

**JOINT POWERS OPERATING PLAN  
GILA-LAS CRUCES ZONE  
January, 2007**

This plan is in effect for three years or until otherwise revised.



**APPROVED BY:**

\_\_\_\_\_  
DATE \_\_\_\_\_  
Forest Supervisor  
Gila National Forest  
US Forest Service

\_\_\_\_\_  
DATE \_\_\_\_\_  
District Manager  
Las Cruces District  
Bureau of Land Management

\_\_\_\_\_  
DATE \_\_\_\_\_  
Field Office Manager  
Socorro Field Office  
Bureau of Land Management

\_\_\_\_\_  
DATE \_\_\_\_\_  
District Forester  
Socorro District  
New Mexico Forestry Division

\_\_\_\_\_  
DATE \_\_\_\_\_  
Refuge Manager  
Bosque del Apache National Wildlife Refuge  
U.S. Fish and Wildlife Service

\_\_\_\_\_  
DATE \_\_\_\_\_  
Refuge Manager  
Sevilleta National Wildlife Refuge  
U.S. Fish and Wildlife Service

**JOINT POWERS OPERATING PLAN**

This Operating Plan is between the United States Department of Interior; Bureau of Land Management (BLM), Fish and Wildlife Service (FWS), the United States Department of Agriculture--Forest Service (USFS), and the State of New Mexico; Energy Minerals & Natural Resources Department, Forestry Division (NMFD).

## I. AUTHORITY

The authority for Federal agencies or organizations is as follows:

U.S. Department of Agriculture--Forest Service--Section 5, Act of April 24, 1950 (16 USC 572c), the Act of June 30, 1914 (16 USC 498), and the Act of September 21, 1944 (16 USC 580), the Act of December 12, 1975 (16 USC 565a-1-3) and the Annual Department of the Interior and Related Agencies Appropriations Act.

U.S. Department of the Interior, Bureau of Land Management--42 Stat. 857; 16 USC 594; 48 Stat. 1270; 43 USC 315a, 90 Stat. 2766, 43 USC 1737.

USDI, National Park Service--16 USC 1b (1).

USDI, Bureau of Indian Affairs--42 Stat. 857; 16 USC 594; 69 Stat. 66;Section 16 of Order 2503 (Secretary of the Interior).

The authority for the New Mexico Forestry Division is as follows:

Sections 68-2-6 and 68-2-8 of the New Mexico Forest Conservation Act, NMSA, 1978 Compilation.

Authority applicable to all Federal agencies--Reciprocal Fire Protection Act of 1955 (42 USC 1856a), and the Economy Act of June 30, 1932 (31 USC 686).

Authority for this Operating Plan is derived from and part of the 1992 Joint Powers Agreement, Section 10e, General Provisions, between the above mentioned Federal and State agencies and the Interagency Agreement, effective February 20,1997 between the U.S. Department of the Interior and the U.S. Department of Agriculture, which call for the preparation and adoption of an annual operating plan.

## II. PURPOSE

The purpose of this operating plan is to establish an agreement for wildland fire initial attack procedures for the Gila-Las Cruces Zone, State of New Mexico.

## III. RESPONSIBILITY

It is mutually agreed that each party of this Operating Plan will retain ultimate responsibility for all fire suppression action on lands under its administrative jurisdiction.

A Zone Board chair rotation has been established as follows: BLM-Las Cruces, U.S. Forest Service, New Mexico State Forestry, U.S. Fish and Wildlife, and the BLM-Socorro.

### A. Zone Board Chair Responsibilities

Set up bi-annual meetings.  
Take Board issues to the SW Coordinating Group

#### IV. DEFINITIONS

A. Initial Attack is that initial suppression response to a wildland fire with whatever resources that are dispatched by the designated Initial Attack Agency within 1 hour of discovery.

