

NORTHERN FRONT RANGE INTERAGENCY WILDLAND FIRE COOPERATORS



FORT COLLINS INTERAGENCY DISPATCH CENTER NORTHERN COLORADO INTERAGENCY TYPE II HANDCREW OPERATING GUIDELINES

Effective: June 1, 2016



PARTICIPANTS:

Larimer County Sheriff's Office - Emergency Services
Boulder County Fire Management Program
Arapaho-Roosevelt National Forests
Rocky Mountain National Park
Boulder Fire-Rescue Wildland Division

Interagency Crew

The Larimer County Sheriff's Office (LCSO), Arapaho and Roosevelt National Forest (ARF), Rocky Mountain National Park (RMP), Boulder County Fire Management Program (BOUZ) and Boulder Fire-Rescue Wildland Division (BLCX) agree to participate in two Interagency Type II Handcrews following the guidelines and components outlined in this document. The crews will be listed as CRW2-IA in ROSS. (See matrix, page 10) The crew name is: Northern Colorado 1 & 2 - Type II IA Handcrew.

These Operating Guidelines will be reviewed and approved annually by the Northern Front Range Wildland Fire Cooperators Board to ensure compliance with participating agencies policy.

Season of Operation

The Northern Colorado Interagency Crews can be in available status when determined by the participating agencies.

Crew Typing:

The Northern Colorado Interagency Crews will be configured and listed in ROSS as a CRW2-IA crew. If the crew components fail to meet the standards for a CRW2-IA (Initial Attack) capable crew at the time of dispatch, all options will be explored to enable the crew to be dispatched out on the requested assignment.

Availability

The Northern Colorado Interagency Crews will be listed as available for local, regional and national assignment. The crew(s) will not be removed from available status without the consensus of all agencies participating in crew components. Pre-season as well as ongoing evaluation should be made by each cooperating agency to insure adequate resources are available for initial attack coverage on home units and for support of agency crew components. Additional crews may be mobilized as needed or as resources permit. All agency party to this agreement will be given an opportunity to participate when any additional crews are made available.

Agency Commitment of Resources

Agency commitment of resources for the Northern Colorado Interagency Crew(s) includes:

- Larimer County Sheriff's Office 6
- Arapaho - Roosevelt National Forest 9
- Rocky Mountain National Park 2
- Boulder County Fire Management Program 2
- Boulder Fire-Rescue, Wildland Division 1

The crew components will be filled using the attached: "Northern Colorado Crew Component Draft" (See page 9). If an agency is unable to meet their crew commitment, other agencies may choose to fill that component.

Notification of Crew Order

FTC will notify agency contacts that a crew resource order has been received and establish a time for the conference call. FTC will facilitate the call and implement decisions. During the conference call; travel arrangements, departure point, equipment and logistical needs will be determined. A manifest, from each agency, will be faxed or emailed to FTC following the crew draft process.

Self-Sufficient Crew Requests

Crews may be requested to be self-sufficient, which implies that the crew provides meals and lodging for the duration of the assignment. Ideally, logistical support will be provided by the incident or ordering agency. If a resource order is received with a “self-sufficient” request; FTC will need to clarify with the requesting unit the expectation of “self-sufficiency” prior to filling the order.

Standard Type 2 IA Crew Components

The following positions are the standard Type 2 IA twenty person crew structure:

- Crew Boss (CRWB) - 1
- Firefighter 1 / Incident Commander Type 5 (FFT1/ICT5) - 3
- Fallers - 3 (minimum 1 FAL2)
- Firefighters (FFT2) – 13

Note: 60% of the crew must have one season of experience. When possible assign a minimum of one firefighter with EMTB qualification. All personnel assigned must be 18 years of age at time of dispatch.

Crew Bosses and Crew Boss Trainees:

Crew Bosses for the Northern Colorado Crew will be determined during the crew draft process conference call. The CRWB position will be part of that agencies normal crew component. If at the time of the final crew dispatch conference call, the agency responsible for filling the CRWB position cannot do so, they will give one of their slots to the agency that can fill the position.

