

BIG HORN BASIN CREW ANNUAL OPERATING PLAN

This plan provides operating procedures and protocols for the Big Horn Basin Type 2 crew sponsored by the Cody Interagency Dispatch Center Zone Coordination Group.

Although the suppression crews will consist primarily of federal (BLM & Forest Service) employees, they may also include individuals from other cooperators, including ADs. Generally, the CDC Zone will be able to sponsor one Type II suppression crew and occasionally two crews at any given time.

Objectives/Mission Statement/Core Values

- To provide organized, disciplined, and effective fire suppression crew that will fight fire aggressively and safely and perform in a professional manner.
- To provide proper training regarding fire fighter safety through exposure to a variety of fire suppression strategies and tactics.
- To provide fire suppression, fireline leadership, fire behavior, fire ecology training and experience.

Safety

Firefighting personnel are entitled to safe fire assignments. The safety of assignments is accomplished by aggressively managing risk. Guidelines for the risk management process can be found in the IRPG, and should be used while on assignments.

Risk management is a collective process; if individuals observe elements that are unsafe they should feel the liberty to communicate that.

Firefighters should report violations. **Everyone** is entitled to a safe assignment

Any protocols set up in briefings, including trigger points, should be followed unless something is deemed unsafe.

Crew Composition and Responsibilities

Only qualified personnel will fill crew overhead and crewmember positions. This includes meeting the physical fitness standards and having a current ICS qualification card for the position that they are assigned. PMS 310-1 and FSH 5109.17 qualification standards will be used in accordance with each agencies' policy.

A Type II IA crew will be comprised of 18 to 20 people including one crew boss, one crew boss trainee (optional), three advanced firefighters (squad bosses) and 15-16 crewmembers. Crew size including the crew representative, liaison and any of trainees cannot exceed 20 people (refer to the Interagency Standards for Fire and Fire Aviation Operations book).

This crew may be sent out as a Type II Crew, however it is preferred that the crew be sent out as a Type II IA. This Crew may be sent out on NONFIRE/ALL RISK type assignments. It is strongly recommended that an EMT/First Responder be assigned to crews assigned to all risk incidents.

Minimum crew size for the initial dispatch will be 18 for assignments outside of the jurisdiction of CDC unless negotiated otherwise with the receiving unit. While on assignment, crews that fall below 18 or the crew boss becomes unavailable may be returned home at the discretion of the incident commander.

Crew bosses are responsible for managing all aspects of the crew assignment. This includes thorough and timely coordination with CDC and crewmembers. Once the crew boss has been notified of an assignment, the individual should be in communication with the squad bosses and crew boss trainee as soon as possible. A high level of communication with the crew and CDC should continue throughout the assignment.

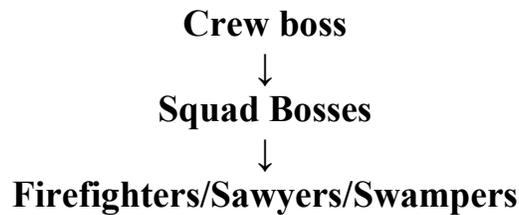
Crew boss, squad boss and crewmember responsibilities can be found in the Wildland Fire Incident Management Field Guide.

Crews may be dispatched with chainsaws when qualified sawyers are requested and available. In situations where the crew will be traveling by air and are not permitted to transport chainsaws, sawyers will still be assigned with the intent being that the crew will order saws when they reach the incident.

Organizational Structure:

Chain of Command:	The BHBHC operates by way of a “ chain of command ”. The crew organizational structure includes a crew boss and perhaps a crew boss trainee, squad bosses and firefighters. In order for the crew to operate productively and efficiently the “ chain of command ” should be adhered to. All questions and concerns should be handled in this format, unless the crewmember or crew boss does not feel comfortable or there is a conflict with immediate supervision itself.
Administrative Configuration:	Because the BHBHC is an interagency crew there is an administrative configuration for all agencies. See Below
USFS:	District Ranger-Zone/District FMO-AFMO-USFS Crew boss
BLM:	District Manager-FMO-AFMO/FOS-BLM Crew boss

Crew Configuration:



Expectations

- Firefighters will wear red hardhats.
- Vehicles will be used for official purposes only
- Firefighters are recommended to bring physical fitness training gear consisting of running shoes and clothes i.e. shorts/shirt etc.
- The crew will be expected to treat all facilities with respect and abide by regulations
- Once squads are configured, crew members are to remain within their assigned squad for the duration of the assignment
- Set a good example. Represent your agency and the BHBHC.
- Be responsible
- Ensure **you** give clear instructions
- Ensure **you** understand instructions that have been given
- Stay within your training and experience

Crew Dispatch Procedures

CDC will develop the passenger manifest, and the crew boss will obtain 5 copies before departure. The manifest will identify each crewmember and their position on the crew. The crew boss is responsible for communicating the final passenger manifest information to CDC prior to crew departure.

