2018

San Isabel Regulars Interagency Type II Crew Operating Guidelines

PSICC & RGFO CAPTAINS COMMITTEE

Updated Spring 2018

Crew Charter

The San Isabel Regular Interagency Crew is an organized fire suppression crew jointly sponsored by the Pike & San Isabel National Forests, Comanche & Cimarron National Grasslands, and Royal Gorge Field Office of the Bureau of Land Management. The crew is available nationally for fire and all risk assignments.

The primary purpose of the crew is to provide fire and all risk assignment training and experience to employees of the participating agencies. Positions are open to both permanent and seasonal employees of all federal agencies in the Pueblo Dispatch zone as well as cooperating state agencies and emergency firefighters. The crew boss position will only be filled with a federal employee.

Crew Standards

Minimum Standard	**Type 2IA**	**Type 2**
Fireline Capability	Initial attack/can be broken up into squads, fireline construction, firing to include burnout	Initial attack, fireline construction, firing as directed
Crew Size	18-20	18-20
Leadership Qualifications	Crew Boss: CRWB 3 Squad Bosses: ICT5	Crew Boss: CRWB 3 Squad Bosses: FFT1
Experience	60% 1 season	20% 1 season
Communications	4 programmable radios	4 programmable radios
Sawyers	3 agency qualified	None
Maximum Weight	5,300 lbs.	5,300 lbs.
Dispatch Availability	National	Variable

In addition to the minimum standards the San Isabel Regulars will strive to meet the following criteria:

Leadership	2 CRWB, 1 ICT4, 1 or more HECM
Sawyers	3 FALB with fire experience
Logistics	Self-sufficient for 48 hours, government purchase card
Dispatch Availability	8 Hours
Transportation	5 vehicles
Tools and Equipment	Full complement of hand tools, 4 chainsaws with kits, firing equipment

If the unit cannot manifest a Type 2IA Crew, then we will manifest a Type 2 Crew. Dispatch will need to know which type of crew will be manifested before the crew is made available. The crew boss has the final say in whether the crew meets Type 2IA standards. The FDO from each district will be responsible for determining who is available from their district.

Crew Bosses

The crew boss has the overall responsibility for the crew in all aspects of safety, performance, conduct, readiness, time, personnel documentation, and transportation. The crew boss is the primary point of contact for dispatch centers, districts, or fireline supervisors unless otherwise specified.

The San Isabel Regular Interagency Crew will try to manifest a foreman (2nd qualified crew boss) and up to 2 trainees in any position. The crew boss is responsible for determining how the responsibilities will be divided between their self, the foreman, and trainees. The trainees can either work on separate tasks simultaneously, or split the time acting as the trainee. The crew bosses should make sure that there is one direct line of communication to the squad bosses. For example, all of the CRWB and CRWB (t) can have input in planning daily assignments while the primary trainee provides the briefings and instructions through the assignment. Having one direct supervisor provides clarity for the squad bosses.

Crew Boss Rotation

The crew boss rotation will be determined by the crew boss committee before the start of the fire season. The name at the top of the list will be the crew boss until the crew goes out. This person will be committed to the crew, and not be available for other assignments. If the person needs to become unavailable for the crew boss position for any reason, they will go to the bottom of the list and the next person on the list will be manifested. Any time a person on the top of the list has an opportunity to be manifested, if they turn it down their name will go to the bottom of the list.

Crew Boss Trainee

Crew Boss Trainees will be selected by the crew boss committee after being identified and prioritized at the FMO group level. Input will come from districts based on their current trainee situation and needs. A priority crew boss trainee list will be available before the season, and the top 2 people on the list will receive continuous assignments until they finish their taskbooks.

Crew Availability

The units will attempt to keep the crew available for the duration of the fire season, starting on the first Wednesday after the last readiness review. When the crew sits for a while without getting ordered, the manifest will be reviewed weekly so that it is maintained with available personnel.

Manifesting

The crew boss, trainee, and forest AFMO will work with district FDO's to determine crewmember availability, and create the manifest. **Each crewmember must have one primary qualification listed in bold on the manifest.** Each station is allotted 3 positions on the crew. The PSICC Supervisors Office will also be offered position(s) on the crew when available and interest exists. Pueblo Dispatch will contact individuals when the crew is ordered. It will be the responsibility of the crew boss to confirm the manifest with dispatch upon initial meeting and ensure any last minute changes in personnel are documented. All crew members will be made available local in ROSS by the home units FDO or the districts crew contact.

