

Platte Interagency Handcrew



Medicine Bow – Routt National Forest 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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Standard Operating Guide

This operating guide pertains to the forming and dispatching of Interagency Type 2 or Type 2IA Crews for assignments. Crews will be comprised of firefighters from the Medicine Bow – Routt National Forest Thunder Basin National Grasslands (MBRTB), Wyoming BLM High Desert District (HDD), High Plains District (HPD), Northwest Colorado Fire Aviation Management Unit (NWCFAU), and Wyoming State Forestry Division (WSFD). Due to Covid, if a crew is unable to have sufficient numbers to meet Type 2 or Type 2IA requirements, the Platte crew may be mobilized as a suppression module.

Every crew member assigned to Platte Interagency Handcrew or Module (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.

At the end of the season there will be an AAR and assessment of the interagency crew program, coordinated by the crew bosses and crew boss trainees that participated. The crew bosses will report out on the updates of the SOP for the upcoming season in the Spring CIG Operations meeting.

Crew Standards for National Mobilization

The Platte Interagency Handcrew committee agreed to strive for meeting the BLM standards. For a detailed description of minimum crew standards see Interagency Standards for Fire and Aviation Operations. This standard was selected for more restrictive qualification needs pertaining to sawyers and recommended crew-level purchase authority.

- **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.**

Crew Formation:

Crews shall consist of three to five personnel from the MBRTB, HDD, HPD, NWCFAU and one to two personnel from WSFD. These numbers include the CRWB, CRWB (T), FFT1/ICT5 and FFT1/ICT5(T). Any agency unable to fill slots for the crew roster are encouraged to work with cooperators and partners to fill the slots. Otherwise, those slots will be filled by the next agency on the rotation.

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

As the season warrants, Duty Officers (DO) or representatives will conduct a phone call Tuesday morning 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.

Each crew will be initially manifested by each agency FMO's/DO's on the resource status page on Casper Interagency Dispatch website. Once the CRWB has reviewed and approved the crew roster, the CRWB will inform Casper dispatch to roster the crew in ROSS and placed the crew available. Any changes to the crew manifest once placed in ROSS will go through the CRWB. It is **imperative** for travel that full, legal names, are provided to the roster. Also include additional qualifications to assist with crew formation.

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

International travel may occur, and the following information may be required, passport, legal name as it spelled on the passport and expiration date. There may be addition information need and the CRWB will coordinated with FMO's/DO's.

Qualified and Trainee Position Rotation:

| Rotation | 1. Crewboss 2. FFT1/ICT5 (T) | 1.Crewboss (T) 2. FFT1/ICT5 | 1. FFT1/ICT5 2. FFT1/ICT5 (T) | 1. FFT1/ICT5 2. FFT1/ICT5 (T) |
|----------------|---------------------------------|--------------------------------|----------------------------------|----------------------------------|
| Crew #1 | HPD | NWCFAMU | MBRTB | HDD |
| Crew #2 | MBRTB | HDD | HPD | NWCFAMU |
| Crew #3 | HDD | MBRTB | NWCFAMU | HPD |
| Crew #4 | NWCFAMU | HPD | HDD | MBRTB |

Rotation of positions will be on a constant rotation and may change. WSF will share all role rotations with NWCFAMU. WSF will reach out as needed to counties within Wyoming to fill positions.

Crew Boss Trainee and Selection

All selections will be made by local unit 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 / Incident Commander Type 5 Selection

Priority trainees will be determined by Local unit. It is encouraged to distribute Fire Fighter Type 1/ Incident Commander Type 5(FFT1/ICT5) and Trainee (FFT1/ICT5 (T)) opportunities evenly. First selection of FFT1/ICT5 and FFT1/ICT5 (T) will be given to the agencies that are not providing CRWB or CRWB (T).

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. Cooperators will be self sufficient when assisting with the Platte crew.

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 a situation occurs where there are not enough vehicles to transport personnel prior to arrival at the designated mobilization point, the agency providing personnel will be responsible in ensuring they are able to get to the mobilization point and back to the duty station. Keys will be left with appropriate, duty station, supervisors for any vehicle left behind.

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).

Vehicles

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 two 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.

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 paperwork 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.

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 Casper Dispatch, wycpc@firenet.gov. Until an OF-288 is available one Crew Time Report (CTR) per shift, with each responder's name

written on the CTR, will be completed. CTR's will be sent into Casper Dispatch each Sunday, minimally. Once the crew is demobilized, the CRWB will provide personnel with complete timesheets including all required signatures and required travel documentation.

