

# Montrose Interagency Dispatch Center

## Dispatcher Briefing Information & Operating Procedures

Update the following books when changes are made:

**BOOK #1** – Becky

**BOOK #2** – Jay

**BOOK #3** - Matt

**BOOK # 4** – Initial Attack

**BOOK #5** – Logistics

**BOOK #6** – Expanded Dispatch

# Montrose Interagency Dispatch Center Dispatcher Briefing Information Table of Contents

|                            |  |           |
|----------------------------|--|-----------|
| Table of Contents          |  |           |
| Introduction               |  | Section 1 |
|                            | Where Am I?  |           |
|                            | MTC Table of Organization  |           |
|                            | MIFMU Fire Board Members   |           |
| Administrative Issues      |  | Section 2 |
| Initial Attack Guidelines  |  | Section 3 |
|                            | Initial Attack Ordering Procedures   |           |
|                            | Issuing Fire Codes   |           |
|                            | Misc. Initial Attack Operating Procedures  |           |
| Expanded Dispatch Ordering |  | Section 4 |
| Communications Plan        |  | Section 5 |
| Expanded Dispatch Plan     |  | Section 6 |
|                            | Appendix 1: Rocky Mountain Area Dispatch Centers                                     |           |
|                            | Appendix 2: Daily & WX Checklists<br>(Aircraft checklists are in Aircraft Storybook) |           |
|                            | Appendix 3: Smoke Reports  |           |
|                            | Appendix 4: Commonly Used 3 Letter ID's  |           |
|                            | Appendix 5: Expanded Dispatch Organizational Chart                                   |           |
|                            | Appendix 6: Hotel & Restaurant Listings  |           |
|                            | Appendix 7: Map of Montrose  |           |
|                            | Appendix 8: Map of Colorado  |           |
|                            | Appendix 9: Map of Southwest Colorado Counties                                       |           |
|                            | Appendix 10: Example of IA Card/MIFMU Incident Tracking                              |           |
|                            | Appendix 11: Shorthand Hints for Documentation                                       |           |
|                            | Appendix 12: 14 Day Conversion Chart   |           |
|                            | Appendix 13: "What You Really Want" Supply cheat sheet                               |           |

Welcome to the Montrose Interagency Dispatch Center (MTC). We hope you enjoy your experience here! This briefing packet has been created to help explain the operations of this office. Please read all the information carefully and refer to it as often as needed. Also, familiarize yourself with the locations of other reference material, (i.e., Mob Guides, ROSS Guidebook, Travel Logs, Flight Requests, Airport Directory, Resource Orders, Incident Action Cards and Log Books). Please make yourself familiar with the National, Rocky Mountain and MTC Mob Guides.

## Where Am I?

MTC is located at **2535 South Townsend Ave., Montrose CO 81401**  
MTC Mailing Address is **2465 South Townsend Ave., Montrose CO 81401**  
The phone number is **970-249-1010**  
MTC toll-free number is **1-800-253-0522**  
The fax number is **970-240-5369**  
E-mail addresses: [montrosedispach@yahoo.com](mailto:montrosedispach@yahoo.com)

Web Site [http://gacc.nifc.gov/rmcc/dispatch\\_centers/r2mtc/](http://gacc.nifc.gov/rmcc/dispatch_centers/r2mtc/)

MTC supports several cooperators and operates in an unbiased interagency environment. The Agencies are:

- BLM, Gunnison Field Office (GND)
- BLM, Uncompahgre Field Office (UPD)
- BLM, a portion of Tres Rios Field Office (SJD)

- USFS, Grand Mesa, Uncompahgre & Gunnison National Forest (GMF)
  - Gunnison Ranger District
  - Norwood Ranger District
  - Ouray Ranger District
  - Paonia Ranger District
  - Grand Valley Ranger District

- NPS, Black Canyon National Park (BCP)
  - Curecanti National Recreation Center (CCP)

The Cooperators are:

- Colorado Division of Fire Prevention and Control (DFPC)

MTC County Departments and local organizations within these counties include:

Delta (DTX):

|                                    |           |
|------------------------------------|-----------|
| Cedaredge Fire Protection District | (CO-CEDX) |
| Crawford Fire Protection District  | (CO-CRAX) |
| Delta Fire Protection District     | (CO-DECX) |
| Hotchkiss Fire Protection District | (CO-HOTX) |
| Paonia Fire Protection District    | (CO-PAIX) |