Each agency will provide transportation for their respective module. Duty Officers should roster appropriate vehicles in a timely manner to allow time for home units to ensure that trucks are ready and available. Minimum vehicle configuration should be four 4X4 6-packs plus a command vehicle (vehicles with toppers are preferred.) To assist getting the proper vehicle configuration Module #1 shall bring one 6-pack and 1 other 4-wheel drive vehicle (this second vehicle will be the Command Vehicle). Module #2 shall bring one 6-pack and Module #3 shall bring two 6-packs. If Modules are unable to bring their assigned vehicles they need to contact other units to ensure correct vehicle configuration is achieved. It is incumbent upon the crew boss to ensure these standards are met.

The crew boss should have a purchase card or, at minimum, ensure that the crew has purchasing power to be self sufficient. It is recommended that the crew has purchase ability for splitting into

two modules. The purchase card holder(s) will be tracked on the Basin Crew roster at CDC. All crewmembers will carry a photo ID, current ICS qualification card, and initiated task books.

Once a crew has been established all crew members and overhead will rendezvous at a prearranged time and place before traveling to the incident or airport. This meeting location will generally be at an agency office that is on the travel route. It is the responsibility of the crew boss and CDC to coordinate the rendezvous place and time with other crewmembers. Upon duty officer notification, crew members will have two hours to mobilize from their home units and be in route to the mobilization point. While at the meeting the crew boss will form the squads.

Squads should be a mix of agency personnel from different units. From this point forward crewmembers will travel and work together as interagency squads. It is the responsibility of the sending unit to make transportation arrangements for individuals from their unit to the crew rendezvous point.

Driving & Timekeeping

Crews will adhere to the NWCG Standards for Interagency Incident Business Management (PMS 902) regarding time and travel, maintaining integrity for incident and crew professionalism. When driving to and from an incident all FS, BLM, and NPS policies must be followed. Standard hours of travel are from 0600 to 2200. Minor deviations from this time frame may occur when deemed necessary by the Crew Boss; however, they are expected to make travel arrangements to avoid travel outside of this time period. No single driver can drive for more than 10 hours in one workday (without 8 consecutive hours of rest) and no crew can travel for more than 16 hours a day but recommended to travel less than 16 hours on travel days home from assignment. When returning from an incident it is the Crew Boss's decision on how long the crew can travel each day within the 16-hour duty day. It is recommended for crew bosses to evaluate over all crewmember fatigue and not add to the fatigue level by traveling long days home. When returning home the crew should rarely travel outside of daylight hours. Crew boss should take into account when everyone could be home and plan travel accordingly.

Training

Large fire assignments are critical in acquiring experience and expertise needed to meet requirements for maintenance or advancement of IQCS qualifications. Individuals participating in crew assignments will be able to take advantage of the training opportunities. Crew assignments will provide the experience required to advance to squad boss, crew boss and strike team leader. Crew assignments will also provide a portion of the experience needed to meet prescribed fire qualifications. The assigned crew boss should always stay with the crew. Opportunities for other crew members will be allowed depending on the situation. We must maintain the qualifications of the crew to maintain Type II IA status.

The most important aspect of crew assignment will be the opportunity to become familiar with the application of the Ten Standard Fire Orders and Eighteen Watch out Situations in a variety of fuel types and fire behavior situations. This type of experience is a valuable asset in developing safe firefighting habits and will be the number one priority regarding crew training.

It is important that the crew boss trainee be given as much opportunity as possible to function in the crew boss role while being loosely supervised by the crew boss. This training should begin

in the initial dispatch phase when there is a need to coordinate with CDC, organize the crew, and obtain supplies and equipment. The trainee should be given the opportunity to supervise and manage the crew throughout the assignment and close out with CDC when the assignment has ended.

