Montrose Interagency Dispatch Mobilization Guide
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roles and Responsibilities - Aviation Support Position</td>
<td>26</td>
</tr>
<tr>
<td>Chapter 60</td>
<td>28</td>
</tr>
<tr>
<td>Predictive Services</td>
<td>28</td>
</tr>
<tr>
<td>Incident Status Summary (ICS - 209)</td>
<td>28</td>
</tr>
<tr>
<td>Interagency Situation Report</td>
<td>28</td>
</tr>
<tr>
<td>Daily Resource Status</td>
<td>29</td>
</tr>
<tr>
<td>Prescribed Fire Notification</td>
<td>29</td>
</tr>
<tr>
<td>MTC Annual Report</td>
<td>29</td>
</tr>
<tr>
<td>Report, Due Dates and Times</td>
<td>29</td>
</tr>
</tbody>
</table>
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 (RMCC) and those dispatch centers within the MTC neighborhood (Grand Junction, Durango, Pueblo and Moab) as well as area wide ordering dispatches within the geographic area including Craig, Fort Collins, Cody, Casper, and Great Plains.

MONTROSE DISPATCH AREA and AGENCIES
MTC dispatch area is comprised of 7 counties and 26 fire protection districts/departments. 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 to include resources from counties: Montrose, Delta, Gunnison, Ouray, San Miguel, Saguache, and Hinsdale.

The Montrose Interagency Mobilization Guide identifies policy and agreements that establish standard procedures that guide the operations of multi-agency/jurisdictional logistical support. This guide is tiered down from the National and Geographical Area Mobilization Guides to address local procedures that are created following processes outlined in these parent documents. This guide is a collaboration 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.

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
National Response Framework Refer to NMG 10
Office of Foreign Disaster Assistance (OFDA) Refer to NMG 10
Response to Incidents Other Than Wildland Fires Refer to RMG 10

**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**

MTC operates on a closest forces policy. To clarify this policy, it shall mean the response time from initial report/request to arrival at the Incident.
All orders for incident resources will be initiated/generated by the incident commander or may be coordinated through the FOS/FMO. The responsible unit or FOS/FMO through MTC will initiate all other orders. Orders shall be processed through established dispatch channels using the standard National Coordination System.

Length of Assignment Refer to NMG 10
Initial Attack Definition Refer to RMG 10
Wildland Fire Entrapment/Fatality Refer to NMG 10
National and Area Resources Refer to RMG 10
Notification of Commitment of National & Area Resources Refer to RMG 10

Dispatching of National and/or Area resources within and across defined Rocky Mountain Area boundaries shall comply with the geographic mobilization guide.
General Procedures
Resources need to call in when they are leaving the station; providing dispatch with a 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. 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 ex: FMO/Engine traveling to another town for a meeting or training etc. If fire resources are going to the field outside of the above mentioned season, then it is assumed that the project supervisor will be keeping track of personnel working on that project unless it is for a prescribed fire. If resources are engaged in prescribed burning 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 maybe 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 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 coordinate with the identified prescribed fire burn boss regarding staffing hours and location and charge codes.

Off-Unit Assignments
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.
If driving and mechanical issues arise please 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

Preparedness levels

Local Area Preparedness Levels
Preparedness Levels are established based on current and forecasted 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 for criteria of the Rocky Mountain Area Interagency Preparedness Levels.

Multi-Agency Coordinating Group (MTC LMAC)

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 within the dispatch zone in the most cost effective and efficient manner. Refer to Montrose Interagency website under Dispatch link to read the Dispatch Board Charter and operating plan for more details.

Initial Response Dispatching 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 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.

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 (human vs lightning)

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. The response time from initial report/request to arrival on scene determines the closest resource.

For all wildfires reported to the Montrose Interagency Dispatch Center dispatchers will attempt to gather 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 Fire Danger Operating Plan. 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 all information by MTC Staff. The expectation is that agency duty officers will coordinate fire protection officers to coordinate response.

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.

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**

Resource Ordering Standards apply for the movement of all resources. Included in this are Initial Response procedures, IROC 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
Rocky Mountain Area Wide Ordering Procedures Refer to RMG 10
Non-Incident Related Ordering Refer to RMG 10

**CHAPTER 20**

**OVERHEAD AND TEAMS**

**Overhead Mobilization and Demobilization**

Overhead and equipment will be set to available local on the last Thursday of every month. Resources can request self-status through IROC or they can call into MTC and have staff set their availability. If a resource is set available state, available GACC, or available National the expectation is that the resource can travel within two hours of receiving the resource order. If a resource order is received by MTC 36 hours or less from the needed date and time the corporate card can be used to arrange travel (flights, rental car reservation), however, if the needed date and time is more than 36 hours, or it is a name request the traveler shall make their own flights and rental car reservations.