B. Initial Attack Agency is each of the agencies specifically shown on the Gila-Las Cruces Zone Initial Attack Zone Map which is a part of this operating plan. Further, within the areas delineated on the map, the designated Initial Attack Agency is responsible for initial attack as defined in Item A immediately above.

C. Escaped Fire is a fire that exceeds the capabilities of the initial suppression response resources and is so declared by the Initial Attack Commander or the Initial Attack Agency dispatcher.

D. Reinforcements shall mean all forces subsequent to initial attack as defined in Item A above.

E. Initial Attack Incident Commander is the first fire qualified supervisory person to arrive at the fire, until relieved.

F. Parent Agency is that agency having ultimate responsibility for fire suppression action on lands under its jurisdiction.

G. Initial Attack Zones are mutually delineated areas with a designated Initial Attack Agency as defined in Item B above. A map of these zones is attached to and made a part of this plan. (Exhibit I)

H. Notification of Initial Attack Action is written documentation of the dispatch action following the discovery of a fire using the format in Exhibit II.

Cooperating Agencies of the Gila - Las Cruces Zone will report all incidents immediately and directly to the Silver City Interagency Dispatch Center. If a field unit takes initial attack action, it will notify the dispatcher of the fire and the action taken. All incidents outside of the respective administrative unit protection boundaries shall be reported to the dispatcher for action. The dispatcher will notify the responsible Fire Management Officer of the incident on his/her administrative unit as per the Joint Powers Agreement. Initial attack should never be delayed because of communication delays or doubts about administrative responsibility.

#### V. DESIGNATED ZONES OF RESPONSIBILITY

A. Initial attack zones have been established based on closest and available fire suppression resources, and capabilities of the designated Initial Attack agency.

The designated initial attack zones are based on historical wildland fire incidents and are agreed to be off-setting for Federal and non-Federal expenditures of funds, and thereby mutually beneficial and cost effective.

B. The designated Initial Attack Agency should make a reasonable effort to contact private land owners in advance of fire season. The objective of such contacts is to briefly explain the initial attack responsibilities and obtain gate keys or permission by the land owner to cut fences or gates for access to suppress fires. Any damage to cut fences or gates caused by such access shall be repaired following control of the fire. These contacts should be made by local unit personnel who have the assigned initial attack responsibility.

## VI. SPECIFIC PROVISIONS

### A. Initial Attack Fires

#### 1. Communication

- a. Verbal notification by the Initial Attack Agency to the parent agency will be made within 3 hours of discovery.
- b. Information identified in Exhibit II will be documented at the Dispatch Center and the parent agency will be notified.

#### 2. Coordination

- a. The Initial Attack Agency shall abide by parent agencies procedure in dealing with land ownerships and equipment use constraints involved.
- b. The Initial Attack Agency shall submit a firefighter's report to the parent agency within 5 days after the fire is declared out. Each agency is responsible to furnish all of Initial Attack Agencies with samples of the firefighter's report that is applicable.
- c. Financial Responsibility. The designated Initial Attack Agency will bear the initial attack costs unless otherwise negotiated and documented.
- d. A list of available agency resources, from the respective agencies, will be shared annually by May 1.

1. FMO's will be responsible to update this list on an annual basis.

### B. Escaped Initial Attack Fire

#### 1. Communication

- a. The Initial Attack Incident Commander shall notify the Center dispatcher when the fire has escaped initial attack.
- b. The time of escape, date, from whom, and to whom the report is made must be documented by the dispatcher, and must be reported immediately to the parent agency. See example (Exhibit III).
- c. The parent agency will initiate whatever action is necessary to suppress the fire, and assume suppression control of the fire as soon as qualified fire personnel arrive at the fire.

## 2. Coordination

The Initial Attack Agency and the parent agency will agree and document joint suppression plans including time frames and procedures for transfer of the suppression responsibility from the Initial Attack Agency to the parent agency.

