actual cost to the sending agency for work time, from the time of departure until return to official station, including premium pay if and when premium pay is earned, under the policies, laws, or rules governing the employees of the sending agency. Rates for use of equipment will follow the Interagency Incident Standards for Fire Business Management Handbook.

The Agency providing assistance will submit an itemized billing letter, showing a breakdown of the costs for such assistance, to the requesting agency within thirty days following the last day of the month in which assistance was rendered. The requesting agency will reimburse the providing agency directly, in accordance with its own policies, rules, or laws governing such reimbursement.

## Reports

- Spring Burning: By February 27 of each year the Districts will enter their burn list into the Airshed Management System (AMS) data base. Located at <https://mi.airshedgroup.org/>
- Fall Burning: By August 15 of each year the Districts will enter their updated burn list into AMS.
- Final Reports: The final accomplishment report is due in Missoula by December 15 for spring, summer, and fall burns.
- Daily Report: Proposed Burns will be submitted to the Montana Smoke Monitoring Unit, using the AMS access page each day no later than 1200 hrs the day before the proposed burn. Each District will check the internet daily to see which burns have been approved. Each district will enter their accomplished units and acres before being able to enter planned burn(s) for the next day.

## Smoke Management

The Open Burning Ventilation Hotline (1-800-225-6779) can be used for restriction information. KDC can advise Districts of any burning restrictions during daily weather forecasts. Restrictions can also be found under MT Smoke Management Unit. Libby and much of the surrounding area falls within an air pollution control district/ impact zone. Permissions to burn within the impact zone must be approved by Jake Mertes of Lincoln County air quality control.

## NON-FIRE EMERGENCY INCIDENTS

Resource requests coming directly to districts from non-Forest Service officials, which involve minor, short-term needs, can be filled under the authority of a line officer if it would be beneficial to the requesting authority for expediency. KDC will be informed of such requests. Any request for aircraft will be through KDC. Attached in Appendix H is a letter from the Kootenai NF Supervisor explaining the use of forest employees and equipment on county flood emergency assistance.

All field medical emergencies will be handled by KDC. KDC will coordinate all activity with the Sheriff's Office and will operate in accordance with the Kootenai Medical Plan.

## FIRE ASSIGNMENTS (DNRC & FS)

### OVERHEAD

KDC has an established rotation list that is utilized when filling overhead orders. The following procedures will be used to fill overhead orders:

- KDC will check the rotation list and the Daily Resource Status Page. They will start at the top of the rotation list to see if the District on the top of the list has a resource showing available for the requested order. If so, then KDC will contact the Duty Officer, or night contact, to confirm the resource is still available. If the resource is available, the order will be filled. If the resource is not available, KDC will call each district in the order shown on the rotation list to see if they have a resource available to fill the order. Once an order is filled, the District that filled the order moves to the bottom of the list.
- When an order comes in and no resources are showing available, this is considered "shopping" for a resource. KDC will follow the order of the rotation list when calling around. The District that fills the order will rotate to the bottom of the rotation.
- There will be a separate rotation list for crew boss and crew boss trainees that will rotate the same as the fully qualified list. Once the initial list is established, it will rotate each time a district supplies a crew boss and/or trainee. The CREWS section will describe the crew boss rotation in more detail.
- If a district feels they have a need to "jump" ahead on the established rotation for either rotation list, they need to notify KDC with the justification. KDC will consider the request and may seek input from the FQRC.
- The rotation list will be posted on the KDC web page under the Intelligence link. KDC will update the rotation list as resources are mobilized.

- Lists will not rotate when team members, name requests, Administratively Determined (ADs), initial attack, or detailers are assigned.

## **CREWS**

When a crew order is received, each District /Unit will be asked to provide the following number of crew members (20 total) per crew assignment. CRWB, CRWB-T and SQDB **will** count as crew members.

D1--5, D4—5, D5--5, D7--3, LU/SO/Helibase—2\*

\*There is flexibility in LU/Helibase allotted numbers for them to send one crew member each

A crew boss will be sent with each crew along with a crew boss trainee if one is available. Districts will be able to view the rotation for qualified CRWB and CRWB trainee positions on the rotation list under their respective tabs. The rotation list can be found on the KDC web page under the Intelligence link.

The district on top of the CRWB rotation list will be responsible for filling the position. If the district at the top of the list cannot fill the position, KDC will work down the rotation list in order to get the position filled. The district that was at the top of the list and unable to fill the CRWB will lose a crewmember slot from their allotted number and will move to the bottom of the rotation list. The district that provided the CRWB has the option to send an additional crewmember.

The CRWB trainee selected will be from a forest CRWB trainee priority list. This list will be established each spring by the FQRC and FMO group. KDC will start with the first priority on the list to fill the position. If the first priority is unavailable, KDC will continue to work down the priority list to fill the position. If no priority trainees are available a trainee may be selected from the district rotation list on the CRWB trainee tab. This process will be followed for each crew order that comes in to KDC.

If a district is unable to provide their allotted number of crew members, KDC has a rotation list to obtain additional crew members to fill out the crew.

**\*This pre-established rotation and crew member distribution will not apply for on-forest initial or extended attack. In these cases, the most efficient and effective resources will be utilized.**

## **EQUIPMENT AND SUPPLIES**

KDC will follow National and Northern Rockies standard operating procedures when ordering equipment and supplies by obtaining resources from agency sources, contract vendors, other private suppliers and the national cache system using established resource ordering procedures.

KDC will utilize the closest forces concept when ordering equipment and supplies during the initial attack phase of the incident. Once the incident goes into extended attack, and there are no agency or cooperator resources available, the Competitive Solicitation, or Dispatch Priority List (DPL) will be utilized. The competitive solicitations are awarded using acceptable past performance, qualified personnel, minimum equipment standards and other factors. Equipment is dispatched by ranking order on the DPL.

On incidents within state protected lands, KDC may order resources from the DPL, but are not limited to ordering from this solicitation. The DNRC may utilize any resource on the best, closest and most appropriate source as determined on the basis of urgency (date and time needed), availability, delivery time, reasonable cost, and operational impact on the agency and incident. This allows DNRC to select resources that will allow the fastest, most effective and safest suppression of fires occurring on state protection.

The KDC Expanded Plan provides more details on procedures for obtaining equipment and supplies.



## **COMMUNICATIONS**

KDC is responsible for maintaining communications for field going activities including, but not limited to initial and extended attack fires, prescribed burning, aircraft missions, district project work, and medical emergency situations. The KNF Radio Plan describes in depth the assigned frequencies and their use across the forest.

KDC is the designated dispatch center for the DNRC Libby Unit for fire suppression and emergency related activities. KDC has been assigned the DNRC frequency and is subject to FCC laws and regulations.

There may be times during heavy fire activity or emergency situations when KDC will have to prioritize radio transmissions or request that a District/Zone switch to a different frequency or repeater.

**At all times, the following priorities are in place:**

1. Life and Death and Medical Emergencies
2. Aircraft
3. New Fire Reports (I.A./Extended)
4. Going Fires (Support)
5. Weather Reports
6. Administrative

A scene of action repeater is available for fire or emergency related incidents. The request for this repeater can be made through KDC.

## **AIRCRAFT**

### **Forest Service**

All aircraft orders for administrative, fire detection, and fire suppression flights, fixed wing or helicopter, will be ordered, scheduled and monitored through KDC. Air operations will follow the Kootenai Aviation Management Plan.

During initial and extended attack, KDC will not commit aircraft to a specific incident. Flexibility will be maintained to accommodate changing priorities across the zone. This does not apply to aircraft assigned to an Incident Management Team.

All Districts or persons having a need for an aircraft after hours will call the KDC Duty Officer. The Forest Aviation Officer (or their acting) and/or the KDC Manager (or their Acting) may determine that a mission can be completed more effectively, efficiently or with a greater consideration for safety utilizing another means; in this case, they will work with the requesting unit to either mitigate the identified risks or complete the mission with another resource. Individuals with a concern about the appropriateness or safety of a particular flight can address their concerns to the FAO or KDC Center Manager.

### **Montana - Dept. Of Natural Resources and Conservation**

The use of State aircraft on Federal incidents is defined in the annual operating procedures for Montana State aircraft letter. Conditions on where and how State owned aircraft can operate can be found in the letter.

MT DNRC may mobilize Canadian resources under their Northwest Compact. These resources will be utilized the same as any other aerial resources for the State of Montana. Approval for use of these resources on Federal land may come once the aircraft and crew have been inspected and approved for use on Federal lands.

Air tanker and helicopter orders for DNRC incidents will be placed with KDC.

**Flight Following**

Flight Following for Forest Service and State of Montana aircraft on KNF land and DNRC Libby Unit protection will be through KDC. Automated Flight Following (AFF) will be used when available. While flight following KDC will be required to document the status and location of the aircraft every 15 minutes.

