

Cody Interagency Dispatch Center Mobilization Guide 2020



CODY INTERAGENCY DISPATCH CENTER MOBILIZATION GUIDE

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CHAPTER 10

OBJECTIVES, POLICY AND SCOPE OF OPERATION

MISSION STATEMENT

The principle mission of the Cody Interagency Dispatch Center (CDC) is to provide safe, cost effective, and timely response of resources for appropriate response to wildland fires and other emergency management activities within the Cody Interagency Dispatch Center area. CDC's coordination effort is in cooperation with the Rocky Mountain Coordination Center (RMCC), those dispatch centers within the CDC neighborhood (Casper, Billings, Teton and Bozeman), and those dispatch centers within the Greater Yellowstone Area (Teton, Billings Bozeman, Dillon and Eastern Idaho).

The cooperating agencies involved with the Cody Interagency Dispatch Center include:

- Bureau of Land Management (Wind River/Bighorn Basin District)
- Bureau of Indian Affairs (Wind River Agency)
- US Forest Service (Bighorn and Shoshone National Forests)
- National Park Service (Bighorn Canyon National Recreation Area)
- Wyoming State Forestry Division (Portions of Big Horn Basin D3 and Buffalo D5)
- Big Horn County, Hot Springs County, Fremont County, Park County, and Washakie County
- Portions of Sheridan County (west of Interstate 90), Johnson, Carbon, Natrona, and Sweetwater Counties

Additional agencies lands residing within the Cody Interagency Dispatch Center Zone include:

- Wyoming National Guard
- Wyoming Game and Fish
- Bureau of Reclamation
- US Fish and Wildlife Service

The Cody Interagency Mobilization Guide identifies policies and agreements that establish standard procedures to guide the operations of multi-agency/jurisdictional logistical support activities. This guide is an extension of Agency Manuals, Handbooks, Directives and Instructional Memorandums relating to logistical support. This guide is intended to promote uniformity of logistical support communications, facilitate interagency dispatch coordination and ensure the timeliest and most cost-effective support services are provided. It is designed to accommodate amendments and will be recognized as currently applicable until amended. This guide is a supplement to National and Geographical Area Mobilization Guides.

The Fire Management Officers/Agency Representatives are responsible for review and approval of the Cody Interagency Mobilization Guide. Signing of the CDC Operating Plan serves as approval for the mobilization guide.

The Cody Interagency Dispatch Center Manager is responsible for the CDC mobilization guide development, review and updates.

1 **Total Mobility**

2 The positioning and utilization of resources to meet anticipated and existing incident,
3 preparedness, severity, wildland and prescribed fire needs regardless of geographic location or
4 agency affiliation.

5
6 **Initial Attack Definition** Refer to RMG 10

7
8 **Priorities**

9 When competition exists for resources, priorities shall be established by the CDC Center
10 Manager during CDC Preparedness Levels 1 - 3 and in conjunction with the Cody Interagency
11 Dispatch Center Coordinating Group (Local Multi-Agency Coordination Group (LMAC)) at
12 Preparedness Levels 4 - 5.

13
14 The single overriding suppression priority is the protection of human life – both that of our
15 firefighters and of the public.

16
17 In setting priorities, the following criteria should be considered:

18 Maintaining initial attack capability

19 Protecting communities and community infrastructure, other property and
20 improvements and natural and cultural resources in the following order:

- 21 • Communities
- 22 • Community infrastructure (including long term effects to economic sustainability
23 and viability)
- 24 • Commercial business
- 25 • Principle residence (year-round homes)
- 26 • Non-principle residence (seasonal homes, cabins, etc.)
- 27 • Out-buildings (barns, unattached garages, utility buildings, etc.)
- 28 • Limiting costs without compromising safety
- 29 • Meeting agency protection and resource management objectives.
- 30 • Support to National Response Framework (NRF) taskings.

31
32 **Local and Geographic Area Drawdown Levels and National Ready Reserve** Refer to NMG 10

33
34 **SCOPE OF OPERATION**

35 **National Response Framework** Refer to NMG 10

36
37 **Office of Foreign Disaster Assistance (OFDA)** Refer to NMG 10

38
39 **Responsibilities** Refer to RMG 10

40
41 **Response to Incidents Other Than Wildland Fires** Refer to RMG 10

42 There is no statutory authority for Wyoming State Forestry Division personnel, or local county
43 cooperators, to respond to out-of-state, non-fire emergencies. Therefore, Wyoming State
44 Forestry Division employees and county cooperators, are not available for out-of-state, non-fire
45 related incidents unless a National Emergency is declared, or it is a FEMA incident.

1 **Mutual Aid Agreements**

2 Mutual Aid agreements have the primary purpose of providing initial response and short-term
3 logistical support between adjoining units and dispatch centers. Initial response incidents are
4 controlled by the initial responding resources without need for major reinforcements within a
5 reasonable time period. Cody Dispatch has the authority to utilize the resources of adjoining
6 centers as stated in the NMG and RMG. Prior to the mobilization of initial response resources, it
7 is agreed that:

- 8 • Initial response resources will be mobilized without delay, a resource order from the
9 receiving dispatch center will follow as time allows.
- 10 • No initial response resource responding across geographic boundaries will be mobilized
11 further than that adjoining center boundary.

12
13 Refer to the specific District Annual Operating Plan (AOP) for a synopsis of the Mutual Aid
14 Agreements pertaining to the Cody Interagency Dispatch Center and its cooperators.

15
16 **Reciprocal Fire Protection Services**

17 Reciprocal Fire Protection Services exist between the Federal Agencies, Wyoming State Forestry
18 Division, and Counties located within the Cody Dispatch Area. The services are authorized and
19 approved through the Wyoming Interagency Cooperative Fire Management Agreement and the
20 District Annual Operating Plans. (Refer to the Wyoming Wildland Fire Resource Mobilization
21 Guide)

22
23 **Responsibilities of RMA Wildland Fire Agencies** Refer to RMG 10

24 **Responsibilities of the RMCG Fire Duty Officer** Refer to RMG 10

25 **Responsibilities of the Rocky Mountain Coordination Center** Refer to RMG 10

26 **Responsibilities of the Cody Interagency Dispatch Center**

27 Refer to the Annual Operating Plan for the Cody Interagency Dispatch Coordinating Groups
28 expectations for dispatch services and support.

29
30 **MOBILIZATION** Refer to RMG 10 and NMG 10

31 Cody Dispatch will provide logistical support to all units located within the dispatch area
32 pursuant to federal policy and laws. CDC will coordinate movement of all resources within the
33 dispatch center's area of influence. The Dispatch Center Manager, or acting, has delegated
34 authority from Federal and State Land Management Agencies as identified by signatories of the
35 Annual Operating Plan for CDC. The delegated authority is outlined within this guide and
36 establishes policies and procedures for the mobilization of personnel, equipment, supplies and
37 aircraft for incident emergencies and pre-suppression in the Cody Dispatch Area, Rocky
38 Mountain Area and Nationally.

39
40 **Resource Mobilization** Refer to RMG 10 and NMG 10

41 All orders for incident resources will be initiated by the incident commander and may be
42 coordinated through the Duty Officer/FMO. Orders shall be processed through established
43 dispatch channels using the standard National Coordination System. All resources mobilized
44 beyond the initial response will adhere to the NWCG Physical Fitness and Qualification
45 Standards.

1 **Mobilization Hierarchy** Refer to RMG 10

- 2 1) Agency
- 3 2) AD/EFF/Supplemental Resources
- 4 3) Contractors

5

6 **Work/Rest, Length of Assignment, and Days Off** Refer NMG 10, NWCG Standards for Incident
7 Business Management

8

9 **Incident Operations Driving** Refer to RMG 10

10 **Wildland Fire Entrapment/Fatality** Refer to NMG 10

11

12 **Resources** Refer to NMG 10

13 **RMA Resources** Refer to RMG 10

14 Dispatching of National and/or Area resources within and across the defined Rocky Mountain
15 Area boundaries shall comply with the RMG.

16

17 **Notification of Commitment of National & Area Resources** Refer to NMG 10 and RMG 10

18 Notification of commitment of National and Area resources will be made to RMCC via phone
19 within 15 minutes of commitment. Notifications will be done when the following
20 circumstances occur:

- 21 • When National, RMA geographic resources, or RMA prepositioned resources are
22 committed internally to an incident or are no longer available for dispatch;
- 23 • When the resource is available again; or
- 24 • When resource location changes.

25

26 **Unable to Fill (UTF) Procedures** Refer to NMG 10

27

28 **Standard Cubes, Weight and Gear Policy (excluding smokejumpers)** Refer to NMG 10

29

30 **Contract Air Transport Reminders** Refer to RMG 10

31

32 **General Demobilization Guidelines** Refer to RMG 10

33 **Release Priority Guidelines** Refer to RMG 10

34 The following incident release priorities will apply, unless notified of change by RMCC:

- 35 1) Local Initial Attack
- 36 2) National and Geographic resources
- 37 3) Out of geographic area resources
- 38 4) Out of Zone RMA agency and cooperator resources
- 39 5) RMA agreement/call-when-needed resources
- 40 6) Type 2 crews/contract resources

41

42

43

1 **Wildland Fire Weather Forecasts** Refer to RMG 10

2 Fire weather forecasts will be disseminated to all firefighting personnel. The morning fire
3 weather forecast is available to all resources on the web; if needed, field units may request this
4 information via radio from CDC. The afternoon fire weather forecast will be broadcast upon
5 request from resources in the field. ERC's and Fire Danger Rating will be posted on WildWeb
6 and texted out via WildCAD during peak fire season (June – September).

7
8 Wildland fire spot weather forecast requests will be made through CDC. Depending on location
9 of the incident, CDC will contact either Riverton National Weather Service or Billings National
10 Weather Service and request the spot forecast. When the spot forecast is received, CDC will
11 disseminate the information to the requesting incident.

12
13 Prescribed fire spot weather forecast requests can be made directly to the national weather
14 service by the Burn Boss or their designee.

15
16 Red Flag Warnings/Watches and updates to the fire weather forecast will be disseminated to all
17 firefighting personnel via radio, briefing, phone calls, and/or texting. Red Flag Warnings will be
18 emailed to all county cooperators. National Weather Service Red Flag Warnings and Watches
19 are posted at <https://www.weather.gov/riw/>. It is accessible through the Cody Interagency
20 Dispatch Center website under the Weather link.

21
22 **Lightning Data:**

23 CDC may only retrieve lightning data for the past 7 days. CDC staff can use the EGP site to
24 provide lightning maps and get coordinates of individual strikes and time stamps. If lightning
25 data older than 7 days is needed, the requestor must email Herb Arnold at harnold@blm.gov to
26 request the data direct from WFMI. The requestor is also responsible for working with their
27 local GIS person to manipulate the data and create maps, if needed.

28
29 **Resource Tracking**

30 **Fire Resource Check-in and Tracking Procedures**

31 Responsibilities of the Cody Interagency Dispatch Center include:

- 32 • Daily tracking of fire resource status for initial response to wildfires,
- 33 • Tracking assigned and contingency resources for prescribed fires, and
- 34 • Providing communications and other support for resources engaged in prescribed fire
35 and initial/extended attack operations.

36 In addition, a key reason for tracking of resources is to provide a safety net. If expected arrival
37 times, or communication schedules are not executed as planned, it may be an indicator that
38 someone is in trouble and that search plans or other emergency plans need to be activated.

