

**2011 ANNUAL OPERATING PLAN
CODY INTERAGENCY DISPATCH ZONE COORDINATING GROUP**

Bureau of Land Management - Wind River/Big Horn 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 annual operating plan is based on the Wyoming Interagency Cooperative Fire Management Agreement - USDA Forest Service #07 FI-11020000-018, USDI Bureau of Land Management #KAA020003, and USDI, Bureau of Indian Affairs #AG7C5000699. Item #s 2, 4, 6 and 23 of the Agreement provide direction that is applicable to this operating plan.

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 CENTER SERVICES

Unless otherwise noted, the services are provided to all agencies that are members of the CDC 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, and Wind River/Big Horn Basin District, BLM. Initial attack dispatching may be extended into the Wind River BIA area in 2011 for weekend coverage, as a trial period.
2. Provide Extended Attack dispatching for the Wyoming State Forestry Division, Wind River Agency BIA, Bighorn Canyon National Recreation Area NPS, Bighorn National Forest, Shoshone National Forest, and BLM Wyoming Wind River/Big Horn Basin District.

B. Resource Coordination, Dispatching, and Administration

1. Coordinate the movement of suppression and prescribed fire resources throughout CDC Zone and place orders with Rocky Mountain Interagency Coordination Center for items unavailable within the neighborhood.
2. CDC will be responsible for organizing and dispatching the Bighorn Basin Interagency Type II hand crew.
3. Coordinate with the Cody Interagency Dispatch Center Zone Coordinating Group to determine priorities for resources in multiple fire situations.
4. Provide coordination and oversight for fixed wing and rotor wing resources.
5. Track status of resources including maintaining database in ROSS.
6. CDC will provide initial attack dispatching and flight following of the Fort Washakie Helicopter for all units within the Zone.

C. Intelligence

1. Gather, develop, and disseminate daily situation and status, weather indices and information. Fulfill all regular CDC reporting requirements to Rocky Mountain Area Coordination Center (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 BLM Wind River/Big Horn Basin District.
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 CDC Zone Training Plan – CDC Mobilization Guide Chapter 90)

E. Aviation

1. Coordinate and assist BLM/Forest Service zone aviation officer with mission planning, operations, and risk assessment.
2. Provide flight following for all federal agencies and the State and Counties when requested. This includes the Fort Washakie BIA Helicopter.
3. Order administrative aircraft for Bighorn and Shoshone National Forests.

F. Prescribed Fire

1. Provide staffing to support prescribed fire operations.
2. Make prescribed fire notifications of 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 resources orders for prescribed fire projects.

G. Reports

1. Develop and distribute the Cody Interagency Dispatch Center Annual Report.
2. Collect, review, enter and electronically submit fire reports for Shoshone and Bighorn National Forests and Bighorn Canyon National Recreation Area.
3. Participate in the FireOrg process. Provide outputs to units as requested.

H. Fire Planning

1. Develop and distribute a CDC Interagency Incident Mobilization Guide.
2. CDC will prepare and annually update a dispatch operations guide which contains extended dispatch plans, initial attack procedures and other general daily operations procedures.

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 CDC Zone can be found in the ROSS, IQS and IQCS data bases.
2. Equipment/Caches - A comprehensive list of fire equipment and caches within the CDC Zone can be found in the CDC Incident Mobilization Guide, Chapter 70.

K. Dispatch Coordination

1. CDC will provide for a dispatch/coordination program through joint interagency use of fire resources within the CDC zone of influence. This includes the signatory agencies to this operating plan as well as the following counties: Bighorn, Fremont, Hot Springs, Park, Washakie, and western portions of Sheridan.
2. Implement the closest forces concept when dispatching initial attack resources.
3. Use the Inter-GACC Neighborhood Plan 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. This plan provides CDC the authority to directly utilize the resources of adjoining Dispatch Centers across GACC boundaries. The Centers are Billings Interagency Dispatch Center, Miles City Interagency Dispatch Center, Bozeman Interagency Dispatch Center and Teton Interagency Dispatch Center. In addition, the Shoshone National Forest has a similar agreement with federal agencies in the Greater Yellowstone Area. The Greater Yellowstone Area Interagency Fire Agreement adds two additional dispatch centers that may share resources with the Shoshone National Forest – 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. Refer to CDC Incident Mobilization Guide, Chapter 10.