After arriving at an incident or project, aircraft may request that KDC allow them to do local flight follow with their helispot or helibase, while working on the incident/project. KDC will continue to monitor the status of the aircraft via AFF and document at 45 minute intervals until the aircraft resumes flight following with KDC.

KDC may flight follow for any cooperating agency working within the boundaries of the KNF when available to do so.

# Appendices

This page left intentionally blank

## District/Unit Daily Resource Line Up Input Directions:

The Daily Resource Line Up will be submitted daily to reflect the status of district resources. The Daily Line Up will be set specifically for each district with the resources each district has. If corrections need to be made to the spreadsheet, contact KDC.

The Daily Line Up can be accessed from the KDC Web page under the Intelligence tab at <https://gacc.nifc.gov/nrcc/dc/mtkdc/knf-intelligence.HTM>. To complete this form, Google Chrome must be used as the Browser.

When the spread sheet opens, there will be a series of tabs on the bottom of the sheet. To update your districts line up, choose the tab that corresponds to your district. Once the sheet for your district has opened, the date will need to be changed. The KDC Summary Tab will show a rundown of all forest resources.



Listed below are details for information to be inputted within the Line Up:

**Duty Officer/Night Contact:** Put the name and contact number for the duty officer and night contact.

**IA Drawdown:** Enter the total number of FFT's in remarks. This number will reflect all red carded personnel at the arduous WCT level that is available within 2 hours. Personnel included here can be used for a local IA crew if activated.

**Off-Forest Crew:** Enter the number of FFT's in remarks. This is the number of FFT's that are nationally available for a 14 day assignment plus travel. Also include the number of CRWB and/or CRWB-t that are available.

**Off Forest Squad:** List the names of the individuals you have selected for the off forest crew. Put the name of the crew boss or squad boss first followed by the rest of the squad members.

**Engine/Watertender:** Enter Leader Name (ENGB) plus names of crew members that will be staffing the engine for the day. Enter the location they will be at for the day. Select the status (Local, National, Committed) to reflect the availability of the apparatus. Add remarks as needed.

**IA Module:** In the Module Leader column, put the leader's name plus number of crew members. Enter the location they will be working in for the day. Add remarks as needed.

**Fire Management:** Status appropriately and update Location. If resource is on a fire, include the incident name in Remarks. If the resource wants to be available for a specific qualification only, make note in Remarks.

**Engine Modules, Fuels Crew and Prevention:** Status appropriately and update Location. If resource is on a fire, include the incident name in Remarks. If the resource is unavailable, put reason in Remarks (A/L, done for season, etc).

**Lookouts:** Status appropriately.

**Misc OH/Militia:** This is for resources that have not been statused yet on this page. The district can choose to list OH that are part of on call teams (but note that they are “Team only” so KDC does not status them nationally).

Resource availability can change throughout the day. Districts need to keep their zone dispatchers aware of any changes in resource availability, preferably by phone call. If crews are in the field and are changing location, they can update their location via radio to dispatch.

**ENGINE LIST****North End**

Engine 10	Slip on Unit 200 gal.	(Type 7X)
Engine 30	Slip on Unit 150 gal.	(Type 7X)
Engine 611	Standard 300 gal.	(Type 6X)
Engine 631	Standard 300 gal.	(Type 6X)
Engine 411	Standard 750 gal.	(Type 4)
Tender 14	Standard 3200 gal.	(WT2)
Tender 15	Standard 2800 gal.	(WT2)

**Three Rivers Ranger District: D-4**

Engine 641	Standard 300 gal.	(Type 6X)
Engine 42	Standard 750 gal.	(Type 4)
Engine 44	Standard 750 gal.	(Type 4)
Tender 40	Standard 3800 gal	(WT2)

**Libby Ranger District: D-5**

Engine 651	Standard 300 gal.	(Type 6X)
Engine 652	Standard 300 gal.	(Type 6X)
Engine 653	Standard 300 gal.	(Type 6X)
Engine 54 OU3	Non-standard 1500 gal.	(Type 3 or 4)
Tender 51	Standard 1500 gal	(Type 3 or 4)

**Cabinet Ranger District: D-7**

Engine 71	Standard 400 gal.	(Type 6X)
Engine 472	Standard 750 gal.	(Type 4X)

**DNRC: Libby Unit**

Engine 5535	Standard 500 gal.	(Type 5X)
Engine 5515	Standard 500 gal.	(Type 5X)
Engine 5542	Standard 500 gal.	(Type 5X)
Engine 5525	Standard 500 gal.	(Type 5X)
Tender 5517	Standard 2000 gal.	(WT3X)

An X after the type number indicates a 4X4 engine.

**KOOTENAI INTERAGENCY LOOKOUT SCHEDULE**

Lookouts will work from 0930 to 1800.

A. Morning and afternoon check-ins:

1. At 0930 hour, Marston will check in with Dispatch followed by Black Butte (if staffed), Swede, and Blue (if staffed).
2. At 1800, all lookouts will report their status for the evening.

**LOOKOUT WORK SCHEDULES**

LOOKOUT AND DISTRICT		SUN	MON	TUES	WED	THU	FRI	SAT
<b>Black Butte</b>	D-1 staff as needed							
<b>Marston</b>	D-3	x	o	o	x	x	x	x
<b>Keeler Mtn.</b>	D-4 staff as needed							
<b>Swede Mtn.</b>	D-5 staffed by July	x	x	x	x	o	o	x
<b>Calx Mtn.</b>	LU staff as needed							

Latitude / Longitude for Lookouts Master List (NAD 27)

Marston 48° 45.87 x 114° 47.33  
 Black Butte 48° 51.85 x 115° 7.45  
 Mt Henry 48° 53.03 x 115° 31.05  
 Keeler Mtn 48° 19.27 x 115° 53.69  
 Blue Mtn 48° 29.9 x 115° 27.10  
 Swede 48° 22.25 x 115° 27.50  
 Ziegler 48° 34.60 x 115° 15.78  
 Calx 48° 12.51 x 115° 08.00



**Kootenai National Forest  
Safety and Security  
Emergency Fire Lookout Protocol**

The intent of this protocol is to establish safety measures for Kootenai National Forest fire lookouts to abide by in the event that there may be a need for a response from Ranger District or Law Enforcement personnel. This protocol sets forth some basic communication instructions and proper responses based on these instructions. Personnel that should be aware of these procedures are as follows:

Local Ranger District Employees  
KDC Dispatchers  
Local Area Dispatch Center(s)

**The instructions are as follows:**

1. To be used when a lookout feels threatened or uncomfortable, but plain speech is not an option.
  - a. If you can speak, speak clearly.
  - b. This protocol will be used primarily as a safety measure in the event that visitor contact becomes threatening or dangerous.
2. Initiating this protocol
  - a. Initial contact or low-threat assessment
    - i. If lookout does not know of any other personnel in the area, they will call Kootenai Dispatch and establish a 15 minute check-in procedure. For example, "Kootenai Dispatch-Black Butte. <Break> This is my 15 minute check-in. Talk to you again in 15." Base the time on a rough approximation of how long the visitor has been there or on your comfort level.
    - ii. If there is another lookout or agency employee in the area, the lookout can make contact and communicate a check-in procedure with them.
  - b. Trigger point for immediate action:**
    - i. "This is my \_\_\_ minute check-in;" and the time is a single digit (1-9).
3. Responsibility of the receiver (agency employee):
  - a. 1<sup>st</sup>: Respond in a normal-sounding manner to the person making contact. Be sure to repeat the number.
  - b. 2<sup>nd</sup>: Contact Dispatch or the closest agency official. This may be made by phone or by alternate frequency, be aware that the lookout will be scanning most frequencies within the radio zone.
  - c. Return the call in the stated minutes ( i.e. 15 minutes or 5 minutes) unless initiating lookout calls back first.
  - d. If initiating lookout does not respond within allotted time, contact Dispatch or nearest Agency official with a "Get to lookout NOW" request.
4. Responsibility of Kootenai Dispatch:
  - a. 1<sup>st</sup>: Respond in a normal-sounding manner to the person making the contact. Be sure to repeat the number of the requested check-in time.
  - b. 2<sup>nd</sup>: Contact Law Enforcement, nearby agency employee or FPO to notify that there may be a need for assistance. If no agency personnel are available or the situation warrants notify the sheriff's office.

If it is determined that the "Get to Lookout NOW" request has been made it is recommended that two separate vehicles are dispatched to the lookout location. One vehicle to get to the Fire Lookout and ensure the safety of the lookout. The second vehicle (Law Enforcement) to intercept the vehicle or individuals that have caused the initiation of these protocols.

