

2017  
Rawlins  
Interagency  
Dispatch Center  
Annual Operating Plan

## Signature Page

  
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Date: 3/28/2017

  
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Date: 3/30/2017

  
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- B. RWC Preparedness Levels Plan
- C. Rawlins Interagency Dispatch Center Coordinating Group Charter
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## References

Wyoming Interagency Cooperative Fire Management Agreement  
Albany County Annual Operating Plan  
Carbon County Annual Operating Plan Ms  
Laramie County Annual Operating Plan  
Lincoln County Annual Operating Plan  
Sublette County Annual Operating Plan  
Sweetwater County Annual Operating Plan  
Agreement between the Bureau of Land Management and the Bureau of Reclamation  
Agreement between the Bureau of Land Management, High Desert district and the US Fish and Wildlife Service,  
Arapaho NWR  
Adjacent Dispatch Center Agreement between Rocky Mountain Coordination Center and Eastern Great Basin  
Coordination Center

## I. PURPOSE

The objective of this document is to provide the framework for operations at Rawlins Interagency Dispatch Center (RWC).

This operating plan is prepared pursuant to the Wyoming Interagency Cooperative Fire Management Agreement of 2012 (USDA Forest Service #11-FI-11020000-020, USDI Bureau of Land Management #MOU-WY-930-1202, USDI National Park Service #12491200001, USDI Bureau of Indian Affairs #A12MA00028 and the USDI Fish and Wildlife Service #14-48-FF06R03000-12-K001). This operating plan supersedes all previous operating plans. It will be reviewed and updated by May 1 of each year.

The mission of RWC is to support the participating agencies in their job of resource protection and land management.

The objectives of RWC are to:

1. Provide effective and efficient dispatch services to the participating agencies in accordance with each agency's policies.
2. Develop and improve efficiencies through centralization of fire dispatch facilities and activities.
3. Develop and promote efficiencies through interagency cooperation and coordination.

The primary function of RWC is to:

1. Support fire management activities on lands administered by the participating agencies in accordance with the respective agency policies and management needs.
2. Assist in the mobilization and demobilization of participating agencies' resources.
3. Provide the regular dispatch-related functions (i.e.: fire qualification data management, mobilization guide updates, situation reports, resource statusing and tracking, maintaining incident report data and documentation, manage fire danger level reporting, gather and disseminate fire weather, etc.)
4. Provide communication support for agency personnel in the field.
5. Serve as a contact for receiving reports of fires; agency initiated medical emergency responses, and other critical incidents.
6. Provide logistic support through participation within the national interagency dispatch system.
7. Serve as a communication link for cooperating agencies within the dispatch zone.

## II. PARTICIPATING AGENCIES

RWC provides dispatching services for the following agencies and/or units:

Bureau of Land Management (BLM), Wyoming  
Wyoming State Office

High Desert District (HDD)

- ◆ Kemmerer Field Office
- ◆ Pinedale Field Office
- ◆ Rawlins Field Office
- ◆ Rock Springs Field Office

U.S. Fish and Wildlife Service, National Wildlife Refuges (NWR)

- ◆ Seedskafee
- ◆ Cokeville Meadows
- ◆ Hutton Lake (Managed by Arapaho NWR)
- ◆ Bamforth (Managed by Arapaho NWR)
- ◆ Mortenson Lake (Managed by Arapaho NWR)
- ◆ Pathfinder (Managed by Arapaho NWR)

National Park Service (NPS)

- ◆ Fossil Butte National Monument

Wyoming State Forestry Division

- ◆ Districts 2, and 4

Wyoming Counties

- ◆ Albany
- ◆ Carbon
- ◆ Laramie
- ◆ Lincoln (Note: Teton Interagency Dispatch Center handles the Northern part of the county, see the Lincoln County Annual Operating Plan for details)
- ◆ Sweetwater
- ◆ Uinta

Note: Parts of Teton and Sublette counties are within the RWC dispatch zone but Teton Interagency Dispatch Center is the contact for county fires and dispatching county resources. See their County Annual Operating Plans for details.

### III. PERSONNEL, FUNDING, EQUIPMENT, and FACILITIES

#### A. PERSONNEL

The organization at RWC consists of:

- 1 Center Manager
- 1 Assistant Center Manager
- 1 Permanent full time Senior Fire Dispatcher
- 1 Career Seasonal Logistics Dispatcher
- 2-3 Seasonal Dispatchers

All regular personnel are BLM employees, funded by the BLM. The Center Manager, the Assistant Center Manager and Senior Fire Dispatcher are permanent, full-time employees. The career seasonal works a minimum 13 pay periods (26 weeks). Seasonals are hired only for the fire season, generally from mid-May through the end of September.

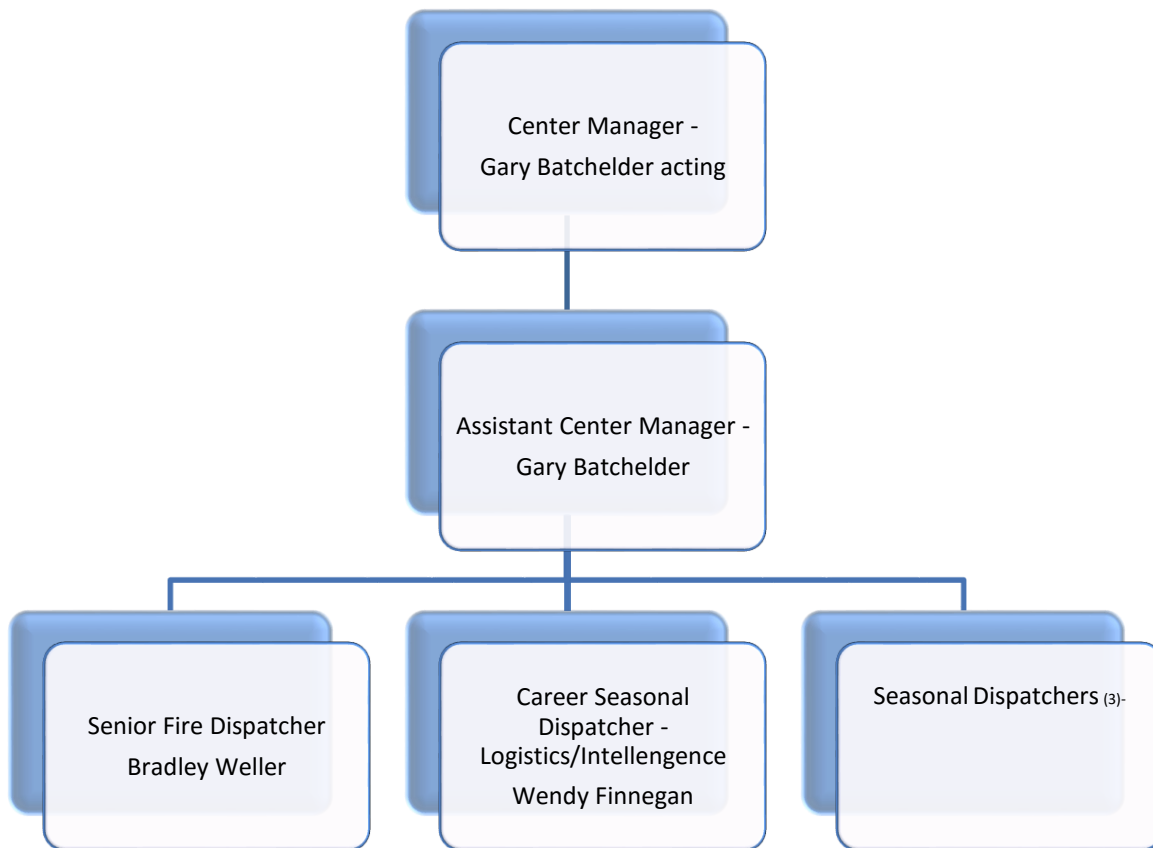
The Center Manager is responsible for all activities performed by center personnel. They are under the direction of the Rawlins Interagency Coordinating Group, with supervision by the High Desert District Fire Management Officer.

