

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

3  
4 **MISSION STATEMENT**

5 The principal 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, Northern Utah, Eastern Idaho, Billings 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 • Fish and Wildlife Services (Bamforth NWR, Cokeville Meadows NWR, Hutton Lake NWR,  
17 Mortenson Lake NWR, Pathfinder NWR, Seedskadee NWR, and Saratoga National Fish  
18 Hatchery)
- 19 • Wyoming State Forestry Division (Districts 1,2,3,4,5)
- 20 • Albany County
- 21 • Campbell County
- 22 • Carbon County
- 23 • Converse County
- 24 • Fremont County
- 25 • Goshen County
- 26 • Johnson County
- 27 • Lincoln County
- 28 • Natrona County
- 29 • Niobrara County
- 30 • Platte County
- 31 • Sheridan County
- 32 • Sublette County
- 33 • Sweetwater County
- 34 • Teton County
- 35 • Uinta County
- 36 • Weston County

37 The Casper Interagency Mobilization Guide identifies policy and agreements that establish standard  
38 procedures that guide the operations of multi-agency/jurisdictional logistical support activities. This guide  
39 is an extension of Agency Manuals, Handbooks, Directives and Instructional Memorandums relating to  
40 logistical support. This guide is intended to promote uniformity of logistical support communications,  
41 facilitate interagency dispatch coordination and ensure that the timeliest and cost-effective support  
42 services are provided. It is designed to accommodate amendments and will be recognized as currently  
43 applicable until amended. This guide is a supplement to the National and Area Mobilization Guides.  
44

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

4  
5 The Casper Interagency Dispatch Center is responsible for the CPC mobilization guide development,  
6 review and updates.

### 7 8 **Total Mobility**

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

### 11 12 **Priorities**

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

17  
18 The single overriding suppression priority is the protection of human life – both that of our firefighters and  
19 of the public.

20  
21 In setting priorities, the following criteria should be considered:

22 Maintaining initial attack capability

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

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

35  
36 **Local and Geographic Area Drawdown Levels and National Ready Reserve** Refer to NMG 10 (Pg.2)

### 37 38 **Scope of Operation**

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

40  
41 **U.S. Agency for International Development (USAID)** Refer to NMG 10 (Pg. 4)

42  
43 **Response to Incidents Other Than Wildland Fires** Refer to NMG 10 (Pg. 22)

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

### 47 48 **Mutual Aid Agreements**

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

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

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

Refer to the specific County Annual Operating Plan (AOP) for a synopsis of the Mutual Aid Agreements pertaining to the Casper Interagency Dispatch Center and its cooperators.

### **Reciprocal Fire Protection Services**

Reciprocal Fire Protection Services exist between the Federal Agencies, Wyoming State Forestry Division, Counties and County Fire Districts located within the Casper Dispatch Area. The services are authorized and approved through the Wyoming Interagency Cooperative Fire Management Agreement and the individual County Fire Management Annual Operating Plans. (Refer to the Wyoming Wildland Fire Resource Mobilization Guide)

**Responsibilities of the Rocky Mountain Coordination Center** Refer to RMG Ch. 10, pg. 7

**Responsibilities of Rocky Mountain Agencies** Refer to RMG Ch. 10, pg. 5

**Responsibilities of the RMCG Fire Duty Officer** Refer to RMG Ch.10, pg. 6

### **Responsibilities of the Casper Interagency Dispatch Center**

Refer to the Annual Operating Plan for the Casper Interagency Dispatch Coordinating Group

### **Mobilization** Refer to RMG Ch. 10 and NMG Ch. 10

Casper Interagency Dispatch Center will provide logistical support (via the local unit's purchasing agent) to all units located within the dispatch area pursuant to federal policy and laws, CPC will coordinate movement of all resources within the Dispatch Center's area of influence. The Dispatch Center Manager or acting has delegated authority from Federal and State Land Management Agencies as identified by signatories of the Annual Operating Plan for CPC and the signed Delegation of Authority memorandum. The delegated authority is outlined within this guide and establishes policies and procedures for the mobilization of personnel, equipment, supplies and aircraft for incident emergencies and pre-suppression in the Casper Dispatch Area, Rocky Mountain Area and Nationally.