**FIRE TELEPHONE DIRECTORY**

All numbers have an area code of 406 unless otherwise noted

**KOOTENAI DISPATCH**

Name	Position	Home	Work	Cell
Jamey Toland	Center Manager		283-7777	270-2286
Liz Figgins	Asst. Center Manager	208-267-2460	283-7733	360-2605
Rick Morrill	East Zone Lead IA		283-7741	291-2414
Shaira Dossey	DNRC Dispatcher		283-7739	370-4815
Lexi Hageness	West Zone Dispatcher		283-7796	291-4872
Dan Rose	Forest FMO	293-8337	283-7742	291-0489
VACANT	Forest AFMO		283-7795	291-1829
Deborah Lampton	Forest FAO	293-5946	283-7729	291-2848
Terri Tangen	Incident Business	293-8391	283-7650	291-7219
Chad Benson	Forest Supervisor		283-7763	

**KOOTENAI HELITACK**

Name	Position	Home	Work	Cell
Tom Rawlings	Helicopter Manager		283-7873	261-1673
Teagen Blaz	Asst Helicopter Mgr (T1)		283-7868	250-1247
Stacia Marks	Asst Helicopter Mgr (T2)		283-7867	509-954-7711
Aaron Marvin	Lead		283-7866	208-816-0525
Aaron Karuzas	Lead		283-7863	293-1245
Shannon Jones	SFF		283-7865	451-3948
Jake Vogel	SFF		283-7865	616-894-5808

**REXFORD (Ksanka) D1**

Name	Position	Home	Work	Cell
Mike Burow	FMO	889-3862	296-7138	291-4908
RJ McDole	AFMO Fire	882-4182	296-7176	291-7119
Harmony Burow	AFMO Fuels	889-3862	296-7164	360-2464
Danny Lemer	SFEO	297-7779	296-7187	250-1280
Raymond Flanagan	SFEO	882-4108	296-7132	471-6249
Rob Schultz	SFEO		296-7172	414-526-2716
Randall Schreiner	FEO	297-7973	296-7192	471-6231
Taylor Vaughn	FEO		296-7196	407-4455
Cody White	FEO	889-3203	296-7170	291-4512
Edwin Farrand	AFEO		296-7191	291-8398
Julian Aauto	SFF		296-7161	249-9236
Sam Westlin	SFF		296-7184	218-235-1588
Michael Nixon	SFF			509-868-4161
Justin Pilkington	Fuels Tech		296-7165	291-2850
VACANT	Fire Prevention			
Bryan Donner	District Ranger		296-2536	471-2687

**TROY D4**

<b>Name</b>	<b>Position</b>	<b>Home</b>	<b>Work</b>	<b>Cell</b>
Alan Osborn	FMO	295-5720	295-7486	291-1181
Beau Macy	AFMO Fire	461-3125	295-7477	291-6217
Cory Farmer	AFMO Fuels	293-7430	295-7425	334-3267
Justin Erickson	SFEO	295-5222	295-7492	334-3290
Tony Rebo	SFEO		295-7442	334-3219
Jon Ames	FEO		295-7561	291-2032
Geneis Borgman	FEO		334-3513	295-7555
Erich Tallmadge	AFEO			334-7500
Taylor Quinn	AFEO			291-8901
Brennan Olds	SFF			334-3353
Tyler Bothman	Fuels Tech	293-1113	295-7469	283-1875
Matt Chumbley	Fire Prevention	295-5720	295-7558	540-314-5111
Kirsten Kaiser	District Ranger	293-2394	295-7438	546-4599

**LIBBY D5**

<b>Name</b>	<b>Position</b>	<b>Home</b>	<b>Work</b>	<b>Cell</b>
Jeff Stevenson	FMO		283-7564	291-1829
Grant Rider	AFMO Fire	293-8415	283-7550	291-4445
Tim Bumgarner	AFMO Fuels		283-7551	291-4841
Jason Sunell	SFEO	291-0424	283-7806	291-5927
Brent Cooper	SFEO	291-7172	283-7802	291-4360
Lance Hamel	SFEO OU3			291-4514
Peter Jacobson	FEO		283-7803	291-4492
Jason Harrington	FEO		283-7812	560-3930
Wes Darland	FEO OU3			989-280-2314
Kirk Baldwin	AFEO			
Noah Criner	AFEO OU3			
Jerry Erickson	SFF			249-0842
Craig Helmrick	SFF			
Eric Johnson	Fuels Tech		283-7810	334-3599
Paige Hageness	Fire Prevention		283-7804	291-1868
Nate Gassman	District Ranger		293-7773	490-4605

**TROUT CREEK D7**

<b>Name</b>	<b>Position</b>	<b>Home</b>	<b>Work</b>	<b>Cell</b>
Jeff Muenster	FMO	847-8606	827-0712	370-3683
Dusty Pierson	AFMO Fire		827-0709	291-4755
Matt Martens	AFMO Fuels	827-7961	827-0705	291-1179
Adam Carr	SFEO	827-0524	827-0742	291-0524
Daniel Stevens	SFEO	827-1738	827-0721	370-7018
Todd Murray	FEO		827-0711	274-2929
Matt Etienne	FEO	847-9832	827-0708	334-3902
Jason Matuzeswski	AFEO		827-0711	603-903-4762
Richard Lyons	SFF		827-0747	208-818-5862
Mitchell Prophet	Fuels Crew Lead			541-792-1060
Brian Krick	Fire Prevention	827-0203	827-0750	291-0947
Michael Feiger	District Ranger		827-0714	208-781-0418

**DNRC LIBBY UNIT**

<b>Name</b>	<b>Position</b>	<b>Home</b>	<b>Work</b>	<b>Cell</b>
Logan Sandman	FMO	293-4736	293-2711	270-4701
Chris Beeks	AFMO		293-2711	291-6888
Dave Marsh	Lead Forester	293-3860	293-2711	291-2723
Doug Turman	Unit Manager	291-1668	293-2711	250-6537

NON-FIRE EMERGENCY PHONE NUMBERS

<u>MISCELLANEOUS COOPERATORS</u>	<u>PHONE NUMBERS</u>
BNSF (ROAD MASTER) DARRELL BOND, Whitefish.....	Cell (701) 580-2034 Office 406-863-0253
24 hr contact .....	1-800-832-5452
MONTANA RAILLINK (Sanders Co.) 24 hr contact.....	1-800-338-4750
NORTHERN ROCKIES AIRCRAFT .....	406-329-4883
FIRE MARSHALL BUREAU.....	406-444-2050/Afterhours 406-841-7044
DAVID THOMPSON SEARCH & RESCUE .....	293-4112 (Sheriff's Office)
ALERT (AIR AMBULANCE, KALISPELL, MT) .....	406-752-5111
MEDSTAR (AIR AMBULANCE, SPOKANE, WA) .....	800-422-2440
LINCOLN COUNTY SHERIFF (LIBBY) .....	293-4112
LINCOLN COUNTY DISASTER EMERGENCY SERVICE .....	293-6295 / 293-4112
Brent Teske .....	293-6295 / Cell# 293-1129
MONTANA HIGHWAY PATROL.....	293-5150 / 800-525-5555
MONTANA DEPARTMENT OF TRANSPORTATION .....	293-7921
SANDERS COUNTY SHERIFF .....	406-827-3584 ext. 0
WEYERHAUSER .....	293-6204 / 800-525-5400
EUREKA SHERIFF'S DISPATCH OFFICE .....	406-297-2121
TROY SHERIFF'S DISPATCH OFFICE .....	406-295-4111
NORTHERN ROCKIES COORDINATION CENTER (NRCC).....	406-329-4880
CDC (Coeur d'Alene Dispatch Center - IPNF).....	208-772-3283
KIC (Kalispell Dispatch Center - FNF) .....	406-758-5260
MDC (Missoula Dispatch Center - LNF) .....	406-829-7070

**KNF / DNRC-LU Frequency Guide**

NAME	RX	RX CG	TX	TX CG	Narrow Band?	Comments
Ksanka	171.2625	none	171.2625	123.0	Y	East Zone
Libby	172.2500	None	172.2500	123.0	Y	East Zone
West	171.3875	None	171.3875	123.0	Y	West Zone
Kootenai Work	168.7750	Different per district	168.7750	Different per district	Y	District Work Channel
Air/Gnd East	168.3875	none	168.3875	110.9	Y	North Zone Air to Ground
Air/Gnd West	166.9000	none	166.9000	110.9	Y	South Zone Air to Ground
Red	154.0700	none	154.0700	156.7	Y	Statewide Mutual Aid
Local Government	154.0400	156.7	154.0400	156.7	Y	Local Government
Air Guard	168.6250	none	168.6250	110.9	Y	Air Guard
DNRC LU	151.2650	none	151.2650	none	Y	Libby Unit
CALX DNRC*	151.2650	none	159.3525	114.8	Y	Calx Repeater Libby Unit

- The 171.3875 MHz frequency is called West Zone. Repeaters are located on Baldy, Henry, Allen, Government, King, Berray, and 80 Peak. Each repeater has a unique tone.
- The 171.2625 MHz frequency is called Ksanka Zone. Repeaters are located on Marston, Pinkham, Blue, and Webb.
- The 172.2500 MHz frequency is called the Libby Zone. Repeaters are located on Blue, Tony, Calx, and Allen.
- The 163.125 frequency will be the “work” channel and it is toned different for each District.
- The “Red” channel is a statewide fire mutual aid frequency for communication between federal, state, and local agencies.
- Air to ground (AIR/GND) is the frequency that is used for communication between ground and aircraft resources.
- Air Guard (AIR GUAR) This frequency is to be used only for **emergency** aircraft communication or as an initial contact with an aircraft if the pilot cannot be reached on any other frequency. Once contact is made, communication must be transferred to another channel.

