

FY2022-23 OPERATING PLAN

CODY INTERAGENCY DISPATCH ZONE COORDINATING GROUP

Bureau of Land Management - Wind River/Bighorn Basin District
Bureau of Indian Affairs - Wind River Agency
National Park Service - Bighorn Canyon National Recreation Area
U.S. Forest Service Bighorn National Forest & Shoshone National Forest
Wyoming State Forestry Division - Big Horn Basin & Buffalo Districts
Wyoming Counties - Big Horn, Fremont, Hot Springs, Johnson, Park, Sheridan, & Washakie

I. AUTHORITY

Authority for this operating plan is based on the Wyoming Interagency Cooperative Fire Management Agreement - USDA Forest Service #11 FI-11020000-020, USDI Bureau of Land Management #MOU-WY-930-1202, USDI National Park Service Agreement #12491200001, and USDI, Bureau of Indian Affairs #A12MA00028. Item #s 2, 5, 6, 8 and 23 of the Agreement provide direction that is applicable to this operating plan. This interagency agreement is in the process of being re-authorized.

This operating plan will be in effect upon final signatures received and continue until September 30, 2023 or until replaced by the next AOP. Revisions to the operating plan that result in changes in services; organizational structures; cost share percentages; membership or addition of new budget line items will require review and updated signatures from members.

II. PURPOSE

- To outline details of implementing the Wyoming Interagency Cooperative Fire Management Agreement
- To set forth agreed upon services to be provided to the participants by the Cody Interagency Dispatch Center and other shared personnel, facilities, and resources
- To identify cost share contributions for each agency

III. CODY INTERAGENCY DISPATCH ZONE COORDINATING GROUP AND OPERATIONS COMMITTEE

Each of the agencies/parties which are signatory to this Operating Plan shall appoint a representative to the CIDC Zone Coordination Group. The CIDC Zone Coordinating Group will represent their agencies by:

- Providing leadership and a coordinated direction to wildland fire management programs in Wyoming.
- Providing a forum for the exchange of ideas and the development of consistent policies.
- Fostering cooperation, avoiding wasteful duplication, and facilitating maximum efficiency in wildland fire management programs through coordinated planning and utilization of closest forces and shared resources concepts.
- Establishing and maintaining an interagency approach to wildland fire management programs through development of a full interagency association, and facilitation of a high degree of professionalism, trust, and mutual assistance among wildland fire management agencies.

- Identifying issues, established priorities, developing alternatives, and recommending a unified course of action for respective agency administrators.
- Providing direction for operation of the Cody Interagency Dispatch Center and zone caches.
- Serving as the local Multi-Agency Coordinating Group (MAC Group) when activated.

Each agency retains responsibility for management and administrative duties regarding the programs, resources, personnel, facilities, and equipment that are under their jurisdictions.

An Operations Committee composed of representatives from BLM, BIA, USFS Shoshone and Bighorn National Forests, NPS, and Wyoming State Forestry Division District 3 is established on behalf of the Coordination Group. As described in the Wyoming Interagency Agreement, committees are established to develop guidelines and procedures for coordination of fire management and fire suppression activities.

The agencies represented on the CIDC Zone Operations Committee are 1) the primary recipients of the services and products provided by the Cody Interagency Dispatch Center (CIDC), 2) primary users and providers of shared personnel, facilities, and resources, and 3) responsible for most of the operating costs. A key function of the CIDC Zone Operations Committee is to serve as the first contact for addressing new and unresolved issues or problems and developing solutions. The Operations Committee also provides close oversight to the Cody Interagency Dispatch Center shared facilities and shared resources. It is intended the CIDC Zone Operations Committee perform as the primary working committee for the Coordinating Group and that it will keep the CIDC Zone Coordinating Group informed and involved on pertinent issues and actions. For other details associated with the Operations Committee, refer to Attachment 1.

IV. CODY INTERAGENCY DISPATCH CENTER SERVICES

Unless otherwise noted, the services are provided to all agencies that are members of the CIDC Zone Coordinating Group.

A. Initial Attack/Extended Attack

1. Provide Initial Attack dispatching for the Bighorn Canyon National Recreation Area, Bighorn National Forest, Shoshone National Forest, Wind River/Bighorn Basin District, and Wind River Agency.
2. Provide Extended Attack dispatching for the Wyoming State Forestry Division, Wind River Agency, Bighorn Canyon National Recreation Area, Bighorn National Forest, Shoshone National Forest, and Wind River/Bighorn Basin District.

B. Resource Coordination, Dispatching, and Administration

1. Coordinate the movement of suppression and prescribed fire resources throughout CIDC Zone and place orders with Rocky Mountain Area Coordination Center (RMACC) for items unavailable within the neighborhood.
2. CIDC will be responsible for organizing and dispatching the local Zone Type 3 Incident Management Team(s) and the Bighorn Basin Interagency Type II hand crew(s).
3. CIDC will request and mobilize non-local Incident Management Team(s) as outlined in the National and Rocky Mountain Area Mobilization Guides. CIDC will attend all local Incident Management Team(s) in-briefs and close outs.

4. Coordinate with the Cody Interagency Dispatch Center Zone Coordinating Group to determine priorities for resources in multiple fire situations.
5. Provide coordination and mobilization of fixed wing and rotor wing resources.
6. Track status of resources including maintaining database in IROC.

C. Intelligence

1. Gather, develop, and disseminate daily situation and status, weather indices and information. Fulfill all regular CIDC reporting requirements to RMACC.
2. Provide a central information source for prescribed fire, fire closures, etc.
3. Receive data for spot weather forecast and submit to National Weather Service (NWS). Disseminate forecast to requesting units.
4. Monitor and update weather station outputs. Enter daily weather station indices into WIMS. Notify station managers of problems.
5. Collect 209s and submit to RMACC.