### **Resource Mobilization** Refer to RMG 10 Pg. 7

All orders for resources will be initiated/generated by the unit or FOS/Zone/District FMO or incident commander responsible for the incident through CPC. Orders shall be processed through established dispatch channels using the standard National Coordination System.

### **Mobilization Hierarchy** Refer to RMG Ch. 10, pg. 8

1. Agency
2. AD/EFF/Counties/Supplemental Resources
3. Contractors

All resources mobilized beyond the Initial Response will adhere to the NWCG Physical Fitness Standards.

**Work/Rest Guidelines** Refer NMG Ch. 10 (Pg. 8), Interagency Incident Business Management Handbook (IIBBMH)

### **Length of Assignment**

Standard assignment length is 14 days exclusive of travel from and to home unit. Refer NMG Ch. 10 (Pg. 5), Interagency Incident Business Management Handbook (IIBBMH)

**Days Off** Refer to Interagency Standards for Fire and Aviation Operations Ch. 7 (Pg 166)

**Assignment Extension** Refer to NMG Ch.10 (Pg. 7)

1 **Maximum Consecutive Days Worked Home Unit** Refer to Interagency Standards for Fire and Aviation  
2 Operations Ch. 7 (Pg. 168)  
3  
4 **Emergency Driving** Refer to RMG Ch. 10 (Pg. 9)  
5  
6 **Non-Emergency Driving Limitations** Refer to RMG Ch. 10 (Pg. 9)  
7  
8 **Incident Operations Driving** Refer to RMG Ch. 10 (Pg. 8)  
9  
10 **Initial Attack Definition** Refer to RMG Ch. 10, (Pg. 4)  
11  
12 **CPC Zone Interagency Fire Size-up Card**  
13 A two-page size-up card has been agreed upon across the zone and will be used for all Type 4 or 5 fires.  
14 This information will be used to contact CPC with initial fire information. (See appendix 1)  
15  
16 **Wildland Fire Entrapment/Fatality** Refer to NMG Ch. 10 (Pg. 10)  
17  
18 **National and Area Resources** Refer to RMG Ch. 10 (Pg. 10)  
19 Dispatching of National and/or Area resources within and across the defined Rocky Mountain Area  
20 boundaries shall comply with the RMG  
21  
22 **Notification of Commitment of National & Area Resources** Refer to RMG Ch. 10 (Pg. 10)  
23 Notification of commitment of National and Area resources will be via phone within 15 minutes of  
24 commitment. Notifications will be done when the following circumstances occur:  
25 

- 26 • When National or Area resources are committed internally to an incident or are no longer
- 27 • When available again
- 28 • When location changes

  
29  
30 **Notification/Communication** Refer to RMG Ch. 10 (Pg 25)  
31  
32 **Unable to Fill (UTF) Procedures** Refer to NMG Ch. 10 (Pg. 11)  
33  
34 **Standard Cubes, Weight and Gear Policy (excluding Smokejumpers, Rappellers, and Helicopter**  
35 **Managers)** Refer to RMG Ch. 10 (Pg. 11)  
36 All personnel will meet the following limitations when dispatched outside the CPC area:  
37 

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

  
42 manifests  
43  
44 **General Demobilization Guidelines** Refer to RMG Ch. 10 (Pg. 11)  
45  
46 **Release Priority Guidelines** Refer to RMG Ch. 10 (Pg. 12)  
47  
48 **Wildland Fire Weather Forecasts** Refer to RMG Ch. 10 (Pg. 12)  
49 Fire weather forecasts will be disseminated to all firefighting personnel. The morning fire weather forecast  
50 is available to all resources on the web; if needed, field units will receive this information via radio. The  
51 afternoon fire weather forecast will be simulcast on all appropriate frequencies available to the Casper  
Interagency Dispatch Center at 1600 daily.

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

5  
6 Spot Weather Forecast requests for Prescribed Fire can be made directly to the weather service by the  
7 Burn Boss or their designee. The dispatch center will be notified of the request, assuring that information  
8 becomes part of the Incident Action card for historical record purposes.

