

1 **CHAPTER 10**  
2 **OBJECTIVES, POLICY AND SCOPE OF OPERATION**  
3

4 **MISSION STATEMENT**

5 The principle mission of the Casper Interagency Dispatch Center (CPC) is to provide safe, cost  
6 effective, and timely response of resources for appropriate management response to wildland fires  
7 and other emergency management activities within the Casper Interagency Dispatch Center area.  
8 CPC's coordination effort will be in cooperation with the Rocky Mountain Area Interagency  
9 Coordination Center (RMC) and those dispatch centers within the CPC neighborhood (Cody, Great  
10 Plains, Craig, Fort Collins, Teton, Vernal, and Miles City).

11 The cooperating agencies involved with the Casper Interagency Dispatch Center include:

- 12 • Bureau of Land Management (Wyoming High Plains and High Desert District)
- 13 • US Forest Service (Medicine Bow/Routt National Forests & Thunder Basin National  
14 Grasslands)
- 15 • National Park Service (Fort Laramie National Historic Site)
- 16 • Wyoming State Forestry Division (Districts 1,2,3,4,5)
- 17 • Albany County
- 18 • Campbell County
- 19 • Carbon County
- 20 • Converse County
- 21 • Fremont County
- 22 • Goshen County
- 23 • Johnson County
- 24 • Lincoln County
- 25 • Natrona County
- 26 • Niobrara County
- 27 • Platte County
- 28 • Sheridan County
- 29 • Sublette County
- 30 • Sweetwater County
- 31 • Teton County
- 32 • Uinta County
- 33 • Weston County

34 The Casper Interagency Mobilization Guide identifies policy and agreements that establish standard  
35 procedures that guide the operations of multi-agency/jurisdictional logistical support activities. This guide  
36 is an extension of Agency Manuals, Handbooks, Directives and Instructional Memorandums relating to  
37 logistical support. This guide is intended to promote uniformity of logistical support communications,  
38 facilitate interagency dispatch coordination and ensure that the most timely and cost effective support  
39 services are provided. It is designed to accommodate amendments and will be recognized as currently  
40 applicable until amended. This guide is a supplement to the National and Area Mobilization Guides.  
41

42 The Fire Management Officers/Agency Representatives are responsible for review and approval of the  
43 Casper Interagency Mobilization Guide. Signing of the CPC Operating Plan serves as approval for the  
44 mobilization guide.

45 The Casper Interagency Dispatch Center is responsible for the CPC mobilization guide development,  
46 review and updates.

1 **Total Mobility**

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

5 **Priorities**

6 When competition exists for resources, priorities shall be established by the CPC Center Manager during  
7 CPC Preparedness Levels I-III and in conjunction with the Casper Interagency Dispatch Center  
8 Coordinating Group Local Multi-Agency Coordination Group (LMAC) at Preparedness Levels IV and V. At  
9 PLs of IV and V, weekly / daily calls with LMAC will be implemented by the Center Manager.

10  
11 The single overriding suppression priority is the protection of human life – both that of our firefighters and  
12 of the public.  
13

14 In setting priorities the following criteria should be considered:

15 Maintaining initial attack capability

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

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

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29 **Local and Geographic Area Drawdown Levels and National Ready Reserve** Refer to NMG 10 (Pg.2)

30  
31 **Scope of Operation**

32 **National Response Framework** Refer to NMG 10 (Pg. 3)

33  
34 **Office of Foreign Disaster Assistance (OFDA)** Refer to NMG 10 (Pg. 3)

35 **Response to Incidents Other Than Wildland Fires** Refer to RMG Ch. 10, pg. 22, line 4

36 There is no statutory authority for Wyoming State Forestry Division personnel to respond to out-of-state,  
37 non-fire emergencies. Therefore, Wyoming State Forestry Division Employees are not available for out-  
38 of-state, non-fire related incidents unless a National Emergency is declared or it is a FEMA incident.  
39

40 **Mutual Aid Agreements**

41 Mutual Aid agreements have the primary purpose of providing Initial Response and short term logistical  
42 support between adjoining units and dispatch centers. Initial Response are incidents that are controlled  
43 by the Initial Responding forces without need for major reinforcements within a reasonable time period.  
44 Casper Dispatch Center has the authority to utilize the resources of adjoining centers as stated in the  
45 RMG. Prior to the mobilization of Initial Response resources, it is agreed that:

46 -Initial Response resources will be mobilized without delay; a Resource Order from the receiving  
47 dispatch center will follow as time allows.

48 -No Initial Response resource responding across geographic boundaries will be mobilized further  
49 than that adjoining center's boundary.

