

# **FORT COLLINS INTERAGENCY AREA LOCAL MULTI-AGENCY COORDINATION GROUP GUIDELINES**

The Fort Collins Interagency Area (FTC) Local Multi-Agency Coordination (LMAC) Group is intended to enhance the strategic decision-making process on Wildland Fire Incidents. It can also be implemented for other needs as requested.

## **1. PURPOSE**

The FTC LMAC Group consists of Agency Administrators or their designees who are authorized to commit agency resources and funds. Their function is to support incident management through coordinating their collective resources, sharing incident information, implementing coordinated strategic policies to prevent and/or combat a growing emergency(s).

LMAC Group objectives in coordinating finances, equipment, personnel and resources are:

- Establish priorities for response
- Allocate critical resources based on established priorities
- Establish and/or implement communication systems integration
- Ensure information coordination both internally and externally
- Establish intergovernmental decision coordination
- Develop strategies and contingency plans

It is extremely important that FTC LMAC Group members have full written authority from their respective agencies to commit resources, including equipment, personnel and fully represent their agency or department in FTC LMAC Group decisions.

## **2. MEMBERSHIP**

Standing members of the FTC LMAC Group will be: -

- Arapaho Roosevelt National Forest Supervisor (ARF) - or designee
- Bureau of Land Management (USFS will represent BLM, unless BLM has a specific need to participate)
- Rocky Mountain National Park (RMNP) Superintendent or designee
- Rocky Mountain Arsenal
- Colorado State Division of Fire Prevention and Control (DFPC)
- Boulder County Sheriff or designee
- Clear Creek County Sheriff or designee
- Gilpin County Sheriff or designee
- Grand County Sheriff or designee
- Larimer County Sheriff or designee
- RMCGL Liaison Advisor (Non-voting)
- Fort Collins Interagency Dispatch Center Manager (FTC) – (Non-voting)

- Local EOC (Non-voting)

As stated, earlier FTC LMAC Group members are generally agency administrators or executive personnel, or their appointed representatives. They represent major jurisdictional agencies within a designated area. Member agencies often heavily support any emergency that may occur in the designated area or may be significantly impacted by the shortage of resources. Voting membership generally fit one or more of these categories. Other membership (ad-hoc) can be included or added as needed depending on the emergency at hand. All FTC LMAC Group representatives must have full delegated authority to represent their agency to:

- Assist and advise on prioritizing incidents
- Establish and agree on resource allocation priorities
- Commit to expenditures of funds

### 3. LMAC ROLES AND RESPONSIBILITIES

The following are the duties and responsibilities of the various FTC LMAC staff positions:

#### **FTC LMAC Coordinator**

The LMAC Coordinator serves as a facilitator in organizing and accomplishing the mission and goal. This person coordinates the FTC LMAC functions. The Coordinator shall:

- Fill and supervise necessary unit and support positions in accordance with workload and situation complexity
- Facilitate the FTC LMAC Group decision-making process by ensuring the development and display of information that will assist Agency Representatives in keeping abreast of the total situation
- Interacts with the RMA Tactical Group/RMA RMAC Group
- Provide data necessary for priority setting and resource allocation
- In conjunction with the membership, determine the need for, and facilitate, Agency Executive briefings and conference calls
- Provide for the documentation of formal proceedings, such as conference calls or in-person meetings, and the distribution of copies of documentation to all FTC LMAC representatives
- Host annual FTC LMAC training session each year
- The LMAC Coordinator will rotate annually between agencies in the following order occurring every January.

<b><u>Calendar Year</u></b>	<b><u>Agency</u></b>
DFPC	2020

Larimer County	2021
Arapaho Roosevelt NF	2022
Rocky Mountain NP	2023
Boulder County	2024
Clear Creek County	2025
Grand County	2026
Gilpin County	2027
Rocky Mountain Arsenal	2028

**Fort Collins Interagency Dispatch Manager**

- Determines the appropriate level of preparedness
- Provide Decision Support documentation to the LMAC members
- Implements FTC LMAC decisions

**FTC LMAC Members**

- Prioritize fire management incidents
- Provide guidance on the allocation or re-allocation of critical resources among incidents to assure safe, productive wildland fire management activities commensurate with the priorities identified. The FTC LMAC group at times may directly re-allocate critical resources.
- Coordinate and interact with State and Local Emergency Operation Centers
- Coordinate with Joint Information Centers (JIC). The JIC is not intended to serve as a single source for all information concerning all incidents.
- Identify and resolve issues common to all parties

The following are other items that may be appropriate to address within the framework of the FTC LMAC group. These issues include, but are not limited to, the following:

- Anticipate future resource needs
- Review policies/agreements for resource allocation
- Recommend staffing extension guidelines for available resources
- Review the need for involvement by other agencies
- Determine the need for activation of state military resources
- Determine the need for and designate location(s) of mobilization and demobilization centers

#### **4. LMAC GROUP MEETINGS**

FTC LMAC Group meetings will be conducted either in-person or via conference call. The choice of meeting method will be determined by a consensus of the membership when in *Preparedness Level 4* or less. However, face-to-face meetings are generally accepted as a requirement when in *Preparedness Level 5*.