- Any time the Northern Colorado Crew is dispatched and after the critical Type 2 IA overhead positions (CRWB, FFT1/ICT5, and FAL2) have been filled, an effort will be made to assign a Crew Boss Trainee.
- Any person assigned to Northern Colorado Interagency Crews may not fill other positions on the incident (ie: HMGB, DIVS, STCR, DOZB, etc.) that effect the ability of the crew to maintain its qualification or functionality

FFT1's and ICT5's (Squad Leaders):

Three FFT1/ICT5 will serve as Squad Leaders for the crew. FFT1/ICT5 positions will be determined during the crew component “draft” process conference call. The FFT1/ICT5 positions will be rotated between ARF, LCSO, RMP, BOUZ and BLCX.. The FFT1 position will be part of that agencies normal crew component. If at the time of the final crew dispatch conference call, the agency responsible for filling the FF1/ICT5 position cannot do so, they will give one of their slots to the agency that can fill the position.

Fallers:

A minimum of three agency certified Fallers will be assigned to the crew and have no other assigned collateral duties. Fallers for the Northern Colorado Crew will be determined during the crew draft process conference call. Of the three fallers assigned, a minimum of one will be FAL2 qualified. The agency providing the faller(s) will also provide the chainsaw(s) and associated equipment. The Faller position will be part of that agencies normal crew component. If at the time of the final crew dispatch conference call, the agency responsible for filling the Faller position cannot do so, they will give one of their slots to the agency that can fill the position.

On assignments where the crew is traveling by air, any equipment having a fuel odor may not be authorized by the airlines or charter service; therefore the crew should always be prepared to ship saw equipment (per Regional Mobilization Guide).

Emergency Medical Technician (EMT):

Every effort will be made to include one or more Colorado certified EMTB on each crew assignment, however this is not a required component.

Crew Manifests:

The Crew Manifest will be provided to Fort Collins Dispatch Center via email or fax and will include each persons Name, Position, Gender, Agency, Personal Weight, and Gear Weight.

Mobilization Time:

The national standard for mobilization of a Type 2 IA crew is variable; however the Agencies will strive to have the crew assembled and at the designated departure point within 4 hours of the mobilization conference call.

Mobilization Method:

The preferred means of travel is listed by priority below and is dependent on the destination and other logistical concerns at the time of dispatch:

Within Region 2:

- 1) Agency owned 4X4 vehicles (SUV/Pick-Up)
- 2) Leased 4x4 vehicles (SUV/Pick-Up), bus, or vans

Out-Of-Region:

- 1) To be determined by receiving unit/Incident
- 2) Airline or Bus options

Agency Vehicles:

To be coordinated during the mobilization conference call.

Designated Departure Point:

The crew will assemble all of its members at the designated departure point. This location should be at an agency Fire Cache with access to phones, copier, and fax machine. Individual agencies may coordinate their components at other assembly points before all travel to the designated departure point. All components are expected to arrive at the departure point fire ready and ready to travel.

OPERATING GUIDELINES

Standard Crew Equipment Requirements

Radios: Each agency will furnish its overhead personnel (Crew Boss, Crew Boss Trainee, and Squad Leaders) with King programmable radios. A minimum of five radios should be taken on each dispatch to insure good inter-crew communications. These radios should be programmed with the Northern Front Range Interagency Frequency Plan to facilitate communications while traveling to and from an incident(s). Wide Area (RX: 163.7125 TX: 163.7125) should be used as the primary travel frequency. Radio assignments may be altered to accommodate digital or narrow band systems used by requesting unit/incident. Confirmation will be sought prior to mobilization. Family Radio Service (FRS) radios are not allowed.

Chainsaws:. The agency providing the faller(s) will also provide the chainsaw(s) and associated equipment. Use of the LCSO, BOUZ and DFPC saws will require completion of Equipment Rental Use forms. See National Mob Guide 62.2 and Regional Mob Guide 22.3 for information regarding mobilization of saws and hand tools.