D. Fire Training and IQCS Management

1. Manage and maintain IQCS data base for Bighorn National Forest, Shoshone National Forest, with fire qualification updates and red card printing. Provide back-up service for the Wind River/Bighorn Basin District and Wind River Agency.
2. Gather and disperse information regarding training courses to be offered, scheduling of zone training and conduct needs analysis.
3. Maintain a master training library.
4. Coordinate zone training committee. Participate in unit red card committees. Provide Zone training representation to the Rocky Mountain Area Training Committee. (See CIDC Zone Training Plan – CIDC Mobilization Guide Chapter 90)

E. Aviation

1. Coordinate and assist the BLM/Forest Service Unit Aviation Officer with mission planning, operations, risk assessments, and ordering of administrative aircraft.
2. Provide flight following for all federal agencies and the State and Counties when requested.

F. Prescribed Fire

1. Provide staffing to support prescribed fire operations.
2. Make prescribed fire notifications to other agencies, dispatch centers, etc. as requested.
3. As requested, locate, and identify contingency resources for prescribed burns. Track status of contingency resources and notify burn bosses of any changes in status or availability.
4. Accepts and fills resource orders for prescribed fire projects.

G. Reports

1. Develop and distribute the Cody Interagency Dispatch Center Annual Report.

2. Provide information as necessary for units to complete fire reports and entry into Firestat and/or other programs.
3. Participate in the workload analysis to determine agencies share of the operating cost for CIDC. Provide outputs to units as requested.

H. Fire Planning

1. Develop and distribute a CIDC Mobilization Guide.
2. CIDC will prepare and annually update a dispatch operation guide which contains expanded dispatch plans, initial attack procedures and other general daily operational processes.

I. All Risk

1. Provide basic dispatch services for all risk incidents as requested or identified in all risk plans.

J. Fire Resource List

1. Fire Personnel - A comprehensive list of fire personnel within the CIDC Zone can be found in the IROC, IQS and IQCS data bases.
2. Equipment/Caches - A comprehensive list of fire equipment and caches within the CIDC Zone can be found in the CIDC Incident Mobilization Guide, Chapter 40.

K. Dispatch Coordination

1. CIDC will provide for a dispatch/coordination program through joint interagency use of fire resources within the CIDC zone of influence. This includes the signatory agencies to this operating plan as well as the following counties: Big Horn, Fremont, Hot Springs, Park, Washakie, and western portions of Sheridan and Johnson.
2. Implement the closest forces concept when dispatching initial attack resources.
3. Use neighborhood agreements, as outlined in national and geographic area mobilization guides, to improve the efficiency and cost effectiveness of firefighting efforts by increasing the availability and mobility of firefighting resources to include fixed wing aircraft, helicopters, engines, Interagency Hotshot crews, hand crews and overhead beyond Geographical boundaries. Refer to CIDC Mobilization Guide, Chapter 10.
 - a. These guides provide CIDC the authority to directly utilize the resources of adjoining Dispatch Centers across GACC boundaries. The centers are Billings Interagency Dispatch Center, Bozeman Interagency Dispatch Center and Teton Interagency Dispatch Center.
 - b. The Shoshone National Forest and Wind River/Bighorn Basin has an agreement with federal agencies in the Greater Yellowstone Area (GYA). The Greater Yellowstone Area Interagency Fire Agreement adds two additional dispatch centers that may share resources with the Shoshone National Forest and BLM lands located within the GYA – Eastern Idaho Interagency Dispatch

Center and Dillon Interagency Dispatch Center. Utilization of these plans is particularly valuable during preparedness levels 3, 4 and 5 when resources may not be able to commit to a 14-day assignment but can assist neighbors for a negotiated shorter period of time.

L. Wildfire Suppression Procedures

(Refer to the CIDC Mobilization Guide, Chapter 10).

M. Aviation Procedures

(Refer to the CIDC Mobilization Guide, Chapter 50).

N. CIDC Organization, Delegation, and Staff Duties

CIDC organization chart is in Attachment 2.

The Center Manager and Assistant Center Managers are delegated the authority to coordinate the use and movement of wildland fire and prescribed fire resources within the guidance of this document on behalf of the signatories and the agencies and resources for which they are responsible. This includes administration of personnel responsibilities for daily supervision needs and the organization of dispatch processes to comply with mobilization guides and emergency related response services. This delegation is pursuant to Red Book standards (Chapter 19).

The following is a description of the basic duties of each position:

Dispatch Center Manager (GS-346-11)

The FTE and funding comes from the BLM Wind River/Bighorn Basin District. The position is permanent full-time for 26 pay periods.

Duties: Manages CIDC daily operations and directs personnel in accomplishing the mission, services and organization as described in mobilization guides and annual operating plans. Provides daily supervision of dispatch staff and completes employee performance evaluations.

Assistant Center Manager (GS-462-8/9)

The FTE comes from the Shoshone National Forest. The funding comes from the Bighorn National Forest. The position is permanent full-time for 26 pay periods.

Duties: Initial attack dispatching and acting center manager. Has primary responsibilities for overseeing initial attack and aviation operations. Provides expertise in use and maintenance of key dispatch IT systems.

Assistant Center Manager/Zone Training Officer (GS-462-8/9)

The FTE and funding comes from the Shoshone National. The position is permanent full-time for 26 pay periods

Duties: Initial attack dispatching and acting center manager. Has primary responsibilities for center logistics, IROC, intelligence systems. Additional responsibilities include zone training coordinator and IQCS database manager for designated units in the CIDC Zone.

Dispatcher (GS-462-4/5/6/7)

The FTE and funding come from the Shoshone NF. The Fire Dispatcher GS-7 position is filled as a permanent full-time career seasonal with 18 guaranteed pay periods. The cost of

13 pay periods is shared based on each participating agency's percentage of the common services. The remaining 5 periods is to supplement staffing in the spring and fall for prescribed fire. The Shoshone NF, Bighorn NF, and Wind River/Bighorn Basin District will share the cost associated with the 5 pay periods for prescribed fire staffing.