50  
51 Refer to the specific County Annual Operating Plan (AOP) for a synopsis of the Mutual Aid Agreements  
52 pertaining to the Casper Interagency Dispatch Center and its cooperators.  
53  
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1 **Reciprocal Fire Protection Services**  
2 Reciprocal Fire Protection Services exist between the Federal Agencies, Wyoming State Forestry  
3 Division, Counties and County Fire Districts located within the Casper Dispatch Area. The services are  
4 authorized and approved through the Wyoming Interagency Cooperative Fire Management Agreement  
5 and the individual County Fire Management Annual Operating Plans. (Refer to the Wyoming Wildland  
6 Fire Resource Mobilization Guide)  
7

8 **Responsibilities of the Rocky Mountain Coordination Center** Refer to RMG Ch. 10, pg. 25, line 1  
9 **Responsibilities of Rocky Mountain Agencies** Refer to RMG Ch. 10, pg. 22, line 25  
10 **Responsibilities of the RMCG Fire Duty Officer** Refer to RMG Ch.10 pg. 23 line 13  
11

12 **Responsibilities of the Casper Interagency Dispatch Center**  
13 Refer to the Annual Operating Plan for the Casper Interagency Dispatch Coordinating Group  
14

15 **MOBILIZATION** Refer to RMG Ch. 10 pg. 26 line 14 and NMG 10  
16 Casper Interagency Dispatch Center will provide logistical support (via the local unit's purchasing agent)  
17 to all Units located within the dispatch area pursuant to federal policy and laws, CPC will coordinate  
18 movement of all resources within the Dispatch Center's area of influence. The Dispatch Center Manager  
19 or acting has delegated authority from Federal and State Land Management Agencies as identified by  
20 signatories of the Annual Operating Plan for CPC and the signed Delegation of Authority memorandum.  
21 The delegated authority is outlined within this guide and establishes policies and procedures for the  
22 mobilization of personnel, equipment, supplies and aircraft for incident emergencies and pre-suppression  
23 in the Casper Dispatch Area, Rocky Mountain Area and Nationally.  
24 **Resource Mobilization** Refer to NMG 10 (Pg. 8)  
25 All orders for resources will be initiated/generated by the unit or FOS/Zone/District FMO or incident  
26 commander responsible for the incident through CPC. Orders shall be processed through established  
27 dispatch channels using the standard National Coordination System.  
28

29 **Mobilization Hierarchy** Refer to RMG Ch. 10, pg. 26, line 30.  
30 1. Agency  
31 2. AD/EFF/Counties/Supplemental Resources  
32 3. Contractors  
33 All resources mobilized beyond the Initial Response will adhere to the NWCG Physical Fitness Standards.  
34 **Work/Rest Guidelines** Refer NMG 10 (Pg. 4), Interagency Incident Business Management Handbook  
35 (IIBBMH)  
36 **Length of Assignment**  
37 Standard assignment length is 14 days exclusive of travel from and to home unit. Refer NMG 10 (Pg. 3),  
38 Interagency Incident Business Management Handbook (IIBBMH)  
39

40 **Days Off** Refer to Interagency Standards for Fire and Aviation Operations (07-4)  
41 **Assignment Extension** Refer to NMG 10 (Pg. 5)  
42 **Maximum Consecutive Days Worked Home Unit** Refer to Interagency Standards for Fire and Aviation  
43 Operations (07-6)  
44

45 **Emergency Driving** Refer to RMG Ch. 10, pg. 27, line 32  
46 **Non-Emergency Driving Limitations** Refer to RMG Ch. 10, pg. 27, line 32  
47 **Incident Operations Driving** Refer to RMG Ch. 10, pg. 27, line 33  
48 **Initial Attack Definition** Refer to RMG Ch. 10, pg. 21, line 8  
49

50 **CPC Zone Interagency Fire Size-up Card**  
51 A two page size-up card has been agreed upon across the zone and will be used for all Type 4 or 5 fires.  
52 This information will be used to contact CPC with initial fire information. (See appendix 1)  
53

54 **Wildland Fire Entrapment/Fatality** Refer to NMG 10 (Pg. 9)  
55

1 **National and Area Resources** Refer to RMG Ch. 10, pg. 29, line 1  
2 Dispatching of National and/or Area resources within and across the defined Rocky Mountain Area  
3 boundaries shall comply with the RMG  
4

5 **Notification of Commitment of National & Area Resources** Refer to RMG Ch. 10, pg. 29, line 28  
6 Notification of commitment of National and Area resources will be via phone within 15 minutes of  
7 commitment. Notifications will be done when the following circumstances occur:

- 8 • When National or Area resources are committed internally to an incident or are no longer  
9 available for dispatch
- 10 • When available again
- 11 • When location changes

12  
13 **Notification/Communication** Refer to RMG Ch. 10, pg. 29, line 28

14 **Unable to Fill (UTF) Procedures** Refer to NMG 10 (Pg. 10)

15  
16 **Standard Cubes, Weight and Gear Policy (excluding Smokejumpers, Rappellers, and Helicopter  
17 Managers)** Refer to RMG Ch. 10, pg. 30, line 7

18 All personnel will meet the following limitations when dispatched outside the CPC area:

- 19 • One frameless soft pack not to exceed 45 pounds
- 20 • Web gear or briefcase (not both) not to exceed 20 pounds
- 21 • Maximum allowable crew weight, including equipment is 5300 pounds
- 22 • All personnel baggage weights must be displayed separately from individual weights on flight  
23 manifests

24  
25 **General Demobilization Guidelines** Refer to RMG Ch. 10, pg. 30, line 32

26 **Release Priority Guidelines** Refer to RMG Ch. 10, pg. 31, line 31

27 **Wildland Fire Weather Forecasts** Refer to RMG Ch. 10, pg. 32, line 1

28 Fire weather forecasts will be disseminated to all firefighting personnel. The morning fire weather forecast  
29 is available to all resources on the web; if needed, field units will receive this information via radio. The  
30 afternoon fire weather forecast will be simulcast on all appropriate frequencies available to the Casper  
31 Interagency Dispatch Center at 1600 daily.