1 **Check-in/Check-out Season**

2 Check-in/Check-out Season for daily tracking of fire resources will be from April 1st to October
3 31st. During this period, all fire resources are expected to follow the established General
4 Resource Tracking Procedures outlined below. Tracking fire resources from November 1st –
5 March 31st will be done upon request for Bighorn NF, Shoshone NF and Wind River Agency.
6

7 The Wind River/Bighorn Basin District requests year-round daily resource tracking from CDC.
8 WBD fire and fuels resources must communicate and coordinate dispatch staffing needs at a
9 minimum of 24 hours prior to heading into the field. If CDC does not have the ability to staff,
10 CDC will check with Casper and/or Great Plains Dispatch Centers to see if it is possible for
11 resources to track with them. If Casper and Great Plains Dispatch is unable to track CDC
12 resources, the Center Manager, or acting, will inform the WBD Duty Officer. The Duty Officer
13 will then determine another avenue for tracking field going resources or inform resources they
14 cannot go to the field until CDC is staffed again. Resources already in the field must return to
15 station if CDC or alternative dispatch centers are unable to track.
16

17 **General Resource Tracking Procedures**

18 All in service fire resources need to check-in daily, with Cody Dispatch, during the check-in
19 season. A radio check ensures the radio is working (on both ends). Resources will notify CDC
20 when they are leaving their respective station, provide dispatch with destination and an ETA.
21 Resources shall notify CDC upon arrival at destination and anytime they change locations
22 throughout the day. This is critical for mobilization of closest resources to fires/incidents and
23 provides for greater resource accountability.

- 24 • At the end of the day, fire resources will communicate when they are going out of
25 service with the dispatch center. If the dispatch center does not have confirmation a
26 resource is back at station, the dispatcher will try to contact the missing resource. If the
27 dispatcher is unable to contact the overdue resource, the unit duty officer will be
28 notified to initiate a local missing person protocol.
- 29 • If fire resources check in with CDC, it is then assumed that CDC will be tracking them
30 until they either return to station, reach their destination, or have checked out for the
31 day.
- 32 • If fire resources are checking in for informational purposes (outside check-in season),
33 dispatch will not be tracking them unless requested to do so. For example, FMO/Engine
34 traveling to another town for a meeting or training, etc. If fire resources are going to the
35 field outside of the above-mentioned season, then it is assumed that the project
36 supervisor will be keeping track of personnel working on that project, unless it is for a
37 prescribed fire.
- 38 • If resources are returning from a prescribed/wildland fire, and it is past the normal closing
39 time, CDC will stay in service until released by either the IC, Burn Boss or supervisor
40 responsible for operations.

- Resources shall relay their staffing needs to the dispatch center in a timely manner for planning purposes. It maybe there are several resources travelling together and they are comfortable with dispatch going out of service - they have good cell phone coverage, they are on pavement, etc. Other times dispatch should stay in service – single resource travelling, no cell coverage, etc.

CDC staffing for Wildfires

- CDC will remain in service for all staffed wildfires. In rare circumstances, CDC may be released by the IC/FMO/Duty Officer if other communication arrangements have been made.
- CDC will remain in service for all wildfires where resources are camping out. The exception to this would be resources are bedding down on an incident and have other means of communication available. The Center Manager, or acting, will coordinate with the IC/Duty Officer/FMO on all over night dispatch staffing requests.

CDC Staffing for Prescribed Fires

- CDC will be in service for all prescribed fire operations. CDC may be released by the Burn Boss/FMO/Duty Officer, if other communication arrangements have been made.
- CDC will remain in service for all prescribed fires that have resources camping out. The exception to this would be resources are bedding down on an incident and have other means of communication available. The Center Manager, or acting, will coordinate with the Burn Boss/Duty Officer/FMO on all over night dispatch staffing requests.

Off-Unit Assignments Refer to RMG 10

Resources travelling to off-unit assignments shall notify the receiving dispatch center, if they will be delayed.

Fire Cost Coding Refer to NMG 10 and RMG 10

All incidents in the CDC zone will have assigned accounting codes established for all responding agencies utilizing the FireCode System. A cost code will be assigned to every resource order to be used nationally for cost collection and accounting information. CDC will request a FireCode in WildCAD for all agencies within the dispatch area. Each agency is responsible for tracking their own costs according to agency policy regarding cost containment and large fire cost accountability objectives.

Fire Codes are not issued to State or County fires, unless there is a request for federal response or support. Reference the Cody Dispatch Operating Guide for Assists to County Incidents.

RMA Preparedness Levels Refer to RMG 10

RMA Preparedness Level Action Items Refer to RMG 10

Resource Drawdown Levels Refer to RMG 10

1 **RMA Mobilization Center** Refer to RMA Resource Prepositioning & Mobilization Center
 2 Operating Procedures
 3 **Multi-Agency Coordinating (MAC) Group** Refer to RMG 10
 4 **Agreements** Refer to RMG 10
 5
 6

7 **CODY INTERAGENCY DISPATCH CENTER PREPAREDNESS LEVELS**

8 The Cody Interagency Dispatch Center Manager, or acting, will monitor the area fire
 9 management activities and determine PL1 through PL 3. Recommendations will be made to the
 10 Cody Interagency Dispatch Center Coordinating Group (CICG) to go to PL 4 and 5. The CICG will
 11 make the final determination for PL 4 and 5, with activation of the LMAC.
 12

13 Preparedness Levels are established based on current and forecast burning conditions, fire
 14 activity, resource availability, and fuel conditions.
 15

16 **Cody Interagency Dispatch Center Preparedness Level Definitions**

17 The matrix below is designed as a guide to progressively review the complexity for long/short
 18 term fire weather, fire activity and resource commitment. NFDRS ratings are derived from the
 19 Observed and Forecasted Indices from agency weather stations in accordance with the
 20 Interagency NFDRS Plan. Fire activity is obtained from daily situation report, and commitment
 21 of resources is obtained from resource ordering reports.
 22

23 **Cody Dispatch Preparedness Level Parameters**

CDC Parameter	PL 1	PL 2	PL 3	PL 4	PL 5
NFDRS Agency Adjective Ratings	Low to Moderate	2+ Agencies are Moderate to High	2+ Agencies are High to Very High	3+ Agencies are Very High to Extreme	Majority of Agencies are Very High to Extreme
Class A/B/C Fires .1 - 99.9 acres	Yes	Yes	Yes	Yes	Yes
Large/Multiple D/E/F/G Fires 100 – 5000+ acres	No	Yes	Yes	Yes	Yes
Complexity Level	Type 5 or 4	Type 4 and one Type 3	Multiple Type 4 and Type 3	One Type 2 or Type 1	Multiple Type 2 and or Type 1
Local Resources Committed	Few Resources Committed	Some Commitment of Local Resources	Most Local Resources Committed	All Local Resources Committed – Additional Resources Are Ordered In	All Local Resources Committed – Additional Resources Are Ordered In

24

1 **Cody Interagency Dispatch Center Preparedness Level Action Items**

2 The matrix below is intended as a guide for management personnel to consider as
 3 Preparedness Levels increase.

ACTION ITEMS (RESPONSIBILITY)	PL 1	PL 2	PL 3	PL 4	PL 5
Review Local Resource Availability (Dispatch Center Manager/FMOS/FOS)	-	As Needed	Daily 0800	Daily 0800 and 1700	Daily 0800 and 1700
Review Fire Weather (Dispatch Center Manager/FMOS/FOS)	-	As Needed	Daily 0800	0800, 1200, and 1700	0800, 1200, and 1700
Expanded Dispatch Availability (Dispatch Center Manager)	-	As Needed for Extended Shifts	Order Expanded Dispatchers as needed	Staff Expanded Dispatch	Staff Expanded Dispatch
Unit Incident Support Organization (Dispatch Center Manager/FMOS/FOS)	-	As Needed for Extended Shifts	In Place for Units Hosting Incidents	In Place for Units Hosting Incidents	In Place for Units Hosting Incidents
CICG/ LMAC Activation (Dispatch Center Manager)	-	Bi-weekly Conference Calls July-September	Bi-weekly Conference Calls July-September	Consider Weekly Conference Call/Activation	LMAC Activated
Severity Requests (FMOs/FOSS)	-	-	1-2 Units	3-4 Units	All Federal Units
Fire Restrictions (FMOs/FOSS)	-	-	Minimal Units	Some Units	Several Units
IA Dispatch Staffing (Dispatch Center Manager)	-	As Needed for Extended Shifts	As Needed for Extended Shifts	Plan Extended IA Staffing Hours	Plan Extended IA Staffing Hours
Aviation Management Oversight (Unit Aviation Officer)	-	-	Evaluate need for additional oversight	Order UAO or comparable aviation oversight	Order UAO or comparable aviation oversight
Type 3 Team Activation (Dispatch Center Manager/CICG)	-	-	2 Week On-Call (Rostered)/Consider Staging Type 3 Team	2 Week On-Call (Rostered)/Consider Staging Type 3 Team	2 Week On-Call (Rostered)/Consider Staging Type 3 Team
SEAT Base Activation	-	As needed	Activate 1 SEAT Base	Consider Activation of an additional SEAT Base	Activate 2 SEAT Bases

1 **CODY INTERAGENCY DISPATCH CENTER MULTI-AGENCY COORDINATING GROUP (CDC MAC)**

2 The Cody Interagency Dispatch Center serves 2 National Forests, 1 BLM District, 1 Native
3 American Reservation, 1 National Recreation Area, several counties and the State of Wyoming.
4 On an ongoing basis, the dispatch center coordinates the priority setting and allocation of
5 resources for fire management within the dispatch zone in the most cost effective and efficient
6 manner. As fire situations develop, which are greater than mutual aid capabilities at local unit
7 levels, close coordination of action is essential for timely effective use of all fire-fighting
8 resources. When the number, complexity of fire management activities and/or competition for
9 resources increases significantly within the dispatch area and/or within the Rocky Mountain
10 Geographic Area, the CDC Local Multi-agency Coordinating Group (LMAC) should be activated.

11
12 **MEMBERSHIP**

13 The CDC Local Multi-agency Coordinating Group (LMAC) consists of designated personnel who
14 are supporting or directly involved with the incident and have authority (direct or delegated) to
15 establish fire priorities and commit resources from their agency. The purpose of the LMAC is
16 to:

- 17 • Make timely decisions so appropriate actions can be taken,
- 18 • Improve the information flow and interface among involved agencies when numerous
- 19 incidents occur at one time or when large incidents are rapidly depleting resources,
- 20 • Develop a single, collective approach to establishing priorities regardless of functional or
- 21 geographical responsibilities,
- 22 • Allocate/reallocate resources, and
- 23 • Develop/recommend contingency plans.

24
25 **The CDC LMAC Group participants are:**

- 26 • LMAC Group Coordinator (Dispatch Center Manager)
- 27 • BLM, Wind River/Bighorn Basin District
- 28 • BIA, Wind River Agency
- 29 • NPS, Bighorn Canyon NRA
- 30 • USFS, Bighorn National Forest
- 31 • USFS, Shoshone National Forest
- 32 • State of Wyoming

33
34 The agency CDC LMAC Group representatives will normally be agency line officers, FMOs or
35 their representatives. The LMAC Group will most likely be comprised of only the affected
36 agencies/jurisdictions, but all committee representatives are invited to participate.