The CRWB assures time sheets are sent to Casper Dispatch. Crewmembers may ask for periodic access to take pictures of crew time reports.

The CRWB will be responsible for knowing their agency policy and direction for purchases and travel requirements.

STANDARD DISPATCH PROCEDURES

CPC will be responsible for completing a crew manifest from information supplied from the resource status page.

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 home unit.

Phone Number List

| Name - Title | Office Phone | Cell Phone | Email |
|--|----------------|--------------|-------------------------|
| Conference Call Line | | | |
| 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 no text msgs) | | 307-262-0134 | |
| Jay Miller – WY-MRF-FMO | 307-745-2415 | 307-399-1422 | Jay.w.miller@usda.gov |
| Jeramy Dietz – WY-MRF-AFMO | 307-745-2358 | 307-7606165 | Jeramy.dietz@usda.gov |
| Frank Keeler – WY-HDD-FMO | 307-352-0282 | 307-350-6994 | fkeeler@blm.gov |
| Mike Wengert – WY-HDD-AFMO | 307-350-0217 | 307-231-6054 | mwengert@blm.gov |
| Mark Randall –WY-HDD-AFMO (Fuels) | 307-231-9092 | 307-231-9092 | mrandall@blm.gov |
| Shane McCormick – WY-HDD-FOS | 307-652-0251 | 307-350-2201 | smmccormick@blm.gov |
| Rich Hayner – WY-HDD-FOS | 307-328-7641 | 307-330-7654 | rhayner@blm.gov |
| Craig Short – WY-HPD-FMO | 307-261-7698 | 307-258-0292 | cshort@blm.gov |
| Curtis Rasmuson – WY-HPD - AFMO | 307-763-0474 | 307-763-0474 | Crasmuson@blm.gov |
| Zeb McWilliams – WY-HPD-FOS | 307-261-7717 | 307-267-8374 | zmcwilli@blm.gov |
| Casey Cheesbrough – WY-HPD-AFMO (Fuels) | 307-399-2689 | 307-399-2689 | ccheesbrough@blm.gov |
| Shay Rogge – WY-MRF-FMO (North Zone - Thunder Basin) | 307-358-7118 | 307-359-8963 | Klayton.rogge@usda.gov |
| vacant – WY-MRF-AFMO (NorthZone – Thunder Basin) | 307-358-7119 | 605-645-3865 | @usda.gov |
| Jeremy McMahan – WY-MRF-FMO (Central) | 307-745-2373 | 530-410-3930 | Jeremy.McMahan@usda.gov |
| | | | |
| Blake Creagan WY-MRF –AFMO (Central) | | 307-250-8687 | Blake.creagan@usda.gov |
| Jarod Delay – WSFD-FMO | 307-777-3368 | 307-286-6315 | Jarod.delay@wyo.gov |
| Chris Fallbeck – WSFD-AFMO | 307-777-8017 | 307-631-2594 | chris.fallbeck@wyo.gov |
| Ryan Morgan – WSFD-FOS | | 307-275-6840 | ryan.morgan@wyo.gov |
| Vacant – CO-NWCFAMU-AFMO | | | |
| Jim Michaels – CO-NWCFAMU-FMO | 970-749-7399 | | jmichels@blm.gov |
| Kyle Frary – CO-NWCFAMU-FMO | 970-309-1054 | | kfrary@blm.gov |
| Vacant– CO-NMWCAFMU-FOS | | | |
| Kevin Thompson- CO-MRF-FMO | 970-736-7060 | | kevin.thompson@usda.gov |

Appendix A:

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 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

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 | Screnches |
| 1 | Star wrench |
| 1 | Tuning screwdriver |
| 6 | Wedges of different sizes |
| 1 | Spare air filter |
| 2 | Bar nuts |
| 2 | Extra chains |
| 1 | Drive sprocket |
| 1 | Needle cage bearing |
| 2 | Spark plugs |
| 1 | Extra fuel/oil cap |
| 1 | Fuel filter |
| 1 | e-clip |
| 1 | Extra guide bar |
| 1 | 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 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.

Appendix C:

QR CODES



Casper Interagency Dispatch Center



Craig Interagency Dispatch Center



Frames – Operations Map Sets



Interagency Standards for Fire and Fire Aviation Operations

Crew Boss and Trainee Participants