32 Requests for spot weather forecasts for wildland fires will be made through CPC. Depending on location  
33 of the incident, CPC will contact Riverton NWS, Billings NWS, Rapid City NWS, or Cheyenne NWS and  
34 request the spot forecast. When the spot forecast is received, CPC will disseminate the information to  
35 the requesting incident either by cell phone or radio.

36  
37 Spot Weather Forecast requests for Prescribed Fire can be made directly to the weather service by the  
38 Burn Boss or their designee. The dispatch center will be notified of the request, assuring that information  
39 becomes part of the Incident Action card for historical record purposes.

40  
41 Red Flag Warnings/Watches and updates to the fire weather forecast will be disseminated to all  
42 firefighting personnel via radio, Text or briefing. Verbal verification will be made with field units for all Red  
43 Flag and Fire Weather watches, and documented in the Red Flag Book.

44  
45 All weather forecasts and Red Flag Warnings and Watches are posted on the Weather Service's web  
46 site. It can be accessed through the Casper Interagency Dispatch Center web site under the Weather  
47 link.

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

2 Responsibilities of the Casper Interagency Dispatch Center include 1) daily tracking the status of fire  
3 resources for initial response to wildfires, 2) tracking assigned and contingency resources for prescribed  
4 fires, and 3) providing communications and other support for resources engaged in prescribed fire and  
5 initial/extended attack operations. In addition, a key reason for tracking of resources is to provide a safety  
6 net. If expected arrival times or communication schedules are not executed as planned, it may be an  
7 indicator that someone is in trouble and that search plans or other emergency plans need to be activated.  
8

9 **Check-in/Check-out Season**

10 Check-in/Check-out Season for daily tracking of fire resources will be from May 1<sup>st</sup> to October 31<sup>st</sup>.  
11 During this period, all fire resources are expected to follow the established general check-in and check-  
12 out procedures outlined below. Tracking fire resources outside of the May 1<sup>st</sup>- October 31<sup>st</sup> season will be  
13 done upon request.  
14

15 **General Procedures**

- 16 • All fire resources need to check in daily with Casper Dispatch each day they are in service  
17 during the check-in season. A radio call asking for a radio check ensures that the radio is  
18 working (on both ends). Resources also need to call in when they are leaving the station,  
19 providing dispatch with destination and ETA. They should call again upon arrival at  
20 destination and anytime they change locations throughout the day. This is critical for  
21 mobilization of closest resources to fires/incidents.
- 22 • At the end of the day, fire resources need to communicate they are going out of service  
23 with the dispatch center. If the dispatch center does not have confirmation that a resource  
24 is back at station, a dispatcher will begin a search.
- 25 • If fire resources check in with CPC, it is then understood that CPC will be tracking them  
26 until they either return to station or reach their destination and have checked out for the  
27 day.
- 28 • If fire resources are checking in for informational purposes (outside check-in season)  
29 dispatch will not be tracking them unless requested to do so. For example: FMO/Engine  
30 traveling to another town for a meeting or training, etc. If fire resources are going to the  
31 field outside of the above mentioned season, then it is understood that the project  
32 supervisor will be keeping track of personnel working on that project unless it is for a  
33 prescribed fire. If resources are engaged in prescribed burning (other than winter pile  
34 burning), CPC will track the resources.
- 35 • CPC will not make the decision to go home while resources are still in the field. For  
36 example: if resources are returning from a prescribed/wildland fire and it is past the normal  
37 closing time, CPC will stay in service until released by either the incident commander, burn  
38 boss or supervisor responsible for operations. Resources should relay their needs to the  
39 dispatch center in a timely manner for planning purposes. It maybe that there are several  
40 resources travelling together and they are comfortable with dispatch going out of service -  
41 they have good cell phone coverage, they are on pavement, etc. Other times dispatch  
42 should stay in service include single resource travelling, no cell coverage, etc. To reiterate,  
43 dispatch will not be making the decision on when dispatch is out of service while resources  
44 are still in the field.  
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1 **CPC Staffing for Wildfires**

- 2 • CPC will remain in service for all wildfires that are staffed throughout the night unless released  
3 by an incident commander or other supervisor responsible for incident operations and other  
4 arrangements for communications are in place.  
5 • CPC will remain in service for all wildfires that have resources camping out unless released by  
6 an incident commander or other supervisor responsible for incident operations and other  
7 arrangements for communications are in place.  
8

9 **CPC Staffing for Prescribed Fires**

- 10 • CPC will be in service during all prescribed fire operations unless released by a burn boss or  
11 other supervisor responsible for incident operations and other arrangements for  
12 communications are in place.  
13 • CPC will remain in service for all prescribed fires that have resources camping out unless  
14 released by a burn boss or other supervisor responsible for incident operations and other  
15 arrangements for communications are in place.  
16 • Resources that have been identified as contingency resources for prescribed fire should not  
17 check out until they have been notified by dispatch that they have been released by the burn  
18 boss.  
19

20 **Off-Unit Assignments**

- 21 • Resources travelling to off-unit assignments need to periodically check-in with dispatch, or the  
22 home unit Duty Officer, while enroute. This enables dispatch to provide additional information  
23 as it becomes available, divert resources to other incidents, or relay emergency messages.  
24 Typically if driving, checking in at each fuel stop and at the very minimum at the RON (Remain  
25 Over Night) location with travel plans for the next day is desired.  
26 • If flying and delayed or you miss your flight notify CPC or the receiving dispatch center so they  
27 can be made aware of the delay in arrival and can adjust accordingly.  
28

29 **Fire Cost Coding** Refer to RMG 10 pg. 32, line 13

30 **Fire Cost Coding – Agencies** Refer to RMG 10 pg. 32, line 18

31 All incidents in the CPC will have assigned accounting codes established for all responding agencies  
32 utilizing the FireCode System. A cost code will be assigned to every resource order to be used nationally  
33 for cost collection and accounting information.