All personnel should carry some form of valid photo identification while traveling to and from incident assignments. This is required if mobilizing / demobilizing by commercial airlines. All personnel are required to carry a current Incident Qualification Card (red card) reflecting the position they are being mobilized for.

Unless specifically excluded, ADs (emergency hired firefighters) and private contractors will be accepted for suppression, severity, and prescribed fire orders.
Use of the THSP (Technical Specialist) position code is only appropriate when no other appropriate position code exists, and requires additional information describing the specialty be included with the request (e.g. THSP – Duty Officer; or THSP – Air Resource Advisor).

**NERV (National Emergency Rental Vehicle) Program**

The only circumstance when a NERV will be authorized is if a single resource is responding to an incident whose position requires a vehicle with 4X4 high ground clearance and HD tires to meet the needs of the assignment. It is the dispatches job to follow the NERV flowchart to determine if a NERV rental is authorized. This process has a list of NWCG qualifications that are included in the NERV rental agreement.

**Trainees**

Rocky Mountain Area (RMA) dispatch centers will not mobilize local trainees on support or subordinate request orders for non-local incidents unless specifically authorized to do so by the RMA Geographic Area Training Representative (GATR).

**Rocky Mountain Area Priority Trainee and Operating Procedures**

Every effort will be made to dispatch trainees in the order that has been prioritized by the RMA Operations Committee and the RMA GATR. See the RMA Priority Trainee (PT) and Operating Procedures document at: [https://gacc.nifc.gov/rmcc/training.php](https://gacc.nifc.gov/rmcc/training.php)

The RMA GATR has the authority to place priority trainee requests direct to RMA dispatch centers through RMACC using established ordering processes. For more on GACC Trainees see RMG chapter 20.

**Self-Sufficiency**

The Rocky Mountain Area defines "self-sufficient" to mean that a resource can procure all of its own support needs for the duration of the assignment (including travel to and from the incident). This includes but is not limited to lodging, meals, transportation, and fuel. Resources arriving to an incident who are not self-sufficient will be demobilized.

All resource orders for RMA incidents requiring self-sufficient resources should include the following verbiage in the "special needs" field: *Resource must be self-sufficient and be able to procure all necessary support including (but not limited to) lodging, meals, transportation and fuel for the duration of the assignment including travel to and from the incident. Resources not able to be fully self-sufficient should contact the incident dispatch center prior to accepting the assignment.*

(Refer to NMG chapter 20 [https://www.nifc.gov/nicc/mobguide/Chapter%2021.pdf](https://www.nifc.gov/nicc/mobguide/Chapter%2021.pdf))

**Name request orders**

Name requests for suppression or all-hazard incidents (incidents using a Fire or FEMA charge code) should be rare and are appropriate only for highly specialized positions or to meet specific agency objectives (for example, name requests between NPS agencies).
Per the NMG, the ordering unit must confirm availability for the individual being requested prior to placing the request. If a resource is expecting a name request, prior notification to MTC must be made. MTC will notify RMC of the name request to expedite the processes. Resources must be statused available local for the order to be processed. Any resource statused as available national will be expected to accept the first order for which they have a qualification to fill.

Name requests for Geographic Area Priority Trainee positions will be justified within special needs as being approved by the GATR and will be processed without delay. Name requests charged to budgeted/programmed, non-suppression funds area acceptable and will be processed without delay.

All name requests processed through RMACC using suppression funding and not approved by the RMA GATR require that the RMACC Center Manager and/or the Coordinator-on-Duty (COD) approve the resource order. For information on processing name requests see RMG chapter 20.

MTC will not book flights or make rental car reservations for name requests unless there is an extenuating circumstance. The resource should ensure that their ordering contact documents all special equipment, specific vehicle requirements, and any other specific needs on the general message form submitted to their dispatch/expanded dispatch center.

Overhead Availability Tracking

The availability of all red carded fire personnel will be reported independently via IROC self-status or through Montrose Interagency Dispatch Center when requested. Individuals shall report changes to their availability as changes occur.

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. Work closely with dispatch if a national resource (all aircraft, IHCs, and some fire modules) is assigned to your fire and will be demobed w/in the next 1-2 shifts. MTC must notify the geographic area coordination center (RMCC) 24 hours prior to that resource being released. Notify dispatch of all other demob plans ASAP to help facilitate resource reassignments, logistical assistance, and proper close out with vendors, contracted resources, etc. Notify dispatch when resources are leaving the incident and provide an ETA to their destination. This information is imperative when dealing with contract resources for payment purposes and needs to be broadcast over the radio if possible so the information can be documented in the incident log. The IC is responsible for closing out with resources (signing shift tickets, timesheets, and completing inspections). If you need help doing this place an order for an EQTR (Equipment Time Recorder) or PTRC (Personnel Time Recorder). Initial Response Size-up Cards are to be completed by the IC. Blank cards can be obtained from the MTC website or in person at dispatch. Completed cards are to be returned to Dispatch or the Agency DO within 2 days of the fire being called out.
Overhead

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 or 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 IROC. 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.

