

## **CHAPTER 10**

### **OBJECTIVES, POLICY and SCOPE OF OPERATION**

#### **Mission Statement**

The principle mission of the Craig Interagency Dispatch Center (CRC) is to provide the safe, cost effective, and timely response of resources to wildland fires and other emergency management activities within the Craig Interagency Dispatch Center area. CRC's coordination effort will be in cooperation with the Rocky Mountain Area Interagency Coordination Center (RMCC) and those dispatch centers within the CRC 'neighborhood', including Grand Junction, Ft. Collins, Casper and Uintah Basin (Vernal). The cooperating agencies involved with CRC include:

- Northwest Colorado Fire and Aviation Management Unit (NWCFAMU), which is comprised of the Bureau of Land Management (BLM): Northwest Colorado District, CO-LSD, CO-WRD, CO-KRD, & the US Fish and Wildlife Service (FWS): Arapaho and Brown's Park NWRs, CO-ARR, CO-BPR
- The US Forest Service (USFS): Medicine Bow-Routt National Forests & Thunder Basin National Grassland, WY-MRF
- The National Park Service (NPS): Dinosaur National Monument, CO-DSP
- Moffat County, CO-MFX
- Rio Blanco County, CO-RBX
- Routt County, CO-RTX
- Jackson County, CO-JCX
- Grand County, CO-GRX
- Colorado Division of Fire Prevention and Control (DFPC)

The Craig Interagency Mobilization Guide identifies policies and agreements to establish standard operating procedures for multi-agency/jurisdiction logistical support activities. It is a supplement to the National and Rocky Mountain Area Mobilization Guides and is an extension of all agency manuals, handbooks, directives, and instructional memorandums relating to logistical support. This guide is intended to promote the uniformity of dispatch communications, interagency dispatch coordination, and to assure that timely and cost effective services are provided.

This guide is reviewed annually to accommodate amendments. All material found in this guide will be recognized as our current standard operating procedures until amended.

Agency administrators are responsible for review and approval of the following chapters: Objectives, Policy and Scope of Operation (Chapter 10).

CRC is responsible for Mobilization Guide development, review, approval, and implementation of Chapters 20 through 90.

#### **Total Mobility**

Total mobility will be understood as the capability to move, position, and use resources to meet existing and anticipated fire needs regardless of geographic location or agency affiliation. The

closest forces concept will be used during initial attack and, when appropriate, during extended attack. Refer to RMG (Ch. 10 Pg. 21).

### **Priorities**

When competition exists for resources, priorities will be established by the CRC center manager during local preparedness levels 1-2. At preparedness levels 3 and 4, priorities for each agency will be established by zone FMOs or duty officers. Priorities between agencies will be established through a cooperative effort between agency duty officers. At preparedness level 5, the Local Multi-Agency Coordinating Group (LMAC) for the dispatch center establishes priorities.

In setting priorities, the following criteria should be considered:

- Protection of human life both that of our firefighters and of the public.
- Protecting communities and community infrastructure, other property and improvements, and natural and cultural resources, in the following order:
  - Communities
  - Community infrastructure (including long term effects to economic sustainability and viability)
  - Historically significant cultural resources
  - Commercial business
  - Principle residence (year-round homes)
  - Non-principle residence (seasonal homes, cabins, etc.)
  - Out-buildings (barns, unattached garages, utility buildings, etc.)
- Maintaining initial attack (IA) capability
- Limiting costs without compromising safety
- Meeting agency suppression objectives
- Support to National Response Framework (NRF)

Refer to RMG (Ch. 10 Pg. 21) for Rocky Mountain Region Specific Priorities

### **Frequency Management**

Federal and State Land Management Agencies agree to the sharing of specific radio frequencies that are authorized and/or licensed for each agency. Shared frequencies are to provide efficient and cost effective radio and communication support in protecting life and property. The sharing of frequencies is under the authority of the NTIA Regulations Manual, Sections 7.3.1, 7.3.4, and 7.5.1 and the FCC Rules and Regulations, Part 90, Sections 90.405 and 90.407. Refer to the specific County Annual Operating Plan for the shared frequencies within the CRC zone.

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

## **Scope of Operation**

### **General**

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

**Office of Foreign Disaster Assistance** Refer NMG (Ch. 10 Pg. 3)

**Response to Incidents Other Than Wildland Fires** Refer RMG (Ch. 10 Pg. 22)

### **Mutual Aid Agreements**

Mutual Aid agreements have the primary purpose of providing initial attack and short term logistical support between adjoining units and dispatch centers. Initial attack is the first response of suppression forces dispatched to wildfires under established and planned direction. These forces are normally sufficient to successfully achieve the appropriate management response without need for major reinforcements in a reasonable period of time. CRC has the authority to use the resources of adjoining centers as stated in the RMG (Ch. 10). Prior to the mobilization of initial attack resources, it is agreed that:

- An official resource request will be processed through dispatch channels
- An official resource order will be processed through dispatch channels for initial attack resources remaining on the incident beyond the initial attack period
- No initial attack resource responding across geographic boundaries will be mobilized further than that adjoining center boundary without approval from home unit.

Refer to the specific county Annual Operating Plan (AOP) for a synopsis of the Mutual Aid Agreements pertaining to the CRC and its cooperators.

**Responsibilities of the Rocky Mountain Coordination Center** Refer to RMG (Ch. 10 Pg. 25)

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

- Coordinate the movement of wildland fire resources throughout the Craig Dispatch Center's area of influence
- Provide initial attack dispatching for the Little Snake Field Office, White River Field Office, Kremmling Field Office, Medicine Bow-Routt National Forests & Thunder Basin National Grassland (Parks, Hahns Peak/Bears Ears, and Yampa Ranger Districts), Dinosaur National Monument (Colorado side), Brown's Park NWR, Arapaho NWR, and Moffat County
- Supply dispatch and coordination services to all CRC cooperating agencies, using any or all employees, equipment, supplies, and facilities available through the dispatch center
- Understand and meet the expectations of the Craig Interagency Fire Management Group (CIFMG).
- Review AOPs and assure compliance by the dispatch center
- Assure that dispatch operations follow the Standard Operating Plans (SOPs) outlined by each agency
- Develop and distribute the Craig Interagency Mobilization Guide
- Maintain the SOPs for wildland fire, logistics, air operations and expanded dispatch
- Prepare and disseminate weather forecasts and broadcasts, resource status information and the daily situation report
- Fulfill all regular reporting requirements to RMCC
- Provide a central information source for prescribed fire, fire closures, etc.
- Maintain the Craig Interagency Dispatch Center website

- Develop and distribute the annual CRC Year-end Report

### **Responsibilities of Agencies within the Craig Interagency Dispatch Area of Influence**

BLM Northwest Colorado District Fire will provide the following:

- Housing for CRC at 455 Emerson Street in Craig, Colorado
- The CRC center manager, two initial attack dispatchers, and seasonal dispatcher(s)
- The BLM computer system, telefax, and copy machine
- Resources for cooperating agencies on wildland fires
- Additional financial support for supplies
- Utilities

Medicine Bow-Routt National Forests & Thunder Basin National Grassland will provide the following:

- Support for the Forest Radio System
- CRC assistant center manager
- Co-funding for one career seasonal dispatcher with NPS
- Additional dispatchers during periods of high fire activity
- Forest Service computers and printer
- Resources for cooperating agencies on wildland fires
- Additional financial support for supplies and prescribed burn support

Dinosaur National Monument will provide the following:

- Co-funding for one career seasonal dispatcher with USFS
- Early detection of fires using the Zenobia and Roundtop lookout towers
- Resources for cooperating agencies on wildland fires

US Fish and Wildlife Service will provide the following:

- Financial support to CRC operations up to the agreed amount specified in the Colorado Interagency Dispatch Annual Operating Plan.
- Rocky Basin Fire Management Zone will provide the following:
  - Initial attack response for fires within the North Zone of the Craig Dispatch area when available and requested.
  - When communication with Craig Dispatch cannot be established, station personnel at Browns Park NWR will assist Craig Dispatch in facilitating telephone and radio communications when available.
  - Resources for cooperating agencies on wildland fires when available.

Colorado Division of Fire Prevention and Control will provide the following:

- Financial support for initial attack to cooperating county agencies on wildland fires.
- Financial support to CRC operations up to the agreed amount specified in the Colorado Interagency Dispatch Annual Operating Plan.

**Responsibilities of Rocky Mountain Agencies Refer RMG (Ch. 10 Pg. 23)**

## **Responsibilities of the RMCg Fire Duty Officer Refer RMG (Ch. 10 Pg. 24) Delegations**

### **CRC Center Manager**

The CRC Center Manager position works directly with the LMAC group and is under the day-to-day supervision of the NWCFAMU FMO.

It is the responsibility of the Center Manager to:

- Understand and meet the expectations of the Craig Interagency Fire Management Group (CIFMG)
- Review Annual Operating Plans and ensure dispatch center compliance
- Ensure dispatch operations follow the SOPs outlined by each agency
- Manage the dispatch center budget
- Prepare workforce analysis and/or staffing plans as directed
- Prepare the Mobilization Guide for the dispatch center
- Participate in CIFMG meetings
- Assist chairman of the CIFMG with logistics for meetings and conference calls as requested
- Maintain the SOPs for wildland fire, logistics, air operations and expanded dispatch
- Represent the dispatch center to the CIFMG cooperators
- Supervise dispatch center employees
- Assign subordinates supervisory responsibilities
- Develop and maintain the infrastructure (phones, radios, computers, etc.)
- Create and manage expanded dispatch as needed
- Call for and facilitate the LMAC as necessary
- Extend the operational service period of resources as necessary
- Provide required services to all agencies and functions
- Brief affected FMOs/duty officers as fire activity exceeds local resource capability

**In absence of the duty officer(s), the Center Manager is assigned the following responsibilities:**

- To evaluate and prioritize new incidents and assign critical resources based upon priorities established in Chapter 10
- Expend emergency funds while implementing management responses according to approved plans or cooperative agreements commensurate with values at risk
- Dispatch available resources to fill orders for regional or national incidents
- Ensure that agency resource situation status is current
- Determine need for, and designate locations for, staging area(s) and pre-positioning of IA forces
- Anticipate future area needs
- Brief or update agency administrator on current fire situation

In the absence of the Center Manager, an acting Center Manager will be delegated. In most cases, it will be either the Assistant Center Manager or an initial attack dispatcher.

**CRC Services**

- Agencies provide employees, equipment, supplies and facilities to CRC in exchange for dispatching and coordinating services
- Agencies are responsible for their accountable property at CRC
- All property at CRC is available for use to cooperating agency employees to meet agency dispatching and coordination needs
- The CRC Center Manager may utilize any and/or all federal employees, equipment, supplies and facilities available at the dispatch center to meet any objectives identified in the Annual Operating Plan, or any of the SOPs established by the CIFMG

Employees at CRC may provide services to one agency while being paid by another

**Mobilization and Demobilization** Refer to RMG (Ch. 10 Pg. 25)

CRC will provide logistical support to all units located within the dispatch zone. CRC will coordinate movement of all resources within the dispatch center's area of influence. The CRC Center Manager or acting, has delegated authority from Federal and State Land Management Agencies as identified by signatories of the Craig Interagency Mobilization Guide (CIMG). The delegated authority is outlined within the CIMG and establishes policies and procedures for the mobilization of personnel, equipment, supplies, and aircraft for incident emergencies and pre-suppression in Northwest Colorado, the Rocky Mountain Area, and Nationwide.

ROSS will be used for all movement of resources. A resource order will serve as a legal payment document.

Safe and rapid mobilization and demobilization will be cost effective, commensurate with values at risk, and consistent with all agencies' resource management objectives.

When CRC has depleted jurisdictional and mutual aid resources, requests for assistance will be placed with dispatch neighbors first and then with RMCC. The resource order will be used for tracking and payment purposes.

**The following hiring hierarchy will be honored (RMG Ch. 10 Pg. 26):**

- 1) **\*Agency (including Cooperators)**
- 2) **AD/EFF/\*\*Supplemental Resources**
- 3) **Contractors**

\*An Agency is a division of government with a specific function, or a non-governmental organization that offers a particular kind of assistance. In ICS, agencies are defined as jurisdictional (having statutory responsibility for incident mitigation), or assisting and/or cooperating (providing resources and/or assistance). Agencies include but are not limited to: Federal, State, County, and Local agencies.

\*\*Supplemental Resources constitute overhead personnel tied to a local fire department/agency (generally by agreement) who are mobilized primarily for response to incidents/wildland fires outside of the department/agencies district or mutual aid zone. They are not a permanent part of

the local fire organization and are not required to attend scheduled training, meetings, etc. of the department staff.

Units responding to RMA requests are responsible for ensuring the resources dispatched meet the criteria specified in the RMG and/or the National Wildfire Coordinating Group (NWCG) Incident Qualification and Certification Handbook (NWCG, PMS 310-1), USFS Forest Service Fire & Aviation Qualifications Guide, and/or the minimum requirements as outlined in the Interagency Standards for Fire and Fire Aviation Operations and county and statewide agreements.

Demobilization shall be carried out in an orderly manner to accomplish a cost effective program commensurate with efficient and effective organization practices.

**To manage fatigue, every effort will be made to conduct mobilization and demobilization travel between 0500 and 2200.**

### **Work/Rest, Length of Assignment, and Days Off**

To maintain safe and productive incident activities, incident management personnel must appropriately manage work and rest periods, assignment duration and shift length for all incident personnel.

To assist in mitigating fatigue, days off are allowed during and after assignments. If necessary to reduce fatigue, the Type 1/2 Incident Commander (IC) or Agency Administrator (AA) (incident host or home unit) may provide time off supplementary to mandatory days off requirements.

For Type 3 – 5 incidents, paid days off should be the exception. However, if necessary, the Agency Administrator (incident host or home unit) may authorize day(s) off with pay.

The IC or AA authority to grant a day off with pay lies within 5 USC 6104, 5 CFR 610.301-306, and 56 CG Decision 393 (1977).

### **Work/Rest Guidelines**

Work/Rest Guidelines should be met on all incidents. Plan for, and ensure, all personnel are provided a minimum 2:1 work/rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest).

Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift should exceed 24 hours. In situations where this does occur (for example, initial attack) incident management personnel will resume a 2:1 work/rest ratio as quickly as possible.

**The intent of the guidelines is to manage fatigue** and provide flexibility for ICs and AAs managing initial attack, extended attack, and large fires. The guidelines are designed to ensure that for every 2 hours of work or travel, 1 hour of time off should be provided within a 24-hour period. It does not matter when the 24-hour period starts; all time recorded on the clock is counted as hours of work; time off the clock is counted as hours of rest, including meal breaks.

The IC or AA must justify work shifts that exceed 16 hours and those that do not meet 2:1 work/rest ratio. Justification will be documented in the daily incident records. Documentation shall include mitigation measures used to reduce fatigue.

The Work/Rest Guidelines do not apply to aircraft pilots assigned to an incident. Pilots must abide by applicable Federal Aviation Administration (FAA) guidelines, or agency policy if more restrictive.

Work/rest guidelines for all local initial attack resources (including those that are here on a detail in excess of 14 days) will have one day off for every 14 days worked. Every effort will be made to provide the day off on a regularly scheduled day off. If resources have been working extended hours (12-14 hours per day) for the 14 day period, it is the responsibility of the zone or agency FMOs to determine if more than one day off is needed to manage fatigue. It is the zone or agency FMOs responsibility to monitor and manage days off and assure that initial attack resources are adequate.

Personnel who have worked one to six days on unit are available for an off unit dispatch. Personnel with seven or more days worked on unit will be required to have one day off prior to an off-unit dispatch. Exception may be negotiated with the zone or agency FMO.

### **Length of Assignment**

**Assignment Definition:** An assignment is defined as the time period (days) between the first full operational period at the first incident or reporting location on the original resource order and commencement of return travel to the home unit.

**Length of Assignment:** Standard assignment length is 14 days, exclusive of travel from and to home unit.

### **Time spent in staging and preposition status counts toward the 14 day limit, regardless of pay status, for all personnel, including Incident Management Teams.**

**Days Off:** After completion of a 14 day assignment and return to the home unit, two (2) mandatory days off will be provided (2 after 14) (State regulations may preclude authorizing this for State employees). Days off must occur on the calendar days immediately following the return travel in order to be charged to the incident (5 U.S.C. 6104, 5 CFR 610. 301-306, and 56 Comp. Gen. Decision 393 (1977)). If the next day(s) upon return from an incident is/are a regular work day(s), a paid day(s) off will be authorized.

Pay entitlement, including administrative leave, for a paid day(s) off cannot be authorized on the individual's regular day(s) off at their home unit. Agencies will apply holiday pay regulations, as appropriate. A paid day off is recorded on home unit time records according to agency requirements.

Casuals (ADs) and contract resources are not entitled to paid day(s) off upon release from the incident or at their point of hire.

Home unit Agency Administrators may authorize additional day(s) off with compensation to further mitigate fatigue. If authorized, home unit program funds will be used.

Resources returning from an off unit assignment of 14 days will have two days off. Anything less than 14 days will not warrant automatic days off, but will be left to the discretion of the zone or agency FMO, based on fatigue factors and total days worked, etc.

