

Platte Interagency Handcrew



Medicine Bow – Routt National Forests Thunder Basin National Grassland USFS

Wyoming High Desert District BLM

High Plains District BLM

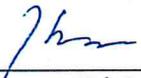
Northwest Colorado Fire Aviation Management Unit BLM

Wyoming State Forestry Division

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Document Recommended by the Platte Interagency Handcrew Committee

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2019 Standard Operating Guide

This operating guide pertains to the forming and dispatching of Interagency Type 2 Crews for assignments. Type 2 crews will be comprised of firefighters from the Medicine Bow – Routt National Forests Thunder Basin National Grassland (MBRTB), Wyoming BLM High Desert District (HDD), High Plains District (HPD), Northwest Colorado Fire Aviation Management Unit (NWCFAMU), and Wyoming State Forestry Division (WSFD).

Every crew member assigned to Platte Interagency Handcrew (PIH) is expected to adhere to this Standard Operating Guide (SOG). Personnel's Agencies Standards and Policies will be adhered to unconditionally outside of this SOG.

As the season warrants, Duty Officers (DO) or representatives will conduct a phone call to discuss available resources, available overhead for crew composition, vehicles and equipment, and the process of roster formation for the next crew. Available crew bosses and trainees from each agency are encouraged to participate in this call. Phone calls will occur throughout the season based upon fire outlooks, resource needs, and personnel availability, and can be requested by any participating agency. This will allow Fire Managers/Duty Officer's (FM/DO's) to evaluate resource and equipment availability for future crew formation and assignments. Calls can/may occur while a crew is currently on an assignment as well, in order to plan for future crew assignments. The conference line will be identified prior to the season and distributed to FM/DO's. There will be a centralized point for generating the crew roster.

Following the call and the decision has been made to roster a crew, the Duty Officers within their agency to begin soliciting names for the rostering process.

Platte Interagency Handcrew may also consist of AD firefighters, as well as firefighters from cooperating/partner agencies within the CPC area as deemed necessary or appropriate (per Duty Officer's approval).

The Platte Interagency Handcrew Committee shall meet at the end of the fire season to perform an AAR and assessment of the interagency crew program. Additionally, this document will be covered with each Crew Boss (CRWB) and Crew Boss Trainee (CRWB (T)) prior to the season. Unit representatives will ensure CRWB and CRWB (T) understand, expectations, areas for improvement, etc. As part of this process, it is imperative that the CRWB of each crew provide feedback and evaluations to FM/DO's in order to continue to improve the success of this crew program.

Crew Boss/Crew Boss Trainee Rotation:

Crew Boss	CRWB Trainee
HPD	NWCFAMU
MBRTB	HDD
HDD	MBRTB
NWCFAMU	HPD

Crew Mobilization:

Each crew will be manifested by FM/DO's as NEEDED. FM/DO's will send the list of names/qualifications and phone numbers to designated CRWB. It is **imperative** for travel that full, legal names, are provided to the roster. CRWB will send roster to Casper Interagency Dispatch (CPC). Also include additional qualifications to assist with crew formation. If any agency fails to send names to their FM/DO's, for crew roster, the slots will be filled by the next agency on the rotation and so forth.

If the CRWB on call is unable to meet their on call obligation it will be their responsibility to inform their FM/DO's to find a replacement.

Current active manifests will be maintained with current available crewmembers on a centralized point. Changes in the manifest will be relayed to the designated CRWB and they will inform CPC.

There will be three to five personnel provided by the MBRTB, HDD, HPD, NWCFAMU and one to two personnel from WSPD. These numbers include the CRWB and CRWB (T).

Each crew will have an individual with a purchase card and emergency options set to meet TYPE2 IA standards.

Crew Boss Trainee and selection

All selections will be made by FM/DO's prior to call and rostering. If for some reason the CRWB and the CRWB (T) are not able to work together, the situation and/or conflict needs to be brought to the appropriate agency FMO for immediate mitigation or resolution.