[All Dispatched through Delta's 911 Dispatch Office](#)

Gunnison (GUX):

|  |           |
|--|-----------|
| Almont VFD                               | (CO-ALMX) |
| Arrowhead Fire Protection District       | (CO-AHDX) |
| Crested Butte Fire Protection District   | (CO-CREX) |
| Gunnison Fire Protection District        | (CO-GUNX) |
| Pitikin VFD                              | (CO-PITX) |
| Ragged Mountain Fire Protection District | (CO-RAGX) |

[Dispatched through Gunnison's 911 Dispatch Office](#)

Hinsdale (HIX):

|                                    |           |
|------------------------------------|-----------|
| Lake City Fire Protection District | (CO-LKCX) |
|------------------------------------|-----------|

[Dispatched through Hinsdale's 911 Dispatch Office](#)

Montrose (MRX):

|   |           |
|---|-----------|
| Montrose Fire Protection District         | (CO-MONX) |
| Olathe Fire Protection District           | (CO-OLAX) |
| Horsefly Fire Association                 | (CO-HORX) |
| Montrose Airport Fire Department          | (CO-MRAX) |
| Norwood Fire Protection District          | (CO-NREX) |
| Nucla – Naturita Fire Protection District | (CO-NUCX) |
| Paradox Fire Protection District          | (CO-PDXX) |

[Dispatched through Montrose's 911 Dispatch Office](#)

Ouray (OUX):

|  |           |
|--|-----------|
| Horsefly Fire Association              | (CO-HORX) |
| Log Hill Mesa Fire Protection District | (CO-LOGX) |
| Montrose Fire Protection District      | (CO-MONX) |
| Ouray VFD                              | (CO-OURX) |
| Ridgway Fire Protection District       | (CO-RIDX) |

[Dispatched through Ouray's 911 Dispatch Office Monday-Friday](#)

[Dispatched through Montrose's 911 Dispatch Office after hours.](#)

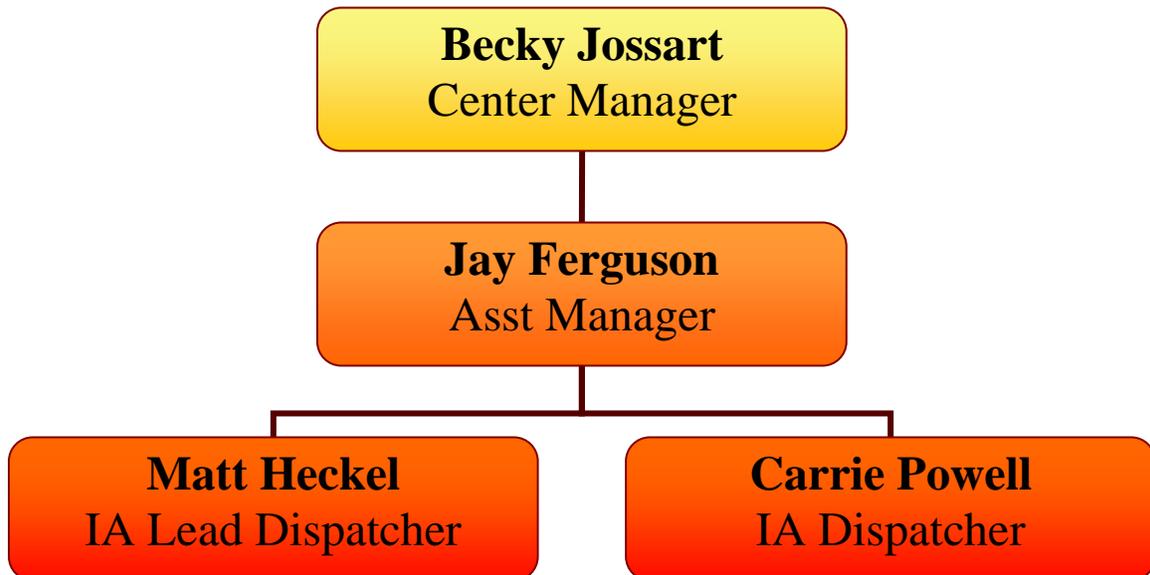
Saguache (SHX):

Gunnison Fire Protection District (CO-GUNX)  
Dispatched through Gunnison's 911 Dispatch Office

San Miguel (SLX):

Egnar – Slick Rock Fire Protection District (CO-EGNX)  
Norwood Fire Protection District (CO-NREX)  
Telluride Fire Protection District (CO-TVFX)  
Dispatched through San Miguel's 911 Dispatch Office

## MTC Table of Organization



MTC is staffed 7 days a week during fire season (generally May through September). Normal operating hours during 7 day coverage are 0730-1800. Off season operating hours are 0800-1630. Extended operating hours will be implemented during periods of high activity.