**Refer to Interagency Standards for Fire and Fire Aviation Operations (Chapter 7 pgs 164-165) for length of assignment scenarios.**

Refer to the NWCG Standards for Interagency Incident Business Management Handbook for further information.

All length of assignment rules apply to aviation resources, including aircraft pilots (notwithstanding the FAA and agency day off regulations).

**Assignment Extension** Refer to NMG (Ch. 10 Pg. 5)

**Incident Operations Driving** Refer to RMG (Ch. 10 Pg. 27)

### **Initial Attack Definition**

Initial Attack is a planned response to a wildfire given the wildfire's potential fire behavior. The objective of initial attack is to stop the fire and put it out in a manner consistent with firefighter and public safety as well as values to be protected.

An initial attack wildfire is generally contained by resources initially dispatched, without significant augmentation of reinforcements, within two hours after initial attack, and full control is expected within the first burning period.

Dispatch centers are to inform all resources of the name of the assigned Incident Commander and all other pertinent information. All changes in Incident Command leadership will be announced to assigned and incoming resources during initial and extended attack incidents. This information should also be relayed to Fire Management staff.

Initial attack involving the commitment of resources across recognized dispatch boundaries must comply with the following guidelines:

- Resources dispatched are identified in formalized Agreements, Operating Plans, or Memoranda of Understanding and are located on/or adjacent to mutual jurisdictional wildland fire management boundaries.
- At the time it becomes evident the incident will not be contained during the first operational period, resources involved will be formally ordered through established ordering channels.

### **Prescribed Fire Notification**

When ordering resources for a prescribed burn, a single point of contact will be established between the burn organization and CRC. Resource Orders will be created for In-Unit resources only at the request of the Burn Boss. Resource Orders are required for all off-unit resources. Allow adequate time for the resource order to be processed. A minimum of two days is suggested.

Any unit planning on conducting a prescribed fire needs to notify CRC at least one day prior to the planned ignition. It is preferred that the planned prescribed fire form be used. It is located on the CRC web site under forms and dispatch notification. The information provided will be reported in the daily SIT report and submitted to RMCC who then notify the FAA.

A copy of the signed burn plan needs to be provided to dispatch prior to ignition, along with charge codes.

**Resource Mobilization** Refer to RMG (Ch. 10 Pg. 25)

All orders for resources will be initiated by the IC responsible for an incident, or the Unit or Zone FMO while coordinating with the incident IC, and generated through CRC. Orders shall be processed through established dispatch channels using the standard National Coordination System.

For the movement of resources within the Medicine Bow-Routt National Forests & Thunder Basin National Grassland (MBR & TBG), the requesting duty officer or fire management officer for the incident will notify their respective dispatch center for movement of forest resources across dispatch zones (CRC and Casper Dispatch (CPC)). This notification process does not require dispatch center approval prior to the immediate movement within the MBR & TBG across dispatch zone boundaries. The dispatch centers are responsible for assuring that coordination and established dispatch procedures are followed using the standard National Coordinating System.

For the movement of resources within the Dinosaur National Monument, the requesting duty officer or fire management officer for the incident will notify their respective dispatch center for movement of NPS resources across dispatch zones (CRC and Uintah Basin Dispatch (UBC)). The dispatch centers are responsible for assuring coordination and that established dispatch procedures are followed using the standard National Coordinating System.

All resources mobilized beyond initial attack will adhere to the NWCG Physical Fitness Standards.

**Wildland Fire Entrapment/Fatality**

Entrapment: A situation where personnel are unexpectedly caught in a fire behavior-related, life-threatening position, where planned escape routes or safety zones are absent, inadequate, or have been compromised. An entrapment may or may not include deployment of a fire shelter. This situation may or may not result in injury. In the event that a wildland fire entrapment or fatality occurs, it should be reported immediately to NICC through proper agency channels. A Wildland Fire Entrapment/Fatality Initial Report should be completed and mailed to RMCC electronically or by fax machine within twenty-four (24) hours. Submit this report even if some data is missing. Form is located at the following web site:

[https://www.nifc.gov/nicc/logistics/coord\\_forms/PMS405-1\\_Entrapment\\_201408.pdf](https://www.nifc.gov/nicc/logistics/coord_forms/PMS405-1_Entrapment_201408.pdf).

Subsequent to the Initial Report, the investigation and review shall be conducted following agency specific policies and NWCG Guidelines.

**National Resources** Refer to RMG (Ch. 10 Pg. 28)

Dispatching of National and/or Area resources within and across the defined Rocky Mountain Area boundaries shall comply with the RMG. National Resources are those fire suppression resources whose primary duties are for the National support of fire incidents. These resources have high demand, limited availability, and unique status reporting requirements identified by NICC.

**Notification of Commitment of National & Area Resources** Refer to RMG (Ch. 10 Pg. 29)  
Notification by phone to RMCC of commitment of National and Area resources will be within 15 minutes of commitment.

Notifications will be done when the following circumstances occur:

- When National or Area Resources are committed internally to an incident or are no longer available for dispatch
- When resource is available again
- When resource location changes

**Unable to Fill (UTF) Procedures** Refer to RMG (Ch. 10 Pg. 29)

**Standard Cubes, Weight and Gear Policy (excluding smokejumpers, rappellers, and Helicopter Managers)** refer to RMG (Ch. 10)

All personnel dispatched off their unit must conform to the following limitations:

- One frameless soft pack not to exceed 45 pounds
- Web gear or briefcase (not both) not to exceed 20 pounds
- Maximum allowable crew weight, including equipment is 5300 pounds

All personnel baggage weights must be displayed separately from individual weights on flight manifests

Pre-identified Type 1 and Type 2 IMT members are authorized additional weight, not to exceed 300 pounds, for equipment per team. The Incident Commander must designate, in advance, which team members are authorized additional weight and make this a matter of record.

### **Fire Weather Forecasts**

Fire weather forecasts will be disseminated to all firefighting personnel. The morning fire weather forecast will be discussed at the morning briefing and will be included in the Craig Daily Briefing on the website

([https://gacc.nifc.gov/rmcc/dispatch\\_centers/r2crc/predictive/intelligence/dailybrief1.pdf](https://gacc.nifc.gov/rmcc/dispatch_centers/r2crc/predictive/intelligence/dailybrief1.pdf)). If needed, field units will receive this information via radio at 1100 when the morning weather and aircraft status is read. The afternoon fire weather forecast will be broadcast at 1530 on all appropriate frequencies available to CRC.

Requests for spot weather forecasts for wildland fires will be made through CRC. Depending on the location of the incident, CRC will contact either the Grand Junction National Weather Service or the Denver/Boulder National Weather Service and request the spot forecast. When the spot forecast is received, CRC will read the information to the requesting incident personnel via radio or cell phone.

Spot weather forecast requests for prescribed fire can be made directly to the weather service by the burn boss or their designee. CRC will be notified of the request, so they can document the information in an incident action file for historical record purposes.

Red Flag Warnings, Fire Weather Watches, severe weather events and updates to the weather forecast will be communicated to all firefighting personnel via radio or briefing. Duty Officers will receive a phone call informing them of the weather alert. A text message alert will also be sent to all participating federal and cooperator parties thru WildCAD for all Red Flag Warnings and Fire Weather Watches. The text message will contain the following information: type of alert, which fire weather zone(s) are affected, what the alert is for (high winds, high temps, low RH, etc.) and what time the warning will start and expire (if applicable). CRC will NOT expect a response. The sent text will be retained in WildCAD and serve as confirmation that the alert was distributed. The Red Flag Warning or Fire Weather Watch will also be broadcast to all fire units not in station in the affected weather zones and a confirmation will be required. A reminder will be given to any units responding to a fire within the affected weather zones.

All weather forecasts, Red Flag Warnings and Fire Weather Watches are posted on the National Weather Service's (NWS) website. It can be accessed through CRC's website. Go to [https://gacc.nifc.gov/rmcc/dispatch\\_centers/r2crc/predictive/weather/weather.htm](https://gacc.nifc.gov/rmcc/dispatch_centers/r2crc/predictive/weather/weather.htm) then click on the appropriate NWS office under the Fire Weather Forecasts section.

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

Responsibilities of the Craig Interagency Dispatch Center include:

- Daily tracking the status of fire resources for initial response to wildfires,
- Tracking assigned and contingency resources for prescribed fires, and
- Providing communications and other support for resources engaged in prescribed fire and initial/extended attack operations.

In addition, a key reason for tracking of resources is to provide a safety net. If expected arrival times or communication schedules are not executed as planned, it may be an indicator that someone is in trouble and that search plans or other emergency plans need to be activated.

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

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

### **General Procedures**

All fire resources need to check-in daily with Craig Dispatch each day they are in service during the check-in season, a radio call asking for a radio check ensures that the radio is working (on both ends). Resources also need to call in when they are leaving the station; providing dispatch with destination and ETA. They should call again upon arrival at destination and anytime they change locations throughout the day. This is critical for mobilization of closest resources to fires/incidents.

- At the end of the day, fire resources need to communicate they are going out of service with the dispatch center. If the dispatch center does not have confirmation that a resource is back at station, a dispatcher will begin a search.

- If fire resources check in with CRC, it is then assumed that CRC will be tracking them until they either return to station or reach their destination and have checked out for the day.
- If fire resources are checking in for informational purposes (outside check-in season) dispatch will not be tracking them unless requested to do so. For ex: 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 assumed that the project supervisor will be keeping track of personnel working on that project unless it is for a prescribed fire. If resources are engaged in prescribed burning (other than winter pile burning), CRC will track the resources.
- CRC will not make the decision to go home while resources are still in the field. For example, if resources are returning from a prescribed (broadcast)/wildland fire and it is past the normal closing time, CRC will stay in service until released by either the incident commander, burn boss or supervisor responsible for operations. Resources should relay their needs to the dispatch center in a timely manner for planning purposes. It may be there are several resources travelling together and they are comfortable with dispatch going out of service - they have good cell phone coverage, they are on pavement, etc. Other times dispatch should stay in service – single resource travelling, no cell coverage, etc. Point here is that dispatch will not be making the decision on when dispatch is out of service while resources are still in the field.

#### **CRC staffing for Wildfires**

- CRC will remain in service for all wildfires that are staffed throughout the night unless released by an incident commander or other supervisor responsible for incident operations and other arrangements for communications are in place.
- CRC will remain in service for all wildfires that have resources camping out unless released by an incident commander or other supervisor responsible for incident operations and other arrangements for communications are in place.

#### **CRC Staffing for Prescribed Fires**

- CRC will be in service during all prescribed fire operations unless released by a burn boss or other supervisor responsible for incident operations and other arrangements for communications are in place.
- CRC will remain in service for all prescribed fires that have resources camping out unless released by a burn boss or other supervisor responsible for incident operations and other arrangements for communications are in place.
- Resources that have been identified as contingency resources for prescribed fire should not check out until they have been notified by dispatch that they have been released by the burn boss.
- Outside the “Check-in” season, if resources are engaged in prescribed burning (other than winter pile burning), CRC will track the resources.

**Cost Coding** Refer to NMG (Ch. 10 Pg. 10)

**Fire Cost Coding Agencies** Refer to NMG (Ch. 10 Pg. 10)

All incidents in the CRC area will be assigned accounting codes for all responding agencies utilizing the FireCode System. A cost code will be assigned to every resource order to be used nationally for cost collection and accounting information.

Each agency is responsible for tracking their own costs according to agency policy in regard to cost containment and large fire cost accountability objectives.

**Fire Cost Coding (BLM)** Refer to NMG (Ch. 10 Pg. 11)

**Fire Cost Coding (BIA)** Refer to NMG (Ch. 10 Pg. 11)

**Fire Cost Coding (NPS)** Refer to NMG (Ch. 10 Pg. 12)

**Fire Cost Coding (FWS)** Refer to NMG (Ch. 10 Pg. 14)

**Fire Cost Coding (USFS)** Refer to NMG (Ch. 10Pg. 14)

### **Preparedness Level Definitions**

For a more detailed definition of preparedness levels, refer to the Craig Interagency Fire Danger Operating Plan, the MBR & TBG Fire Danger Operating Plan , and the Dinosaur NM Fire Danger Operating Plan.

### **Craig Interagency Dispatch Center Preparedness Levels**

Preparedness levels are established for the CRC area utilizing the Craig Interagency Fire Danger Operating Plan and based on current and forecasted burning conditions, fire activity, resource availability and fuel conditions.

Preparedness levels are established for the Routt NF by the MBR & TBG South Zone FMO and Dinosaur NM by the Dinosaur NM FMO and utilizing their respective Fire Danger Operating Plans.

**Craig Interagency Dispatch Center Preparedness Level Definitions  
BLM:**

	<b>ERC - Model G (North Zone FDRA)</b>	<b>0 - 40</b>		<b>41-60</b>		<b>61-74</b>		<b>75-84</b>		<b>85 Plus</b>	
	<b>ERC - Model G (East Zone FDRA)</b>	<b>0 - 32</b>		<b>33-44</b>		<b>45-54</b>		<b>55-64</b>		<b>65 Plus</b>	
	<b>ERC - Model G (South Zone FDRA)</b>	<b>0-43</b>		<b>44-59</b>		<b>60-70</b>		<b>71-81</b>		<b>82 Plus</b>	
<b>1</b>	✓ ⇒	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩
	<b>LFM (%)-- Sagebrush</b>	131-300 ⇩	60-130 ⇩	131-300 ⇩	60-130 ⇩	131-300 ⇩	60-130 ⇩	131-300 ⇩	60-130 ⇩	131-300 ⇩	60-130 ⇩
<b>2</b>	✓ ⇒	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩
	<b>Fire Activity</b>	Yes or No ⇩	No ⇩	Yes ⇩	No ⇩	Yes ⇩	No ⇩	Yes ⇩	No ⇩	Yes ⇩	Yes or No ⇩
<b>3</b>	✓	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩	⇨ □ ⇩
	<b>Preparedness Level</b>	<b>I</b>		<b>II</b>		<b>III</b>		<b>IV</b>		<b>V</b>	

**Using the above table:**

**Staffing Index Value (ERC):** Place a checkmark indicating the forecasted staffing index/component range in row one. These indices (forecasted by the Grand Junction Weather Office) are based on the previous days 1300 RAWs observations entered into WIMS by CRC personnel.

**Sagebrush Live Fuel Moisture (LFM):** Place a checkmark in row two indicating the live fuel moisture range.

**Fire Activity:** fire activity can be defined as any fire within the Craig Interagency Fire Dispatch Area (regardless of FDRA) that ~ requires the commitment of 50% of federal resources.

**Staffing Index Value (BI):** Click on today's Burning Index Value

**USFS:**

<b>Routt South Zone</b>	<b>SIG:</b>						PL 1	0-15	Low	0-30
	Dry Lake	1985-2012					PL 2	16-30		
	Willow Creek	1985-2012	May 1-Oct 30				PL 3	31-61	Mod	31-61
	Porcupine	1984-2012	1985-2012	1	G	ERC	PL 4	62-69		
	Dead Horse	1984-2012					PL 5	70+	High	62+
Independence Mtn.	2009-2012									
							ERC		Response Level	

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

Refer to the Craig Interagency Fire Danger Operating and Preparedness Plan (BLM) (Pg 47) and the Medicine Bow-Routt National Forests & Thunder Basin National Grassland Fire Danger Operating Plan (USFS) (Pg 28) for the applicable action item matrices.

**Rocky Mountain Area Preparedness Levels** Refer to RMG (Ch. 10 Pg. 31)

**Multi-Agency Coordinating Group** Refer to NMG (Ch. 10 Pg. 17)

**Rocky Mountain Area MAC Group Coordinators** Refer to RMG (Ch. 10 Pg. 39)

**Craig Interagency Fire Management Group (CIFMG)**

Refer to Chapter 90 for CIFMG Charter

**The Local Multi-Agency Coordination Group (LMAC)**

The LMAC group communicates during the Daily Morning Briefing throughout the summer. It is comprised of representatives from the CIFMG . The LMAC group responsibilities are:

- Prioritize incidents including prescribed fire according to:
  - Life threatening situations
  - Property threatened
  - High resource damage potential
  - Incident complexity
- Ensure that agency resource status is current
- Determine specific agency resource requirements
- Determine agency resource availability (for out of jurisdiction assignments, etc.)
- Determine need for and designate locations for staging area(s) and prepositioning points for IA resources
- Anticipate future agency/area needs
- Communicate LMAC group decisions back to agencies/areas/RMACC
- Critique and recommend improvements

**Expanded Dispatch Organization** Refer to NMG (Ch. 10 Pg. 20) and CRC Expanded Dispatch Plan

**Mobilization Procedures for Military Assets** Refer to NMG (Ch. 10 Pg. 24)

**Established Resource Ordering Process** Refer to NMG (Ch. 10 Pg. 24)

**Civilian Support** Refer to NMG (Ch. 10 Pg. 25)

**Demobilization Procedures** Refer to NMG (Ch. 10 Pg. 25)

**International Operations** Refer to NMG (Ch. 10 Pg. 26)

**National Guard** Refer to RMG (Ch. 10 Pg. 42)

## **Ordering Channels**

**Geographic Area Coordination Centers (GACCs)** Refer to NMG (Ch. 10 Pg. 27)

### **Craig Interagency Dispatch Center Units**

- Arapaho National Wildlife Refuge
- Brown's Park National Wildlife Refuge
- Colorado Division of Fire Prevention and Control
- Dinosaur National Monument NPS
- Medicine Bow-Routt National Forests & Thunder Basin National Grassland
  - Hahn's Peak/Bears Ears Ranger District
  - Parks Ranger District
  - Yampa Ranger District
- Moffat County
- Rio Blanco County
- Routt County
- Jackson County
- Grand County
- Northwest Colorado District BLM
  - BLM Kremmling Field Office
  - BLM Little Snake Field Office
  - BLM White River Field Office

**Rocky Mountain Area Units** Refer to RMG (Ch. 10 Pg. 47)

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

CRC will coordinate the movement of all resources utilized within the dispatch center's boundaries. Established ordering channels will be followed for incidents, preparedness, severity, wildland, and prescribed fire.