##### **Conference Calls**

Fort Collins Interagency Dispatch Center will initiate the call, and the FTC LMAC Coordinator will facilitate the call. The purpose of these calls is to:

- Receive a timely update on incident activity and resource status
- Outline potential resource needs
- Discuss and establish incident and resource allocation priorities
- Identify and resolve concerns and problems

Conference call participants will be FTC LMAC Members. Fort Collins Interagency Dispatch will determine the conference call number and notify members prior to the call. The format for FTC LMAC Conference Calls is in Appendix B.

##### **In-Person Meetings**

If the FTC LMAC Group decides to hold in-person meetings rather than conference calls, the FTC LMAC Group will normally meet twice daily to evaluate the situation status and to update incident priorities. In-person meetings should be held at a facility where sufficient dedicated workspace can be provided for a period of up to two weeks without disrupting the facility's normal business.

In order to conduct business, a Briefing Report should be prepared and provided to the participants at least thirty minutes prior to each scheduled meeting. The FTC LMAC Coordinator conducting the meetings will use a standard briefing report. A standard format for the briefing report is included in Appendix C.

##### **FTC LMAC Group Meeting Agenda**

The FTC LMAC Group Coordinator conducts the FTC LMAC Group meeting with the use of a standard agenda and includes a situation briefing.

The briefing is created from situation reports and resource requests. As part of the process, member agencies should provide a list of committed and available resources that can be employed as part of the response.

#### **5. Intelligence Requirements and Priority Decision Matrix**

The following fire intelligence, reporting documents and projection systems will be provide to help inform the LMAC for incident priority and resource allocation decisions.

- Decision Support documents
  - Resource Status (available and committed) by agency (IROC)

- Summary of outstanding resource request and critical resource needs (incident Intelligence Summary and IROC)
- Resources coming available for reassignment from incidents (Demobilization Plans/resource availability list)
- Incident status information:
- Incident Intelligence Summary (ICS-209) for each incident
- Incident information report for Fort Collins area (SIT Report)
- Copy of WFDSS or electronic access to each new large incident and a list of all managed incidents.
- Incident Action Plans and maps (if available)
- Summary of updated information (by incident) collected from calls to Incident Management Teams, Fire Management Officers, Information Officers, etc.
- Press releases and fire closures
- Specialist may use any of the following when appropriate to determine an assessment of current/potential fuel situation and fire behavior predictions: (FARSITE, BEHAVE, NFDRS, Firefamily+ etc.
- Short and long-range weather forecast (NWS, RMCC Predictive Services)

The Priority Decision Matrix form (Appendix D) may be utilized for each wildland fire during activation of the LMAC, and based on the intelligence and reporting information from the products listed above. This will allow each incident to be given a numerical ranking for each of the following elements:

1. Relative incident risk management for firefighter and public safety issues and considerations.
2. Incident objectives
3. Duration of resource commitment
4. Values at risk
5. Social, economic and political impacts/concerns
6. Threats to jurisdictional boundaries

## 6. ACTIVATION PROCEDURES

Activation levels for the FTC LMAC Group are directed by the Fort Collins Interagency Preparedness Levels. The FTC LMAC Group may also be activated at the request of an FTC LMAC member or RMACC.

### **Activities by Preparedness Level (PL)**

***Preparedness Levels 1 & 2:*** FTC LMAC members review the Fort Collins Interagency Daily Briefing Reports available at:

[http://gacc.nifc.gov/rmcc/dispatch\\_centers/r2ftc/FTCDaily.htm](http://gacc.nifc.gov/rmcc/dispatch_centers/r2ftc/FTCDaily.htm)

***Preparedness Level 3:*** The FTC LMAC will be placed in “on-call status.” FTC LMAC members will continue to monitor activity by reviewing Fort Collins Interagency Daily Briefing Reports.