### Check-in

When you check-in with the supervisory dispatcher, you will be given a briefing on the current fire situation, ROSS access and a work schedule. Motel arrangements can be made for you or you can make your own. If you are a regular government employee you will be expected to pay for your meals and lodging on your government travel card. Let us know at this time if you need assistance with subsistence.

### Building Access

Once you arrive and check in with dispatch you will be given an access card with a 4 digit code and you will need to fill out a DI-105. You will also be given an Alarm pass code to disarm the alarm. Please return the access card at the end of your detail.

### Parking

If you plan on leaving a vehicle in the fenced yard, you **MUST** leave your keys accessible to the supervisor. This also applies to MTC employees who may leave their POV while gone for training or fire assignments.

### Telephones

Answer all incoming calls either as “Montrose Fire Dispatch, this is (YOUR NAME),” or “Montrose Fire Dispatch, this is (YOUR NAME), unless a receptionist is handling incoming calls. In this case, answer with your function and name, i.e. “Crews, this is (YOUR NAME)”.

To answer an incoming call, at the phone where you are seated or an incoming 1010 call, pickup the receiver. To pickup another ringing phone in the fire area, leave the receiver on the phone, press the **More** button, then the **Pickup** button, pickup the receiver and press the lighted button for the phone that is ringing.

To transfer a call, press **Transfer** and then press the button next to the person’s name or dial the person’s extension (located in tarifolds) and hang up.

To put a call on Park, press **Transfer** and then the **Park** button. To pick up a call on **Park**, pick up the receiver and press the **Park** button.

To place a call on Hold, press the **Hold** button and hang up. To pick up a call on Hold, leave the receiver on the phone and press the **Resume** button, then pick up the receiver.

To call another desk in the BLM office, simply dial the 4-digit extension. The complete listing of extensions is located near the front of each tariffold.

To place a local call, **Dial 8, then the 7-digit number.** Communities in the local dialing area are: Montrose (209,240,249,252,258,275,417,428,497,596,650,862,901,964), Olathe (323), Delta (399,874), Ridgeway (626), Crested Butte (349), Fruita (858), Gunnison (641,642,943), Ouray (325), Silverton (387), Telluride (369,728), Norwood (327), Nucla (864) and Grand Junction (241,242,243,244,245,248,254,255,256,257,263,298,434,523,683).

To place a long distance call, **Dial 8 plus 1 and the area code and 7-digit number.**

When closing at night, be sure to initiate night transfer.

1) Forwarded to the answer service. To do this press the **ET1010 button**, then **FwdAll**. Dial 8-248-0396. You will see forwarded to 82480396.

2) Then call 249-1010 to see that phone was forwarded. Tell the answering service that is on call for the night and any resources that are still out. **Don't forget this task, this is very important!** 3) In the morning press the **Forward off Button**.

The answering service is Mountain Message Service and their phone number is 970-248-0396.

## Speed Dial

Pick up the phone and dial the Speed Dial Number then hit the More Button = ... then hit the speed dial button.

## Fax Machine

The fire management fax machine (970-240-5369) is located next to the front IA desk and is set up to transmit and receive at all times. Place the document to fax **face up**. Dial the fax machine like a telephone or use a speed dial, do not dial 8. Complete instructions and more fax numbers are located in a black binder on the aircraft desk.

## Document, Document, Document!!!

There is no such thing as too much documentation. DO NOT ERASE OR DELETE ANY DOCUMENTATION! If you made a mistake, line through the error and make a note that it was a mistake and documents the action correctly.

**\*\*\*\*WildCAD will be used to document all radio and telephone conversations and resource order documentation\*\*\*\***

\*The *MTC Initial Attack Fire Size up Card* will be used to document size up information for any Wildland Fire. The IA size up card stays at the radio stations! Use WildCAD to document all information on the specific incident. WildCAD will date and time stamp all entries

\*The *MTC Tracking Cards* will be used to document basic information and will also serve as a coversheet for all other incident documentation.

