Craig Interagency Dispatch Center

Expanded Dispatch Plan

2023

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I. BACKGROUND

EXPANDED DISPATCH ORGANIZATION

Typically around the 1st part of July the Craig Interagency Dispatch Center begins experiencing multiple-fire days. Occasionally this increase in activity results in a large, IMT managed fire or a complex small fire situation which leads to the need to establish an Expanded Dispatch organization. Initially expanded may start with as little as two or three support dispatchers, expanding to as many as twenty during peak activity periods. Often in less complex situations, or as an incident winds down, one dispatcher handles more than one functional area of dispatching. Dispatch recorders and support dispatchers may be able to handle less complex situations by themselves. The addition of a supervisory dispatcher would be appropriate in the event of multiple fires or a long duration incident. A coordinator would be assigned in the most complex situations. Additional personnel may also work in Expanded Dispatch, such as data entry clerks or phone answerers.

The **technical support** function within Expanded Dispatch provides specialized skills, which assist with incident support operations. These skills can vary from situation to situation. Common technical support needs are: telecommunications, warehouse/cache support, ground support, providing transportation services for personnel and equipment, equipment inspection, and security at various sites. In most situations, full time staffing of these support skills is unnecessary and can usually be filled with local personnel.

The **administrative support** function of the incident support operation provides administrative advice and services for expanded and the incident. They can provide equipment and personnel timekeeping services for off-site operations, procurement services (usually in the form of a Buying Team), provide for the hiring of local AD employees to support operations, and follow up on local compensation or certain claims actions, as well as providing payments, fiscal advice and interpretation. As complexity increases, an Incident Business Advisor may be assigned to help the local administrative officer accomplish his or her incident related responsibilities.

Again, in less complex situations, many of these functions can be filled without full time staffing of a formal organizational position.

II. OBJECTIVES

A. Establish guidelines on when to implement Expanded Dispatch and Buying Teams

B. Define how to implement Expanded Dispatch operations

C. Support multiple or project fire situations by expanding the Craig Interagency Dispatch Center (CRC).

D. Provide a smooth and safe transition from mobilization to demobilization for all resources.

E. Allow CRC staff to function in their regular duties once expanded dispatch is in place.

WHEN TO EXPAND

The decision to expand rests with the Dispatch Center Manager (or acting). This decision will be made if an incident meets at least one of the following criteria:

A. Local planning level is at 4 or above.

B. Anytime a Type 1 or 2 team is ordered.

C. Multiple Type 3 and Type 4 incidents.

HOW TO EXPAND

Once the decision to expand has been made, the following steps will be taken to implement the process. ***Keep in mind that the actual organization may vary in size from the following list and will be initially based on current complexity.*** Once established, the Coordinator or Supervisory Dispatcher in charge will have a direct influence on expanding the organization further.

A. Order Expanded Dispatch Staff

- 1 each Supervisory Dispatchers -. In absence of a qualified EDSP the Center Manager or Assistant Center Manager will act in this capacity until filled.
- 2 each Support Dispatchers - Overhead/Crews.
- 2 each Support Dispatchers - Supplies/Equipment.
- 1 each Support Dispatcher – IROC expert that will provide additional help with IROC where needed.
- 2 each Dispatch Recorders

B. Order Technical Support Staff – the following positions require coordination with Agency FMOs or Administrators.

Local personnel are available for radio, telecommunications, ground support, warehouse assistance, and limited purchasing.

These operations may be set up in Craig, Steamboat Springs, Meeker, Rangely, Yampa, Kremmling, Walden or Dinosaur depending on the location of the fire. These locations would be used to fill local purchase orders and as general staging areas for resources enroute to or from the fire.

NOTE: Typically, the following positions would only be ordered in the event of large incident(s) or multiple Type 3 incidents.

1 each Ground Support - Stationed at the support base that will be supplying the fire.

1 each Local Administrative Officer or procurement personnel from BLM or USFS - To assist and advise the support base on local purchases and equipment rental agreements (see the Service and Supply Plan and Business Operating Guidelines).

1 Buying Team

C. Assure lodging arrangements are made for incoming dispatchers. All personnel will be on per diem unless other arrangements are made.

D. Obtain keys for dispatcher's building access and provide vehicle(s) if needed.

E. Obtain critical equipment as ordered by the current Incident Commander (once contact has been made with the Logistics Section Chief, advise them of what was ordered).

