

Montrose Interagency Dispatch Mobilization Guide



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CHAPTER 10

OBJECTIVES, POLICY AND SCOPE OF OPERATION

MISSION STATEMENT

The principle mission of the Montrose Interagency Dispatch Center (MTC) is to provide safe, cost effective, and timely response of resources for appropriate response to wildland fires and other emergency management activities within the Montrose Interagency Dispatch Center area. MTC's coordination effort is in cooperation with the Rocky Mountain Area Interagency Coordination Center (RMC), those dispatch centers within the MTC neighborhood (Grand Junction, Durango, Pueblo and Moab).

The cooperating agencies involved with the Montrose Interagency Dispatch Center include:

- Bureau of Land Management (Southwest District)
- US Forest Service (Grand Mesa, Uncompahgre, Gunnison National Forest)
- National Park Service (Black Canyon National Park and Curecanti Recreation area)
- Colorado Fire Prevention and Control
- Montrose County
- Delta County
- Gunnison County
- Ouray County
- San Miguel County
- Saguache County
- Hindsdale County

The Montrose Interagency Mobilization Guide identifies policy and agreements that establish standard procedures that guide the operations of multi-agency/jurisdictional logistical support activities.

This guide is an extension of Agency Manuals, Handbooks, Directives and Instruction Memorandums relating to logistical support. This guide is intended to promote uniformity of logistical support communications, facilitate interagency dispatch coordination and ensure that the most timely and cost effective support services are provided. It is designed to accommodate amendments and will be recognized as currently applicable until amended. This guide is a supplement to National and Geographical Area Mobilization Guides.

The Fire Management Officers/Agency Representatives are responsible for review and approval of the Montrose Interagency Mobilization Guide. Signing of the MTC Operating Plan serves as approval for the mobilization guide.

The Montrose Interagency Dispatch Center is responsible for the MTC mobilization guide development, review and updates.

Priorities

When competition exists for resources, priorities shall be established by the MTC Center Manager during MTC Preparedness Levels I-III and in conjunction with the Montrose Interagency Dispatch Center Coordinating Group (Local Multi-Agency Coordination Group (LMAC) at Preparedness Levels IV and V.

The single overriding suppression priority is the protection of human life – both that of our firefighters and of the public.

In setting priorities the following criteria should be considered:

Maintaining initial attack capability

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)
- Commercial business
- Principle residence (year-round homes)
- Non-principle residence (seasonal homes, cabins, etc)
- Out-buildings (barns, unattached garages, utility buildings, etc.)
- Limiting costs without compromising safety
- Meeting agency protection and resource management objectives.
- Support to National Response Framework (NRF) taskings.

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

National Response Framework Refer to NMG 10 (Pg. 3)

Office of Foreign Disaster Assistance (OFDA) Refer to NMG 10 (Pg. 3)

Response to Incidents Other Than Wildland Fires Refer to RMG 10 (23-8)

Mutual Aid Agreements

Mutual Aid agreements have the primary purpose of providing Initial Response and short term logistical support between adjoining units and dispatch centers. Initial Response are incidents that are controlled by the Initial Responding forces without need for major reinforcements within a reasonable time period. Montrose Dispatch Center has the authority to utilize the resources of adjoining centers as stated in the RMG. Prior to the mobilization of Initial Response resources, it is agreed that; Initial Response resources will be mobilized without delay, a Resource Order from the receiving dispatch center will follow as time allows. No Initial Response resource responding across geographic boundaries will be mobilized further than that adjoining center boundary.

Refer to the specific statewide Annual Operating Plan (AOP) for a synopsis of the Mutual Aid Agreements pertaining to the Montrose Interagency Dispatch Center and its cooperators.

Montrose Interagency Dispatch Center will provide logistical support to all units located within the dispatch area pursuant to federal policy and laws, MTC will coordinate movement of all resources within the Dispatch Center's area of influence. The Dispatch Center Manager or acting has delegated authority from Federal and State Land Management Agencies as identified by signatories of the Annual Operating Plan for MTC. The delegated authority is outlined within this guide and establishes policies and procedures for the mobilization of personnel, equipment, supplies and aircraft for incident emergencies and pre-suppression in the Montrose Dispatch Area, Rocky Mountain Area and Nationally.

Mobilization

All orders for incident resources will be initiated/generated by the incident commander and may be coordinated through the FOS/Zone/District FMO. The responsible unit or FOS/Zone/District FMO through MTC will initiate all other orders. Orders shall be processed through established dispatch channels using the standard National Coordination System.

Resource Mobilization Refer to RMG 10 (25-41)

Length of Assignment

Standard assignment length is 14 days exclusive of travel from and to home unit.

Initial Attack Definition Refer to RMG 10 (22-8)

Wildland Fire Entrapment/Fatality Refer to NMG 10 (Pg. 9)

National and Area Resources Refer to RMG 10 (28-1)

Dispatching of National and/or Area resources within and across the defined Rocky Mountain Area boundaries shall comply with the RMG

Notification of Commitment of National & Area Resources Refer to RMG 10 (29-1)

Notification of commitment of National and Area resources will be via phone within 15 minutes of commitment. Notifications will be done when the following circumstances occur:

- When national, RMA Geographic resources or resources who are prepositioned on a RMA preposition incident are committed internally to an incident or are no longer available for dispatch
- When the resource is available again; or
- When resource location changes.

Notification/Communication Refer to RMG 10 (43-5)

All personnel will meet the following limitations when dispatched outside the MTC area:

- 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

General Demobilization Guidelines Refer to RMG 10 (29-42)

Release Priority Guidelines Refer to RMG 10 (30-22)

Lightning Data:

Lightning data can only be retrieved by MTC for up to the past 7 days. MTC staff can use the EGP site to provide lightning maps and get coordinates of individual strikes and time stamps. If lightning data older than 7 days is needed the requestor must email Herb Arnold at harnold@blm.gov to request the data direct from WFMI, the requestor is also responsible for working with their local GIS person to manipulate the data and create maps if needed.