\*Use the *Daily Log* in WildCAD to record all misc. phone and radio traffic not specific to an incident. Use the Whiteboard in WildCAD to make notes for the next shift. If necessary the Daily Log and/or Whiteboard can be printed off and kept in the Documentation binder behind the IA desks.

\* Use the *Daily Log* to record radio, phone or computer problems. Please record the nature of the problems, who you contacted and ticket numbers. Be sure to record the corrective action when completed. Don't forget to notify the supervisor of radio & computer problems. Record any outages, planned work, etc that the radio or IT techs may advise of in the "Shift Brief" in the Whiteboard.

\*A new incident will be created in WildCad for any new smoke reports, Prescribed Fires, Off Unit Resource orders, SAR or any other specific kind of incident.

\* For more detailed information on filling out incidents in WildCAD refer to the "MTC WildCAD How-To" Binder located on the shelves behind the Initial Attack desks.

## Media/Public Information Requests

Requests from the media are to be passed to the Information Officer (PIO), the agency FMO, or the Supervisory Dispatcher. The fire information telephone number for BLM/NPS fires is **970-240-1070**, and Chris Barth is the

Information Officer. For information on USFS fires contact **970-874-6602**, Lee Ann Loupe is the Information Officer. These numbers have voice mail that will be updated as needed. Calls from managers, RMACC, RMCG or anyone looking for information on the big picture should be forwarded to the agency FMO or AFMO.

## **Instructions**

Detailed operating instructions for all computer programs and duties have been provided for your use. The “How-To” binder is located on the bookshelves behind the IA desks.

## **Procurement**

Please refer to the MTC Service and Incident Supply Plan for procurement and incident business management advice. Ask a Supervisor or Lori Veo (x5356) for BLM and Jay Tobin (874-6625) for Forest Service if you have any questions. Make sure to keep copies of all “S” numbers and receipts for purchases made on incidents.

## **Night Operations**

During periods of high fire activity the dispatch center may be staffed 24 hours. Field resources should notify dispatch by 1600 if late or overnight staffing is going to be needed.

If resources are camping for the night and do not require dispatch to be staffed, they can call the 970-249-1010 dispatch number to contact the dispatcher on-call if any problems arise during the night.

## **Timesheets**

Keep your time on an OF-288. It is recommended that you keep your time up to date daily with proper FireCodes. Your supervisor will sign them when they are complete. You may use the fax machine to send time to your home unit. You should be familiar with your agencies FireCode procedures and policies.

## **Performance Evaluation**

During your stay in Montrose, your performance will be evaluated using the Position Task Book system and/or performance evaluations. If you have problems of any nature, talk with the EDSP. If you have any questions, please ask. We also welcome your comments and suggestions. We are proud of our operation and are always looking for ways to improve it. Remember, it is important to be flexible and maintain a friendly, positive attitude and to have fun!

## **Task Books**

Your supervisor will be glad to sign taskbooks that have been initiated by your home unit. No uninitiated task books will be signed or be initiated during your assignment in Montrose.

## **Commercial Travel Arrangements**

To make Emergency prepaid travel arrangements for overhead and crews use the BLM Travel Agent. A Green Travel binder with phone numbers, directions and documentation logs is located on the shelves behind the IA desks.

## **Computers**

Please do not load any software, change PC configuration/bookmarks or attempt any maintenance you are unsure of.

\*For BLM & FS computer & radio support, you will need to submit a help desk ticket before any IT related work can be done.

**\*Please refer to the IT Support Call Up list in the tarifolds for local contacts.**

\*If there is a problem with ANY fire related computer applications, i.e. ROSS, WFDSS, FireCode, etc., call the helpdesk at 1-866-224-7677.

When creating or working on documents others may need, **please comply with the following standards:**

- Save the document on the S Drive under the fire, Fire Dispatch folder and then choose the next appropriate folder. The S Drive (server) is backed up nightly and is accessible by all dispatchers. Please DO NOT save on the C Drive or My Documents. These locations can not be accessed from other machines and they are not backed up.

- When creating a new document, print the filename and path (where saved) and the date last printed. To do this in Word, select View, Header/Footer, and then insert auto text in the footer.