Meals and Water: Unless traveling by air, the crew will be dispatched with rations and water sufficient for two meal periods. The crew is expected to arrive at the assembly point fed and self sufficient for a minimum of one operational period or 12 hours. No special arrangements will be made to feed crew members who do not comply. Before being demobed from an incident, the Crew Supervisor should make meal and/or lodging arrangements with incident personnel, for the time the crew is in travel status. At a minimum, the crew should be double lunched.

First Aid Kits: 3 -10 Person first aid kit, at a minimum, will be sent with each crew dispatch.

CREW BOSS AND CREW BOSS TRAINEE RESPONSIBILITIES

The crew boss is responsible for the management, organization and safety of the crew from the time of dispatch until the return of the crew back to their point of departure. Though the Northern Colorado Crew is interagency in nature, the crew boss regardless of agency affiliation is in command of the crew. Tactical decisions as well as administrative issues are the responsibility of the crew boss.

Crew Briefing:

It is mandatory that the crew boss and crew boss trainee present a briefing to the crew prior to departure which includes:

- Details of the assignment.
- Logistics including transportation method and travel plans.
- Crew organization and squad assignments.
- Review supplies, line gear and equipment.
- Collection of Task Books to be evaluated.
- Confirmation that Red Cards and photo ID's are in possession by all.
- Review health and welfare issues.
- Expectations on behavior and conduct.

Evaluations:

The crew boss is responsible for completing an evaluation of the crew boss trainee, and ensuring a crew evaluation is received from their fire line supervisor before leaving the incident. The crew evaluations will be submitted to the Fort Collins Dispatch Center Manager upon return to Fort Collins.

The crew boss and/or crew boss trainee will be responsible for submitting a copy of crew member performance for superior or less than satisfactory performance, if applicable, for each individual working the incident (be specific when identifying problems).

Time Sheets:

The crew boss is responsible for submitting completed, signed documents for the crew during the dispatch. Each agency will assign a chief of party for administrative purposes during the incident, including travel. Time sheets will be provided to each agency's Chief of Party upon return from incident assignment. Each crew member is responsible to check the accuracy of the firefighter time report (OF-288) and work with the crew boss to resolve any problems before departing the incident or disassembly of the crew upon return.

Disciplinary Action Procedures:

If any inappropriate behavior occurs while the crew is mobilized, it is the responsibility of the Crew Boss to take immediate steps to ensure that the actions cease. If the behavior is serious enough to warrant an individual's demobilization or legal actions, FTC must be notified along with the appropriate personnel on the incident. FTC will then notify the involved cooperative agency. Specific details of the behavior and actions taken must be documented.

Emergency Procedure and Notifications:

In the event of an emergency, injury or illness that requires off site medical care, motor vehicle accident that involves the Northern Colorado Hand crew, it is the responsibility of the crew boss or their designee to handle the immediate needs for that situation and make the appropriate notifications. The crew boss or their designee will contact Fort Collins Dispatch as soon as is feasibly possible after the initial actions and relay the pertinent information in regards to the situation. Fort Collins Dispatch will contact the Duty Officer(s) for the cooperating agency (ies) whose members or equipment were involved in the incident. The crew boss or their designee should expect, if the incident requires it, follow up conversations with the appropriate Agency Duty Officer.

TIME REPORT PROCESSING AND PAY RATES

Emergency Firefighter Time Report

1. Be certain that each person has a time report and that it is posted each day. The local timekeeper **MUST** sign these reports prior to your departure from the incident.
2. Regular government, DFPC, LCSO, BLCX and BOUZ employees shall return with their Emergency Firefighter Time Report (EFTR) and submit this document to their home unit for processing as soon as possible. LCSO, BLCX and BOUZ crew members shall submit their completed EFTR to their home unit for payment. LCSO, BLCX and BOUZ will then provide a detailed bill with copies of all EFTR's to DFPC for processing through DFPC to the appropriate agency for reimbursement.
3. Other cooperators shall process their firefighter time through their normal procedures, at their home unit.
4. Personnel dispatched as single resources are responsible for submitting their own time reports to their home unit.