Duties: Initial attack dispatching, aviation dispatcher, maintaining IT dispatch systems, IROC database, fire and weather intelligence systems, and logistics.

Dispatcher (GS-462-4/5/6/7)

The FTE and funding comes from the Shoshone NF. The position is a permanent full-time career seasonal with a guaranteed employment of 13 pay periods.

Duties: Initial attack dispatching; aviation dispatcher, IROC database, fire and weather intelligence systems and logistics.

Dispatcher (GS-462-4/5/6/7)

The FTE and funding comes from the Bighorn NF. The position is a permanent full-time career seasonal with a guaranteed employment of 13 pay periods.

Duties: Initial attack dispatching, aviation dispatcher, intelligence gathering and distribution, database management and other dispatch center operations.

Dispatcher (GS-462-4/5/6/7)

This is a developmental position sponsored by the Shoshone NF. The position is a permanent full-time career seasonal with a guaranteed employment of 13 pay periods.

Duties: Initial attack dispatching; aviation dispatcher, IROC database, IQCS data back up and logistics.

Dispatcher (GS-462-3/4)

This is a temporary position sponsored by the BLM, up to 1039 hour appointment.

Duties: Initial attack dispatching; IROC database, and logistics.

O. CIDC Annual After-Action Review

The CIDC Zone coordinating group and center manager will on an annual basis conduct an after-action review (AAR) of the season's operations and the services provided by the Cody Interagency Dispatch Center. As part of the AAR, a written summary may be prepared that identifies the operational successes and problems as well as action items that are needed to resolve issues. This summary may be in the form of meeting notes.

V. FACILITIES

The Cody Interagency Dispatch Center facility is owned by the BLM and located in Cody, Wyoming. The Center is occupied by Forest Service and Bureau of Land Management employees.

Reimbursable costs to the BLM are calculated on a prorated basis for building related services and utilities. All the building space (4,600 sq. ft.) is determined to be common or shared space. The land is leased from the City of Cody. The share of the building costs is split evenly between the BHF, SHF, BLM and BIA.

An engine storage and fire warehouse facility co-located on the same land as the Dispatch Center is owned by the Forest Service and used solely by the SHF. The operating plan budget contains the prorated cost share information for this facility.

VI. RESOURCES

In addition to the shared personnel and services located at CIDC, there are other resources and personnel shared by agencies in the zone.

- The BLM Wind River/Bighorn Basin District, Shoshone NF and Bighorn NF share a unit aviation officer, as detailed in Attachment 3.
- The BLM Wind River/Bighorn Basin District, Shoshone NF and Bighorn NF share a fire business specialist, as detailed in Attachment 4.
- Agencies within the zone have agreed to provide personnel and owned equipment to assist each other when conducting prescribed burns, provided agreements for funding are in place. Where agreements do not exist, agencies may provide assistance if their agency policy and funding circumstance allow them to participate.
- A combined annual operating plan is developed for all agencies within the CIDC Zone. The plan outlines the details for implementing the Wyoming Interagency Cooperative Fire Management Agreement and include BIA, USFS, BLM, NPS, Wyoming State Forestry Division, and the seven Counties within the CIDC Zone. This operating plan provides direction regarding protection responsibilities and priorities, wildland suppression and aviation procedures, fuels and prescribed fire considerations, special management situations, cost share principles, and reimbursement procedures.

VII. ANNUAL BUDGET AND COST SHARE RESPONSIBILITIES

Direction for sharing personnel, resources and facilities is described under the Wyoming Interagency Cooperative Fire Management Agreement, Item #8, which states:

The Parties to this Agreement agree to cooperate in interagency funding, staffing, coordination and utilization of resources and facilities whenever an interagency approach is appropriate and cost effective within the limits of parties' authorities. Agencies will develop and agree to a process to determine the appropriate funding for each agency which will be included in appropriate annual operating plans. Agencies agree to meet the staffing and funding commitments outlined in the appropriate annual operating plans unless agreed to otherwise.

Attachment 5 provides a summary of shared resources, personnel and facilities and the contribution that each agency has agreed to make towards covering these costs for the current year. These costs were based on a combination of estimated shares of the services that each agency would receive and outputs from the FireOrg program that analyzes dispatch services, based on a 10 year average. FireOrg will be used until the 2024-2025 AOP at which time the additional dispatch center cost proportioning tools developed nationally will be examined and a decision made to apportion costs differently.

Wyoming State and primary participating Counties have agreed to contribute funds to cover expenses at CIDC. The CIDC Zone Coordinating Group have agreed to the contribution amounts listed in the table below. The contributions will be in effect for 5 years (FY19-FY23). Dispatch Center operating costs and federal agency contributions will be updated to reflect increases in salaries and other line items costs annually at the beginning of the fiscal year, and

costs proportioned as outlined in the contribution spreadsheet, with no signatures required. Funds needing transferred to another agency reflected in the spreadsheet need completed by December 31st, to be able to utilize funding in that fiscal year. Funds transferred to the BLM are to be applied towards the costs of the center. USFS costs are reflected by the new BAM budget with WFSE being charged for employee salaries and training/travel costs, no longer attributed to the SHF or BHF WFPR allocation.

Agency	Amount
Wyoming State Forestry	\$ 8,500
Big Horn County	\$ 500
Fremont County	\$ 1,000
Hot Springs County*	\$ 500
Park County	\$ 500
Washakie County	\$ 1,000

*Hot Springs County contribution is non-cash and met through use of the Department meeting and training facility.