Wildland Fire Weather Forecasts Refer to RMG 10 (30-37)

Fire weather forecasts will be disseminated to all firefighting personnel. The morning fire weather forecast is available to all resources on the web; if needed, field units will receive this information via radio. The afternoon fire weather forecast will be broadcast upon request from resources in the field. ERC's and Fire Danger Rating will be posted on WildWeb.

Requests for spot weather forecasts for wildland fires will be made through MTC. Depending on location of the incident, MTC will contact either Grand Junction National Weather Service or Pueblo National Weather Service and request the spot forecast. When the spot forecast is received, MTC will disseminate the information to the requesting incident.

Spot Weather Forecast requests for Prescribed Fire can be made directly to the weather service by the Burn Boss or their designee. The dispatch center will be notified of the request, assuring that information becomes part of the Incident Action card for historical record purposes.

Red Flag Warnings/Watches and updates to the fire weather forecast will be disseminated to all firefighting personnel via, text, radio or briefing. All weather forecasts and Red Flag Warnings and Watches are posted on the Weather Service's web site. It can be accessed through the Montrose Interagency Dispatch Center web site under the Weather link.

Fire Resource Check-in and Tracking Procedures

Responsibilities of the Montrose 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 1st to October 31st. 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 1st- October 31st season will be done upon request.

General Procedures

All fire resources need to check-in daily with Montrose 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 MTC, it is then assumed that MTC 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 example: 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 MTC will track the resources.
- MTC will not make the decision to go home while resources are still in the field. For example, if resources are returning from a prescribed/wildland fire and it is past the normal closing time, MTC 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.

MTC staffing for Wildfires

- MTC 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.
- MTC 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.

MTC Staffing for Prescribed Fires

- MTC 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. MTC 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.

Off-Unit Assignments

- Resources travelling to off-unit assignments need to periodically check-in with dispatch while enroute. This enables dispatch to provide additional information as it becomes available, divert resources to other incidents, or relay emergency messages.
- If flying and delayed (or you miss your flight) notify the receiving dispatch center so they are aware of the delay in arrival and can adjust accordingly.

Fire Cost Coding

All incidents in the MTC will have assigned accounting codes established 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. MTC will request a FireCode in WildCAD for all agencies within the dispatch area. 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 Codes are not issued to State or County fires unless there is a federal response or support.

Fire Cost Coding Refer to RMG 10 (31-13)

MONTROSE INTERAGENCY DISPATCH CENTER PREPAREDNESS LEVELS

Why Preparedness Levels are Established

The Montrose Interagency Dispatch Center Manager or acting will monitor the area Fire Management activities and determine preparedness through PL 3, and will make recommendations to the Montrose Interagency Dispatch Center Coordinating Group (MICG) to go to PL 4 and 5. The MICG will make the final determination for PL 4 and 5.

Local Area Preparedness Levels

Preparedness Levels are established based on current and forecast burning conditions, fire activity, resource availability, and fuel conditions. Montrose area preparedness level can be found in the Fire Danger Operating Plan posted on the Montrose website under Fire/Fuel danger link.

Refer to RMG 10 (32-8) for Rocky Mountain Area Interagency Preparedness Levels.

Montrose Interagency Dispatch Center Multi-Agency Coordinating Group (MTC MAC)

The Montrose Interagency Dispatch Center serves One National Forest, One BLM District, One National Park, One National Recreation Area, seven counties and the State of Colorado. The Dispatch Center coordinates the priority setting and allocation of resources for fire management with in the dispatch zone in the most cost effective and efficient manner.

Membership

The MTC Local Multi-agency Coordinating Group (LMAC) consists of designated personnel who are supporting or directly involved with the incident and have authority (direct or delegated) to establish fire priorities and commit resources of their agency. The purpose of the LMAC is to:

- Make timely decisions so appropriate actions can be taken.
- Improve the information flow and interface among involved agencies when numerous incidents occur at one time or when large incidents are rapidly depleting resources.
- Develop a single, collective approach to establishing priorities regardless of functional or geographical responsibilities,
- Allocate/reallocate resources, and
- Develop/recommend contingency plans.

The MTC LMAC Group participants are:

- Bureau of Land Management (Southwest District)
- US Forest Service (Grand Mesa, Uncompahgre, Gunnison National Forest)

- National Park Service (Black Canyon National Park and Curecanti Recreation area)
- Colorado Fire Prevention and Control
- Montrose County
- Delta County
- Gunnison County
- Ouray County
- San Miguel County
- Saguache County
- Hindsdale County

Activation

At Preparedness Level III and below, the Dispatch Center Manager or acting, serves to prioritize incidents and facilitate interagency business on an as needed basis. Conference calls with the MTC Coordinating Group are conducted on a as needed basis typically starting the first of April. Calls may commence earlier and more frequently depending on fire activity.

At Preparedness Level IV, conference calls with the MTC Coordinating Group are conducted weekly or more often as needed. The decision to activate LMAC will be based on the number of large/complex/IMT incidents; number of current fires for resource benefit, prescribed burns scheduled, predicted weather, percentage of area crews and initial attack resources committed, and the level of competition for resources between units and/or Geographic Areas.

At Preparedness Level V, LMAC is activated and daily conference calls will occur at 1000.

Any agency may activate the LMAC when they feel there is a need to prioritize the allocation for resources or incidents.

When LMAC has been activated for a situation it is imperative that continuity be maintained by properly notifying affected units that the LMAC is functioning, resources coordinated, time frames established, and types of status reports required from units and MTC.