If a Type 1, 2 or CIMT team is ordered, place an order for the following critical equipment:

1 each NFES 4390 Starter System: Order on S #
1 each NFES 2069 Cache Van (Order thru RMC) on S # (or Type 3 Cache Compliment)
1 each Caterer (if the number of people to be fed are expected to exceed 150 persons/meal for

more than 72 hours.) **NOTE: Be sure to Order COTR with Caterer,**
1 each   Shower Unit
1 each   Potable water truck (minimum of 1000 gallons)
1 each   Grey water hauler
5 each   Porta potties

F. Set up the Expanded Dispatch room if it hasn't been done prior to fire season. The supplies and necessary equipment are located in the Expanded Dispatch Room, which is located in the south end of the modular adjacent to the main building.

Phones, computers and a printer are currently available in expanded.

- Provide a list of available local resources.
- Prepare all records for transfer to Expanded Dispatch.

III. EXPANDED DISPATCH OPERATIONS

Once expanded is established, the following procedures are recommended but can be modified to meet specific needs.

A. Orders for initial attack resources will be negotiated at the time of Team transition.

B. Orders for local resources will be placed directly with their home unit after consultation with Initial Attack. **Coordination with Initial Attack on commitment of local resources is critical.**

C. All orders for tactical aircraft and personnel with A#'s will be placed through Initial Attack Aircraft Desk.

- This will assure coordination with the local initial attack needs, provide for flight following services and assure airspace coordination.
- Logistical aircraft will be handled through Expanded Dispatch.

D. I-BPA's: Orders for emergency rental equipment and local purchases will be placed with the appropriate procurement personnel (Local A.O. or Buying Team).

E. Expanded dispatch will assign request numbers, unless otherwise negotiated.

F. Expanded Dispatch will be responsible for travel arrangements for resources traveling from CRC area to other incidents or during demob operations.

G. Expanded Dispatch will be responsible for re-stocking expanded.

IV. ORDERING PROCEDURES

NOTE: Local Ordering Procedures can be found at the END of the Expanded Dispatch Plan. Please follow the instructions provided, for they are specific to this Dispatch Center.

Ordering procedures will be the same as outlined in the National and Rocky Mountain Area Mobilization Guides. Every attempt will be made to fill orders from the most efficient source. When appropriate, orders will be negotiated and alternatives presented, to increase efficiency.

Neighborhood Ordering: Craig Dispatch Center can order directly from our neighbors for Overhead, Crews, Supplies, Equipment, Type 3 Helicopters, and Smokejumpers. Our neighbors are Grand Junction, Casper and Fort Collins Dispatch Centers, as well as the Uinta Basin Fire Center in Vernal UT (Great Basin Area). Orders should be placed with the neighbors before going to RMCC for resources. RMCC will assume that we have already checked our neighbors for resources and will not check again.

At the discretion of Rocky Mountain Coordination Center, neighborhood ordering may be shut down. This generally occurs at higher Regional planning levels but may occur at any time.

Area-Wide Ordering: to facilitate more efficient movement of resources, balance the workload, and use IROC technology to its fullest potential, the Rocky Mountain Area (RMA) has implemented Rocky Mountain Area Wide Ordering. Rocky Mountain will allow all dispatch centers in the RMA to order resources statused in IROC directly from one another under certain parameters and rules during Preparedness Levels 1 and 2.

> *Overhead*: **Please check with Initial Attack Dispatch for availability of local resources.** Local resource orders will be placed directly with the home unit.

> *Crews*: Area and National requests are to be placed with RMCC after checking with the neighbors.

> *Equipment*: The Equipment Dispatcher will have to work closely with the EDSP, BUYL and BLM IBA, Valerie Kamzalow, to place and fill equipment orders. Refer to the NWDFA Service and Supply Plan, the MRF Service and Supply Plan or the Dinosaur National Monument Service and Supply Plan. As of fire season 2017, these lists are being combined and available at the RMCC level.

> ****Refer to the Dispatch Priority Lists (DPL's) for Best Value Contract Equipment****

> Area and National requests are to be placed with RMCC after checking with the neighbors.

> *Aircraft*: All requests for tactical aircraft will be placed through the Initial Attack Aircraft Desk.

> *Supplies/Cache items*: USE THE MOST EFFICIENT SOURCE!

> **IROC will be used for supply orders.** Local procedures for ordering and filling supplies are found in the Dispatch Operations Guide.

> **Local purchases** are to be placed directly with the local Administrative Officer or Buying Team. IROC will also be used for all local purchases.