## **Intelligence**

Gathering fire intelligence is a critical part of the dispatch function. To obtain critical resource needs, correct and timely fire situations are essential. If there is a fire that requires an ICS-209, the Incident Commander or Management team will have the information for the ICS-209 to MTC by 1630. See the MTC Mob Guide for more details on ICS-209.

Complete instructions for the computer programs/reports are located in the “Daily Duties How-To Guide” folder on the book shelf behind the IA desks.

## **Meals and Lodging**

During your stay at MTC, all regular government employees will be expected to be self-sufficient. In other words lodging and meals are to be paid on your travel credit card (per diem). If this will be a problem for you, speak to your supervisor immediately. The per diem

Rates for Montrose are: lodging \$94 June thru August and \$89 all other months (no tax) and meals \$64.

Appendix 6 lists hotels and restaurants in our area. Ask locals for recommendations. Appendix 7 is a map of Montrose. Note: Special rules apply for setting up meals/lodging for firefighters on wildland fires, ask your supervisor for direction.

## **Work/Rest Guidelines**

The 2:1 work/rest guidelines must be maintained by dispatch personnel. (If you work a 16 hour shift you will have 8 hours off). Please notify your supervisor of your well being and need for days off, especially if you have been working close to 14 days in a row.

## **AD's**

AD's are to be signed up by the host unit (i.e. BLM, FS, etc) human resources office, not the dispatch center. If you have questions ask a Supervisor or Lori Veo 240-5356 BLM, Mary Johnson Forest Service 874-6684, for the policy on hiring AD's. If you are an AD here on assignment, the unit that did the hiring (home) will process all of your time and travel based on those agencies policies.

## Initial Attack Ordering Procedures

Please familiarize yourself with the ordering procedures in the MTC mobilization guide. **Your supervisor must approve all name requests.**

Montrose Interagency Dispatch Center (MTC) can be a busy initial attack office. To document statistics and workload we use Wildcad and MTC Tracking Cards. Year-end reports, workload analysis, etc, will be generated from Wildcad. Therefore it is **imperative** to document and double-check your work for accuracy. We will attempt to outline the procedure for issuing I.A. # and assigning fire numbers. However, if you have any questions please ask your supervisor.

IA Size up Card needs to be completed for the following:

- Wildland Fires
- Wildland Fires Managed for Multiple Objectives

**A folder will need to be created for Wildfires! Examples are located in the Daily How to Guide behind IA Desks.**

An Incident will be created for all of the following:

- False Alarms
- Smoke Checks
- Wildland Fires
- Resource Orders
- Prescribed Fire
- Flight Request/SAR
  - Other, as to be determined

When incidents are completed they will have an Incident Cover Sheet (Tracking Card) attached, with the exception of a Wildfire. These are located on the turn rack behind the IA Desks.

## Smoke Check/False Alarms

MTC will receive smoke reports from the general public, sheriff's offices, the Colorado State Patrol, the Rocky Mountain Coordination Center and neighboring dispatch centers (GJC, PBC, DRC and MFC). Record this information on the blue smoke report form located near each radio console (See Appendix 3). A new WildCad incident will be opened for any new smoke reports that are determined not to be a duplicate of an already open incident. Refer to "MTC WildCAD How-To" Binder located on shelves behind IA desks for details on how to fill out new/smoke report incidents in WildCad. When taking a smoke report, get as much information as possible. When multiple calls come in for the same fire, take each report seriously and record each one on a blue sheet, but only one incident should be created in WildCad.

**If a response is initiated, but resource does not take action or smoke can't be found, it will be a false alarm. Each False Alarm will receive its own FireCode BLM, NPS; the Forest service will use P2EKUO. Always name it by "geographical location FA".** If no action or response is initiated, then the incident remains a smoke check and will be named "Smoke Check" and the IA number. If you have any question on whether it should be a false alarm, check with the IC or Lead Dispatcher. **In WildCAD, select the smoke check option then false alarms for the subtype.**

## Wildland Fires & Management Fires

Once a smoke report is a confirmed fire and resources are on scene, an IA size up card will be completed for that incident and a fire folder assembled. These folders are to stay by the radios at all times. Complete details on how to fill out the card will follow, along with assigning agency fire numbers. Wildland Fires will be named by geographical locations.