Cooperators

In times when the crew may be short on federal employees, the crew can fill positions with non-federal personnel (cooperators) with the following conditions:

- The crew will fill positions with local PSICCC/RGFO employees first, agency next, then cooperators.
- Primary overhead will remain agency personnel, non-agency personnel will fill positions at the FFT1 trainee and below.
- Dispatch will keep a list of cooperators available for assignment with the crew.
- Method of payment will be worked out prior to dispatch.

Squad Bosses

Squad bosses should be aware that the crew may be organized into three or four squads to respond to various fire suppression activities. This may occur at the time of dispatch or be developed during an assignment.

When the crew is split into IA squads, consideration should be given to selecting squad bosses who are fully qualified ICT5.

Squad bosses will be responsible for squad readiness, personnel accountability, equipment needs, and squad members' performance ratings. During IA assignments they will maintain Crew Time Reports and Firefighter Time Reports for their assigned personnel.

Crewmembers

All firefighters must have a current Red Card **with them.** Individuals will be qualified only to the level of their present training/experience under the Wildland Fire Qualification System 310-1 or 509.17 (FS

Employees). This includes current certification under the Interagency Chainsaw Certification process for sawyers and physical fitness rating of arduous.

Crew Equipment

Chainsaws and hand tools will be taken on each dispatch unless the crew boss is notified otherwise. The current cache manager of the San Isabel Regulars gear is Captain 21, and the gear is located at the Salida Fire Cache. The following equipment is in the cache:

Crew Boss Kit

A basic crew boss kit has been set up to support the crew; however crew bosses may wish to bring their own kits to meet their needs. This kit includes basic forms, fire business handbook, and miscellaneous office supplies.

Hand Tools

The hand tools are contained in four tool bags for easy deployment for IA squads. The complement of tools per bag varies, but they are set up to handle all suppression activities in most fuel types and allow for extra tools in case of breakage.

Chainsaw Kits

The San Isabel Crew cache has a strong compliment of saws. There are 4 saw bags, each containing 2 saws and all of the proper gear in them for 2 saw teams per bag, for easy deployment for assignments.

When air transportation is involved in the dispatch, the crew boss needs to be aware of potential problems. Type 2 crews are allowed to carry chainsaws on charter flights. However, the saws may not be allowed on commercial flights. A potential problem is that a crew could be dispatched with saws on a charter flight and then be assigned to a commercial flight for the return home. Crew bosses need to be aware of this possibility and be sure to inform the Demobilization Unit Leader on the incident of the need to provide return shipping for the saws.

For any dispatch involving air transportation, chainsaw gas tanks will be drained, run dry, and allowed to air out for thirty minutes prior to cap replacement. No chainsaw gas or oil may be taken on either charter or commercial fixed wing aircraft.

Be aware that the crew may not be allowed to take either chainsaws or hand tools on air dispatches. If this occurs, the equipment should be left in the crew vehicle or arrangements may need to be made for equipment to return to Salida Fire Cache.

Firing equipment

Each vehicle will have 1-2 drip torches and the crew will travel with 5-10 gallons additional torch mix to be prepared for firing operations. Additionally, each vehicle will carry a small compliment of fusees.

Equipment and Tool Rehab

The crew boss will ensure that all crew equipment is replaced on an incident. If unable to replace or restock items on an incident the crew boss will ensure that S-numbers are obtained on a General Message Form prior to demobilization from an incident. Those S-numbers will then be used by the crew boss/Trainee at their home unit, to order or replace equipment, and either brought to the Station 2 cache manager, or shipped to Station 2 at 5575 Cleora Rd, Salida CO 81201.

The crew will disband from one of the work centers on the forest to help ensure tools and equipment get proper refurbishment. If equipment and tools are not refurbished upon return to the home unit, the crew boss may hold the crew an additional day to complete rehab. If the crew is returning home without adequate days for rehab of crew equipment, each district may need to provide one person to come to Salida for a day or two to complete rehab. The crew boss and Salida fire cache manager will make this determination. Failure to complete the refurbishment may result in removal of the crew bosses name from the crew boss list.

Communications

Four programmable King radios are required for a dispatch, one for the crew boss and one for each squad boss. The sending unit will provide these radios. Additional radios may be added to the crew as needed.

The crew boss should bring a cell phone or satellite phone if possible. The phones will be restricted to official/emergency use only. Personal calls on the phones are not permissible.