> All NFES cache supply requests are to be placed with RMK.

> **Type 3 and 4 incidents supply orders**

> Incident orders placed through a dispatch center/expanded dispatch will be entered in IROC first and assigned an S-number from IROC (S-1 through S-99,999). Upon completion of an initiated order in IROC, IROC will transmit the order to ICBS-R (Interagency Cache Business System Re-Engineered) for fulfillment. Orders submitted through IROC require a follow-up phone call to RMK to assure transmittal of an order.

Type 1 and Type 2 incidents supply orders

Incident orders may also be placed direct to RMK upon approval from the hosting agency. Orders placed direct to the cache will have a designated block of S-numbers (S-100,000 to S-199,999). Orders will only be accepted on a hard or electronic copy of a Resource Order Form (NFES 2215) and have all the appropriate information listed in 7.7. Upon completion of an initiated order in ICBS-R, ICBS-R will transmit the order to IROC with the fulfillment information.

V. TRAVEL PROCEDURES

All travel arrangements for resources will be the responsibility of Expanded Dispatch and will follow Rocky Mountain Area and National guidelines. If requested or needed, a local support person will be provided to assist with commercial travel.

1. Overhead traveling via commercial airline

   - Craig Dispatch Center has a CBA (Corporate Business Account) for travel. <u>Upon initiation of an expanded dispatch operation, the Travel Instructions and Log Book will be turned over to Expanded Dispatch.</u>

2. Overhead traveling via charter aircraft

   - All charter aircraft travel will be coordinated with RMCC and/or adjacent dispatch centers to ensure cost effective transportation and will use current AMD Source lists. These lists will be provided upon initiation of an expanded operation. Expanded Dispatch will be responsible for point-to-point flight following in accordance with the RMA MOB Guide.

   - All charter aircraft will have a flight plan emailed to RMCC, the receiving unit and any other unit involved in the transport.

3. All other resources are to have travel arranged as appropriate.

   - **Rental Cars are available at the Hayden Airport in limited numbers**

   - All "Off Road" 4X4 rental vehicles will be ordered through the NERV Program

VI. INTELLIGENCE OPERATIONS

The Intelligence function is located in the Craig Interagency Dispatch Center.

The intelligence dispatcher will gather needed information from each of the functional areas. The intelligence dispatcher will be responsible for coordinating information from initial attack and expanded for the Interagency Situation Report. All 209s from large fires will be provided to the Intelligence Dispatcher with copies to Expanded. RMCC guidelines for reporting will be observed as noted in the RMCC Mobilization Guide.

VII. RESOURCE AND INCIDENT RECORD KEEPING

Related Documentation

Agree on a method of filing all other forms of documentation in the final fire packet with the Center Manager or Acting.

VIII. FINAL FIRE PACKET PROCEDURES

The final Expanded Dispatch final fire packet will contain:
1. Expanded Dispatch day and night shift organizational charts
2. Incident Action Plan(s)
3. Maps
4. Incident Status Summaries, WFDSS and Delegation of Authority if available
5. AM and PM weather forecasts
6. Daily press releases and copies of newspaper articles
7. Equipment rental agreements, shift tickets, commissary records, etc.
8. Copy of Demobilization Plan
9. Resource Locator Cards/T-cards if used
10. Inventory of all resources remaining on the incident
12. Radio logs, shift logs
12. Incident narrative by section including: Claims against the incident, Tort Claims, CA-1's, Property Loss/Damage Reports, Witness Statements

IX. EXPANDED DISPATCH JOB DESCRIPTIONS

SUPERVISORY DISPATCHER

The Supervisory Dispatcher works in Expanded Dispatch and is capable of performing all functional areas (aircraft, equipment/supplies, crews/overhead, and intelligence) within the organization. Supervises one or all functional areas.

- Develops a cost-effective organization to meet present and future needs.

- Ensures staffing and scheduling integrity of the organization.

- Obtains a briefing from Center Manager or Acting.

- Provides guidance and supervision as necessary to all functional areas.

- Facilitates the orderly, safe, and cost-effective mobilization and demobilization of resources.

- Interprets policies, procedures, agreements, contracts, and MOB plans.

- Directs the flow of resource order information in the dispatch organization.

- Makes recommendations on resource priorities.

- Directs established priorities to the functional areas.

- Provides for the disposition of all records and files associated with expanded dispatch operations.