## Prescribed Burns/Mechanical Treatments

Each prescribed burn and/or mechanical treatment being coordinated through MTC will have one burn folder for the duration of the burn and a single new Incident in WildCAD each year. Each time there is active work on the project, pull the existing folder from the file and document conversations in that incident's WildCAD log. **Every project will have a signed plan on file with MTC prior to ignition.** The plan will be filed in the burn folder. It is the responsibility of the burn boss to complete the smoke permit, contact the smoke management coordinator, make necessary notifications and relay completed acres to dispatch at the end of the day. **MTC must be notified 24 hours in advanced of any planned ignition. All planned ignitions will be posted to the internet via the Sit Report Planned Rx Screen. See directions under sit report later in this guide.** See the RX Checklist for specific duties the day of a burn.

## Resource Orders

### Local Incidents

Each time we receive a resource order from an incident document it in WildCAD for that incident, in addition to the ROSS and/or Paper order. Note: If resource orders are filled internally we will complete paper orders on card stock, unless there is an open incident in ROSS for that fire. The card stock ordering sheets are found in the turn-tower next to the aircraft desk. **For any Human caused fires there will need to be a ROSS incident created and all resources must be tracked in ROSS, small unattended campfires are an exception. Make sure that in WildCad the acres, lat/long and type of fire is Wildfire.**

### Off Unit Incidents

When RMACC or neighboring dispatches send us an order for an off unit incident in ROSS, check to see if there is an IA number and WildCAD incident already created for that particular incident. If that incident has been created, then document who/what was ordered and assigned in the log along with any other important information. If it is a new incident, open a new incident in WildCad and assign it an IA number for that off unit incident, and fill out a MTC Off Unit Tracking Card.

**Once the order has been filled and travel set in ROSS,** print the order, write the IA number in the upper right hand corner, attach any additional documentation (i.e. travel itinerary (this does not include the initial travel arrangement form that has the DOB), rental, etc.), and file it in the open resource order rack next to the whiteboards. It is also important to fill out the tracking information on the Resource tracking whiteboard on the West Wall.

When the resource has returned from assignment and the order can be closed, fill out any additional information in the WildCAD log and file completed order in the Incident drawer under the appropriate IA number.

## Flight Requests

Often MTC will be asked to schedule a flight or provide flight following services. Again, document all requests in WildCAD under the yearly "Flight Following/Aviation" log. Some examples of flight requests would be wild horse roundups, aerial photography, habitat surveys, etc. Attach all logs and documentation to the appropriate card. Only one card is necessary for each mission. For fire recon flights an aircraft resource order or flight request must be filed out for payment. It is very important to complete them and attach to the order.

**Notify the supervisor and Agency Aviation manager of all flight requests.**

## Issuing Fire Codes

Fire numbers are only to be issued by MTC dispatchers!  
This section is “*for your information*” only.

**If you are here on a detail, please do not use your FireCode account to issue numbers for False Alarms. If you do, your home dispatch center will be listed on the FireCode. For BLM False Alarms you must change smoke report into wildfire to pull a FireCode, once you pull FireCode “Make sure to change back to smoke report”**

Detailed instructions on the FireCode program can be found on the bookshelf behind the IA desks. Also see the MTC Mob Guide for more information.

## Misc. Initial Attack Operating Procedures

### Emergencies

In the event of a medical emergency in the field, immediately refer to the Critical Incident Management Guide located in the turn-tower by the aircraft desk and Notify the supervisor there is a medical emergency. The Aviation Accident Response Guide is also located in the turn-tower. Located next to each radio console is a 9 Line Emergency check list. If a field resource calls in an emergency, then go through the 9 Line and gather as much information as possible to pass onto the 911 or flight for life dispatches. Clear and concise communication is important in emergency situations.

Refer to the Continuity of Operations Plan (located at the conference table library), as well as, the Dispatch COOP (located on the shelves behind the IA desks) for Emergencies occurring at this office site.

### Radio Problems

When radio problems are discovered, document which repeaters/consoles are affected in the WildCAD whiteboard and submit a help ticket. Make sure to notify the supervisor of any radio problems. Document when you submitted a help ticket, the assigned ticket number and the response. If additional problems arise during the course of doing business, continue to document the problems. Try and be as specific as possible.