\* Please Refer to Kootenai National Forest Radio User Guide for more information on frequencies.

The DNRC and the Forest Service will each be responsible for establishing and maintaining their own individual communication authorizations for their respective licenses. The agencies agree to the following conditions:

1. Each party shall exercise control and be responsible for all radio transmissions on their respective authorized/licensed frequency(s), and reserves the right to immediately terminate the use of a specific frequency by all other parties temporarily when it is deemed necessary by the controlling party.
2. The controlling party for each frequency shall determine the dispatch and management procedures to be used for that frequency.
3. The agencies are authorized to operate equipment for testing and maintenance.
4. Use of each other's frequencies shall be for communications essential to interagency efforts only. Such communications include traffic relating to fire detection, resource tracking, initial attack dispatching, incident support, and status reporting.
5. The area in which the agencies are authorized to operate on each other's frequencies shall include Forest Service and DNRC fire protection areas.
6. The Forest Service and the DNRC are authorized to install the other parties frequencies in handheld and mobile radios through a separate Memorandum of Understand (MOU) #04-MU-11011400-025.

DNRC local command frequency, 159.3525 Mhz (Tx)/151.265 Mhz (Rx) tone 114.8 (Tx), Output power shall not exceed 40 watts.

Kootenai National Forest's command and tactical frequencies, 171.3875 Mhz (Tx/Rx), 171.2625 Mhz (Tx/Rx), 172.2500 Mhz (Tx) Output power shall not exceed 40 watts.

## Part I - COUNTY ASSISTANCE FIRES

1. The Montana Department of Natural Resources and Conservation is responsible for the County Cooperative Fire Program, which provides assistance to Montana Counties that provide wildland fire protection. Major features of the County Assistance Program are:
  - a. Help the county organize to provide wildland fire protection for non-forest areas.
  - b. Provide wildland fire training for county volunteer firefighters.
  - c. Provide equipment for use by county forces to meet county plan requirements.
  - d. Assists the county with fire suppression activities beyond the capabilities of the county.
  - e. Provide suppression assistance when fire exceeds the capability of the county.
  - f. Provide for mobilization of county forces for use on county fires, state wide, and for use by Wildland Fire Protection Agencies.
2. A key fact about the county program is that the state assists the county. On a county assistance fire, a county official is the line officer and a rural fire department officer is (usually) the incident commander. If a non-county incident commander is assigned, a delegation of authority from the county line officer is needed. For fires occurring along wildland fire agency (DNRC, USFS) protection boundaries, a unified command mode of operation may be desirable.
3. It is part of the DNRC Unit Officer's responsibility to monitor the county fire situation and provide a DNRC County Fire Advisor (CFA) if it appears that DNRC assistance will be required. The CFA provides advice to the county IC and requests resources not available to the county.
4. Normally KDC will receive resource requests for a county fire through the DNRC Advisor. Only resources actually ordered or approved by the DNRC Advisor may be sent to a county fire. KDC is normally in a support dispatch mode for county assistance fires and is not responsible for initial attack dispatching for county fires.
5. In the event that requests are received directly from a county or fire district official, KDC must contact the DNRC Duty Officer for approval prior to dispatching the resource. In the event a DNRC Duty Officer cannot be contacted in a time frame reasonable for the situation, the KDC Duty Officer is delegated authority to take appropriate action until a DNRC Duty Officer can be contacted.

## Use of County Resources by Wildland Fire Protection Agencies

1. The resources of Montana counties are available to the Forest Fire Protection Agencies (USFS, BIA, BLM, MT DNRC).
2. Local county equipment and firefighters will be signed up by DNRC. When Local Government Fire Organization resources are dispatched to an incident within their legal jurisdiction, volunteer personnel may be hired as Emergency Fire Fighter (EFF's) and paid for their time 24 hours after the first initial attack resources are dispatched. Local government equipment will not be hired when the incident occurs within its legal jurisdiction, but approved operating supplies will be covered beginning 24 hours after the initial attack resources are dispatched unless specified otherwise in an annual operating plan. Departments responding to a mutual aid call from other departments or responding as an independent action are not normally paid unless they have been requested by the wildland agency.



3. (Important: See Fire Business Management Handbook for procedures for sign up and payment.)
4. If a project fire employs county fire equipment, a County Agency Representative (CAR) may be requested from DNRC to act as a liaison for these resources.
5. If KDC receives local or non-local requests for county equipment, the dispatcher should contact the Libby Unit who will make contact with the county and process the requests.

## **PART II - REQUEST FOR DNRC RESOURCES FOR NON-FIRE EMERGENCIES**

(Hazardous Material, Flood, Search and Rescue, Law Enforcement, etc.)

1. The Department of Natural Resources and Conservation mission is limited to fire related incidents. DNRC is not the responsible agency for incident types other than wildland fires. DNRC involvement in other types of incidents must be requested through the Montana Department of Disaster and Emergency Services (DES). This will normally be done through the local County DES Coordinator.
2. In the event DNRC resources are requested for a non-fire incident, KDC should contact the NWLO Duty Officer.

## County Flood Emergency Assistance Policy

The Forest's ability to provide leadership, technical expertise and resources has been highly regarded by our non-federal cooperators who seek our assistance in helping them with state and local non-fire emergencies. I expect line officers and managers to be responsive to state and local needs, realizing there are limitations based on existing authorities and policy.

To ensure consistency when dealing with local agencies, the following individuals may serve as Agency Administrator Representatives for local non-fire emergencies. These individuals will help ensure consistent implementation and adherence to policy:

- 1) Cami Winslow
- 2) Gary Kedish
- 3) Acting Technical Services Staff Officer/Agency Administrator

### Key Points:

1) The use of Forest Service personnel and equipment is authorized for the purpose of protecting life and property and for relieving suffering and distress arising from such causes as floods, hurricanes, tornadoes, earthquakes, fire, and snowstorms. Assistance can be rendered until the responsible state or local authorities are able to take over and/or until the immediate danger is past (FSM 1590.3).

2) Forest Service funds are not normally available for non-fire emergencies. If employees perform work outside the scope of their duties it exposes them to personal, fiscal and litigious liability and jeopardizes OWCP and Tort Claim coverage.

3) The Forest will attempt to provide immediate response to an emerging crisis and render whatever assistance we can until state or local officials with the responsibility for the emergency and/or disaster response are aware of the situation and are on hand.

4) If the incident is on National Forest System Land, the Forest will continue to work with the official or agency having legislated emergency and disaster jurisdiction or authority until the immediate danger is past. Remember, that even though we are on NF land, there is a state or county official with legislated authority for the emergency and disaster efforts within our counties.

5) Any equipment loaned to local government will be documented on a resource order and will be returned in the same condition as loaned. We will not deliver any equipment to a third party -- it will be delivered to the requesting agency who will sign for the equipment.

6) Obligations incurred are considered payable out of currently available funds only, without expectation of replenishment. In the event the Parties agree to reimbursement, a Collection Agreement will be used (see attachment). Employees formally assigned to the incident will charge their time to code 01 or 21 as appropriate. Contact Cami Winslow for job codes as needed.

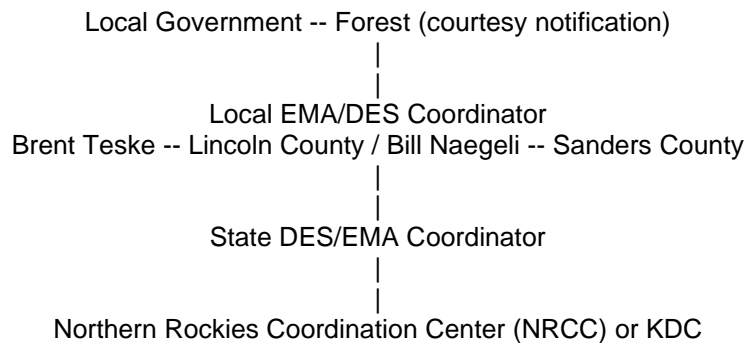
7) Kootenai NF employees may volunteer their time to assist their communities with emergency efforts. When doing so, individuals assume personal liabilities.