Fire Fighter Type 1 selection

Will be determined by Local unit and FM/DO's. It is encouraged to distribute Fire Fighter Type 1 (FFT1) and Fire Fighter Type 1 Trainee (FFT1 (T)) opportunities evenly. First selection of FFT1 and FFT1 (T) will be given to the agencies that are not providing CRWB or CRWB (T).

Use of Collateral Duty Personnel

Collateral duty personnel will continue to be used and asked to participate. Collateral duty personnel should be considered for training opportunities and all other normal aspects of crew duties as managers often send these people to build their qualifications and experience as well. FM/DO's who send collateral duty personnel should ensure that these individuals are fit for the job and understand the requirements of the job.

AD'S

NEED TO CARRY APPROPRIATE CASUAL HIRE FORMS ON ASSIGNMENTS. Forms need to be filled out properly and provided to CRWB. The sponsoring agency of the AD is required to ensure the casual hire forms are completed prior to mobilization.

Cooperator's

Cooperators may participate on the crew. All cooperator firefighters must be affiliated with a county that has an annual operating plan with any of the signatory agencies to this plan, and must meet all standards for out of state assignments as described in those AOPs or parent documents, and will follow all billing procedures as described in those documents as well.

Crew Mobilization Location

The mobilization/meeting location of crews will be determined by the CRWB in accordance to the location of the assignment and communicated to crew members from their respective agencies. The mobilization location will be given to CPC and added to the crew manifest form.

If possible, the CRWB shall arrange for an agency representative to meet with the crew prior to departure to emphasize the support of the crew and CRWB. It is recommended that this agency representative be an FMO, AFMO, FOS, or Duty Officer Local to the mobilization location.

Crew Cohesion/Conduct/Briefing

Crew Cohesion will be facilitated by the CRWB prior to and while on an assignment. It is expected that the CRWB will follow and enforce agency policy.

The CRWB has the responsibility to establish command presence, leader's intent and ensure the collective crew conduct is profession at all times.

Each crew member is expected to reflect the standard principles of Duty, Respect, and Integrity. Platte Interagency Handcrew will seek to foster a high state of professionalism as they represent their home agencies. Harassment of any kind will not be tolerated and should be reported to the CRWB, who will inform the appropriate agency FMO or Duty Officer. Crew members are expected to adhere to all of their agency and "Red Book" standards pertaining to conduct and performance. Conduct issues will be documented and may be grounds for individuals being demobilized from the crew and incident.

Professionalism: While mobilized it is the responsibility of each individual crew member to remain professional while following all Federal and State Laws, and to be **"fit for duty" for the duration of the assignment.** If deemed necessary for the safety of the crew, the CRWB may order a "closed camp" or "dry-crew". Any crew member that is considered to be unprofessional or not fit for duty may be sent home to their local unit and communication will be made from the CRWB to that individual's supervisor. The conduct will be documented appropriately on an individual performance evaluation. If the nature of the assignment allows, the CRWB may work with the CPC to find a replacement crew member.

Evaluations

The CRWB will ensure each crewmember is provided with a performance evaluation. This task may be delegated to other overhead personnel on the crew. The CRWB will obtain a crew evaluation for each fire they are assigned to and return this form to Casper Interagency CPC Center (CPC) at the completion of their fire assignment. CPC will distribute copies of these evaluations to Fire Management Officers (FMOs).

Objectivity and honesty in evaluations are strongly encouraged. CRWB should take the time to mentor and guide Squad Bosses in appropriate evaluations and preform a quality-check of final evaluations before submission during crew demobilization. The "remarks" section of the evaluation should capture any superior traits as well as deficiencies and explanations for poor ratings.

Any crew member that receives poor ratings (any marks in column 0, or 3 or more marks in column 1) will go through a local review by the individual's crew leader and/or unit FMO documenting how the individual remedied the deficiency. This is to ensure that the integrity of the crew is held at a high standard.