The primary goals of the dispatch of any resource are:

- SAFETY
- EFFECTIVENESS
- EFFICIENCY

The following criteria will be accomplished by the CRC:

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

**Initial Attack Dispatching Procedures**

All incidents will be reported to CRC.

Incident size-up information is critical for establishing priorities and should always be available from committed resources. All resources providing size-up information are required to use the Craig Dispatch Initial Fire Size-up Card or a similar format.

CRC will use the **closest forces policy** to dispatch resources. CRC will notify the unit with jurisdictional responsibility according to agency guidelines listed below. It is understood that initial response will not be delayed over questions of ownership. The intent of this policy is to assure that resources are promptly dispatched to an incident to determine ownership, conduct an initial size-up, and take appropriate action if the jurisdictional agency approves.

**“Closest Forces” definition** – The nearest (in terms of response time) resource(s) will be dispatched regardless of agency affiliation.

**White River Field Office, Kremmling Field Office, Little Snake Field Office, Routt National Forest, Dinosaur National Park, Brown’s Park National Wildlife Refuge and Arapaho National Wildlife Refuge**

All incidents, for the above listed agencies, will be immediately reported to CRC and should include the following information:

- Name, location, and phone number of reporting party
- Location of report (legal description, geographic, etc.)
- 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, CRC will dispatch the appropriate resources as identified by initial attack guidelines. Following mobilization, dispatch will notify the appropriate Duty Officer. The Dispatch Center’s responsibility is to assure 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 suppression operations for the purpose of establishing priorities in the event there is competition for resources or multiple fires exceed available resources. The Duty Officer also confirms that the appropriate Agency Administrator has been notified.

**Colorado Division of Fire Prevention and Control**

Some fires require immediate notification of the Region Battalion Chief or Duty Officer.

Immediate Notification Criteria:

- When requested by local agency (i.e., Sheriff, Fire Chief, County Commissioner)
- When structures are at risk from a wildfire
- Upon initial dispatch of aircraft to wildfires involving state or private land
- Any request by a county or fire department for out-of-county resources
- Confirmed wildfires on state or private land during a Red Flag Warning period
- At the discretion of Region Battalion Chief or Duty Officer due to safety/communication/political issues

### **Ordering Procedures**

CRC may order initial attack resources directly from an adjoining dispatch center. These centers include: Grand Junction, Casper, Ft. Collins and Uinta Basin dispatch centers. CRC can also order resources for extended attack, large fire support, and all risk incidents directly from the same neighboring dispatch centers listed above. These centers can also order resources directly from CRC.

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

**Mobilization and Demobilization Information** Refer to NMG (Ch. 10 Pg. 29)

### **Neighborhood Ordering**

**Neighborhood Ordering Definition** Refer to RMG (Ch. 10 Pg. 45)

**Neighborhood Ordering Procedures** Refer to RMG (Ch. 10 pg. 45)

- Resource Ordering Standards apply for the movement of all resources. Included in this are Initial Response procedures, ROSS or resource order forms, commit messages and reassignment procedures
- When a resource is unavailable from a neighbor, the order will be placed with RMCC. RMCC will not check with CRC neighbors to fill orders for CRC
- Resources mobilized through RMCC are not available for neighborhood ordering

All Dinosaur National Monument resources will be dispatched by CRC for off Monument assignments, including Prescribed Fire assignments (Initial Attack agreements with adjoining units are excluded, but the Monument will notify CRC of any resource commitment outside of CRC).

Resources ordered into Dinosaur National Monument, other than for fires on the Utah side, (i.e., severity, pre-position, details) will be ordered through CRC. Fires occurring on the Utah side will be supported by Uinta Basin Fire Center (UBC). Fires occurring on the Colorado side will be supported by CRC.

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 Area Wide (RMW) Ordering Definition** Refer to RMG (Ch. 10 Pg. 45)

**Rocky Mountain Area Wide Ordering Procedures** Refer to RMG (Ch. 10 Pg. 46)

**Rocky Mountain Neighborhood Resource Ordering** Refer to RMG (Ch. 10 Pg. 47)

**Rocky Mountain Area Resource Ordering Chart** Refer to RMG (Ch. 10 Pg. 47)

## CHAPTER 20 OVERHEAD AND TEAMS

Personnel must be requested by the qualification found in the Wildland Fire Incident Management Field Guide, PMS 210, <http://www.nwcg.gov/pms/pubs/pms210.pdf>, and in the National Interagency Incident Management System (NIIMS), Wildland Fire Qualification System Guide PMS 310-1, NFES 001414. All requests will be in one of these categories:

- O = Overhead by position title
- IA = Initial Attack Rappelers and Smokejumpers

**National Incident Management Systems** (NIMS Positions Refer to RMG (Ch. 20 Pg. 50))

**Incident Qualifications Certification System** (IQCS Positions codes Refer to RMG (Ch. 20 Pg. 50))

CRC operates under a closest forces policy, meaning that the nearest (in terms of response time) resource(s) will be dispatched regardless of agency affiliation.

**All resources are expected to be self-sufficient when going on assignments!** If a resource is not self-sufficient, the dispatch center needs to be notified so that proper arrangements can be made.

Resources are expected to have their red cards with them at all times.

CRC will coordinate air and ground transportation to incidents. Under no circumstances shall individuals take it upon themselves to make any travel arrangements without confirmation from the dispatch center.

All requests will be processed through CRC. For in-area and out-of-area requests from RMCC, CRC dispatchers will call red carded personnel within the dispatch center area. It is essential that each agency assures that only red carded personnel be dispatched. It is the resource's responsibility to confirm that they have supervisor approval to participate in fire assignments.

### **Qualifications List**

ROSS will be used by CRC to fill local, GACC, and national overhead requests.

### **Training Assignments**

The Priority Trainee List will be developed by coordination between the various agencies' zone Red Card or Training Committees. They will provide the dispatch center with a list of trainees in priority order. This will be the first document source CRC uses to find and fill trainee slots.

### **“Trainee”**

A trainee is an individual who meets prerequisite experience requirements and has an initiated taskbook but who needs to demonstrate satisfactory performance in the target position for certification. The individual assists in the overall incident effort by performing in the position, and is evaluated by a coach, training specialist, a person already certified in the position or a person in a higher position.

**Overhead Mobilization/Demobilization** Refer to NMG (Ch. 20 Pg. 31)

**Name Request Orders** Refer to RMG (Ch. 20 Pg. 51)

Refer to RMG (Ch. 20 Pg. 57) for information that RMCC requires to process a name request.

**Interagency Wildland Fire Modules** Refer to RMG (Ch. 20 Pg. 52)/NMG (Ch. 20 Pg. 32)

**Smokejumpers** Refer to RMG (Ch. 20 Pg. 53)

Smokejumpers (SMKJ) are ordered on an aircraft order for initial attack. Booster reinforcement of SMKJ will be ordered by RMCC through ROSS. Once the smokejumpers are available for demobilization, CRC will work closely with the jump base or RMCC to coordinate transportation back to the base.

**Helicopter Modules** Refer to RMG (Ch. 20 Pg. 54)/NMG (Ch. 20 Pg. 34)

**Helicopter Rappelers** Refer to NMG (Ch. 20 Pg. 35)

**Non-Standard Overhead Groups** Refer to RMG (Ch. 20 Pg. 55)/NMG (Ch. 20 Pg. 36)

**Communications Coordinator** Refer to RMG (Ch. 20 Pg. 56)/NMG (Ch. 20 Pg. 36)

Use of another's agency's National Telecommunications and Information (NTIA) approved frequencies is strictly limited to mutually beneficial coordination of managing emergencies. Each agency will cooperate with the others to maintain communication discipline and will grant permission to transmit on its specified frequencies during an interagency effort.

**Incident Meteorologists (IMET)** Refer to RMG (Ch. 20 Pg. 56)

**Cache Support Positions** Refer to RMG (Ch. 20 Pg. 56)

**Human Resource Specialist** Refer to RMG (Ch. 20 Pg. 57)

**Union Representative** Refer to RMG (Ch. 20 Pg. 57)

**Incident Business Advisors (IBA)** Refer to RMG (Ch. 20 pg.56)

**National Incident Management Teams (IMT)** NMG (Ch. 20 Pg. 39)

**Incident Management Teams (IMT)** Refer to RMG (Ch. 20 Pg. 57)

CRC may host a Zone Type 3 team. The team would be rostered from a cadre of qualified personnel listed in ROSS. IC's are responsible for assuring availability of team members for each assignment, and notifying dispatch of who will be filling each position. Team configuration may vary from team to team; each team would generally consist of:

<b><u>Type 3 Functional Responsibility</u></b>	<b><u>Specific Qualification Standard for Type 3</u></b>
<b>ICT3 Incident Commander Type 3 Safety Officer</b>	ICT3 Line Safety Officer
<b>Operations Division</b>	Strike Team Leader or Task Force Leader Single Resource Boss
<b>Plans</b>	Local Unit can establish level of skill to perform function: Desired: Resource Unit Leader, Situation Unit Leader
<b>Fire Information Officer</b>	Local Unit can establish level of skill to perform function. Desired: IOF3
<b>Logistics Section Chief</b>	Local Unit can establish level of skill to perform function: Desired: Supply Unit Leader
<b>Finance Section Chief</b>	Local Unit can establish level of skill to perform this function. Desired: Personnel or Equipment Time Recorder

Additional positions may be added at the discretion of the Incident Commander if personnel are available. The Incident Commander will coordinate with each Section Chief to identify potential training opportunities for all positions.

Refer to RMG for information regarding Type 1 and Type 2 IMTs.

**Rocky Mountain IMT General Operating Guidelines** Refer to RMG (Ch. 20 Pg. 62)

**National Incident Management Organization Teams (NIMO)** Refer to NMG (Ch. 20 Pg. 41)

### **Incident Support Teams**

- National and Area Buying Teams (BUYT) Refer to RMG (Ch. 20 Pg. 66)/NMG (Ch. 20 Pg. 43)
- Burned Area Emergency Response Teams (BAER) Refer to NMG (Ch. 20 Pg. 45)
- National Wildland Fire Prevention/Education Teams (NFPET) Refer to RMG (Ch. 20 Pg. 69)/NMG (Ch. 20 Pg. 47)
- Critical Incident Stress Debriefing Teams (CISD) Refer to RMG (Ch. 20 Pg. 70)
- Wildland Fire & Aviation Safety Teams (FAST) Refer to RMG (Ch. 20 Pg. 69)
- Aviation Safety Assistance Team (ASAT) Refer to RMG (Ch. 20 Pg. 69)
- Serious Accident Investigation Team (SAIT) Refer to RMG (Ch. 20 Pg. 69)

**Resource Availability and Tracking**

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

Resources dispatched internally and externally will have a Chief of Party (COP). The COP will normally be the single resource boss of the engine or crew. The COP is responsible for all personnel assigned to the manifest list. The COP will also notify CRC when they have been released and are travelling home from an incident. If needed, CRC may designate a COP to each group of resources.

If necessary, CRC will make travel arrangements for resources mobilized to an incident (within and outside the CRC boundary).

**Overhead Availability Tracking**

All “militia” red-carded fire personnel will report availability by web self-statusing in ROSS. Individuals should report changes to their availability as it occurs. Zone/agency FMO’s are responsible for reporting the availability of their personnel to CRC. CRC will then update their availability in ROSS. **If an individual is available, it is assumed that they have their supervisor’s permission to go on a fire assignment** and that they are available to go anywhere for up to 16 days unless specifically indicated otherwise.

**IT IS THE RESPONSIBILITY OF EACH INDIVIDUAL TO KEEP THEIR AVAILABILITY  
UPDATED IN ROSS!**

## CHAPTER 30 CREWS

Refer to NMG (Ch. 30 Pg. 53) and RMG (Ch. 30 Pg. 74) for minimum crew standards.

### Ordering Considerations for Crews – Items to note in Special Needs (ROSS):

- Transportation Needs
- With Tools
- Double lunched
- Self-sufficient/purchasing authority
- Break down capable
- When ordering T2/T2IA crews, review the ordering considerations.
- Justification for T1 crew.

Craig Dispatch (CRC) has one T1 crew available for dispatch, the Craig Interagency Hotshot Crew. There is also the possibility of creating a T2IA or T2 crew as needed. Requests for these crews will be processed through the CRC.

### CRC CREW LISTINGS

#### Craig IHC

455 Emerson St.

Craig, CO 81625

Phone: (970) 826-5111

Fax: (970) 826-2689

POSITION	NAME	PHONE
Superintendent	Logan Blankenship	826-5110
Assistant Superintendent	Caleb Meyer	826-5111

The Craig Hotshot Crew is a National Resource. Ordering procedures for national resources will be followed.

Estimated Start Date: 1May18

Estimated Availability Date: 14May18

Estimated End Date: 30Sep18

\*Contact the IHC Superintendent if dispatched. If unable to contact, call the next contact on the list.

### Craig Interagency Hotshot Mobilization and Demobilization Protocol

- CRC will notify the crew superintendent of a crew order
- Prior to departure a correct and up-to-date manifest will be provided to dispatch

- Prior to departure, travel will be discussed with CRC (route of travel, RON spots, vehicle ID's, etc. will be provided to CRC)
- There will be not less than 18 and no more than 25 (over 21 members with prior approval of the requesting dispatch center) crew members (if traveling by air the maximum number will be (20) crew members)
- Check in with the receiving dispatch while in travel status to assure that the order has not been changed, crew diverted, or there is new information concerning the reporting location. If the order is cancelled and you are returning, advise CRC
- While on assignment if any member(s) of the crew are demobilized for whatever reason, CRC will be notified and given the specifics of the travel home. This should include reason for early demobilization (does not have to be specific, but general reason), method of travel home, route, RON areas, and ETA
- Notify CRC upon arrival back from an incident and provide for tentative availability date and number of days off being taken
- No crew members will be mobilized that cannot commit to the full 14 days, unless it is negotiated with the receiving unit through the dispatch system (needed for documentation purposes) and/or approved by the NWCFMU FMO. Communication with CRC concerning this situation is essential
- Fill-ins need to be ordered through CRC so that they can be tracked. Name requests for fill-ins will be accepted and then dispatch will place the order for them. Any non-local name requests will need to be accompanied by a detail request form. If someone is name requested, it is assumed that they have been contacted and are available. Location (home unit), name of person, and contact phone number will be provided to dispatch
- Assure time is completed/up to date prior to assignment
- Notify FMO or dispatch if there are things that could pose a possible impact to local fire operations during absence (i.e.: deliveries, the need for access to the facilities for service personnel, etc.)

### **Yampa River Crew (Interagency Type 2 or Type 2IA)**

#### **Yampa River Crew Mobilization and Demobilization Protocol**

- The Yampa River Crew is an Interagency crew that can be either T2 or T2IA, depending on the ability to staff Overhead positions. Typically only 1 crew will be available at any time
- Fire Management will notify CRC of the crew's availability and the type of crew so that they can be statused in ROSS
- CRC will notify RMCC Crew desk of the crew's availability
- CRC will notify the crew boss/crew boss trainee of a crew order with needed date/time and destination so they can determine a rendezvous time and location for the rest of the crew
- Prior to departure, a correct, and up-to-date, manifest will be provided to CRC
- Prior to departure, travel will be discussed with CRC including route of travel, RON spots, vehicle ID's, etc.

- There will not be less than 18 and not more than 20 crew members unless negotiated by the receiving unit through dispatch channels
- Check-in with the receiving dispatch while in travel status to assure that the order has not been changed, crew diverted, or there is new information concerning the reporting location. If the order is cancelled and you are returning, advise CRC
- While on assignment, if any member(s) of the crew are demobilized for whatever reason, CRC will be notified and given specifics of the travel home. This should include: reason for early demobilization (does not need to be specific, but can be general reason), method of travel home, route, RON areas, and ETA
- Notify CRC upon arrival back from an incident

## CHAPTER 40 EQUIPMENT AND SUPPLIES

### **Equipment and Supplies** Refer to RMG (Ch. 40 Pg. 79)

#### **General**

All requests for equipment will be placed using ROSS or on resource order forms and processed through Craig Dispatch (CRC).

All requests for incident supplies will be placed using ROSS or on resource order forms and processed through CRC. This applies to ongoing incidents, critical initial attack needs and NFES items. All re-stock orders should be placed by the responsible agency with local vendors, GSA, or according to their agency direction.

