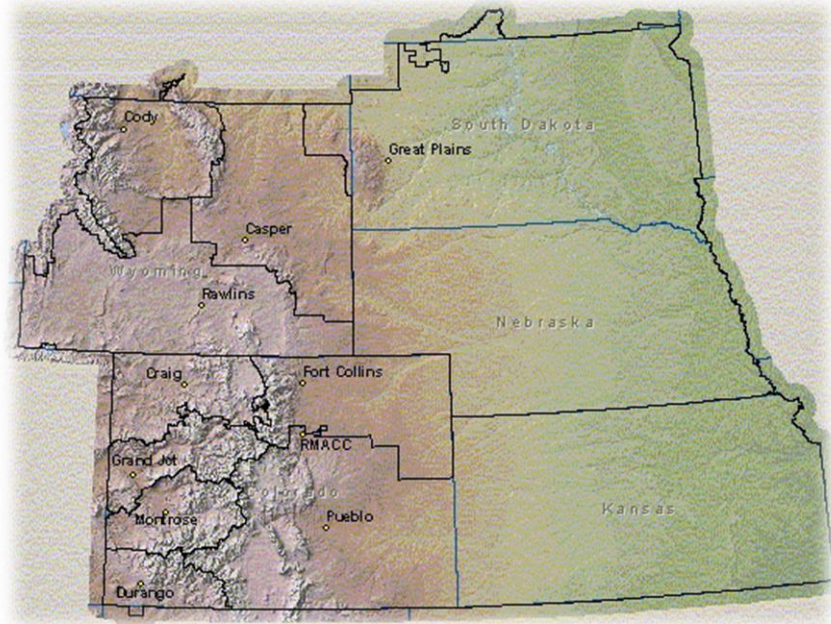# 2017
# Rocky Mountain Area



# Resource Prepositioning & Mob Center Operating Procedures

## Version 1

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# Introduction

## Purpose

This document will establish Rocky Mountain Geographic Area (RMA) guidelines for prepositioning resources and provide trigger points which will be used when activating mobilization centers at the geographical level.

## Objective

Prepositioning is done within RMA to lessen mobilization response time to incidents. Prepositioned resources are primarily for emerging and large fires.

## Definitions

The terms geographic area "GA" and "GA Preposition Resources" used within this document are to help clarify the intent and purpose of this resource preposition plan. The term "GA" represents the collective recommendations and decisions by the RMA Tactical Group/Fire Operations Officer (FOO), and Center Manager (*note – at elevated Preparedness Levels the FOO carries out the intent of the TAC Group in-between Tac Calls*). At preparedness levels 4 & 5, the MAC Group becomes the decision maker for number, type, and location of GA Preposition Resources. Resources prepositioned by local units through severity or other local codes to meet local staffing needs are not a part of this plan.

## RMA Resource Preposition Guidelines

As resources are dispatched to an incident from the RMA preposition orders, the GA will consider if replacement resources should be ordered to maintain established drawdown levels for supporting emerging incidents and large fires, within the Rocky Mountain Area.

# General Preposition Operating Guidelines

## Roles and Responsibilities

### RMA Tactical Group and Fire Operations Officer (FOO)
- Identify, in coordination with RMACC, locations in the Rocky Mountain Area which may benefit from having GA prepositioned resources. (see COD duties below)
- Identify types and numbers of resources for preposition.
- Identify and select a RMA Resource Representative for prepositioned resources.
- Communicate TAC Group decisions to RMACC Coordinator on Duty (COD) for dissemination to Dispatch Centers.

### RMACC Coordinator on Duty (COD)
- If a RMA Resource Representative is not in place, contact local zone dispatch center to verify ability to stage resources in the area.
  - Relay answer to TAC Group.
- Inform the RMA zone dispatch center(s) of GA prepositioned resources to be located in their dispatch zone.

- Provide prompt notification to the zone dispatch center(s) regarding prepositioned aviation resources being diverted to higher priorities within the RMA.
- Communicate daily to all RMA zone dispatch centers, and the RMA Tactical Group, of any status changes of the GA prepositioned resources.
- Coordinate with the RMA Tactical Group, Center Manager and/or the RMA MAC (multi-agency coordinating group) when large fire resource requests come in from local dispatch centers for GA prepositioned resources.
- **AIRCRAFT ONLY:** Make contact with RMA dispatch center(s) to verify ability to stage resources in their zone**).**
  - Jointly identify specific hosting locations (considering ramp space, FBO support/fuel availability, hotel and stand-by accommodations, airport transportation, etc.)
  - Consider staffing impacts on local dispatch center's ability to have aircraft or initial attack dispatchers available especially when prepositioned aircraft are extended at the GA's request.
  - Identify local hosting unit
  - Relay RMA dispatch centers ability to host aircraft to TAC Group