An optional (attached) CRWB evaluation form can be completed as well by the crew **squad bosses** if requested. This is to be used as a learning tool and communicate strengths and weaknesses for the CRWB and CRWB (T) as well as to ensure crew integrity. It is expected that all evaluations and taskbook documentation be completed before disbanding.

Vehicles

DRIVERS OF VEHICLE?

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).

It is the decision of the assigned CRWB to utilize a command vehicle or to travel in another vehicle with crew members if desired. It is not mandatory to mobilize with a command vehicle.

Agencies that provide vehicles are responsible for performing and documenting the vehicle pre-trip inspection prior to the vehicle leaving for the crew assignment, however the CRWB needs to ensure as well that a vehicle is fit for the assignment prior to departing for mobilization. **A person from the home unit of the vehicle will be responsible for the vehicle, including maintenance, fuel slips, and logs.** Any damage that occurs to a vehicle will have the appropriate paper work completed prior to delivering the vehicle back to the home unit. Vehicle will also be **cleaned prior** to being returned. Returning vehicles unclean, with lower inventories than they left with, and/or damaged without documentation is not acceptable. Pay attention to correct fuel for vehicle. The CRWB will coordinate with responsible persons from the home units of vehicles to ensure logbooks are filled out correctly with the correct management codes and fire numbers.

Agencies providing vehicles must ensure that all drivers are licensed to drive the vehicle. All Forest Service (FS) employees must have OF-346 card (Operator Card).

Rental vehicles may be rented as authorized by the incident. This will be coordinated with CPC and approval obtained prior to renting vehicles. If approval is granted for rentals, CPC will arrange payment and pickup of rental vehicles.

Incident Operation Driving

Policy can be found in the 2019 Interagency Standards for Fire and Fire Aviation Operations in Chapter 7-Starting on page 168. These standards address driving by personnel actively engaged in wildland fire or all-risk response activities, including driving while assigned to a specific incident or during initial attack fire response (includes time required to control the fire and travel to a rest location). In the absence of more restrictive agency policy, these guidelines will be followed during mobilization and demobilization. Individual agency driving policies shall be considered for all other non-incident driving.

TIME KEEPING AND PAY

All firefighters will be paid at their current pay level. All AD hires will be informed of their AD level at time of hire. Each AD will be paid at the rate listed in the current “Pay Plan for Emergency Firefighters”.

All Cooperators will be paid at the rates reflected by their AOPs or parent documents to those AOPs.

Each firefighter will be responsible for the header information on the OF-288. The CRWB will be responsible for filling in hours worked and forwarding to the employees fire timekeeper.

Once the crew is demobilized, the CRWB will provide personnel with complete timesheets including all required signatures.

The CRWB assures time sheets are sent to each appropriate point of contact. Crewmembers may ask for periodic access to take pictures of crew time reports.

Minimum Crew Standards for National Mobilization

For a detailed description of minimum crew standards see Interagency Standards for Fire and Aviation Operations 2019. BLM standards found in Chapter 2, Pg. 53. This standard was selected for more restrictive qualification needs pertaining to sawyers.

- **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 EMT/WFR should be rostered on the crew as a collateral duty to the crew.**

STANDARD DISPATCH PROCEDURES

CPC will be responsible for completing a crew manifest from information supplied from the conference call. Type2IA will have at least 60% of one or more seasons of experience in fire suppression. Type 2 will have At least 20% of one or more seasons of experience in fire suppression.

Summary of Dispatch Responsibilities

- Make sure that crew make-up meets the Red Book Standards for type of crew being mobilized. i.e.: Type 2 IA, Type 2.
- Completes crew manifest and ensures CRWB receives it in a timely manner.
- After receiving the final manifest for the crew, list the crew as available in ROSS.
- Notify the Rocky Mountain Coordination Center that we will have a crew available.
- Contacts CRWB and Duty Officers (DO) when resource orders are received.
- Coordinates crew mobilization with home and ordering units as needed.
- Provides CRWB with resource order and other fire information available
- Coordinates rentals and flights as needed.
- Coordinates re-assignment as needed.
- Injuries reported by a CRWB will be communicated to the employee’s FMO and immediate supervisor.