9  
10 Red Flag Warnings/Watches and updates to the fire weather forecast will be disseminated to all  
11 firefighting personnel via radio, Text, or briefing. Verbal verification will be made with field units for all  
12 Red Flag and Fire Weather watches and documented in the Red Flag/Fire Weather WildCAD incidnet.

13  
14 All weather forecasts and Red Flag Warnings and Watches are posted on the Weather Service's web  
15 site. It can be accessed through the Casper Interagency Dispatch Center web site under the Weather  
16 link.

### 17 **Fire Resource Check-in and Tracking Procedures**

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

### 24 **Check-in/Check-out Season**

25  
26 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>.  
27 During this period, all fire resources are expected to follow the established general check-in and check-  
28 out procedures outlined below. Tracking fire resources outside of the May 1<sup>st</sup>- October 31<sup>st</sup> season will be  
29 done upon request.

### 30 **General Procedures**

- 31  
32 • All fire resources need to check in daily with Casper Dispatch each day they are in service during  
33 the check-in season. A radio call asking for a radio check ensures that the radio is working (on  
34 both ends). Resources also need to call in when they are leaving the station, providing dispatch  
35 with destination and ETA. They should call again upon arrival at destination and anytime they  
36 change locations throughout the day. This is critical for mobilization of closest resources to  
37 fires/incidents.
- 38  
39 • At the end of the day, fire resources need to communicate they are going out of service with the  
40 dispatch center. If the dispatch center does not have confirmation that a resource is back at  
41 station, a dispatcher will begin a search.
- 42  
43 • If fire resources check in with CPC, it is then understood that CPC will be tracking them until they  
44 either return to station or reach their destination and have checked out for the day.
- 45  
46 • If fire resources are checking in for informational purposes (outside check-in season) dispatch will  
47 not be tracking them unless requested to do so. For example: FMO/Engine traveling to another  
town for a meeting or training, etc. If fire resources are going to the field outside of the above-  
mentioned season, then it is understood that the project supervisor will be keeping track of

1 personnel working on that project unless it is for a prescribed fire. If resources are engaged in  
2 prescribed burning (other than winter pile burning), CPC will track the resources.

- 3 • CPC will not make the decision to go home while resources are still in the field. For example: if  
4 resources are returning from a prescribed/wildland fire and it is past the normal closing time, CPC  
5 will stay in service until released by either the incident commander, burn boss or supervisor  
6 responsible for operations. Resources should relay their needs to the dispatch center in a timely  
7 manner for planning purposes. It maybe that there are several resources travelling together and  
8 they are comfortable with dispatch going out of service - they have good cell phone coverage,  
9 they are on pavement, etc. Other times dispatch should stay in service include single resource  
10 travelling, no cell coverage, etc. To reiterate, dispatch will not be making the decision on when  
11 dispatch is out of service while resources are still in the field.

### 12 13 **CPC Staffing for Wildfires**

- 14 • CPC will remain in service for all wildfires that are staffed throughout the night unless released  
15 by an incident commander or other supervisor responsible for incident operations and other  
16 arrangements for communications are in place.
- 17 • CPC will remain in service for all wildfires that have resources camping out unless released by  
18 an incident commander or other supervisor responsible for incident operations and other  
19 arrangements for communications are in place.

### 20 21 **CPC Staffing for Prescribed Fires**

- 22 • CPC will be in service during all prescribed fire operations unless released by a burn boss or  
23 other supervisor responsible for incident operations and other arrangements for  
24 communications are in place.
- 25 • CPC will remain in service for all prescribed fires that have resources camping out unless  
26 released by a burn boss or other supervisor responsible for incident operations and other  
27 arrangements for communications are in place.
- 28 • Resources that have been identified as contingency resources for prescribed fire should not  
29 check out until they have been notified by dispatch that they have been released by the burn  
30 boss.