### RMA Resource Representative
- Reports to the Tactical Group and RMACC.
- Provides propositioned resources the following:
  - RMA wide briefing to include weather, fuels, current and expected fire activity, RMA dispatch and fire management contact information, and frequencies.
  - Daily routine instructions, to include requested local project work.
  - Mobilization instructions.
  - Signature for daily prepositioned timesheets and what charge code(s) should be used for time and support costs. Assistance with sleeping arrangement and small purchases on a limited bases.
- Contacts local zone dispatch center to verify ability to stage resources in the area.
  - Relay RMA dispatch centers ability to host resources to TAC Group.
- Briefs the zone dispatch center and local unit duty officers concerning:
  - Type and quantity of GA resources being assigned within the zone.
  - GA resource utilization parameters (IA, project work, reassignment).
  - GA resource standard work hours:
    - The process of extending of the GA resource staffing.
    - What charge codes should be used for time and support costs.

### Zone Dispatch Center
- Disseminate information concerning GA prepositioned resources within the local area (to include all board member agency duty officers/fire managers).
- Interact with RMA Resource Representative; obtain contact information.
- Communicate issues concerning GA resources to RMA Resource Representative.
- Order GA support resources utilizing normal dispatch procedures

### Hosting Unit Duty Officer
- Coordinate with RMA Resource Representative for possible project work for prepositioned resources located in their dispatch zone.

## ROSS Procedures:  RMA Prepositioned Resources

By April 1 of each year, RMACC will create a ROSS RMA preposition incident which will be used for all RMA GA prepositioned resources.

In addition, all RMA dispatch zones will create a RMA Aviation Preposition incident for GA aviation resources that are assigned to their dispatch zone.

All other GA resources will remain under the dispatch control of RMACC.  If local dispatch zones receive requests from their incidents for GA resources, orders will be placed to RMACC to be re-assigned. This can be done after a phone call to the RMACC COD.

## ROSS Procedures: Aviation Preposition Incident & Ordering Processes

- When the RMA Tactical Group determines that GA propositioned aviation resources need to be staged in a dispatch zone, RMACC will request that the zone dispatch center create a ROSS request under their dispatch zone's RMA Aviation Prepo and places it to RMACC for a re-assignment from either the RMACC RMA Prepo or another dispatch zone's RMA prepo.
    - If the aviation resource is already within the dispatch zone and not currently on a RMA prepo incident, RMACC will send an aviation request to the dispatch center to initially assign the aviation resource to the RMA prepo geographic support code.

- Once assigned in ROSS to their dispatch zone's RMA Aviation Prepo, the zone dispatch center will update the GA resource status in ROSS to "Available GACC".

- If a dispatch zone has a local incident which needs GA aviation, the dispatch center may order and reassign the aircraft off their local RMA prepo.
    - Notification must be made to RMACC

- When the GA resource is released from the local incident, the resource will be released back to dispatch zone's RMA Aviation Prepo incident.  The GA resource WILL NOT BE reassigned to a local zone preposition or severity incident.

- If a dispatch zone needs a GA prepositioned aircraft that is staged in an a neighboring dispatch zone:
    - Notify RMACC that the GA aviation resource is needed and confirm its availability to be assigned to their incident.
    - Send a completed RMA Aircraft Request form direct to the neighboring RMA dispatch center to dispatch the aircraft.
    - Place the ROSS aircraft request form up to RMACC who will then place it to the neighboring RMA dispatch center to be filled.
        - This is to ensure that RMACC can track the GA resource while within the RMA.

## All Prepositioned GA Resources

**BEFORE the RELEASE of Prepositioned GA Resources, the incident zone dispatch center MUST make notification to RMACC at minimum of 24 hours in advance of the release.**

The GA will determine if the resources to be released are needed to continue to support the RMA.  If so, RMACC will create a new GA resource preposition order to be placed to the incident zone dispatch center for the resource to be reassigned to.

If the resource is not needed for the RMA, the resource can then be released to home or, if the local unit wishes, can be reassigned to a local agency support incident and charge code.

## GA Prepositioned Resource Information

Resource should be self-sufficient if possible:
- Limited logistical support is needed.
- Resource should be prepared to camp if per diem lodging is not available.
- Resource will be responsible for meals including lunch.
- If resource is unable to provide their own transportation, RMACC will provide support using the RMA rental vehicle BPA.

## Work Hours

The standard work hours for GA resources are 0730-1800, unless otherwise specified by the GA. This includes a one-half hour lunch.  If the local dispatch zone request a work hour extension of GA resources, they may be requested to supply a local charge code for the extension.  The hour extension request must be approved by the Tactical Group/FOO and RMACC Center Manager. If the GA requests a work hour extension, then any local resources needed to support the GA prepositioned resource should use the GA support charge code for the extended time period. These local resources could include, for example, tanker base personnel, dispatchers, AFMO or local duty officer.  The RMA Resource Representative will be responsible for ensuring the correct charge code is provided to GA prepositioned resources.