It will be the responsibility of the home units to identify squad boss trainees and the crew boss will assign them as a trainee working under a qualified squad boss. It is at the crew boss's discretion as to who is assigned which role as well as if trainees are even used for that assignment, however, the crew boss will make an effort to provide trainee experience for all persons listed as a trainee by the home unit.

Individuals desiring to work in a trainee position are responsible for bringing an initiated task book and insuring their supervisor is filling out the books as they complete the required tasks. Completed task books will need to be submitted to the home unit's training officer and IQCS committee for approval.

An additional trainee position will be assigned by the host of Module #3 (the one w/out the crew boss or crew boss trainee). This position will be for a trainee that can leave the crew to gain valuable training experience (for example: TFLD, DOZB, FOBS, etc.). It should be noted that there is no guarantee that this position will get a training opportunity and is expected that they will perform as a FFT2 when with the crew. It must also be recognized that there is no vehicle assigned to this individual and it is at the crew boss' discretion as to whether this trainee can leave and not compromise crew expectations.

Crew Member Professionalism

Individual crew members will comply with their respective Agency and home unit policies regarding alcohol and the use of controlled substances. While mobilized it is the responsibility of each individual crew member to remain professional while following all Federal and State Laws, and to be "fit for duty" for the duration of the assignment. Any crew member that is considered to be unprofessional or not fit for duty may be sent home to their local unit and communication will be made from the Crew Boss to that individual's supervisor. The conduct will be documented appropriately on an individual performance evaluation. If the nature of the assignment allows, the Crew Boss may work with the CDC to find a replacement crew member.

Performance Evaluation and Monitoring

Evaluations of the crew and crew boss performance will be obtained from the appropriate incident overhead. Each person that fills a crew overhead position will be rated by the crew boss. Each crew member will be rated by crew overhead **with their rating to include Professionalism**. Objectivity and honesty in evaluations are strongly encouraged. Crew Bosses should take the time to mentor and guide Squad Bosses in appropriate evaluations, and quality-check final evaluations before submission during crew demobilization. The "remarks" section of the evaluation should capture any superior traits as well as deficiencies and explanations for poor ratings. Crew bosses are encouraged to contact the individual's supervisors regarding poor performance, following disbandment from the assignment.

Any crew member that receives poor ratings (any marks in column 0, or 3 or more marks in column 1) will go through a local review by the individual's crew leader and/or unit FMO documenting how the individual remedied the deficiency. The review will evaluate if the individual has corrected issues from the evaluation and that the individual would not have repeat issues with the crew again. The BHB Committee Chair/Co-chair may follow up on the status of the reviews to inform the committee when necessary for future assignments.

Crew and crewmember ratings will be submitted to CDC upon return from an assignment by crew boss/trainee. CDC will forward a copy of the ratings via e-mail to each crew member's respective home unit FMO and/or supervisor, as well as the BHB Committee Chair/Co-chair. The BHB Committee Chair/Co-chair will aid in monitoring crew and crewmember performance ratings, and inform the appropriate agency fire manager of performance problems.

In instances where Crew Boss performance problems need to be addressed, trainees or squad bosses should use the proper chain of command while they are on assignment. If a resolution cannot be obtained, individuals should convey the information to the respective unit FMO or supervisor following the assignment. The supervisor will inform the BHB Committee Chair, and appropriate committee and/or supervisory action will be taken. Expectations of the Crew Boss are outlined in Appendix D, and can serve as a guide to convey performance related problems.

Equipment

The home unit will issue line gear, fire clothes, personal packs, sleeping bags and personal tents. Firefighters should leave their home units "fire ready". All crewmembers are required to wear a red hardhat at the time of dispatch. It is the responsibility of the home unit to ensure rostered fire fighters have all required gear prior to being listed as available with the crew.

It is the responsibility of the crew boss to conduct an inspection of all crewmembers for proper PPE and gear before leaving for the incident. This inspection will be conducted at the rendezvous point.

Everyone on the crew will adhere to the weight standard of 65 pounds total for all personal and line gear.