The Assistant Center Manager oversees the day to day operations of the center and serves as the acting Center Manager when the Center Manager is absent.

The dispatch center's regular operations are distributed among the dispatchers on duty and include: Initial Attack Dispatching, Aircraft Dispatching, Logistics and Intelligence dispatching functions.



## Rawlins Interagency Dispatch Center Organization Chart



## **RWC ROLES AND RESPONSIBILITIES**

### **1. Center Manager**

- Supervises operation of RWC and RWC personnel.
- Works to maintain/increase cooperation and coordination with neighboring dispatch centers, and with Rocky Mountain Area Coordination Center (RMACC).
- Ensures fire managers are kept informed of dispatch zone fire activities.
- Coordinates dispatching priorities with dispatch zone fire managers.
- Coordinates and facilitates conference calls with the Rawlins Interagency Coordinating Group.
- Functions as the local MAC group coordinator.
- Ensures dispatchers are knowledgeable of local dispatching procedures.
- Current on local, regional, and national situations; fire weather; and fire indices.
- Manages the Remote Automated Weather Stations (RAWS) of the participating units.
- Responsible for fire related computer programs.
- Ensures that all RWC reporting obligations are met.
- Serves as the RWC representative on the Wyoming Dispatch Committee.

### **2. Assistant Center Manager**

- Oversees operational functions of the dispatch center, including:
  - Supervision of initial attack and extended attack dispatching.
  - Supervision of Logistics and Intelligence dispatching.
- Acting center manager as needed (in absence of Center Manager).
- Manages Dispatch center's web page
  - Oversee daily updates
  - Keeps links current
  - Maintains Zone Training page
- Responsible for data in fire related computer programs.
  - Oversees Data entry
  - Quality control
- Monitors fire indices, keeping fire managers informed when critical levels are reached.
- Monitors Rocky Mountain Area and National fire situations.
- Monitors neighboring dispatch zones' resource status.
- Ensures fire weather and other relevant fire information are disseminated appropriately.
- Responsible for Dispatch Operating Guide and Procedures.

### **3. Senior Fire Dispatcher**

- Oversees administrative functions within the dispatch center
- Coordinates dispatch logistics
- Responsible for training and mentorship of seasonal dispatchers
- Supervises floor operations in the absence of the floor coordinator

#### 4. **Logistics/Intelligence Dispatcher**

- Data gathering and data entry for:
  - Morning report
  - SIT report
  - WIMS
- Processes internal and external requests for resources
- Documentation of resource movement
- Tracks resource availability
- Assists with ROSS training
- Provides incident purchasing and procurement
- Assists IA dispatchers as needed

#### 5. **Initial Attack Dispatchers**

- Handle radio and telephone communications with initial attack resources
- Documentation of communications
- Track resource locations and availability
- Dispatch resources to incidents
- Complete information of incident records
- Disseminate fire weather information
- Data entry for computer programs

#### 6. **Aircraft Dispatcher**

- Flight following of aircraft within the RWC dispatch zone
- Tracking of aircraft moving through the dispatch zone
- Completes aircraft requests from incidents
- Schedules aircraft for Special Use projects
- Coordinates aircraft activities with the Air Operations Directors of Incident Management Teams deployed within the dispatch zone
- Assists Center Manager with aircraft order prioritization during periods of high demand

#### 7. **RWC Duty Officers**

- Responds to after-hours requests.
- RWC Duty officers will be designated to ensure the center has a contact available 24 hours a day, 7 days a week.

#### 8. **Unit Fire Duty Officers**

- Unit Fire Duty Officers are the contacts for fires on or threatening that unit's area of responsibility and for information about that unit's fire resources
- Unit Fire Duty Officers may be that unit's fire management officer, fire warden, or someone delegated that responsibility who has been fully briefed before assuming that function
- Changes in the duty officer designation will be communicated to RWC.
- Changes to resource status should be passed to RWC in a timely manner

**9. Unit fire personnel**

- Responsible for maintaining contact with RWC.
- Responsible for communication of changes to their status and location to RWC.

**B. FUNDING FOR THE DISPATCH CENTER**

Rawlins Dispatch Center is funded predominantly by the Bureau of Land Management through the High Desert District. This includes facility costs for the center as well as labor costs associated with staffing the center. All personnel are BLM funded employees, assigned to the High Desert District’s Fire Management program.

*FY17 Projected labor costs*

Center Manager	GS 11/1	vacant
Asst. Center Manager	GS 9/1	\$60,000
IA/Aircraft Dispatcher	GS 6/1	\$53,000
Logistics Dispatcher	GS 7/4	\$44,000
Seasonal Dispatcher	GS 5/1	\$16,000
Seasonal Dispatchers (2)	GS 4/1	\$30,000
		\$203,000.00

*Projected cost of fully staffed dispatch center*

Center Manager	GS 11/1	\$94,000
Asst. Center Manager	GS 9/1	\$76,000
IA/Aircraft Dispatcher	GS 7/1	\$58,000
Logistics Dispatcher	GS 7/1	\$28,000
Seasonal Dispatcher	GS 5/1	\$15,000
Seasonal Dispatcher	GS 5/1	\$15,000
		\$286,000.00

Additional funding received in 2016 included a \$3,500 contribution from Wyoming State Forestry, \$3,000 from the US Fish & Wildlife Service and \$2,000 from the National Park Service. Due to reduced budgets and funding cuts, RWC actively solicits funds from the agencies it continues to support.

**C. OVERTIME**

Overtime is charged to the specific fire or activity that is requiring the personnel to work overtime. Emergency overtime is tracked on the OF-288. Other overtime shall be authorized in advance and documented on an overtime authorization form.

**D. EQUIPMENT**

1. Radios - Radio consoles and all radio technician services are furnished by the BLM.
2. Telephone – All Telephone equipment and technician services are furnished by the BLM.

3. Computers – All computers used in the dispatch center are provided by the BLM.

**E. FACILITIES**

Facilities for RWC, including the building, utilities, furniture, and office equipment, are furnished by the BLM.

**IV. AGENCY POLICIES**

Differences exist in policies and legal requirements of the agencies for which RWC dispatches. RWC personnel will operate within the appropriate parameters relative to each agency. The dispatch center will attempt to maintain an up to date reference library of current agency directives, manuals and handbooks; as well as unit Fire Management Plans, Aviation plans, and any other plans needed for guidance in the center's support of the participating units.