## Trigger Points for Activation of Geographic Area Mobilization Center(S)

The following factors should be considered as trigger points for activating a RMA Mob Center:
- Increasing number of GA prepositioned resources coming into the RMA.
- Increasing numbers of GA prepositioned resources coming into the RMA who are not self-sufficient.
- Increasing number of resources in need of additional transportation (refer to RMA transportation plan once completed).
- Increasing potential for large fire activity that would require a support organization for prepositioned resource(s)
- Large number of resources being released without immediate reassignment but fire weather forecast shows significant fire potential.
- Long term forecasting supports continued fire activity and large fire potential in the RMA.

# Mobilization Centers

The GA will activate Mobilization (MOB) Centers for hosting geographic funded preposition resources. The MOB Centers will generally be utilized for incoming resources waiting for assignment or for released resources waiting for reassignment. Resources should not spend more than 48 hours at the MOB Center before they are assigned to an incident or moved to another preposition location. If resources are hosted for more than 48 hours, they should be evaluated for release.

**MOB Centers will report directly to the RMACC Center Manager (or acting) and will participate on TAC Calls when requested. All MOB Center resources will remain on a RMACC RMA Proposition Incident resource order.**

A MOB Center should be able to support up to 150 people.

By April 1st of each year, the RMA will have, at minimum, two predetermined facilities for hosting geographical funded preposition resources.

## Suggested MOB Center Organization

Preposition Staging Center organization should have little to no impact on the dispatch zone /units.

MOB Center organization structure could include the following positions:
- Staging Area Manager (STAM) – or equivalent skill set
- Personnel/Equipment Time Recorder (PTRC/ETRC)
- Other positions as needed (for example micro-purchasing authority)

Other MOB Center positions which could be considered depending on the number and type of prepositioned resources:
- Safety Officer (SOFR)
- Ground Support Unit Leader / Equipment Manager (GSUL/EQPM)

## MOB Center Potential locations:
- o Grand Junction, Colorado:    TBD
- o Front Range, Colorado:    TBD
- o Wyoming:                Guernsey Training Center

## MOB Center - General

MOB Center hours of operation are 0800-2000 (unless otherwise requested by the GA). Self-sufficient resources are strongly preferred. Although some MOB Centers may be able to provide meals & lodging, it is still desirable for resources to be self-sufficient. This will allow for resources to be reassigned away from MOB Center to other preposition locations. However, exceptions may occur, especially at higher national preparedness levels. If needed, a purchaser could be assigned to the preposition location organization to support lodging and meals of some resources who are not completely self-sufficient.

# Responsibilities when MOB Centers are Active

## RMA Tactical Group and Fire Operations Officer
- Ensure Mob Center resources and other available and resources information is shared with local interagency duty officers.
- Provide input to the possible activation of a Mobilization Center.

## RMACC COD
- Use Mob Center Plan to activate the identified locations.
- Use the RMA Interagency Service & Supply plans to support local purchasing needs for the activated mob center.
- Coordinate the ROSS resource ordering and dispatching of the MOB Center organization using above organization structure guidelines.
- Be the point of contact for the MOB Center organization.
- Track the Mob Center resources and provide resource availability to the RMA Tactical Group, RMA MAC Group and/or to the RMA zone dispatch centers.

RMACC will provide updated resource availability status reports to the RMA zone dispatch centers, the RMA Tactical Group, the RMCG Duty Officer and/or the RMA MAC Group.

## Mobilization Center Organization will:
- Report directly to the RMACC Center Manager and/or acting.
- Brief incoming resources.
- Provide facilities and safety support.
- Provide resource timekeeping.
- Provide resource logistical support as needed.
- Provide general oversight of the prepositioned resources.
- Provide ROSS resource order tracking and dispatching support (as needed) or use RMACC support services.

## Trigger points for de-activating from Mobilization Center:
- Incident resource needs are subsiding.
- Number of resources coming into the RMA are reduced.
- Large number of resources are demobilizing from RMA incidents and are not being reassigned immediately.
- RMA preparedness levels are de-escalating.
- Long term forecasting does not support continued fire activity and large fire potential in the RMA.

## Additional References:
- Interagency Service and Supply Plans
- RMA Mob Center Plans
- RMA Transportation Plan

# Appendix A: RMA Dispatch Centers

| RMA Dispatch Center | 24 hour Phone # | Email |
|---|---|---|
| Casper | 307-261-7691 | casper_dispatch@yahoo.com |
| Cody | 800-295-9954 | codydispatch@gmail.com |
| Craig | 970-826-5037 | craiginteragency@gmail.com |
| Durango | 970-385-1324 | durangodispatch@gmail.com |
| Fort Collins | 970-295-6800 | coftcdispatch@gmail.com |
| Grand Junction | 800-972-4526 | gjcdispatch@gmail.com |
| Great Plains | 800-275-4955 | No office email in place |
| Montrose | 970-249-1010 | montrosedispatch@gmail.com |
| Pueblo | 719-886-1600 | copbcdispatch@gmail.com |
| Rawlins | 800-295-9953 | BLM_WY_rwc_dispatch@blm.gov |