IROC 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 IROC.

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
Local Overhead Resources

Modules

Sentinel is the only module in the Montrose Dispatch Area. They are a suppression module working towards Fire Module Type 2 status.

Refer to Rocky Mountain Mobilization Guide Chapter 20 for the following:
Communications Coordinator
Incident Meteorologists (IMET)
Cache Support Positions Refer
Human Resource Specialist
Union Representative
Incident Business Advisor (IBA)
Incident Management Teams (IMT)
Rocky Mountain Area IMT General Operating Guidelines
National Incident Management Organization Teams (NIMO)
Area Command Teams
Incident Support Organization
National and Area Buying Teams (BUYT)
Administrative Payment Teams (APT)
National Fire Prevention/Education Teams (NFPET)
Critical Incident Stress Management (CISM)
Wildland Fire & Aviation Safety Teams (FAST)
Aviation Safety Assistance Team (ASAT)
Serious Accident Investigation Teams (SAIT)
CHAPTER 30
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.

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.


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.
Chapter 40
Equipment and Supplies

Equipment

Overhead and equipment will be set to available local on the last Thursday of every month. Resources can request self-status through IROC or they can call into MTC and have MTC staff set their availability. If a resource is set available state, available GACC, or available National the expectation is that the resource can travel within two hours of receiving the resource order.

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

All requests for incident supplies will be placed using IROC 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.

Refer to Rocky Mountain Mobilization Guide Chapter 40 for the following:
Field Office Replenishment During Fire Season
Incident Replacement of NFES Items
Incident Replacement: 1 & 2 Incidents
Incident Replacement: 3 & 4 & 5 Incidents
National Interagency Incident Communications Division (NIICD)
Radio Mobilization
Radio Demobilization
Incident Remote Automatic Weather Stations (IRAWS) (NFES #5869) Refer to NMG

Mobile Cache Support Van “RMK Specific” (NFES #8602) Refer to RMG 40
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.

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

**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
Equipment and Supplies Refer RMG 40

Portable Retardant Base Refer to RMG 40
National Contracts – Mobile Food Service and Shower Facilities Refer to RMG 40

**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.

**Incident Replacement – All Types**

Ordering Supplies
Supply orders can be placed by the IC or Operations or another designated ordering manager (ICs please identify this individual and notify dispatch as soon as possible) with dispatch via phone or radio and will be transcribed onto a Non-NFES Supply request form for processing during an extended attack fire if needed. If resources on the fireline do not have a non-NFES supply request form a general message can be completed, signed by the IC, and delivered to dispatch via supply/meal drivers or other personnel who travel between the incident and dispatch.

Be sure to identify all five of the following items:
1) Incident name
2) person/equipment requesting items
3) needed date/time
4) detailed description of items including quantity
5) delivery location.

A copy of a "Lost and Damaged" report must be filled out and given to dispatch for all non-disposable/nonconsumable items.

Incident replacement (orders to be filled by the Rocky Mountain Area Cache) should be requested via an OF-315 whenever possible. If not, the general message must contain:
• Needed date/time
• Shipping contact name
• Phone number
• Shipping address
• City, State, Zip code
• Quantity of each item
• Detailed description of the item
1- All S numbers must be approved by the IC or FMO/Duty Officer while the fire is staffed. This is the preferred method as it is the cleanest.
2- Once an incident is no longer staffed and/or called out, all S number requests will be approved by the jurisdictional FMO or DO should be requested within 5 days.
   • If upon return to station/during refurb supply needs are identified download a non-NFES supply request found on the dispatch website under the supply link.
   • Complete the form and email it to the DO for the jurisdiction of the fire. (GMF= the FS East or West Zone DO. UPD= BLM zone DO. Not the Forest or Unit DO.) Be sure the email states the business where items will likely be purchased and whose purchase card will be used.
   • If the DO approves they will forward the email with the attachment stating it is authorized to comtc@firenet.gov.
   • If the business or purchaser changes, please notify dispatch so the resource order can be edited to reflect those changes. An S# resource order will not be provided to purchaser until fill information is provided to dispatch. All S numbers must be used within one month of being issued, if the fill information is not received within this time the S# will be cancelled.