Personal Protective Equipment

Each district is responsible for providing their firefighting staff with the proper PPE. The following is a list of the minimum PPE each crewmember must have:

- Hardhat with chinstrap (provided from San Is Cache)
- Nomex shirt and pants (2pairs each)
- Leather gloves
- Fire shelter with cover
- Line gear or web gear
- 4 one-quart canteens/bottles, or hydration pack amounting to at least 1 gallon of water
- Goggles/safety glasses
- Ear plugs
- Leather lace up boot with heavy duty Vibram lug soles, minimum 8" top (nylon boots, glued soles, synthetic uppers, or light weight hiking boots are not acceptable)
- Individual first aid kit

Personal Equipment Required

- Red Pack (2-week gear)
- Headlamp with batteries
- Extra batteries
- Sleeping bag
- Tent
- Current Red Card
- Current Driver's License

Personal Equipment Suggested

- Soap, shampoo, washcloth, and towel
- Socks, underwear, and undershirts (for 14 days)
- Non-synthetic jacket/sweater/sweatshirt and cap
- 50' p-cord
- Rain gear
- Ground cloth
- Toiletry items – moleskin, foot powder, tooth brush, deodorant, insect repellent, sunscreen, sunglasses, prescription glasses, lip balm, bandanas, prescription medications
- Personal hygiene items
- Sleeping pad or air mattress
- It is recommended that each crewmember carry at least $100 in cash or traveler's checks. Medical Prescriptions for 14 days plus travel days, 21 day supply is suggested.

If crewmembers have special dietary needs, they need to pack additional food items to meet personal needs. The crew may be required to operate in a manner that involves little or no logistical support for 24 hours. This means MRE's for dinner! Note: It is the individual crewmember's responsibility to carry

special dietary food on assignments, not the fires or the crew boss. Every effort will be considered to accommodate individuals, however don't count on it!

Medical conditions- For those personnel that have medical conditions, such as but not limited to: medicine allergies, bee sting allergies, etc. will insure that they inform the crew boss and squad bosses of medical conditions and insure they have prescriptions for condition.

Crew Mobilization

The crew boss will provide a complete manifest with weights to Pueblo Dispatch prior to mobilization. The crew boss will be responsible for contacting Pueblo Dispatch with mobilization times and advisement of crew's demobilization. Key individuals will be identified to contact dispatch when they arrive at their home district after crew is disbanded.

Transportation

Each unit will provide a vehicle for transportation for their crewmembers to fires, staging area, or airport. Vehicles transporting crewmembers to fires must be high clearance 4x4 crew cabs. The crew boss will consolidate riders in vehicles to reduce the number of vehicles headed to fire assignments. It is recommended to keep the number of vehicles to five.

Pueblo Interagency Dispatch Center will arrange all air transportation for deployment of the crew.

Crew Conduct

Part of the impact a crew makes on a fire is determined by the crew's attitude and behavior on and off the fire line. An attitude of quiet professionalism has always been the mark of top-notch crews. A cooperative and helpful relationship with immediate supervisors, fellow workers, the crew boss and fire camp personnel are essential in maintaining a crew's reputation.

- **All crewmembers on the manifest will be available to be gone on assignment up to 14 days exclusive of travel, with possible extensions, this equates to a minimum of 18 days**
- Use of controlled substances will be grounds for immediate return to home unit or termination.
- Use of alcohol during any portion of the assignment will be grounds for immediate return to home unit.
- Poor physical fitness, poor work output, or lack of cooperation will be evaluated following the crew's return to the home unit based upon written documentation from crew supervisory personnel by the Unit FMO. This evaluation will focus on whether an individual will be considered for subsequent assignments with the crew. The crew boss, as appropriate may deal with serious disciplinary problems or deficiencies noted above during the incident.

- Harassment and displays of lack of mutual respect are not acceptable and will not be tolerated. All crewmembers must take personal responsibility for maintaining conduct that is professional at all times. There will be no harassment based upon race, gender, national origin, religion, age, and mental or physical disability. The crew boss will deal with problems immediately. Follow up with District FMO's will occur upon return to the home unit. If necessary, Agency Human Resource Personnel will be consulted.
- The fire chain of command will be followed. The crew boss will be the sole contact with other fire camp and fire line overhead personnel unless the crew boss delegates other individuals.
- We are a professional organized crew of the federal government, our actions, many times are the only impression the public has of our profession. Let us make sure that it is always a positive one.

Extension Policy

- **All crewmembers on the manifest would be available to be gone on assignment up to 14 days exclusive of travel, with possible extensions. (this equates to a minimum of 18 +/- days)**

If the national planning level is PL4 or PL5, home units should assume that extension is a possibility. Districts are encouraged to plan ahead so that crewmembers can extend. The crew would extend only if both of the following criterial are met:

- The crew boss is authorized to extend the crew with approval of the forest fire staff. Forest fire staff will contact district FDO's to let them know of the possible extension.
- Each member must be available for extension. A partial crew will not remain mobilized and crewmembers will not be switched out.