Roles And Responsibilities

The LMAC must work within normal dispatching channels and must not get involved in suppression tactics on individual incidents. They must function within existing authorities and agreements.

Responsibilities:

- Prioritize incidents (see the priority/decision matrix located at https://gacc.nifc.gov/rmcc/predictive/Priority_Decision_Matrix.pdf)

- Allocate scarce/limited resources among incidents to assure safe, productive, wildland fire management activities commensurate with the priorities identified. The LMAC at times may directly re-allocate scarce/limited resources.
Anticipate future resource needs.
- Review policies/agreements for resource allocation.
- Interact with Rocky Mountain Area MAC (RMAC) group to assess priorities for resource allocation and support the Area's resource needs. LMAC coordinator will ensure this happens via phone call or electronic transfer of information to the RMAC.
- Recommend staffing extension guidelines for available resources.
- Review the need for involvement by other agencies.
- Determine the need for and designate location(s) of mobilization and demobilization centers.
- Provide information and perspective to agencies wishing to proceed with or implement an extended wildland fire strategy or prescribed fire application as indicated on the go/no-go checklist.
- Improve political interfaces.

LMAC Coordinator

Duties of the LMAC Coordinator will be carried out by the Montrose Interagency Center Manager unless it is determined that there is a need to order in a Coordinator to fulfill these duties as follows:

- Ensures that required information is being provided to the LMAC group within the timeframes specified.
- Arranges for and manages the facilities and equipment necessary to carry out the LMAC group functions.
- Assists the LMAC group decision process by facilitating the group's conference call and/or meetings.
- Documents the LMAC group's decisions and coordinates with agencies and dispatch to assure of implementation.

In addition the LMAC Coordinator should keep fully informed of:

- Number and locations of significant incidents by unit
- Values at risk and special problems involved
- Name of Incident Commander on each incident and in general the capabilities of the overhead and the suppression forces assigned (personnel and equipment)
- Cooperating agencies, personnel and facilities working each fire
- News and public information facts
- Fire weather-present and long range predictions
- Probabilities for more starts
- Suppression progress on large fires and/or groups of small fires
- Depletion of local resources
- Sources of additional resources, locally, Area and Nationally

- Fire danger and status of units not actively involved with Incidents.

Intelligence Products Required

- Resource Status – available and committed by agency (SIT report, ROSS report, ICS 209s).
- Summary of outstanding resource requests and critical resource needs (ROSS report, ICS 209s).
- Expected availability of resources-incidents reaching containment, available for reassignment, coming back after days off, look at neighboring dispatch centers (SIT report, daily dispatch calls).
 - Incident Status Information
 - ICS 209 for each incident
 - Geographic Area Sit Report
 - WFDSS for each new large incident
 - IAPs and Maps (if available)
 - Summary of updated information by incident (collected from IC calls, FMOs, etc)
 - GACC list of priorities
 - Press releases and fire closures

Assessment of current/potential fuel situation and fire behavior predictions if available

Short and long-range weather forecasts.

Meeting/Conference Call Protocol

The agenda for the LMAC meetings/conference calls will be as follows:

1. Roll Call
2. Coordination/Dispatch Center Briefing (local, area, national)
3. Fuels/Fire Behavior Briefing (if available)
4. Weather Briefing
5. Prioritize/re-prioritize Incidents
6. Allocate Resources
7. Document Decisions and transmit to the field
8. Issues Discussion (round robin)
9. Evaluate the need to continue LMAC

Initial Response Dispatching Procedures

Reporting of Incidents: Real time intelligence is a necessity. Good communication is the key to intelligence. Gathering incident size-up information is critical for establishing priorities and should always be available from the ordering entities. The following criteria must be provided to MTC upon arrival of an emerging initial attack fire:

- Incident Name
- Point Of Origin Latitude and Longitude

- Approximate Acres burned
- Cause of the fire

All resources providing size-up information are required to use the Incident Organizer. If a size-up is not given in a timely manner to include the name of the fire, dispatch will name the fire and advise the IC of that name.

Closest Forces Policy: All incidents will be reported to MTC. MTC will notify the unit with jurisdictional responsibility according to agency guidelines listed below. It is understood that an Initial Response will not be delayed over questions of ownership. The intent of this policy is to make sure that resources respond to determine ownership, conduct an initial size-up, and to take prompt appropriate action if the jurisdictional agency approves.

“Closest Forces” definition - available resources regardless of agency affiliation that can respond in the timeliest manner to the incident. MTC will dispatch resources based upon the Closest Forces Policy. This may involve dispatching of neighbor resources for Initial Response before other agency resources are dispatched due to the location of the incident and resources at the time.

To clarify closest forces, for MTC units, it shall mean the response time from initial report/request to arrival on scene.

Wildfires being reported to the Montrose Interagency Dispatch Center 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, MTC will respond with the appropriate resources and provide direction for response actions as identified by the initial response guidelines. Following mobilization, dispatch will notify the appropriate agency Duty Officer. The Dispatch Center’s responsibility is to ensure 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 initial response operations for the purpose of establishing priorities when there is competition for resources, when multiple fires exceed available resources and to ensure that the appropriate agency administrator has been notified.

Counties

For all fire and smoke reports determined to be on private lands, the respective county dispatch will be notified immediately and provided with the initial call information.

Boundary Fires

The boundary between adjacent Dispatch Centers creates the potential for two or more Dispatch Centers to conduct simultaneous, uncoordinated suppression operations. This may result in an increase risk to the responding resources and reduce the effectiveness of initial attack.

When a fire/smoke is reported to the Montrose Interagency Dispatch Center that falls within five nautical miles of a dispatch boundary, the adjacent dispatch center will be notified.