Each module is to come equipped with a minimum standard composition of equipment and supplies. The squad boss from the module is responsible for ensuring this equipment is ready to go. In addition to personnel and line gear, the standard supply and equipment list for each module includes the following:

- 3 - pulaskis
- 3 - scrape tools (can be combination tools, rhinos or the like)
- 1 - shovel or rhino tool
- 1 - chainsaw and saw pack
- 2 - cases of MREs
- 2 - cubies of water
- 1 - flat of AA batteries
- 1 - 10 person first aid kit
- 2 - Drip torches (not required to be full)

CDC and/or the crew boss depending upon the information available at the time of the dispatch will determine changes in the composition of tools and supplies. It is the crew boss' responsibility to ensure that supplies that crew may need such as water, food rations, radio batteries etc are in place prior to dispatch. CDC will coordinate with the crew boss and sending units any gear or weight restrictions associated with air travel.

A minimum of five programmable radios will accompany each 20-person suppression crew.

Crew bosses are responsible for keeping their crews properly supplied with gear and equipment while on an incident. Whenever possible, a crew should replace damaged, lost or worn out items before leaving an incident. If this is not possible, the crew boss should obtain an "S" number from the incident so that any needed replacement supplies may be ordered when the crew returns home.

A portable pump kit may accompany the crew. There is a Basin Crew Pump kit available at the Worland BLM office. It is the responsibility of the crew boss to ensure that the BLM module brings the Basin Crew Pump to the rendezvous point if they decide it is operationally necessary.

A medical kit (or trauma kit), SKED (or backboard), and an AED will accompany the crew. The Basin Crew Medical Kit contains all of these items and is available at the Worland BLM office. It is the responsibility of the crew boss to ensure that the BLM module brings the medical kit to the rendezvous point if there will not be sufficient medical gear arriving with the crew trucks.

Chainsaws will accompany a crew when qualified personnel are present and travel restrictions allow for saws. Three saw teams comprised of a sawyer (FAL2 (t) minimum) and swamper are designated at the time the crew is being manifested by CDC. It is recommended that swampers are a minimum of FAL3. Each sawyer is responsible for bringing a saw in good working condition and that it is fire ready. In addition, each designated sawyer should bring or ensure they have available (i.e. on a vehicle) the following supplies and accessories:

SAW ACCESSORIES AND SUPPLIES

Quantity	Items
1	Fully operational saw with full wrap handle and felling dogs
2	Pairs of chaps that fit the individual
2	Dolmars
6	Sig bottles (fuel/oil)
1	Box chain files
2	Raker files
2	Screnches
1	Star wrench
1	Tuning screwdriver
6	Wedges of different sizes
1	Spare air filter

2	Bar nuts
2	Extra chains
1	Drive sprocket
1	Needle cage bearing
2	Spark plugs
1	Extra fuel/oil cap
1	Fuel filter
1	e-clip
1	Extra guide bar
1	Agency approved pounding tool

It is the responsibility of the crew boss and saw squad boss to follow up with the individuals who have been assigned to these positions to ensure that they are bringing all the necessary gear.

Bighorn Basin Crew Boss Committee

The Bighorn Basin Crew Boss Committee exists as a guiding body for the Bighorn Basin Type 2IA Handcrew. The committee is responsible for the crew mobilization guide and the crew annual operating plan (AOP). The committee will meet twice a year to discuss annual crew operations and to update the mob guide and AOP. The committee will then present changes and recommendations regarding the AOP and crew focus items to the CDC ops committee for final approval. Changes will be documented in the Crew Boss Committee Chair Person book with a short narrative of why the change was made (for reference in later discussions). Meetings can be done via conference call or VTC but it is recommended to meet in person. Any person from the Shoshone NF, Bighorn NF, and Wind River/ Bighorn Basin BLM that is CRWB or CRWB(t) should be invited to be involved with the Crew Boss Committee. At least one person from the Cody Dispatch Center should be present at the meetings. Other fire personnel are welcome to attend meetings; however, they will be treated as non-voting members of the committee. Committee decisions will be made by a majority vote, with any unresolved issues being decided upon by the CDC steering committee. At least one person from the CDC steering committee should be present at meetings.

Reporting

Appendix A- contains a reporting form for the Crew. It is strongly encouraged that these forms be filled out objectively and honestly by the Crew Bosses, and forwarded to the Crew Boss Committee Chair in order for any corrective actions/suggestions to be conveyed to the next Crew Boss. **These forms are a learning tool only and are not for punitive action.**

Appendix B- Contains a mobilization checklist to aid the Crew Boss in the appropriate steps when organizing a crew upon call-out. Its use is suggested.