37
38 Depending on the fire location, and agency involvement, representatives of the following
39 agencies may be included in the CDC LMAC Group organization as liaison or primary members:

- 40 • Bureau of Reclamation
- 41 • County Government
- 42 • Wyoming Department of Homeland Security
- 43 • Wyoming National Guard
- 44 • Wyoming Game and Fish
- 45 • Rural Fire Districts

1 **LMAC ACTIVATION**

2 At Preparedness Levels 1 - 3, the Dispatch Center Manager serves to prioritize incidents and
3 facilitate interagency business on an as needed basis. Conference calls with the CDC
4 Coordinating Group are conducted on a twice a month basis, typically starting the first of July.
5 Calls may commence earlier and more frequently depending on fire activity.

6
7 At Preparedness Levels 4, conference calls with the CDC Coordinating Group are conducted
8 weekly or more often as needed. The decision to activate LMAC will be based on the number of
9 large/complex/IMT incidents; number of current fires for resource benefit, prescribed burns
10 scheduled, predicted weather, percentage of area crews and initial attack resources
11 committed, and the level of competition for resources between units and/or Geographic Areas.

12
13 At Preparedness Level 5, LMAC is activated and daily conference calls will occur at 0900. Any
14 agency may activate the LMAC when they feel there is a need to prioritize the allocation for
15 resources or incidents. It is imperative continuity be maintained by properly notifying affected
16 units when LMAC is activated.

17
18 **ROLES AND RESPONSIBILITIES**

19 Local Multiagency Coordinating Group (LMAC) Representatives

20 The LMAC must work within normal dispatching channels and must not get involved in
21 suppression tactics on individual incidents. LMAC must function within existing authorities and
22 agreements.

23
24 Responsibilities:

- 25 • Prioritize incidents. See the priority decision matrix located at:
26 https://gacc.nifc.gov/rmcc/predictive/Priority_Decision_Matrix.pdf
- 27 • Allocate scarce/limited resources among incidents to assure safe, productive, wildland
28 fire management activities commensurate with the priorities identified. The LMAC at
29 times may directly re-allocate scarce/limited resources.
- 30 • Anticipate future resource needs.
- 31 • Review policies/agreements for resource allocation.
- 32 • Interact with Rocky Mountain Area MAC (RMAC) group to assess priorities for resource
33 allocation and support the Area's resource needs. LMAC coordinator will ensure this
34 happens via phone call or electronic transfer of information to RMAC.
- 35 • Recommend staffing extension guidelines for available resources.
- 36 • Review the need for involvement by other agencies.
- 37 • Determine the need for and designate location(s) of mobilization and demobilization
38 centers.
- 39 • Provide information and perspective to agencies wishing to proceed with or implement
40 an extended wildland fire strategy or prescribed fire application as indicated on the
41 go/no-go checklist.
- 42 • Improve political interfaces.

1 **LMAC Coordinator**

2 Duties of the LMAC Coordinator will be carried out by the Cody Interagency Dispatch Center
3 Manager unless it is determined there is a need to order in a Coordinator to fulfill these duties
4 as follows:

- 5 • Ensures the required information is being provided to the LMAC group within the
6 timeframes specified.
- 7 • Arranges for and manages the facilities and equipment necessary to carry out the LMAC
8 group functions.
- 9 • Assists the LMAC group decision process by facilitating the group’s conference call
10 and/or meetings.
- 11 • Documents the LMAC group’s decisions and coordinates with the various agencies,
12 RMCG Liaison, and RMCC to ensure implementation.

13

14 **In addition, the LMAC Coordinator should keep fully informed of:**

- 15 • Number and locations of significant incidents by unit
- 16 • Values at risk and special problems involved
- 17 • Name of Incident Commander on each incident and in general the capabilities of the
18 overhead and the suppression forces assigned (personnel and equipment)
- 19 • Cooperating agencies, personnel and facilities working each fire
- 20 • News and public information facts
- 21 • Fire weather-present and long-range predictions
- 22 • Probabilities for more starts
- 23 • Suppression progress on large fires and/or groups of small fires
- 24 • Depletion of local resources
- 25 • Sources of additional resources, locally, Area and Nationally
- 26 • Fire danger and status of units not actively involved with Incidents.

27

28 **Intelligence Products Required**

- 29 • Resource Status – available and committed by agency (SIT report, IROC, ICS 209s).
- 30 • Summary of outstanding resource requests and critical resource needs (Cognos report,
31 ICS 209s).
- 32 • Expected availability of resources-incidents reaching containment, available for
33 reassignment, coming back after days off, look at neighboring dispatch centers (SIT
34 report, daily dispatch calls).
- 35 • Incident Status Information
- 36 • ICS 209 for each incident
- 37 • Geographic Area Sit Report
- 38 • WFDSS for each new large incident
- 39 • IAPs and Maps (if available)
- 40 • Summary of updated information by incident (collected from IC calls, FMOs, etc.)
- 41 • GACC list of priorities
- 42 • Press releases and fire closures
- 43 • Assessment of current/potential fuel situation and fire behavior predictions
- 44 • Short and long-range weather forecasts.

1 **Meeting/Conference Call Protocol**

2 The agenda for the LMAC conference calls will be as follows:

- 3 1. Roll Call
- 4 2. Coordination/Dispatch Center Briefing (local, area, national)
- 5 3. Fuels/Fire Behavior Briefing (if available)
- 6 4. Weather Briefing
- 7 5. Prioritize/re-prioritize Incidents
- 8 6. Allocate Resources
- 9 7. Document decisions and transmit to the field
- 10 8. Evaluate the need to continue LMAC

11
12 The agenda for the Cody Dispatch Coordinating Group conference calls will be as follows:

- 13 1. Roll Call
- 14 2. Weather Briefing
- 15 3. Current Initial Attack
- 16 4. Aircraft Availability
- 17 5. Resources committed off unit
- 18 6. Large incidents in order of prioritization
- 19 7. Prepositioned resources
- 20 8. Resource needs
- 21 9. Unit Round Robin Report Out
 - 22 a. Unit Potential
 - 23 b. Preparedness Level
 - 24 c. Severity
 - 25 d. Fire Restrictions
 - 26 e. Suppression Activity
 - 27 f. Resource Shortages
 - 28 g. Critical Needs
 - 29 h. Issues/Concerns

30
31 **Interagency Agreements and Memorandums of Understanding for the Cody Interagency**
32 **Dispatch Center**

33 **Wyoming Interagency Cooperative Fire Management Agreement**

34 Interagency Cooperative Fire Management Agreement between USDI Bureau of Land
35 Management, Wyoming, USDI National Park Service, Intermountain Region, USDI Bureau
36 of Indian Affairs, Rocky Mountain Region, USDI Fish and Wildlife Service, Mountain Prairie
37 Region, USDA Forest Service, Rocky Mountain and Intermountain Regions and The State
38 of Wyoming, State Forestry Division.

39
40 Under this master agreement, CDC is included in the Wyoming State Big Horn District 3
41 and Wyoming State Buffalo District 5 AOPs.

42
43 **Cody Interagency Dispatch Center Annual Operating Plan**

44 Interagency Cooperative Fire Management Agreement between USDA Forest Service,
45 USDI Bureau of Land Management, USDI National Park Service, and USDI Bureau of Indian
46 Affairs, and The State of Wyoming, State Forestry Division.

1 **Pryor Mountain Wild Horse Range Between Wyoming and Montana**

2 Memorandum of Understanding between the BLM Wyoming State Director and BLM
3 Montana State Director. The MOU shifts jurisdiction of natural resource lands from the
4 Worland Field Office to the Billings Field Office.

5
6 **Greater Yellowstone Interagency Fire Management Agreement**

7 Interagency Agreement Between the following Greater Yellowstone Area Agencies:
8 United States Department of Agriculture, Forest Service, Beaverhead-Deerlodge National
9 Forest, Bridger-Teton National Forest, Custer Gallatin National Forest, Shoshone National
10 Forest, Targhee National Forest and United States Department of the Interior, National
11 Park Service, Grand Teton National Park and Yellowstone National Park.

12
13 **Ordering Between Local Offices across GACC Boundaries** Refer to NMG 10 and RMG 10

14
15 **Mobilization/Demobilization Procedures for Military Assets and International Assignments**

16 Refer to NMG 10

17 **National Guard** Refer to RMG 10

18 **Geographic Ordering Channels** Refer to RMG 10

19
20 **CDC ORDERING CHANNELS** Unit Identifiers Refer to NMG 10 and NWCG Unit Identifiers website

21 **Cody Interagency Dispatch Center Units and Designators**

22 BLM Wind River/Bighorn Basin District, WY-WBD
23 USFS Bighorn National Forest, WY-BHF
24 Shoshone National Forest, WY-SHF
25 NPS Bighorn Canyon National Recreation Area, MT-BIP
26 BIA Wind River Agency, WY-WRA
27 State Wyoming State Forestry Division, WY-CDS
28 Big Horn District – D3
29 Buffalo District – D5
30 Counties Big Horn, WY-BHX
31 Fremont, WY-FRX
32 Hot Springs, WY-HOX
33 Park, WY-PAX
34 Washakie, WY-WAX
35 Portions of the following counties:
36 Carbon, WY-CAX
37 Johnson, WY-JOX
38 Natrona, WY-NAX
39 Sweetwater, WY-SWX
40 Sheridan, WY-SHX

41
42 **CDC Non-Rocky Mountain Area Neighbor Designators**

43 Neighboring Dispatch Centers:

44 WY-TDC Teton Interagency Dispatch Center
45 MT- BDC Billings Interagency Dispatch Center
46 MT-BZC Bozeman Interagency Dispatch Center

- 1 **Greater Yellowstone Area (GYA) Dispatch Centers:**
2 WY-TDC Teton Interagency Dispatch Center
3 MT-BDC Billings Interagency Dispatch Center
4 MT-BZC Bozeman Interagency Dispatch Center
5 MT-DDC Dillon Interagency Dispatch Center
6 ID-EIC Eastern Idaho Interagency Dispatch Center

7
8 **GYA Participating Agencies:**

- 9 WY-BTF Bridger-Teton National Forest
10 WY-GTP Grand Teton National Park
11 WY-YNP Yellowstone National Park
12 MT-CRA Crow Agency
13 MT-NCA Northern Cheyenne Agency
14 MT-CGF Custer Gallatin National Forest
15 MT-BDF Beaverhead-Deer Lodge National Forest
16 MT-CTF Caribou-Targhee National Forest

17
18 **Geographic Area Caches:**

- 19 CO-RMK Rocky Mountain Cache
20 MT-BFK Billings Fire Cache

21
22 **RMA Ordering Procedures** Refer to RMG 10

23 **RMA Compacts** Refer to RMG 10

24
25 **CDC ORDERING PROCEDURES**

26 The Cody Interagency Dispatch Center will coordinate the movement of all resources utilized
27 within the dispatch center's boundaries. The primary goals of the dispatch of any resource are:
28 SAFETY, EFFECTIVENESS, and EFFICIENCY

29
30 The following criteria will be accomplished by the Dispatch Center:

- 31 • Rapid response
32 • Communications/Intelligence – Information must be accurate and timely
33 • Efficient use of the most effective resource

34
35
36 **INITIAL RESPONSE DISPATCHING PROCEDURES**

37 **Shoshone National Forest, Bighorn National Forest, Wind River/Bighorn Basin District,**
38 **Bighorn Canyon National Recreation Area (including Montana side), and Wind River Agency.**

39 All incidents, for the above listed federal agencies, will be immediately reported to the Cody
40 Interagency Dispatch Center and should include the following information:

- 41 • Name, location, and phone number of reporting party
42 • Location of report (legal description, geographic, etc.)
43 • Proximity and threat to structures
44 • Color of smoke
45 • Fuel type

- 1 • Adjacent fuels
- 2 • Position on slope
- 3 • Natural barriers present
- 4 • Direction and rate of spread
- 5 • Initial attack action being taken and by whom

6

7 Reporting of Incidents: Based on the initial fire report, CDC will dispatch the “Closest Forces”
8 using appropriate agency response levels. Each agencies Run Card data has been entered into
9 the dispatch CAD system and will be utilized for initial dispatching of resources. After the
10 appropriate initial resource response has been mobilized, CDC will notify the appropriate Duty
11 Officer on initial incident report and resources responding.