Notification will include aviation and ground resources responding, if any, and frequencies assigned. Once the location of the fire has been determined, if there are any concerns by either dispatch center the following factors will be taken into account:

- Are communications effective between responding resources and the dispatch center
- Agency land ownership
- Potential for fire to spread across the dispatch boundary
- Ability to provide logistical support
- Dispatch staffing and existing workload

At that point in time a discussion will take place between the Center Managers and Duty Officers/FMOs involved as to which dispatch center should take the lead on the incident based upon the factors mentioned above.

Fire Resources responding to a fire or smoke report that is determined to be within an adjacent Dispatch Center's area of responsibility, will contact the adjacent center before engaging the fire, unless there are communication problems that prevent that. Coordination between the centers will need to take place to ensure that appropriate agency involvement is taking place and there are positive communications with the responding resources. Adjacent centers will be notified when TFRs are being established near or in the Boundary Area.

Coordination between the dispatch centers, duty officer(s) and IC will need to take place for fires crossing the dispatch boundary to determine if the support for the incident needs to change to a different dispatch center. It is important to establish a single point of ordering for the incident, rather than placing orders with two different dispatch centers. If it is determined that the incident would be better served by changing dispatch centers, that transition will occur at the end of shift to mitigate any safety concerns.

Ordering Procedures

The Montrose Interagency Dispatch Center will coordinate the movement of all resources utilized within the dispatch center's boundaries.

The primary goals of the dispatch of any resource are:

SAFETY

EFFECTIVENESS

EFFICIENCY

The following criteria will be will be accomplished by the Dispatch Center:

- Rapid response
- Communications/Intelligence - Information must be accurate and timely
- Efficient use of the most effective resource
- The Montrose Interagency Dispatch Center may order resources direct from an adjoining Dispatch Center (Neighborhood) which includes Grand Junction, Durango, for initial response, extended attack, large fire support, and non-fire incidents. These centers can also order resources directly from MTC.
- All travel information for resources ordered through RMACC will be transmitted utilizing ROSS. This process is not to be used for mobilization of initial response or tactical aircraft movement. ROSS orders will follow as time allows.
- Travel information for resource movement between neighbors will be relayed via telephone, as well as ROSS.

Resource Availability and Tracking

The movement of personnel and/or equipment between units shall require that both sending and receiving units be responsible for safety of the personnel and equipment involved. Resources dispatched internally and externally will have a Chief of Party. Chief of Party will normally be the single resource boss of the engine or crew, or in the case of several miscellaneous overhead being moved together it will usually be the first person on and the last person (in the case of demob) off. The Chief of Party will maintain prompt communications with MTC until arrival at their destination or is handed off to another dispatch center. The Chief of Party is responsible for all personnel assigned on the manifest list. The receiving dispatch center is responsible for tracking resources once assigned. Chief of party should stay in contact with the receiving dispatch center while in travel status. This will assist in resource tracking and facilitate the ability to divert resources while enroute.

Neighborhood Ordering Procedures- Refer to RMG (45-1)

- 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

RMACC. RMACC will not check with Montrose Interagency Dispatch neighbors to fill orders for MTC.

- Resources mobilized through RMACC are not available for neighborhood ordering.
- Resources mobilized from a neighbor can only be sent to another neighbor with permission from the home unit. At this time a resource order will be processed through RMACC by the requesting dispatch center.
- Refer to RMG for more information on resource ordering and the chart describing resource types, the approved ordering method, and the required notifications.

RMA Resource Ordering Chart Refer to RMG 10 (47-25)

Rocky Mountain Area Wide Ordering Procedures Refer to RMG 10 (46-17)

Non-Incident Related Ordering Refer to RMG 10 (48-1)

CHAPTER 20

OVERHEAD AND TEAMS

Overhead Availability Tracking

All red carded fire personnel will report availability to the Montrose Interagency Dispatch Center via the use of Web Statusing in ROSS. If needed, statusing can be changed by MTC upon request. Individuals should report changes to their availability as it occurs. FOSs/FMOs are responsible for reporting the availability of their personnel to MTC. 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 personally available to go anywhere unless specifically indicated otherwise.

- **Demobilization Planning**

Demobilization shall be carried out in an orderly, cost effective manner. All demobilization of Incidents will go through MTC for coordination and possible re-assignments.

Overhead

MTC operates on a closest forces policy. To clarify this policy, it shall mean the response time from initial report/request to arrival to the Incident.

Resources are expected to have their red cards with them at all times. The resource order is the authorization for individuals to travel.

All resources are expected to be self-sufficient (government issued credit card or with supervisor that has a government issued credit card for meals and lodging) when going on assignments. If a resource is unable to be self-sufficient, the dispatch center needs to be notified so that proper arrangements can be made.

Individuals with government issued travel cards should make their own flight arrangements per the Federal Travel Regulations. These arrangements should be in coordination with the dispatch center. Exceptions to this are ADs, seasonals and other extenuating circumstances. Itineraries must be provided to the dispatch center prior to any incident travel. Federal resources must complete a vehicle cost comparison when planning to take their POV to a fire incident. The completed vehicle cost comparison will be turned into dispatch and attached to the MTC copy of the resource order. A POV cost comparison worksheet can be found at:

http://gacc.nifc.gov/rmcc/dispatch_centers/r2MTC/dispatch/overhead.htm.

All overhead requests will be processed through the Dispatch Center. For in-area and out-of-area requests from the Rocky Mountain Coordination Center (RMACC), MTC dispatchers will call qualified personnel within the Dispatch Center area of influence. It is essential that each agency ensure that only qualified, red carded personnel be dispatched and they have supervisor approval.

Individuals who have indicated they are available for an assignment are expected to accept the assignment regardless of the location or position/qualification requested. If individuals do not want to take an assignment for a given position/qualification they should request through their IQCS manager that the position/qualification not be sent to ROSS. Any individual declining an assignment will be set to unavailable for a minimum of 7 days and must have FMO approval prior to being set to available again.