Appendix C- Contains a squad breakout sheet to aid in organization and tracking. Its use is suggested.

Appendix D- Contains expectations of performance for Crew Boss (and trainee), Squad Boss (and trainees) and Crewmembers. These are aids for the use of writing objective evaluations.

Fall Meeting Items to be covered

- Performance of crew during the season
 - Each crew boss will present/ discuss the following:
 - Performance appraisals from assignments
 - Location crew rendezvoused and how mobilization went
 - Performance of crew members (good and bad)
 - Any vehicle issues
 - Any gear issues
 - Dispatch interaction
 - Any other issues or topics needed to cover
- Review AOP
 - Any updates needed
 - Update annual focus items (based on crew performance discussions)
- Discuss any gear needs for crew
 - Possible needs for purchasing to be recommended to CDC ops committee.
- Vote in new committee chair and co-chair bi-annually (odd years- 2019, 2021, 2023, etc...)

Spring Meeting Items to be covered

- Review updates made to the AOP in the fall
- Review annual focus items
- Discuss any new changes in national policy that affects the crew
- Discuss dispatch expectations
- Establish crew rotation for upcoming season

Crew Boss Committee Chair/Co-chair Person Roles and Responsibilities

- Crew Boss Committee Chair will set-up two meetings annually (one in the fall and one in the spring).
- Chairperson will send out e-mail notification of meeting at least one week prior to meeting.
- Chairperson will facilitate each meeting
- Chairperson will update any changes to AOP or Mob guide through CDC
- Chairperson will attend the two CDC Steering Committee meetings
 - Will pass on to CDC Steering Committee any updates or recommendations
 - In fall will address any performance or equipment issues with Steering Committee
 - In spring will follow up with any purchasing needs and AOP updates with Steering Committee
- Chairperson will ensure chairperson rotation is followed
 - Bi-annually at the fall meeting the committee will elect a new chair person
 - The rotation is as follows: Bighorn NF to Shoshone NF to Wind River/ Bighorn Basin BLM
 - Chairperson binder gets updated and passed on to new chairperson
- Chairperson will maintain decision rational document in binder
- Co-chairperson will be elected as the next Chair in the bi-annual rotation
 - Assists Chair with delegation of duties
 - Promotes to Chair position if vacated early
 - Attends and assists when available the aforementioned Chair responsibilities

2021 Emphasis Items

Due to the crew standing down during the 2020 season with uncertainty of COVID-19 pandemic measures, no recurrent items have been identified as action items from season after-action reviews that are needed to improve crew performance. The main emphasis for the 2021 season will focus primarily on the safe remobilization of the crew and its functions.

- The Duty Officer of the respective unit providing the CRWB will coordinate with CDC and/or the requesting unit to ensure completion of the *Interagency Checklist for Mobilization of Resources in a COVID-19 Environment* prior to mobilization of the crew.
 - CDC will disseminate completed documentation to any need-to-know officials (i.e. Duty Officers, Line Officers, etc.)
 - Crew overhead and module leaders will also ensure their respective module vehicles/equipment are 72-hours self-sufficient prior to leaving home units for crew mobilization.
- While mobilizing, the crew overhead should consider current Agency-specific mitigation practices when applicable, regarding the planning and implementation of crew operational functions (i.e. RMA Wildland Fire Response Plan, USFS Workplace Safety Plan, etc.).
- When mobilized, crewmembers should continue to follow the most current Centers for Disease Control and Prevention guidelines before, during, and after travel regarding “Best Practices” concepts.
 - Daily screening should be completed using the “Am I Fit” screening checklist.
- In the event of any isolation/quarantine circumstance involving crewmembers, crewbosses should first coordinate with the appropriate authorities regarding the instance (i.e. local/state health departments, IMT Response Action personnel, applicable Agency/Unit protocols, etc.).
 - Crewbosses will communicate with CDC to ensure home unit officials are apprised of the situation. If deemed viable, crewbosses will coordinate with home unit officials to demobilize the crew and return home to utilize respective home unit isolation/quarantine plans.
 - Decisions on responding to an exposure will be at the direction of the County Health Expert considering vaccination status, and with the discretion of the crew boss in conjunction with supporting agencies.