### Weather and Red Flag Notifications

During fire season, the fire weather forecast is read twice daily at 1000 and 1600. Any resources that are out in the field either on incidents or projects should respond back to dispatch via radio or phone that they copied the weather. Document in WildCAD any resources that responded that they copied the weather.

If a Red Flag Warning or Fire Weather Watch is issued, it will be broadcast over the radios and faxed to our cooperators. Again it is expected that fire resources in the field will relay back to dispatch that they copied the red flag or weather watch, the Weather Notification Checklist is used to document notifications. Document in WildCAD that there is a Red Flag or Fire Weather Watch and that it was relayed over the radios and faxed out.

**When Red Flag Warnings or Fire Weather Watches are issued Dispatch will text out a Wx notification from WildCad. It is the responsibility of the receiving resources to let Dispatch know that they received the Wx notification.**

Attach the Weather Notification Checklist, a copy of the red flag warning or fire weather watch and the Fax confirmation together and then place in the Wx Red Flag binder behind the IA desks.

## **Fire Investigations**

All human caused fires require an investigation. Dispatch will notify the Law Enforcement Officer (LEO) (see tariff for call-up) and the Agency Duty Officer. It is imperative to make these notifications as soon as possible and document them in WildCAD. A ROSS incident will be created for all Human caused fires and all resources must be tracked in ROSS, small unattended campfires are an exception.

## **Fire Management Plans**

The Montrose Interagency Fire Management Unit has specific fire management plans (FMP) for each agency. Refer to the appropriate plan when compiling information for field resources. When receiving a fire report, dispatch will plot the fire in ARC-GIS or the WildCad map to determine land status, as well as, values at risk and/or other considerations for management. Resources should not take action until management has made a decision on strategies for that incident. If the decision has been made to manage the fire, make sure this information is relayed to all resources involved. If a fire is human caused it will be suppressed having first provided for firefighter and public safety.

## **Power Line Contacts**

When power lines are threatened and/or need to be de-energized the first contact is to RDRC (Rocky Mountain-Desert Southwest Reliability Center) at 970-461-7516 or 7517. Give them the legal or lat/long of the power line and they will determine line ownership and notify the owner.

## **Boundary Fires**

When a fire is near the dispatch center boundary be sure to advise the adjoining dispatch center. This is especially important if aircraft are responding to the incident. See the Aviation Boundary Operations Checklist at the aircraft desk. Adjoining dispatch centers include: Moab Interagency Fire Center (Moab, UT) to the west, Grand Junction Dispatch to the north, Pueblo Interagency Dispatch to the east and Durango Interagency Dispatch to the south.

## **Expanded Dispatch Operating Procedures**

## **Section 4**

### **Ordering Local Resources**

When ordering local resources, please check with the supervisory dispatcher or initial attack dispatcher, before calling local primary fire resources at home. (They may have just come in from initial attacking a fire or may still be on a fire). Communication between the local dispatch office and expanded dispatch is essential.

If there are any questions, on which order to use, please ask your supervisor. If anyone (FMO, cache manager, etc) asks you to order a resource and just put it on any misc. order, have them clarify which order. Do not create any new ABC MISC or Severity orders!

**If any resource (Overhead or Equipment) showing available GACC or National turns down an assignment, that resource will be made unavailable for 7 days.** Make sure to document assignment turn down in ROSS and WildCAD. All resources will be made available local at the end of each month, and then it is up to the resource to call dispatch and let them know if they are available GACC or National.

### **Cooperator Resources**

Remember to check for resources available from cooperators, including VFD's, counties and contractors. This information can be found in the Service and Supply and EERA book.

# **Overhead**

## **Overhead Mobilization and Demobilization**

Overhead mobilization procedures for cooperating agencies within the Montrose Interagency Dispatch Center vary between units and agencies. The following describe procedures for the different agencies:

### **Fire Personnel**

The agency FMO/Duty Officer, will make the determination concerning availability of overhead, engine and crew resources, and pass the information to dispatch.

MTC Dispatch will then contact the available resources directly to fill any resource orders sent to dispatch from RMACC and/or neighboring dispatches. Employees are responsible for obtaining supervisory approval prior to making themselves available. It is also the responsibility of the employees to relay to their supervisor when they get an assignment.

Montrose Dispatch will contact available Cooperator personnel directly to fill overhead resource orders.