### 31 32 **Off-Unit Assignments**

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

40  
41 **Fire Cost Coding** Refer to RMG Ch. 10 (Pg. 12)

42  
43 **Fire Cost Coding – Agencies** Refer to RMG Ch. 10 (Pg. 12)

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

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

4  
 5 Fire Codes are not issued to State or County fires unless there is a Federal response or support.

6  
 7 **Geographic Financial Charge Codes** Refer to RMG Ch 10 (Pg. 12)

8  
 9 **RMA Interagency Preparedness Levels** Refer to RMG Ch. 10 (Pg. 12)

10  
 11 **CASPER INTERAGENCY DISPATCH CENTER PREPAREDNESS LEVELS**

12  
 13 **Why Preparedness Levels are Established.**

14 The Casper Interagency Dispatch Center Manager or acting will monitor the area Fire Management  
 15 activities and determine preparedness through PL 3 and will make recommendations to the Casper  
 16 Interagency Dispatch Center Coordinating Group (CICG) to go to PL 4 and 5. The CICG will make  
 17 the final determination for PL 4 and 5

18  
 19 **Local Area Preparedness Levels**

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

23  
 24 **Casper Interagency Dispatch Center Preparedness Level Definitions**

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

31  
 32

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	All Local Resources Committed – Additional Resources

				Are Ordered In	Are Ordered In
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\* 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.

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

**RMA Multi-Agency Coordinating Group Decisions** Refer to RMG 10

**Preseason Preparedness** Refer to RMG Ch. 10 (Pg. 12)

**Preparedness Level Action Items** Refer to RMG Ch. 10 (Pg. 18)

**Resource Drawdown Levels** Refer to RMG Ch. 10 (Pg. 19)

**RMA Mobilization Center** Refer to RMG Ch. 10 (Pg. 20)



- 1 **Mobilization Center Criteria** Refer to RMG Ch. 10 (Pg. 20)
- 2 **Demobilization Planning** Refer to RMG Ch. 10 (Pg. 11)
- 3 **RMA Multi-Agency Coordinating (MAC) Group** Refer to RMG Ch. 10 (Pg. 21)
- 4 **Agreements** Refer to RMG Ch. 10 (Pg. 21)
- 5 **Mobilization Procedures for Military Assets and International Assignments** Refer to RMG Ch. 10
- 6 (Pg. 24)

7

8

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

10 **MAC)**

11 The Casper Interagency Dispatch Center serves one (1) National Forest, two (2) BLM District, one (1)

12 National Park Unit, sixteen (16) counties and the State of Wyoming. On an ongoing basis the Dispatch

13 Center coordinates the priority setting and allocation of resources for fire management with in the

14 dispatch zone in the most cost effective and efficient manner. As fire situations develop which are greater

15 than mutual aid capabilities at local unit levels, close coordination of action is essential for timely effective

16 use of all fire-fighting resources. When the number or complexity of fire management activities and

17 competition for resources increases significantly within the dispatch area and/or within the Rocky

18 Mountain Geographic Area, the CPC Local Multi-agency Coordinating Group (LMAC) may be activated.

19

20 **MEMBERSHIP**

21 The CPC Local Multi-agency Coordinating Group (LMAC) consists of designated personnel who are

22 supporting or directly involved with the incident and have authority (direct or delegated) to establish fire

23 priorities and commit resources of their agency. The purpose of the LMAC is to:

- 24 • Make timely decisions so appropriate actions can be taken.
  - 25 • Improve the information flow and interface among involved agencies when numerous incidents
  - 26 occur at one time or when large incidents are rapidly depleting resources.
  - 27 • Develop a single, collective approach to establishing priorities regardless of functional or
  - 28 geographical responsibilities.
  - 29 • Allocate/reallocate resources.
  - 30 • Develop/recommend contingency plans.
- 31

32 **The CPC LMAC Group participants are:**

- 33 • LMAC Group Coordinator (Dispatch Center Manager or designee)
  - 34 • BLM, High Desert and High Plains District
  - 35 • USFS, Medicine Bow / Routt National Forest & Thunder Basin National Grasslands
  - 36 • NPS, Fort Laramie National Historic Site
  - 37 • Fish and Wildlife Services
  - 38 • State of Wyoming
- 39

40 The agency CPC LMAC Group representatives will normally be agency line officers, FMOs or their

41 representatives.