The following resource ordering procedures will apply when non-fire emergency assistance is requested from the Kootenai National Forest:

1) Requests for local available equipment or personnel will go from the Emergency Management Agency (EMA), County Sheriff or local Agency Administrator, with jurisdiction for the emergency to the Kootenai Interagency Dispatch Center (KDC). KDC will request approval for the use of resources from an Agency Administrator Representative for the Kootenai NF. The KNF Agency Representative will ensure that requests meet the guidelines stated in this letter.

2) Agency Representatives will forward approved resource requests through the KDC. KDC will make formal requests for resources to Duty Officers as they do for a wildfire incident. The Agency Administrator Representative may make requests for people or equipment directly to the appropriate person when essential. However, that request and assignment of resources will be relayed to KDC for documentation and tracking.

3) For any non-local or large-scale equipment or personnel request the following ordering flow chart applies:



Please direct your emergency related questions to Cami Winslow or Dan Rose.

**Wildland Fire Risk and Complexity Assessment**

**Instructions:**

Incident Commanders should complete Part A and Part B and relay this information to the Agency Administrator. If the fire exceeds initial attack or will be managed to accomplish resource management objectives, Incident Commanders should also complete Part C and provide the information to the Agency Administrator.

**Part A: Firefighter Safety Assessment**

**Evaluate the following items, mitigate as necessary, and note any concerns, mitigations, or other information.**

Evaluate these items	Concerns, mitigations, notes
LCES	
Fire Orders and Watch Out Situations	
Multiple operational periods have occurred without achieving initial objectives	
Incident personnel are overextended mentally and/or physically and are affected by cumulative fatigue.	
Communication is ineffective with tactical resources and/or dispatch.	
Operations are at the limit of span of control.	
Aviation operations are complex and/or aviation oversight is lacking.	
Logistical support for the incident is inadequate or difficult.	

**Part B: Relative Risk Assessment**

<b>Values</b>			
<p><b><u>B1. Infrastructure/Natural/Cultural Concerns</u></b>                      Based on the number and kinds of values to be protected, and the difficulty to protect them, rank this element low, moderate, or high. Considerations: key resources potentially affected by the fire such as urban interface, structures, critical municipal watershed, commercial timber, developments, recreational facilities, power/pipelines, communication sites, highways, potential for evacuation, unique natural resources, special-designation areas, T&amp;E species habitat, cultural sites, and wilderness.</p>	L	M	H
<p><b><u>B2. Proximity and Threat of Fire to Values</u></b>                      Evaluate the potential threat to values based on their proximity to the fire, and rank this element low, moderate, or high.</p>	L	M	H
<p><b><u>B3. Social/Economic Concerns</u></b>                      Evaluate the potential impacts of the fire to social and/or economic concerns, and rank this element low, moderate, or high.                      Considerations: impacts to social or economic concerns of an individual, business, community or other stakeholder; other fire management jurisdictions; tribal subsistence or gathering of natural resources; air quality regulatory requirements; public tolerance of smoke; and restrictions and/or closures in effect or being considered.</p>	L	M	H
<b>Hazards</b>			
<p><b><u>B4. Fuel Conditions</u></b>                      Consider fuel conditions ahead of the fire and rank this element low, moderate, or high.                      Evaluate fuel conditions that exhibit high ROS and intensity for your area, such as those caused by invasive species or insect/disease outbreaks; continuity of fuels; low fuel moisture.</p>	L	M	H
<p><b><u>B5. Fire Behavior</u></b>                      Evaluate the current fire behavior and rank this element low, moderate, or high.                      Considerations: intensity; rates of spread; crowning; profuse or long-range spotting.</p>	L	M	H
<p><b><u>B6. Potential Fire Growth</u></b>                      Evaluate the potential fire growth, and rank this element low, moderate, or high.                      Considerations: Potential exists for extreme fire behavior (fuel moisture, continuity, winds, etc.); weather forecast indicating no significant relief or worsening conditions; resistance to control.</p>	L	M	H
<b>Probability</b>			
<p><b><u>B7. Time of Season</u></b>                      Evaluate the potential for a long-duration fire and rank this element low, moderate, or high.                      Considerations: time remaining until a season ending event.</p>	L	M	H
<p><b><u>B8. Barriers to Fire Spread</u></b>                      If many natural and/or human-made barriers are present and limiting fire spread, rank this element low. If some barriers are present and limiting fire spread, rank this element moderate. If no barriers are present, rank this element high.</p>	L	M	H
<p><b><u>B9. Seasonal Severity</u></b>                      Evaluate fire danger indices and rank this element low/moderate, high, or very high/extreme.                      Considerations: energy release component (ERC); drought status; live and dead fuel moistures; fire danger indices; adjective fire danger rating; preparedness level.</p>	L/ M	H	VH /E
<p>Enter the number of items circled for each column.</p>			

**Relative Risk Rating (circle one):**

<b>Low</b>	Majority of items are "Low", with a few items rated as "Moderate" and/or "High".
<b>Moderate</b>	Majority of items are "Moderate", with a few items rated as "Low" and/or "High".
<b>High</b>	Majority of items are "High"; A few items may be rated as "Low" or "Moderate".

**Part C: Organization**

Relative Risk Rating (From Part B)					
Circle the Relative Risk Rating (from Part B).		L	M	H	
Implementation Difficulty					Notes/Mitigation
<p><b><u>C1. Potential Fire Duration</u></b>                      Evaluate the estimated length of time that the fire may continue to burn if no action is taken and amount of season remaining. Rank this element low, moderate, or high. Note: This will vary by geographic area.</p>	N/A	L	M	H	
<p><b><u>C2. Incident Strategies (Course of Action)</u></b>                      Evaluate the level of firefighter and aviation exposure required to successfully meet the current strategy and implement the course of action. Rank this element as low, moderate, or high.                      Considerations: Availability of resources; likelihood that those resources will be effective; exposure of firefighters; reliance on aircraft to accomplish objectives; trigger points clear and defined.</p>	N/A	L	M	H	
<p><b><u>C3. Functional Concerns</u></b>                      Evaluate the need to increase organizational structure to adequately and safely manage the incident, and rank this element low (adequate), moderate (some additional support needed), or high (current capability inadequate).                      Considerations: Incident management functions (logistics, finance, operations, information, planning, safety, and/or specialized personnel/equipment) are inadequate and needed; access to EMS support, heavy commitment of local resources to logistical support; ability of local businesses to sustain logistical support; substantial air operation which is not properly staffed; worked multiple operational periods without achieving initial objectives; incident personnel overextended mentally and/or physically; Incident Action Plans, briefings, etc. missing or poorly prepared; performance of firefighting resources affected by cumulative fatigue; and ineffective communications.</p>	N/A	L	M	H	
<b>Socio/Political Concerns</b>					

<p><b><u>C4. Objective Concerns</u></b>  <b>Evaluate the complexity of the incident objectives and rank this element low, moderate, or high.</b>                  Considerations: clarity; ability of current organization to accomplish; disagreement among cooperators; tactical/operational restrictions; complex objectives involving multiple focuses; objectives influenced by serious accidents or fatalities.</p>	N/A	L	M	H	
<p><b><u>C5. External Influences</u></b>  <b>Evaluate the effect external influences will have on how the fire is managed and rank this element low, moderate, or high.</b> Considerations: limited local resources available for initial attack; increasing media involvement, social/print/television media interest; controversial fire policy; threat to safety of visitors from fire and related operations; restrictions and/or closures in effect or being considered; pre- existing controversies/relationships; smoke management problems; sensitive political concerns/interests.</p>	N/A	L	M	H	
<p><b><u>C6. Ownership Concerns</u></b>  <b>Evaluate the effect ownership/jurisdiction will have on how the fire is managed and rank this element low, moderate, or high.</b> Considerations: disagreements over policy, responsibility, and/or management response; fire burning or threatening more than one jurisdiction; potential for unified command; different or conflicting management objectives; potential for claims (damages); disputes over suppression responsibility.</p>	N/A	L	M	H	
<p><b>Enter the number of items circled for each column.</b></p>					

**Recommended Organization (circle one):**

<b>Type 5</b>	Majority of items rated as "N/A"; a few items may be rated
<b>Type 4</b>	Majority of items rated as "Low", with some items rated as "N/A", and a few items rated as "Moderate" or "High".
<b>Type 3</b>	Majority of items rated as "Moderate", with a few items
<b>Type 2</b>	Majority of items rated as "Moderate", with a few items
<b>Type 1</b>	Majority of items rated as "High"; a few items may be rated

**Rationale:**

Use this section to document the incident management organization for the fire. If the incident management organization is different than the Wildland Fire Risk and Complexity Assessment recommends, document why an alternative organization was selected. Use the "Notes/Mitigation" column to address mitigation actions for a specific element, and include these mitigations in the rationale.