Larimer County and Boulder County Firefighter Pay Rates

1. County firefighters will be paid at the current agency rate established for their respective position. **Larimer and Boulder County firefighters are not AD Casual firefighters.**
2. Classification of firefighters should be established prior to departure on the assignment. The pay rate can change during the assignment if the person's job changes. Re-assignments at the incident must be documented by the Finance Section.
 - **FFT2** Crew member – skilled – infrequent faller, pump operator, etc.
 - **FFT1** Crew member assigned with primary duty of a Squad Leader
 - **FAL3** Crew member assigned as a faller/sawyer with primary duty involving operation of a chainsaw.
 - **FAL2** Crew member “red card” qualified as a FAL2, assigned as a faller/sawyer with the primary duty involving operation of a chainsaw.
 - **CRWB** Crew Boss
 - **Trainees** All trainees for the FFT1 and CRWB positions will be filled at the next lower level.

Administratively Determined (AD) Pay Rates (If present on crew)

1. Casual firefighters will be paid at the rate shown in FSH 5109.4 Interagency Incident Business Management Handbook. All non-federal employees will be paid at the standard AD Rate for the position they are filling.
2. Classification of firefighters will be established prior to departure to the incident. The pay rate can change during the assignment if the person's job changes. Reassignments at the incident; must be documented by the Finance Section.
 - **AD-C** Crew member – skilled – infrequent faller, pump operator, etc.
 - **AD-D** Crewmember assigned as sawyer with primary duty involving operation of chainsaw, Squad Leader, Crew Boss Trainee, Helitack Crew Member, Smoke Chaser
 - **AD-F** Crew Boss, Single Resource Supervisor, full time faller (not a crewmember), Engine Boss, crewmember "red card" qualified as FALB with primary duties as a faller/sawyer.
 - Other job rates are designated in Interagency Incident Business Management Handbook R2/4 Supplement (updated annually).
 - All trainees will be paid at the level established in the Interagency Incident Business Management Handbook. Trainee pay rate is usually one step below the fully qualified pay rate for a given position.

LOGISTICAL SUPPORT AND PURCHASING RESPONSIBILITIES

The crew's logistical expenses should be picked up by the benefiting or ordering agency. However, if this support cannot be arranged, crew members should have the ability to provide meals and lodging for themselves while traveling to/from an incident. Each participating agency should be able to support their component of personnel. Each agency Chief of Party must:

Keep all individual receipts, secure Supply #'s for all purchases upon arrival or prior to departure from incident, and maintain a copy of the resource order for each agency. It is also helpful to get a General Message from the Logistics Section stating that the incident is not logistically supporting the crew or single resource. This should be returned to the home unit.

- Federal personnel are authorized to use Purchase cards for lodging (and meals if necessary) for all agency crewmembers (within daily and card limit restrictions).
- Non-Federal personnel are authorized to use Agency credit cards for any meal or lodging needs if logistical support from the benefiting agency cannot be arranged. All original receipts must be itemized and returned to the home agency for reimbursement.

If individuals support themselves, employees should collect receipts for reimbursement through Agency-specific channels.

- Federal employees may use Agency-issued travel cards if directed by CRWB.
- Non-Federal employees should submit the original, itemized receipts for reimbursable expenses to the home agency finance section for processing.

Car Rental

Should a car rental be needed, arrangements for rentals should be made prior to dispatch. If, upon arrival at the incident a rental is required, the ordering agency should arrange payment.

No benefiting unit can REQUIRE a vehicle rental at the individual's expense. Should the CRWB choose to rent vehicles: ensure resource order authorizes the rental vehicle and/or Supply # is assigned for each rental vehicle (prior to renting); keep original and/or copies of all paperwork including rental agreement(s), invoices and receipts; bring all paperwork to home agency for processing.

Personal Expenses

All crewmembers should carry at least \$50.00 cash, traveler checks or a credit card for normal expenses (food during travel, personal care items, etc.) which may occur during a 14-day assignment.