ROSS will be used by MTC to fill Local, GACC, State, and National overhead requests.

It is the responsibility of each individual to keep their availability updated in ross.

Trainees: An individual, who has completed the appropriate classroom training, meets prerequisite experience requirements and has an initiated task book, 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.

Interagency Wildland Fire Modules Refer to RMG 20 (57-9)

Modules

Skyways Wildland Fire Module is a Type 2 module based out of Grand Junction. Contact the Module leader or FMO for the Grand Valley Ranger District for mobilization.

Smokejumpers

Smokejumpers (SMKJ) are based in Grand Junction smokejumpers orders will be placed with Grand Junction Interagency Dispatch Center using a knee board followed by a ROSS Order.

Communications Coordinator Refer to RMG 20 (56-4)

Incident Meteorologists (IMET) Refer to RMG 20 (61-29)

Cache Support Positions Refer to RMG 20 (61-35)

Human Resource Specialist Refer to RMG 20 (62-1)

Union Representative Refer to RMG 20 (62-7)

Incident Business Advisor (IBA) Refer to RMG 20 (61-39)
Incident Management Teams (IMT) Refer to RMG 20 (63-1)
Rocky Mountain Area IMT General Operating Guidelines Refer to RMG 20 (68-1)
National Incident Management Organization Teams (NIMO) Refer to RMG 20 (70-33)
Area Command Teams Refer to RMG 20 (73-7)
Incident Support Organization Refer to RMG 20 (73-10)
National and Area Buying Teams (BUYT) Refer to RMG 20 (73-14)
Administrative Payment Teams (APT) Refer to RMG 20 (75-24)
National Fire Prevention/Education Teams (NFPET) Refer to RMG 20 (75-40)
Critical Incident Stress Management (CISM) Refer to RMG 20 (76-5)
Wildland Fire & Aviation Safety Teams (FAST) Refer to RMG 20 (76-11)
Aviation Safety Assistance Team (ASAT) Refer to RMG 20 (76-20)
Serious Accident Investigation Teams (SAIT) Refer to RMG 20 (76-28)

Chapter 30

Crews

Crews

MTC has several crews available for dispatch. Requests for these crews will be processed through the Dispatch Center.

- *Gunnison River Interagency Crew*. This is a Type 2 IA crew. They are available approximately June 1 through September 30.
- *Buzzard Creek Job Corp Crew*: Type 2 or T2IA Available June-October
Gunnison River Regulars Interagency Crew: This is a Type 2 crew. They are available approximately June 1 through September 30.

Suggested Module composition

Module

1

(6 pack and a command truck)

1 - Crew Boss (CRWB)

1 – Squad Boss (FFT1) (ICT5 qualified)* with radio

1 – Sawyer** & saw with NFES standard saw kit* at minimum

3 – Fire Fighter (FFT2) (3 max per module with less than 1 season experience)*

Total Personnel: 6

Module 2

(2 6 pack trucks)

1 – Squad Boss (FFT1)(ICT5 qualified)* with radio

1 – Crew Boss Trainee (CRWB T)

1 – Sawyer** & saw with NFES standard saw kit* at minimum

4 – Fire Fighter (FFT2) (2 max per module with less than 1 season experience)*

Total Personnel: 7

Module 3

(2 – 6 pack trucks)

1 – Squad Boss (FFT1) (ICT5 qualified)* with radio

1 – Sawyer** & saw with NFES standard saw kit* at minimum

5 – Fire Fighter (FFT2) (3 max per module with less than 1 season experience)*

Total Personnel: 7

*Items in indicate a requirement to meet national standards for Type 2 IA crew.

** Minimum qualification FAL3, FAL2 preferred

The crew will be made available when agencies inform the dispatch center that they have enough individuals available to fill a crew order. Each agency contact will update personnel for their module on the Daily Resource Status Report prior to the availability day. The list shall include name, position, experienced/rookie, other qualifications, vehicle information and cell phone numbers.

Selection of the crew boss trainee will be the individual identified on the trainee priority list. In the event that the individual cannot make the role, the Unit FMOs or assigned duty officers will work together to determine the source of the trainee when this occurs.

When there is an order for a crew, MTC will contact the identified crew boss with a request to fill crew overhead positions and crewmember positions. MTC will assign the crewmembers to positions based on the information provided on the Daily Staffing Page. The DO's will facilitate finding replacements when an agency is unable to meet their commitment.

[https://gacc.nifc.gov/rmcc/dispatch_centers/r2mtc/dispatch/crews/Gunnison River Handcrew SOP.pdf](https://gacc.nifc.gov/rmcc/dispatch_centers/r2mtc/dispatch/crews/Gunnison_River_Handcrew_SOP.pdf)

Gunnison River Crew Operating Guidelines that includes:

- Safety
- Crew composition and Responsibilities
- Organizational Structure
- Expectations
- Crew Dispatch Procedures
- Training
- Performance evaluation and Monitoring
- Equipment

Passenger Cargo Manifests will be completed for all crew mobilizations.

When the local crews are ordered out of the area a manifest will be emailed to the receiving dispatch center.

If the crews are mobilized out of area and transportation is by air then the following applies:

- Canteens are to be emptied before boarding aircraft.
- Crews will be weighed before departing (Allowable crew weight 5300 pounds).
- Fusees are not allowed on board an aircraft or on commercial ground transportation
- Gas containers and saws must be emptied and purged prior to boarding an

- aircraft or commercial ground transportation.
- Shifting of equipment personal gear between crew members to equal out weights will not take place.
- Knives/multi-tools must be stowed with gear on commercial flights.
- On commercial flights, line gear will be carried on rather than stowed in the baggage compartment.

