

307 Interagency Handcrew



Bighorn National Forest USFS

Medicine Bow-Routt National Forest and Thunder Basin National Grassland USFS

Shoshone National Forest USFS

WY High Desert District BLM

WY High Plains District BLM

WY Wind River/Bighorn Basin District BLM

Northwest Colorado Fire and Aviation Management Unit BLM

Wyoming State Forestry Division

Standard Operating Guide

This operating guide pertains to the mobilization and dispatching of the collaborative CPC/CDC Dispatch Zone Interagency Type 2IA Crews. Although crews will consist primarily of federal employees, they may also include individuals from other cooperators and AD/casual hires. CPC dispatch will host the crew and primary dispatching responsibilities.

The Crew will strive to meet the BLM Program Standards for type 2IA as set forth in the Interagency Standards for Fire and Aviation Operations. This requires more experienced sawyer qualifications and crew-level purchasing authority, which is recommended for a higher-performing crew. Further crew standards are as follows:

- **All personnel will carry current red cards while on fire assignments.**
- **All crew personnel will carry a valid ID while on assignment.**
- **Whenever possible, at least one crew EMT/WFR should be rostered as a collateral duty.**

If a crew is needed and unable to meet sufficient number or qualification for Type 2IA requirements, then it may be mobilized as Type 2 or as a suppression module with agreement between both Zone Coordination Groups.

Every crew member assigned to the 307 Interagency crews are expected to adhere to this SOG. Personnel's Agency standards and policies will be adhered to unconditionally outside of this SOG.

At the end of the season there will be an AAR and assessment of the interagency crew program, coordinated by all CRWB/CRWB(t) that participated. The crew bosses will report out on the updates of the SOG for the upcoming season in the Spring Coordination Group meetings for both dispatch zones.

Formation & Training

Crews shall consist of approximately ten personnel from the CPC zone and approximately ten personnel from the CDC zone, with numbers to include all minimum overhead requirements of the crew. Coordination across zones and with partners and/or cooperators may be utilized when unable to fill designated slots for the crew roster. Zone coordination should also include identification of the fleet available for that specific crew. Position selections should be coordinated within each zone, per their respective priority trainee process and/or coordination calls.

Overhead Positions & Fleet	CRWB FFT1/ICT5 FFT1/ICT5(t) FFT1/ICT5(t) FAL2 (minimum) *Command Truck (if desired) *6-Pack Truck *6-Pack Truck	CRWB(t) FFT1/ICT5 FFT1/ICT5 FFT1/ICT5(t) FAL3 (minimum) FAL3 (minimum) *6-Pack Truck *6-Pack Truck
Rotation – Crew #1	CPC Zone	CDC Zone
Rotation – Crew #2	CDC Zone	CPC Zone

As the season warrants, DO's or representatives across both zones will conduct calls to discuss available personnel and overhead, vehicles and equipment, and estimated timeframes for roster formation of future crews. Calls will be coordinated as requested by any participating agency.

Crewmembers will be manifested by their respective agency DO using the "*Resource Status Page*" coordinated through CPC, with the DO # associated with each crewmember in the remarks section. The CRWB has the responsibility to review and approve the crew roster, and then inform CPC to make the crew available, with a 2 hour callback to accept an order and determine mobilization information. Once accepted, CPC will notify each DO listed for the crewmembers, and notify Cody dispatch as well. Any changes to the crew manifest once made available will communicate through the CRWB. If the CRWB is unable to meet their on-call obligation, it is their responsibility to coordinate with their FMO's/DO's to find a replacement and communicate to CPC. The crew will be rostered for a one week period, at which point the DO's in confirmation with the CRWB may elect to replace the roster or remove crew availability as the situation warrants.

It is important that full, legal names, are provided to the roster for travel. Additional qualifications should also be listed to assist with squad assignments. Non-fire, all-risk, and orders requiring international travel may occur, so long as the CRWB has verified that the qualifications of the crew and/or eligibility of individual crewmembers is satisfactory to accept the specific order. The CRWB will coordinate with CPC any additional crewmember information that may be requested for these types of assignments.

Communication between the CRWB and CRWB(t) should be initiated early after rostering to help establish rapport across zones (for the remainder of this document, tasks/responsibilities of the "CRWB" may also reference that the CRWB has delegated to or is working synonymously with the trainee when present, to accommodate quality experience—the CRWB still has ultimate responsibility to ensure completion). Squad assignments and other trainee opportunities will be coordinated by the CRWB based on the assignment. The CRWB should stay with the crew for the duration of the assignment, and crew type/status should be maintained throughout (i.e. T2IA, etc.). Although not a guarantee, other training opportunities may be pursued with CRWB approval if the assignment allows while not compromising overall integrity of the crew.

Administration

Emergency contact information will be provided by each crewmember to the CRWB, which may be done via the header of the OF288 (paper version), or any other format, to include home unit supervisor name and phone #.

AD/Casual Hires must carry appropriate casual hire forms while on assignment. The sponsoring agency of the AD is required to complete all forms prior to mobilization, and copies should be provided to CRWB when ordered. AD rates are outlined in the "Pay Plan for Emergency Firefighters", and correspond to the rostered position assigned.

Cooperators (County departments) on the crew will be those affiliated with an agency represented under this guide. AOP's or parent documents (WY Mini Mob Guide, paid at highest qualification of individual) will outline standards for out of state assignments, pay rates and billing procedures. Cooperators should be self-sufficient when participating with the crew to pay for motel and food or other expenses.