Each unit should maintain tools and supplies at a level to be able to handle normal operations for initial attack and minor support, such as outfitting available forces on the unit and regular fire replacement. Local cache inventory lists are due to RMK by April 1, annually.

CACHE	AGENCY/LOCATION	NUMBER	MANAGER
Craig BLM	CRD Craig, CO	50+ Person	Marty Martinez
Craig BLM	CRD Meeker, CO	10+ Person	Vacant
Craig BLM	CRD Kremmling, CO	10 Person	Vacant
Yampa Ranger District	RTF Yampa, CO	20-40 Person	Vacant
Hahns Peak/ Bears Ears	RTF Steamboat Springs, CO	20 Person	Vacant
Parks Ranger District	RTF Walden, CO	20+ Person	Vacant
Dinosaur National Park	DSP Dinosaur	10 Person	Vacant

**Equipment/Supplies Mobilization** Refer to RMG (Ch. 40 Pg. 79)

**Equipment/Supplies Demobilization** Refer to RMG (Ch. 40 Pg. 94)

**National Interagency Support Cache Ordering Procedures** Refer to NMG (Ch. 40 Pg. 56)

**NFES Items in Short Supply** Refer to NMG (Ch. 40 Pg. 56)

**Field Office Replenishment during Fire Season** Refer to RMG (Ch. 40 pg. 81)

**Field Office Replenishment outside Fire Season** Refer to NMG (Ch. 40 Pg. 56)

**Incident Replacement of NFES Items** Refer to RMG (Ch. 40 Pg. 81)

- **Incident Replacement: 1 & 2 Incidents** Refer to RMG (Ch. 40 Pg. 82)
- **Incident Replacement: 3, 4, & 5 Incidents** Refer to RMG (Ch. 40 Pg 82)

**Incident to Incident Transfer of Equipment and Supplies** Refer to NMG (Ch. 40 Pg. 57)

**National Interagency Incident Communication Division (NIICD)** Refer to NMG (Ch. 40 Pg. 57)

### **AREA RADIO CACHES**

National ICS Starter Radio Systems Refer to NWCG NFES Catalog Part 1  
All NFES 4000 Series Radio Kits are ordered as Supply.

**Radio Ordering** Refer to NMG (Ch. 40 Pg. 58)

**Radio Demobilization** Refer to NMG (Ch. 40 Pg. 58)

### **Incident Remote Automatic Weather Stations**

**Incident Remote Automatic Weather Stations (IRAWS)** Refer to NMG (Ch. 40 Pg. 58)

**National Contract Mobile Food Service and National Contract Shower Facilities** Refer to RMG (Ch. 40 Pg. 91)

**Mobilization** Refer to NMG (Ch. 40 Pg. 59)

**Reassignments** Refer to NMG (Ch. 40 Pg. 60)

**Demobilization** Refer to NMG (Ch. 40 Pg. 60)

### **Non-Contract (Local) Food Service Organizations**

When non-contract caterers and other food service organizations are utilized, national contract specifications will be used as guidelines to assure firefighters receive adequate, nutritious and safe meals. Things to remember: When ordering meals from vendors to the fireline, ensure hot food containers (NFES # 0073) are delivered to the vendor prior to pick up. Also make sure you send serving utensils, as most vendors do not provide.

**ENGINES AND WATER TENDERS** Refer to RMG (Ch. 40 Pg. 87)/NMG (Ch. 40 Pg. 60)  
CRC Engines & Water Tender Listing, Federal Units

**Engine Rotation:** CRC will maintain an engine rotation list in the dispatch center. When an engine is ordered through ROSS, the dispatcher will see which agencies have engines available nationally. They will then compare the list of agencies with available engines to the engine rotation list in order to determine which agency should be called first. If the first agency is not able to fill the order, their resource will be set to Available Local in ROSS until they are able to staff an engine and the next agency on the rotation showing an engine as available will be contacted. The agency that was unable to fill the order will maintain their position on the rotation. When an agency is contacted that CAN fill the request, their magnet on the rotation list will be moved to the side, while maintaining their place in the rotation, until they have actually reached their incident. This is so that if they are cancelled prior to arrival, their agency can maintain their place in the rotation. When they reach their incident, their agency magnet will move to the bottom of the rotation. When a FMO works with another location to have their engine name requested, this does not count towards their location on the engine rotation and their agency will maintain their place in the rotation.

**BLM**

ID	AGENCY/ CITY	ORDER FROM	LICENSE #	CAPTAIN	#	TYPE X= 4WD	TANK CAPACITY	HOSE	PUMP RATING
E-1614	CRD Craig, CO	CRC	I425460	Voegtle/ Rogers	3	6X	365 gal.	400' 1" 400' 1½"	80 gpm @ 150 psi
E-1613	CRD Craig, CO	CRC	I427282	Bloom/ Charpentier	3	6X	329 gal.	400' 1" 400' 1½"	80 gpm @ 150 psi
E-1419	CRD Craig, CO	CRC	I420027	Husby/ Lewis	4	4X	865 gal.	800' 1" 800' 1½"	90 gpm @ 150 psi
E-1642	CRD Meeker, CO	CRC	I429439	Pfeiffer/ Vacant	3	6X	281 gal.	500' 1" 500' 1½"	80 gpm @ 185 psi
E-1444	CRD Meeker, CO	CRC	I273352	Jacob/Steele	5	4X	800 gal.	800' 1" 800' 1½"	90 gpm @ 150psi

**FS**

E-617	RTF Walden, CO	CRC	A305552	Thomason/ Vacant	3	6X	300 gal.	500' 1" 500' 1½"	89 gpm @ 250 psi
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E-618	RTF Yampa, CO	CRC	A354085	Green/ Vacant	2	6X	300 gal.	500' 1" 500' 1½"	93 gpm @ 250 psi
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**NPS**

E-681	NPS Dinosaur NM	CRC	I512476	Vacant	3	6X	280 gal.	300' 1" 300' 1½"	90 gpm @ 100 psi
E-683	NPS Dinosaur NM	CRC	I516460	Walters	3	6X	280 gal.	300' 1" 300' 1½"	90 gpm @ 100 psi

## Cooperator Units

### Cooperator Units

<b>ID</b>	<b>AGENCY/ LOCATION</b>	<b>ORDER FROM</b>	<b>TYPE</b>	<b>TANK CAPACITY</b>
MFTZ E-624	Moffat County Craig, CO	CO State Patrol Craig	6X	300 gal.
Tender 327	Moffat County Craig, CO	CO State Patrol Craig	3	1000 gal.
Tender 2-1	Moffat County Craig, CO	CO State Patrol Craig	2 (Support)	4000 gal.
Tender 2-9	Moffat County Craig, CO	CO State Patrol Craig	2 (Support)	4000 gal.
Tender 2-10	Moffat County Craig, CO	CO State Patrol Craig	2 (Support)	4000 gal.
Tender 2-11	Moffat County Craig, CO	CO State Patrol Craig	2 (Support)	4000 gal.
E-300	North Park Fire Rescue Walden, CO	Jackson County Sheriff	6X	300 gal.
E-301	North Park Fire Rescue Walden, CO	Jackson County Sheriff	6X	300 gal.
E-303	North Park Fire Rescue Walden, CO	Jackson County Sheriff	6X	300 gal.
E-311	North Park Fire Rescue Walden, CO	Jackson County Sheriff	6X	300 gal.
E-306	North Park Fire Rescue Walden, CO	Jackson County Sheriff	4	1000 gal.
E-309	North Park Fire Rescue Walden, CO	Jackson County Sheriff	4	1000 gal.
E-308	North Park Fire Rescue Walden, CO	Jackson County Sheriff	3X	1000 gal.
E-911	North Park Fire Rescue Walden, CO	Jackson County Sheriff	P.U.(support)	
E-304 (Structure)	North Park Fire Rescue Walden, CO	Jackson County Sheriff	1	
E-343	North Park Fire Rescue Walden, CO	Jackson County Sheriff	6X	300 gal.
E-3-14 CSFS	North Routt FPD Clark, CO	Routt County Communications	4X	850 gal.
E-3-19	North Routt FPD Clark, CO	Routt County Communications	3X	650 gal.
E-3-1 Structure	North Routt FPD Clark, CO	Routt County Communications	1X	1000 gal.
E-3-17 Structure	North Routt FPD Clark, CO	Routt County Communications	1X	500 gal.
Tender 3-1	North Routt FPD Clark, CO	Routt County Communications	2X	2000 gal.
Tender 3-16	North Routt FPD Clark, CO	Routt County Communications	2	2500 gal.
Squad 8-2	Oak Creek FPD Oak Creek, CO	Routt County Communications	6X	300 gal.

Brush 8-15	Oak Creek FPD Oak Creek, CO	Routt County Communications	6X	200 gal.
Brush 8-17	Oak Creek FPD Oak Creek, CO	Routt County Communications	4X	1000 gal.

### Cooperator Units

ID	AGENCY/ LOCATION	ORDER FROM	TYPE	TANK CAPACITY
E-8-2 Structure	Oak Creek FPD Oak Creek, CO	Routt County Communications	2	
E-8-1 Structure	Oak Creek FPD Oak Creek, CO	Routt County Communications	1X	
Tender 8-1	Oak Creek FPD Oak Creek, CO	Routt County Communications	2	2500 gal.
Tender 8-2	Oak Creek FPD Oak Creek, CO	Routt County Communications	2	
Truck 3	Rangely VFD Rangely, CO	Rangely Police Dept.	6X	250 gal.
Truck 4	Rangely VFD Rangely, CO	Rangely Police Dept.	6X	250 gal.
Truck 2	Rangely VFD Rangely, CO	Rangely Police Dept.	4X	850 gal.
Tender 5	Rangely VFD Rangely, CO	Rangely Police Dept.	1 (Support)	2500 gal.
Brush 6-1	Steamboat Springs Fire Steamboat Springs, CO	Routt County Communications	6X	300 gal.
Engine 6-4	Steamboat Springs Fire Steamboat Springs, CO	Routt County Communications	6X	300 gal.
E-6-2 Structure	Steamboat Springs Fire Steamboat Springs, CO	Routt County Communications	1X	750 gal.
E-6-1 Structure	Steamboat Springs Fire Steamboat Springs, CO	Routt County Communications	1	1000 gal.
E-6-3 Structure	Steamboat Springs Fire Steamboat Springs, CO	Routt County Communications	1	1000 gal.
Tender 6-1	Steamboat Springs Fire Steamboat Springs, CO	Routt County Communications	2X	2000 gal.
Tender 6-4	Steamboat Springs Fire Steamboat Springs, CO	Routt County Communications	2X	
Brush 7-5	West Routt VFD Hayden, CO	Routt County Communications	4X	250 gal.
E-7-1 Structure	West Routt VFD Hayden, CO	Routt County Communication	1	750 gal.
E-7-3 Structure	West Routt VFD Hayden, CO	Routt County Communication	1	2000 gal.
E-7-6 Structure	West Routt VFD Hayden, CO	Routt County Communication	1	1000 gal.
Tender 7-7	West Routt VFD Hayden, CO	Routt County Communications	2	2500 gal.
Tender 7-8	West Routt VFD Hayden, CO	Routt County Communications	2	2500 gal.

Brush 5-11	Yampa FPD Yampa, CO	Routt County Communications	6X	250 gal.
Brush 5-16	Yampa FPD Yampa, CO	Routt County Communications	6X	250 gal.

### Cooperator Units

ID	AGENCY/ LOCATION	ORDER FROM	TYPE	TANK CAPACITY
E-5-18 Structure	Yampa FPD Yampa, CO	Routt County Communications	1	1000 gal.
E-5-13 Structure	Yampa FPD Yampa, CO	Routt County Communications	1	1000 gal.
E-5-12 Structure	Yampa FPD Yampa, CO	Routt County Communications	2	500 gal.
Tender 5-14	Yampa FPD Yampa, CO	Routt County Communications	2X	2000 gal.
Tender 5-15	Yampa FPD Yampa, CO	Routt County Communications	2 (Support)	3800 gal.

### Porta-Tanks

AGENCY/ LOCATION	ORDER FROM	DESCRIPTION	GALLONS
CRD Craig, CO	CRC	Porta-Tank	2000 gal.
CRD Craig, CO	CRC	Snap-Tank	1200 gal.
CRD Craig, CO	CRC	Pumpkin	1200 gal.
CRD Craig, CO	CRC	Pumpkin	2000 gal.
CRD Craig, CO	CRC	2 – Blivets	72 gal.
CRD Meeker, CO	CRC	Porta-Tank	1500 gal.
DSP Dinosaur, CO	CRC	Porta-Tank	1500 gal.
DSP Dinosaur, CO	CRC	Pumpkin	1200 gal.
DSP Dinosaur, CO	CRC	Pumpkin	4800 gal.
DSP Dinosaur, CO	CRC	3 - Blivets	72 gal.
RTF – Yampa Yampa, CO	CRC	2 – Blivets	55 gal.
RTF – Parks Walden, CO	CRC	Pumpkin	1500 gal.
RTF – Parks			

Walden, CO	CRC	Porta-Tank	1500 gal.
Maybell VFD Maybell, CO	CO State Patrol Craig	Pumpkin	3000 gal.
Moffat County Maybell, CO	CO State Patrol Craig	Porta-Tank	500 gal.
Moffat County Craig, CO	CO State Patrol Craig	Porta-Tanks	500 gal.
North Routt FPD Clark, CO	Routt County Communications	4 – Porta-Tanks	2500 gal.
Oak Creek VFD Oak Creek, CO	Routt County Communications	3 - Porta-Tanks	2200 gal.
Steamboat Fire & Rescue Steamboat, CO	Routt County Communications	3 - Porta-Tanks	2500 gal.
West Routt Fire Hayden, CO	Routt County Communications	3 – Porta-Tanks	2500 gal.
Yampa VFD Yampa, CO	Routt County Communications	5 - Porta-Tanks	2200 gal.

## **RETARDANT PLANTS Refer to RMG (Ch. 40 Pg. 102)**

**Portable/Mobile Retardant Bases Refer to RMG (Ch. 40 Pg. 102)**

## **SPECIALIZED EQUIPMENT**

### **Area Ignition Devices**

#### **Helitorches (Aerial Drip Torches)**

There are no agency helitorches within the CRC zone. Refer to RMG (Ch. 40 Pg. 89) for area resources.

#### **Aerial Ignition Devices (Plastic Sphere Dispensers)**

There is one BLM PSD machine CRC zone. It is located in the Craig Cache. Refer to RMG (Ch. 40 Pg. 90) for area resources.

#### **Terra Torch**

CRC has one terra torch located in Craig and must be accompanied by a qualified operator from the home unit. Refer to RMG (Ch. 40 Pg. 90) for area resources.

**Batch Mixer** Refer to RMG (Ch. 40 Pg. 90)

### **Thermal Imaging Devices**

There are 2 available within the CRC zone. They are located in Crag Cache.

**Seed Buckets** Refer to RMG (Ch. 40 Pg. 91)

### **Potable Water Tender**

See the CRC Service & Supply Plan for private contractors. Potable water tenders are also available from the State Forestry Division and the National Guard/Military Units.

**Portable Retardant Base** Refer to RMG (Ch. 40 Pg. 89)

**Mobile Cache Vans Refer to RMG (Ch. 40 Pg. 84)****Dozers, Graders, & Lowboys**

ITEM	AGENCY/ LOCATION	ORDER FROM	MAKE & MODEL	TYPE
Dozer	Moffat County Craig, CO	CO State Patrol Craig	D6	2
Dozer	Moffat County Craig, CO	CO State Patrol Craig	D6	2
Dozer	Moffat County Craig, CO	CO State Patrol Craig	D8	1
Grader (14)	Moffat County Various Locations	CO State Patrol Craig	Caterpillar	2
Truck/ Lowboy	Moffat County Craig, CO	CO State Patrol Craig		
Truck/ Lowboy	Moffat County Craig, CO	CO State Patrol Craig		
Dozer	Jackson County Walden, CO	Jackson County Sheriff	TD20	1
Dozer	Jackson County Walden, CO	Jackson County Sheriff	D6	1
Truck/ Lowboy	Jackson County Walden, CO	Jackson County Sheriff		
Lowboy	Jackson County Walden, CO	Jackson County Sheriff		
5,000 gallon Tankers/tenders (2)	Jackson County Walden, CO	Jackson County Sheriff		
Grader (5)	Jackson County Walden, CO	Jackson County Sheriff		

**Ambulances**

ITEM	AGENCY/ LOCATION	ORDER FROM	MAKE & MODEL	TYPE
Ambulance	Meeker VFD Meeker, CO	Rio Blanco Sheriff	Ford	1
Ambulance	Meeker VFD Meeker, CO	Rio Blanco Sheriff	Ford	1
Ambulance	Meeker VFD Meeker, CO	Rio Blanco Sheriff	Ford	3
Ambulance 3-1	North Routt FPD Clark, CO	Routt County Sheriff	BLS Ford	3X
Ambulance 3-18	North Routt FPD Clark, CO	Routt County Communications	BLS Chevrolet	3X
Ambulance 3-15	North Routt FPD Clark, CO	Routt County Communications	BLS Chevrolet	3X
Ambulance 8-1	Oak Creek FPD Oak Creek, CO	Routt County Communications	ALS/BLS Ford	1X
	Oak Creek FPD	Routt County	ALS/BLS	

Ambulance 8-2	Oak Creek, CO	Communications	Ford	1X
Ambulance 8-3	Oak Creek FPD Oak Creek, CO	Routt County Communications	BLS Ford	3X
Ambulance 6-1	Steamboat Springs Fire Steamboat Springs, CO	Routt County Communications	ALS/BLS Ford	1X
Ambulance 6-2	Steamboat Springs Fire Steamboat Springs, CO	Routt County Communications	ALS/BLS Ford	1X
Ambulance 6-3	Steamboat Springs Fire Steamboat Springs, CO	Routt County Communications	ALS/BLS Ford	1X
Ambulance 6-4	Steamboat Springs Fire Steamboat Springs, CO	Routt County Communications	ALS/BLS Ford	1X
Ambulance 7-1	West Routt Fire Hayden, CO	Routt County Communications	ALS Coach	1
Ambulance 7-2	West Routt Fire Hayden, CO	Routt County Communications	ALS McCoy	1
Ambulance 5-1	Yampa FPD Yampa, CO	Routt County Communications	ALS/BLS GMC	1

### **All Terrain and/or Utility Vehicles (ATV's)**

Each agency maintains a fleet of ATV/UTV's-check locally for availability

### **AREA 250-PERSON CACHE VANS**

Cache vans can be ordered through RMK. Refer to RMG (Ch. 40 Pg. 84)

### **Heavy Truck Transport**

For local contractors refer to the CRC Service and Supply Plan. Refer to RMG (Ch. 40 Pg. 90)

## CHAPTER 50 AIRCRAFT

**Aircraft Refer** to RMG (Ch. 50 Pg. 97)

**Aircraft Mobilization** Refer to RMG (Ch. 50 Pg. 99)

Between the hours of 2000 and 0600 charter pilots shall not be dispatched or contacted to ensure crew rest requirements are met (10 hours of uninterrupted rest). Orders for charter aircraft should not be placed with vendors between these hours, unless they have a separate dispatcher available. Pilots should ensure duty limitations are being met.