CDC AOP 2022-2023 APPROVAL SIGNATURES

Approved by:

LISA
 TIMCHAK
 Forest Supervisor
 Shoshone National Forest

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 TIMCHAK
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JAMES HILL
 Superintendent
 Big Horn Canyon National Recreation Area

Digitally signed by JAMES
 HILL
 Date: 2022.01.18
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 District Manager
 Bureau of Land Management, Wind River Big Horn Basin District

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 Date: 2021.12.09
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ANDREW
 JOHNSON
 Forest Supervisor
 Bighorn National Forest

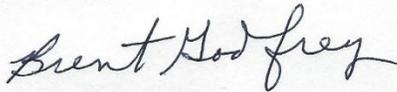
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Regional FMO
Bureau of Indian Affairs

 12/13/21

Assistant State Forester, Fire Management
Wyoming State Forestry Division



Fire Warden
Big Horn County



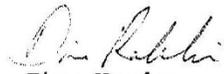
Fire Warden
Washakie County



Fire Warden
Park County

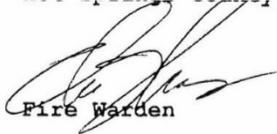
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Fire Warden
Fremont County



Fire Warden

Hot Springs County



Fire Warden

Sheridan County

Chris Thomas

12/12/2021

Fire Warden

Johnson County



Attachment 1 CIDC Zone Coordinating Group Operations Committee

The CIDC Zone Operations Committee is responsible for:

- Developing recommended services and products to be provided by the Cody Interagency Dispatch Center.
- Preparing and updating operating plans.
- Developing CIDC budget including cost share allocations between agencies.
- Surveying CIDC Zone Coordinating Group members for input and preparing evaluations for CIDC services and products.
- Integrating Fire Management Plans and other national or state direction across the agency boundaries.
- Working closely with CIDC staff and other agencies to address problems, issues and opportunities as needed for the Coordinating Group.
- Setting priorities, developing alternatives, and making recommendations regarding solutions to present to agency administrators and CIDC Zone Coordinating Group members.
- Providing oversight for the CIDC Business Operating Guidelines and the Service and Supply Plan.
- Providing oversight for the Bighorn Basin Interagency Type II IA Crew, including approval of operating procedures for the CIDC Mobilization Plan, and monitoring performance of the crew in association with the crew boss committee. The crew boss committee develops the operating procedures and troubleshoots any issues with the crew.

The following roles are established for the committee positions:

1. Cody Interagency Dispatch Center Manager

CIDC Manager serves as technical advisor to the Operations Committee and a Member of the CIDC Zone Coordination Group. Duties include:

- Attends, plans, and coordinates spring and fall CIDC Zone Coordinating Group meetings.
- Attends Operations Committee meetings.
- Assigns a note taker for CIDC Zone Coordinating Group meetings.
- Prepares CIDC annual reports.
- Works directly with individual agency representatives as much as possible to resolve issues/problems.
- Notifies Operations Committee of continuing unresolved problems/issues and recommends possible solutions and helps develop course of actions.
- Organizes and facilitates CIDC Zone Coordinating Group fire season conference calls.
- Serves as MAC Group Coordinator

2. Chairperson

A chairperson and co-chairperson for the CIDC Zone Coordinating Group and CIDC Zone Operations Committee shall be designated. The Coordinating Group chairperson and co-

chairperson roles shall be rotated among representatives from the CIDC Zone Operations Committee. The chairperson and co-chairperson will serve a two-year term beginning October 1. Once the term of the chair is complete, the outgoing co-chair will become the new chairperson. The term schedule for rotating the chair positions is as follows:

Agency	Chairperson	Co-chairperson
BLM Wind River/Big Horn Basin District	2024-2025	2022-2023
WSFD District 3	2026-2027	2024-2025
USFS Shoshone NF	2028-2029	2026-2027
USFS Bighorn NF	2020-2021	2028-2029
BIA Wind River Agency	2022-2023	2020-2021

The chairperson is responsible for:

- Planning, coordinating, and facilitating Operations Committee meetings
- Disseminating meeting notes, draft and final documents and other information to the CIDC Zone Coordinating Group regarding proposed actions and decisions from the Operations Committee
- Communicating with the CIDC Center Manager and other committee members on regular basis to identify unresolved or developing issues/problems that need the attention of the CIDC Zone Coordination Group

When the chairperson is absent, the co-chair will serve as the acting chairperson. If both individuals are absent, the next agency in the rotation will serve as the acting chairperson.

Meetings

The CIDC Zone Coordinating Group will meet at least two times per year (fall and spring). The CIDC Zone Operations Committee will meet a minimum of two times per year. Two of the meetings will occur on the same day and just prior to the CIDC Zone Coordinating Group spring and fall meetings. More frequent meetings may be held if deemed necessary by committee members.