- 12 • Closest Forces Policy: It is understood an Initial Response will not be delayed over
13 questions of ownership. The intent of this policy is to make sure resources respond to
14 determine ownership, conduct an initial size-up, and to take prompt appropriate action
15 if the jurisdictional agency approves.
- 16 • **“Closest Forces” definition - Like resources, regardless of agency affiliation, that can**
17 **respond in the timeliest manner to the incident. This may involve dispatching of**
18 **neighbor resources for Initial Response before other agency resources are dispatched**
19 **due to the location of the incident and resources at the time.**

20

21 Resources Arrival on Scene: Gathering incident size-up information is critical for establishing
22 priorities and should always be available from the ordering entities. All resources providing size-
23 up information are required to use the CDC Incident Organizer. The following minimum criteria
24 must be provided to CDC upon immediate arrival of an emerging initial attack fire:

- 25 • Incident Name
- 26 • Point of Origin (latitude and longitude)
- 27 • Approximate acres burned
- 28 • Cause of the fire

29

30 CDC responsibility is to ensure resources promptly respond to all incidents, so initial intelligence
31 may be gathered, and fire management decisions can be made.

32

33 The Duty Officer responsibility is to oversee initial response operations for the purpose of
34 establishing priorities when there is competition for resources, when multiple fires exceed
35 available resources and/or to ensure the appropriate agency administrator has been notified.

36

37

38 **Wyoming State Forestry Division**

39 Immediate suppression action will be taken by the cooperating parties within their capabilities.
40 Each fire district will have primary responsibility for initial attack on State lands within their
41 district. Immediate notification of all fires either on or threatening State lands will be given to
42 the Wyoming State Forestry Division Duty Officer.

43

44

45

1 **Counties**

2 **Big Horn, Fremont, Hot Springs, Park, Sheridan, Washakie, Carbon, Johnson, Natrona, and**
3 **Sweetwater**

4 For all fires, and smoke reports, determined to be on private lands, the respective county
5 dispatch will be notified immediately and provided with the initial call information.

6
7 **Boundary Fires**

8 The boundaries between adjacent dispatch centers create potential for simultaneous responses
9 and uncoordinated suppression operations. This may result in an increased risk to responding
10 resources and reduce the effectiveness of initial attack. When a fire/smoke is reported to the
11 Cody Interagency Dispatch Center, that falls within 5nm of a dispatch boundary, the adjacent
12 dispatch center will be notified. Notification will include aviation and ground resources
13 responding, if any, and frequencies assigned. Once the location of the fire has been
14 determined, and if there are any concerns by either dispatch center, the following factors will
15 be considered:

- 16 • Are communications effective between responding resources and the dispatch
17 center
- 18 • Agency land ownership
- 19 • Potential for fire to spread across the dispatch boundary
- 20 • Ability to provide logistical support
- 21 • Dispatch staffing and existing workload

22
23 At that point in time, a discussion will take place between the Center Managers and Duty
24 Officers/FMOs involved as to which dispatch center should take the lead on the incident based
25 upon the factors mentioned above.

26
27 Fire resources responding to a fire or smoke report, that has been determined to be within an
28 adjacent dispatch centers area of responsibility, will contact the adjacent center before
29 engaging the fire. Coordination between the centers will need to take place to ensure that
30 appropriate agency involvement is taking place and there are positive communications with the
31 responding resources. Adjacent centers will be notified when TFRs are being established near
32 or in the Boundary Area.

33
34 Coordination between the dispatch centers, duty officer(s)/FMOs and IC will need to take place
35 for fires crossing the dispatch boundary to determine if the support for the incident needs to
36 change to a different dispatch center. It is important to establish a single point of ordering for
37 the incident, rather than placing orders with two different dispatch centers. If it is determined
38 the incident would be better served by changing dispatch centers, that transition will occur at
39 the end of shift to mitigate any safety concerns.

40
41 **Support Border Fires** Refer to NMG 10

42 **Mobilization and Demobilization Travel** Refer to RMG 10

43
44 **RMA Neighborhood Ordering** Refer to RMG 10

45
46

1 **CDC Neighborhood Ordering Procedures**

2 The Cody Interagency Dispatch Center may order resources direct from adjoining dispatch
3 centers (Neighborhood) which includes Casper, Teton, Bozeman, and Billings for initial
4 response, extended attack, large fire support, and non-fire incidents. These centers may also
5 order resources directly from CDC.

- 6 • Resource ordering standards apply for the movement of all resources. Included in
7 this are Initial Response procedures, IROC or resource order forms, commit
8 messages and reassignment procedures.
 - 9 • When a resource is unavailable from a neighbor, the order will be placed with
10 RMCC. RMCC will not check with Cody Interagency Dispatch neighbors to fill
11 orders for CDC, unless CDC neighborhood ordering has been turned off due to
12 GACC wide fire activity. In this case, RMCC will shop the request with CDC
13 neighbors.
 - 14 • Resources mobilized through RMCC are not available for neighborhood ordering.
 - 15 • Resources mobilized from a neighbor can only be sent to another neighbor with
16 permission from the home unit. At this time a resource order will be processed
17 through RMCC by the requesting dispatch center.
 - 18 • Refer to RMG for more information on resource ordering and the chart describing
19 resource types, the approved ordering method, and the required notifications.
- 20
21

22 **Greater Yellowstone Area (GYA) Ordering Procedures**

23 In accordance with the Greater Yellowstone Area (GYA) agreement, Cody Dispatch may order
24 and receive requests from Eastern Idaho Dispatch Center and Dillon Dispatch Center for fires
25 within the GYA. These orders still need to go through regular dispatch channels but indicate in
26 special needs “GYA Agreement”. In addition, Teton, Bozeman, and Billings Dispatch Centers are
27 part of the GYA agreement but are also within the Neighborhood Ordering channels.

28

29 **Interagency Resource Ordering Capability (IROC) Travel** Refer to NMG 10

30 All travel information for resources ordered through RMCC will be transmitted utilizing IROC.
31 THIS PROCESS IS NOT TO BE USED FOR MOBILIZATION OF INITIAL RESPONSE OR TACTICAL
32 AIRCRAFT MOVEMENT. IROC orders will follow as time allows. Travel information for resource
33 movement between neighbors will be relayed via telephone, as well as IROC.

34

35 **Resource Availability and Tracking**

36 The movement of personnel and/or equipment between units shall require that both sending
37 and receiving units be responsible for safety of the personnel and equipment involved.

38

39 Resources dispatched internally and externally will have a Chief of Party. Chief of Party will
40 normally be the single resource boss of the engine or crew, or in the case of several
41 miscellaneous overhead being moved together it will usually be the first person on and the last
42 person (in the case of demob) off.

43

44 The Chief of Party will maintain prompt communications with CDC until arrival at their
45 destination or is handed off to another dispatch center. The Chief of Party is responsible for all
46 personnel assigned on the manifest list. The receiving dispatch center is responsible for

1 tracking resources once assigned. Chief of Party should stay in contact with the receiving
2 dispatch center while in travel status. This will assist in resource tracking and facilitate the
3 ability to divert resources while enroute.

4

5 Travel arrangements requiring air travel should be made by the traveler, if they are in
6 possession of a government issued travel card. Before their resource order will be set to
7 complete in IROC, the traveler must provide the travel itinerary to the dispatch center. If this is
8 not done, the order remains pending and it could be pulled back and filled with someone else.

9

10 CDC will make demob air travel for large incidents supported locally by Cody Dispatch and other
11 personnel that do not possess a government travel card (ie: seasonals, cooperators, ADs).

12

13

14

1 Federal Travel Regulations and specific agency policies. These arrangements should be in
2 coordination with the dispatch center and itineraries will be provided prior to incident travel
3 taking place. Exceptions to this are: ADs, seasonals, county cooperators, large incident
4 demobilization, crew swaps, etc.

5
6 Federal travelers must complete a vehicle cost comparison when planning to take their POV to
7 a fire incident. The completed vehicle cost comparison will be turned into the traveler's
8 supervisor and is required for agency travel reimbursement. A POV cost comparison worksheet
9 is found at: http://gacc.nifc.gov/rmcc/dispatch_centers/r2cdc/dispatch/overhead.htm.

10
11 All resource requests will be processed through the dispatch center. For in-area, and out-of-
12 area requests from the Rocky Mountain Coordination Center (RMCC), CDC dispatchers will call
13 qualified personnel within the dispatch center area of influence. It is essential each agency
14 ensure only qualified red carded personnel be dispatched.

15
16 Ordered neighboring resources will not be mobilized out of area, unless the home unit
17 approves. At that time, an order will be placed by the requesting dispatch center through RMCC
18 to the resources home unit.

19
20 **Qualifications List**

21 IROC will be used by CDC to fill local, area, and national overhead requests.

22 **IT IS THE RESPONSIBILITY OF EACH INDIVIDUAL TO KEEP THEIR AVAILABILITY UPDATED IN**
23 **IROC.**

24
25 **Trainees** Refer to RMG 10

26 Trainee: An individual, who has completed the appropriate classroom training, meets
27 prerequisite experience requirements, has an initiated task book, but needs to demonstrate
28 satisfactory performance in the target position for certification. The individual assists in the
29 overall incident effort by performing in the position, and is evaluated by a coach, training
30 specialist, a person already certified in the position or a person in a higher position.

31
32 Priority trainees are responsible for maintaining appropriate status in IROC.

33
34 CDC trainees will be utilized first for local dispatch zone incidents. If there are no local trainees
35 available, CDC will coordinate with the Rocky Mountain Geographical Area Training
36 Representative (GATR). The GATR has full authority to place name requests for Rocky Mountain
37 Priority Trainees. The GATR will work with the incident management team(s) to provide quality
38 training assignments and coordinate with incident commanders on trainee assignments.