V. **INTERAGENCY GUIDANCE**

Guidance of RWC is provided by the Rawlins Interagency Coordinating Group.

A. **Rawlins Interagency Dispatch Center Coordinating Group**

The Rawlins Interagency Dispatch Center Coordinating Group (RWCCG) provides administrative support, oversight, and guidance for the dispatch center; keeps RWC current on all program activities; identifies expectations of the center; and reviews guidelines, which are incorporated into the Annual Operating Plan. (Please see the RWCCG Charter in the Appendix for details on procedures and responsibilities.)

**RWCCG Members:**

Frank Keeler -Chair	High Desert District FMO <b>Wyoming State Forestry Division Representative</b>
Tracy Swenson	US Fish and Wildlife Representative
Mack McFarland	National Park Service Representative
Kyle Cowan	RMCG Liaison
John Rutherford	RWC County Fire Warden Representative
Tina Flodeen	Rawlins Interagency Dispatch Center –serves as technical advisor

VI. **COOPERATION/COORDINATION**

A. **COOPERATIVE AGREEMENTS**

RWC will operate within the cooperative agreements (Interagency Agreements, MOUs, cooperative operating plans, etc.) that have been established by the participating agencies. Copies of these agreements are available in Dispatch. These agreements include:

1. The Wyoming Interagency Cooperative Fire Management Agreement of 2012.
2. Wyoming County Wildland Fire Management Annual Operating Plans for:
  - a. Albany County
  - b. Carbon County
  - c. Fremont County
  - d. Laramie County
  - e. Lincoln County
  - f. Sublette County
  - g. Sweetwater County
  - h. Teton County
  - i. Uinta County
3. An agreement for the BLM to provide fire suppression for Bureau of Reclamation lands (currently does not exist).
4. Agreement between BLM and the US Fish and Wildlife Service (Arapaho NWR) to provide Initial Attack on fires on Hutton Lake, Bamforth, Mortenson Lake, and Pathfinder National Wildlife Refuges.

5. Administrative Services and Dispatching for Fossil Butte National Monument
  - a. Administrative Services Managed by Grand Teton NP
    - 1) Maintain the fire qualifications for Fossil Butte NM personnel, including approval and issuance of Red Cards.
    - 2) Conduct the training needs analysis and submit training nominations for Fossil Butte personnel.
    - 3) Complete and submit official fire reports into the WFMI database for Fossil Butte.
    - 4) Submit ICS 209 forms as needed for Fossil Butte fires.
    - 5) Status and dispatch Fossil Butte resources in ROSS.
  - b. RWC Dispatch Responsibilities
    - 1) Status Fossil Butte's Fire Danger Level, Staffing Level, and fire activity in the SIT report.
    - 2) Maintain communications with the Fossil Butte Duty Officer regarding fire danger conditions, extended staffing, fire weather, and fire warnings.
    - 3) Handle Initial Attack dispatching for Fossil Butte NM.
6. The Interagency Agreement between Rocky Mountain Coordinating Group and Eastern Great Basin Coordinating Group allows RWC to interact directly with its adjacent dispatch centers in the Eastern Great Basin for resource movement.

## **B. DISPATCHING ORGANIZATIONAL STRUCTURE**

RWC operates within the organizational structure of the National Interagency Coordination Center (NICC), as part of the Rocky Mountain Geographic Area (RMA).

## **C. ROCKY MOUNTAIN AREA NEIGHBOR CONCEPT**

The "Neighbor" concept, as outlined in Chapter 20 of the Rocky Mountain Mobilization Guide, allows adjacent dispatch centers to order directly from one another. RWC is a neighbor with the following dispatch centers within the RMA:

1. Casper Dispatch Center
2. Cody Dispatch Center
3. Craig Dispatch Center
4. Fort Collins Dispatch Center

## **D. AREA WIDE ORDERING**

Area Wide Ordering allows dispatch centers in the RMA to order directly from Neighboring dispatch centers.

- 1) The Center Manager shall establish priorities during Preparedness Levels 1-2.
- 2) The Center Manager and the RMCG Fire Duty Officer establishes priorities through Preparedness Level 3.
- 3) The Multi-Agency Coordination Group (MAC) or RMCG establishes priorities during Preparedness Levels 4-5.
- 4) The closest forces concept will be utilized during initial attack, and when appropriate during extended attack.

## **ADJACENT DISPATCH ZONES**

The other dispatch zones adjacent to RWC are in the Eastern Great Basin Geographic Area. By agreement, adjacent dispatch centers may order directly from one another across the Geographic Area boundary (similar to the RM “Neighbor” policy). Those dispatch centers are:

1. Uinta Basin Dispatch Center
2. Teton Dispatch Center
3. Eastern Idaho Dispatch Center
4. Northern Utah Interagency Fire Center

## **E. DISPATCH BOUNDARY OPERATING PROCEDURES**

These procedures describe dispatcher actions when operations are being conducted near the dispatch center’s boundary. They are designed to help make operations of fire and aviation resources safer, and make interaction between the centers more efficient and more effective. The Dispatch Boundary Procedures are included in Appendix A.

## **F. LOCAL MULTI-AGENCY COORDINATION (MAC) GROUP**

The Rawlins Interagency Coordinating Group will function as the MAC group for this zone unless it is determined that a separate MAC group is needed. The Center Manager will function as the MAC group coordinator unless the Rawlins Interagency Coordinating Group designates someone else to fill that function. (See Multi-Agency Coordination Group in the Appendix D)

## **G. INCIDENT SUPPORT ORGANIZATION (ISO)**

Individual Units are responsible for setting up an ISO for their incidents.



## VII. DISPATCH OPERATIONS

### A. HOURS OF OPERATION

During FIRE SEASON - 0730-1800 7 days/week  
Outside fire season (WINTER) - 0800-1630 M-F

RWC will be staffed seven days a week during fire season. RWC will start seven day staffing when local or regional activity warrants or when the HDD fire resources start their seven day staffing, historically in mid-June. Seven day staffing will continue, as conditions warrant, until a season ending weather event; generally around the middle to end of October.

**There will always be someone staffing dispatch** during the regularly scheduled hours of operation and **as long as fire personnel are working on the fire line.**

#### **24 hour Staffing**

RWC will staff 24 hours a day:

1. When RWC dispatched personnel plan to be on the fire line all night
2. When requested by a RWC agency
3. When requested by Rocky Mountain Coordination Center.

Over-night staffing of dispatch may not be required, if all of the items listed below are in place:

1. Fire personnel have pulled off of the fire line and are in quarters
2. The IC, unit FMO (or duty officer), and Center Manager (or RWC duty officer) are in agreement that staffing is not needed.

**24 hour per day emergency dispatch availability** is provided by designation of RWC duty officers and using an on call phone. A call coming in after hours on the 800 telephone number is automatically forwarded to the on-call dispatcher.