***Preparedness Levels 4:*** FTC LMAC members will be assembled as directed by the FTC LMAC Chair or FTC Center Manager. Activation may involve daily conference calls or face-to-face meetings.

***Preparedness Levels 5:*** FTC LMAC members will be assembled as directed by the FTC LMAC Chair for face-to-face or conference call meetings.

NOTE: FTC LMAC members that have fires on the priority list or list of interest should gather intelligence prior to meeting to ensure agency needs are being met.

The Development of Incident Priority List (Appendix E) will include fire prioritization list and resources needs. These products will be produced daily at PL 4 & 5 and requires all members agency participation. These products, LMAC Notes and a summary of decision should be communicated to any present coordination group representative as well as to any appropriate regional center coordination staff to ensure adequate information flow.

Sample of Incident Priority List:

1. Prioritized list of incidents and resource needs.
2. A list of recommended immediate actions:
  - a. E.g. Brief Agency Administrators that Air Tanker were needed elsewhere and will not be arriving as expected.
3. Identify, prioritize and recommend anticipated concerns and actions.
  - a. E.G. Resources are needed for severity or mass demobilization will deplete pool of available resources for fire.
4. Suggestions to mitigate concerns, such as:
  - a. Double crew helicopters, engines and/or water tenders
  - b. Solicit list of available contract resources
  - c. Activate Aviation Safety Teams
  - d. Activate portable FAA Tower operations.
  - e. Change pilot duty limitations (recommend to RMA MAC)
  - f. Require adequate notice before release/reassignment of resources (minimum of 48 hours)
  - g. Train local workforce and/or recommend the need for additional crews.
  - h. Order payment teams.

## Appendix A LMAC Membership

<b>Agency</b>	<b>Board Member</b>	<b>Phone Number</b>	<b>Email Address</b>
Arapaho Roosevelt National Forest (ARF)	Monte Williams	970-295-6603	<a href="mailto:Monte.Williams.usda.gov">Monte.Williams.usda.gov</a>
Boulder County SO (BLX)	Joe Pelle	303-441-4605	<a href="mailto:jpelle@bouldercounty.org">jpelle@bouldercounty.org</a>
Clear Creek County SO (CCX)	Sheriff Rick Albers	303-679-2380	<a href="mailto:ralbers@clearcreeksheriff.us">ralbers@clearcreeksheriff.us</a>
Colorado Division of Fire Prevention and Control (DFPC)	Wilson M Branch	970-222-8996	<a href="mailto:wilson.branch@state.co.us">wilson.branch@state.co.us</a>
Grand County SO (GRX)	Paul Mintier	970-531-3287	<a href="mailto:pmintier@co.grand.co.us">pmintier@co.grand.co.us</a>
Gilpin County SO (GLX)	Sheriff Kevin Armstrong EM Nate Whittington	303-810-6779 720-429-1263	<a href="mailto:karmstrong@gilpincounty.org">karmstrong@gilpincounty.org</a> <a href="mailto:nwhittington@gilpincounty.org">nwhittington@gilpincounty.org</a>
Larimer County SO (LRX)	Capt Joe Shellhammer Lt Justin Whitesell	970-498-5103 970-498-5310	<a href="mailto:shellhjf@co.larimer.co.us">shellhjf@co.larimer.co.us</a> <a href="mailto:whitesjl@co.larimer.co.us">whitesjl@co.larimer.co.us</a>
Rocky Mountain National Park (RMP)	Darla Sidles	970-586-1201	<a href="mailto:Darla_sidles@nps.gov">Darla_sidles@nps.gov</a>
Rocky Mountain Arsenal (RMR)	Dave Lucas	770-329-1685	<a href="mailto:david_c_lucas@fws.gov">david_c_lucas@fws.gov</a>
RMCG Rep (Non Voting Member)	Bryan Karchut	(970) 821-5434	<a href="mailto:bryan.karchut@usda.gov">bryan.karchut@usda.gov</a>
Fort Collins Dispatch (FTC) (Non-Voting Member)	Tracey Kern	(970) 219-9490	<a href="mailto:tracey.kern@usda.gov">tracey.kern@usda.gov</a>

## **Appendix B LMAC Conference Calls**

- 1.** Roll Call
- 2.** Situation Status Report
  - a. Weather Situation Report
    - i. Weather Report
    - ii. Predictive Services Outlook
  - b. Incident Briefings (Current Fire Situation)
  - c. Identification of Significant Incidents
  - d. Current Response Activities
  - e. Resource Status Report
  - f. Identification of Scarce Resources
- 3.** Listing of Available Resources
- 4.** Completion of the Incident Priority Matrix (Appendix D)
- 5.** Development of Incident Priority List (Appendix E)
- 6.** Allocate resources to incidents based on priorities
- 7.** Anticipate future needs
- 8.** Communicate decisions back to agencies/incidents
- 9.** FTC MAC Group Debriefing and Agency Round-Table
- 10.** Schedule for next meeting
- 11.** Adjourn