42

43 The LMAC Group will most likely be comprised of only the affected agencies/jurisdictions, but all

44 committee representatives are invited to participate.

45

46 Depending on the fire location and agency involvement, representatives of the following agencies may be

47 included in the CPC LMAC Group organization as liaison or primary members:

- 48 • Bureau of Reclamation
  - 49 • County Government
  - 50 • Wyoming Department of Homeland Security
  - 51 • Wyoming National Guard
  - 52 • Rural Fire Districts
- 53

54 **ACTIVATION**

1 At Preparedness Level III (3) and below the Dispatch Center Manager or acting, serves to prioritize  
2 incidents and facilitate interagency business on an as needed basis. Conference calls with the CPC  
3 Coordinating Group are conducted on a bi-weekly basis typically starting the first of July. Calls may  
4 commence earlier depending on fire activity.  
5

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

11  
12 At Preparedness Level V (5), LMAC is activated, and daily conference calls will occur at 0900.

13  
14 Any agency may activate the LMAC when they feel there is a need to prioritize the allocation for  
15 resources or incidents.  
16

17 When LMAC has been activated for a situation, it is imperative that continuity be maintained by properly  
18 notifying affected units that the LMAC is functioning, resources coordinated, time frames established, and  
19 types of status reports required from units and CPC.  
20

## 21 **ROLES AND RESPONSIBILITIES**

22 Local Multiagency Coordinating Group (LMAC) Representatives

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

25 Responsibilities:  
26

- 27 • Prioritize incidents (see the priority/decision matrix at the end of this chapter).
- 28 • Allocate scarce/limited resources among incidents to assure safe, productive, wildland fire  
29 management activities commensurate with the priorities identified. The LMAC at times may  
30 directly re-allocate scarce/limited resources.
- 31 • Anticipate future resource needs.
- 32 • Review policies/agreements for resource allocation.
- 33 • Interact with Rocky Mountain Area MAC (RMAC) group to assess priorities for resource allocation  
34 and support the Area's resource needs. LMAC coordinator will ensure this happens via phone call  
35 or electronic transfer of information to the RMAC.
- 36 • Recommend staffing extension guidelines for available resources.
- 37 • Review the need for involvement by other agencies.
- 38 • Determine the need for and designate location(s) of mobilization and demobilization centers.
- 39 • Provide information and perspective to agencies wishing to proceed with or implement an  
40 extended wildland fire strategy or prescribed fire application as indicated on the go/no-go  
41 checklist.
- 42 • Improve political interfaces.  
43

### 44 **LMAC Coordinator**

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

- 47 • Ensures that required information is being provided to the LMAC group within the timeframes  
48 specified.
- 49 • Arranges for and manages the facilities and equipment necessary to carry out the LMAC group  
50 functions.
- 51 • Assists the LMAC group decision process by facilitating the group's conference call and/or  
52 meetings.
- 53 • Documents the LMAC group's decisions and coordinates with agencies and dispatch to assure of  
54 implementation.

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

- 2 • Number and locations of significant incidents by unit
- 3 • Values at risk and special problems involved.
- 4 • Fires or potential for fires effecting critical sage grouse habitat.
- 5 • Name of Incident Commander on each incident and in general the capabilities of the overhead
- 6 and the suppression forces assigned (personnel and equipment)
- 7 • Cooperating agencies, personnel and facilities working each fire
- 8 • News and public information facts
- 9 • Fire weather, present and long-range predictions
- 10 • Probabilities for more starts
- 11 • Suppression progress on large fires and/or groups of small fires
- 12 • Depletion of local resources
- 13 • Sources of additional resources, locally, Area and Nationally
- 14 • Fire danger and status of units not actively involved with Incidents.