### **Ordering Procedures**

#### **Aerial Fire Detection**

All requests for aerial detection within the CRC area for ongoing incidents or after thunderstorms should originate from the zone FMOs, be coordinated with the duty officer, and be placed through the dispatch center. USFS & NPS requests should be placed to CRC through the appropriate agency FMO or their designee. Coordination and prioritization will occur in the event that multiple units request a flight. The dispatcher will then initiate procedures to acquire the appropriate aircraft from either Colorado DFPC or Federal, Forest Service or DOI, source lists. CRC will establish the flight following process in accordance with the Interagency Standards for Fire and Fire Aviation Operations (Red Book).

Counties within the CRC Zone may go directly through their dispatch centers to order one of the DFPC Multi-Mission Aircraft (MMA). Orders placed for the MMA through CRC Federal or County agencies will be placed up to RMCC.

#### **Air tankers and Lead Planes**

All air tanker and lead plane requests will be placed through CRC. The acquisition of aircraft will follow agency guidelines. All requests for tactical aircraft will be filled on a first come, first serve basis unless multiple incidents require the establishment of priorities. In such an instance, the CRC center manager will consult with the Multi-Agency Coordination Group. Until that meeting can occur, priorities will be established in accordance with policies and procedures set forth in the National Mobilization Guide. **Aerial retardant drops will be used only when authorized by the agency with jurisdictional responsibility.**

#### **Helicopters**

All requests for helicopters and helitack crews will be placed through CRC with dispatching done according to agency guidelines. Flight following will be conducted through the dispatch center.

All Mob/Demob requests for R&R, joining up with a crew already on assignment, etc will be placed through the chain of command. For helicopters assigned to an incident this will be the IC, AOBD or Ordering Manager, as determined by the incident. For severity or prepositioned resources this will be the appropriate Duty Officer. This individual will then notify CRC that the resource may be ordered/released, as appropriate.

**Prioritizing Incidents** Refer to RMG (Ch. 50 Pg. 101)

## **Aircraft Demobilization** Refer to RMG (Ch. 50 Pg. 101)

### **Flight Management Procedures**

- **Point-to-Point** Point-to-point flights originate at one developed airport or permanent helibase, with a direct flight to another developed airport or permanent helibase. These types of flights are often referred to as "administrative" flights. These flights require point-to-point approved pilots and aircraft. A point-to-point flight is conducted higher than 500 feet above ground level (AGL) except for takeoff and landing.
- **Point-to-Point Flight Following**  
The sending dispatch center has the ultimate responsibility for flight following. This responsibility may be handed off to RMCC for fire mobilization flights. If the flight was originated by CRC then the Chief of Party/Flight Manager or pilot will notify CRC of any delays and upon arrival at the final destination (unless the flight following has been handed off to RMCC). For all point-to-point flights a Flight Request Form will be filled out.
- **Mission Flights/Special Use:**  
Mission flights will be documented using ROSS or a resource order form. Special use flights are generally resource oriented and will require a Project Aviation Safety Plan and a Flight Request Form.

The flight following procedures for aircraft flying non point-to-point missions require a status check-in at 15-minute intervals. This can be accomplished utilizing Automated Flight Following (AFF) or by radio check-ins.

The following information should be documented at each 15 minute interval:

- Time of check-in.
- Current position of aircraft (Latitude/Longitude and geographic landmark if known).
- Direction of travel (unless orbiting or consistently working in one area).
- Any changes in flight plan or status.

Prior to any flight, the aircraft dispatcher should have a full understanding of the purpose of the mission, destination, duration, persons on board, check-in intervals, communication networks, and emergency procedures in the event of an accident/mishap. The aircraft dispatcher and pilot must agree to which method of flight following will take place (AFF or radio check-ins). Pilots must monitor at least one predetermined radio frequency as an alternate means of flight following in the event the AFF system fails in the aircraft or dispatch; or in case dispatch needs to cancel a mission, divert the aircraft to a higher priority incident, or relay other critical information regarding hazardous weather, TFRs, etc. Regardless of AFF being used, radio communications must be maintained with all aircraft that the dispatcher has agreed to flight follow. If radio communications cannot be maintained through the duration of the flight, the flight will be immediately terminated and the dispatch office contacted. For flights crossing dispatch area boundaries and/or when the aircraft has flown out of radio contact, CRC will contact the dispatch center whose area the aircraft has flown into and assure the aircraft is

“handed off”. The flight will not be closed out with CRC until it is confirmed that another dispatch center has radio communication with the aircraft.

Refer to Airspace Boundary Management Checklist, in the Northwest Colorado Fire Management Unit Aviation Plan for flights taking place in the common corridor along dispatch boundaries.

### **Automated Flight Following (AFF) Requirements & Procedures**

When aircraft is initially airborne and outside of sterile cockpit environment, the pilot will contact the dispatch office via radio stating, “Nxxx off (airport or helibase name), ATD, SOB, FOB, and ETE on AFF”. This is required to positively verify that both the aircraft and the dispatch office are utilizing AFF, radios are operational, and the dispatcher can ‘see’ the aircraft on the computer screen. If there is a problem at this point, change to radio 15 minute check-in procedures until the problem is resolved.

If radio contact cannot be established, the pilot will abort the mission and return to the airport/helibase.

If there is a deviation from the planned and briefed flight route, the pilot will contact the dispatch office via radio with changed information. The dispatch office will keep the AFF system running on the computer for the entire flight and will set a 15 minute timer, monitor the computer, and document the aircraft call sign, lat/long, and heading for the duration of the flight.

For more detailed information refer to NMG (Ch. 50 Pg. 65)

**Flight Management Procedures** Refer to the CRC Unit Aviation Plan, NMG (Ch. 50 Pg. 62)

**Aircraft Incident/Accident Reporting** Refer to Local Aircraft Incident/Accident Response Guide

All incidents and accidents will be reported immediately to CRC and appropriate line officers. Emergency procedures will be followed as outlined in the Aircraft Incident/Accident Response Guide. SAFECOMs need to be filed by persons that observed or were involved with the incident. A copy of the SAFECOM will be provided to the unit aviation officer.

**Overdue and Missing Aircraft** Refer to RMG (Ch. 50 Pg 105)

**Airborne Thermal Infrared (IR) Fire Mapping** Refer to NMG (Ch. 50 Pg. 72)

**State Owned Aircraft** Refer to RMG (Ch. 50 Pg. 106)

**Colorado Division of Fire Prevention and Control MMA**

Federal MMA requests must be placed through CRC to RMCC. Local cooperators may go direct to the Denver Regional Colorado State Patrol (CSP) dispatch office via the State Emergency Operations Line at: 303-279-8855. Request to speak to the DFPC Duty Officer. Orders are to include standard information for ordering Tactical Aircraft.

**Lead Planes** Refer to RMG (Ch. 50 Pg. 111)

If a lead plane is not available, a qualified Air Tactical Group Supervisor (ATGS) may be used until a lead plane arrives, as long as the Airtanker Pilot-In-Charge (PIC) is IA rated. Non-IA rated PIC's require a lead plane. For additional information regarding aerial supervision requirements in the Rocky Mountain Area refer to RMG (83-1).

**Aerial Supervision Modules (ASM)** Refer to RMG (Ch. 50 Pg. 112)**Aerial Supervision Requirements** Refer to RMG (Ch. 50 Pg. 112)

When aerial supervision resources are co-located with retardant aircraft, they should be launched together on the initial order to maximize safety, effectiveness, and efficiency of incident operations. Incidents with 3 or more aircraft over/assigned to them should have aerial supervision over/assigned on the incident. Federal policy dictates additional requirements as listed below.		
<b>Situation</b>	<b>Lead Plane/ASM</b>	<b>ATGS</b>
Airtanker not initial attack (IA) rated	Required	--
MAFFS	Required	--
Very Large Airtanker (VLAT)	Required	--
When requested by airtanker, ATGS, LP, ATCO or ASM	Required	Required
Foreign Government airtankers	Required if no ATGS	Required if no Lead/ATCO/ASM
Multi-engine Airtanker: Retardant drops conducted between 30 minutes prior to, and 30 minutes after sunrise, or 30 minutes prior to sunset to 30 minutes after sunset.	Required if no ATGS	Required if no Lead/ATCO/ASM
Single Engine Airtanker (SEAT): SEATs are required to be "on the ground" by ½ hour after sunset.	See Level 2 SEAT requirements	See Level 2 SEAT requirements
Level 2 SEAT requirements: Level 2 rated SEAT operating over an incident with more than one other tactical aircraft on scene.	Required if no ATGS	Required if no Lead/ATCO/ASM
Retardant drops in congested/urban interface areas	Order	May use if no Lead/ATCO/ASM
Periods of marginal weather, poor visibility or turbulence	Order	Order
Night helicopter weather dropping operations – 2 or more tactical or non-incident helicopters	Not Applicable	Order

**Air Tactical** Refer to RMG (Ch. 50 Pg. 110)**Large Transport Aircraft** Refer to RMG (Ch. 50 Pg. 121)

RMCC will notify CRC if a large transport is expected to come into the Yampa Valley Regional Airport (YVRA) located in Hayden, Colorado. CRC will then notify YVRA of the large

transport's ETA and arrangements. This is especially important if the large aircraft is scheduled to land after regular airport hours.

- **Passenger/Cargo Manifest**  
All crews must have a manifest and send a copy to RMCC via e-mail or fax within 2 hours of their departure.

**Helicopter – Call When Needed (CWN)** Refer to RMG (Ch. 50 Pg. 122)

All CWN helicopters will be ordered through CRC. If the CWN helicopter is for fire suppression the order will then be placed with RMCC. If it is for a non-fire incident CRC will go to the AMD source list or USFS rental agreements and find an appropriate aircraft for the mission.

When a CWN helicopter is used, it must have appropriate level of supervision depending on size and mission. A qualified Helicopter Manager or Project Manager must inspect the aircraft prior to use.

Modules are not automatically ordered by RMCC when a helicopter order is filled by a CWN aircraft. CRC dispatchers need to order the module upon notification that a CWN helicopter is filling the order. The module is ordered on an overhead order and cross-referenced with an aircraft order.

Refer to the appropriate agency aviation plan for guidance concerning use of aircraft for non-fire flights and projects.

**CRC CWN Helicopters** Refer to the DOI/OAS Source List or USFS Rental Agreements.

**Exclusive Use Contract Helicopters** Refer to NMG (Ch. 50 Pg. 71)

**Airtankers** Refer to RMG (Ch. 50 Pg. 114)

Airtankers are initially ordered through Grand Junction Dispatch or Ft. Collins Dispatch. If Grand Junction or Ft. Collins do not have any available, the order is then placed with RMCC. Values at risk and estimated time to impact of those values must accompany all orders for prioritization purposes.

**Very Large Airtankers (VLAT's)** Refer to RMG (Ch. 50 Pg. 116)

*An order for an airtanker may be filled by a VLAT. However this will not occur without dialogue between NICC and RMCC and the ordering unit. Documentation and dialogue will be critical for a positive outcome in these scenarios, especially if the ordering unit is not willing or able to accept a VLAT.*

An IC may specify "no VLAT" when ordering if terrain, cost, or other factors limit the use of a VLAT. CRC will specify "No VLAT" in special needs on the order and list the limiting factors described by the IC. These restraints will also be communicated verbally with the GACC.

**Airtanker use in Optional and Post Season Periods** Refer to NMG (Ch. 50 Pg. 67)

**Modular Airborne Firefighting Systems (MAFFS)** Refer to RMG (Ch. 50 Pg. 117)

**National Guard Helicopters** Refer to RMG (CH 50 Pg. 124)

National Guard Helicopters may be available out of Buckley AFB on the Front Range and Eagle on the Western Slope. These resources may be used on wildland fires, for extraction, or for other emergencies and natural disasters. They require special procedures for activation via the Colorado Division of Fire Prevention and Control. Incidents managed completely by the State or a County require different procedures than for incidents on Federal lands.

**Single Engine Airtankers (SEATS)** Refer to RMG (Ch. 50 Pg. 118)

See RMG and the SEAT Operations Guide for general policy and guidelines.

For CRC dispatched resources: if county-ordered aircraft is on scene of a fire, resources should assure LCES is in place prior to engaging the fire, and may need to engage on a different area of the fire than the SEAT is working in until communications are established with the aircraft. A local SEAT Manager should be ordered as soon as possible upon activation of a SEAT.

**Colorado State SEATs** Refer RMG (Ch. 50 Pg. 118)

**BLM – Colorado & Wyoming SEATs** Refer RMG (Ch. 50 Pg. 119)

**Owner/Operator Listings, USFS Approved Vendors** Refer RMG (Ch. 50 Pg. 109)

**DOI Approved Vendors** Refer RMG (Ch. 50 Pg. 109)

**Temporary Flight Restrictions (TFR) (FAR 91.137)** Refer to RMG (Ch. 50 Pg. 130)

All TFR's will be ordered through CRC. CRC will then place the order with RMCC. It is important that after the need for a TFR no longer exists, CRC is notified so the TFR can be released.

**Military Training Routes (MTR) and Special Use Airspace (SUA)** Refer to RMG (Ch. 50 Pg. 127)

There are no MTRs/SUAs within the boundaries of the CRC area.

**Airspace Conflicts** Refer to Appendix F, Airspace Boundary Management Checklist, in the Northwest Colorado Fire Management Unit Aviation Plan, RMG (Ch. 50 Pg. 127) and NMG (Ch. 50 Pg. 74)

**FAA Temporary Control Tower Operations** Refer to RMG (Ch. 50 Pg. 131)

**Dedicated Radio Frequencies and Management** Refer to RMG (Ch. 50 Pg. 132)

**Time Conversion Table** Refer to RMG (Ch. 50 Pg. 134)

## **Sunrise and Sunset Table**

Refer to <http://aa.usno.navy.mil/data/> for Sunrise/Sunset Tables for the CRC Zone.

## **Commonly Used Airport Capabilities and Services**

For more information use Ac-U-Kwik Directories or [www.airnav.com/airport](http://www.airnav.com/airport)

### **Craig-Moffat Airport (CAG)**

N40-29.7 x W107-31.3

Elevation: 6193 ft.

VOR: CHE r247@10nm

EKR r021@31.6nm

Fuel: Jet A

AvGas

FBO: Mountain Airspray : 970-824-6335

Control Tower: No

Runway: 5600 ft. x 100 ft.

Weight Limitations:

Single Wheel 35,000 lbs.

Double Wheel 40,000 lbs.

Uses by CRC:

Helibase, SEAT Base, Satellite Smokejumper base at terminal, Air Attack Base, Small Charter aircraft (Recon, PAX transport, cargo transport)

Food & Lodging:

Food, none on premises, but golf course has a restaurant and is located

North of airport within walking distance

Lodging 2 miles into Craig

Ground Transportation:

None

### **Hayden – Yampa Valley Regional Airport (HDN)**

N40-28.9 x W107-13.1

Elevation: 6602 ft.

VOR: CHE r106@4.6nm

BQZ r261@15.8nm

Fuel: Jet A

AvGas

FBO: Spectrum Jet Center 970-276-3743

Control Tower: No

Runway:

10000 ft .x 150 ft.

Weight Limitations:

Single Wheel 75,000 lbs.

Double Wheel 170,000 lbs.