24 Hour telephone # 800-295-9953

### B. DISPATCHING POLICIES

#### **1. Coordination and Information exchange**

- a. Between RWC and Fire Managers

Close coordination and communication between RWC and the Fire Managers is crucial. This can be accomplished if:

1. RWC personnel keep Fire Managers informed
2. Fire Managers keep RWC personnel informed.

- b. Among Dispatchers
  - i. Detailed briefings will be held prior to shift changes and to incoming dispatchers at the beginning of their shift of work, outlining their roles and responsibilities, fire situation, resource status, and expected length of shift.
  - ii. Each position (i.e., Logistics, Aircraft, and Intelligence) will fill out a Briefing form at the end of their shift, for the next dispatcher.
  - iii. Developed telephone procedures will be followed to ensure messages are handled appropriately.

## 2. Initial Attack Dispatching

RWC provides initial attack dispatching of Federal resources for fires on or threatening Federal lands within the RWC area. The county organizations provide their own initial attack dispatching of county resources to fires on or threatening private lands within their counties.

- a. Fires reported on or near Federal Lands within the dispatch center's area of responsibility
  - 1) Dispatch uses pre-planned dispatching guides that contain initial attack strategies for each of the predefined dispatch areas. These guides are created from the Initial Attack Plans of the participating units. They contain the types and quantities of resources that the FMOs have determined would be sufficient to control a fire in that area and fuel type, relative to each preparedness level. Additional information and procedures are also included in the guides, such as land owners, cooperators, or neighboring agencies that need to be notified, special suppression tactics, etc.
  - 2) RWC has authority to dispatch Federal fire resources as designated in the Initial Attack Plans. During the time between the initial report and the arrival of the first unit at the fire, the Initial Attack Dispatcher will be the Incident Commander, responsible to the agency Fire Management Officer or designated Duty Officer for the mobilization and coordination of initial attack resources.
  - 3) When there are multiple fire starts and/or shortages in resources, the center will shift to Priority Dispatching. (See Priority Dispatching below.)
  - 4) Fire Managers will ensure that dispatch has copies of updated Initial Attack Plans before May 1 or as updated.
- b. Reported fire is on Forest Service lands
  - 1) RWC does not dispatch for the Forest Service. The report information will be passed to the appropriate dispatch center.
  - 2) If the reported fire is on FS land but near federal lands within RWC's area of responsibility, dispatchers will follow the dispatch guides for the nearest dispatch area.
- c. Reported fire is on Private land, not near Federal lands
  - 1) Report information will be passed to the appropriate County organization.
  - 2) The county may request additional resources from RWC, when needed.

3. **Priority dispatching**

When there are shortages in resources or during periods of high fire danger with multiple fire occurrences, the Dispatch Guides will not be used for the dispatch of resources to the fire. The HDD Duty Officer will coordinate with the RWC Duty Officer and evaluate each fire report to determine the resources to be dispatched. All other information and procedures on the dispatch guides are still valid when in Priority Dispatching.

If the RWC MAC group has been activated, they will determine suppression priorities and convey to RWC what resources will be available for Initial Attack.

4. **Closest Forces Concept**

The concept of dispatching resources that are nearest to the incident, regardless of agency affiliation and land ownership, will be used to the greatest extent possible, within the limits of agreements, and agency policy.

5. **Extended Attack**

RWC will be available to all of our participating agencies for dispatch related activities associated with Extended Attack (fires that go beyond initial Attack). Those activities would include:

- a. Communication with the incident.
- b. Requests for resources (Overhead, Equipment, Aircraft, Crews, and/or supplies).
- c. Entering fire data into the SIT Report system.

6. **Adding to Dispatch Staffing**

RWC staffing will be increased as needed relative to the complexity of incidents, volume of business being handled, for extended hours of operation, or in anticipation of fire activity. The RWC Preparedness Level Plan (See Appendix B) is used as a guide to ensure that adequate dispatching services are provided to the dispatch center's customers. Staffing may also be increased for training purposes. The Center Manager or RWC Duty Officer will make staffing determinations after consultation with the appropriate Fire Managers or RWCCG.

**Militia**

Personnel that have other jobs, but assist with fire are called the **Militia**. RWC will maintain a list of these personnel, their qualifications and their availability status. RWC will actively work to recruit militia to help in dispatch and will provide dispatch training, both formal classes and on-the-job.

7. **Expanded Dispatch for Incident Management Teams**

An Expanded Dispatch organization is generally used when a Type I, Type II, or Type III Incident Management Team is brought in to handle an incident. Expanded Dispatch is an additional dispatching unit added to separate the dispatching activities associated with that incident from the other dispatch activities. An Expanded Dispatch Plan has been created to assist with the transition to, and operation of this organization. (See Appendix)

8. **“Off” Season Dispatching**

RWC will be staffed Monday through Friday throughout the “off” season (except holidays). A duty officer will be available on weekends and after hours, through the 24 hour number. Arrangements should be made in advance if there is a need for dispatch to be staffed outside of the normal hours.

9. **Incident Dispatching**

Detailed procedures for incident dispatching can be found in the Dispatch Operating Guide.

10. **Incidents Outside of the RWC Response Area**

Incidents that are reported to RWC that are outside of RWC area of responsibility will be promptly relayed to the appropriate dispatch office or agency.

11. **Fire Lookouts**

There are no regularly staffed Fire Lookouts within the RWC area.

12. **Aerial Detection**

The fire managers will determine the need for aerial detection flights. They will communicate their needs to RWC and the Center’s aircraft dispatcher will arrange for appropriate agency approved aircraft. RWC can also assist with the coordination of aerial detection flights among the Fire Managers and with adjacent dispatch centers to maximize efficiencies, reduce duplication, and increase safety by alerting to aircraft flying along borders. Dispatchers arranging aerial missions should be aware of agency specific conditions relative to their use (ex. Aerial observer qualification requirements).

13. **Prescribed Fire**

Burn plans should be in dispatch at least seven days in advance of the start of the burn. Confirmation should follow, the day before the burn, that the burn is still scheduled. RWC will assist with the dissemination of prescribed burning information, make notifications, and compile prescribed fire information for various reports.

14. **Smoke Management**

Smoke management is generally handled by the agency fuels specialists.

**C. RESOURCES**

1. **Tracking Resources**

RWC is responsible for maintaining information on the availability, status changes, and movement of resources; and for making regular and special resource status reports within the dispatch and fire management organizations. Changes in the status of fire resources should be reported to RWC.

2. **Off-Unit /Out-of-Zone Dispatches and Assignments**

Availability of fire resources for Off-Unit assignments of all participating agencies is

maintained in the ROSS program. Individuals may be given access to ROSS to self-status. RWC operates under the assumption that appropriate permissions have been received for self statused people in ROSS. The dispatcher will notify the Unit Fire Duty Officer who will either contact the individual or request the dispatcher to directly contact the individual. Orders for crews and engines will also be filled by first contacting the appropriate Unit Fire Duty Officer. The Unit Fire Duty Officer will make the contacts of the individuals to fill the crew or staff the engine, and relay the names back to dispatch.

Crew bosses, Engine bosses and individual Overhead personnel will notify RWC when they are reassigned to new incidents. This will assist in locating individuals if needed for family emergencies or other critical reasons.

A copy of resource orders will be sent to Wyoming State Forestry Headquarters when Wyoming State Forestry Division resources or County resources are dispatched out of zone, or placed on resource orders within the zone.