L. Wildfire Suppression Procedures

(Refer to the Cody Interagency Incident Mobilization Guide, Chapter 20).

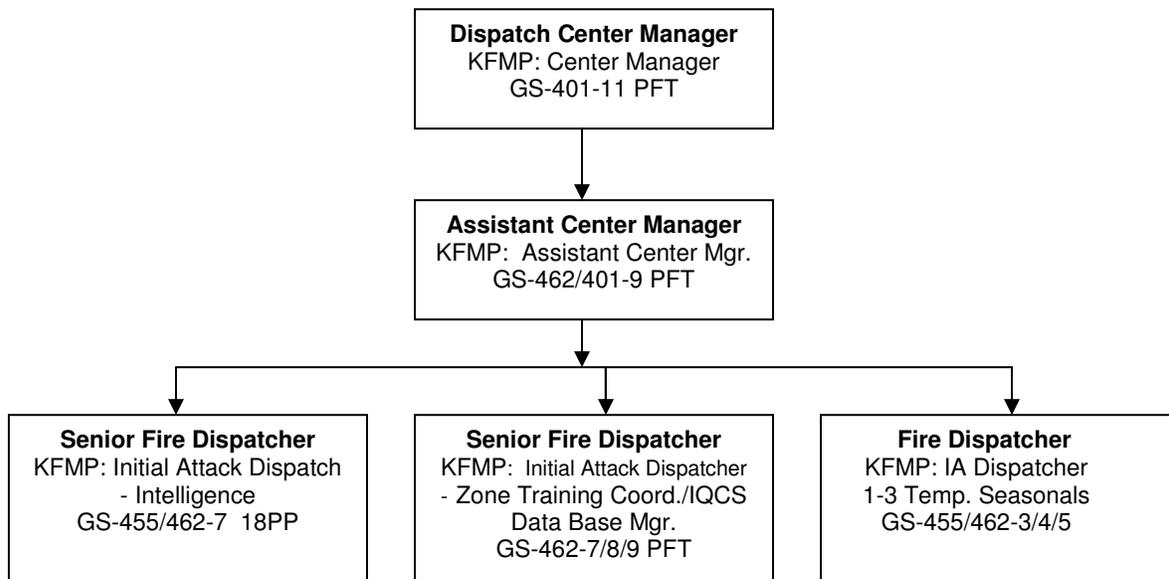
M. Aviation Procedures

(Refer to the Cody Interagency Incident Mobilization Guide, Chapter 20 and 80).

O. CDC Staffing

1. Organization

The following organization has been identified as the desired structure to accomplish the mission and provide the services that CDC is tasked with.



2. Current Staff and Duties

Dispatch Center Manager

KFMP: Center Manager (GS-11) - The FTE and funding comes from the BLM Wind River/Big Horn Basin District

Duties: Manages CDC daily operations and directs personnel in accomplishing the mission, services and organization as described in mobilization guides and annual operating plans.

Assistant Center Manager

KFMP: Assistant Center Manager (GS-9) – The FTE comes from the Shoshone National Forest. The funding comes from the Bighorn National Forest.

Duties: Initial attack dispatching and acting center manager. A key role of the

position is to ensure supervision of dispatch operations for extended shifts and seven-day coverage during the fire season.

Senior Fire Dispatcher

KFMP: Initial Attack Dispatcher (GS-07) - The FTE and funding comes from the Rocky Mountain Regional Office, BIA.

Duties: Initial attack dispatching and has primary responsibility for maintaining ROSS database and fire and weather intelligence systems.