34 CPC will generate a FireCode for all agencies within the dispatch area. Each agency is responsible for  
35 tracking their own costs according to agency policy in regard to cost containment and large fire cost  
36 accountability objectives.  
37

38  
39 Fire Codes are not issued to State or County fires unless there is a Federal response or support.  
40

41 **Geographic Financial Charge Codes** Refer to RMG 10 pg. 32, line 21

42 **RMA Interagency Preparedness Levels** Refer to RMG 10 pg. 33, line 8

43  
44 **CASPER INTERAGENCY DISPATCH CENTER PREPAREDNESS LEVELS**

45 **Why Preparedness Levels are Established**

46 The Casper Interagency Dispatch Center Manager or acting will monitor the area Fire Management  
47 activities and determine preparedness through PL 3, and will make recommendations to the Casper  
48 Interagency Dispatch Center Coordinating Group (CICG) to go to PL 4 and 5. The CICG will make  
49 the final determination for PL 4 and 5.  
50

**Local Area Preparedness Levels**

Preparedness Levels are established based on current and forecast burning conditions, fire activity, resource availability, and fuel conditions. Refer to RMG Ch. 10, pg. 33, line 8 for Rocky Mountain Area Interagency Preparedness Levels.

**Casper Interagency Dispatch Center Preparedness Level Definitions**

The matrix below is designed as a Guide to progressively review the complexity for long/short term fire weather, fire activity and resource commitment. Each agency will utilize their respective individual FDOP plans to determine preparedness levels for their individuals units, and inform CPC of changes in these levels throughout fire season. Fire activity is obtained from daily situation report, and commitment of resources is obtained from the Daily Resource Status report and resource ordering.

CPC Parameter	PL 1	PL 2	PL 3	PL 4	PL 5
Agency Preparedness Level*	2+ agencies in PL1	2+ Agencies in PL2	2+ Agencies in PL3	3+ Agencies in PL4	3+ agencies in PL5
Agency or cooperator in Fire restrictions**	Go to 3	Go to 3	In fire restrictions (Y/N)	In fire restrictions (Y/N)	In fire restrictions (Y/N)
Class A/B Fires	Yes	Yes	Yes	Yes	Yes
Large/Multiple A,B,C Fires	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

\* As determined and provide to dispatch by local agencies.

\*\* If any single agency or county is in restrictions, their unit will be a PL 3 or higher, if the variables that make up a 3 4 or 5 are met anyway restrictions need not be considered.

**Casper Interagency Dispatch Center Preparedness Level Action Items**

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

ACTION ITEMS (RESPONSIBILITY)	PL 1	PL 2	PL 3	PL 4	PL 5
Review Local Resource Availability (Dispatch Center Manager/FMOS/FOSS)	–	As Needed	Daily 0800	Daily 0800 and 1700	Daily 0800 and 1700
Review Fire Weather (Dispatch Center)	–	As Needed	Daily 0800	0800, 1200, and 1700	0800, 1200, and 1700

<b>Manager/FMOS/FOSs)</b>					
<b>Expanded Dispatch Availability (Dispatch Center Manager)</b>	–	<b>As Needed for Extended Shifts</b>	<b>Order Local Expanded Dispatchers as needed</b>	<b>Staff Expanded Dispatch</b>	<b>Staff Expanded Dispatch</b>
<b>Unit Incident Support Organization (Dispatch Center Manager/FMOS/FOSs)</b>	–	<b>As Needed for Extended Shifts</b>	<b>In Place for Units Hosting Incidents</b>	<b>In Place for Units Hosting Incidents</b>	<b>In Place for Units Hosting Incidents</b>
<b>CICG/ LMAC Activation (Dispatch Center Manager)</b>	–	<b>Bi-weekly Conference Calls July-September</b>	<b>Bi-weekly Conference Calls July-September</b>	<b>Consider Weekly Conference Call/Activation</b>	<b>LMAC Activated</b>
<b>Severity Requests (FMOs/FOSs)</b>	–	–	<b>1-2 Units</b>	<b>3-4 Units</b>	<b>All Federal Units</b>
<b>Fire Restrictions (FMOs/FOSs)</b>	–	–	<b>Minimal Units</b>	<b>Some Units</b>	<b>Several Units</b>
<b>IA Dispatch Staffing (Dispatch Center Manager)</b>	–	<b>As Needed for Extended Shifts</b>	<b>As Needed for Extended Shifts</b>	<b>Plan Extended IA Staffing Hours</b>	<b>Plan Extended IA Staffing Hours</b>
<b>Aviation Management Oversight (Unit Aviation Officer)</b>			<b>Evaluate need for additional oversight</b>	<b>Order UAO or comparable aviation oversight</b>	<b>Order UAO or comparable aviation oversight</b>