The CRWB is responsible for setting hours worked and ensuring time-keeping documentation is completed for the crew. At a minimum, Crew Time Reports (CTRs) will be completed daily with all crewmembers accounted for

and sent to CPC every Sunday, when mobilized. Prior to departing an incident, OF-288's for all crewmembers will be obtained. In instances when not directly assigned to an incident, the CRWB should coordinate with the hosting unit/dispatch/DO/etc. to obtain OF-288's. The CRWB will provide CPC and all crewmembers with copies of completed time and travel documentation prior to demobilization of the crew. Periodic updates should be conveyed to crewmembers throughout the duration of the assignment.

Performance evaluations should be completed for every crew, beginning with the CRWB obtaining evaluations from appropriate incident overhead before departing an assignment. Individual crewmember evaluations may be delegated to other crew overhead, but every crewmember should return home with a completed evaluation. **It is recommended to include a rating of *Professionalism*** in the "Other" category when no alternate option applies. At the end of the assignment the CRWB will send copies of all evaluations with the time/travel documentation to CPC for distribution to local unit FMO's.

Mobilization & Conduct

Upon receipt of a resource order (RO), CPC will obtain from the CRWB a mobilization point/time and facilitate communicating the information to crewmembers through their respective DO's. After final verification of the manifest and RO, CPC will send copies to the CRWB.

Each agency is responsible for providing transportation of its rostered crewmembers to the mobilization point unless preidentified through previous coordination calls. Vehicles remaining staged at different units from the crew mobilization will have the keys left accessible to appropriate duty station supervisors in case of emergency.

The CRWB are responsible for an initial crew briefing at mobilization to communicate expectations, leaders' intent, chain of command and squad assignments. Core conduct expectations are as follows:

- **All personnel have the responsibility to know and understand their respective Departmental Regulations and Agency Code/Commitments regarding conduct and behavior.**
- **All personnel have the responsibility to reflect the standard principles of Duty, Respect, and Integrity.**
- **All personnel have the responsibility to remain professional, while following all State and Federal Laws and to be "fit for duty" for the duration of the assignment.**
- **Harassment of any kind will not be tolerated.**

Any breach of conduct may be subject to demobilization from the crew and will be communicated from the CRWB (or appropriate overhead) to the respective agency representative, FMO/DO, or supervisor. If the nature of the assignment allows, the CRWB may work with the CPC to find a replacement crew member.

Fleet & Equipment

The home unit is responsible for supplying required PPE (hard hat, line gear, fire shelter, nomex, etc) when rostered. The CRWB should ensure that all personnel have required equipment at the crew mobilization point. A minimum of four programmable radios will accompany each 20-person suppression crew. Whenever possible each sawyer, squad boss and trainee in addition to CRWB and trainee will carry a handheld radio.

Vehicles for crew use will be identified when the crew is manifested. Six-pack, 4x4 pickups with toppers or other forms of secure storage are preferred for crew vehicles. The number of vehicles assigned to the crew should not exceed 5 (including command vehicle). A UTV, trailer, and helmets may be brought from home unit of the CRWB if approved by the resource order of the respective agency. The UTV and trailer information will be on the resource order. The CRWB will be responsible for knowing and following agency policy for both the agency that provided the UTV and where it is to be used.

Each vehicle assigned to the crew is to come equipped with a minimum standard composition of equipment and supplies. When mobilized with the other fleet, the trucks will then have capability to outfit crew (as a whole) with 48 hours of self-sufficiency. The agency supplying the vehicle (or in the case of rentals/NERVS, those hosting the vehicle) is responsible for ensuring this equipment is available and fire ready. The minimum standard supply and equipment for each truck includes the following:

- **x3 Pulaski's**
- **x3 Scrape tools including at least x1 shovel or rhino tool**
- **x1 chainsaw and saw kit**
- **x2 pairs of chainsaw chaps**
- **x2 cases of MREs**
- **x2 cubies or 5-gal jugs of potable water**
- **x1 flat of AA batteries**
- **x1 10-person first aid kit, trauma kit, or "other" medical bag**
- **x2 Drip torches full**
- **x1 Standard sized cooler**

Chainsaws will accompany a crew when qualified personnel are present and travel restrictions allow for saws. They are desired on the trucks even when identified crew-sawyers are not on board to facilitate emergency situations (road clearing, mechanical breakdown, etc.) and project work. Three sawyers are designated at the time the crew is being manifested by CPC. Each sawyer is responsible for either verifying that the saw on the truck will fit the needs of the assignment, or to bring a desired saw to add to the assigned vehicle at mobilization. They will also verify (on the truck) or bring with them a full saw kit that will field service their specific saw. Swampers will be assigned at mobilization, completing the "saw teams" for the crew assignment.

It is the responsibility of the CRWB and/or any delegated squad bosses to follow up with individual personnel to ensure that they are bringing all the necessary gear. The CRWB will also ensure resupply is done before disbanding or appropriate documentation is given to corresponding agency. This documentation includes but is not limited to supply numbers, property lost and damage forms, and pictures (when appropriate).

Appendix A:

307 Interagency Handcrew Fire Assignment Evaluation

(Please complete after an assignment and send to wycpc@firenet.gov)

Crew Number: (i.e. 2021:1)

Type 2IA Status: Y / N

Crew Boss : (Name and unit identifier)

Crew Boss Trainee: (Name and unit identifier)

Dates of Assignment: (mm/dd/yy – mm/dd/yy)

Location(s) of Assignment: (Enter fire name(s) or unit name(s) for severity/prepo)

Were there any issues with crew mobilization, rendezvous, contacts, travel, etc.: Y / N (If Yes Explain)

Were there any crewmember performance related issues: Y / N (If Yes Explain)

Were there any logistical or equipment/vehicle/supply related issues: Y / N (If Yes Explain)

Any additional highlights or issues may be entered below or use as additional room for the questions above.