15  
16 **INTELLIGENCE PRODUCTS REQUIRED**

- 17 • Resource Status – available and committed by agency (SIT report, IROC report, ICS 209s).
- 18 • Summary of outstanding resource requests and critical resource needs (IROC report, ICS 209s).
- 19 • Expected availability of resources-incidents reaching containment, available for reassignment,
- 20 coming back after days off, look at neighboring dispatch centers (SIT report, daily dispatch calls).
- 21 • Incident Status Information
  - 22 1. ICS 209 for each incident
  - 23 2. Geographic Area SIT Report
  - 24 3. WFDSS for each large new incident
  - 25 4. IAPs and Maps (if available)
  - 26 5. Summary of updated information by incident (collected from IC calls, FMOs, etc.)
  - 27 6. GACC list of priorities
  - 28 7. Press releases and fire closures

29  
30 Assessment of current/potential fuel situation and fire behavior predictions if available  
31 Short and long-range weather forecasts.

32  
33 **MEETING/CONFERENCE CALL PROTOCOL**

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

- 35 1. Roll Call
- 36 2. Coordination/Dispatch Center Briefing (local, area, national)
- 37 3. Fuels/Fire Behavior Briefing (if available)
- 38 4. Weather Briefing
- 39 5. Prioritize/re-prioritize Incidents.
- 40 6. Allocate Resources
- 41 7. Document Decisions and transmit to the field.
- 42 8. Issues Discussion (round robin)
- 43 9. Evaluate the need to continue LMAC.

44  
45  
46 **Interagency Agreements and Memoranda of Understanding for the Casper Interagency**  
47 **Dispatch Center**

48  
49 **Wyoming Interagency Cooperative Fire Management Agreement**

50 Interagency Cooperative Fire Management Agreement between USDOI Bureau of Land Management,  
51 Wyoming, USDOI National Park Service, USDOI Fish and Wildlife Service, Mountain Prairie Region,  
52 USDA Forest Service, Rocky Mountain and Intermountain Regions and the State of Wyoming, State  
53 Forestry Divison.  
54

1 **Interagency Agreement between Great Basin Coordinating Group (GBCG) and Rocky Mountain**  
2 **Coordinating Group (RMCG)**

3  
4 **Interagency Agreement between Northern Rockies Coordinating Group (RMCG) and Rocky**  
5 **Mountain Coordinating Group (RMCG)**

6  
7 **County Annual Operating Plans**

8  
9 **Ordering Channels** Refer to RMG Ch. 10 (Pg. 24)

10  
11 **Casper Interagency Dispatch Center Units**

12	BLM	High Plains District - Casper, Buffalo, and Newcastle Field Offices	
13		High Desert District - Pinedale, Kemerer, Rock Springs, and Rawlins Field Offices	
14	USFS	Medicine Bow / Routt National Forest & thunder Basin National Grasslands	
15	NPS	Fort Laramie National Historic Site	
16	FWS	Bamforth NWR, Cokeville Meadows NWR, Hutton Lake NWR, Mortenson Lake NWR,	
17		Pathfinder NWR, Seedskaadee NWR, and Saratoga National Fish Hatchery	
18	State	Wyoming State Forestry Division -	District 1, 2, 3, 4, and 5
19	Counties	Albany	Natrona
20		Campbell	Niobrara
21		Carbon	Platte
22		Converse	Sheridan
23		Goshen	Sublette
24		Johnson	Sweetwater
25		Fremont	Teton
26		Laramie	Uinta
27		Lincoln	Weston

28  
29 **Rocky Mountain Area Units** Refer to RMG Ch. 10 (Pg. 25)