Crew Mobilization and Demobilization Protocol

- Montrose Dispatch will notify the Crew Boss of a crew order once it has been confirmed that it is a bona fide order. From that point on all communications concerning the order will be with the Crew Boss. At this time the Crew Boss will coordinate with MTC to establish a meeting location to organize and brief the crew before departure.
- Prior to departure the Crew Boss will do a roll call to confirm the roster. Any errors will be corrected and an up to date manifest will be provided to dispatch.
- Prior to departure, travel will be discussed with Montrose Dispatch (route of travel, RON spots, vehicle ID's, etc will be provided to Montrose Dispatch)
- While on assignment if any member(s) of the crew are demobilized for whatever reason, Montrose Dispatch 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 Montrose Dispatch upon arrival back from an incident and provide 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). Fill-ins need to be ordered through Montrose Dispatch so that they can be tracked. Name requests for fill-ins will be accepted and then dispatch will place the order for them. If name requesting someone 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.
- Ensure personnel time is completed/up to date prior to assignment.
- Crew time can be faxed/emailed to dispatch for dissemination to appropriate FMO or timekeeper. Call dispatch to advise them that the time has been sent so it can be taken care of.
- Requests for extending the crew should be made through the dispatch center. The dispatch center will contact the Unit FMOs for concurrence. The Unit FMOs/Duty Officer will check with the Zone/District FMOs for approval/disapproval. Once there is concurrence one of the available Unit FMOs can sign the extension document approving or disapproving the extension.
- Upon demobilization of the crew, the Crew Boss will provide ETAs back to home units to dispatch for the various personnel. Dispatch will notify the respective FMOs of those ETAs. The Crew Boss will track all personnel back to their duty

stations. The Crew Boss will close out with dispatch confirming the crew has been disbanded and are all home.

Crews Refer to RMG 30 (81-2)

Chapter 40

Equipment and Supplies

Equipment:

All requests for Equipment will be placed using ROSS or on resource order forms and processed through the Dispatch Center.

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

All re-supply orders for local Type 5, 4, and 3 fires must be submitted to the dispatch center with FMO/Duty Officer approval and include a Loss and Damage form (OF -289) as needed. Email, fax, or hard copies are all acceptable methods for submitting the requests. The time frame for submitting the requests and providing fill information back to dispatch is 7 days after the fire is called out. Once dispatch receives the fill information, the completed resource order will be sent to the requesting individual for their records.

Field Office Replenishment During Fire Season Refer to RMG 40 (81-21)

Incident Replacement of NFES Items Refer to RMG 40 (81-43)

Incident Replacement: 1 & 2 Incidents Refer to RMG 40 (92-17)

Incident Replacement: 3 & 4 & 5 Incidents Refer to RMG 40 (92-44)

National Interagency Incident Communications Division (NIICD) RMG 40 (83-34)

Radio Mobilization Refer to RMG 40 (84-25)

Radio Demobilization Refer to RMG 40 (84-30)

Incident Remote Automatic Weather Stations (IRAWS) (NFES #5869) Refer to NMG (Pg. 58)

Mobile Cache Support Van "RMK Specific" (NFES #8602) Refer to RMG 40 (84-41)

A Rocky Mountain Area cache van is prepositioned at Grand Junction for use on Type 1 or Type 2 Incidents. The order is placed with Rocky Mountain Coordination Center as a supply. Prior to mobilization a qualified Supply Unit Leader or Logistics Chief needs to be in place to assume responsibility for the cache. Refer to the Rocky Mountain Mobilization Guide for further information.

Equipment Ordering Procedures Refer to RMG 40 (87-12)

Engine Staffing

MTC heavy engines will be staffed with at least 3 persons upon dispatch to an incident.

Every effort will be made to staff MTC light engines with 3 persons. For dispatches to off unit assignments (neighbors, GACC, National), engines may be staffed with 2 if the receiving unit approves.

Engine Staffing Refer to RMG 40 (87-17)

Strike Teams:

Strike teams will not be ordered locally, orders for individual engines will be processed and then strike teams can be formed at the incident if needed.

Engine Types Matrix Refer to RMG 40 (88-1)

Equipment and Supplies Refer RMG 40 (79-13)

Portable Retardant Base Refer to RMG 40 (89-13)

National Contracts - Mobile Food Service and Shower Facilities Refer to RMG 40 (91-13)

Supplies/Food

Within the Montrose Interagency Dispatch Center area, reference the Interagency Service and Supply Plan for Outfitters, Caterers and vendors able to provide meals for local incidents. All requests will be through the dispatch center.

Invasive Weed and Aquatic Species

IMTs and host agency(s) are responsible for determining the need for weed wash and cleaning of water handling equipment to prevent the spread of invasive weeds and aquatic species. Each agency has support equipment to meet those needs. Visiting resources need to check with the local FMO/Duty Officer upon arrival to determine the need for cleaning tanks or vehicles to prevent the spread of noxious weeds and invasive aquatic species.

Contract Resources Refer to RMG 40 (92-21)

Contractor Performance Ratings Refer to RMG 40 (93-1)

Equipment/Supplies Demobilization Refer to RMG 40 (94-9)

Chapter 50

Aircraft Operations

Aircraft operations Refer to RMG 50 (97-1)

Mobilization

Between the hours of 2200 and 0600 charter pilots shall not be dispatched. Orders for charter aircraft should not be placed with vendors between these hours, unless the vendors have a separate dispatcher available. Operators should be queried to insure duty limitations are being met.

Aerial Fire Detection

All requests for aerial detection within the Montrose Interagency Dispatch area for ongoing incidents or after thunderstorms, should originate from the Zone/District FMOs/FOSs and be placed through the Dispatch Center. Coordination and prioritization will occur in the event that more than one unit requests a flight. The dispatcher will initiate procedures to acquire the appropriate aircraft. The Dispatch Center will establish the flight following process in accordance with the Interagency Standards for Fire and Fire Aviation Operations (Red Book).