- Communicates pertinent information to the Center Manager or Acting, co-workers, incident personnel and initial attack dispatch.

- Participates in the Ops Briefing each morning at 1015, unless notified of a different time due to fire activity.

- Participates in daily morning briefing with the Center Manager, or acting, to go over any issues or concerns.

- Acts as the coordinator in their absence or when the position is not filled.

- Collects incident and situational intelligence (local, zone, area, and national).

SUPPORT DISPATCHER

The Support Dispatcher works in Expanded Dispatch and is capable of performing one or more of the functional areas (aircraft, equipment/supplies, crews/overhead, and intelligence) within the organization. Provides supervision to dispatch recorders.

- Obtains briefing from the Supervisor.

- Ensures resource orders and related forms are processed to completion.

- Applies procedures outlined in MOB guides.

- Operates telecommunications systems.

- Supervises dispatch recorders.

- Prepares functional resource status summaries.

- Ensures resource tracking and status systems are maintained.

- Communicates pertinent information to Supervisor, co-workers, and incident personnel.

DISPATCH RECORDER

The Dispatch Recorder works in Expanded Dispatch receiving and processing resource orders. Documents, tracks, and maintains status of resources.

- Obtains briefing from Supervisor.

- Processes resource orders and related forms until complete.

- Compiles, maintains, and communicates resource status.

- Operates telecommunications systems.

- Keeps the Supervisor apprised of resource order status and communicates pertinent info.

X. EXPANDED DISPATCH INVENTORY

Fire Business Mgt. Handbook	1 EA	NFES 2160
NFES Catalogs	2 EA	NFES 0362
RMA Mob Guide	3 EA	*
National Caterer/Shower Guide	1 EA	NFES 1276
Expanded Dispatch Job Aids	5 EA	NFES 2400
CRC Annual Operating Plan	1 EA	*
CRC Travel Instruction Book	1 EA	*
CRC Preparedness Plan	1 EA	*
National Mob Guide	5 BK	*
Expanded Dispatch Plan	1 EA	*
On-Call Dispatch Directory	2 BK	*
RMA Map With Overlays	1 EA	*
Misc. CRC Area Topo Maps:	1 EA	*
(Canyon of Lodore; Steamboat Springs; Rangely; Douglas Pass; Glenwood Springs; Meeker; Vernal; Walden)	1EA	*
Moffat, Jackson, Rio Blanco Co.	1 EA	*
Moffat Co. General Road Map	1 EA	*
Little Snake Transportation Plan	1 EA	*
Aircraft Identification Guide	1 BK	NFES 2393
Chief-of-party checklist	10 EA	*
Flight Request Forms	10 EA	Form 9400-1a
Helicopter Load Calc. Booklet	2 PG	OAS-67 (02-81)
Helicopter Pass/Cargo Manifest	2 PG	NFES 0086/OF 252
Off-unit aircraft forms	6 EA	*
Aircraft Identification Guide	1 BK	NFES 2393
Chief-of-party checklist	10 EA	*
Flight Request Forms	10 EA	Form 9400-1a
Helicopter Load Calc. Booklet	2 PG	OAS-67 (02-81)
Helicopter Pass/Cargo Manifest	2 PG	NFES 0086/OF 252
Off-unit aircraft forms	6 EA	*
TFR Request Forms	6 EA	FAR Part 91.137

*obtained locally

Item	Number Needed	NFES/Form Number
Box black pens	2 BX	*
Box mechanical pencils	1 BX	*
Box replacement pencil leads	2-#5 BX, 2-#7 BX, 3-#9	*
Package assorted highlighters	1 PG	*
Package asst. Dry Erase markers	1 PG	*
Package mech. pencil erasers	1 PG	*
Package Sharpies, assorted colors	1 PG	*
White Board erasers	1 EA	*
1-pocket files/legal size	1 EA	*
21-pocket files/alpha/letter size	6 EA	*
Expandable sorting racks	2 EA	*
Multi-divided two-hole binders	10 EA	*
Notebooks (miscellaneous)	6 BK	*
Package file folder labels	1 PG	*
Package file folders	2 BX	*
Package index tabs	1 EA	*
White-out	4 Bottles, 7 Tape	*
Clipboard	5 EA	*
Big Erasers	14 EA	*
Fax stamp	1 EA	*
Glue sticks	2 EA	*
Handheld calculators	3 EA	*
One-hole punch	2 EA	*
Packages 2"x3" Post It Notes	1 PG	*
Packages 3"x3" Post It Notes	2 PG	*
Packages Post It fax labels	1 PG	*
Packages phone message forms	2 PG	*
Packages Post It Flags	12LG, 3SM PG	*
Rulers	7 EA	*
Scissors	5 EA	*
Three-hole punch	2 EA	*
Two-hole punch	3 EA	*
Box assorted rubber bands	3 BX	*
Box binder clips (large)	2 BX	*
Box binder clips (med)	2 BX	*
Box binder clips (small)	2 BX	*
Box butterfly clamps (med)	6 EA	*
Box metal binder rings (mix)	1 BX	*
Box paper clips (small)	1 BX	*
Box standard staples	5 BX	*
Box thumb tacks	2 BX	*
Clam clips (large)	12 EA	*
Clam clips (medium)	5 EA	*
Box clam clip ammo (large)	3 BX	*
Box clam clip ammo (medium)	4 BX	*
Rolls scotch tape	8 EA	*
Staple pullers	10 EA	*
Staplers	5 EA	*
Empty Plastic Hanging File Box with lid, letter	1 EA	*