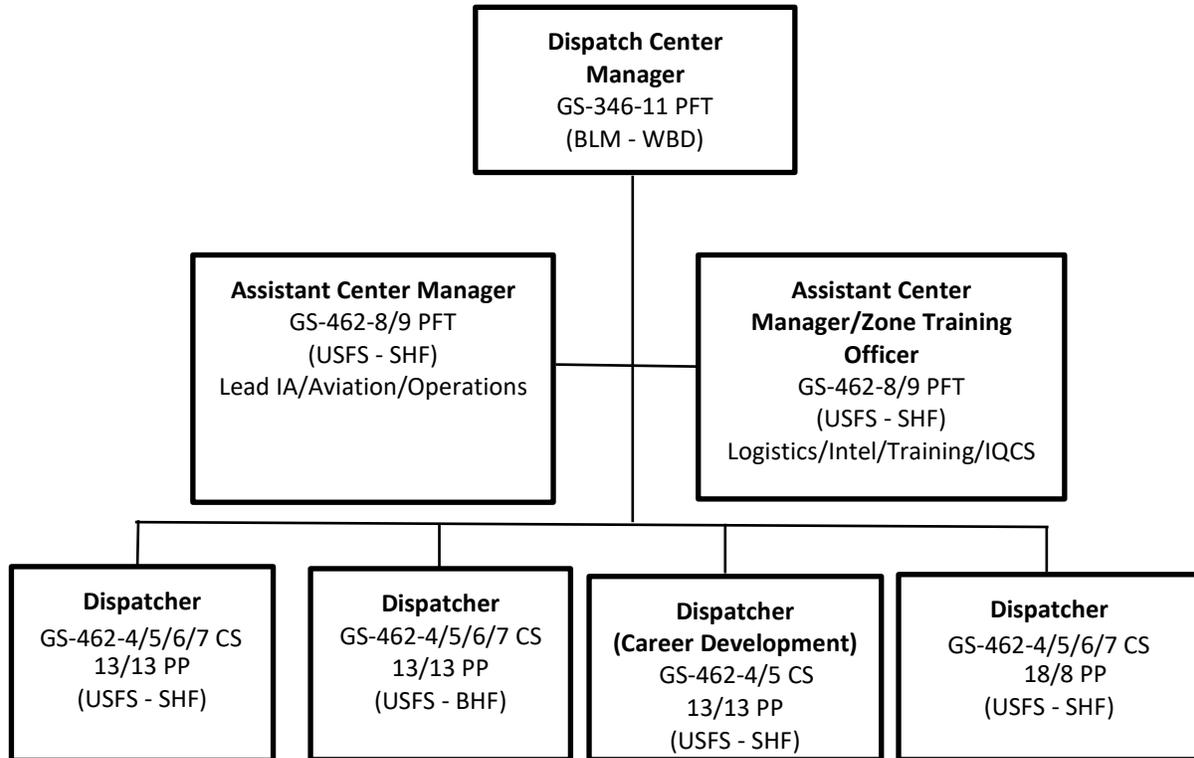
Task Groups

The CIDC Zone Coordinating Group or Operations Committee may identify issues and concerns of mutual interest and as needed, make assignment to specific task or working groups. Either of the committees may provide direction, oversight, and meeting minutes to task group.

Expenses

The cost of salary, travel, per diem, and operating expenses for committee members will be borne by the member's agency. The CIDC Zone Coordinating Group will determine how to cover costs of special projects or needs. Cost sharing regarding resources, facilities, personnel, mutual aid, and other projects are addressed in the operating plan or other agreements as necessary.

Attachment 2 Cody Interagency Dispatch Center Organizational Chart



In addition to the above positions, the BLM funded in 2021 a seasonal (1039 hrs), and the position is also planned in 2022, while the BLM seeks to add an additional fully funded dispatcher position. As recognized at the 10/21 CDC meeting, there is an explicit need to create improved life/work balance and provide the staffing needed as demonstrated by the number of dispatchers being ordered in each year, and national shortages of dispatchers.

Attachment 3 Shared Unit Aviation Officer

This position is supervised by the BLM District AFMO, as established in 2019. The BLM will fund 34% of the position and the Forest Service will fund 66% (SHF 33% and BHF 33%). These costs are reflected in the cost contribution table in the CIDC Zone Operating Plan. Services provided to the interagency partners are established by the BLM and Forest Service representatives to the CIDC Zone Coordinating Group. Agency workload of the position will be tracked and evaluated annually for effectiveness of services and cost share calculations. Adjustments to cost share percentages and/or services will be done as needed and updated in the CIDC Zone Operating Plan. Duties and responsibilities of the position are described in a BLM classified position description. The common services to be provided to the Wind River/Bighorn Basin District, Shoshone and Bighorn National Forests include the following:

1. Support and foster the safe and efficient accomplishment of the CIDC Zone Aviation Programs goals through teamwork, interdisciplinary and interagency approaches.
2. Ensure the Cody Interagency Dispatch Zone Fire and Aviation programs are prepared for the upcoming fire season.
3. Ensure aviation plans are reviewed and updated prior to fire season.
4. Participate in reviews and investigations where required/requested.
5. Participate as a liaison to the Cody Interagency Dispatch Center for all aviation support.
6. Establish and maintain constructive relationships with external and internal customers and constituents associated with the Cody Interagency Dispatch Zone Fire and aviation program.
7. Actively participate in Fire Program Staff meetings and weekly calls.
8. Facilitate effective and positive coordination with all agencies managing aviation resources in WY to develop and cultivate effective working relationships with neighboring field and district offices, the state office, other federal agencies, and state/local partners.
9. Encourage statewide or local meetings to develop and accomplish short/long term planning strategies and goals.
10. Ensure consistent aviation safety standards are maintained within the unit and that aviation safety and other training (e.g., flight manager, chief of party) are kept current.
11. Review aviation training needs and sponsors, conducts, or coordinates aviation training as needed for the unit.
12. Arrange for briefings to be conducted for flight crews, contractors, and base personnel to ensure all personnel are knowledgeable and follow policies on operations, PPE, and other safety requirements.

Attachment 4 Shared Fire Business Specialists

This position is supervised by the BLM District FMO, as established in 2011. The BLM will fund 50% of the position and the Forest Service will fund 50% (SHF 25% and BHF 25%). These costs are reflected in the cost contribution table in the CIDC Zone Operating Plan. Services provided to the interagency partners are established by the Bureau of Land Management and Forest Service representatives to the CIDC Zone Coordinating Group. Agency workload of the position will be tracked and evaluated annually for effectiveness of services and cost share calculations. Adjustments to cost share percentages and/or services will be done as needed and updated in the CIDC Zone Operating Plan. Duties and responsibilities of the position are described in a BLM classified position description. The common services to be provided to the BLM, Shoshone and Bighorn National Forests include the following:

1. Provide incident business advice and assistance. This will generally be for Type 3 incidents or larger. The goal is to have the person in the position be fully qualified as an Incident Business Advisor.
2. Works closely with agency FMOs and administrative, procurement, and contracting officers to identify and solve fire business issues related to incidents and other fire management activities.
3. Interacts with the Forest Service Rocky Mountain Region Incident Business Specialist as needed.
4. Represents agencies and works with State, Regional, or Geographic Area fire business specialist and working groups regarding fire business issues.
5. Coordinates the preparation and assembly of an interagency service and supply plan for the BLM, SHF, and BHF. Ensures the plan is maintained with current information and updated annually.
6. Serves as chairperson of an interagency fire business committee comprised of personnel from the BLM, SHF and BHF.
7. Conducts fire business training and workshops including S-260 and use of tools in ISUITE.
8. Assists fire managers and agency administrators in the preparation of incident cost share agreements.
9. Familiar with Forest Service specific fire business policies, programs, and initiatives to provide advice and counsel to fire managers and agency administrators.