Air Tankers, Lead Planes, Smokejumpers

All air tanker, lead plane and smokejumper requests will be placed through the Dispatch Center. The acquisition of aircraft will follow agency guidelines. All requests for tactical aircraft will be filled on a first come, first served basis unless multiple incidents require the establishment of priorities. In such an instance, the Dispatch Center Manager will consult with the local 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 the Dispatch Center with dispatching done according to agency guidelines. Flight following will be conducted through the Dispatch Center.

Flight Management Procedures

Administrative Point-to-Point flights: All Agency contract, lease, charter, or owned aircraft, fixed and rotor wing, shall file and open an FAA flight plan for every administrative (point-to-point) flight mission flown for the benefit of the Agency.

Mission Flights/Special Use: All mission flights (tactical fire flights) shall file a flight

plan with MTC who will ensure flight following procedures are followed. Mission flights will be documented using ROSS or the resource order form. Special Use Flights are generally resource oriented flights and will require a Project Aviation Safety Plan and a Flight Request Form.

For all point-to-point flights a Flight Request Form will be filled out.

Flight following procedures for aircraft flying non point-to-point require a status check 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 with 15 or 30 min "ops normal" radio check-ins/strictly 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 in 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 which 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. The exception to this is, if the lack of communications is temporary and there are mitigation measures in place. For instance if the aircraft is working in a known radio dead zone and the pilot/manager and dispatch has agreed that at predetermined intervals, not to exceed 30 minutes, the aircraft will return to an area with radio coverage and check-in as well as AFF is positively maintained.. For flights crossing dispatch area boundaries and when the aircraft has flown out of radio contact, the dispatch center area it has flown into will be contacted and the aircraft "handed off". The flight will not be closed out with MTC until it is confirmed that another dispatch center has radio communications with the aircraft.

Refer to the Airspace Boundary Plan contained in the Unit Aviation Plan for flights taking place in the common corridor along dispatch boundaries.

Point-to-Point Flight Following

The sending dispatch center has the ultimate responsibility for flight following. This responsibility may be handed off to RMACC for fire mobilization flights. If the flight was originated by MTC then the Chief of Party/Flight Manager or pilot will notify MTC of any delays and upon arrival at the final destination (unless the flight following has been handed off to RMACC).

Flight Plans and Flight Following Refer to RMG 50 (102-1)

Aircraft Accident/Incident Reporting

All accidents and incidents will be reported immediately to the Dispatch Center 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.

Lead Planes

A lead plane, Air Attack, or airtanker coordinator is required for the following missions:

- Two or more airtankers will be over the incident at the same time or at staggered intervals of 15 minutes or less
- Any mission where the airtanker pilot is not IA rated
- The fire is in a congested area
- Wherever any airtanker is operating over an incident within 30 minutes prior to official sunset of the nearest airtanker base
- Wherever any airtanker is operating over an incident within 30 minutes after official sunrise of the nearest airtanker base

If a lead plane is not available, a qualified Air Tactical Group Supervisor 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.

Aerial Supervision Refer to RMG 50 (110-27)

Aerial Supervision Requirements Matrix Refer to RMG 50 (113-1).

Aerial Supervision Modules (ASM1) Refer to RMG 50 (112-1)

Aerial Supervision Requirements Refer to RMG 50 (112-31)

Exclusive Use Contract Helicopters

Department of Fire Prevention and Control sponsors a Type 2 Helicopter located in Montrose. Orders for the helicopter will be placed through the Montrose Interagency Dispatch Center.

Exclusive Use Contract Helicopters Refer to RMG 50 (121-29)

Helicopter – Call When Needed (CWN)

All CWN helicopters will be ordered through MTC. If the CWN is for fire suppression the order will then be placed with RMACC. If it is for a non-fire incident, MTC in conjunction with the unit aviation manager, will utilize the OAS source list or USFS rental agreements and obtain 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 RMACC when a helicopter order is filled by a CWN aircraft. MTC dispatchers need to order the module upon notification that a CWN is filling the order. The module is ordered on an Overhead order and cross-referenced with the Aircraft order.

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

Call When Needed (CWN) Refer to RMG 50 (122-22)

Single Engine Airtankers (SEATS) Refer to RMG 50 (118-1)

Large Transport Aircraft Refer to RMG 50 (121-5)

Passenger/Cargo Manifest Refer to RMG 50 (121-19)

Tanker/Retardant/SEAT Bases

Retardant Bases are managed by neighboring Dispatch Centers. These bases are available to reload heavy airtankers for incidents within the MTC area:

- Grand Junction Tanker Base
- Durango Airtanker Base

SEAT Bases are located at Rifle, Cortez and Canon City.

Temporary Flight Restrictions (TFR) (FAR 91.137)

All TFR's will be ordered through Montrose Interagency Dispatch Center and placed with RMACC. It is important that after the need for a TFR no longer exists, that MTC is notified so that the TFR can be released.

Airspace Conflicts Refer to RMG 50 (127-32)

Military Training Routes (MTR) and Special Use Airspace (SUA) Refer to RMG 50 (127-26)

FAA Temporary Airport Control Tower Operations Refer to RMG 50 (131-44)

Dedicated Radio Frequencies and Management Refer to RMG 50 (132-17) Frequency Management

Federal and State Land Management Agencies agree to the sharing of specific radio

frequencies that are authorized/licensed for each agency. Shared frequencies are to provide efficient, cost effective radio/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 MTC zone.

The publishing of any federal frequency (provided by NIRSC) must be marked at the top and bottom of each frequency listed page "Controlled Unclassified Information/Basic"

Aviation Supervision

Special consideration for aviation management should be given if fire activity occurs in multiple fire management units. Simultaneously consider ordering additional State and or Unit Level Aviation Leadership support if fire activity or predicted activity warrants.