39
40

1 **Self-Sufficiency** Refer to RMG 20
2 All resources are expected to be self-sufficient (personal means, government issued credit card
3 or with supervisor that has a government issued credit card for meals and lodging) when going
4 on assignments. If a resource is unable to be self-sufficient, the dispatch center shall be notified
5 prior to resource arrival.
6
7 **Name Requests** Refer to RMG 20
8
9 **Interagency Wildland Fire Modules** Refer to RMG 20, NMG 20
10 Blacktooth Wildland Fire Module is a Type 1 module, sponsored by the Bighorn National Forest,
11 based out of Buffalo, WY. Contact the module leader and FMO for the Powder River Ranger
12 District for mobilization.
13
14 Pilot Peak Wildland Fire Module is a Type 2 module, sponsored by the Shoshone National
15 Forest, based out of Cody, WY. Contact the module leader and FMO for the Wapiti Ranger
16 District for mobilization.
17
18 **Smokejumpers** Refer to RMG 20 & 50
19 **Pilots – Lead plane, Aerial Supervision Module and Smokejumper** Refer to RMG 20
20 **Helicopter Modules** Refer to NMG 20, RMG 20
21 **Helicopter Rappelers** Refer to NMG 20
22 **Rappeler & Helicopter Manager Gear, Weights and Volume** Refer to NMG 20
23
24 **Non-Standard Overhead Groups** Refer to RMG 20
25 Rapid Extraction Module Support (REMS)
26
27 **Communications Coordination** Refer to RMG 20, NMG 20
28 Use of another’s agency’s National Telecommunications and Information (NTIA) approved
29 frequencies is strictly limited to mutually beneficial coordination of managing emergencies.
30 Each agency will cooperate with the others to maintain communications discipline and will
31 grant permission to transmit on its specified frequencies during an interagency effort.
32
33 **Incident Meteorologists (IMET)** Refer to RMG 20, NMG 20
34 **Cache Support Positions** Refer to RMG 20, NMG 20
35 **Incident Business Advisor (IBA)** Refer to RMG 20
36 **Human Resource Specialist** Refer to RMG 20
37 **Union Representative** Refer to RMG 20
38
39 **Incident Management Teams (IMT)** Refer to RMG 20, NMG 20
40 The Rocky Mountain Area supports one incident type 1 and two incident type 2 teams. For
41 mobilizing procedures refer to RMG 20.

1 Teton, Casper and Cody Dispatch zone resources have combined to form three incident
2 management type 3 teams. The teams are rostered by the incident commander and in a
3 rotation. The teams are available for use on incidents within Wyoming, geographically, and
4 nationally (with agency board permission).

5

6 **Mobilization**

7 The requesting unit will specify the reporting point for briefing the incident commander and
8 any transportation requirements at the time of the order. Once an order for the team is placed,
9 Cody Dispatch will coordinate with fire management, agency administrator and logistics section
10 chief.

11

12 A briefing should be scheduled by the ordering Agency Administrator and the IC. Preferably all
13 team members would be present for an initial briefing. The jurisdictional agency office will
14 determine location and make arrangements for the briefing. If circumstances do not allow this
15 type of meeting, then it should be conducted by telephone or radio. It is recommended a
16 conference call between the IC, Logistics, FMO, Agency Administrator, and Dispatch Center
17 Manager occurs, as soon as the team is confirmed, to discuss the team pre-order and any
18 potential issues related to incident management team support.

19

20 Team positions that cannot be filled locally will be ordered through the neighborhood ordering
21 process and/or RMCC. Other positions will be filled at the discretion of the IC and Duty Officer.

22

23 **National Incident Management Organization Teams (NIMO)** Refer to RMG 20, NMG 20

24 **IMT Configurations** Refer to RMG 20

25 **Area Command Teams** Refer to RMG 20

26 **Incident Support Organization** Refer to RMG 20

27 **Buying Teams (BUYT)** Refer to RMG 20

28 **Burned Area Emergency Response Teams (BAER)** Refer to NMG 20

29 **National Fire Prevention/Education Teams (NFPET)** Refer to RMG 20

30 **Wildland Fire & Aviation Safety Teams (FAST)** Refer to RMG 20

31 **Aviation Safety Assistance Team (ASAT)** Refer to RMG 20

32 **Serious Accident Investigation Teams (SAIT)** Refer to RMG 20, NMG 20

33 **Critical Incident Stress Management (CISM)** Refer to RMG 20

34

Chapter 30

Crews

Crews Refer to RMG 30, NMG 30

CDC has several crews available for dispatch. Requests for these crews will be processed through the dispatch center.

Wyoming Interagency Hotshot: based in Greybull, WY. They are available approximately May 15 through September 30. Contact the Superintendent and notify the Medicine Wheel Ranger District FMO on any orders.

Devil's Canyon: based in Worland, WY. This is a Type 2 IA crew. They are available approximately June 1 through September 30. Contact the Superintendent and notify the Wind River/Bighorn Basin District Duty Officer on any orders.

Wind River Camp Crew(s): based in Fort Washakie, WY. Contact the Wind River Agency Duty Officer on any orders.

Bighorn Basin Interagency Crew: organized at the time of an order. Positions on this crew will be filled by participating agencies. Typically, the crew meets the initial attack requirements for a Type 2 IA Crew.

See https://gacc.nifc.gov/rmcc/dispatch_centers/r2cdc/dispatch/crews_engines.htm for

CDC will notify the following agency contacts for Bighorn Basin Crew mobilization:

- Bighorn National Forest – BHF Forest Duty Officer
- Shoshone National Forest – SHF Forest Duty Officer
- BLM Wind River/Bighorn Basin District – WBD Duty Officer (307)347-3473
- Cooperators and AD's as available/needed

A roster rotation has been developed to identify the number of personnel and red card qualifications the participating units are expected to provide. The crewmembers are grouped into modules for reference purposes. However, to promote crew cohesion, they will be assigned to different squads on the crew and are not to remain as segregated groups by agency when assigned to positions on the crew.

When rostering the crew, participating agencies will include the following remarks:

- Vehicles assigned to each module
- Gender
- Contact Information
- Other NWCG qualifications

2020 Bighorn Basin Crew Rotation			
	Bighorn USFS/Big Horn Canyon NPS Module #	Shoshone USFS Module #	Wind River/Bighorn Basin BLM Module #
Crew #1	2	3	1
Crew #2	1	2	3
Crew #3	3	1	2
Crew #4	2	3	1
Crew #5	1	2	3
Crew #6	3	1	2
Crew #7	2	3	1
Crew #8	1	2	3
Crew #9	3	1	2
Crew #10	2	3	1

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MODULE COMPOSITION

Module 1

(6 pack and a command truck)

- 1 - Crew Boss (CRWB)
- 1 – Squad Boss (FFT1) (**ICT5 qualified**) * with radio
- 1 – **Sawyer**** & saw with NFES standard saw kit* at minimum
- 3 – Fire Fighter (FFT2) (**3 max per module with less than 1 season experience**)*
- Total Personnel: 6

Module 2

(6 pack truck)

- 1 – Squad Boss (FFT1) (**ICT5 qualified**) * with radio
- 1 – Crew Boss Trainee (CRWB T)
- 1 – **Sawyer**** & saw with NFES standard saw kit* at minimum
- 4 – Fire Fighter (FFT2) (**2 max per module with less than 1 season experience**)*
- Total Personnel: 7 (6 if the trainee slot is given to another unit)

Module 3

(2 – 6 pack trucks)

- 1 – Squad Boss (FFT1) (**ICT5 qualified**) * with radio
- 1 – **Sawyer**** & saw with NFES standard saw kit* at minimum
- 5 – Fire Fighter (FFT2) (**3 max per module with less than 1 season experience**)*
- Total Personnel: 7

*Items in bold indicate a requirement to meet national standards for Type 2 IA crew.

** T2IA sawyer requirements include: 1 FAL2 and at least 2 FAL3

1 The crew will be made available after all participating agencies confirm they have enough
2 personnel to staff. Each agency contact will update personnel for their module on the Roll Call
3 report prior to the availability day.

4
5 Selection of the crew boss trainee will be up to the unit hosting Module 2. In the event the
6 hosting unit for Module 2 cannot provide a crew boss trainee, the hosting unit has the option of
7 filling the slot with another firefighter or making it available to another unit. The unit FMOs or
8 assigned duty officers will work together to determine the source of the trainee when this
9 occurs.

10
11 When there is an order for a crew, CDC will notify the agency fire duty officers of the request
12 and will verify there are no changes to the roster. Unit duty officers and CDC will assist with
13 finding replacements when an agency is unable to meet their personnel commitment.
14 Passenger cargo manifests will be completed for all crew mobilizations and will be emailed to
15 the receiving dispatch center.

16
17 If the crew(s) are mobilized out of area, and transportation is by air, then the following applies:

- 18 • Canteens are to be emptied before boarding aircraft.
- 19 • Crews will be weighed before departing.
- 20 • Fusees are not allowed on board an aircraft or on commercial ground
21 transportation
- 22 • Gas containers and saws must be emptied and purged prior to boarding an
23 aircraft or commercial ground transportation.
- 24 • Shifting of equipment personal gear between crew members to equal out
25 weights will not take place.
- 26 • Knives/multi-tools must be stowed with gear on commercial flights.
- 27 • On commercial flights, line gear will be carried on rather than stowed in the
28 baggage compartment.

29
30 **Bighorn Basin Crew Mobilization and Demobilization Protocol**

31 Cody Dispatch will contact the Crew Boss of a crew order request. From that point on, all
32 communications concerning the order will be with the Crew Boss. The Crew Boss will
33 coordinate with CDC to establish a meeting location to organize and brief the crew before
34 departure.

35
36 Cody Dispatch will notify the respective Duty Officers for each of the Modules. The Duty
37 Officers will notify their personnel on crew mobilization. Prior to departure, the Crew Boss will
38 confirm the roster. Any errors will be corrected and an up to date manifest will be provided to
39 dispatch.

40
41 Prior to departure, travel will be discussed with Cody Dispatch (route of travel, RON spots,
42 vehicle ID's, etc.).

43
44 Notify Cody Dispatch upon arrival back from an incident and provide for tentative availability
45 date and number of days off being taken.

46

1 No crew members will be mobilized that cannot commit to the full 14 days, unless it is
2 negotiated with the receiving unit through the dispatch system (needed for documentation
3 purposes). Fill-ins need to be ordered through Cody Dispatch so that they can be tracked.
4 Name requests for fill-ins will be accepted and then dispatch will place the order for them. If
5 name requesting someone, it is assumed they have been contacted and are available. Location
6 (Home Unit), Name of person, and contact phone number will be provided to dispatch.
7
8 Ensure personnel time is completed/up to date prior to assignment. Crew time can be
9 faxed/emailed to Cody Dispatch for dissemination to appropriate FMOs or timekeepers. Call
10 Cody Dispatch to advise when time has been sent, so it can be taken care of.
11
12 Requests for extending the crew should be made through the dispatch center. The dispatch
13 center will contact the unit FMOs for concurrence. The agency FMOs will check with the
14 Zone/District FMOs for approval/disapproval. Once there is concurrence, one of the available
15 agencies FMOs can sign the extension document approving or disapproving the extension.
16
17 Upon demobilization of the crew, the Crew Boss will provide ETAs back to home units to
18 dispatch for the various personnel. Dispatch will notify the respective FMOs of those ETAs.
19
20 The Crew Boss will track all personnel back to their duty stations. The Crew Boss will close out
21 with dispatch confirming the crew has been disbanded and are all home.

Chapter 40 Equipment and Supplies

EQUIPMENT AND SUPPLIES Refer RMG 40

General

All requests for incident Equipment and Supplies will be placed using IROC and processed through the dispatch center. This applies to ongoing incidents, critical initial response needs and NFES only items.

All re-stock supply orders should be placed by the responsible agency with local vendors, GSA, or according to their agency direction.

Equipment/Supplies Mobilization Refer to RMG 40

All re-supply orders for local Type 5, 4, and 3 fires must be submitted to the dispatch center with FMO/Duty Officer approval. The preferred method is to use the forms on the CDC website or General Messages. The time frame for submitting the requests and providing fill information back to dispatch is 30 days after the fire is called out. Once dispatch receives the fill information, the completed resource order will be sent to the requesting individual for their records.