Item	Number Needed	NFES/Form Number
Air Travel Request for SATO	25 EA	*
Assignment/Reassignment/Demob	20 EA	*
Authorization for Day Off	25 EA	*
Base camp briefing checklist	10 EA	*
Change of shift	20 EA	*
Crew Performance Rating	3 PK	ICS form 224
Crew Time Report books	24 BK	SF 261 (5-78)
Demob/Reassignment Travel Requisition	22 EA	*
Demobilization Checkout	2 PG	NFES 1353
Detail Request Form	18 EA	*
Dispatch Log	42 EA	*
Emergency Equipment Rental Agreement	6 PG	OF 294 (8-90)
Emergency Equipment Fuel and Oil Issue	9 BK	OF 304 (7-90)
Emergency Equipment Use Invoice	3 PG	OF 286 (7-90)
Emergency Equipment Shift Ticket	12 BK	OF 297 (7-90)
Emergency FFTR Time Report	5 PG	NFES 0866 / OF-288
Emergency Release	13 EA	*
Emergency Equipment Rental Use Envelope	2 PG	OF-305 (7-90)
Equipment Inspection	3 BK	OF 296 (9-81)
Expanded dispatch organization chart	20 EA	*
Fax cover sheets	10 EA	*
Fire overhead performance rating	24 EA	*
Food Service Request	6 PG	NFES 2052
General Messages	10 PG	NFES 1336 / ICS 213
Incident Check-in books	10 BK	NFES 1509
Incident Replacement Requisition	2 PG	NFES 1300
Incident Status Summary	1 PG	NFES 1333 / ICS 209
Incident Waybill/Continuation	5 PG	NFES 1472/1473
Individual Performance Rating	6 PG	NFES 2074 / ICS 226
Meal and Lodging Authorization	16 PD	NFES 2052
Mnemonics tables	1 EA	*
Name Request Justification	25 EA	*
Passenger and Cargo Manifest	3 PG	SF 245 (6-77)
Resource order documentation sheets	100 EA	*
Resource Order Forms-Aircraft	10 EA, 1 PG cont.	NFES 2200,2201
Resource Order Forms-Crews	3 PG, 3 PG cont.	NFES 2202 & 2203
Resource Order Forms-Equipment	5 PG, 3 PG cont.	NFES 2208 & 2209
Resource Order Forms-Overhead	3 PG, 4 PG cont.	NFES 2213 & 2214
Resource Order Forms-Supplies	1 PG, 2 PG cont.	NFES 2215 & 2216
RMA Unit Maps	15 EA	*
Shift briefs	100 EA	*
Task Books-Dispatch	5 EA	*
Telephone Log	100 EA	*
Type 1 & 2 team evaluations	10 EA	*
Unit Log	1 PG	NFES 00137
Field Operations Guide	5 EA	*

*obtained locally

CRC

EXPANDED DISPATCH PHONE LIST

(970)

DISPATCH

SUPERVISOR	826-5049
SUPPLIES	826-5045
EQUIPMENT	826-5043
OVERHEAD	826-5048
CREWS	826-5044
TRAVEL	826-5050
FAX	826-5017

BUYING TEAM

BUYING TEAM LEADER	826 -
BUYM SUPPLIES	826 -
BUYM EQUIPMENT	826 -
MEALS AND LODGING	826 -
TIMEKEEPING	826 -