Senior Fire Dispatcher

KFMP: Lead Initial Attack Dispatcher (GS-7/8/9) - The FTE and funding comes from the Shoshone National Forest and funding is shared between the Shoshone and Bighorn National Forest.

Duties: Initial attack dispatching and has primary responsibility as the zone training coordinator and IQCS database manager for designated units in the CDC Zone.

Fire Dispatcher

KFMP: Initial Attack Dispatcher (GG-3/4/5) – These are summer seasonal positions sponsored by the Shoshone National Forest. Depending on available funding and skill level, 1-2 positions will be filled.

Duties: Assists with initial attack dispatching, intelligence gathering and distribution, database management and other dispatch center operations.

P. CDC Annual After Action Review

The CDC Zone coordinating group and center manager will have on an annual basis 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 will 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.

IV. FACILITIES

The Cody Interagency Dispatch Center is owned by the BLM and located in Cody, Wyoming. The Center is used to provide centralized dispatch services for the Shoshone and Bighorn National Forests, BLM Wind River/Big Horn Basin District, and BIA Wind River Agency. The Center is occupied by Forest Service, Bureau of Land Management, and Bureau of Indian Affairs employees.

Reimbursable costs to the BLM are calculated on a pro rata basis for building related services and utilities. All of the building space (4,600 sq. ft.) is determined to be common or shared space. Total number of Full Time Employees (FTE) occupying the building determines the pro rata basis. There are four (4) total permanent positions in the Cody Dispatch Center. The Forest Service employs two (2) of the positions, the BLM one (1) and the BIA one (1). Pro rated shares of the cost contributed by each agency are displayed in Table 1.

An engine storage and fire warehouse facility co-located on the same land as the Dispatch Center is owned by the Forest Service and is shared with the BLM. The 2011 annual operating plan budget contains the prorated cost share information for this facility.

V. RESOURCES

In addition to the shared personnel and services located at CDC, there are other resources and personnel shared by agencies in the zone. The BLM and BIA share a fuels specialist that is stationed at the BIA Wind River Agency in Fort Washakie. The Bighorn National Forest provides fire management services for the Bighorn Canyon National Recreation Area, under separate agreement.

The Forest Service and Department of Interior are authorized to share personnel when conducting prescribed fire treatments without having to cross bill each other for the services. All the federal agencies within the zone have agreed to provide personnel and owned equipment to assist each other when conducting prescribed burns without seeking reimbursement.

The BLM Wind River/Bighorn Basin District, Shoshone NF and Bighorn NF share a fire management and budget analyst (fire business) position. The position is supervised by the BLM District Fire Management Officer. The BLM funds 70% of the position and the Forest Service funds 30% (SHF 18% and BHF – 12%). These costs are reflected in the cost contribution table in the CDC Zone AOP. Services provided to the interagency partners are established by the Bureau of Land Management and Forest Service representatives to the CDC 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 CDC Zone AOP. Duties and responsibilities of the position are described in a BLM classified position description. The common services to be provided to the BLM and Shoshone and Bighorn National Forests include the following:

1. Provides 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. Is familiar with Forest Service specific fire business policies, programs and initiatives in order to provide advice and counsel to fire managers and agency administrators.

The Forest Service, BLM and BIA share initial attack helicopters and crew that are stationed in Fort Washakie (managed by the BIA) and Rawlins (managed by the BLM). Separate operating plans describe the operating procedures, staffing, and any cost share information regarding the programs.

Annual operating plans are developed for each county. These plans outline the details for implementing the Wyoming Interagency Cooperative Fire Management Agreement and include all the federal agencies, Wyoming State Forestry Division, and the six Counties within the CDC Zone. These operating plans provide direction regarding protection responsibilities and priorities, wildland suppression and aviation procedures, fuels and prescribed fire considerations, special management situations, and reimbursement procedures.