Supply Ordering Procedures Refer to RMG 40

National Interagency Support Cache Ordering Procedures Refer to NMG 40

NFES Items in Short Supply Refer to NMG 40

Replenishment of Supplies Refer to NMG 40

Incident Replacement of NFES Items Refer to RMG 40, NFES Catalog, NMG 40

Incident Replacement: 1 & 2 Incidents Refer to RMG 40

Incident Replacement: 3 & 4 & 5 Incidents Refer to RMG 40

National Interagency Incident Communications Division (NIICD) Refer to RMG 40

Radio Mobilization Refer to RMG 40, NMG 40

Radio Demobilization Refer to RMG 40, NMG 40

Incident Remote Automatic Weather Stations (IRAWS) (NFES #5869) Refer to NMG 40

Mobile Cache Support Van "RMK Specific" (NFES #8602) Refer to RMG 40

A Rocky Mountain Area cache van is prepositioned at Ft. Washakie for use on Type 1 or Type 2 incidents. The order is placed with Rocky Mountain Coordination Center as a supply request. Prior to mobilization, a qualified Supply Unit Leader or Logistics Chief needs to be in place to assume responsibility for the cache. Refer to the Rocky Mountain Mobilization Guide for further information. **Note:** Fremont County and Washakie County have a tractor available to pull the cache van. It needs to be ordered as a support order with driver.

Type III Mobile Cache Van

Available at the Fremont County shop in Riverton, WY. The trailer is the property of Fremont County and is maintained by the County Fire Warden. The using agency shall be responsible for all transportation and restocking costs. The cache van manager or supply unit leader at the

1 incident will complete re-supply/re-stock orders, process those orders through CDC and have
2 the van restocked prior to release back to Fremont County. **Note:** Fremont County and
3 Washakie County have a tractor available to pull the cache van. It needs to be ordered as a
4 support order with driver.

5

6 **National Incident Smoke Monitor Support Cache (NISMIC)** Refer to RMG 40

7

8 **Equipment Ordering Procedures** Refer to RMG 40

9 **Engine Staffing** Refer to RMG 40

10 CDC heavy engines will be staffed with at least 3 persons upon dispatch to an incident.

11 Every effort will be made to staff CDC light engines with 3 persons. For dispatches to off unit
12 assignments (neighbors, GACC, National), engines may be staffed with 2 if the receiving unit
13 approves.

14

15 **Strike Teams: Engines** Refer to RMG 40

16 Strike teams will not be ordered locally, orders for individual engines will be processed and then
17 strike teams may be formed at the incident if needed.

18

19 **Engine Types Matrix** Refer to RMG 40

20

21 **Water Tender Staffing** Refer to RMG 40

22 Water tenders shall be ordered with staffing appropriate to task assignment. Staffing for
23 support purposes such as engine refill or dust abatement should be a single operator. Tactical
24 water tenders used for suppression tactics such as hose lays, live reels, or spray bars should be
25 staffed with two personnel.

26

27 **Water Tender Types Matrix** Refer to RMG 40

28

29 **Temporary Airtanker Base Equipment - Portable and Mobile** Refer to RMG 40

30

31 **Invasive Weed and Aquatic Species**

32 IMTs and host agency(s) are responsible for determining the need for weed wash and cleaning
33 of water handling equipment to prevent the spread of invasive weeds and aquatic species.

34 Visiting resources need to check with the local FMO/Duty Officer/Unit Aviation Officer upon
35 arrival to determine the need for cleaning tanks or vehicles to prevent the spread of noxious
36 weeds and invasive aquatic species.

37

38 The Shoshone NF has a Hotsy (trailer mounted pressure washer) available for use. This is
39 located at the Supervisor's Office in Cody. Contact the Shoshone NF duty officer for activation.

40

41 **RMA Specialized Equipment** Refer to RMG 40

42

43 **National Contracts – Mobile Food Service and Shower Facilities** Refer to RMG 40, NMG 40

44 Within the Cody Dispatch area, reference the Interagency Service and Supply Plan for
45 Outfitters, Caterers and vendors able to provide meals for local incidents. All requests will be
46 through the dispatch center and placed with the local fire business specialist for filling.

1 **Contract Resources** Refer to RMG 40

2

3 **Equipment/Supplies Demobilization** Refer to RMG 40

4 When demobilizing contracted equipment, vendors awarded I-BPAs as a result of competitive
5 solicitations, shall be given priority to remain on the incident over resources with EERAs, unless
6 the IC determines it necessary to deviate based on a specific incident need or objective.

7

8

Chapter 50 Aircraft Operations

AIRCRAFT OPERATIONS Refer to RMG 50

Fixed Wing Questions – Points of Contact Refer to RMG 50

Rotor Wing Questions – Points of Contact Refer to RMG 50

High Density Altitude Aviation Operations Refer to RMG 50

Aircraft Mobilization Refer to RMG 50

Between the hours of 2000 and 0600 charter pilots shall not be dispatched. Orders for charter aircraft should not be placed with vendors between these hours, unless the vendors have a separate dispatcher available. Operators should be queried to ensure duty limitations are being met.

Ordering Tactical Aircraft Refer to RMG 50

Cody Dispatch will utilize the Rocky Mountain Area Kneeboard for initial and extended attack aircraft mobilizations. A resource order will be placed in IROC to accompany the kneeboard request.

Ordering Prepositioned Aircraft Refer to RMG 50

Local Airport Operations Refer to RMG 50

It is the responsibility of the assigned airport personnel (Ex. SEMG, RAMP, HMGB, UAM, etc.) to keep Cody Dispatch promptly informed of all incident aircraft activity. This includes aircraft arrivals, departures, resources status, personnel, and all other pertinent information. Simultaneously, Cody Dispatch will communicate and coordinate with the assigned airport personnel as needed.

Prioritizing Incidents Refer to RMG 50, NMG 50

Prioritization is a key factor in rapid response and aggressive tactics. Initial Attack takes priority. When competition for aviation resources occurs, the Dispatch Center Manager will consult with the local Multi-Agency Coordination Group. Until that meeting can occur, priorities will be established in accordance with policies and procedures set forth in the National Mobilization Guide.

Aircraft Demobilization Refer to RMG 50 & 10

Flight Management Procedures Refer to specific Unit Aviation Plans, RMG 50, NMG 50

Mission Flights: All mission flights (tactical fire flights) shall file a flight plan with CDC who will ensure flight following procedures are followed. Mission flights will be documented using IROC and may require a Mission Aviation Safety Plan and Flight Request form.

1 Administrative Point-to-Point flights: All Agency contract, lease, charter, or owned aircraft, fixed
2 and rotor wing, shall file a FAA flight plan for every administrative (point-to-point) flight mission
3 flown for the benefit of the Agency. For all point-to-point flights, a Flight Request form will be
4 filled out.

5
6 **Flight Plans and Flight Following** Refer to RMG 50

7 Flight following must always be properly established and consistently maintained.

8
9 **FAA Flight Plans and Flight Following** Refer to RMG 50

10
11 **Agency Flight Following** Refer to RMG 50

12 Cody Dispatch local flight following procedures require a status check at 15-minute intervals.

13 This can be accomplished utilizing Automated Flight Following (AFF) or by radio check-ins.

14 The following information should be documented at each 15-minute interval:

- 15 • Time of check in.
- 16 • Current position of aircraft (Latitude/Longitude and geographic landmark if
17 known).
- 18 • Direction of travel (unless orbiting or consistently working in one area).
- 19 • Any changes in flight plan or status.

20
21 If radio communications cannot be maintained through the duration of the flight, the flight will
22 be immediately terminated, and the dispatch office contacted. The exception to this is if the
23 lack of communications is temporary and there are mitigation measures in place. For instance,
24 if the aircraft is working in a known radio dead zone and the pilot/manager and dispatch has
25 agreed that at predetermined intervals, not to exceed 30 minutes, the aircraft will return to an
26 area with radio coverage and check-in as well as AFF is positively maintained. For flights
27 crossing dispatch area boundaries, and when the aircraft has flown out of radio contact, the
28 dispatch center area it has flown into will be contacted and the aircraft “handed off”. The flight
29 will not be closed out with CDC until it is confirmed that another dispatch center has radio
30 communications with the aircraft.

31
32 Refer to the Airspace Boundary Plan contained in the Unit Aviation Plan for flights taking place
33 in the common corridor along dispatch boundaries.

34
35 **Automated Flight Following Requirements & Procedures** Refer to RMG 50

36 Prior to any flight, the aircraft dispatcher should have a full understanding of the purpose of the
37 mission, destination, duration, persons on board, check-in intervals, communication networks,
38 and emergency procedures in the event of an accident/mishap. The aircraft dispatcher and
39 pilot must agree to which method of flight following will take place (AFF with 15 and 30 min
40 “ops normal” radio check-ins/strictly radio check-ins). Pilots must monitor at least one
41 predetermined radio frequency as an alternate means of flight following in the event the AFF
42 system fails, or in case dispatch needs to cancel a mission, divert the aircraft to a higher priority
43 incident, or relay other critical information regarding hazardous weather, TFRs, etc. Regardless
44 of AFF being used, radio communications must be maintained with all aircraft which the
45 dispatcher has agreed to flight follow.

1 **Aircraft Accident/Incident Reporting** Refer to RMG 50
2 All accidents and incidents will be reported immediately to Cody Dispatch and appropriate line
3 officers. Emergency procedures will be followed as outlined in the Interagency Aviation Mishap
4 Response Guide. SAFECOMs need to be filed by persons that observed or were involved with
5 the incident. A copy of the SAFECOM will be provided to the Unit Aviation Officer.

6
7 **Overdue and Missing Aircraft** Refer to RMG 50

8
9 **Primary Sources for Aircraft** Refer to RMG 50

10
11 **Federal Agency Owned/Leased Aircraft** Refer to RMG 50

12
13 **State Owned Fixed-Wing Aircraft** Refer to RMG 50

14
15 **Vendor Fixed-Wing Aircraft** Refer to RMG 50

16
17 **Smokejumper Initial Attack Ordering** Refer to RMG 50
18 Within the RMA, initial attack smokejumper requests will be processed as an aircraft request
19 “Load, Smokejumper, Initial Attack”. The sending unit will fill the request in IROC or will forward
20 a manifest through established ordering channels.

21
22 Smokejumpers (SMKJ) are based in West Yellowstone and Grand Junction. Through
23 neighborhood ordering in IROC, these resources are available for CDC to request directly.
24 • Orders for West Yellowstone smokejumpers will be placed with Bozeman Interagency
25 Dispatch Center.
26 • Orders for Grand Junction smokejumpers will be placed with Grand Junction Interagency
27 Dispatch Center.

28
29 Wyoming State Office – BLM may preposition smokejumpers in Lander, WY, depending on
30 initial attack activity and fuel conditions.
31 • Orders for Lander smokejumpers will be mobilized through Cody Dispatch.

32
33 **Aerial Fire Detection**
34 All requests for aerial detection within the Cody Dispatch area, for ongoing incidents or after
35 thunderstorms, should originate from the FMOs/Duty Officers and be placed through the
36 dispatch center. Coordination and prioritization will occur in the event more than one unit
37 requests a flight. The dispatcher will initiate procedures to acquire the appropriate aircraft and
38 coordinate with the Unit Aviation Officer. The dispatch center will establish the flight following
39 process in accordance with the Interagency Standards for Fire and Fire Aviation Operations
40 (Red Book).