- Consider ordering an AVSP/UAM for a unit hosting an IMT1/IMT2 or delegate additional forest aviation duties to the assigned AOB of the team. If IMT3 is using multiple aircraft, this should also be considered.
- Consider ordering an AVSP/UAM for any unit experiencing extreme fire danger predictions and/or a predicted weather event.
- Consider ordering an AVSP/UAM if multiple (>4) prepositioned aviation assets are in the zone.

Roles and Responsibilities - Aviation Support Position

- Receive in-briefing from agency FMO and/or Duty Officer designated to represent all the federal agencies within the Montrose Interagency Zone
- Provide aviation management oversight for initial attack and extended attack operations
- Serve as a liaison between zone cooperators, vendors and IMT's
- Provide briefings to aviation assets not associated with a team fire (initial attack, severity, prepositioned resources)
- Coordinate with the Montrose Interagency Dispatch aircraft desk on ordering and placement of aviation assets for initial attack, severity, and prepositioned resources as requested by agency Duty Officers.
- Coordinate with the Montrose Interagency Dispatch aircraft desk on out of area movement or repositioning of aircraft within the Montrose Interagency Zone.
- Ensure Daily Cost Summaries and loads of retardant delivered are submitted daily to the Montrose Interagency Dispatch aircraft desk for dissemination to the appropriate agency.
- Reviews Safecom's and take appropriate corrective action, briefs agency FMO, D.O. and Line Officer on situation.
- Provide situational briefings to agency FMO's, D.O. and line officer as needed or requested.

Chapter 60

Predictive Services

Predictive Services

Information gathering and dissemination of that information is of vital importance for safety, fire management decisions, prioritization of fires, and allocation of scarce resources. The information processed needs to be complete, accurate, and timely.

Montrose Interagency Dispatch Center is responsible for posting the daily situation reports, resource status, and other information on the MTC web page daily during fire season. The address is http://gacc.nifc.gov/rmcc/dispatch_centers/r2MTC/ this will access the MTC page.

Upon receipt of critical information, such as Red Flag Warnings and fire weather watches, MTC will distribute that immediately to all resources. The warnings will be simulcast on the BLM/USFS frequencies to all field personnel. Fire personnel in the field will then be asked to confirm that they copied the warning. A text message will also be sent out with the weather information.

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

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

Incident Status Summary (ICS - 209)

ICS – 209 is required for any wildfire which exceeds 100 acres in timber, or 300 acres in grass/sagebrush fuels, when an IMT/national resource is assigned, or when a fire is placed in monitor status. Montrose Interagency Dispatch Center, with input from the ICT4 or ICT3, is responsible for completing the ICS–209 and submitting it with the Daily Situation Report by 1800 to RMACC.

An ICS-209 is required when an IMT1 or IMT2 is assigned to the incident and it is the IMT's responsibility to submit the ICS-209 to MTC. The ICS-209 is due by 1800 daily until the fire is contained.

An ICS-209 is also required for Incidents managed under a strategy other than Full Suppression/Perimeter Control, AND the incident is likely to remain active for a period greater than 72 hours and will be updated weekly (Thursdays).

Montrose Interagency Dispatch Center will be responsible for completing the ICS-209 for fires in monitor status or resource benefit fire with input from the IC/Duty Officer/FMO or Strategic Operations Planner (SOPL).

Interagency Situation Report

The reporting period for the Daily Situation Report is from 0001 to 2400 daily. The report is due into RMACC by 1800. Later submission of the report can be negotiated with RMACC.

The SIT report is required daily beginning May 1 and continuing through October 31. All units within the MTC area of influence should report activity daily to MTC for inclusion into the daily SIT report. Minimum information needed is number of fires, number of acres burned, resources committed, anticipated problems, extreme control problems/fire behavior, or any other significant information. This information is due into MTC by 1700 for inclusion into the Daily Situation Report. It can be submitted via fax, email 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

Fuel and Fire Behavior Advisories Refer to RMG 60 (143-14)

Daily Resource Status

Agencies will input data daily in the Daily Resource Status Summary. The Daily Resource Status Summary is accessible on the MTC web page under the Intelligence link. It can be viewed by anyone, but data entry is password protected. Units within the Montrose Interagency Dispatch Center area will begin daily resource statusing, April 1st to the end of October. The report will be completed by 1000 during this time.

Prescribed Fire Notification

Any unit planning on conducting a prescribed fire needs to notify MTC one day prior to the planned ignition. If you are anticipating burning on the weekend (prior to 7 day staffing of the dispatch center), notify the dispatch center by 1500 on Thursday so that schedules can be adjusted to accommodate.

A copy of the updated burn plan with current Agency Administrator ignition

authorization must to be provided to dispatch prior to ignition, along with charge codes.

MTC Annual Report

MTC will generate an Annual Report to be presented in draft format at the Post Season MTC meeting. The report will be finalized and submitted to RMACC by January 15th.

Report, Due Dates and Times

Report	Timeframe
Daily Resource Status	Update daily by 1000 (April - October).
Interagency Situation Report	Due to RMACC by 1800 hours unless directed or negotiated otherwise (May - October).
Incident Status Summary (ICS-209)	Due during fire season to RMACC by 1800 unless a later time is negotiated. Required for wildfires in timber 100+ acres & grass 300+ acres.
Priority List	As requested by RMACC
Prescribed Fire Report	Due prior to the day of the burn. Notify RMACC, cooperators, dispatch centers and area dispatch offices.
Annual Fire Report	Fire statistics (cause and acreage) entered into the Sit Report Year to Date by December 31. Center Annual Report due to RMACC by January 15.

Chapter 70
Not posted due to sensitive information