Double Tandem Wheel 260,000 lbs .

Uses by CRC:

Jetport

Small Charter aircraft (Recon, PAX transport, cargo transport)

Air Attack Base

Food & Lodging:

Lodging & food 2 miles into Hayden

Ground Transportation:

Commercial rentals

Various shuttles

### **Kremmling Airport (20V)**

N40-03.2 x W106-22.1

Elevation: 7411 ft.

VOR: RLG r34@4.6nm

BQZ r124@33.7nm

Fuel: Jet A

AvGas

FBO: Alpine Wings 970-724-0611

Control Tower: No

Runway: 5600 ft. x 100 ft.

Weight Limitations:

Single Wheel 46,000 lbs.

Double Wheel 68,000 lbs.

Uses by CRC:

Helibase

SEAT Base

Air Attack Base

Small Charter aircraft (Recon, PAX transport, cargo transport)

Food & Lodging:

Lodging & food 1 mile into Kremmling

Ground Transportation:

None

### **Meeker Airport (EEO)**

N40-29.9 x W107-53.2

Elevation: 6421 ft.

VOR: RIL r334@32.2nm

EKR r107@2.1nm

Fuel: Jet A

AvGas

FBO: Coulter Aviation 878-5045

Control Tower: No

Runway:

6500 ft. x 60 ft.  
Weight Limitations:  
    Single Wheel 21,000 lbs.  
    Double Wheel 27,000 lbs.  
Uses by CRC:  
    Helibase  
    SEAT Base  
    Air Attack Base  
    Small Charter aircraft (Recon, PAX transport, cargo transport)  
Food & Lodging:  
    Lodging & food 2 miles into Meeker  
Ground Transportation:  
    None

**Rangely Airport (4V0)**

N40-05.7 x W108-45.7  
Elevation: 5274 ft.  
VOR: VEL r102@37.6nm  
EKR r258@38.4nm  
Fuel: AvGas  
FBO: Rangely Airport 970-675-2316  
Control Tower: No  
Runway:  
    6400 ft. x 75 ft.  
Weight Limitations:  
    Single Wheel 25,000 lbs.  
Uses by CRC:  
    Helibase  
    SEAT Base  
    Air Attack Base  
    Small Charter aircraft (Recon, PAX transport, cargo transport)  
Food & Lodging:  
    Lodging & food 2 miles into Rangely  
Ground Transportation:  
    None

**Steamboat Springs Airport (SBS)**

N40-31.0 x W106-52.0  
Elevation: 6878 ft.  
VOR: CHE r77@20nm  
    BQZ r352@3.2nm  
Fuel: Jet A  
    AvGas  
FBO: Steamboat Springs Airport 970-879-1204  
Control Tower: No  
Runway:

4452 ft. x 100 ft.

Weight Limitations:

Single Wheel 50,000 lbs.

Double Wheel 60,000 lbs.

Uses by CRC:

Helibase

SEAT Base

Air Attack Base

Small Charter aircraft (Recon, PAX transport, cargo transport)

Food & Lodging:

Lodging & food 3 miles into Steamboat Springs

Ground Transportation:

None

## CHAPTER 60 PREDICTIVE SERVICES

Information gathering and dissemination is vital for safety, sound fire management decisions, prioritization of fires, and allocation of limited resources. The information process needs to be complete, accurate and timely.

During fire season, CRC is responsible for daily posting of weather forecasts and recordings, situation reports, resource status and other information on the CRC web page ([https://gacc.nifc.gov/rmcc/dispatch\\_centers/r2crc/](https://gacc.nifc.gov/rmcc/dispatch_centers/r2crc/)).

Upon notification of critical information, such as a Red Flag Warning or a Fire Weather Watch, CRC will immediately notify field personnel via radio or briefing. A text message alert will also be sent to all participating federal and cooperator parties from the [cocrc@firenet.gov](mailto:cocrc@firenet.gov) account or via WildCAD. The text message will contain the following information: which fire weather zone(s) are affected, what the alert is for (high winds, low temps, etc.) and what time the warning will expire (if applicable). CRC will NOT expect a response.

During periods of high activity, RMCC will be kept informed of significant activity via phone calls throughout the day. These updates do not take the place of the daily situation report or any other reporting requirements.

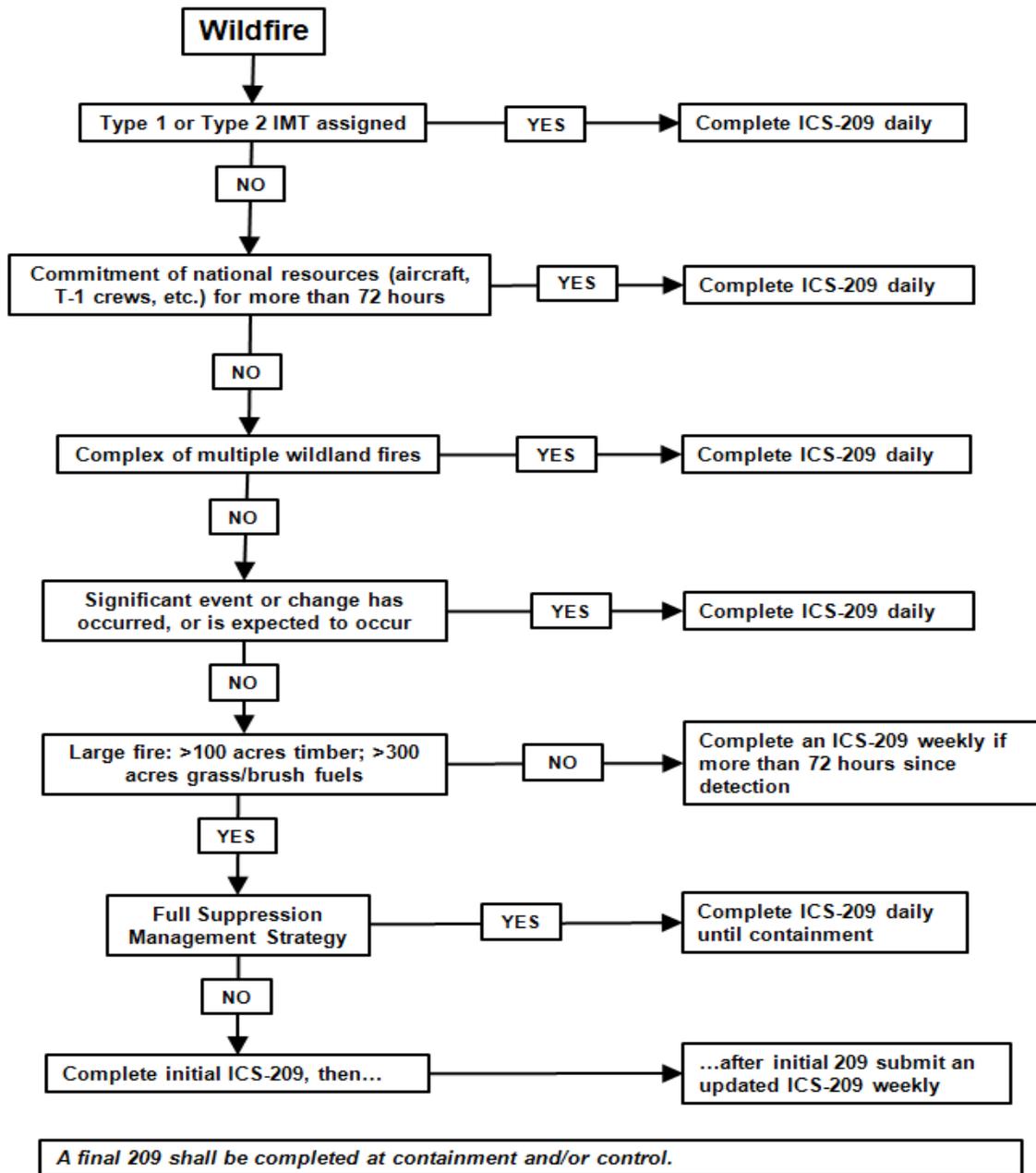
It is imperative that all cooperators keep CRC informed of activity on their units in order to accurately reflect the activity level occurring within the CRC area and to assure that all activity is considered when setting priorities.

**Incident Status Summary (ICS - 209)** Refer to RMG (Ch. 60 Pg. 139)

ICS-209s are required for various reasons. See the ICS-209 flowchart at:

<https://www.predictiveservices.nifc.gov/intelligence/ICS-209%20When%20to%20Report%20Wildland%20Fire%20Incidents%20Flowchart.pdf> for detailed information.

### When to Report Wildland Fire Incidents with an ICS-209



For incidents meeting the size requirements, larger than 100 acres in timber or 300 acres in grass/brush, a CRC dispatcher will work with the respective ICT4 or ICT3 to complete the ICS – 209. The ICS-209 is due by 1700 and will be submitted with the daily situation report (SIT) by 1800 to RMCC. An ICS-209 must be completed daily, weekly for fires in monitor status, until the fire is controlled and a final ICS-209 is submitted.

For incidents with an IMT1 or IMT2 is assigned to the incident it is the IMT’s responsibility to submit the ICS-209 to RMCC and provide a copy to CRC. If the IMT is unable to submit the

ICS-209 to RMCC, they will need to notify CRC as soon as possible so a dispatcher can assist in submitting one by the time due.

**Definitions:**

**Significant number of resources:** Non-local resources that are required to manage an incident that exceeds the capacity of the local unit. Significant commitment of national resources is defined as: One or more type 1 crews, one or more fixed wing or rotor wing aircraft.

**Monitor:** the systematic process of observing, collecting and recording of fire-related data, particularly with regards to fuels, topography, weather, fire behavior, fire effects, smoke, and fire location. This may be done onsite, from a nearby or distant vantage point, in person or using a sensor, or through remote sensing (aircraft or satellite).

**Confine:** to restrict a wildfire to a defined area, using a combination of natural and constructed barriers that will stop the spread of the fire under the prevailing and forecasted weather conditions until out. This means, “some action is or has been taken” (line construction, bucket drops, etc.) to suppress portions of the fire perimeter.

**Point or Zone Protection:** involves protecting specific points from the fire while not actively trying to line the entire fire edge. Points being protected may be communities, individual homes, communication sites, areas of high resource value, etc.

**Full Suppression:** implies a strategy to “put the fire out” as efficiently and effectively as possible, while providing for firefighter and public safety. To complete a fireline around a fire to halt fire spread, and cool down all hot spots that are immediate threat to control line or outside the perimeter, until the lines can reasonably be expected to hold under foreseeable conditions. This is synonymous with “Full Perimeter Containment” and “Control.”

For more information refer to “When to Report Wildland Fire Incidents” document on the web at: <https://www.predictiveservices.nifc.gov/intelligence/ICS-209%20When%20to%20Report%20Wildland%20Fire%20Incidents.pdf>

**Interagency Situation Report (SIT)** Refer to RMG (Ch. 60 Pg. 141)

The reporting period for the daily SIT is from 0001 to 2400 daily. The report is due into RMCC daily from May through October by 1800. Later submission of the report can be negotiated with RMCC.

All units within the CRC area should report daily activity to CRC for inclusion into the daily SIT report. The minimum information needed is: number of fires, number of acres burned, resources committed, anticipated control problems, extreme fire behavior, and any other significant information. This information is due to CRC by 1700. It can be submitted via fax or telephone.

The remarks section of the SIT report should include the following:

- brief write up about IA activity and resources committed
- weather synopsis for the general vicinity
- brief analysis/prognosis

- other significant information

**Incident Management Situation Report** Refer to NMG (Ch. 60 Pg. 83)

**7 Day Significant Fire Potential Outlook** Refer to NMG (Ch. 60 Pg. 77)

**National Wildland Significant Fire Potential Outlook** Refer to NMG (Ch. 60 Pg. 77)

**GACC Monthly and Seasonal Wildland Significant Fire Potential Outlook**

Refer to NMG (Ch. 60 Pg. 78)

Rocky Mountain Fire Potential Outlooks can be found at this location:

<https://gacc.nifc.gov/rmcc/outlooks1.php>

**Fuel and Fire Behavior Advisories** Refer to RMG (Ch. 60 Pg. 143)

### **Daily Resource Status**

This report will contain the status of all local, area, and national resources physically located within the CRC area, excluding aircraft. The CRC Daily Resource Status page will be updated by each respective agency or zone FMO daily by 1000. CRC tracks day to day staffing of Federal engines so the individuals on the engines will need to be included in the remarks section. These resources include the following:

- Overhead
- Engines
- Water Tenders
- Crews

### **CRC Year-end Report**

CRC will generate an annual report to be presented in draft format at the post season CIGG meeting. The report will be finalized and submitted to RMCC by January 15. Refer to RMG (Ch. 60 Pg. 145) for requested information.

**Report Due Dates and Times** Refer to RMG (Ch. 60 Pg. 146)

<b>Report</b>	<b>Timeframe</b>
Daily Resource Status	Update daily by 1000 (May – October).
Interagency Situation Report	Due to RMCC by 1800 hours unless directed or negotiated otherwise (May – October).
Incident Status Summary (ICS-209)	Due to CRC by 1700. Due to RMCC by 1800 unless a later time is negotiated. Required for wildfires in timber 100+ acres & grass 300+ acres and significant events.
Training Priority List	Due to RMCC upon request
Prescribed Fire Report	Due prior to the day of the burn. Notify RMCC, cooperators, dispatch centers and area dispatch offices.
CRC Year-end Report	Actual stats and Center Annual Reports due to RMCC by January 15.

**CHAPTER 80 – FORMS***General*

Complexity Analysis Form	(has no NFES or ICS#)
Demobilization Checkout Form	(NFES 1353, ICS 221)
Documentation Form	(has no NFES or ICS#)
Emergency Release/Message Form	(has no NFES or ICS#)
Fire Weather Special Forecast Request (Spot) Form	(WS Form W1)
Resource Extension Request Form	(January 2013 version)
Resource Order Form	(NFES 2213, ICS 259-13)
RMA Tactical Group Conference Call Template	(version 3/15)
Unit Log Form	(ICS 214)
Wildland Fire Entrapment/Fatality Form	(NFES 0869, PMS 405-1 8/14 version)

*Aircraft*

Aircraft Dispatch Form	(RMA version 8/14)
Aircraft Flight Request/Schedule Form	(9400-1a)
Temporary flight Restriction (TFR) Form	(2/15 version)
Temporary Tower Request Form	(version unknown)
Infrared Aircraft Scanner Request Form	(version unknown)
RMA ROSS Aircraft Request Form	(version 1.2)

*Crews*

Passenger and Cargo Manifest Form	(SF-245 – TEST)
RMA ROSS Crew Request Form	(version 1.2)

*Equipment/Supplies*

Incident Replacement Requisition Form	(NFES 001300, OF-315)
Mobile Food & Shower Service Request Form	(AG-024B-S-07-9001)
RMA ROSS Equipment Request Form	(version 1.2)
RMA ROSS Supply NFES Request Form	(version 1.2)
RMA ROSS Supply NON NFES Request Form	(version 1.2)

*Overhead*

Preparedness/Detail Request Form	(version unknown)
RMA ROSS Overhead Request Form	(version 1.2)

**CHAPTER 90  
CHARTERS**

**ROCKY MOUNTAIN COORDINATING GROUP CHARTER** (Refer to RMCC Website)

**ROCKY MOUNTAIN COORDINATING GROUP – OPERATIONS COMMITTEE  
CHARTER** (Refer to RMCC Website)

**CRAIG INTERAGENCY FIRE MANAGEMENT GROUP (CIFMG) CHARTER**

# CRAIG INTERAGENCY FIRE MANAGEMENT GROUP (CIFMG) CHARTER

## Mission Statement

The Craig Interagency Fire Management Group (CIFMG) is established to increase interagency cooperation, communications, and coordination for interagency wildland fire management activities and all-hazard incidents. Individual agency missions will be maintained and advanced by realizing the efficiencies of working collectively.

The intent is to provide leadership and a broad frame work for cooperation for working with and within the sphere of the Craig Interagency Dispatch Area. The CIFMG serves as an interagency coordinating group to provide guidance to the dispatch center regarding the function of dispatch center operations; it also develops and provides guidance to other committees and/or task groups.

## Purpose and Duties

The purpose of the CIFMG is to:

- The CIFMG serves the line officers of the Craig Interagency Dispatch Area (Executive Council) and implements CIFMG and Executive Council decisions in order to promote safety, consistency and efficiency.
- Provide interagency leadership and coordinated implementation of current policies, directions, and standards for incident management activities and other activities as appropriate.
- Interprets and develops, as needed, fire management policies for the Craig Dispatch Area based on National, Regional, State and County fire management policies to promote efficiencies of all agencies within the dispatch area.
- Establish and/or terminate Committees/task groups/teams to address interagency wide issues.
- Facilitate efficiencies in all incident operations by instilling professionalism in all aspects of incident management which includes full partnerships, trust and mutual assistance among the local, state and federal entities.
- Reviews, modifies and recommends for approval interagency plans and guides associated within the dispatch area.
- Members of this group may at times serve on the Local Multi-Agency Coordination Group (LMAC). The LMAC will be formed during periods of extreme fire conditions or during the occurrence of multiple large fires. The LMAC, when formed is a flexible organization, the membership comprised of affected group members. County and State entities affected by the fire situation may also participate on the LMAC. (See LMAC Plan in CRC Mob guide Appendix)

## **Membership**

The CIFMG will be composed of the fire management officer or his/her acting from each of the following agencies:

- 1 member - National Park Service
- 1 member - Grand County
- 1 member - US Forest Service
- 1 member - Jackson County
- 1 member - Northwestern Colorado Fire Management Unit
- 1 member - Moffat County
- 1 member - Colorado Division of Fire Prevention and Control
- 1 member - Rio Blanco County
- 1 member - Craig Interagency Center Manager
- 1 member - Routt County
- 1 member - US Fish and Wildlife Service

Based on the order of the 11 CIFMG voting members listed above, a chairperson will be designated to serve a one year term at the pre-season meeting. A vice-chair will be the representative from the next agency in line, and will assume the chair position as it becomes vacant. Terms will be based on a calendar year. Interim vacancies will cause the rotation of the chair and vice-chair to move accordingly.