Attachment 5

Cody Interagency Dispatch Center Budget and Cost Share

Table 1. Cost Share By Use

Table 2. Cost Share By Actual Contribution

FY2022 CODY INTERAGENCY DISPATCH ZONE COST SHARE DISTRIBUTION

	UNIT COST	% of Facility or Service	TOTAL COST	BLM WR/BDD	FS SHF	FS BHF	BIA WR	NPS BNRA	WY State/Co.	Total
Common Services				27%	26%	22%	19%	3%	3%	100%
GS-11 Center Manager(BLM)	\$135,433	100%	\$135,433	\$36,623	\$35,245	\$29,732	\$26,384	\$3,724	\$3,724	\$135,433
Admin & Training Travel	\$5,000	100%	\$5,000	\$1,352	\$1,301	\$1,098	\$974	\$138	\$138	\$5,000
GS-8/9 Assist. Center Mgr(SHF)	\$107,232	100%	\$107,232	\$28,997	\$27,906	\$23,541	\$20,890	\$2,949	\$2,949	\$107,232
Admin & Training Travel	\$3,500	100%	\$3,500	\$946	\$911	\$768	\$682	\$96	\$96	\$3,500
GS-8/9 ACM/IQCS/Zn TC(BHF)	\$115,832	50%	\$57,916	\$15,661	\$15,072	\$12,714	\$11,283	\$1,593	\$1,593	\$57,916
Admin & Training Travel	\$3,500	50%	\$1,750	\$473	\$455	\$384	\$341	\$48	\$48	\$1,750
GS-5/6/7 Disp/Intel SHF (13pp)	\$39,142	72%	\$28,182	\$7,621	\$7,334	\$6,187	\$5,490	\$775	\$775	\$28,182
Admin & Training Travel	\$1,500	100%	\$1,500	\$406	\$390	\$329	\$292	\$41	\$41	\$1,500
GS-5/6/7 IA Dispatcher SHF (13pp)	\$33,743	100%	\$33,743	\$9,125	\$8,781	\$7,408	\$6,574	\$928	\$928	\$33,743
Admin & Training Travel	\$1,500	100%	\$1,500	\$406	\$390	\$329	\$292	\$41	\$41	\$1,500
GS-5/6/7 13/13 Perm Seasonal(SHF)	\$44,095	100%	\$44,095	\$11,924	\$11,475	\$9,680	\$8,590	\$1,213	\$1,213	\$44,095
Admin & Training Travel	\$1,500	100%	\$1,500	\$406	\$390	\$329	\$292	\$41	\$41	\$1,500
GS-4/5 13/13 Perm Seasonal(SHF)	\$39,193	100%	\$39,193	\$10,598	\$10,200	\$8,604	\$7,635	\$1,078	\$1,078	\$39,193
Admin & Training Travel	\$1,500	100%	\$1,500	\$406	\$390	\$329	\$292	\$41	\$41	\$1,500
GS-4/5 1039 (13 PPs BLM)	\$17,107	100%	\$17,107	\$4,626	\$4,452	\$3,756	\$3,333	\$470	\$470	\$17,107
Admin & Training Travel	\$0	100%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	\$2,000	100%	\$2,000	\$541	\$520	\$439	\$390	\$55	\$55	\$2,000
TOTAL			\$481,151	\$130,111	\$125,214	\$105,628	\$93,736	\$13,232	\$13,232	\$481,152
Facilities - Dispatch Center				30%	30%	30%	10%	0%	0%	100%
Janitorial	\$15,000	100%	\$15,000	\$4,500	\$4,500	\$4,500	\$1,500	\$0	\$0	\$15,000
HVAC Maintenance	\$1,500	100%	\$1,500	\$450	\$450	\$450	\$150	\$0	\$0	\$1,500
Water	\$2,000	100%	\$2,000	\$600	\$600	\$600	\$200	\$0	\$0	\$2,000
Electricity	\$2,500	100%	\$2,500	\$750	\$750	\$750	\$250	\$0	\$0	\$2,500
Telephone	\$5,000	100%	\$5,000	\$1,500	\$1,500	\$1,500	\$500	\$0	\$0	\$5,000
Gas	\$4,000	100%	\$4,000	\$1,200	\$1,200	\$1,200	\$400	\$0	\$0	\$4,000
Snow Removal	\$0	100%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance	\$3,000	100%	\$3,000	\$900	\$900	\$900	\$300	\$0	\$0	\$3,000
Land Lease	\$12,000	100%	\$12,000	\$3,600	\$3,600	\$3,600	\$1,200	\$0	\$0	\$12,000
Cell Phones	\$360	100%	\$360	\$108	\$108	\$108	\$36	\$0	\$0	\$360