Appendix B: Mob/Demob Checklist

The following has been created to aid Crew Bosses and/or trainees for the BHBHC. It can serve as a checklist or a reminder list for firefighters new to the program or new to the roll. Understanding that each crew boss has unique ways of running a crew, this appendix is not intended to limit the way we run a crew, only to serve as a helpful reminders list.

Mobilization:

- Call up
 - Use Duty Officers to contact crewmembers (also not a bad idea to call Squad Bosses and establish contact)
 - Coordinate getting FAST pack and pump kit (located in Worland)
 - Med kit should consist of: One green medical bag w/ oxygen and one red North Face Duffle bag containing a Traverse Rescue Stretcher (TRS) and a Kendrick Extrication Device (KED). IF YOU ARE UNSURE CHECK WITH AN EMT OR CONTACT ANOTHER CREW BOSS OR THE COMMITTEE CHAIR.
 - Receive Manifest and Resource
 - Communicate Rally Point and mobilization time (Shoot for 4 hrs or less)
- Rally Point
 - Create squads and vehicle assignments
 - Photocopy red cards
 - Photocopies of manifest (5)
 - Photocopies of Resource Order (5)
 - Record flight weights
 - Collect and sign CTR's from travel to rally point
 - Start OF-288 or CTR's for whole crew
- Overhead Briefing
 - Assign squads and vehicles (one person from home unit on each vehicle if possible)
 - Designate trainees
 - Assign logistics (meals, supply, ect...)
 - Set expectations
- Crew Briefing
 - Verify crew manifest
 - Introduce Overhead
 - Assign squads and vehicles
 - Designate trainees
 - Identify Crew EMT's and cover med plan and med equipment location
 - Assign logistics (meals, supply, ect...)
 - Assignment overview
 - Set expectations
 - Professionalism, swearing, treatment of others
 - Chain of command-go to squaddies first and then to CRWB

- Driving-caravan procedures (Fuel stops, food, cleanliness, commo)
- Radio use
- Cell phone use, Social Media

- Squad Breakouts
 - FFT1 verify squad members have all equipment
 - Organize equipment in trucks
 - FFT1 Take stock of equipment on trucks (torches, extra chain, first aid, etc.)
- Roll out
 - Notify CDC of travel plans
 - Contact ordering dispatch with update

Disbanding Crew

- Evaluations (to be completed by qualified with help of trainee)
- Taskbooks
- Personnel packages
 - Evaluations
 - Per diem Sheet
 - Completed OF-288's or complete set of CTR's
 - Resource Order with crew member's name on it
- S-Numbers- work with senior firefighter on crew from home unit needing replacement
- Time submitted to home unit (via Cody Dispatch)
- Rehab vehicles – Oil Changes, PM reports completed, Mileage completed
- Travel and per diem submitted
- Credit card statement submitted
- Supply- ensure all vehicles are restocked according to that vehicles inventory

Standard Supply Order

Not all items will be needed every day but this should get your mind thinking about what you may need. This list is also not all inclusive. Order as needed and resupply from the incident whenever possible. Get **S-Numbers** if equipment cannot be obtained from the **Incident** before **Demob**.

- Saw Supplies
 - Unleaded Fuel and 2 Cycle oil: 5 gallons worth
 - 2 gallons of Bar Oil
 - 4 bar nuts, 2 E-clips
 - 3 Chains every 4 days- .05, 3/8" 84 or 91 Driver
- General supplies
 - Trash bags, batteries- 4 boxes, flagging, fiber tape, paper towels, hand sanitizer, ear plugs, TP, gloves, nomex, canteens
- Medical Supplies

Medications, Blister care supplies (mole skin), Hand Sanitizer, Lysol, Electrolyte Replacement (Emergen-C, NUUN)

Crew Configuration and Responsibilities

Below are just two ideas of several on how you could configure the crew

Personnel	Vehicles	Responsibilities
CRWB and CRWB(t)	1 Truck	CTR's, Per Diem, Supply Orders, Ops and Crew Briefings, SF-214's
Squad 1: Saws FFT1 Saw and Swamper Saw and Swamper Saw and Swamper	2 Trucks-No Short Box Trucks	Saw Supplies
Squad 2: FFT1 and FFT1(t) FFT2, FFT2, FFT2	1 Truck	General Supplies Lunches
Squad 3: FFT1 and FFT1(t) FFT2, FFT2, FFT2, FFT2	1 Truck	Cubies