VI. ANNUAL BUDGET AND COST SHARE RESPONSIBILITIES

Direction for sharing personnel, resources and facilities are described under Fire Suppression - Item #23 of the Wyoming Interagency Cooperative Fire Management Agreement. Item #23 states the following:

Shared Resources: Interagency funding, staffing, and utilization of aircraft, engines, crews, or fire facilities will be pursued whenever and interagency approach is appropriate and cost effective. Staffing and funding will be commensurate with each Agency's use of the resources and will be agreed to and included in the annual operating plans.

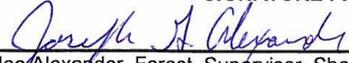
Table 1 provides a summary of shared resources, personnel and facilities and the contribution that each agency has agreed to make towards covering these costs for fiscal year 2011. In addition to the amount shown for the BIA as contributed back to BLM (\$11,250), if any maintenance issues come up at the dispatch facility, BIA may help pay for those items to reduce their \$4,885 amount needing contributed.

2011 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 (Sal.& TT)	\$98,000	100%	\$98,000	\$98,000	\$0	\$0	\$0	\$0	\$0	\$98,000
GS-8/9 Assist. Center Mgr (Sal & TT)	\$82,000	100%	\$82,000	\$0	\$0	\$82,000	\$0	\$0	\$0	\$82,000
GS-7/8/9 Ld IA/IQCS/Zn TC (Sal & TT)	\$70,000	50%	\$35,000	\$0	\$22,000	\$13,000	\$0	\$0	\$0	\$35,000
GS-7 Dispatcher/Intel (Sal & TT)	\$55,000	100%	\$55,000	\$0	\$0	\$0	\$55,000	\$0	\$0	\$55,000
GS-3/4/5 Seasonal (Salary & TT)	\$12,000	100%	\$12,000	\$0	\$12,000	\$0	\$0	\$0	\$0	\$12,000
GS-3/4/5 Seasonal (Salary & TT)	\$0	100%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Vehicle	\$1,000	100%	\$1,000	\$1,000	\$0	\$0	\$0	\$0	\$0	\$1,000
Supplies	\$11,000	100%	\$11,000	\$0	\$1,000	\$0	\$1,500	\$2,000	\$6,500	\$11,000
TOTAL			\$294,000	\$99,000	\$35,000	\$95,000	\$56,500	\$2,000	\$6,500	\$294,000
Facilities - Dispatch Center										
Janitorial	\$15,000	100%	\$15,000	\$3,750	\$7,500	\$0	\$3,750	\$0	\$0	\$15,000
HVAC Maintenance	\$1,500	100%	\$1,500	\$375	\$750	\$0	\$375	\$0	\$0	\$1,500
Water	\$2,000	100%	\$2,000	\$500	\$1,000	\$0	\$500	\$0	\$0	\$2,000
Electricity	\$2,500	100%	\$2,500	\$625	\$1,250	\$0	\$625	\$0	\$0	\$2,500
Telephone	\$5,000	100%	\$5,000	\$1,250	\$2,500	\$0	\$1,250	\$0	\$0	\$5,000
Gas	\$4,000	100%	\$4,000	\$1,000	\$2,000	\$0	\$1,000	\$0	\$0	\$4,000
Snow Removal	\$0	100%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Maintenance	\$3,000	100%	\$3,000	\$750	\$1,500	\$0	\$750	\$0	\$0	\$3,000
Land Lease	\$12,000	100%	\$12,000	\$3,000	\$6,000	\$0	\$3,000	\$0	\$0	\$12,000
Cell Phones	\$720	100%	\$720	\$360	\$360	\$0	\$0	\$0	\$0	\$720
Satellite Phone	\$120	100%	\$120	\$120	\$0	\$0	\$0	\$0	\$0	\$120
Answering Service	\$1,500	100%	\$1,500	\$0	\$1,500	\$0	\$0	\$0	\$0	\$1,500
TOTAL			\$47,340	\$11,730	\$24,360	\$0	\$11,250	\$0	\$0	\$47,340