30  
31 **CPC Designators**

32	WY-ALX	Albany County	WY-MLR	Mortenson Lake NWR
33	WY-BAR	Bamforth NWR	WY-NAX	Natrona County
34	WY-BFD	Buffalo Field Office	WY-NCD	Newcastle Field
35	Office			
36	WY-CAD	Casper Field Office		WY-NIX
37		Niobrara County		
38	WY-CAX	Carbon County	WY-PDD	Pinedale Field Office
39	WY-CMX	Campbell County	WY-PLX	Platte County
40	WY-COX	Converse County	WY-PAR	Pathfinder NWR
41	WY-CVR	Cokeville Meadows NWR	WY-RSD	Rocksprings Field Office
42	WY-FLP	Fort Laramie National Historic Site	WY-RAD	Rawlins Field Office
43	WY-FRX	Fremont County	WY-SER	Seedskaadee NWR
44	WY-GOX	Goshen County	WY-SFR	Saratoga National Fish Hatchery
45	WY-HDD	High Desert District	WY-SHX	Sheridan County
46	WY-HLR	Hutton Lake NWR	WY-SUX	Sublette County
47	WY-HPD	High Plains District	WY-SWX	Sweetwater County
48	WY-JOX	Johnson County	WY-TEX	Teton County
49	WY-KRD	Kemmerer Field Office	WY -UIX	Uinta County
50	WY-LAX	Laramie County	WY-WEX	Weston County
51	WY-LIX	Lincoln County	WY-WYS	Wyoming State Forestry
52	WY-MBF	Medicine Bow / Routt NF		

53  
54 **CPC Non-Rocky Mountain Area Neighbor Designators**

1 Neighboring Dispatch Centers:  
2 MT-MCC Miles City Dispatch Center  
3 MT-BDC Billings Dispatch Center  
4 WY-BTC Bridger-Teton Dispatch Center  
5 UT-UBC Vernal Dispatch Center  
6 UT-NUIFC Northern Utah Fire Center  
7 ID-EIC Eastern Idaho Fire Center

8  
9 Caches:  
10 CO-RMK Rocky Mountain Cache  
11 MT-BFK Billings Fire Cache  
12

### 13 **Ordering Procedures**

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

16  
17 The primary goals of the dispatch of any resource are:

- 18 • SAFETY
- 19 • EFFECTIVENESS
- 20 • EFFICIENCY

21  
22 The following criteria will be accomplished by the Dispatch Center:

- 23 • Rapid response
- 24 • Communications/Intelligence - Information must be accurate and timely.
- 25 • Efficient use of the most effective resource

### 26 27 **Initial Response Dispatching Procedures**

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

32  
33 Closest Forces Policy: All incidents will be reported to CPC. CPC will utilize Run Cards for affected  
34 response areas and then notify the unit with jurisdictional responsibility according to agency guidelines  
35 listed below. It is understood that an Initial Response will not be delayed over questions of ownership.  
36 The intent of this policy is to make sure that resources respond to determine ownership, conduct an initial  
37 size-up, and to take prompt appropriate action if the jurisdictional agency approves.

38  
39 **“Closest Forces” definition - like resources, regardless of agency affiliation, that can respond in**  
40 **the timeliest manner to the incident. CPC will dispatch resources based upon the Closest Forces**  
41 **Policy. This may involve dispatching of neighbor resources for Initial Response before other**  
42 **agency resources are dispatched due to the locale of the incident and resources at the time.**

43  
44 To clarify closest forces, for CPC units, it shall mean the response time from initial report/request to arrival  
45 on scene.

46  
47 **Medicine Bow National Forest, High Plains District, High Desert District, Fort Laramie National**  
48 **Historic Site, Bamforth NWR, Cokeville Meadows NWR, Hutton Lake NWR, Mortenson Lake NWR,**  
49 **Pathfinder NWR, Seedskaadee NWR, and Saratoga National Fish Hatchery.**

50  
51 All incidents, for the above listed agencies, will be immediately reported to the Casper Interagency  
52 Dispatch Center and should include the following information:

- 53 Name, location, and phone number of reporting party
- 54 Location of report (legal description, geographic, etc.)
- 55 • Proximity and threat to structures

- Color of smoke
- Fuel type
- Adjacent fuels
- Position on slope
- Natural barriers present
- Direction and rate of spread
- Initial attack action being taken and by whom.

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

### **Wyoming State Forestry**

Immediate suppression action will be taken by the cooperating parties within their capabilities. Each fire district will have primary responsibility for initial attack on State lands within their district. Immediate notification of all fires either on or threatening State lands will be given to the County Sheriff's Dispatch. Notification of fires on State lands will be reported promptly to the Wyoming State Forestry Division Duty Officer.