Answering Service	\$1,500	100%	\$1,500	\$450	\$450	\$450	\$150	\$0	\$0	\$1,500
Copier	\$3,500	100%	\$3,500	\$1,050	\$1,050	\$1,050	\$350	\$0	\$0	\$3,500
Supplies	\$10,000	100%	\$10,000	\$2,704	\$2,602	\$2,195	\$1,948	\$275	\$275	\$10,000
TOTAL	\$60,360	100%	\$60,360	\$17,812	\$17,710	\$17,303	\$6,984	\$275	\$275	\$60,360
Facilities - Engine Storage				0%	100%	0%	0%	0%	0%	100%
Janitorial	\$500	100%	\$500	\$0	\$500	\$0	\$0	\$0	\$0	\$500
Maintenance	\$2,500	100%	\$2,500	\$0	\$2,500	\$0	\$0	\$0	\$0	\$2,500
Water	\$2,000	100%	\$2,000	\$0	\$2,000	\$0	\$0	\$0	\$0	\$2,000
Electricity	\$1,500	100%	\$1,500	\$0	\$1,500	\$0	\$0	\$0	\$0	\$1,500
Telephone	\$0	100%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gas	\$1,500	100%	\$1,500	\$0	\$1,500	\$0	\$0	\$0	\$0	\$1,500
TOTAL	\$8,000	100%	\$8,000	\$0	\$8,000	\$0	\$0	\$0	\$0	\$8,000
IQCS Data Base Manager				10%	50%	40%	0%	0%	0%	100%
GS-8/9 ACM/IQCS/Zn TC (Sala)	\$115,832	25%	\$28,958	\$2,896	\$14,479	\$11,583	\$0	\$0	\$0	\$28,958
Admin & Training Travel	\$3,500	25%	\$875	\$88	\$438	\$350	\$0	\$0	\$0	\$875
TOTAL			\$29,833	\$2,983	\$14,916	\$11,933	\$0	\$0	\$0	\$29,833
Zone Training Coordinator				33%	33%	33%	0%	0%	0%	100%
GS-8/9 ACM/IQCS/Zn TC (Sala)	\$115,832	25%	\$28,958	\$9,653	\$9,653	\$9,653	\$0	\$0	\$0	\$28,958
Admin & Training Travel	\$3,500	25%	\$875	\$292	\$292	\$292	\$0	\$0	\$0	\$875
Training Materials	\$2,500	100%	\$2,500	\$833	\$833	\$833	\$0	\$0	\$0	\$2,500
TOTAL	\$121,832		\$32,333	\$10,778	\$10,778	\$10,778	\$0	\$0	\$0	\$32,333
Fire Business				50%	25%	25%	0%	0%	0%	100%
GS-9 Fire Mgmt/Analyst	\$115,438	100%	\$115,438	\$57,719	\$28,859	\$28,859	\$0	\$0	\$0	\$115,438
Admin & Training Travel	\$2,500	100%	\$2,500	\$1,250	\$625	\$625	\$0	\$0	\$0	\$2,500
TOTAL	\$117,938		\$117,938	\$58,969	\$29,484	\$29,484	\$0	\$0	\$0	\$117,938
Zone Aviation Officer				33%	33%	33%	0%	0%	0%	100%
GS-9/11 Zone Aviation Officer	\$108,503	100%	\$108,503	\$36,168	\$36,168	\$36,168	\$0	\$0	\$0	\$108,503
Admin & Training Travel	\$3,500	100%	\$3,500	\$1,167	\$1,167	\$1,167	\$0	\$0	\$0	\$3,500
TOTAL	\$112,003		\$112,003	\$37,334	\$37,334	\$37,334	\$0	\$0	\$0	\$112,003
IA Dispatcher (5 Additional PPs from fuels)				33%	33%	33%	0%	0%	0%	100%
GS-5/6/7 IA Dispatcher SHF (5)	\$39,142	28%	\$10,960	\$3,653	\$3,653	\$3,653	\$0	\$0	\$0	\$10,960
Admin & Training Travel	\$1,500	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$40,642		\$10,960	\$3,653	\$3,653	\$3,653	\$0	\$0	\$0	\$10,960
Other Expenses				25%	25%	25%	25%	0%	0%	100%
	\$0	100%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	100%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	100%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Agency Share of the Cost			\$852,577	\$261,640	\$247,091	\$216,114	\$100,720	\$13,507	\$13,507	\$852,578
Agency Contribution			\$852,577	\$265,172	\$249,527	\$216,941	\$98,000	\$11,500	\$11,500	\$852,640
Balance after Contribution				(\$3,532)	(\$2,436)	(\$827)	\$2,720	\$2,007	\$2,007	(\$62)