Name of Incident: \_\_\_\_\_ Unit(s): \_\_\_\_\_

Date/Time: \_\_\_\_\_

Signature of Preparer: \_\_\_\_\_

**Appendix J – Dispatch/Response Plan, aka Run Cards**

3 day average ERC	FDRA 1 (ABOVE 4000FT)	FDRA 2 (BELOW 4000FT)	OU 3
0-19 <b>PL1</b>	1 WL Eng or 1 IA module 1-ICT5	1 WL Eng or 1 IA module 1 ICT-5	1 WL Eng or 1 IA module w/PAPR's 1 ICT-5
20-29 <b>PL2</b>	1 WL Eng or 1 IA module 1 ICT5	1 WL Eng or 1 IA module 1 ICT-5	1 WL Eng or 1 IA module w/PAPR's 1 ICT-5 1 *type 2 heli check availability
30-46 <b>PL3</b>	1 WL Eng or 1 IA module 1 ICT-5  <u>Consider</u> Helitack/Rappel/bucket	1 WL Eng 1 ICT-5 or 4 Aircraft w/Bucket  <u>Consider</u> 1 IA module 1 Dozer 1 HEQB Helitack/Rappel	1 WL Eng 10 fptr's w/PAPR's 1 ICT-5 1 *Type 2 helicopter w/bucket  <u>Consider</u> 1 OU3 dozer 1 OU3 HEQB UTV w/H2O
47-57 <b>PL4</b>	1 WL Eng or 1 IA module 1 ICT 5/4 Helitack/Rappel/bucket ATGS  <u>Consider</u> 1 IA module Retardant	2 WL Eng 1 ICT-4/3 1 IA module Aircraft w/bucket ATGS 1 Dozer 1 HEQB  <u>Consider</u> Helitack/Rappel Retardant	1 WL Eng 10 fptr's w/PAPR's 1 ICT-4 2 Type 2 heli restricted * or 1 Type 1 & 1 type 2 heli * ATGS <u>Consider</u> 1 OU3 dozer 1 OU3 HEQB 1 UTV with H2O Retardant
58+ <b>PL5</b>	1 WL Eng or 1 IA module 1 ICT- 5/4/3 Helitack/Rappel/bucket  <u>Consider</u> 1 Dozer 1 HEQB Retardant ATGS	2 WL Eng 1 ICT-4/3 1 type 1 or 2 heli 1 ATGS 1 IA module Aircraft w/Bucket 1 Dozer 1 HEQB  <u>Consider</u> Helitack/Rappel 1 WL Eng Retardant	1 WL Eng 10 fptr's w/PAPR's 1 ICT-4 1 OU3 dozer 1 OU3 HEQB 1 Type 1 heli * 1 Type 2 heli * 1 ATGS  <u>Consider</u> 2 UTV w/H2O Retardant

\* Activate smoke monitors on helicopters dispatched to OU3

Consider is que to dispatchers that these resources may be ordered and to have them identified and ready to respond.



### Kootenai National Forest Specific Actions guided by Preparedness Levels (PL Guide)

Preparedness Levels	PL 1	PL 2	PL 3	PL 4	PL 5
<b>Staffing:</b>					
KDC Coverage	5 day	5 day	7 day (June 26)	7 day	7 day
KDC Hours	0730-1600	0730-1600	0730-1800	0730-1800	0730-1800
Helicopter Coverage	0730-1600	0730-1600	0930-1800	0930-1800	0930-1800
Engine	0730-1600	0730-1600	0930-1800	0930-1800	0930-1800
<b>Detection:</b>					
Lookouts		5 Day	Consider 7 Day if Lightning	7 day	7 day
<b>Equipment:</b>					
				Track Location	Pre Position as Needed
<b>Prevention:</b>					
Restrictions	Follow Zone Restrictions Guides 5110			Contacts	Coordinate
Burn Permits	Yes	Inspect	Mitigation	No	No
Industry Inspections	Start May 1	All	All	All	All
<b>Preparedness:</b>					
IA Personnel (NEND)	6	13	15	21	25
D4 (Three Rivers)	6	13	15	21	25
D5 (Libby)	6	13	15	21	25
D7 (Cabinet)	4	6	8	11	15
SO (Helibase)	3	4	4	6	15
Total IA Personnel on Forest	<b>25</b>	<b>49</b>	<b>57</b>	<b>80</b>	<b>105</b>
Minimum Engines/unit	1	1	2	2	3
Type III Teams	Assemble as needed	Assemble as needed	Assemble as needed	Verify Availability	Verify Availability
ICT4 per Unit			1	2	3
<b>Air Operations:</b>					
Off-Forest Helicopter Dispatch	Available	Available	Evaluate weekly based on National/Regional Needs	Available in Zone	Not available except for special situations
Heli Manager	1	1	1	2	2
Heli - Restricted Category			Consider	Consider	Consider
ICT4 at Helibase			1	2	3
Air Attack			Consider	Yes	Yes
Aerial Detection	Request	Request	Lightning	Lightning/Sch.	Scheduled
<b>Management:</b>					
IA Crew preposition (20 ftr's)				Consider	Consider
FMO's on Forest	As Needed		2	4	6

## KDC / Northwest Zone Priority Guide

### KDC Zone Initial Attack Priorities

Resources assigned for Initial Attack must not be reassigned without approval from their home unit MAC representative.

Any resource released from their unit, for IA within the KDC Zone, may be requested to return in 24 hours for reassignment for higher priority fires/incidents.

- **Priority 1: Protection of human life.**
- **Priority 2: Community Protection**
- **Priority 3: Structure Protection**
  1. Support and assistance to structure fire protection/suppression partners under established agreements.
  2. Outside of established local government structure fire department jurisdictions, the allocation of suppression resources will be weighed commensurate with natural resource values to be protected.
- **Priority 4: Natural Resources**
  1. Wildland fire suppression resource allocations will be based on minimizing suppression costs and resource losses. In general the following priorities will help minimize fire suppression costs and resource losses:
    - Valley bottom
    - Mid slope fires
    - High elevation or top 1/3 of the ridge
    - Wilderness, Scenic Areas, and non-motorized recreation areas.

### Large Fire Support:

Prioritization of resources for large fire support is established by the NW Zone MAC group and will generally follow the priorities established for Initial Attack and National direction.

1. National Security
2. Protection of Life
3. Protection of Property
4. Protection of Natural Resources

Agreement #18-FI-11011400-009

**PROJECT AND FINANCIAL PLAN**  
**#18-FI-11011400-009**  
**To the**  
**MONTANA COOPERATIVE WILDLAND FIRE MANAGEMENT AND STAFFORD**  
**ACT RESPONSE AGREEMENT**  
**#17-FI-11015600-010**  
**Between the**  
**MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION,**  
**NORTHWEST LAND OFFICE**  
**And the**  
**USDA FOREST SERVICE, KOOTENAI NATIONAL FOREST**

This Project and Financial Plan (PFP) is hereby made and entered into by and between the Montana Department of Natural Resources and Conservation, Northwest Land Office, hereinafter referred to as DNRC, and the USDA Forest Service, Kootenai National Forest, hereinafter referred to as the U.S. Forest Service, under the authority of the Cooperative Funds Act of June 30, 1914 (16 USC 498) as amended by Pub. L. 104-127, and the provisions of the Montana Cooperative Fire Management and Stafford Act Response Agreement #17-FI-11015600-010.

**I. INTRODUCTION**

The Kootenai Interagency Dispatch Center (KIDC) is located in the Kootenai National Forest Supervisor’s Office in Libby, Montana. KIDC is jointly operated by the U.S. Forest Service and DNRC. This PFP documents DNRC’s voluntary cash contribution to the U.S. Forest Service for the maintenance and operation of KIDC.

**II. SCOPE AND DURATION**

The objective of this project is for DNRC to provide an annual cash contribution to the U.S. Forest Service for the operations of the KIDC. Each year the PFP will be reviewed and modified in order to collect additional funding to assist with operating the KIDC.

The PFP will expire January 1, 2023.

**III. PRINCIPAL CONTACTS**

Principal contacts for each Agency for the administration of the project are:

<p><b><u>DNRC Program Contact</u></b>          Wyatt Frampton          MT DNRC – NWLO Fire &amp; Service Forestry          655 Timberwolf Parkway, Suite 1          Kalispell, MT 59901-1215          Phone: 406-751-2247          Email: wframpton@mt.gov</p>	<p><b><u>DNRC Administrative Contact</u></b>          Marci Anderson          Budgets &amp; Grants Section          MT DNRC Forestry Division          2705 Spurgin Road          Missoula, MT 59804          Phone: 406-542-4305          Email: marcianderson@mt.gov</p>
--	--

--	--

<p><b><u>U.S. Forest Service Program Contact</u></b>                  Jamey Graham, Center Manager                  Kootenai Interagency Dispatch Center                  31374 US Highway 2                  Libby, MT 59923                  Phone: 406-283-7777                  Email: <a href="mailto:jngraham@fs.fed.us">jngraham@fs.fed.us</a></p>	<p><b><u>U.S. Forest Service Grants &amp; Agreements Specialist</u></b>                  Julie Schreck                  Western Montana Acquisition Zone                  24 Fort Missoula Road                  Missoula, MT 59804                  Phone: 360-504-2925                  Email: <a href="mailto:jschreck@fs.fed.us">jschreck@fs.fed.us</a></p>
---	---

**IV. DETAILED PROJECT DESCRIPTION**

A. DNRC shall:

1. Upon a Bill for Collection, deposit with the U.S. Forest Service the amount agreed to in the Financial Plan, Section V.