Phone Number List

Name - Title	Office Phone	Cell Phone	Email
Casper Interagency Dispatch	1-800-295-9953		wycpc@firenet.gov
Craig Interagency Dispatch Center	970-826-5037		cocrc@firenet.gov
WSFD DO		307-777-5566	
HPD ODO 24 (call first and will not receive text msgs)		307-262-0134	
Jay Miller – WY-MRF-FMO	307-745-2415	307-399-1422	jay.w.miller@usda.gov
Nicole Bresnahan – WY-MRF-AFMO	307-745-2365	307-760-0284	nicole.bresnahan@usda.gov
Frank Keeler – WY-HDD-FMO	307-352-0282	307-350-6994	fkeeler@blm.gov
Jon Ziegler – WY-HDD-AFMO	307-350-0236	307-350-6996	jziegler@blm.gov
Mike Wengert –WY-HDD-AFMO (Fuels)	307-352-0217	307-250-3027	mwengert@blm.gov
Shane McCormick – WY-HDD-FOS	307-652-0251	307-350-2201	smmccormick@blm.gov
Timothy Sherwin – WY-HDD-FOS	307-328-7641	307-330-7654	tsherwin@blm.gov
Craig Short – WY-HPD-AFMO	307-261-7698	307-262-2840	cshort@blm.gov
Kirk Strom – WY-HPD-FMO	307-261-7690	307-215-4392	kstrom@blm.gov
Zeb McWilliams – WY-HPD-FOS	307-261-7717	307-267-8374	zmcwilli@blm.gov
Eric Chapman – WY-HPD-AFMO (Fuels)	307-261-7696	307-262-1324	echapman@blm.gov
Shay Rogge – WY-MRF-FMO (North Zone - Thunder Basin)	307-358-7118	307-359-8963	klayton.rogge@usda.gov
Brandon Selk – WY-MRF-AFMO (North Zone – Thunder Basin)	307-358-7119	605-645-3865	brandon.selk@usda.gov
Flavio Gallegos – WY-MRF-FMO (Central)	775-217-1670	307-745-2373	floyd.gallegos@usda.gov
Casey Cheesbrough WY-MRF –AFMO (Central)	307-326-2517	307-399-2689	casey.cheesbrough@usda.gov
Jerod Delay – WY-MRF	307-745-2494	307-760-5341	jerod.delay@usda.gov
Anthony Schultz – WSFD-FMO		307-286-6315	anthony.schultz@wyo.gov
Chris Fallbeck – WSFD-AFMO	307-777-8017		chris.fallbeck@wyo.gov
Ryan Morgan – WSFD-FOS		307-275-6840	ryan.morgan@wyo.gov
Colt Mortenson – CO-NWCFAMU-FMO	970-826-5036	970-367-6233	wmortenson@blm.gov
Jim Michels – CO-NWCFAMU-AFMO	970-749-7399	970-749-7399	jmichels@blm.gov
Kyle Frary – CO-NWCFAMU-FMO (South Zone)	970-878-3862	970-309-1054	kfrary@blm.gov
Sean Carey – CO-NMWCAFAMU-FOS		970-819-7680	scarey@blm.gov
Kevin Thompson- CO-MRF-FMO (South Zone)	970-736-7060		kevin.thompson@usda.gov