41
42 **Aerial Supervision** Refer to RMG 50, Interagency Aerial Supervision Guide (IASG)
43 Aerial supervision aircraft will be ordered through established dispatch processes and the
44 RMCC will advise the ordering unit of aircraft availability.

1 Air Attack/Tactical Group Supervisor (ATGS) Aircraft
2 Exclusive Use ATGS do not belong to any one unit and will be dispatched throughout the RMA
3 based on current/predicted fire conditions. While these assets are primarily utilized for initial
4 attack, they may also be assigned to large fires.

5
6 **Lead Plane**
7 The IC and/or ATGS has the discretion to request a Lead plane anytime they deem it necessary
8 to evaluate drops in difficult terrain prior to requesting an airtanker. If needed to go below 500
9 feet, a lead plane or Aerial Supervision Module (ASM) must be ordered.

10
11 **Aerial Supervision Modules (ASM)**
12 An ASM is a two-person crew functioning in the same aircraft as a Lead Plane and an Aerial
13 Supervision platform.

14
15 **Aerial Supervision Requirements in the RMA**
16 When aerial supervision resources are co-located with retardant aircraft, they will be launched
17 together on the initial order to maximize safety, effectiveness, and efficiency of incident
18 operations. Incidents with three (3) or more aircraft assigned will have aerial supervision
19 ordered. See the Incident Aerial Supervision Requirements table from the IASG.

20
21 **Airtankers** Refer to RMG 50

22 Retardant Bases are managed by neighboring dispatch centers. These bases are available to
23 reload heavy airtankers for incidents within the CDC area:

- 24 • Billings Tanker Base, managed by Billings Interagency Dispatch Center
- 25 • West Yellowstone Tanker Base, managed by Bozeman Interagency Dispatch Center
- 26 • Rapid City Tanker Base, managed by Great Plains Interagency Dispatch Center
- 27 • Casper Tanker Base managed by Casper Interagency Dispatch Center may be
28 staffed during seasons with high fire activity.

29
30 **Single Engine Airtankers (SEATS)** Refer to RMG 50, NMG 50

31 SEAT Bases are located at Riverton (primary) and Greybull (secondary) within the Cody Dispatch
32 zone. Other SEAT bases around the state include but are not limited to Casper, Gillette and
33 Rawlins. Those dispatch centers will need to be contacted for activation. Contact the Unit
34 Aviation Officer to activate the Riverton or Greybull SEAT base.

35
36 **Large Transport Aircraft** Refer to NMG 50

37
38 **Helicopters**

39 All requests for helicopters, and helitack crews, will be placed through the dispatch center
40 according to agency guidelines. Flight following will be conducted through the dispatch center.

41
42 **Exclusive Use Contract Helicopters** Refer to RMG 50, NMG 50

43 **High Desert District**

44 Sponsors a Type 3 helicopter located in Rawlins, WY. Orders for the helicopter will be placed
45 through the Cody Interagency Dispatch Center, which will then be placed directly with Casper
46 Interagency Dispatch Center.

1 **Wyoming State Forestry Division**

2 Sponsors a Type 3 helicopter located outside of Casper, WY. Orders for the helicopter will be
3 placed through the Cody Interagency Dispatch Center, which will then be placed directly with
4 Casper Interagency Dispatch Center.

5
6 Units using this helicopter need to be aware if a higher priority fire occurs on State and/or
7 private land anywhere within the State of Wyoming, the State Duty Officer may require it to be
8 released off the incident to respond to the State/private land incident.

9
10 **Yellowstone National Park**

11 Sponsors a Type 3 helicopter located in Mammoth, WY. Yellowstone Helitack is short haul
12 qualified. Orders for the helicopter will be placed through the Cody Interagency Dispatch
13 Center, which will then be placed directly with Bozeman Interagency Dispatch Center.

14
15 **Teton Interagency Fire Program**

16 Sponsors two Exclusive Use Type 3 helicopters located in Jackson, WY. The Teton Helitack is
17 short haul qualified. Orders for the helicopter will be placed through Cody Interagency Dispatch
18 Center, which will then be placed directly with Teton Interagency Dispatch Center.

19
20 **Helicopter – Call When Needed (CWN) Refer to RMG 50**

21 All CWN helicopters will be ordered through CDC. If the CWN is for fire suppression the order
22 will then be placed with RMCC. If it is for a non-fire incident, CDC in conjunction with the Unit
23 Aviation Officer, will utilize the OAS source list or USFS rental agreements and obtain an
24 appropriate aircraft for the mission.

25
26 When a CWN helicopter is used, it must have appropriate level of supervision depending on size
27 and mission. A qualified Helicopter Manager or Project Manager must inspect the aircraft prior
28 to use.

29
30 Modules are not automatically ordered by RMCC when a helicopter order is filled by a CWN
31 aircraft. CDC dispatchers need to order the module upon notification that a CWN is filling the
32 order. The module is ordered on an Overhead order and cross-referenced with the Aircraft
33 order.

34
35 Refer to the appropriate agency aviation plan and Unit Aviation Officer for guidance concerning
36 use of aircraft for non-fire flights and projects.

37
38 **Helicopters: Cooperator Aircraft Refer to 2020 Interagency Standards for Fire and Aviation
39 Operations CH 16**

40 The use of Cooperator aircraft must involve a “significant and imminent threat to life or
41 property” documented daily on the Cooperator Aircraft Use Validation Worksheet to document
42 the justification for aircraft utilization.

43
44 The Cooperator Aircraft Use Validation Worksheet is a permanent record and must be
45 maintained for 10 years per Redbook requirements.

46

1 **Helicopters: National Guard** Refer to RMG 50
2 Wyoming Army National Guard helicopters are in Cheyenne, WY. Their mission purpose is
3 limited to emergency lifesaving and/or wildland fire fighting activities as specified in the
4 Wyoming State Interagency Cooperative Fire Management Agreement.
5
6 Commercial sources must be exhausted or not immediately available during times when there
7 is a threat to life and property, prior to activation of National Guard units for federal fires.
8
9 WY National Guard helicopters are hoist extraction capable and are ordered through CDC. The
10 dispatch center will contact the Wyoming State Forest Duty Officer to make the request. The
11 WYS DO will contact the Division of Homeland Security and make the request for the WY
12 National Guard helicopter(s).
13
14 See the Cody Dispatch Serious Injury/Accident or Interagency Aviation Mishap Response Plans
15 for National Guard emergency mobilization process.
16
17 **Airspace Coordination** Refer to NMG 50, Standards for Airspace Coordination
18
19 **Airspace Conflicts** Refer to RMG 50, Standards for Airspace Coordination
20
21 **Aircraft Conflict Initial Report** Refer to RMG 50
22 All aircraft conflicts will be reported to the Unit Aviation Officer.
23
24 **Military Training Routes (MTR) and Special Use Airspace (SUA)** Refer to RMG 50, Federal
25 Aviation Administration Special Use Airspace website <https://sua.faa.gov/sua/siteFrame.app>
26 Ellsworth AFB has two military training routes that run through the CDC zone. If fires are within
27 10nm of an MTR, or flights will be crossing through an MTR, the aircraft dispatcher will
28 deconflict the airspace. Both IR 499 and IR 473 are continuous hours of operation and run at
29 altitudes from 100 ft AGL to 13,000 ft MSL.
30
31 **Unmanned Aircraft Systems (UAS)** Refer to RMG 50
32
33 **Temporary Flight Restrictions (TFR) (FAR 91.137)** Refer to RMG 50
34 All TFR's will be ordered through Cody Interagency Dispatch Center and placed with RMCC.
35 Once a TFR is no longer needed, notify CDC immediately to release the TFR in IROC and the
36 FAA.
37
38 **National Infrared Operations (IR) Fire mapping Infrared Aircraft – IR – Airborne Thermal Fire**
39 **Mapping – NIROPS** Refer to RMG 50
40 All NIROPS requests must be generated in the NIROPS website, an IROC A# placed with RMCC,
41 and an IRIN O# placed with RMCC before 1530 MST. IR flights must be ordered daily, as needed.
42
43 **FAA Temporary Control Tower Operations** Refer to RMG 50
44
45
46

1 **Dedicated Radio Frequencies and Management** Refer to RMG 50
2 Refer to the specific Statewide County Annual Operating Plan for the shared frequencies within
3 the CDC zone.

4
5 Federal and State Land Management Agencies agree to the sharing of specific radio frequencies
6 that are authorized/licensed for each agency. Shared frequencies are to provide efficient, cost
7 effective radio/communication support in protecting life and property. The sharing of
8 frequencies is under the authority of the NTIA Regulations Manual, Sections 7.3.1,7.3.4, and
9 7.5.1 and the FCC Rules and Regulations, Part 90, Sections 90.405 and 90.407.

10
11 The publishing of any federal frequency (provided by NIICD) must be marked at the top and
12 bottom of each frequency listed page “Controlled Unclassified Information/Basic”

13
14 **Initial Attack Frequency Assignments** Refer to RMG 50

15 The aircraft dispatcher will assign an air to ground and air to air frequency for initial attack
16 incidents.

17
18 **Notifications to Cody Dispatch Unit Aviation Manager**

19 The UAM, and CDC staff, came up with the following guidelines to ensure timely notifications
20 are being made on aircraft operations to the UAM or his Acting. In addition to the guidance
21 below, CDC has set up a daily Cognos Report that will be emailed directly to the UAM. This
22 report will show all A #'s that were filled/at incident/released during the previous operational
23 period. CDC, and the UAM, realizes not every incident will always be black or white. Therefore,
24 both parties will maintain excellent communications, coordination, and cooperation to support
25 local aviation operations.

26 **Initial Attack**

27 CDC will text out initial aviation resource responses for new IAs. The UAM considers the text as
28 the immediate notification and understands aviation operations are occurring in the dispatch
29 zone.

- 30 • **Immediate Notification:**
- 31 ○ **If the UAM needs to staff a local seat base for new IA fire support**
 - 32 ○ Safecom Incident/Accident that CDC has been notified about
 - 33 ▪ Examples, cooperators are using UAS on federally managed fires, TFR
 - 34 intrusion, communication issues, etc.
 - 35 • **No Notification Needed:**
 - 36 ○ Cooperators using UAS on private lands...if, there is no conflict with other
 - 37 responding aviation resources, mobilization of large airtankers/lead
 - 38 planes/ATGS, TFR's set up by dispatch, frequencies being utilized, local seat
 - 39 bases are already staffed with appropriate supervision, demobilization.

40 **Prepositioned Aviation Resources**

- 41 • **Immediate Notification:**
- 42 ○ Resources will need a briefing upon arrival, aquatic invasive species needs to be
 - 43 mitigated

- 1 • **No Notification Needed:**
- 2 ○ Aviation resource/crew swap outs, demobilization

3 **Large Fire Support**

- 4 • **Immediate Notification:**
- 5 ○ If an IMT has been ordered for a local zone fire, the UAM will be notified
- 6 immediately to coordinate the large fire support and aviation needs. The Center
- 7 Manager or Acting will coordinate with the UAM and Agency Administrator/FMO
- 8 on the IMT’s aviation pre-order request, incident TFR, assigned frequencies, and
- 9 any other aviation needs.
- 10 ○ Safecom Incident/Accident that CDC has been notified about

- 11 • **No Notification Needed:**
- 12 ○ Aviation resource/crew swap outs, demobilization

13

14 **Local Aviation Supervision**

15 Recognizing there is one shared Unit Aviation Officer within the zone, this section serves as a
 16 reminder to request additional support in times of heightened fire activity, when the heaviest
 17 use of aircraft typically occurs. The Cody Dispatch Center Manager will follow the Mobilization
 18 Guide procedures to determine the zone Preparedness Level. The Planning Level in conjunction
 19 with the Preparedness Level will help guide the need for additional aviation management
 20 leadership, oversight and support. This matrix will encompass the Cody Interagency Dispatch
 21 Zone, as agreed to by the representative Unit Aviation Officer, Forest FMOs and BLM FMO.