### **Counties**

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

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

### **Boundary Fires**

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

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

- Are communications effective between responding resources and the dispatch center?
- Agency land ownership
- Potential for fire to spread across the dispatch boundary.
- Ability to provide logistical support.
- Dispatch staffing and existing workload

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

Fire Resources responding to a fire or smoke report that is determined to be within an adjacent Dispatch Center's area of responsibility, will contact the adjacent center before engaging the fire, unless there are communication problems that prevent that. Coordination between the centers will need to take place to

1 ensure that appropriate agency involvement is taking place and there are positive communications with  
2 the responding resources.  
3

4 Adjacent centers will be notified when TFRs are being established near or in the Boundary Area.  
5

6 Coordination between the dispatch centers, duty officer(s) and IC will need to take place for fires crossing  
7 the dispatch boundary to determine if the support for the incident needs to change to a different dispatch  
8 center. It is important to establish a single point of ordering for the incident, rather than placing orders  
9 with two different dispatch centers. If it is determined that the incident would be better served by  
10 changing dispatch centers, that transition will occur at the end of shift to mitigate any safety concerns.  
11  
12  
13  
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### 16 **Ordering Procedures**

17 The Casper Interagency Dispatch Center may order resources direct from an adjoining Dispatch Center  
18 (Neighborhood) which includes Eastern Idaho, Billings MT, Cody, Miles City MT, Great Plains SD, Fort  
19 Collins CO., Bridger Teton, Vernal UT, Northern Utah and Craig CO for initial response, extended attack,  
20 large fire support, and non-fire incidents. These centers can also order resources directly from CPC.  
21

22 **Support Border Fires** Refer to NMG Ch. 10 (Pg. 21)

23 **Unit Identifiers** Refer to NMG Ch. 70 and NWCG PMS 931 *Unit Identifiers*  
24

25 **Mobilization and Demobilization Information/ Electronic Transfer of Travel Information** Refer to  
26 RMG Ch. 10 (Pg. 26)  
27

28 **Resource Ordering and Status System (IROC) Travel** Refer to NMG 10 (Pg. 8) and ISROG

29 All travel information for resources ordered through RMACC will be transmitted utilizing IROC.  
30 THIS PROCESS IS NOT TO BE USED FOR MOBILIZATION OF INITIAL RESPONSE OR TACTICAL  
31 AIRCRAFT MOVEMENT. IROC orders will follow as time allows.  
32

33 Travel information for resource movement between neighbors will be relayed via telephone, as well as  
34 IROC.  
35

### 36 **Resource Availability and Tracking**

37 The movement of personnel and/or equipment between units shall require that both sending and  
38 receiving units be responsible for safety of the personnel and equipment involved.  
39

40 Resources dispatched internally and externally will have a Chief of Party. Chief of Party will normally be  
41 the single resource boss of the engine or crew, or in the case of several miscellaneous overhead being  
42 moved together it will usually be the first person on and the last person (in the case of demob) off. The  
43 Chief of Party will be supervised by a CPC dispatcher until arrival at their destination or is handed off to  
44 another dispatch center. The Chief of Party is responsible for all personnel assigned on the manifest list.  
45 The receiving dispatch center is responsible for tracking resources once assigned. Chief of Party should  
46 stay in contact with the receiving dispatch center while in travel status. This will assist in resource tracking  
47 and facilitate the ability to divert resources while enroute.  
48

49 CPC will make travel arrangements for resources mobilized to an incident (within and outside the CPC  
50 boundary).  
51  
52

### 53 **Critical Resource Tracking**

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

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**Neighborhood Ordering**

**Neighborhood Ordering Definition** Refer to RMG Ch. 10 (Pg. 27)

**Neighborhood Ordering Procedures** Refer to RMG Ch. 10 (Pg. 27)

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

**Rocky Mountain Neighborhood Resource Ordering** Refer to Ch. 10

**RMA Resource Ordering Chart** Refer to RMG Ch. 10

**Rocky Mountain Area Wide Ordering Procedures** Refer to RMG Ch. 10

**Non-Incident Related Ordering** Refer to RMG Ch. 10