Facilities - Engine Storage										
Janitorial	\$250	100%	\$250	\$100	\$150	\$0	\$0	\$0	\$0	\$250
Maintenance	\$1,000	100%	\$1,000	\$0	\$1,000	\$0	\$0	\$0	\$0	\$1,000
Water	\$2,000	100%	\$2,000	\$0	\$2,000	\$0	\$0	\$0	\$0	\$2,000
Electricity	\$1,200	100%	\$1,200	\$0	\$1,200	\$0	\$0	\$0	\$0	\$1,200
Telephone	\$0	100%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Gas	\$1,200	100%	\$1,200	\$0	\$1,200	\$0	\$0	\$0	\$0	\$1,200
TOTAL			\$5,650	\$100	\$5,550	\$0	\$0	\$0	\$0	\$5,650
IQCS Data Base Manager										
GS-7/8/9 Lead IA/IQCS/Zone TC	\$70,000	30%	\$21,000	\$0	\$21,000	\$0	\$0	\$0	\$0	\$21,000
TOTAL			\$21,000	\$0	\$21,000	\$0	\$0	\$0	\$0	\$21,000
Zone Training Coordinator										
GS-7/8/9 Lead IA/IQCS/Zone TC	\$70,000	20%	\$14,000	\$0	\$14,000	\$0	\$0	\$0	\$0	\$14,000
Training Materials	\$2,500	100%	\$2,500	\$0	\$0	\$2,500	\$0	\$0	\$0	\$2,500
TOTAL			\$16,500	\$0	\$14,000	\$2,500	\$0	\$0	\$0	\$16,500
Fire Business										
GS-9 Fire Mgmt/Analyst	\$70,000	100%	\$70,000	\$49,000	\$12,600	\$8,400	\$0	\$0	\$0	\$70,000
TOTAL			\$70,000	\$49,000	\$12,600	\$8,400	\$0	\$0	\$0	\$70,000
Other Position										
0	\$0	0%	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
TOTAL			\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Other Expenses										
Wild Cad Server	\$10,000	100%	\$10,000	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
TOTAL			\$10,000	\$0	\$10,000	\$0	\$0	\$0	\$0	\$10,000
TOTAL ACTUAL CONTRIBUTION			\$464,490	\$159,830	\$122,510	\$105,900	\$67,750	\$2,000	\$6,500	\$464,490

SIGNATURE PAGE

Approved by:  Date: 1-10-11
Joe Alexander, Forest Supervisor, Shoshone National Forest, U.S.F.S.

Approved by:  Date: 12/20/10
Jerry Case, Superintendent
Bighorn Canyon National Recreation Area

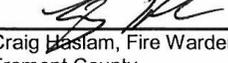
Approved by:  Date: 12-17-2010
Bill Bass, Forest Supervisor
Bighorn National Forest, U.S.F.S.

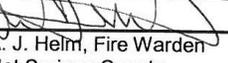
Approved by:  Date: 12/17/2010
Eddie Bateson, Wind River/Big Horn Basin Dist.
Bureau of Land Management

Approved by:  Date: 12-21-10
Bob Roberts, Regional FMO
Bureau of Indian Affairs

Approved by:  Date: 12/20/10
Ray Weidenhaft, Assistant State Forester
Wyoming State Forestry Division

Approved by:  Date: 12/20/10
Brent Godfrey, Fire Warden
Big Horn County

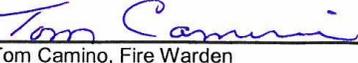
Approved by:  Date: 12/17/2010
Craig Haslam, Fire Warden
Fremont County

Approved by:  Date: 2-1-2011
A. J. Helm, Fire Warden
Hot Springs County

Approved by:  Date: 12/20/10
Russ Wenke, Fire Warden
Park County

Approved by:  Date: 12-17-10
Chris Kocher, Fire Warden
Washakie County

Approved by:  Date: 1-11-2011
Bill Biastoch, Fire Warden
Sheridan County

Approved by:  Date: 12/27/2010
Tom Camino, Fire Warden
Johnson County