

BIG HORN BASIN CREW ANNUAL OPERATING PLAN

***Highlighted items are new for this year**

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 page 13-16 in 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.

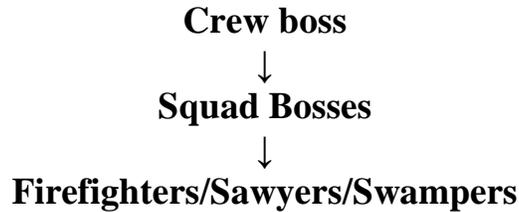
Crew boss, squad boss and crewmember responsibilities can be found in the Fireline Handbook.

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 will 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
- 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. 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 players 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

When driving to and from an incident all FS, BLM, and NPS policies must be followed. 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. 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 the crew and still meet Basin Crew expectations.

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 crewmember will be rated by crew overhead with their rating to include Professionalism. Crew members that receive poor ratings (any marks in column 0, or 3 or more marks in column 1) will go through a local review by the unit FMO and local crew leaders prior to being listed as available with the Basin Crew again. 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. Crew and crewmember ratings will be submitted to CDC upon return from an assignment by crew boss/trainee. CDC center manager will monitor crew and crewmember ratings, performances and inform the appropriate agency fire manager of performance problems. CDC IQCS database manager will maintain a file of crew/crewmember performance ratings and will forward a copy of ratings to each crew member's home unit and the crew boss committee chair via e-mail.

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 - combination tools
- 1 - shovel or rhino tool
- 1 - chainsaw and saw pack
- 2 or 3 - cases of MREs
- 2 - cubies of water
- 2 - cases of AA batteries
- 1 – 10 person first aid kit

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.

Chainsaws will accompany a crew when qualified personnel are present and travel restrictions allow for saws. It is the responsibility of the sawyers that have been assigned, to bring the saws, gas & oil, and other equipment needed from their home unit. 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.

One pump will accompany the crew.

There is a Basin Crew Pump 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.

The Basin Crew Medical Kit will accompany the crew. When two or more crews are out at the same time, the second crew will ensure a trauma kit and SKED (or backboard) is present prior to leaving the mobilization point. The Basin Crew Medical Kit 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.

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 fire ready. In addition, each designated sawyer should bring at a minimum 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	FST or falling axe

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. 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, Wind River/ Bighorn Basin BLM, and the High Plains 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.

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.

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 effects the crew
- Discuss dispatch expectations
- Establish crew rotation for upcoming season
- **Vote in new committee chair (bi-annually)**

Crew Boss Committee 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 spring 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

2015 Emphasis Items

The following have been identified as action items from season after action reviews that are needed to improve crew performance. Crew bosses and crewmembers are responsible for ensuring these items are being implemented as well as for providing input regarding effectiveness and proposals for alternative solutions.

- Crewmember gear will be evaluated before dispatch with special emphasis on non primary fire personnel (do they have necessary gear, does it meet standards).
- Do your trainers/trainees have a clear expectation of their roles?
- Crew Evaluations
 - Every crew that goes out needs to have their line supervisor fill out an evaluation of the crew
 - Every evaluation, good or bad, MUST have a copy sent to Cody Dispatch Center
- Crew Member Evaluations
 - Every crew member MUST return home with a completed individual evaluation form
 - Evaluation forms should be filled out by the qualified person in that position with the help of the trainee and should be reviewed by the crew boss prior to them being presented to crew members. Evaluations should be thorough and honest.
 - The crew boss should keep a copy of the evaluation and MUST send a copy to Cody Dispatch
- Crew Bosses should be familiar with Crew AOP (on CDC Website) and Bighorn Basin Handcrew Injury, Serious Injury, or Fatality Guide (e-mailed out)
- Sending units need to ensure the correct number of vehicles are sent out with crew (Module #1 sends 1 crew truck and 1 command truck, Module #2 sends 1 crew truck, and Module #3 sends 2 crew trucks). Vehicles must have fuel cards and be ding free (chipped windshields, major dents) prior to mobilization with crew
- Crew members must have PT clothes in red bag when sent with crew
- Timeliness of mobilization- 2 hours to leave home unit/ project area and be in route to mobilization rally point
- Crew members, when rostered online, will have extra qualifications listed that are pertinent to crew operations (FIRB, ICT4/5, TFLD, EMT, etc.)
- Late season crews should be prepared for cold weather. It is the crew boss's responsibility to ensure crew members have correct gear prior to leaving initial rendezvous point
- Crew boss must ensure crew roster (as listed in ROSS) is correct prior to leaving initial rendezvous point