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**RMA Multi-Agency Coordinating Group Decisions Refer to RMG 10 (23-1)**

- Preseason Preparedness** Refer to RMG Ch. 10, pg. 33, line 1
- Preparedness Level Action Items** Refer to RMG Ch. 10 pg. 41, line 1
- Resource Drawdown Levels** Refer to RMG 10 pg. 43, line 1
- RMA Mobilization Center** Refer to RMG 10 pg.44, line 1
- Mobilization Center Criteria** Refer to RMG Ch. 10, pg. 30, line 32
- Demobilization Planning** Refer to RMG Ch. 10, pg. 30, line 32
- RMA Multi-Agency Coordinating (MAC) Group** Refer to RMG 10 pg. 44, line 4
- Agreements** Refer to RMG 10 pg. 44, line 16
- Mobilization Procedures For Military Assets and International Assignments** Refer to NMG 10 (Pg. 24)

**CASPER INTERAGENCY DISPATCH CENTER MULTI-AGENCY COORDINATING GROUP (CPC MAC)**

The Casper Interagency Dispatch Center serves one (1) National Forest, two (2) BLM District, one (1) National Park Unit, sixteen (16) counties and the State of Wyoming. On an ongoing basis the Dispatch Center coordinates the priority setting and allocation of resources for fire management with in the dispatch zone in the most cost effective and efficient manner. As fire situations develop which are greater than mutual aid capabilities at local unit levels, close coordination of action is essential for timely effective use of all fire-fighting resources. When the number or complexity of fire management activities and competition for resources increases significantly within the dispatch area and/or within the Rocky Mountain Geographic Area, the CPC Local Multi-agency Coordinating Group (LMAC) may be activated.

1 **MEMBERSHIP**

2 The CPC Local Multi-agency Coordinating Group (LMAC) consists of designated personnel who are  
3 supporting or directly involved with the incident and have authority (direct or delegated) to establish fire  
4 priorities and commit resources of their agency. The purpose of the LMAC is to:

- 5 • Make timely decisions so appropriate actions can be taken.
- 6 • Improve the information flow and interface among involved agencies when numerous incidents  
7 occur at one time or when large incidents are rapidly depleting resources.
- 8 • Develop a single, collective approach to establishing priorities regardless of functional or  
9 geographical responsibilities.
- 10 • Allocate/reallocate resources
- 11 • Develop/recommend contingency plans

12  
13 **The CPC LMAC Group participants are:**

- 14 • LMAC Group Coordinator (Dispatch Center Manager or designee)
- 15 • BLM, High Desert and High Plains District
- 16 • USFS, Medicine Bow / Routt National Forest & Thunder Basin National Grasslands
- 17 • NPS, Fort Laramie National Historic Site
- 18 • State of Wyoming

19  
20 The agency CPC LMAC Group representatives will normally be agency line officers, FMOs or their  
21 representatives.

22  
23 The LMAC Group will most likely be comprised of only the affected agencies/jurisdictions, but all  
24 committee representatives are invited to participate.

25  
26 Depending on the fire location and agency involvement, representatives of the following agencies may be  
27 included in the CPC LMAC Group organization as liaison or primary members:

- 28 • Bureau of Reclamation
- 29 • County Government
- 30 • Wyoming Department of Home Land Security
- 31 • Wyoming National Guard
- 32 • Rural Fire Districts

33  
34 **ACTIVATION**

35 At Preparedness Level III (3) and below the Dispatch Center Manager or acting, serves to prioritize  
36 incidents and facilitate interagency business on an as needed basis. Conference calls with the CPC  
37 Coordinating Group are conducted on a bi-weekly basis typically starting the first of July. Calls may  
38 commence earlier depending on fire activity.

39  
40 At Preparedness Level IV (4), conference calls with the CPC Coordinating Group are conducted weekly  
41 or more often as needed. The decision to activate LMAC will be based on the number of  
42 large/complex/IMT incidents; number of current fires for resource benefit, prescribed burns scheduled,  
43 predicted weather, percentage of area crews and initial attack resources committed, and the level of  
44 competition for resources between units and/or Geographic Areas.

45  
46 At Preparedness Level V (5), LMAC is activated and daily conference calls will occur at 0900.

47  
48 Any agency may activate the LMAC when they feel there is a need to prioritize the allocation for  
49 resources or incidents.

50  
51 When LMAC has been activated for a situation it is imperative that continuity be maintained by properly  
52 notifying affected units that the LMAC is functioning, resources coordinated, time frames established, and  
53 types of status reports required from units and CPC.

1 **ROLES AND RESPONSIBILITIES**

2 Local Multiagency Coordinating Group (LMAC) Representatives

3 The LMAC must work within normal dispatching channels and must not get involved in suppression  
4 tactics on individual incidents. They must function within existing authorities and agreements.