### 3. **Chief-of-Party**

A chief-of-party will be designated when dispatching personnel out of area, and will be responsible for the group. The chief-of-party will be given manifests, travel arrangements, contacts, etc. The chief-of-party will keep RWC informed of changes in travel itinerary. (See Chief-of-Party Guide for details.)

### 4. **Contract Resources**

The use of contract crews or equipment, and Incident Blanket Purchase Agreements (I-BPA) resources will be approved by the appropriate Fire Manager prior to ordering. All requests for contract resources to be used on incidents will be made through RWC. RWC will follow current guidelines (such as Dispatch Priority Lists) for ordering contract resources.

## D. **INFORMATION MANAGEMENT**

### 1. **Directories and Telephone Numbers Policy**

RWC maintains directories containing telephone numbers of agency personnel, neighboring agencies, cooperators, and home phone numbers for key personnel. This information is checked annually, in the spring, and is also updated as information changes. **Home telephone numbers are considered sensitive information and are not to be given out to unauthorized personnel.**

### 2. **Daily Situation Reports**

#### a. **Morning Status**

Fire Managers will ensure that their morning resource status is updated on the RWC web page in a timely manner. This information is needed by 1000 each day. Note: the morning status can be sent by E-mail the previous day, provided changes are reported to dispatch by 1000.

**b. SIT Report**

RWC will input fire occurrence and prescribed fire data, fire danger ratings, Preparedness levels, and resource availability into the Situation (SIT) Report for the participating units.

**4. Fire Weather Dissemination**

During identified fire season, RWC will read the fire weather over the radio system at 16:30 hrs, and at *any* PL where critical fire weather is approaching or pending. Resources in the field will be required to call back with confirmation of fire weather. Fire weather watches and warnings will be read on the radio as soon as they are received from the National Weather Service. Spot weather forecasts will be disseminated as requested by the ordering party. Fire resources in the field will acknowledge receiving these weather watches and warnings on the radio after they are read.

**5. Visual Display**

RWC maintains a visual display of fire information and resource status using wall maps and status boards.

**6. Public Information**

Dissemination of information to the public regarding current fire activity, fire danger adjective (LOW, MODERATE, etc.), closures and restrictions, large fire situations, are all handled by the agency public affairs/information officers, although some of this information is available to the public on the RWC web page. RWC provides regular updates to these information officers, as well as additional information as requested. All requests for information that come into RWC from the media will be forwarded to the appropriate agency information officer or the Center Manager, if a public affairs person is not available.

**7. Fire Danger Ratings**

RWC handles the daily conversion of data from the Remote Automated Weather Stations (RAWS) into the Weather Information Management System (WIMS), which generates fire indices. These indices are used to generate the fire danger ratings, staffing levels and the dispatch zone preparedness levels. This information is entered into SIT reports and the RWC Morning Report, both of which are available on the RWC web page. The web page also has a link to the National Fire Danger web page.

**8. Zone Fire Danger Plan**

The Zone Fire Danger Plan is available for review in dispatch.

**9. Preparedness Levels**

The dispatch center preparedness plan is in Appendix B.

## **10. Fire Restrictions**

Fire Restrictions will be implemented according to the Wyoming Interagency Fire Restriction Plan. RWC will maintain information on participating units' fire restrictions. See the link on the RWC web page for the fire restriction plan and current fire restrictions.

## **11. RWC Internet Page**

The RWC web page is intended to be a source of wildland fire related information for our customers. Please contact the Center Manager with comments on the web page or additional suggestions for the web page.

RWC internet address: [http://gacc.nifc.gov/rmcc/dispatch\\_centers/r2rwc/rwc.htm](http://gacc.nifc.gov/rmcc/dispatch_centers/r2rwc/rwc.htm)

## **12. Statistical Fire Reports**

### **a. Bureau of Land Management (BLM)**

Statistical fires will be reported by RWC in the daily SIT Report. Fire report information is completed by the IC or BLM representative. It is checked by the FOS and then sent to RWC to be entered into the Fire Occurrence System data base.

### **a. Seedskaadee National Wildlife Refuge**

USFWS statistical fires will be reported by RWC in the daily SIT Report. Agency fire reports will be handled by the Fish and Wildlife personnel.

### **b. Fossil Butte NM**

Statistical fires will be reported by RWC in the daily SIT Report. National Park Service personnel will handle agency fire reports.

### **c. Wyoming State Forestry Division**

Statistical fires will be reported by RWC in the daily SIT Report. A copy of the fire information will be furnished to the District Forester within 15 days after a fire is declared out.

### **d. Counties**

Counties within the dispatch area will report fires to RWC to be entered into the daily SIT report.

## E. AVIATION

RWC will coordinate aviation activities for the dispatch zone cooperators and will provide the following service for fire and resource project flights:

1. Flight scheduling and ordering of aviation resources.
2. Flight following for aviation resources within the dispatch zone.
3. Initiation of Aviation Incident/Accident procedures.
4. Airspace coordination.
5. Coordination of aviation activities with adjacent dispatch centers.

RWC maintains current copies of relevant aviation plans and keeps abreast of changes in aviation policy. RWC updates the RWC Aircraft Accident/Incident Response Guide annually, or more frequently if needed.

## F. NON-FIRE DISPATCHING

### 1. ADMINISTRATIVE TRACKING

RWC assists with administrative tracking for the Field Office personnel as requested. A sign-out board on the Rawlins Field Office computer system and regularly scheduled check-ins by Field Office Personnel are used to help increase the safety of field going personnel.

### 2. LAW ENFORCEMENT SUPPORT

RWC support for agency law enforcement is primarily tracking officers, which occurs only upon request. Personnel in the field can use RWC to relay law enforcement questions to the Supervisory Law Enforcement Officer, or other law enforcement officers and/or to other agency contacts. RWC may also work with local law enforcement, upon request, for search and rescue, or other emergencies.

### 3. EMERGENCIES OTHER THAN FIRE

RWC will be available to assist, as needed, with whatever situations that might arise. This could include, but is not necessarily limited to, search and rescue, medical emergencies, natural disasters, or hazardous materials spills. Separate incidents will be created for emergency situations that occur on incidents. This will help consolidate documentation for the emergency. **Life threatening situations will always have priority over other activities.**

#### a. Search and Rescue

When a search or rescue is requested, RWC will contact the Unit Search and Rescue Coordinator, and/or the county sheriff, as outlined in the appropriate agency or unit Search and Rescue Plan. RWC will assist with search and rescue operations as needed and as requested by the Unit Search and Rescue Coordinators and/or county sheriff departments.



**b. Aircraft Mishaps**

RWC has the responsibility of initiating actions in response to aircraft mishaps with aircraft under its control. Dispatchers will familiarize themselves with the RWC Aircraft Accident/Incident Response Guide and will ensure that it is readily accessible. It is extremely important that the procedures in this guide be followed and properly documented.

**c. Hazardous Materials Incidents**

RWC will follow the procedures outlined in the appropriate agency or unit Hazardous Materials Incident Plans.

**d. Medical Emergencies**

RWC will assist with medical emergencies as needed and requested. Emergency Medical evacuation procedures will be updated at least annually. The procedures include maps for determining which Medivac unit is closest and have the quickest response time. RWC will coordinate flight requests with the appropriate county agency.