Crew Boss Evaluation

CRWB/CRWB(T) Performance Rating	Squad Bosses complete and identify specifics in the remarks section. Deliver and discuss with the CRWB and CRWB(T). In the event of conflict or disagreement, this may be used as a tool to communicate up the chain of command or back to the BHBCB Committee Chair.			
..... Crew Number (i.e. 2018-1)		CRWB Name and unit: CRWB(T) Name and unit:		
Enter "X" under appropriate rating 0 – Deficient , 1 – Needs improvement, 2 – Satisfactory, 3 – Superior				
Rating Factors	0	1	2	3
Clear leaders intent (makes it known)				
Communicates with the crew (briefings, debriefings, hazards, LCES)				
Attitude				
Decisions under stress				
Consideration for crew welfare				
Consideration for crew safety				
Exhibits principles of duty (IRPG pg. vii)				
Exhibits principles of respect (IRPG pg. viii)				
Exhibits principles of integrity (IRPG pg. ix)				
Crew logistics/planning				
Resolves conflict				
Other (specify)				
Other (specify)				
Other (specify)				
Remarks:				
Evaluated by (circle one)				
SQDB / SQDB(T) Name and unit:				
SQDB / SQDB(T) Name and unit:				
SQDB / SQDB(T) Name and unit:				

Appendix B:

Platte Interagency Handcrew Supplies

Personnel

Home unit is responsible for supplying required PPE (hard hat, line gear, fire shelter, nomex, etc) when rostered. CRWB will ensure that all required equipment is issued once at the crew mobilization point. A minimum of five 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

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

- 3 Pulaski's
- 3 scrape tools (can be combination tools, rhinos or the like)
- 1 shovel or rhino tool
- 1 chainsaw and saw pack
- 2 cases of MREs
- 2 cubies of water
- 1 flat of AA batteries
- 1 10 person first aid kit
- 2 Drip torches 3/4 full of mix
- 1 Standard size cooler

Saws

Chainsaws will accompany a crew when qualified personnel are present and travel restrictions allow for saws. Three saw teams comprised of a sawyer (1 FAL2 and 2 FAL3 minimum) and swamper are designated at the time the crew is being manifested by CPC. It is recommended that swampers hold a minimum of FAL3 qualification. Each sawyer is responsible for bringing a saw in good working condition and that it is fire ready. In addition, each designated sawyer should ensure they have available (on a vehicle) the following supplies and accessories: CRWB may request one additional spare saw with kit to be supplied during the manifest/crew formation to serve as an additional saw team or a spare saw in the event of failure.

SAW ACCESSORIES AND SUPPLIES

Quantity	Items
1	Fully operational saw with full wrap handle and felling dogs
2	Pairs of chaps that fit the individual and swamper
2	Dolmars- filled
6	Sig bottles (fuel/oil)
1	Box chain files
2	Raker files
2	Srenches
1	Star wrench
1	Tuning screwdriver
6	Wedges of different sizes
1	Spare air filter
2	Bar nuts
2	Extra chains
1	Drive sprocket
1	Needle cage bearing
2	Spark plugs
1	Extra fuel/oil cap
1	Fuel filter
1	e-clip
1	Extra guide bar
1	Agency approved pounding tool

Assigned sawyer may coordinate with Module leaders (FFT1) to ensure that required equipment is supplied and on the vehicles during the Mob process. It is the responsibility of the crew boss and saw squad boss to follow up with the individuals who have been assigned to these positions to ensure that they are bringing all the necessary gear.

It is the responsibility of the CRWB to 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 item available).

Appendix B:

Platte Interagency Handcrew Fire Assignment Evaluation

(Please complete after an assignment and send to tsherwin@blm.gov)

Crew Number: (i.e. 2019-1)

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.

Appendix C:

QR CODES



Casper Interagency Dispatch Center



Craig Interagency Dispatch Center



Frames – Operations Map Sets



Interagency Standards for Fire and Fire
Aviation Operations

Platte Interagency Handcrew Committee

Name	District / Agency
Travis Chamberain	WY-MRF
Jael Contantino	WY-MRF-DRD
Ryan Morgan	WY-WSFD
Matt Rothluetner	WY-BLM-BFO
Coyde Fickle	WY-BLM-BFO
Gary Bacheldor	WY-BLM-CPC
Reed Oldenburg	WY-WSFD
Michael St.Martin	CO-MRF
Sean Carey	NWCAFMU
Timothy Sherwin	WY-BLM-HDD
Eddie Hutton	CO-CRC