## **Appendix C LMAC Briefing Report**

### **FTC Fire Weather Zones Summary**

Report general weather conditions. Red Flag conditions are headlined at the beginning of this section. The remaining paragraph(s) describe the general weather conditions in FTC Zones. The focus is on those changes in the weather conditions that may/will affect current or new wildfire incidents.

### **Predictive Services Outlook**

A “Weekly Outlook” is produced by both Predictive Service Units in each Geographic Area Coordination Center (GACC). The “Weekly Outlook” combines fire danger and predicted weather.

### **FTC Fire Situation**

This section provides a brief overview of the fire situation in the FTC Area. A description of the fire problems, acres burned, injuries, property loss numbers, and values and overall prognosis is included. General comments on resource status, drawdown, and critical resource shortages are touched on. Commitment of resources from outside the state is also important to list. This section is brief and formatted for easy reading.

### **Current Resource Status**

Each participating agency provides resource status, based on each agency’s response for committed and available resources.

## Appendix D Incident Priority Matrix

Incident Name		Unit	
Date	Time	Prescribed Burn	Wildland Fire
Active Suppression	Selective Holding	Monitoring	<b>VA x WF = TP</b>

Ranking Element	Value of 1	Value of 3	Value of 5	Value Assigned	Weight Factor	Total Points
Firefighter Safety	Low exposure with simple hazards easily migrated. One or no aircraft assigned.	Moderate exposure with several hazardous conditions mitigated through the LCES worksheet.	High exposure which requires multiple strategies to mitigate hazards. Multiple aircraft types assigned.		5	
Public Safety	Exposure to hazard can be mitigated through public contact. No known air quality violations at sensitive receptors.	Public must be managed to limit hazard exposure. Air quality is degraded and approaches NAAQ violation thresholds.	Closures of highways and evacuations likely. Air quality at sensitive receptors violates NAAQs. Public exposure to hazard is imminent.		5	
Objectives	Objectives are easily achieved.	Objectives are moderately difficult to achieve.	Objectives are difficult to achieve. Several conflicts between objectives and constraints exist.		4	
Duration of Resource Commitment	One to Three Days	Four to Seven Days	Eight Days or more		4	
Improvements to be Protected	No improvements within or adjacent to the fire.	Several improvements to be protected are within or adjacent to the fire. Mitigation through planning and/or preparation is adequate. May require some commitment of specialized resources	Numerous improvements within or adjacent to the fire. Severe damage is likely without commitment of significant specialized resources with appropriate skill level		5	
Cultural and Natural Resource Values	Impacts to resources are acceptable.	Several resource values will be impacted or enhanced.	Resource benefits are significant or the likelihood of negative impacts is great.		2	
Social, Economic, and Political Impacts/ concerns	No controversy or media interest. No impacts to neighbors or visitors.	Some impact to neighbors or visitors generating some controversy. Press releases are issued, but no media presence on fires.	High impacts to neighbors results in media presence during fire operations. High internal and external interests and concerns exist.		3	
Economic Considerations	Values to be protected or treated are less than costs of management action.	Values to be protected or treated are equal to costs of management action.	Values to be protected or treated exceed costs of management action.		2	
Threats to Boundaries	Low risk of fire escaping established perimeter and active suppression or holding is required.	Moderate risk of fire escaping established perimeter and active suppression or holding is required.	Fire is certain to exceed established perimeter without aggressive suppression or holding actions and will result in a much more complex situation.		3	
	WFDSS			Yes	No	
	Critical Resources on Incident			Yes	No	
	<b>TOTAL PRIORITY POINTS</b>					
	MAC Group Priority Ranking					

## **Appendix E FTC Development of Incident Priority List**

- 1. Prioritized list of incidents and resource needs:**
- 2. A list of recommended immediate actions:**
- 3. Identify, prioritize and recommend anticipated concerns and actions.**
- 4. Suggestions to mitigate concerns, such as:**

Submitted to: \_\_\_\_\_ by \_\_\_\_\_ Date: \_\_\_\_\_

Submitted to: \_\_\_\_\_ by \_\_\_\_\_ Date: \_\_\_\_\_