5 Responsibilities:

- 6
- 7 • Prioritize incidents (see the priority/decision matrix at the end of this chapter).
  - 8 • Allocate scarce/limited resources among incidents to assure safe, productive, wildland fire  
9 management activities commensurate with the priorities identified. The LMAC at times may  
10 directly re-allocate scarce/limited resources.
  - 11 • Anticipate future resource needs.
  - 12 • Review policies/agreements for resource allocation.
  - 13 • Interact with Rocky Mountain Area MAC (RMAC) group to assess priorities for resource  
14 allocation and support the Area's resource needs. LMAC coordinator will ensure this  
15 happens via phone call or electronic transfer of information to the RMAC.
  - 16 • Recommend staffing extension guidelines for available resources.
  - 17 • Review the need for involvement by other agencies.
  - 18 • Determine the need for and designate location(s) of mobilization and demobilization centers.
  - 19 • Provide information and perspective to agencies wishing to proceed with or implement an  
20 extended wildland fire strategy or prescribed fire application as indicated on the go/no-go  
21 checklist.
  - 22 • Improve political interfaces.
- 23

24 **LMAC Coordinator**

25 Duties of the LMAC Coordinator will be carried out by the Casper Interagency Center Manager unless it is  
26 determined that there is a need to order in a Coordinator to fulfill these duties as follows:

- 27 • Ensures that required information is being provided to the LMAC group within the  
28 timeframes specified.
- 29 • Arranges for and manages the facilities and equipment necessary to carry out the LMAC  
30 group functions.
- 31 • Assists the LMAC group decision process by facilitating the group's conference call and/or  
32 meetings.
- 33 • Documents the LMAC group's decisions and coordinates with agencies and dispatch to  
34 assure of implementation.

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

- 36 • Number and locations of significant incidents by unit
  - 37 • Values at risk and special problems involved
  - 38 • Fires or potential for fires effecting critical sage grouse habitat.
  - 39 • Name of Incident Commander on each incident and in general the capabilities of the  
40 overhead and the suppression forces assigned (personnel and equipment)
  - 41 • Cooperating agencies, personnel and facilities working each fire
  - 42 • News and public information facts
  - 43 • Fire weather, present and long range predictions
  - 44 • Probabilities for more starts
  - 45 • Suppression progress on large fires and/or groups of small fires
  - 46 • Depletion of local resources
  - 47 • Sources of additional resources, locally, Area and Nationally
  - 48 • Fire danger and status of units not actively involved with Incidents.
- 49

50 **INTELLIGENCE PRODUCTS REQUIRED**

- 51 • Resource Status – available and committed by agency (SIT report, ROSS report, ICS 209s).
- 52 • Summary of outstanding resource requests and critical resource needs (ROSS report, ICS  
53 209s).

- 1 • Expected availability of resources-incidents reaching containment, available for
- 2 reassignment, coming back after days off, look at neighboring dispatch centers (SIT report,
- 3 daily dispatch calls).
- 4 • Incident Status Information
  - 5 • ICS 209 for each incident
  - 6 • Geographic Area SIT Report
  - 7 • WFDSS for each new large incident
  - 8 • IAPs and Maps (if available)
  - 9 • Summary of updated information by incident (collected from IC calls, FMOs,
  - 10 etc.)
  - 11 • GACC list of priorities
  - 12 • Press releases and fire closures

13  
 14 Assessment of current/potential fuel situation and fire behavior predictions if available  
 15 Short and long-range weather forecasts.

16  
 17 **MEETING/CONFERENCE CALL PROTOCOL**

18 The agenda for the LMAC meetings/conference calls will be as follows:

- 19 1. Roll Call
- 20 2. Coordination/Dispatch Center Briefing (local, area, national)
- 21 3. Fuels/Fire Behavior Briefing (if available)
- 22 4. Weather Briefing
- 23 5. Prioritize/re-prioritize Incidents
- 24 6. Allocate Resources
- 25 7. Document Decisions and transmit to the field
- 26 8. Issues Discussion (round robin)
- 27 9. Evaluate the need to continue LMAC

28  
 29  
 30 **Interagency Agreements and Memoranda of Understanding for the Casper Interagency**  
 31 **Dispatch Center**

32  
 33 **Wyoming Interagency Cooperative Fire Management Agreement**

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

39  
 40 **Interagency Agreement between Great Basin Coordinating Group (GBCG) and Rocky**  
 41 **Mountain Coordinating Group (RMCG)**  
 42 **Interagency Agreement between Northern Rockies Coordinating Group (RMCG) and Rocky**  
 43 **Mountain Coordinating Group (RMCG)**

44 **County Annual Operating Plans**

45 **Ordering Channels** Refer to RMG Ch. 10, pg. 47, line 17

46  
 47 **Casper Interagency Dispatch Center**

48 **Casper Interagency Dispatch Center Units**

- |          |  |
|----------|--|
| 49 BLM   | High Plains District - Casper, Buffalo, and Newcastle Field Offices      |
| 50       | High Desert District -   |
| 51 USFS  | Medicine Bow / Routt National Forest & thunder Basin National Grasslands |
| 52 NPS   | Fort Laramie National Historic Site                                      |
| 53 State | Wyoming State Forestry Division  |
| 54       | District 1, 2, 3, 4, and 5   |

1	Counties	Albany	Natrona
2		Campbell	Niobrara
3		Carbon	Platte
4		Converse	Sheridan
5		Goshen	Sublette
6		Johnson	Sweetwater
7		Fremont	Teton
8		Laramie	Uinta
9		Lincoln	Weston

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**Rocky Mountain Area Units** Refer to RMG Ch. 10, pg. 48, line 9