Northern Colorado Crew Fire Personnel Guideline for Conduct

When personnel are assigned to the Northern Colorado Crew(s) they may not consume alcoholic beverages at any time during the dispatch, including travel days. Failure to follow this guideline may result in disciplinary action by the home unit.

Recommended Equipment:

Each crew member is expected to come equipped with line gear, personal gear pack, and sleeping bag ready for fire line assignment up to 14 days (Excluding travel). Required line equipment is as follows: (See National Mob Guide 62.2)

- 1 personal fire pack (red bag)
- 1 field pack web gear
- 1 hard hat w/chin strap
- 2 pair leather gloves
- 2 pair nomex pants
- 2 Nomex shirts
- 4-6 1 qt canteens (Camelback bladders are acceptable as long as a minimum 1 gallon is carried)
- 1 pair goggles/safety glasses
- 1 pair ear plugs
- 1 pair lace-up, leather boots, 8 inch tops, lug soles
- 1 individual first aid kit
- 1 fire shelter
- 1 headlamp w/batteries
- 1 sleeping bag
- 2 meals (ready to eat type meal)
"Red Card" and photo ID

Recommended Additional Equipment:

- bandannas
- socks (plenty)
- underwear and T-shirts 100% cotton, enough for 2 weeks
- jacket/sweater & cap
- rain gear
- tennis shoes
- ground cloth/ small tent (optional)
- toilet kit
- travelers checks, cash (\$50.00 minimum) or a credit card
- belt
- personal prescription drugs, extra glasses
- pocket notebook and pencil

Line gear and personal equipment must meet the following guidelines:

- Maximum weight for line gear and personal pack is 65 lb.
- No items are to be attached to the outside of packs
- Fire clothing and boots will be worn from point of departure to assignment during travel.

Northern Colorado Crew Component “Draft” Instructions

This is something similar to a draft. The rotation is for the first selection. Each time the crew is mobilized the first pick would be rotated between the various cooperating agencies in a predetermined order. ie; ARF, LRX, RMP, BLX, BLCX.

The CRWB (T) can now be part of the 20 person crew; this allows an agency to use this position as one of their primary selections if they choose.

We then fill the positions as selected until the crew is qualified T2IA. 60% of the crew (12) has more than 1 yr. of previous FF experience.

The “draft “looks like this;

Roll#1

	ARF	BLCX	LCSO	RMP	BOUZ	Remarks
1	1	2	3	4	5	CRWB, (T), FFT1/ICT5, (T), RMP, BLX only have 2 FALA/B, (T), FFT2 guaranteed slots, BLCX 1, but can fill in for others if necessary for T2IA.
2	9	-	8	7	6	
3	10	-	11	-	-	
4	13	-	12	-	-	
5	14,17-20	-	15,16	-	-	

#2

	BLCX	LCSO	RMP	BOUZ	ARF	Remarks
1	1	2	3	4	5	CRWB, (T), FFT1/ICT5, (T), FALA/B, (T), FFT2 RMP, BLX only have 2 guaranteed slots, BLCX 1, but can fill in for others if necessary for T2IA.
2	X	9	8	7	6	
3	X	10	X	X	11	
4	X	13	X	X	12	
5	X	14,17	X	X	15,16,18-20	

#3

	LCSO	RMP	BOUZ	ARF	BLCX	Remarks
1	1	2	3	4	5	CRWB, (T), FFT1/ICT5, (T), FALA/B, (T), FFT2 RMP, BLX only have 2 guaranteed slots, BLCX 1, but can fill in for others if necessary for T2IA.
2	9	8	7	6	X	
3	10	X	X	11	X	
4	13	X	X	12	X	
5	14,17	X	X	15,16,18-20		