FY2022 CODY INTERAGENCY DISPATCH ZONE ACTUAL COST CONTRIBUTION

	UNIT COST	% of Facility or Service	TOTAL COST	BLM Worland	FS SHF	FS BHF	BIA WR	NPS BNRA	WY State/Co.	Total
Common Services										
GS-11 Center Manager(BLM)	\$135,433	100%	\$135,433	\$27,433			\$85,000	\$11,500	\$11,500	\$135,433
Admin & Training Travel	\$5,000	100%	\$5,000				\$5,000			\$5,000
GS-8/9 Assist. Center Mgr(SHF)	\$107,232	100%	\$107,232		\$107,232					\$107,232
Admin & Training Travel	\$3,500	100%	\$3,500		\$3,500					\$3,500
GS-8/9 ACM/IQCS/Zn TC(BHF)	\$115,832	50%	\$57,916			\$57,916				\$57,916
Admin & Training Travel	\$3,500	50%	\$1,750			\$1,750				\$1,750
GS-5/6/7 Disp/Intel SHF (13pp)	\$39,142	72%	\$28,182		\$28,182					\$28,182
Admin & Training Travel	\$1,500	100%	\$1,500		\$1,500					\$1,500
GS-5/6/7 IA Dispatcher SHF (13pp)	\$33,743	100%	\$33,743		\$33,743					\$33,743
Admin & Training Travel	\$1,500	100%	\$1,500		\$1,500					\$1,500
GS-5/6/7 13/13 Perm Seasonal(BHF)	\$44,095	100%	\$44,095			\$44,095				\$44,095
Admin & Training Travel	\$1,500	100%	\$1,500			\$1,500				\$1,500
GS-4/5 13/13 Perm Seasonal(SHF)	\$39,193	100%	\$39,193		\$39,193					\$39,193
Admin & Training Travel	\$1,500	100%	\$1,500		\$1,500					\$1,500
GS-4/5 1039 (13 PPs BLM)	\$17,107	100%	\$17,107		\$8,553	\$8,554				\$17,107
Admin & Training Travel	\$0	100%	\$0							\$0
Vehicle	\$2,000	100%	\$2,000		\$1,000	\$1,000				\$2,000
TOTAL			\$481,151	\$27,433	\$225,903	\$114,815	\$90,000	\$11,500	\$11,500	\$481,151
Facilities - Dispatch Center										
Janitorial	\$15,000	100%	\$15,000	\$13,500	\$0	\$0	\$1,500	\$0	\$0	\$15,000
HVAC Maintenance	\$1,500	100%	\$1,500	\$1,350	\$0	\$0	\$150	\$0	\$0	\$1,500
Water	\$2,000	100%	\$2,000	\$1,800	\$0	\$0	\$200	\$0	\$0	\$2,000
Electricity	\$2,500	100%	\$2,500	\$2,250	\$0	\$0	\$250	\$0	\$0	\$2,500
Telephone	\$5,000	100%	\$5,000	\$4,500	\$0	\$0	\$500	\$0	\$0	\$5,000
Gas	\$4,000	100%	\$4,000	\$3,600	\$0	\$0	\$400	\$0	\$0	\$4,000
Snow Removal	\$0	100%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance	\$3,000	100%	\$3,000	\$2,700	\$0	\$0	\$300	\$0	\$0	\$3,000
Land Lease	\$12,000	100%	\$12,000	\$10,800	\$0	\$0	\$1,200	\$0	\$0	\$12,000
Cell Phones	\$360	100%	\$360	\$360	\$0	\$0	\$0	\$0	\$0	\$360
Answering Service	\$1,500	100%	\$1,500	\$0	\$1,500	\$0	\$0	\$0	\$0	\$1,500
Copier	\$3,500	100%	\$3,500	\$0	\$0	\$0	\$3,500	\$0	\$0	\$3,500
Supplies	\$10,000	100%	\$10,000	\$8,876	\$1,124	\$0	\$0	\$0	\$0	\$10,000
TOTAL	\$60,360		\$60,360	\$49,736	\$2,624	\$0	\$8,000	\$0	\$0	\$60,360
Facilities - Engine Storage										
Janitorial	\$500	100%	\$500	\$0	\$500	\$0	\$0	\$0	\$0	\$500
Maintenance	\$2,500	100%	\$2,500	\$0	\$2,500	\$0	\$0	\$0	\$0	\$2,500
Water	\$2,000	100%	\$2,000	\$0	\$2,000	\$0	\$0	\$0	\$0	\$2,000
Electricity	\$1,500	100%	\$1,500	\$0	\$1,500	\$0	\$0	\$0	\$0	\$1,500
Telephone	\$0	100%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gas	\$1,500	100%	\$1,500	\$0	\$1,500	\$0	\$0	\$0	\$0	\$1,500
TOTAL	\$8,000		\$8,000	\$0	\$8,000	\$0	\$0	\$0	\$0	\$8,000
IQCS Data Base Manager										
GS-8/9 ACM/IQCS/Zn TC (Salary)	\$115,832	25%	\$28,958	\$0	\$0	\$28,958	\$0	\$0	\$0	\$28,958
Admin & Training Travel	\$3,500	25%	\$875	\$0	\$0	\$875	\$0	\$0	\$0	\$875
TOTAL	\$119,332		\$29,833	\$0	\$0	\$29,833	\$0	\$0	\$0	\$29,833
Zone Training Coordinator										
GS-8/9 ACM/IQCS/Zn TC (Salary)	\$115,832	25%	\$28,958	\$0	\$0	\$28,958	\$0	\$0	\$0	\$28,958
Admin & Training Travel	\$3,500	25%	\$875	\$0	\$0	\$875	\$0	\$0	\$0	\$875
Training Materials (BHF Cash)	\$2,500	100%	\$2,500	\$0	\$0	\$2,500	\$0	\$0	\$0	\$2,500
TOTAL	\$121,832		\$32,333	\$0	\$0	\$32,333	\$0	\$0	\$0	\$32,333
Fire Business										
GS-9 Fire Mgmt/Analyst	\$115,438	100%	\$115,438	\$95,500	\$10,000	\$10,000				\$115,500
Admin & Training Travel	\$2,500	100%	\$2,500	\$2,500	\$0	\$0				\$2,500
TOTAL	\$117,938		\$117,938	\$98,000	\$10,000	\$10,000	\$0	\$0	\$0	\$118,000
Zone Aviation Officer										
GS-9/11 Zone Aviation Officer	\$108,503	100%	\$108,503	\$83,503	\$0	\$25,000	\$0	\$0	\$0	\$108,503
Admin & Training Travel	\$3,500	100%	\$3,500	\$3,500	\$0	\$0	\$0	\$0	\$0	\$3,500
TOTAL	\$112,003		\$112,003	\$87,003	\$0	\$25,000	\$0	\$0	\$0	\$112,003
IA Dispatcher (5PP made up from fuels)										
GS-5/6/7 IA Dispatcher SHF (5 pp)	\$39,142	28%	\$10,960	\$3,000	\$3,000	\$4,960				\$10,960
Admin & Training Travel	\$0	0%	\$0							\$0
TOTAL	\$39,142		\$10,960	\$3,000	\$3,000	\$4,960	\$0	\$0	\$0	\$10,960
Other Expenses										
	\$0	100%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	100%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$0	100%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL	\$0		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Agency Contribution			\$852,577	\$265,172	\$249,527	\$216,941	\$98,000	\$11,500	\$11,500	\$852,640
Agency Share of the Cost			\$852,577	\$261,640	\$247,091	\$216,114	\$100,720	\$13,507	\$13,507	\$852,578
Balance after Contribution			\$0	(\$3,532)	(\$2,436)	(\$827)	\$2,720	\$2,007	\$2,007	(\$62)
Transfer to BLM			\$0	\$0	\$18,553	\$43,554	\$98,000	\$11,500	\$11,500	\$183,107