Employees are responsible for obtaining supervisory approval prior to accepting an overhead assignment. All resources will be dispatched according to qualifications and dates they were made available.

### **Administratively Determined (AD) Hires**

Available individuals will be contacted by MTC Dispatch as needed to fill overhead requests. See Agency specific guidance on hiring ADs.

## **Equipment**

### **Out-of-Area Mobilization of Montrose Dispatch Zone Cooperator Engines**

Certain fire departments and fire protection districts within the Montrose Coordinating Group maintain engines that are available, and meet the standards for Rocky Mountain Area and National dispatch. Resources will be sent out according to dates made available in ROSS. If a resource turns down an assignment after they have been made available, that resource will be made unavailable for a week.

Out of area Engine orders will only be filled with the number of seats available in the engine unless extra personnel and/or chase vehicle is authorized on a resource order by the ordering unit.

### **Mobilization of Equipment for Local Incidents**

For Initial Attack local Cooperator and Contract equipment can be ordered under an EERA. Once an incident has gone into extended attack dispatch, it must exhaust the VIPR Dispatch Priority List before using equipment signed up under an EERA.

### **Contracted Equipment**

All vendor supplied equipment including engines, tactical water tenders, support water tenders, dozers, soft tracks, pumper cats, skidgines, faller modules, gis units, clerical support units, refrigerated trailers, mechanic with service truck, gray water trucks, transport, mobile laundry, potable water truck, crew buses and carriers, tractor plow, mounted hand washing station, weed washing unit, communication trailer are obtained through the national interagency solicitation for equipment. This equipment will be dispatched in the best-value numerical order assigned to each vendor's contract. This Dispatch Priority List (DPL) applies only within the host dispatch office's boundaries. The DPL can be found under the Equipment link on the RMC webpage.

## Crews

### Gunnison River Crew

The Gunnison River Crew is an interagency crew hosted by the Montrose Interagency Dispatch, which can be configured as Type 2 IA or Type 2. The Gunnison River Crew is available from June 1 through October 15 depending on availability of resources. The main contact for the Gunnison River Crew is the FS FMO Clay Fowler 970-874-6619.

### Neighborhood & Area Ordering

Once local resources and cooperative resources have been exhausted, check with neighboring dispatch centers before placing the order at the GACC. MTC's neighbors include, Grand Junction Air Center (GJC), Durango Interagency Dispatch Center (DRC), Pueblo Interagency Dispatch Center (PBC), and Moab Interagency Dispatch Center (MFC) in Moab, UT. Within the RMA during PL 1, Area Ordering allows dispatch centers to go directly to other dispatch centers outside of their neighborhood. When RMA is at PL 3 or greater neighborhood ordering will be shut off and all orders will have to be placed with the GACC. Refer to RMA Mob Guide on Area Ordering Specifics. See list of Rocky Mountain Area Dispatch Centers in Appendix 1.

### Cache Ordering/Buying Teams

**As a supply dispatcher it is very important to obtain a detailed briefing from the supervisory dispatcher on the ordering procedures and issuing S numbers.** Often times these procedures are negotiated with the teams during their initial in-briefing.

For initial attack and Type 3 incidents supplies are usually ordered from the fire cache in Montrose. If a buying team is in place to cover these incidents, find out from your supervisor what the procedures are. For Type 1 and 2 incidents, IMT's may have the option of going directly to the Rocky Mountain Cache (RMK) in Denver. The cache in Montrose is in support of initial attack operations therefore do not go directly to the Montrose Cache for large (Type 1 & 2) incidents (however, some exceptions apply!)

## Supplies

**ROSS will be used for Supply orders for large incidents.**

### Supply Orders

Montrose Dispatch will issue S numbers for supply orders on active incidents within the Montrose Interagency Dispatch Unit. Once an incident is no longer staffed and/or called out there will be no more S numbers issued for that incident after five days. All S numbers must be used within one month of being issued, unless specific exemptions are granted.

All S numbers must be approved by the IC and/or FMO/Duty Officer while the fire is staffed. Once the fire is no longer staffed, then all S numbers will be approved by the agency FMO/Duty Officer. A copy of a "Lost and Damaged" report must be filled out and given to dispatch for all non-disposable/non-consumable items.

**Do not give an S number out until you have fill information from party requesting. If they are purchase with their agency CC document in the special needs on the order to include person name on CC.**