MINIMUM CREW STANDARDS FOR NATIONAL MOBILIZATION

Minimum Standards	Type 1	Type 2 with IA Capability	Type 2
Fireline Capability	Initial attack/can be broken up into squads, fire line construction, complex firing operations(backfire)	Initial attack/can be broken up into squads, fireline construction, firing to include burnout	Initial attack, fireline construction, firing to include burnout
Crew Size	18-20		
Leadership Qualifications	Permanent Supervision Supt: TFLD, ICT4,FIRB Asst Supt: STCR, ICT4 3 Squad Bosses: CRWB(T), ICT5 2 Senior Firefighters: FFT1/Squad Boss and ICT5	CRWB 3 ICT5	CRWB 3 FFT1
Bilingual Requirement	CRWB and FFT1's must be bilingual (able to read and interpret) in language of crew.		
Experience	80% 1 season	60% 1 season	40% 1 season
Full Time Organized Crew	Yes (work and train as a unit 40 hrs per week)	No	
Communications	5 programmable radios	4 programmable radios	
Sawyers	3 agency qualified		None
Training	80 hours annual training	Basic firefighter training and/or annual firefighter safety refresher	
Fitness	Arduous		
Logistics	Crew level agency purchasing authority	No purchasing authority	
Maximum Weight	5100 lbs		
Dispatch Availability	1 hour (available nationally)	Variable	
Production Factor	1.0	.8	
Transportation	Own transportation	Transportation needed	
Tools & Equipment	Fully equipped	Not equipped	
Personal Gear	Arrives with: Crew First Aid kit, personal first aid kit, headlamp, 1 qt canteen, web gear, sleeping bag		
PPE	Arrives with: Hardhat, fire resistant shirt/ pants, 8" leather boots, leather gloves, fire shelter, hearing/ eye protection		
Certification	Must be annually certified by the local host unit Agency Administrator or designee prior to being made available for assignment.	N/A	

Qualification Card

Name: _____ Seasons of Fire Experience in # of Seasons: _____
Crew Position: _____ Agency/Zone: _____
Phone Number: _____ eMail: _____
Trainee Positions: _____ Do you have a radio: Y N

Weights:

Body:	IA Gear:	Red Bag:
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Qualifications on Red Card: FFT2 FFT1 CRWB FAL3 FAL2 FAL1 HEQB FIRB ENGB FELB
STEN/STRC TFLD DIV FOBS HECM HELR ICT5 ICT4 Other: _____

Medical Qualifications: FirstAid/CPR First Responder EMT-B EMT-I/P Other: _____

Training Courses Attended: S-211 S-212 S-131 S-290 S-390 S-219 S-336 S-260 S-270 I-200/300

Allergies: Y/N _____ Medications: Y/N _____

Supervisor: Name: _____ Number: _____
eMail: _____ Is this who you would like your times sent to? Y N
If no, please list:

Qualification Card

Name: _____ Fire Experience: ____ Yrs ____ Mos
Crew Position: _____ Agency/Zone: _____
Phone Number: _____ eMail: _____
Trainee Positions: _____ Do you have a radio: Y N

Weights:

Body:	IA Gear:	Red Bag:
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Qualifications on Red Card: FFT2 FFT1 CRWB FAL3 FAL2 FAL1 HEQB FIRB ENGB FELB
STEN/STRC TFLD DIV FOBS HECM HELR ICT5 ICT4 Other: _____

Medical Qualifications: FirstAid/CPR First Responder EMT-B EMT-I/P Other: _____

Training Courses Attended: S-211 S-212 S-131 S-290 S-390 S-219 S-336 S-260 S-270 I-200/300

Allergies: Y/N _____ Medications: Y/N _____

Supervisor: Name: _____ Number: _____
eMail: _____ Is this who you would like your times sent to? Y N
If no, please list:

N.O.C.O. Squad Configuration

Dates: _____ Fire Name: _____ Fire Number: _____

Crew Configuration			Module Configuration		I.A. Configuration		
	Alpha (Saws)	Bravo	Alpha	Bravo	Alpha	Bravo	Charlie
1							
2							
3							
4							
5							
6							
7							
8							
9							
0							
11							
12							
13							
14							
15							
16							
17							
Medical Personnel (EMT / FR):			Water - Gatorade / Food:				
Communications:			Supply:				
			Vehicle Checks:		Vehicle Name:		
			Vehicle 1				
			Vehicle 2				
			Vehicle 3				
			Vehicle 4				
			Vehicle 5				
			Person Executing Checks:				