**CPC Designators**

WY-ALX	Albany County	WY-NAX	Natrona County
WY-BFD	Buffalo Field Office	WY-NCD	Newcastle Field Office
WY-CAD	Casper Field Office	WY-NIX	Niobrara County
WY-CAX	Carbon County	WY-PDD	Pinedale Field Office
WY-CMX	Campbell County	WY-PLX	Platte County
WY-COX	Converse County	WY-RSD	Rocksprings Field Office
WY-FRX	Fremont County	WY-RAD	Rawlins Field Office
WY-GOX	Goshen County	WY-SHX	Sheridan County
WY-HDD	High Desert District	WY-SUX	Sublette County
WY-HPD	High Plains District	WY-SWX	Sweetwater County
WY-JOX	Johnson County	WY-TEX	Teton County
WY-KRD	Kemmerer Field Office	WY -UIX	Uinta County
WY-LAX	Laramie County	WY-WEX	Weston County
WY-LIX	Lincoln County	WY-WYS	Wyoming State Forestry
WY-MBF	Medicine Bow / Routt NF		

**CPC Non-Rocky Mountain Area Neighbor Designators**

Neighboring Dispatch Centers:  
 MT-MCC Miles City Dispatch Center  
 WY-BTC Bridger Teton Dispatch Center  
 UT-VDC Vernal Interagency Dispatch Center  
 UT – NUIFC Northern Utah Dispatch Center

Caches:  
 CO-RMK Rocky Mountain Cache  
 MT-BFK Billings Fire Cache

**Ordering Procedures**

The Casper Interagency Dispatch Center will coordinate the movement of all resources utilized within the dispatch center’s boundaries.

The primary goals of the dispatch of any resource are:  
 SAFETY  
 EFFECTIVENESS  
 EFFICIENCY

1 The following criteria will be will be accomplished by the Dispatch Center:

- 2 • Rapid response
- 3 • Communications/Intelligence - Information must be accurate and timely
- 4 • Efficient use of the most effective resource

### 5 6 **Initial Response Dispatching Procedures**

7 Reporting of Incidents: Real-time intelligence is a necessity. Good communication is the key to  
8 intelligence. Incident size-up information is critical for establishing priorities and should always be  
9 available from the ordering entities. All resources providing size-up information are required to use  
10 the Incident Organizer.

11 Closest Forces Policy: All incidents will be reported to CPC. CPC will utilize Run Cards for affected  
12 response areas and then notify the unit with jurisdictional responsibility according to agency  
13 guidelines listed below. It is understood that an Initial Response will not be delayed over questions  
14 of ownership. The intent of this policy is to make sure that resources respond to determine  
15 ownership, conduct an initial size-up, and to take prompt appropriate action if the jurisdictional  
16 agency approves.

17  
18 **“Closest Forces” definition - like resources, regardless of agency affiliation, that can**  
19 **respond in the timeliest manner to the incident. CPC will dispatch resources based upon**  
20 **the Closest Forces Policy. This may involve dispatching of neighbor resources for Initial**  
21 **Response before other agency resources are dispatched due to the locale of the incident**  
22 **and resources at the time.**

23  
24 To clarify closest forces, for CPC units, it shall mean the response time from initial report/request to  
25 arrival on scene.

### 26 27 **Medicine Bow National Forest, High Plains District, High Desert District, Fort Laramie** 28 **National Historic Site.**

29  
30 All incidents, for the above listed agencies, will be immediately reported to the Casper Interagency  
31 Dispatch Center and should include the following information:

32 Name, location, and phone number of reporting party  
33 Location of report (legal description, geographic, etc.)

- 34 • Proximity and threat to structures
- 35 • Color of smoke
- 36 • Fuel type
- 37 • Adjacent fuels
- 38 • Position on slope
- 39 • Natural barriers present
- 40 • Direction and rate of spread
- 41 • Initial attack action being taken and by whom

42  
43 Based on this initial report, CPC will respond with the appropriate resources per areas Run Cards.  
44 Following mobilization, dispatch will notify the appropriate agency Duty Officer. The Dispatch  
45 Center’s responsibility is to ensure that resources promptly respond to all incidents so initial  
46 intelligence can be gathered and fire management decisions can be made. The Duty Officer’s  
47 responsibility is to oversee all initial response operations for the purpose of establishing priorities  
48 when there is competition for resources, when multiple fires exceed available resources and to  
49 ensure that the appropriate agency administrator has been notified.

### 50 **Wyoming State Forestry**

51 Immediate suppression action will be taken by the cooperating parties within their capabilities.  
52 Each fire district will have primary responsibility for initial attack on State lands within their district.  
53 Immediate notification of all fires either on or threatening State lands will be given to the County

1 Sheriff's Dispatch. Notification of fires on State lands will be reported promptly to the Wyoming  
2 State Forestry Division Duty Officer.

### 3 4 **Counties**

5 **Albany, Campbell, Carbon, Converse, Goshen, Fremont, Johnson, Laramie, Lincoln,**  
6 **Natrona, Niobrara, Platte, Sheridan, Sublette, Sweetwater, Teton, Uinta, Weston**

7  
8 For all fire and smoke reports determined to be on private lands, the respective county dispatch will  
9 be notified immediately and provided with the initial call information.