Replacement orders must be processed within 30 days of control of the incident. Type 3, 4 and 5 incident approvals are limited to the agency administrator or representative (i.e. FMO). RMG 40

**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
Contractor Performance Ratings Refer to RMG 40
Equipment/Supplies Demobilization Refer to RMG 40
Montrose Interagency Dispatch Center Mobilization Guide

-CHAPTER 50
Aircraft Operations

Aviation Primary Points of Contact
BLM Southwest District Fire Aviation Officer
Rusty Stark
(C): 970-385-1346 (O): 970-240-5373

GMF/SJF Fire Aviation Officer
Vacant
(C): 970- (O): 970-

Mobilization

All aircraft orders should be coordinated through MTC dispatch center. Response times are the most critical aspect of IA resources. The target off-time requirement of 15 minutes without compromising preflight and flight planning requirements should be adhered to for tactical aircraft.

All RMA prepositioned aviation resources are considered "Loaned" to an incident unless TAC/FOO authorizes commitment.

All State of Colorado Aircraft loaned to another incident for any duration, regardless of the inter or intra-agency loan, MUST have a resource order generated unless the loaning incident is assuming costs.

Dispatching Tactical Aircraft

Use of the Aircraft Dispatch Form (kneeboard) is the required method of mobilization of tactical aircraft for initial attack followed up by an IROC resource order as soon as possible.

Ordering all other Aircraft

Please refer to MTC Inbriefing packet.

Aircraft Accident/Incident Reporting

All accidents and incidents will be reported immediately to Montrose 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.

Colorado Division of Fire Prevention and Control (DFPC)

Local Colorado government agencies may request the MMA for non-fire related emergency by
calling the State Emergency Operations Line 303-279-8855.

Local Colorado government agencies must go through their interagency dispatch center when requesting the MMA for fire related missions. Montrose Interagency Dispatch will follow up with appropriate notifications and request forms.

Products offered by MMA:
- Perimeter mapping
- Still imagery –infrared or color
- Video- infrared or color
- Specific areas of interest- hot spots

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 via the aircraft request form found on the website. If the requestor is not near a computer they can call into dispatch and someone will go through the form with requestor. Coordination and prioritization will occur among duty officers in the event that more than one unit requests a flight and flight time is limited for the aircraft.

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 strip with MTC who will ensure flight following procedures are followed. Mission flights will be documented using IROC 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.
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

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

**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.

**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.

**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 will generate a resource order and place with RMACC as that is the point of hire for all CWN within the GACC.

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 cIROC-referenced with the Aircraft order.

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

**Tanker/Retardant/SEAT Bases**
Grand Junction Tanker Base and Durango Airtanker Base are available to reload heavy airtankers. 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.

FAA Temporary Airport Control Tower Operations Refer to RMG 50
Dedicated Radio Frequencies and Management Refer to RMG 50

**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 AOBD 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.

Ordering Prepositioned Aircraft Refer to RMG 50

Staffing/ Work Hours/ Extension Refer to the RMA Preposition & Mobilization Center Operating Procedures

Passenger/Cargo Manifest Refer to RMG 50

Aerial Supervision Refer to RMG 50

Aerial Supervision Requirements Matrix Refer to RMG 50

Aerial Supervision Modules (ASM1) Refer to RMG 50

Aerial Supervision Requirements Refer to RMG 50

Airspace Conflicts Refer to RMG 50

Flight Plans and Flight Following Refer to RMG 50
Call When Needed (CWN) Refer to RMG 50
Single Engine Airtankers (SEATS) Refer to RMG 50
Large Transport Aircraft Refer to RMG 50
Military Training Routes (MTR) and Special Use Airspace (SUA) Refer to RMG 50
Chapter 60
Predictive Services

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

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

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 to personnel on the all fire text group.

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 by1800 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 inputting 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 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

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 at a minimum one day prior and preferably as soon as possible to the planned ignition. If you are anticipating burning on the weekend (prior to 7 day available 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 and must include the charge code.

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.

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**Report, Due Dates and Times**

<table>
<thead>
<tr>
<th>Report</th>
<th>Timeframe</th>
</tr>
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<tbody>
<tr>
<td>Daily Resource Status</td>
<td>Update daily by 1000 (April – October).</td>
</tr>
<tr>
<td>Interagency Situation</td>
<td>Due to RMACC by 1800 hours unless directed or negotia otherwise (May – October).</td>
</tr>
<tr>
<td>Incident Status Summary (209)</td>
<td>Due during fire season to RMACC by 1800 unless a later is negotiated. Required for wildfires in timber 100+ acres grass 300+ acres.</td>
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<tr>
<td>Priority List</td>
<td>As requested by RMACC</td>
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<tr>
<td>Prescribed Fire Report</td>
<td>Due prior to the day of the burn. Notify RMACC, cooperative dispatch centers and area dispatch offices.</td>
</tr>
<tr>
<td>Annual Fire Report</td>
<td>Fire statistics (cause and acreage) entered into the Sit Re Year to Date by December 31. Center Annual Report due to RMACC by January 15.</td>
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Chapter 70
Not posted due to sensitive information