22 Recommendations for additional aviation support may come from the Aircraft Dispatcher,
 23 Center Manager, FMOs of units, Unit Aviation Officer, or line officers of units. This matrix is to
 24 be used as a guide to consider when fire activity or aviation complexity warrants ordering
 25 additional aviation leadership, oversight and support. Despite high planning or preparedness
 26 level, the zone may not actually get larger incidents, so a request for the extra oversight
 27 personnel should be tied to larger incident activity that is incorporating aviation use as
 28 described below. The following positions listed imply either/or, not both.

29 **Planning Level**

Preparedness Level	Low	Moderate	High	Very High	Extreme
PL-1					
PL-2				AVSP/UAM	AVSP/UAM
PL-3			AVSP/UAM	AVSP/UAM	AVSP/UAM
PL-4		AVSP/UAM	AVSP/UAM	AVSP/UAM	AVSP/UAM
PL-5		AVSP/UAM	AVSP/UAM	AVSP/UAM	AVSP/UAM

1 **AVSP:** Aviation Specialist- eg. Air Ops Branch Director (AOBD) qualified, Aviation Tech.
2 Specialist. These may also be Helicopter Operations Specialist, Check Pilots, Maintenance
3 Specialist, Aviation Safety Specialists, etc.
4 **UAM:** Unit Aviation Manager (BLM equivalent, could also request BLM State Aviation Manager)
5

6 **Additional Considerations:**

7 Special consideration for aviation management should be given if fire activity occurs in multiple
8 fire management units. Simultaneously consider ordering additional State and or Unit Level
9 Aviation Leadership support if fire activity or predicted activity warrants.

- 10 • Consider ordering an AVSP/UAM for a unit hosting an IMT1/IMT2 or delegate additional
11 forest aviation duties to the assigned AOBD of the team. If IMT3 is using multiple
12 aircraft, this should also be considered.
- 13 • Consider ordering an AVSP/UAM for any unit experiencing extreme fire danger
14 predictions and/or a predicted weather event.
- 15 • Consider ordering an AVSP/UAM if multiple (>4) prepositioned aviation assets are in the
16 zone.
17

18 **Roles and Responsibilities - Aviation Support Position**

- 19 • This position works for and represents all the federal agencies within the Cody Dispatch
20 zone
- 21 • Receive in-briefing from Unit Aviation Officer to represent all federal agencies within the
22 Cody Dispatch zone
- 23 • Provide aviation management oversight for initial attack and extended attack operations
- 24 • Serve as a liaison between zone cooperators, vendors and IMT's
- 25 • Provide briefings to aviation assets not associated with a team fire (initial attack,
26 severity, prepositioned resources)
- 27 • Coordinate with the Cody Dispatch Center Manager on ordering and placement of
28 aviation assets for initial attack, severity, and prepositioned resources as requested by
29 agency Duty Officers
- 30 • Coordinate with the Cody Dispatch Center Manager on out of area movement or
31 repositioning of aircraft within the Cody Dispatch zone
- 32 • Ensure Daily Cost Summaries and loads of retardant delivered are submitted daily to the
33 Unit Aviation Officer
- 34 • Reviews Safecom's and take appropriate corrective action, briefs agency FMO, D.O. and
35 Line Officer on situation
- 36 • Provide situational briefings to agency FMO's, duty officers and line officers as needed
37 or requested
38
39
40

Chapter 60

Predictive Services

PREDICTIVE SERVICES Refer to RMG 60

Information gathering and dissemination of that information is of vital importance for safety, fire management decisions, prioritization of fires, and allocation of scarce resources. The information processed needs to be complete, accurate, and timely.

Cody Interagency Dispatch Center is responsible for posting the daily situation reports, resource status, and other information on the CDC web page daily during fire season. The address is: http://gacc.nifc.gov/rmcc/dispatch_centers/r2cdc/

Upon receipt of critical information, such as Red Flag Warnings and Watches, CDC will distribute the predicted forecasts immediately to all cooperators and field personnel using several methods.

- Using the texting capabilities in WildCAD, CDC will text out critical information to the All Fire group.
- The warnings and watches will be emailed to county cooperators.
- The day of the weather event, CDC will simulcast on the appropriate radio frequencies the predicted weather and ensure fire and fuels field personnel copied the warning and/or watch.

During periods of high activity, RMCC will be kept informed of significant activity via phone calls throughout the day. These updates do not take the place of the situation report or any other reporting requirements.

It is imperative that all cooperators keep CDC informed of activity on their units in order to accurately reflect the activity level occurring within the CDC area of influence and to ensure all activity is considered when setting priorities.

National Incident Status Summary (ICS - 209) Guidance Refer to RMG 60

ICS – 209 is required for any wildfire which exceeds 100 acres in timber, 300 acres in grass/sagebrush fuels, when an IMT/national resource is assigned, when a fire is placed in monitor status, significant event occurs on the incident, and a complex of multiple fires.

Cody Interagency Dispatch Center, with input from the ICT4 or ICT3, is responsible for completing the ICS–209 and submitting it with the Daily Situation Report by 1800 MST to RMCC.

An ICS-209 is required when an IMT1 or IMT2 is assigned to the incident but it is the IMT's responsibility to submit the daily ICS-209 to CDC.

An ICS-209 is required for incidents managed under a strategy other than Full Suppression/Perimeter Control, AND the incident is likely to remain active for a period greater than 72 hours. In this instance, the ICS-209 will be updated weekly (Thursdays).

1 Cody Interagency Dispatch Center will be responsible for completing the ICS–209 for fires in
2 monitor status with input from the Duty Officer/FMO or Strategic Operations Planner (SOPL).

3
4 **National Interagency Situation Reporting Guidance** Refer to RMG 60

5 The reporting period for the Daily Situation Report is from 0001 to 2400 daily. The report is due
6 into RMCC by 1800 MST. Later submission of the report may be negotiated with RMCC.

7
8 The SIT report is required daily beginning May 1 and continuing through October 31.

9
10 All units within the CDC area of influence should report activity daily to CDC for inclusion into
11 the daily SIT report. Minimum information needed is number of fires, number of acres burned,
12 resources committed, anticipated problems, extreme control problems/fire behavior, or any
13 other significant information. This information is due into CDC by 1700 MST for inclusion into
14 the Daily Situation Report.

15
16 The remarks section of the SIT report should include the following:

- 17 • Brief write up about IA activity and resources committed
- 18 • Weather and fuels synopsis for the general vicinity
- 19 • Brief analysis/prognosis of resource availability, needs, and concerns
- 20 • Other significant information
- 21 • Prescribed fire information must be detailed and include the names of the specific
22 contingent resources.

23
24 **Incident Management Situation Report** Refer to NMG 60

25 **7 Day Significant Fire Potential Outlook** Refer to NMG 60

26 **National Wildland Significant Fire Potential Outlook** Refer to NMG 60

27 **Fuel and Fire Behavior Advisories** Refer to RMG 60, NMG 60

28
29 **Resource Status Reports** Refer to RMG 60

30
31 **Prescribed Fire Notification**

32 Any unit planning on conducting a prescribed fire shall notify CDC one day prior to the planned
33 ignition using the Planned Rx form located on the dispatch center web site. The information
34 provided will be put into the Daily Situation Report-Prescribed Fire Information and submitted
35 to RMCC. If you are anticipating burning on the weekend (prior to 7-day staffing of the dispatch
36 center), notify the dispatch center by 1200 on Friday, so schedules may be adjusted to
37 accommodate.

38
39 A copy of the updated burn plan will be submitted to the dispatch center prior to ignitions,
40 along with appropriate charge codes.

41
42 **CDC Annual Report**

43 CDC will generate an Annual Report to be presented in draft format at the Post Season CDC
44 Coordinating Group meeting. The report will be finalized and submitted to RMCC by January
45 15th.

46

1 **Report, Due Dates and Times**

Report	Timeframe
CDC Duty Officer Status	Update daily by 0830 (June 1 – September 30).
Interagency Situation Report	Due to RMCC by 1800, unless directed or negotiated otherwise (May 1 – October 31).
Incident Status Summary (ICS-209)	Due during fire season to RMCC by 1800, unless a later time is negotiated.
Incident Priority List	As requested by RMCC
Prescribed Fire Report	Due prior to the day of the burn.
Annual Fire Report	Fire statistics (cause and acreage) entered into the Sit Report (Year to Date) by December 31. Dispatch Center Annual Report due to RMCC by January 15.

2

3

Chapter 80

Forms

DISPATCH FORMS Refer to RMG 80 for copies of these forms.

They are also available on the CDC website.

https://gacc.nifc.gov/rmcc/dispatch_centers/r2cdc/index.htm

- Resource Order
- Food Service Request
- Passenger and Cargo Manifest
- Aircraft Flight Request/Schedule
- Cooperator Aircraft Use Validation Form
- Aircraft Kneeboard
- Infrared Aircraft Scanner Request
- FAA Temporary Tower Request
- Preparedness/Detail Request
- Incident Status Summary (ICS-209)
- Monthly Wildland Fire Weather/Fire Danger Outlook
- Wildland Fire Entrapment/Fatality
- Documentation of Length of Assignment Extension Requirement
- Demobilization Checkout
- Fire Weather Special Forecast Request
- FAA Temporary Flight Restriction
- Incident Replacement Requisition
- Complexity Analysis
- Emergency Release/Message
- Unit Log
- Documentation

Chapter 90

Appendix

Bighorn Basin Crew Operating Plan:

- https://gacc.nifc.gov/rmcc/dispatch_centers/r2cdc/dispatch/crews/BHB%20Crew%20Operating%20Plan.pdf

County AOPs:

- **District #3** – Big Horn, Fremont, Hot Springs, Park and Washakie Counties
https://gacc.nifc.gov/rmcc/dispatch_centers/r2cdc/Mobilization_Guide/CDC_Mobilization_Guide.htm
- **District #5** – Sheridan, Campbell and Johnson Counties
https://gacc.nifc.gov/rmcc/dispatch_centers/r2cdc/Mobilization_Guide/CDC_Mobilization_Guide.htm

Cody Interagency Dispatch Center Operating Plan:

- https://gacc.nifc.gov/rmcc/dispatch_centers/r2cdc/Mobilization_Guide/CDC_Mobilization_Guide.htm

Aviation Briefing and Field Operations Guide

- https://gacc.nifc.gov/rmcc/dispatch_centers/r2cdc/dispatch/Aviation_folder/Aviation%20Briefing%20Guide.pdf

Interagency Service and Supply Plan

- <https://sites.google.com/firenet.gov/rma-issp/dispatch-zones?authuser=0>

Interagency Resource Ordering Capability (IROC)

- <https://iwfirp.nwcg.gov/#dashboard>

Cody Interagency Dispatch Center

- https://gacc.nifc.gov/rmcc/dispatch_centers/r2cdc/index.htm

Rocky Mountain Coordination Center

- <https://gacc.nifc.gov/rmcc/>

National Interagency Coordination Center

- <https://gacc.nifc.gov/>