The chairperson calls meetings, calls for agenda items and sets the agendas, runs the meetings and follows-up on action items. He/she will also sign appropriate CIFMG documents/correspondence.

The vice-chair will serve in the absence of the chairperson.

To maintain continuity in the operation and logistics of the group, Craig Interagency Dispatch Center will select a person from the Center to take minutes, prepare them for distribution, and distribute them to the members and other designated recipients.

## **Executive Council**

The Executive Council will provide oversight and executive level coordination for the CIFMG. The Executive Council will address specific issues requiring detailed attention, and provide dispute resolution if consensus cannot be reached at the CIFMG level. The CIFMG will submit an issue paper to the Executive Council as needed.

The Executive Council will have 6 voting members. It is intended that agencies with multiple units shall designate one person to be a voting member. Executive Council membership will be addressed and representatives designated at the pre-season meeting, with designations clearly identified in the minutes. Executive Council members may appoint acting's in their place as needed.

- 1 member - Bureau of Land Management
- 1 member - US Forest Service
- 1 member - National Park Service
- 1 member - US Fish & Wildlife Service
- 1 member - Colorado Division of Fire Prevention and Control
- 1 member - Contributing Counties

### Meetings

The CIFMG will schedule two regular meetings per year: Pre-season and post-season. The intent of these meeting is to brief the Executive Council and/or any other line officers on fire management activities and to exchange knowledge between the CIFMG and leadership.

The CIFMG will meet as determined necessary. The chairperson will coordinate and may utilize conference calls, emails, or other long distance meeting techniques to conduct group business as appropriate. It is the chairperson's responsibility to develop an agenda for the spring and fall meetings.

Agenda and action items requiring CIFMG decisions are to be distributed to the members at least one week prior to each meeting or as requested by the chairperson.

All meeting are open for anyone to attend unless otherwise stated by the CIFMG.

### Decisions

Decision making for the CIFMG and Executive Council will be made through consensus whenever possible. If consensus is not forthcoming by the CIFMG, decisions maybe passed up to the Executive Council.

Consensus is defined according to the attached Rocky Mountain Coordinating Group Revised Consensus Decision Model October 19, 2011

Decisions of the CIFMG are effective at the time they are made, but are subject to subsequent review and further discussion as appropriate.

Six members of the voting membership constitute a quorum for decision making at the CIFMG meetings.

The Northwest Colorado Fire Management Unit (NWCFCMU) Board of Directors and Craig Interagency Coordinating Group (CICG) will sunset once this charter is signed.

This Charter will be reviewed by the membership annually and modified as needed according to the decision making process.

Signatures

RUSSELL  
BACON

Digitally signed by RUSSELL BACON  
Date: 2019.03.06 14:28:03 -0700

United States Forest Service - Medicine Bow-Routt National Forest

\_\_\_\_\_ Date

*Trent E. White*

Acting

Bureau of Land Management Northwest District

03/06/19

Date

*Lisa Baldwin*

National Park Service - Dinosaur National Monument

3-6-19

Date

*Dan D. ...*

United States Fish & Wildlife Service - Browns Park Manager

3/6/19

Date

*[Signature]*

Colorado Division of Fire Prevention & Control

3/6/19

Date

*[Signature]*

Grand County

05-02-19

Date

*[Signature]* Beeson

Jackson County

3/8/19

Date

Signatures

*Scott Wiggins*  
Routt County

4/1/19  
Date

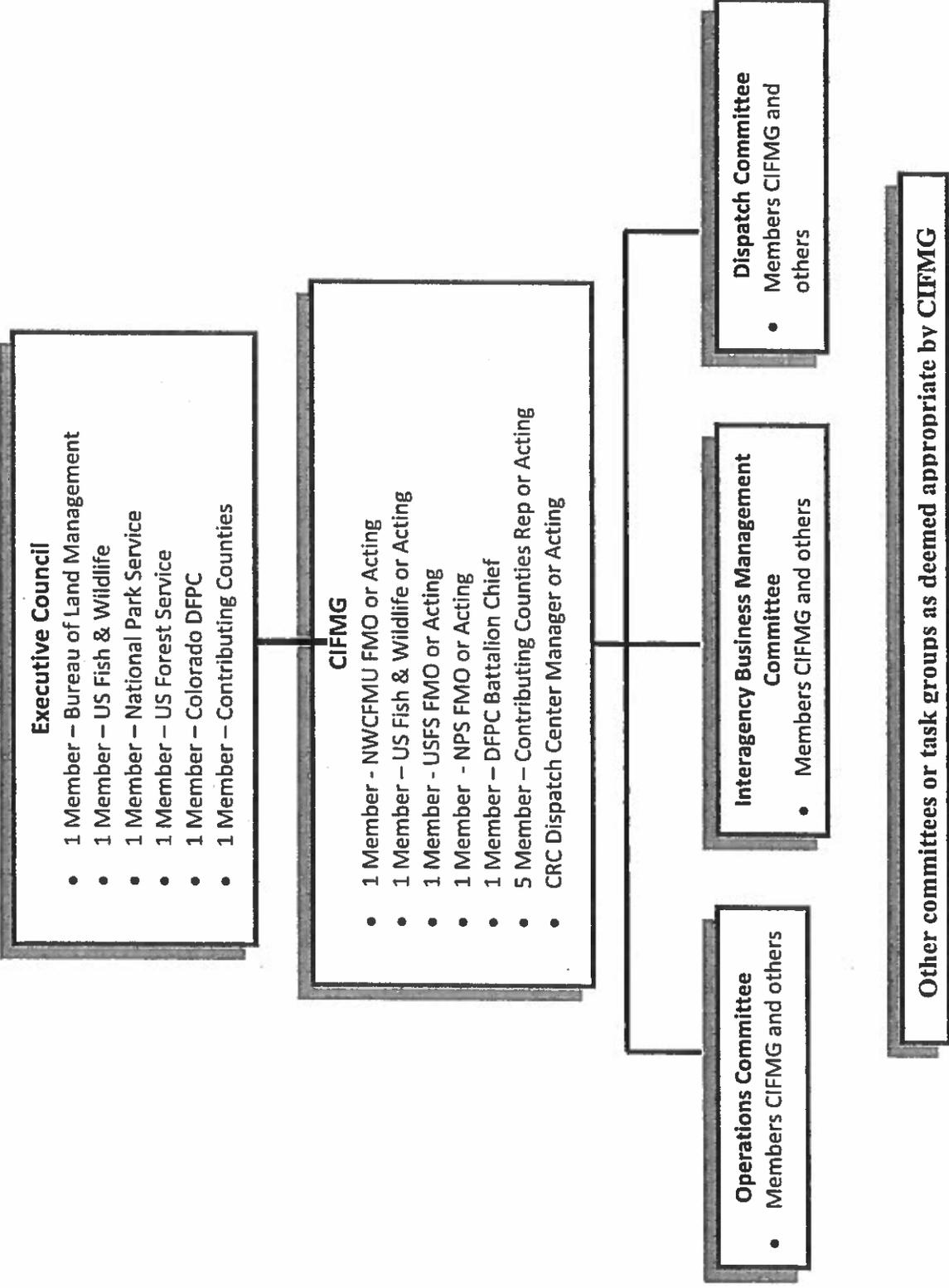
*[Signature]*  
Moffat County

03-13-2019  
Date

*Brie Lusker*  
Rio Blanco County

5/1/2019  
Date

# Craig Interagency Fire Management Group (CIFMG) Hierarchy





## Attachment 1

### ROCKY MOUNTAIN COORDINATING GROUP

Bureau of Indian Affairs (Southwest, Rocky Mountain and Great Plains Regions)

Bureau of Land Management (Colorado and Wyoming)

Fish and Wildlife Service (Mountain/Prairie Region)

Forest Service (Rocky Mountain Region)

National Park Service (Intermountain and Midwest Regions)

State Agencies in Colorado, Wyoming, South Dakota, Nebraska and Kansas

### Revised Consensus Decision Model

October 19, 2011

#### General:

The consensus process is a proven and effective model for group decision-making. It promotes group problem solving through creative consensus-building, and offers greater opportunities for the best possible agreements than the "majority rules" voting model (win-lose) of more traditional and formal rules.

#### Before the meeting:

The facilitator, or identified "point person" for a particular proposal should, when applicable, contact, or make themselves available for contact by, relevant stakeholders in order to devise a preliminary proposal that takes account of the concerns of the group.

#### Role of the facilitator:

Keeps order, keeps the discussion on track, makes sure the discussion focuses on the merits of the arguments being made, and summarizes the tentative agreements reached and tests for overwhelming agreement.

#### Meeting Rules:

The Consensus Model shall be the preferred decision-making model for RMCG and is expected to be used by the group to reach the vast majority of decisions.

- A. Someone presents a proposal. It does NOT need to be in the form of a motion, nor seconded for discussion.
- B. The proposal and the pros and cons are discussed.
- C. As a result of the discussion - the more input, the better - the proposal can be modified.
- D. If a general agreement seems to be emerging, the facilitator tests for consensus by re-stating the latest version of the proposal to see if everybody agrees.
- E. If anyone dissents, the facilitator returns to the discussion to see if the idea/proposal can be further modified in order to make it acceptable to everyone. The facilitator shall encourage expression and examination of the concerns of dissenters. The facilitator tests for support for modifications. This test could include a "straw vote".
- F. The decision is "made" when the facilitator determines an "overwhelming majority" (75% of the members present, either personally or remotely) has been reached.
- G. The facilitator, or a designee, shall write a summary, highlighting points of agreement and disagreement at the conclusion of the meeting.
- H. Use of the Consensus Model does NOT prevent a request by any member to "suspend the rules" to utilize Robert's Rules of Order for part of, or the remainder of, the meeting. Moving to Robert's Rules of order requires an "overwhelming majority" vote (75% of the members present, either personally or remotely). The same procedure can be invoked for moving from Robert's Rules back to the Consensus Model. *Rocky Mountain Coordinating Group*

**Dissent:**

Although the consensus decision-making process should, ideally, identify and address concerns and reservations early, proposals do not always garner full consensus from the decision-making body. When a call for consensus on a motion is made, a dissenting delegate has one of three options:

**Declare reservations:** Group members who are willing to let a motion pass but desire to register their concerns with the group may choose "declare reservations." If there are significant reservations about a motion, the decision-making body may choose to modify or re-word the proposal.

**Stand aside:** A "stand aside" may be registered by a group member who has a "serious personal disagreement" with a proposal, but is willing to let the motion pass. Although stand asides do not halt a motion, it is often regarded as a strong "nay vote" and the concerns of group members standing aside are usually addressed by modifications to the proposal. Stand asides may also be registered by users who feel they are incapable of adequately understanding or participating in the proposal.

**Block:** Blocks are generally considered to be an extreme measure, only used when a member feels a proposal "endanger(s)" the organization (RMCG or representative agency) or its participants, or violate(s) the mission of the organization (i.e., a principled objection). 1

In the RMCG consensus model one block will be sufficient to stop a proposal, however, the blocking member must provide evidence and/or supporting citations which clearly show how the proposal endangers or violates as indicated above.

For decision making, a Block may not be overruled through the use of Robert's Rules of Order (voting).

Should a block occur, the group will move the item back to the floor for reconsideration. If the item is not dismissed or resolved after reconsideration, it will be moved to the RMA Fire Executive Council.

1 During a Block the member must be able to corroborate their "Block" by showing a legitimate: 1) safety violation, 2) demonstrating an endangerment of the ability of an organization or participant to function, 3) violation of policy, law or regulation, or 4) inability for the agency to participate in the activity. Documentation for the Block must be presented to other RMCG members upon request.



**ROCKY MOUNTAIN COORDINATING GROUP**  
 Bureau of Indian Affairs (Southwest, Rocky Mountain and Great Plains Regions)  
 Bureau of Land Management (Colorado and Wyoming)  
 Fish and Wildlife Service (Mountain/Prairie Region)  
 Forest Service (Rocky Mountain Region)  
 National Park Service (Intermountain and Midwest Regions)  
 State Agencies in Colorado, Wyoming, South Dakota, Nebraska and Kansas

## Revised Consensus Decision Model

January 23, 2014

**General:**

The consensus process is a proven and effective model for group decision-making. It promotes group problem solving through creative consensus-building, and offers greater opportunities for the best possible agreements than the "majority rules" voting model (win-lose) of more traditional and formal meeting management.

**Before the meeting:**

The Chair or designated contact for a particular proposal should, when applicable, contact, or make themselves available for contact by, relevant stakeholders in order to devise a preliminary proposal that takes account of the concerns of the group.

**Role of the Chair:**

Keeps order, keeps the discussion on track, makes sure the discussion focuses on the merits of the arguments being made, and summarizes the tentative agreements reached and tests for overwhelming agreement. The Chair may, at any time, designate a substitute to facilitate the discussion. (Should such a substitution be made, "Facilitator" shall replace "Chair" wherever it appears in this document.)

**Meeting Rules:**

The Consensus Model shall be the preferred decision-making model for RMCG and is expected to be used by the group to reach the vast majority of decisions. A quorum of 66% (currently nine) of the current RMCG members must be reached before any RMCG business may be conducted.

- A. Someone presents a proposal. It does NOT need to be in the form of a motion, nor seconded for discussion.
- B. The proposal and the pros and cons are discussed.
- C. As a result of the discussion - the more input, the better - the proposal can be modified.
- D. If a general agreement seems to be emerging, the Chair tests for consensus by re-stating the latest version of the proposal to see if everybody agrees.
- E. If anyone dissents, the Chair returns to the discussion to see if the idea/proposal can be further modified in order to make it acceptable to everyone. The Chair shall encourage expression and examination of the concerns of dissenters. The Chair tests for support for modifications. This test could include a "straw vote".
- F. The Business Manager shall record a summary, highlighting points of agreement and disagreement, for each issue discussed. This summary shall become a part of the meeting minutes and be preserved according to the RMCG Records Maintenance Program.
- G. Use of the Consensus Model does not prevent a request by any member to "suspend the rules" to utilize Robert's Rules of Order for part of, or the remainder of, the meeting. Moving to Robert's Rules of order requires an "overwhelming majority" vote (75% of the quorum members present, either personally or remotely). The decision is "made" when the Chair determines an "overwhelming majority" (75% of the

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*The Rocky Mountain Coordinating Group includes federal and state agency representatives who are responsible for the communications, coordination and implementation of interagency wildland fire management direction in the Rocky Mountain Area*

## **NORTHWEST COLORADO OPERATIONS COMMITTEE CHARTER**

### **Northwest Colorado Fire Management Unit Operations Committee Charter**

#### **Introduction**

The Northwest Colorado Interagency Fire Operations Committee (herein referred to as the Committee) is established under the Charter for the Northwest Colorado Fire Management Unit (NWCFMU) Board of Directors. The Committee reports in an interagency advisory capacity to the NWCFMU Board in all aspects of Interagency Fire and Aviation operations, including safety, preparedness, fuels and prescribed fire management, fire qualifications and training.

The Training and Red Card Committee is a sub-committee to the Operations Committee.

#### **Mission Statement**

The Committee's mission is to assure field implementation of the Federal Wildland Fire Management Policy with emphasis on **FIREFIGHTER** and **PUBLIC SAFETY**. The Committee will provide advice, counsel, and recommendations for the management of the fire and aviation operations, fuels management, prescribed fire operations and fire use, training and preparedness issues within the NWCFMU.

#### **Membership**

The Committee will consist of one voting representative from each Fire Management Zone or their Agency Representative and from the Craig Interagency Dispatch Center. The membership will also include one member from the Northwest Colorado Fire Management Board in the role of committee liaison. Each member will have the authority to speak for their organization.

BLM--- Unit AFMO, Program Lead

BLM--- North Zone FMO- Chairman

BLM--- South Zone FMO

NPS--- Dinosaur Zone FMO

USFS--- Routt Zone FMO

FWS--- Colorado Assistant District FMO

--- Colorado Division of Fire Prevention & Control

BLM--- Dispatch Center Representative

--- Northwest Colorado Fire Management Board Liaison

#### **Responsibilities**

- 1) Assure that firefighter and public safety is the first priority on all fire and aviation related actions. Including but not limited to the following:
  - Refresher Training is conducted annually.
  - Work Capacity Tests are administered and documented properly.
  - Assignments are filled with qualified personnel.
  - There is compliance with Agency rules and regulations. (30-Mile, Cramer, etc.)
  - Seasonals and AD's are properly trained and certified prior to issuance of red card.
  - Provide a group response to agency specific requests that have interagency implications.