### 10 11 **Boundary Fires**

12 The boundary between adjacent Dispatch Centers creates the potential for two or more Dispatch  
13 Centers to conduct simultaneous, uncoordinated suppression operations. This may result in an  
14 increased risk to the responding resources and reduce the effectiveness of initial attack.

15  
16 When a fire/smoke is reported to the Casper Interagency Dispatch Center that falls within five  
17 nautical miles of a dispatch boundary, the adjacent dispatch center will be notified. Notification will  
18 include aviation and ground resources responding, if any, and frequencies assigned. Once the  
19 location of the fire has been determined, if there are any concerns by either dispatch center the  
20 following factors will be taken into account:

- 21
- 22 • Are communications effective between responding resources and the dispatch center
- 23 • Agency land ownership
- 24 • Potential for fire to spread across the dispatch boundary
- 25 • Ability to provide logistical support
- 26 • Dispatch staffing and existing workload
- 27

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

31  
32 Fire Resources responding to a fire or smoke report that is determined to be within an adjacent  
33 Dispatch Center's area of responsibility, will contact the adjacent center before engaging the fire,  
34 unless there are communication problems that prevent that. Coordination between the centers will  
35 need to take place to ensure that appropriate agency involvement is taking place and there are  
36 positive communications with the responding resources.

37 Adjacent centers will be notified when TFRs are being established near or in the Boundary Area.

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

### 45 46 **Ordering Procedures**

47 The Casper Interagency Dispatch Center may order resources direct from an adjoining Dispatch  
48 Center (Neighborhood) which includes Cody, Miles City, Great Plains SD, Fort Collins Co., Bridger  
49 Teton, Vernal UT and Craig Co for initial response, extended attack, large fire support, and non-fire  
50 incidents. These centers can also order resources directly from CPC.

51  
52 **Support Border Fires** Refer to NMG 10 (Pg. 28)

53 **Unit Identifiers** Refer to NMG 10 (Pg. 29) and NWCG PMS 931 *Unit Identifiers*

1 **Mobilization and Demobilization Information/ Electronic Transfer of Travel Information** Refer  
2 to RMG Ch. 10, pg. 49, line 1

3  
4 **Resource Ordering and Status System (ROSS) Travel** Refer to NMG 10 (Pg. 8) and ISROG  
5 All travel information for resources ordered through RMACC will be transmitted utilizing ROSS.  
6 THIS PROCESS IS NOT TO BE USED FOR MOBILIZATION OF INITIAL RESPONSE OR  
7 TACTICAL AIRCRAFT MOVEMENT. ROSS orders will follow as time allows.  
8 Travel information for resource movement between neighbors will be relayed via telephone, as well  
9 as ROSS.

#### 10 **Resource Availability and Tracking**

11 The movement of personnel and/or equipment between units shall require that both sending and  
12 receiving units be responsible for safety of the personnel and equipment involved.  
13 Resources dispatched internally and externally will have a Chief of Party. Chief of Party will  
14 normally be the single resource boss of the engine or crew, or in the case of several miscellaneous  
15 overhead being moved together it will usually be the first person on and the last person (in the case  
16 of demob) off. The Chief of Party will be supervised by a CPC dispatcher until arrival at their  
17 destination or is handed off to another dispatch center. The Chief of Party is responsible for all  
18 personnel assigned on the manifest list. The receiving dispatch center is responsible for tracking  
19 resources once assigned. Chief of Party should stay in contact with the receiving dispatch center  
20 while in travel status. This will assist in resource tracking and facilitate the ability to divert resources  
21 while enroute.  
22

23  
24 CPC will make travel arrangements for resources mobilized to an incident (within and outside the  
25 CPC boundary).  
26

#### 27 28 29 **Critical Resource Tracking**

30 Movement, commitment, availability, and unavailability of area and national resources are to be  
31 relayed to RMACC via telephone or email.  
32

#### 33 **Neighborhood Ordering**

34 **Neighborhood Ordering Definition** Refer to RMG Ch. 10, pg. 49, line 15  
35

36 **Neighborhood Ordering Procedures** Refer to RMG Ch. 10, pg. 49, line 14

- 37 • Resource Ordering Standards apply for the movement of all resources. Included in this are  
38 Initial Response procedures, ROSS or resource order forms, commit messages and  
39 reassignment procedures.
- 40 • When a resource is unavailable from a neighbor, the order will be place with RMACC.  
41 RMACC will not check with Casper Interagency Dispatch neighbors to fill orders for CPC.
- 42 • Resources mobilized through RMACC are not available for neighborhood ordering.
- 43 • Resources mobilized from a neighbor can only be sent to another neighbor with permission  
44 from the home unit. At that time a resource order will be processed through RMACC by the  
45 requesting dispatch center.
- 46 • Refer to RMG for more information on resource ordering and the chart describing resource  
47 types, the approved ordering method, and the required notifications.  
48

49 **Rocky Mountain Neighborhood Resource Ordering** Refer to Ch. 10, pg. 51, line 1

50 **RMA Resource Ordering Chart** Refer to RMG Ch. 10, pg. 52, line 1

51 **Rocky Mountain Area Wide Ordering Procedures** Refer to RMG Ch. 10, pg. 50, line 29

52 **Non-Incident Related Ordering** Refer to RMG Ch. 10, pg. 53, line 2