B. The U.S. Forest Service shall:

1. **ADVANCE BILLING.** The U.S. Forest Service shall bill DNRC prior to commencement of work for deposits sufficient to cover the estimated costs for the specific payment period as specified in the Financial Plan. **Overhead shall not be assessed.**

Billings must be sent to:

Marci Anderson  
 Budgets & Grants Section  
 MT DNRC Forestry Division  
 2705 Spurgin Road  
 Missoula, MT 59804  
 Phone: 406-542-4305  
 Email: [marcianderson@mt.gov](mailto:marcianderson@mt.gov)

2. **REFUNDS.** Funds collected in advance by the U.S. Forest Service, which are not spent or obligated for the project approved under this agreement, may be refunded to DNRC, authorized for use for a new agreement by DNRC, or waived by DNRC. A DUNS number and registration in the System for Award Management (SAM) by DNRC may be necessary to process a refund. Due to processing costs, any balance less than \$25 shall not be refunded to DNRC.
3. Use of funds from DNRC is only for the purpose of performing the work necessary and agreed upon in the Financial Plan.
4. Provide to DNRC, if requested, an itemized statement of actual expenditures upon completion of the project or if the project is set up in phases at the time each phase is completed.

**V. FINANCIAL PLAN**

<b>Cost Elements</b>	<b>DNRC Cash Contribution</b>
Operating Costs	\$8,000
<b>Total</b>	<b>\$8,000</b>
Indirect Costs	
<b>Total</b>	<b>\$8,000</b>

**VI. LIABILITY**

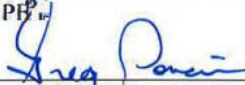
DNRC hereby agrees to defend and hold harmless the USDA Forest Service, its representatives or employees, from any damage incident to the performance of work resulting from, related to, or arising from this instrument.

**VII. MODIFICATION**

Modifications within the scope of this Project and Financial Plan shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by both parties, prior to any changes being performed. The Agencies are not obligated to fund any changes not properly approved in advance.

**VIII. AUTHORIZED REPRESENTATIVE**

By signature below, each party certifies that the individuals listed in this document as representatives of the party are authorized to act in their respective areas for matters related to this PF.


  
 \_\_\_\_\_  
 GREG PONCIN<sup>[A2]</sup>, Area Manager  
 Montana Department of Natural Resources and  
 Conservation, Northwest Land Office<sup>[A3]</sup>

1/8/18  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 CHRISTOPHER S. SAVAGE, Forest Supervisor  
 USDA Forest Service, Flathead National Forest

1/25/2018  
 \_\_\_\_\_  
 Date

The authority and format of this agreement has been reviewed and approved for signature.

  
 \_\_\_\_\_  
 U.S. Forest Service Grants & Agreements  
 Specialist

1/29/2018  
 \_\_\_\_\_  
 Date

Appendix M

**PROJECT AND FINANCIAL PLAN  
#13-FI-11011400-013  
to the  
MONTANA COOPERATIVE FIRE PROTECTION AGREEMENT  
#11-FI-11015600-006  
Between the  
MONTANA DEPARTMENT OF NATURAL RESOURCES AND CONSERVATION  
NORTHWEST LAND OFFICE  
And the  
USDA FOREST SERVICE, KOOTENAI NATIONAL FOREST**

This Project and Financial Plan (PFP) is hereby made and entered into by and between the Montana Department of Natural Resources and Conservation, Northwest Land Office, hereinafter referred to as "DNRC", and the USDA Forest Service, Kootenai National Forest, hereinafter referred to as the "U.S. Forest Service" under the provisions of the Cooperative Funds and Deposits Act of December 12, 1975 (16 USC 565 a1-3, Public Law 94-148) and the Montana Cooperative Fire Protection Agreement #11-FI-11015600-006.

**I. INTRODUCTION**

Additional dispatch staffing will be required, at times, for U.S. Forest Service, Kootenai National Forest prescribed burning activities. The DNRC has employees who would benefit from dispatching experience associated with U.S. Forest Service prescribed burning activities.

To the extent of its liability for negligent acts covered by the Montana Tort Claims Act (Section 2-9-101, MCA, et seq.), the State of Montana will indemnify and hold harmless the USA and its representatives against demands, claims, or liabilities arising from the use authorized under this Agreement.

To the extent of its liability for negligent acts covered by the Federal Tort Claims Act (28 U.S.C. Section 2671, et seq.), the USA will indemnify and hold harmless the STATE and its representatives against demands, claims, or liabilities arising from the use authorized under this Agreement.

**II. SCOPE AND DURATION**

The objective of this project is to provide additional staffing at the Kootenai Interagency Dispatch Center (KDC) for prescribed fire activities. It is anticipated that these activities will occur during the prescribed fire field season.

**III. PRINCIPAL CONTACTS**

**U.S. Forest Service Program Contact:**  
Jeff Stevenson  
Kootenai Interagency Dispatch Center  
31374 US Highway 2  
Libby, MT 59923-3022  
406-283-7795  
[jdsteveson@fs.fed.us](mailto:jdsteveson@fs.fed.us)

**U.S. Forest Service Administrative Contact:**  
Julie Schreck  
Western Montana Acquisition Zone  
Building 24, Fort Missoula  
Missoula, MT 59804  
406-329-3887  
[jschreck@fs.fed.us](mailto:jschreck@fs.fed.us)

**DNRC Program Contact:**  
Doug Turman  
Montana DNRC-Libby Unit  
177 State Lands Office Road  
Libby, MT 59923  
406-293-2711  
dturman@mt.gov

**DNRC Administrative Contact:**  
Linda Holtom  
Montana DNRC-Forestry Division  
2705 Spurgin Road  
Missoula, MT 59804  
406-542-4205  
lholtom@mt.gov

#### IV. DETAILED PROJECT DESCRIPTION

**A. DNRC Shall:**

1. As requested, provide a qualified dispatcher to cover the Kootenai Interagency Dispatch Center during prescribed fire activities.

**B. The U.S. Forest Service Shall:**

1. Provide overall project oversight.
2. Reimburse DNRC for salary costs of the provided dispatcher.

#### V. REIMBURSEMENT

- A. PAYMENT/REIMBURSEMENT:** The U.S. Forest Service shall reimburse DNRC for the U.S. Forest Service's share of actual expenses incurred, **not to exceed \$1,000** as shown in the Financial Plan (FP). The U.S. Forest Service shall make payment upon receipt of DNRC's invoice.

Each invoice must include, at a minimum:

1. DNRC's name, address, and telephone number
2. U.S. Forest Service PFP agreement number
3. Invoice date
4. Performance dates of the work completed (start & end)
5. Total invoice amount for the billing period, separated by cost elements as displayed in FP
6. Statement that the invoice is a request for payment by 'reimbursement'
7. If using SF-270, a signature is required
8. Invoice Number, if applicable

The invoice must be sent by one of three methods (**email is preferred**):

EMAIL: asc\_ga@fs.fed.us

FAX: 877-687-4894

POSTAL: USDA Forest Service  
Albuquerque Service Center  
Payments – Grants & Agreements  
101B Sun Ave NE  
Albuquerque, NM 87109

**VI. FINANCIAL PLAN**

<b>Cost Elements</b>	<b>Reimbursable DNRC Expenses</b>
Salary	926
Indirect Costs (8%)	74
<b>Total</b>	<b>\$1,000</b>

Job Codes:  
80% WFHF14  
15% BD0263  
5% BD0146

**VII. MODIFICATION**

Modifications within the scope of the PFP shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by both parties, prior to any changes being performed. The Agencies are not obligated to fund any changes not properly approved in advance.

**VIII. COMMENCEMENT/EXPIRATION DATE**

This PFP is executed as of the date of the last signature and is effective through 12/31/2017 at which time it will expire, unless extended by an executed modification, signed and dated by all properly authorized, signatory officials.

**IX. AUTHORIZED REPRESENTATIVE**

By signature below, each party certifies that the individual listed in this document as representatives of the party are authorized to act in their respective areas for matters related to this agreement.


The authority and format of this PFP has been reviewed and approved for signature.