Personnel	Vehicles	Responsibilities
CRWB and CRWB(t)	1 Truck	CTR's, Per Diem, Supply Orders, Ops and Crew Briefings, SF-214's
Saw Squad: Saw Team 1: Saw and Swamper Saw Team 2: Saw and Swamper	1 Truck with topper and saws- No Short Box Trucks	Saw Supplies
Squad A: FFT1, FFT1(t), FFT2 Saw Team 3: Saw and Swamper	1 Truck with topper and saw	Lunches
Squad B: FFT1 FFT2, FFT2, FFT2	1 Truck with topper	Cubies
Squad C: FFT1, FFT1(t), FFT2, FFT2, FFT2	1 Truck with topper	General Supplies

- Each truck will be responsible for icing down their own cooler and for obtaining water and Gatorade
- Each truck should have a "Truck Captain" who is responsible for the daily operation of the truck (Morning checks, Inventory control, Supply needs)

Appendix C: Squad Breakout Sheet

Bighorn Basin Handcrew #				
CRWB		Vehicle		
CRWB (T)				
3 Module Configuration				
	"A" Squad;	Phone	Room #	
SQDB				
SQDB (T)				
FALB				
FFT2				
	"B" Squad;	Phone	Room #	
SQDB				
SQDB (T)				
FALB				
FFT2				
	"C" Squad;	Phone	Room #	
SQDB				
SQDB (T)				
FALB				
FFT2				

2 Module Configuration			
	Saws;	Phone	Room #
SQDB			
FALB			
	"A" Squad;	Phone	Room #
SQDB			
SQDB (T)			
FFT2			
	"B" Squad;	Phone	Room #
SQDB			
SQDB (T)			
FFT2			

Appendix D: Expectations

This is intended to serve as a guide for assisting in the completion of objective evaluations, and determining deficiencies or above average performance.

Crew Boss/Trainee

- Determine and monitor current status of crew activities.
- Confirm dispatch and estimate time of arrival.
- Assign specific duties to crew Squad Bosses/ CRWB Trainee and supervise their performance
- Develop and implement accountability and safety measures for personnel.
- Supervise or conduct demob of crew.
- Resupply used equipment.
- Maintain documentation of crew activities (ICS-214).
- Attend and obtain briefings from appropriate overhead.
- Review assignments with subordinates and assign work tasks.
- Review or delegate and supervise review of weather conditions and expected fire behavior.
- Ensure adequate communications with supervisor and crew.
- Set up an alternate chain of command in the event of your absence. Communicate this plan.
- Keep supervisor informed of progress and any changes.
- Inform supervisor of any problems.
- Identify and communicate Escape Routes and Safety Zones.
- Obtain necessary equipment and supplies.
- Provide for crew welfare.
- Brief relief personnel, if applicable.
- Complete and turn in all time records (can be delegated).
- Check-in with home unit as time and conditions dictate.

Squad Boss

Satisfactory

- Understand exactly what the Crew Boss wants done. Ask if you don't know/understand.
- Ensure that squad has proper safety equipment and tools and know how to use and care for them.
- Ensure that personnel have water and lunches.
- Keep time if requested by Crew Boss.
- Report problems/deficiencies to Crew Boss.
- Ensure that crewmembers are on time and fire ready.

Superior (examples)

- Assist with line scouting/tactical decisions if conditions warrant.
- Function autonomously with little to no explicit direction.
- Be proactive in assessing and documenting supply needs.
- Mentorship of Trainee/ crewmembers.

FFT2

Satisfactory

- Perform manual and semi-skilled labor as assigned.
- Ensure that objectives and instructions are understood.
- Perform all work in a safe manner.
- Keep PPE and equipment in serviceable condition.
- Report accidents and injuries to supervisor (even if minor).
- Report hazardous conditions to supervisor.
- Be on time (early) and fire ready.
- At vehicle stops, fill fuel tank, wash windows, swamp out truck. Rotate with personnel so that everyone can get in and out of the store in a timely and efficient manner.

Superior (examples)

- Learn from mistakes/others.
- Don't have to be told twice to do something (within safety, comfort level and reason).
- Volunteer first.
- Be proactive with assignments: if you see a need/task, don't wait to be told to do it, get it done!