**e. Natural Disasters**

RWC will assist with disaster relief efforts as needed and requested by relief agencies. RWC has emergency plans on file for specific dams. Dispatchers will familiarize themselves with these plans and will ensure these plans are readily accessible.

**F. CONTINUATION OF OPERATIONS**

- a. RWC personnel have developed a Continuation of Operations Plan (COOP) which includes details of the center personnel's actions when there are equipment failures (ex., radios, telephones, or computers), power outages, natural disasters or other situations that could cause a need to evacuate the dispatch office or could cause the center to be unusable.

**VIII. COMMUNICATION SYSTEMS**

**A. RADIO SYSTEMS**

There are six consoles in the dispatch office. Dispatchers will manage radio traffic and frequency use to maximize effectiveness and reduce conflicts.

Field units will notify RWC of any radio problems as well as contacting the appropriate radio technician. RWC will follow agency procedures for documenting radio problems and seeking remedies.

RWC has access to WyoLink. A dedicated talk group (BLM Hddf) may be used for communication with the dispatch center.

**B. TELEPHONE AND FAX**

RWC can be contacted via commercial and internal dialing phone systems. Telephone numbers for RWC, RWC fax, the duty officer cell phone, and the names of center personnel are published annually in the RWC Directory. An on-call cell phone is used to ensure 24 hour availability of assistance from RWC.

**C. COMPUTERS**

1. BLM Computer System
2. This system gives RWC access to the BLM networks, various fire and dispatching applications, and to the Internet.
3. Electronic Mail
  - a. RWC uses a Bison connect email address, BLM\_WY\_RWC\_Dispatch@BLM.gov

# Appendix A

## DISPATCH BOUNDARY NOTIFICATIONS

A boundary between adjacent Dispatch Centers creates the potential for two or more Dispatch Centers to conduct simultaneous, uncoordinated suppression operations. This could put the responding resources at risk. It also reduces the effectiveness of Initial Attack resources.

In order to Increase the safety of wildland fire suppression resources, and Provide more cost effective protection of the Public Lands by reducing responses from multiple dispatch centers. The following procedures are recommended:

### A. Border Fires/Smoke Reports

RWC will notify the adjacent Dispatch Centers when they receive fire or smoke reports located within the adjacent center's area of response or *within 6 nautical miles* of the boundary between the two centers (BOUNDARY AREA).

1. Call the adjacent Dispatch Center.
2. Ask if they have any fires in the area. If yes, go to step #3 through step #7. If no, go to step #7.
3. Get the lat/long of fire.
4. Ask if prescribed or wildfire.
5. Ask what resources they have, size of wildfire, and if they need assistance.
6. Notify CM or ACM and Duty Officer.
7. A new incident in WildCAD should have already been started, if not, start one. (If adjacent center is already has a fire going, set incident type as smoke report; neighboring center.)
8. Tell the adjacent center of the report we have received and give them information you were given and tell them what resources you are sending.
9. Ask if they will be sending resources; if they are get the engine numbers to relay to our responders.
10. Tell the adjacent center you will send them a **fax** with more information.
11. Fill out the Boundary Area Notification form. (Located at S:/Fire/Rawlins Dispatch/Forms/2016 Forms/Boundary Notification)
12. Fax form to adjacent center.

### B. Border Aviation Activities

RWC will notify the adjacent center when aviation operations are being conducted within the Boundary Area of *6 nautical miles*. Flight Following and operational frequencies will be determined and that information will be passed to the pilots and ground personnel.

RWC will also notify adjacent centers when TFRs are being established near or in the Boundary Area.

**C. Fire Dispatching Responsibility**

Dispatching responsibilities for fires within the Boundary Area will fall on the Dispatch Center whose Agency unit has jurisdiction. If the adjacent Center has better communications with the fire, a request for them to dispatch for that incident should be made. The fire's Incident Commander, agency Duty Officer, and the two Dispatch Centers will discuss the situation and decide on the best procedure, if the need arises. If the fire burns across the shared dispatch boundary, a single order point for incident resources and support will be negotiated by the involved Dispatch Center Managers and FMOs. They will determine which Dispatch Center would be the most effective based upon proportion of uncontrolled fire, workload, staffing, and management considerations.

**D. Resource Communication**

Fire Resources responding to a fire or smoke report that is determined to be within an adjacent Center's area of responsibility, will contact the adjacent center before engaging the fire, unless there are communication problems that prevent communication with the other center. (See C above)



# Rawlins Interagency Dispatch Center

1300 North Third Street

PO Box 2407

Rawlins, WY 82301

Phone: (307) 328-4393 or (800) 295-9953 Fax: (307) 328-4229

<b>Boundary Area Notification</b>		
Resource/Aircraft launched (Type and Tail#) List all:		
Mission (Smoke Report, Recon, etc.)		
Operating frequencies	A/A - A/G - Repeater -	
Descriptive Location		
Latitude/Longitude	N	W
Aircraft AFF equipped?		
Known hazards (MTR/SUA)		
TFR on order?	Yes <input type="checkbox"/> Notam#	No <input type="checkbox"/>
Dispatcher		

## Appendix B

### PREPAREDNESS PLAN

#### PREPAREDNESS LEVELS

A preparedness plan uses triggering factors (i.e., fire danger rating, resource status, fire activity) to initiate pre-planned actions. This plan is based upon the 2014 fire danger operating plan which is on file in Rawlins dispatch.

#### SPECIFIC ACTION GUIDES

Specific action guides outline individual responses to each particular preparedness level. Once a preparedness level is declared, individuals are to carry out their assignments without further notification.

#### STAFFING LEVELS

Staffing levels are used for determining Initial Attack response. This is based solely on a fire danger indices generated by WIMS.

### RWC PREPAREDNESS LEVEL DETERMINATION GUIDE

*Use these criteria as a guide to determine RWC Zone Preparedness Level*

RED FLAG Warning – bump up one level

#### **Preparedness Level 1**

Outside of traditional fire season, or pre-fire season

**or**

- NFDRS - LOW.

**and**

- Little or no fire activity.

**and**

- Few resources committed (Less than 25% of IA Resource)

#### **Preparedness Level 2**

- NFDRS – LOW to MODERATE

**and**

- Some fire activity on one or more units with the potential for Class B or C fires. No Project (Type 1, 2, or 3) fires

**and**

- Some resources committed (Less than 50% of IA Resources)

### **Preparedness Level 3**

- NFDRS – HIGH to VERY HIGH  
**and**
- Multiple IA fires and Potential for escapes to Class C or larger  
**and**
- 50 % or more local IA Resources committed.  
**and**
- Threat of more fires continues.

### **Preparedness Level 4**

- NFDRS – VERY HIGH to EXTREME  
**and**
- Multiple new starts and extended attack occurring  
**or**
- One or more Large fires (Type 1, 2, or 3) requiring resources from out of Dispatch zone..
- 75 % or more local IA resources committed.
- Resource shortages affecting Fire Management Strategies **and**  
Threat of more fires continues.