  
\_\_\_\_\_  
Julie A. Schreck  
Grants & Agreements Specialist


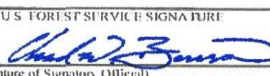
3/15/13  
\_\_\_\_\_  
Date



<b>MODIFICATION OF GRANT OR AGREEMENT</b>		PAGE PAGES	OF PAGES
<b>1. U.S. FOREST SERVICE GRANT/AGREEMENT NUMBER</b> 18-FI-11011400-009 Kootenai IDC Operations-DNRC Contribution	<b>2. RECIPIENT/COOPERATOR GRANT or AGREEMENT NUMBER, IF ANY</b> (Empty)	<b>3. MODIFICATION NUMBER</b> 002	
<b>4. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING GRANT/AGREEMENT (unit name, street, city, state, and zip + 4):</b> Meg Nemitz Grants and Agreements Specialist R1-Western Montana Acquisition Zone 24 Fort Missoula Road Missoula, MT 59804 (O): 406-329-3990 megan.nemitz@usda.gov	<b>5. NAME/ADDRESS OF U.S. FOREST SERVICE UNIT ADMINISTERING PROJECT/ACTIVITY (unit name, street, city, state, and zip + 4)</b> Jamey Graham Center Manager Kootenai Interagency Dispatch Center 31374 US Highway 2 Libby, MT 59923 (O): 406-283-7777 jamey.graham@usda.gov		
<b>6. NAME/ADDRESS OF RECIPIENT/COOPERATOR (street, city, state, and zip + 4, county):</b> Marci Anderson Fiscal Officer MT DNRC Forestry Division 2705 Spurgin Road Missoula, MT 59804 (O): 406-542-4305 marcianderson@mt.gov	<b>7. RECIPIENT/COOPERATOR'S THIS SUB ACCOUNT NUMBER (For THIS payment use only)</b> (Empty)		
<b>8. PURPOSE OF MODIFICATION</b>			
<b>CHECK ALL THAT APPLY:</b>	This modification is issued pursuant to the modification provision in the grant/agreement referenced in item no. 1. above.		
<input type="checkbox"/>	CHANGE IN PERFORMANCE PERIOD:		
<input checked="" type="checkbox"/>	CHANGE IN FUNDING: Mod 002 identifies the increase of funds from DNRC for 2020.		
<input type="checkbox"/>	ADMINISTRATIVE CHANGES:		
<input type="checkbox"/>	OTHER (Specify type of modification):		
<b>Except as provided herein, all terms and conditions of the Grant/Agreement referenced in 1, above, remain unchanged and in full force and effect.</b>			
<b>9. ADDITIONAL SPACE FOR DESCRIPTION OF MODIFICATION (add additional pages as needed):</b> Financial summary: Original collection amount: \$8,000 MOD 001: \$8,000 MOD 002: \$8,000  Total amount collected for agreement: \$24,000  See attached updated Provision V. FINANCIAL PLAN for breakout of cost elements.			

 USDA Forest Service	OMB 0596-0217 FS-1500-19
---	-----------------------------

10. ATTACHED DOCUMENTATION (Check all that apply):	
<input type="checkbox"/>	Revised Scope of Work
<input checked="" type="checkbox"/>	Revised Financial Plan
<input type="checkbox"/>	Other:

11. SIGNATURES			
AUTHORIZED REPRESENTATIVE: BY SIGNATURE BELOW, THE SIGNING PARTIES CERTIFY THAT THEY ARE THE OFFICIAL REPRESENTATIVES OF THEIR RESPECTIVE PARTIES AND AUTHORIZED TO ACT IN THEIR RESPECTIVE AREAS FOR MATTERS RELATED TO THE ABOVE-MENTIONED GRANT AGREEMENT.			
11.A. MT DNRC SIGNATURE 	11.B. DATE SIGNED 5/29/2020	11.C. U.S. FOREST SERVICE SIGNATURE 	11.D. DATE SIGNED 6/8/2020
11.E. NAME (type or print) GREG PONCIN (Signature of Signatory Official)		11.F. NAME (type or print) CHAD W. BENSON (Signature of Signatory Official)	
11.G. TITLE (type or print) Area Manager, MT DNRC, Northwest Land Office		11.H. TITLE (type or print) Forest Supervisor, Kootenai National Forest	

12. G&A REVIEW	
12.A. The authority and format of this modification have been reviewed and approved for signature by: <b>MEGAN NEMITZ</b> Digitally signed by MEGAN NEMITZ Date: 2020.05.28 09:09:04 -0600 MEGAN NEMITZ U.S. Forest Service Grants & Agreements Specialist	12.B. DATE SIGNED

**Kootenai National Forest  
Fire Response Plan  
For  
Operable Unit Three (OU3)  
2020**

**Map QR Code**

**X**

---

Nate Gassmann  
District Ranger



## Table of Contents

<b>OBJECTIVES</b>	<b>53</b>
<b>GENERAL INFORMATION</b>	<b>53</b>
<b>INITIAL ATTACK</b>	ERROR! BOOKMARK NOT DEFINED.
<b>AVAILABLE RESOURCES</b>	<b>54</b>
<b>STRATEGIES AND TACTICS</b>	ERROR! BOOKMARK NOT DEFINED.
<b>CONTRACTED RESOURCES: EERA</b>	<b>54</b>

## Objectives

1. Provide for the safety of firefighting personnel.
2. Provide for public safety.
3. Provide a fire suppression response.

## General Information

**Fires in and around OU3 shall reference the Libby Asbestos Program Manual Site Specific Safety Plan for asbestos related protocols.**

### **Kootenai Dispatch Center (KDC)**

1. Upon report of fire confirm location in OU3 or surrounding area, initiate LARP text group.
2. Contact Lincoln County Emergency Management Agency, **406-293-6295 or Brent Teske 406-334-7194.**
3. Initiate initial response based on run card.
4. Establish a separate P number for all fires to capture financial separation. EPA boundary fires will have a naming convention of *OU3- Nearest landmark.*
5. When the fire is in the vicinity of Libby Dam notify, Army Corps of Engineers (406-293-7751) EXT #341 of any aviation operations in Lake Koocanusa.
6. When the fire is in the vicinity of BPA powerline notify, Line Foreman- Mike Stolfus (406-751-7871).

### **Forest Duty Officer**

- Remains in communication with the Forest Supervisor, Safety Officer, and Libby Line Officer. Communicates fire management issues, concerns, and opportunities to the Forest Supervisor.

### **Forest Supervisor**

1. May consider contact Regional Forester or Deputy
2. R-1 Safety & Occupational Health Manager

### **District Ranger/Agency Administrator (AA)**

1. Maintain communications with Forest DO, Libby DO, and Forest Safety Officer
2. Communicate with On-Scene Coordinator, Forest Supervisor, AA, and Stakeholders
3. Update WFDSS as required

### **LARP Coordination**

1. Primary or Secondary LARP contact shall coordinate with the LARP group as needed. Acts as the liaison between the LARP group and Incident Commander.
2. Ensures coordination with Lincoln County Asbestos Resource Program for helicopter air sample monitoring.

### **Sampling Plan**

1. DO shall coordinate employee sampling as deemed necessary per the Libby asbestos program manual Site Specific Safety Plan.

### **Forest Aviation Officer**

1. Ensures all aircraft pilots receive briefing on OU3 Aviation Resource Briefing Paper.

### **Libby District Duty Officer**

1. Gathers situational awareness, communicates with DFMO, AA, Dispatch and coordinates IA response.
2. Ensure decontamination is ordered and mobilized when ground resources are used.
3. Ensure the following individuals or their designated acting have been notified.

District FMO	Jeff Stevenson	406-291-1829 cell
District Ranger	Nate Gassmann	406-490-4605 cell
OU3 On-Scene Coordinator	Pam Baltz	406-334-9030 cell

### **Available Resources**

1. 1 Type 2 Water Tender 1500 gal. capacity (Forest Service)
2. 2 UTV 6-person-extra cab 50 gal capacity (Forest Service)
3. Four person IA module (Forest Service)
4. 1 Contract Fire Module 10-person (ability to staff up to 14 during core fire season)
5. Miscellaneous fire personnel as available

### **OU3 specific considerations**

1. Utilize a wet-line or set up a sprinkler system to contain and control the fire.
2. Use a surfactant or foam, only secure and mop up the fire edge.
3. Minimize amount of mop-up (leave cold edges/areas alone).
4. Consider the use of palm IR-infrared cameras or heat sensor equipment for patrolling actions.
5. Use helicopter for patrolling post incident
6. Rainy Creek and the ponds at the mine site will NOT be used as water sources.

### **Contracted Resources: EERA**

All resource orders will be placed with KDC. DO's should not call or contact OU3 resources unless directed by KDC.

When ordering a Skidgine, order a water tender as well to fill Skidgine. Skidgines cannot be transported full of water, due to roll over/tip over potential.