- Identify fire operations issues, establish priorities, develop alternatives and recommend a unified course of action to the board of directors.
  - Promote the exchange of information among agencies.
  - Oversee fire health and safety issues.
  - Establish uniform, consistent, and cost-effective planning, documentation, and reporting processes in implementing a program.
  - Provide advice, counsel, and recommendations for resolution on prescribed fire and fuels related issues.
  - Develop a coordinated interagency program in prescribed fire planning and implementation
  - Develop recommendations for coordinating smoke management issues within the Unit.
  - Provide technical fire ecology assistance to the various agency information and education programs.
- 2) Provide the Northwest Colorado Fire Management Board with a committee recommendation on assigned tasks.
  - 3) Coordinate with other Northwest Colorado Fire Management standing committee's on issues of mutual interest.
  - 4) The Red Card Committee is a sub-committee to the Operations Committee with the purpose of identifying and coordinating training needs to fill shortage categories in fire suppression, wildland fire use, fuels management and facilitate training assignment opportunities. (See Red Card Committee Charter)
  - 5) Schedule and conduct unit wide readiness and post season reviews, and provide summary report to the Board.
  - 6) Participate as requested in State and/or Regional readiness reviews.

### **Program Lead**

The NWCFMU Assistant Fire Management Officer is the Operations Program lead for the NWCFMU. The Program Lead participates in meetings and represents issues and activity within, or effecting, the Preparedness, Training and Fire Operations Programs as well as Prescribed Fire, Fuels and Fire Use Program. Issues that are unable to be resolved at the Committee level will be elevated to the NWCFMU FMO for resolution.

### **Chairperson**

The Chairperson will be selected from the committee members for a term of one year. The Chairperson is responsible for: calling the meetings, setting agendas and running the meetings. The Chair or in their absence Program Lead will attend one meeting of the NWCFMU Board of Directors annually and present an annual report of the Committee's accomplishments. The Chairperson will Assure that: minutes of meetings are taken, edited, filed, and distributed to each member of the Committee and each member of the Board, and that products from the Committee are reproduced and distributed to agencies.

**All Members**

All members are responsible for setting the example that firefighter and public safety is first and foremost in all fire operations.

All members are responsible for oversight and reporting upon tasks as assigned.

Give or receive assignments as directed by the Chairperson or Program Lead and review information submitted by other Committee members.

The Committee members serve as a conduit to agency personnel and cooperators, informing its constituents of actions and decisions of the NWCFMU Board of Directors. The Committee is also a conduit to the NWCFMU FMO and Board of Directors in raising issues and concerns for resolution.

**Advisory Group**

Many outside parties (including non-governmental entities) have an interest in and concern about wildland fire management. Regular and open communication with these groups is important to the success of this program. Therefore, the Committee may periodically form technical advisory group(s) with ad hoc membership from interested and affected parties.

**Meetings**

The Committee, as determined by the Chairperson, will meet at least two times annually. Meetings may be accomplished through the use of conference calls.

All Committee meetings are open to anyone with an interest. Agencies may send individuals with technical expertise to present specific issues to the Committee.

**Tasking**

The Committee will provide direction and oversight to any task group (s) created by the Committee by clearly identifying the task to be completed, the scope of the task and the time line for completion. Task group (s) shall sunset upon completion of its task unless additional work is assigned.

## **NORTHWEST COLORADO REDCARD COMMITTEE CHARTER**

### **TRAINING AND QUALIFICATIONS REVIEW COMMITTEE CHARTER**

#### **Purpose**

The purpose of the Training Qualifications and Review Committee is to ensure all Fire and RX Fire Qualifications and Training requirements are being met. The committee will develop a Fire Training and Qualifications Plan the BLM will follow to ensure consistency and safety.

#### **Committee Duties**

Annually review Fire Training and Qualifications plan.

The Committee will provide oversight for wildland and prescribed fire training and ensure a pool of qualified personnel is maintained within the area.

The Committee ensures that NWCG sponsored courses are taught to improve and strengthen the knowledge, skills and abilities of employees and to foster employee development.

The Committee will determine if each employee possesses the personal characteristics necessary to perform the wildland and prescribed fire positions in a safe and efficient manner.

The Committee will recommend the employee for final sign-off of Position Task Books to the FMO for signature.

#### **Training Officer Duties**

The Training Officer will schedule meetings and notify committee members.

The Training Officer will update and make changes to the charter and plan with input from committee members.

The Training Officer with the help of the committee will monitor interagency training requirements, policies, and needs, and sponsor courses that can be offered locally. Ensure that NWCG courses meet standards as outlined in the Current Field Manager's Course Guide.

The Training Officer will ensure that training nominees meet minimum requirements for attending courses.

The Training Officer will certify that the qualifications generated by IQCS are valid by reviewing the training and experience of each employee.

The Training Officer will review red cards and qualifications to ensure that employees are meeting the requirements of the agency they are employed by: FS-Fire and Aviation Qualifications Guide, FWS/BLM -310-1, and the Interagency Standards for Fire and Aviation Operations (Red Book).

**Committee Meetings**

The Committee may convene at the request of the Committee members to review critical needs positions, training, and qualifications. These special sessions will be outside or normal spring and fall review meetings.

Review of task books will take place during the spring and fall meetings. The Training and Qualifications Review Committee can convene if there is a need to review and certify a critical-needs

Task book, or if there is an abundance of task books turned in that need to be reviewed and certified.

**Committee Terms and Members**

Length of terms for Non-Fire Representative and Captain Level will be 1 year. District Leadership Team and management Team will select appropriate candidates to participate on the Committee.

The Chairman of the Committee will be the FMO.

Committee Members will consist of the following:

FMO/Committee Chair person –Colt Mortenson  
Assistant Fire Management Officer-Jim Michels  
North Zone Fire Management Officer-Sean Carey  
South Zone Fire Management Officer-Kyle Frary  
Zone Training Officer-Marty Martinez  
Refuge Representative-TBA  
Aviation Representative-Jim Michels  
Dispatch -Nicholas Janota  
Fuels Representative -Kyle Frary  
Captains Representative-Derrick Charpentier

The Committee must have the FMO or AFMO and the Zone Training Officer present. There must be a total of seven participants to have a valid quorum.

**Northwest Colorado Fire Training and Qualifications Plan**

Based on Policy changes to the Training and Qualifications System in the Region and the adoption of Wildland Fire Qualifications Guide (PMS 310-1) by RMCG we need to ensure that a standard program be used by the BLM for the issuing of task books, receiving training, filling trainee fire assignments, and qualifying personnel for positions.

In addition, the Unit must also ensure that a Passion for Safety is followed by every position to ensure public and firefighter safety.

The Training and Qualifications Process for the Unit includes the following areas:

Training Announcements, Nominations and Course Attendance.  
Zone Training and Instructor Expectations  
Issuing and Completing Task books  
Trainee Assignments  
Red Card Issuance  
Performance Ratings and Qualification Reviews  
Training and Qualifications Annual Cycle

The responsibility for the training and qualifications program rest with the Line Officers and their commitment and support will help to make the program a success. Fire is every ones responsibility and there are various ways off fulfilling that responsibility. Safety is our number one concern and will not be compromised.

### **TRAINING COURSES DETERMINATION**

Tasks -the Training Officer conducts A Training Needs Analysis. The analysis addresses critical position shortage categories, zone needs and employee needs. From this analysis, names and numbers for each potential course are developed. The number of potential trainees determines whether a course will be scheduled or not. Normally this analysis is conducted in January of each year. The Regional program for the next year is determined in March by the various Area Chairpersons.

### **TRAINING ANNOUNCEMENTS, NOMINATIONS AND COURSE ATTENDANCE**

Individuals have the opportunity to submit their names for the offered courses through their supervisors. Once all nominations are submitted, the Training and Qualifications Review Committee along with Supervisors, will decide on priority for attendance. The prioritization process for the Zone IS:

- The individual needs **training for current position**
- The individual needs the training to fill a critical need on the zone, or a **National Incident Management Team**
- The individual needs the **training for career development**
- The individual can contribute to the diversity of the fire organization

**Overview-** The priority listings are shared with the RMA GATR and final selection is made there based on the slots available and the original needs analysis. Local and Area Training is handled in a similar fashion with final selection being done by the Area Training Officer. It is extremely important that people are truly available for the training before they are nominated. Cancellations by students should not occur; if a student does need to cancel they must go through the Unit Training Officer.

Out of Region Training should only be used when an agency priority need exists. If a priority need does exist, the nomination will be routed through the Zone Training Officer to the GATR, who will contact the appropriate out of Region Training Center.

The Unit Training Officer distributes the yearly schedule of training courses that will be offered. The Training Officer will ensure that the announcements are shared with all functions in the Unit. The employee needs to notify their supervisor that they wish to be considered for

attendance. Upon supervisor approval, the nominations will be turned into the Training Officer to compile the list of training.

The Training and Qualifications Review Committee, along with Supervisors will determine the priority for each nomination. The Training Officer will submit the nominations to the Rocky Mountain Geographic Area Training Rep (GATR) where they are prioritized regionally. The GATR will notify the selected students. A selections list is on the RMA Training Website. Student information and pre-work packages will be mailed directly to the students.

### **ZONE TRAINING AND INSTRUCTOR EXPECTATIONS**

The Training and Qualifications Review Committee would like to emphasize the importance of providing professional, quality training.

The Training and Qualifications Review Committee will ensure that NWCG courses meet standards set forth in the Current Field Manager's Course Guide, and that the course meets the outlined objectives set in the lesson plan.

### **ISSUING AND COMPLETING TASKBOOKS**

Overview-In order to become qualified for ICS Positions. A Task book must be completed. Task books will be issued when the trainee completes all required training for the position. Task books will be issued by the Zone Training Officer after the supervisor submits the request. The task book will only be issued if the employee meets all the prerequisite experience and training requirements.

Once a task book has been completed it will be turned into the supervisor for review, once the supervisor reviews the task book for completion, they will turn it into the Training Officer. Completed task books must go through the Training and Qualifications Review Committee.

Tasks-The Training and Qualifications Review Committee will review and evaluate experience types, quality of assignments, task completion, and the individual's knowledge and skills. After review the committee will make a recommendation to either certify the task book, or recommend the employee needs additional experience before certification.

The NWCFMU Training and Qualifications Review Committee has recommended criteria for certain Fire position task books, see Appendix C.

Red Cards will be updated annually in the spring. Additional qualifications can only be added through the Task book process for those positions covered in PMS 310-1, and the FS Fire and Aviation Qualifications Guide. All qualifications must be approved by the Training and Qualifications Review Committee, and submitted to the FMO for final signature.

### **TASKBOOK CERTIFICATION/FOREST QUALIFICATIONS REVIEW COMMITTEE**

Overview-The Training and Qualifications Review Committee Charter outlines Committee members and duties.

Tasks-The NWCFMU Training and Qualifications Review Committee meets at a minimum in the spring, and in the fall. The committee can convene at the request of the committee members

to review task books as needed, or when an abundance of task books are turned in for certification. The Committee may also have a critical needs or a circumstance that requires the members to review a task book outside of the formal meeting.

This process will consist of task books to be individually reviewed by the committee members and each individual will note their review by initialing the cover page. The task book will then go to the FMO for certification.

### **TRAINEE FIRE ASSIGNMENTS**

The training and qualifications system is heavily based on performance. Only persons who have been issued a Task book and received the required training will be dispatched on trainee assignments. In addition to having a Task book, a person must also have a red card that indicates that they are a trainee for the position for which they are being dispatched. The CRC Dispatcher will be provided with and maintain a listing of all priority trainees and will strive to ensure that every opportunity for a trainee assignment is taken advantage of whenever possible. Once final certification is made on a Task book, the person's name will be removed from the trainee list.

The Zone Training Officer needs to ensure that the Trainee system is accurate and all trainees identified have received Task books for their trainee positions. A complete review of the Red Cards needs to be made in the spring and all trainees need to be issued Task books. A person can only be a trainee for three years as a maximum. This allows sufficient time for the completion of the Task book.

A list of all those employees who are available for assignment will be given to dispatch, and updated as needed. Only those individuals who are on the available list will be available for assignments. The preferences for assignments will be as follows.

1. Assignments needed to retain qualifications.
2. Trainee Assignments by priority
3. Others

### **RED CARD ISSUANCE**

Every year new red cards are issued to all employees. Red cards are only valid for one year. Prior to issuance, a review needs to be conducted in order to ensure that a person meets all currency requirements. Currency requirements are that a person must perform in an approved position at least once in a 5-year period, or as stated in the new Red card system. Aviation positions have a 3-year currency requirement. Additional qualifications will only be added to a red card if a Task book has been completed and certified by the Training and Qualifications Review Committee, and passed on to the FMO for concurrence.

Some positions that do not require a task book, such as DRIV (Driver) can be awarded, however due to safety the Unit has set minimum requirements.

During the annual red card review and approval by the FMO (or AFMO in FMO's Absence), the red card files will be reviewed to ensure that currency requirements have been met and that task books have been completed for any added qualifications. All persons who have open task books need to be listed as trainees for those positions and the list will be turned in to dispatch.

The Training Officer will maintain the incident qualifications system. When the Work Capacity Test Sheets have been received, and the individuals have attended the annual fire refresher training, the Training Officer will print the incident qualifications cards, have them signed by the FMO or AFMO in FMO's absence, and they will be distributed to individuals.

### **PERFORMANCE RATINGS AND QUALIFICATIONS REVIEWS**

Overview-Accurate and timely performance ratings are required for all above and below average performance, for position currency, for all trainee assignments and/or when requested by the employee. Below average performance, needs to be dealt with immediately. Corrective action must be identified and documented by the FMO and the employee's immediate supervisor. Persons who have received below average performance ratings will not be dispatched until after the performance issue is dealt with. Depending on the corrective action, the red card qualification may be lowered, dropped or identified as a training need.

All performance ratings need to be reviewed by the FMO or AFMO and below average ratings need to be dealt with immediately. Persons will not be dispatched until after the rating has been discussed and corrective action identified. If changes in the red card qualifications need to be done, the Training Officer needs to be notified. Employees upon return from an incident need to inform their Zone FMO if they have received a below average rating.

### **TRAINING AND QUALIFICATIONS ANNUAL CYCLE**

The majority of National, Regional, and Area Training occur during the winter months with local training occurring in the month of June. The majority of fire trainees assignments occur during the months of Jul-Oct. Task Books are issued year round.

**RM/GB INCIDENT BUSINESS COMMITTEE CHARTER** Refer to RMG Ch 90**NORTHWEST COLORADO INCIDENT BUSINESS COMMITTEE CHARTER**  
*Most recent approved version at time of publication on 5/12/11*

Northwest Colorado Fire Management Unit Fire Business Committee Charter

**MISSION STATEMENT**

The Northwest Colorado Fire Management Unit (NWCFMU) Business Committee is established under the NWCFMU Board of Directors to develop and advance interagency fire business management activities.

**MEMBERSHIP**

The NWCFMU Business Committee will be composed of the following individuals:

The Fire Business Program Lead

A representative from the NWCFMU Board of Directors,

Representatives from each of the following agencies:

Bureau of Land Management

Fish and Wildlife Service

National Park Service

Technical specialists and subject matter experts will consist of federally warranted Contracting Officers, red-carded Incident Business Advisors, red-carded Finance Section Chiefs, red-carded Buying Team members, and a representative from Craig Interagency Dispatch.

**PURPOSE**

1. Provide advice, counsel, and a coordinated direction on business management issues for the NWCFMU.
2. Review operational business management practices to address recurring problems.
3. Develop interagency operating procedures.
4. Identify the process for and assure the development of the service and supply plan.
5. Develop and implement the process for administrative support of initial attack through type 3 fires.
6. Identify and clarify issues, and propose resolutions to the NWCFMU Board
7. Set up task groups as needed to resolve business management issues. The NWCFMU Fire Business Committee will provide written objectives and time frames to the task group. A minimum of one Fire Business Committee member will be assigned to each task group to coordinate the assignment and understand the objectives. Task groups will sunset upon completion of assignments.
8. Elevate issues to the Board of Directors that the committee cannot resolve.

**COMMITTEE CHAIRPERSON**

The NWCFMU Fire Business Specialist is the Fire Business Program Lead and will serve as the permanent Chairperson of the Committee. The Chairperson will manage the Committee meetings which includes setting meeting time and place, developing the agenda and ensuring that a facilitator and note taker is provided. The Chairperson will represent the Committee at Board of Directors meetings.

**MEETINGS**

The Fire Business Committee will meet each spring and fall and as often as deemed necessary to identify and accomplish tasks.

**ADOPTION POLICY**

Each agency representative will be responsible to provide their agency's fire business policies and/or procedures to the Committee. Recommendations will be presented to the NWCFMU Board for approval and interagency adoption.

**ROCKY MOUNTAIN COORDINATING GROUP AVIATION COMMITTEE**

**CHARTER** Refer to RMCC Website

**ROCKY MOUNTAIN NFDRS COMMITTEE CHARTER** Refer to RMCC Website