### **Preparedness Level 5**

- NFDRS – VERY HIGH to EXTREME  
**and**
- Multiple large fires (Type 1, 2 or 3)
- Most or all local IA resources committed.
- Little or no additional Resources available for IA or large fires in GACC or surrounding area  
**and**
- Threat of more fires continues.

## Appendix C



# Rawlins Interagency Dispatch Center Coordination Group Charter

BLM Wyoming, High Desert District  
NPS, Fossil Butte National Monument  
U.S. Fish and Wildlife Service  
Wyoming State Forestry Division  
Albany County  
Carbon County  
Fremont County  
Laramie County  
Lincoln County  
Sublette County  
Sweetwater County  
Teton County  
Uinta County



## **Mission Statement**

The Rawlins Interagency Dispatch Center Coordination Group (RWCCG) is established to provide interagency coordination and cooperation to wildland fire and aviation management for the Bureau of Land Management (BLM) High Desert District; National Park Service (NPS) Fossil Butte National Monument; U.S. Fish and Wildlife Service (FWS); Seedskadee National Wildlife Refuge (NWR) Complex and Arapaho National Wildlife Refuge (NWR) Complex; and the Wyoming State Forestry Division in cooperation with Albany County, Carbon County, Fremont County, Laramie County, Lincoln County, Sublette County, Sweetwater County, Teton County, and Uinta County.

The Agencies and Counties identified above share personnel, facilities, resources, and services related to wildland fire management. Information regarding shared staffing, services, facilities and resources as well as the operating cost and shared funding are described in annual operating plans that can be found in the RWC Interagency Dispatch Center AOP.

**Zone Coordinating Group:** The Interagency Dispatch Center Coordinating Groups will provide the primary coordination for interagency wildland fire activities within their respective area of influence. These groups will utilize committees and working groups as necessary to develop guidelines and procedures for coordination of fire management and fire suppression activities.

## **Purpose and Duties**

- Provide administrative support, oversight, and guidance for the dispatch center.
- Identify expectations and goals of the dispatch center.
- Provide a forum for the exchange of ideas and development of consistent policies.
- Keep the Agency Administrators informed on dispatch center activities, including identifying issues, establishing priorities, developing alternatives, and recommending a unified course of action.
- Assure that Rawlins Interagency Dispatch Center (RWC) is kept current on all program activities (i.e., fire management, aviation, fuels management).
- Review the Dispatch Center Annual Operating Plan; ensuring that it reflects the cooperating agencies' policies and local unit objectives.
- Coordinate fire management activities, including suppression, fire severity requests, fire restrictions, prescribed fire, and fire prevention.
- Provide a delegation of authority to the RWC Center Manager.
- Provide a communication link between local, state, and federal entities.
- Insure updates to RWC mobilization guide are current.
- Review annually on budget and cost share obligations for the center.
- Serve as the Multi-Agency Coordination Group (LMAC) when activated. See AOP.
- Will identify the need to establish additional committees

## **Procedures**

The Rawlins Interagency Dispatch Center Coordination Group (RWCCG) shall meet at least two times a year.

- a. The spring meeting will be held on or around April.
  - i. Review the RWC Annual Operating Plan.
  - ii. Review the dispatch center's budget and workload analysis.
  - iii. Review planned hiring and staffing
  - iv. Review significant changes to National dispatch procedures
  - v. Discuss each agencies' planned program activities for the coming fire season.
- b. The winter meeting will be held on or around October.
  - i. Review of RWCCG Charter
  - ii. Review/Update Center Manager Delegation of Authority
  - iii. Discussion of the previous fire season and Lessons Learned.
  - iv. Review the fire season statistics.
- c. A note taker will be provided by RWC. The Center Manager will be responsible for the distribution of meeting notes.

## Membership

Overall direction for the operation of RWC will be provided by the Center Manager through a delegation of authority from (RWCCG) chair. RWCCG is comprised of representatives from each of the participating agencies. There will be one Wyoming State Forestry Division representative, and HDD BLM Representative and one Park Service and one Fish and Wildlife Service, **and one County representative who represent all the counties within RWC dispatch boundaries.** The chairperson will deal with the current Center Manager regarding general and conceptual direction. The RWCCG will not be involved in the establishment of day-to-day operational procedures but will review those procedures on a continual basis.

## Chairperson

A Chairperson for the RWC Coordinating Group Committee shall be designated and is responsible for:

- Planning, coordinating and facilitating Committee meetings
- Disseminating meeting notes, draft and final documents and other information to the RWC Coordinating Group regarding proposed actions and decisions
- Communicating with the RWC Center Manager and other committee members on regular basis to identify unresolved or developing issues/problems that need the attention of the RWC Coordination Group
- Serves or delegates LMAC Group Coordinator

## RWC Executive Group

An executive group representing each agency could be called upon if the RWCCG was unable to resolve issues. Agency administrators representing each federal and state agency could be called to resolve federal and state issues within the dispatch zone. Executive group would be assembled to oversee issues when the standing board is unable to resolve conflicts between supporting agencies or when the chair deems it necessary. RWC chair will send a notification to standing board members on the need to assemble the executive group. Executive Group would consist of agency administrators from each agency on the board.

BLM – HDD Associate District Manager Adam George  
Park Service – Mack McFarland  
Wyoming State Forestry – **JT Wensmen**  
U.S. Fish and Wildlife Service – Tracy Swenson

### RWC Center Manager

The dispatch Center Manager will provide day-to-day direction and supervision of the dispatch personnel; this will include preparing shift schedules, assigning work areas, and establishing dispatch center procedures. These activities must be coordinated through the RWCCG to insure that the overall needs of each agency are met.

- Attends, plans, coordinates spring and fall RWC Coordinating Group meetings
- Attends committee meetings as requested
- Assigns a note taker for RWC Coordinating Group meetings
- Prepares RWC annual reports
- Works directly with individual agency representatives as much as possible to resolve issues/problems
- Organizes and facilitates LMAC activation

Any problem in the management of Dispatch will be directed through that agency's representative to the RWC chair who will deal directly with the Center Manager.

## Appendix D

### RAWLINS INTERAGENCY DISPATCH CENTER LOCAL MULTI-AGENCY COORDINATING GROUP (RWC LMAC)

#### Introduction

The Rawlins Interagency Dispatch Center serves the BLM High Desert District, NPS Fossil Butte National Monument, U.S. Fish and Wildlife Service, Wyoming State Forestry Division, and nine counties. On an ongoing basis, 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. As fire situations develop, which are greater than mutual aid capabilities at local unit levels, close coordination of action is essential for timely effective use of all fire-fighting resources. When the number or complexity of fire management activities and competition for resources increases significantly within the dispatch area and/or within the Rocky Mountain Geographic Area, the RWC Local Multi-Agency Coordinating Group (LMAC) may be activated.

#### MEMBERSHIP

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

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

The RWC MAC Group participants are:

- MAC Group Coordinator (Dispatch Center Manager or designee)
- BLM, High Desert District
- NPS, Fossil Butte National Monument
- U.S. Fish and Wildlife Service
- Wyoming State Forestry Division
- County Representative
  - Albany
  - Carbon
  - Fremont
  - Laramie
  - Lincoln
  - Sublette
  - Sweetwater
  - Teton
  - Uinta

The agency RWC MAC Group representatives will normally be agency line officers, FMOs or their representatives.