If the crew is extended, the crew will return to the home unit on the 21st day from mobilization, per policy.

Evaluations and Documentation

The crew boss will obtain a fire crew performance rating from each fire line supervisor to whom the crew was assigned. These will be turned into the crew boss committee chairmen and the crew boss committee will then consolidate the ratings and provide copies to all appropriate units.

The crew boss will evaluate the crew boss trainee and squad bosses in writing on an Overhead Evaluation form. Completion of appropriate items in task books should be coordinated with the incident training officer if one is assigned. Task books need to be filled out during down time while on the dispatch, not just at the end of the dispatch.

Each squad boss will submit written evaluations to the crew boss for firefighters under his/her supervision. These evaluations will be turned into the crew boss committee chairmen; they will consolidate and provide copies to all appropriate units.

Each crew boss will make evaluation forms available to all crewmembers at the end of the assignment to allow individuals to rate the crew boss and crew boss trainee. These will be turned into the crew boss chairmen; then the crew boss committee will consolidate and provide copies to the appropriate units.

The crew boss and/or crew boss trainee will draft a narrative of the crew's assignment, achievements, task books completed, IQCS numbers, and other pertinent information, then turn them in to the crew boss committee chair person. This information will be used in developing an end of the year report for the districts, forest, dispatch, and field office.

Timekeeping and Documentation

The crew boss will initiate CTR's and OF 288's for the crew and submit them to the incident finance section. It is the responsibility of the crew boss to get the IQCS numbers and correct charge codes for all agencies that might be on the crew.

All AD hires must have an I-9 form completed in advance of an assignment. AD crewmembers and CRWB should carry a copy with them on the fire assignment.

Meals provided by the government are non-reimbursable. Meals may include: a hot meal in a fire camp setting, Meals Ready to Eat, sack lunches, military style rations, hot can, or similar meals. If the government provides meals, but you opt not to eat that meal and buy your own meal, do not apply for reimbursement.

Meals purchased when not provided by the government will be reimbursed to individuals following completion and submittal of the agency specific travel voucher.

Rates for meals vary with location; refer to your agency's guides. Most will fall under CONUS rate of $51 per day.

Whether the government supplies meals or not, FFTR's are entitled to the daily incidental rate (**Currently $5.00 a day**) and can submit a travel voucher for reimbursement.

The crew boss will provide, to each FFTR, a list of meals that can be claimed upon return to the home unit. It is then up to the individuals to process their own travel voucher.

Medical Emergency Contact Procedures

In the event a crewmember receives a serious injury or a fatality occurs while on assignment the crew boss should follow the incident medical plan in the IAP with coordination with the incident. After following initial incident action contact FFMO or FFDO, and local District FMO immediately. **Notifications should be speedy and accurate information is imperative.** Once the initial contacts have been made the remaining notifications should be arranged by the home unit. Crewmembers should be encouraged to complete an **Employee Emergency Contact Information Form** prior to deployment of an assignment. In the event there is an emergency, their personal contacts and notification information will be available

and followed by the home unit or an agency contact person (liaison) for specific details. This person explains benefits, determines family wishes, helps the family as needed, and is a focal point for all communication with the family.

PSICC Crew Boss and trainee list

The following is a list of qualified crew bosses from each district who would may be available to take the San Isabel regulars out this year. Also attached is a list of CRWB trainees in order of priority from their districts. Overall priority is not reflected on this list.

Qualified CRWB

Cimarron/Comanche – Tom Eikenberry, Brian Striffler, Kyle Avesing

Monument -

Mountain Zone – Ed Clark, Naccarato, Markalunas, McGinnis, Rudney

Pikes Peak – Josh Morris, Jake Ellsworth, Tracy Milakovic, Mike Wicks, Amanda Disman

San Carlos – Brandon Hansen

South Park – Chris Rokosh

South Platte – Ty Gripp, Christopher Jones, Tom McCollum (winter only), Jay Karle, Joe Sean Kennedy

CRWB Trainees

Cimarron/Comanche – Justin McArthur-Perm 0% completed

Monument –

Helitack – Justin Hroch Perm (waiting on task book)

Hotshots – 1. Jamie Sauer 2. Andre Camacho (should be able to handle internally but possible)

Mountain Zone – David McConathy-Perm 10% completed

Pikes Peak - none

San Carlos – Lucas Aguirre-Seasonal 10% completed

South Park – Dexter Luedecke-Perm (waiting on task book)

South Platte – 1. Craig Brown-Seasonal (could change to Perm) 90% completed

2. Ryan Kolling-Perm (militia) 0% completed