The MAC Group will most likely be comprised of only the affected agencies/jurisdictions, but all committee representatives are invited to participate.

Depending on the fire location and agency involvement, representatives of the following agencies may be included in the RWC MAC Group organization as liaison or primary members:

- Bureau of Reclamation
- County Government
- Wyoming Department of Home Land Security
- Wyoming National Guard
- Rural Fire Districts

## **ACTIVATION**

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

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

Preparedness Level V, LMAC is activated and daily conference calls will occur at a designated time.

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

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

## **ROLES AND RESPONSIBILITIES**

### **Local Multi-Agency Coordinating Group (LMAC) Representatives**

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

Responsibilities:

1. Prioritize incidents (see the priority/decision matrix at the end of this chapter).
2. Allocate scarce/limited resources among incidents to assure safe, productive, wildland fire management activities commensurate with the priorities identified. The LMAC at times may directly re-allocate scarce/limited resources.
3. Anticipate future resource needs.

4. Review policies/agreements for resource allocation.
5. Interact with Rocky Mountain Area MAC (RMAC) group to assess priorities for resource allocation and support the Area's resource needs.
6. Recommend staffing extension guidelines for available resources.
7. Review the need for involvement by other agencies.
8. Determine the need for and designate location(s) of mobilization and demobilization centers.
9. Provide information and perspective to agencies wishing to proceed with or implement an extended wildland fire strategy or prescribed fire application as indicated on the go/no-go checklist.
10. Improve political interfaces.

### **LMAC Coordinator**

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

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

In addition the LMAC Coordinator should keep fully informed of:

- Number and locations of significant incidents by unit
- Values at risk and special problems involved
- Name of Incident Commander on each incident and in general the capabilities of the overhead and the suppression forces assigned (personnel and equipment)
- Cooperating agencies, personnel and facilities working each fire
- News and public information facts
- Fire weather-present and long range predictions
- Probabilities for more starts
- Suppression progress on large fires and/or groups of small fires
- Depletion of local resources
- Sources of additional resources, locally, Area and Nationally
- Fire danger and status of units not actively involved with Incidents.

### **INTELLIGENCE PRODUCTS REQUIRED**

1. Resource Status – available and committed by agency (SIT report, ROSS report, ICS 209s).
2. Summary of outstanding resource requests and critical resource needs (ROSS report, ICS 209s).
3. Expected availability of resources-incidents reaching containment, available for reassignment, coming back after days off, look at neighboring dispatch centers (SIT report, daily dispatch calls).
4. Incident Status Information:
  - ICS 209 for each incident

- Geographic Area Sit Report
  - WFDSS for each new large incident
  - IAPs and Maps (if available)
  - Summary of updated information by incident (collected from IC calls, FMOs, etc)
  - GACC list of priorities
  - Press releases and fire closures
5. Assessment of current/potential fuel situation and fire behavior predictions if available.
  6. Short and long-range weather forecasts.

### **MEETING/CONFERENCE CALL PROTOCOL**

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

1. Roll Call
2. Coordination/Dispatch Center Briefing (local, area, national)
3. Fuels/Fire Behavior Briefing (if available) Rawlins Interagency Dispatch Center Mobilization Guide 2014
4. Weather Briefing
5. Prioritize/re-prioritize Incidents
6. Allocate Resources
7. Document Decisions and transmit to the field
8. Issues Discussion (round robin)
9. Evaluate the need to continue LMAC

ROCKY MOUNTAIN AREA MAC GROUP POSITION DESCRIPTIONS Refer to RMG (116-1)  
 INCIDENT SUPPORT ORGANIZATION Refer to NMG (74-15)  
 EXPANDED DISPATCH ORGANIZATION Refer to NMG (75-1)  
 TECHNICAL SUPPORT Refer to NMG (75-30)  
 ADMINISTRATIVE SUPPORT Refer to NMG (75-39)  
 MAC GROUP COORDINATOR Refer to NMG (76-1)  
 COMPLEXITY Refer to NMG (76-16)  
 EXAMPLE ORGANIZATIONS Refer to NMG (76-32)  
 INCIDENT SUPPORT ORGANIZATION, Example Refer to NMG (77)  
 INCIDENT SUPPORT ORGANIZATION, Example-Complex Incident Refer to NMG (78)

## Priority Decision Matrix (6/2011)

Incident Name				Unit		
Date		Time		Prescribed Burn		Wildland Fire
Active Suppression		Selective Holding		Monitoring		VAXWF=TP
Ranking Element	Value of 1	Value of 3	Value of 5	Assigned	Weight Factor	Total Points
Firefighter Safety	Low exposure with simple hazards easily migrated. <b>One or no aircraft assigned.</b>	Moderate exposure with several hazardous conditions mitigated through the LCES worksheet.	High exposure which requires multiple strategies to mitigate hazards. Multiple aircraft types assigned.		5	
Public Safety	Exposure to hazard can be mitigated through public contact. No known air quality violations at <b>sensitive receptors.</b>	Public must be managed to limit hazard exposure. Air quality is degraded and approaches NAAQ violation thresholds.	Closures of highways <b>and evacuations</b> likely. Air quality at <b>sensitive receptors</b> violates NAAQs. Public exposure to hazard is imminent.		5	
Objectives	Objectives are difficult to achieve. Several conflicts between objectives <b>and constraints exist.</b>	Objectives are moderately difficult to achieve.	Objectives are easily <b>achieved.</b>		4	
Duration of Resource Commitment	Eight Days	Four to Seven Days	One to Three Days		4	
Improvements to be Protected	<b>No improvements</b> within or adjacent to the fire.	Several improvements to be protected are within or adjacent to the fire. Mitigation through planning and/or preparation is adequate. May <b>require some commitment of specialized resources.</b>	Numerous improvements within or adjacent to the fire. Severe damage is likely <b>without commitment of specialized resources with appropriate skill level.</b>		3	
Cultural and Natural Resource Values	Impacts to resources are acceptable.	Several resource values will be impacted or enhanced.	Resource benefits <b>are significant or the</b> likelihood of negative impacts is great.		4	
Social, Economic, and Political Impacts/ concerns	No controversy or media interest. No impacts to neighbors <b>or visitors.</b>	Some impact to neighbors or visitors <b>generating some controversy. Press releases are issued,</b> but no media <b>presence on fires.</b>	High impacts to neighbors results in <b>media presence</b> during fire operations. High internal and external <b>interests and concerns exist.</b>		3	
Economic Considerations	Values to be protected or treated are less than costs of <b>management action.</b>	Values to be protected or treated are equal to costs of management action.	Values to be protected or treated exceed costs of <b>management action.</b>		2	
Threats to Boundaries	Low risk of fire escaping established	Moderate risk of fire escaping established	<b>Fire is certain to</b> exceed established		3	



	perimeter and active suppression or holding is required.	perimeter and active <b>suppression or</b> holding is required.	perimeter without <b>aggressive suppression or</b> holding actions and will result in a much <b>more complex situation.</b>			
WFDSS				Yes		No
Critical Resources on Incident				Yes		No
TOTAL PRIORITY POINTS						
MAC Group Priority Ranking						