## 3. Payment

- a. Upon notification of an escaped fire, the parent agency assumes fiscal responsibility as per Section B, C, and D, Item 1d of the Joint Powers Agreement.
- b. Fires that are entirely on lands under State jurisdiction: Upon notification of an escaped fire, the State will designate a controller or authorized individual to approve expenditures and fiscal responsibilities.
- c. Fire suppression costs incurred by the Initial Attack Agency after notification to the parent agency of an escaped fire and any other costs incurred at the request of the parent agency, shall be submitted as an estimate of reimbursable cost to the parent agency within 2 weeks from the time that the service was rendered. See Exhibit V.

## VII. GENERAL PROVISIONS

- A. FIRE OUT POLICY. The Initial Attack Agency will follow the policy of the parent agency. See Exhibit IV.
- B. News Releases. Involved agencies will coordinate news release items to the media pertaining to the current fire situation.
- C. Mop Up and Abandonment Checks. The Initial Attack Agency will be responsible for mop up and abandonment checks, unless otherwise negotiated. Mop up and abandonment checks for escaped fires will be determined by the parent agency.
- D. Communications Coordination.

1. All agencies, within this Agreement, are authorized to use radio frequencies of the respective agencies for cooperative fire and other non-fire emergency incidents in which they are involved.

2. Each agency will furnish reciprocal radio operational procedure training.

**E. Fire Statistics (Fire Report, Records, etc.).**

1. The origin of the fire denotes the parent agency.

2. The parent agency has the responsibility of preparing their statistical fire report. Information for this report shall be provided by the Initial Attack Agency for any fire where in the suppression responsibility is retained. At the time of transfer of suppression responsibility to a parent agency the information responsibility also transfers.

**F. Effective Date.** This plan is effective when all parties have signed this plan.

**G. Review and Revisions.**

1. This plan will be reviewed annually before March 15 of each year and shall remain in effect for three years or until it is amended.

2. Interim modifications of this plan may be made subject to agreement by all parties to correct unworkable situations.

**VIII. Silver City Interagency Dispatch Center (SCD)**

WHEREAS, the joint operations hereunder through the establishment of the Silver City Interagency Dispatch Center (SCD) are intended to permit economical joint use of facilities and Interagency resources for emergency response to incidents of all natures.

NOW, THEREFORE, IT IS AGREED THAT:

**A. THE FOREST SERVICE WILL:**

1. Provide the necessary space at 3005 E. Camino Del Bosque Silver City, N.M. to house the Silver City Interagency Dispatch Center (SCD) facility.

2. Provide clerical assistance for the facility.

3. Provide Dispatch Center Manager, dispatcher, and assistant dispatcher.

4. Provide computer and FAX capability.

5. Provide a relief Dispatch Center Manager in rotation with BLM, and N.M.F.D.

**B. THE BUREAU OF LAND MANAGEMENT WILL:**

1. Provide a permanent full time dispatcher and assistant as needed.
2. Provide a relief Dispatch Center Manager in rotation with Forest Service.
3. Maintain the radio hook-up between BLM and Forest Service.
4. Provide a FAX at El Paso Staging Area and 1-800 inward accessing telephone line for fire reporting and resource tracking.
5. Provide a Buying Unit in the Las Cruces area on an as needed basis.
6. Staff and operate the El Paso Staging Area. (See Item D.9.).

**C. NEW MEXICO FORESTRY DIVISION WILL.**

1. Provide seasonal dispatcher for Silver City Interagency Dispatch Center as per Amendment 1 and/or yearly preparedness funding.
2. Provide fill-in clerical assistance when requested.
3. Maintain state radio contact with the zone center.
4. Liaison with volunteer, municipal, and rural fire departments as well as and New Mexico Resource Mobilization Plan (RMP) resources.

**E. DISPATCH CENTER MANAGEMENT:**

1. The Center Manager is responsible to the Board of Directors, supervises all Interagency Dispatch Center activities and personnel, serves as Incident Information Officer and is responsible for day to day operations at the Dispatch Center. Establishes an expanded dispatch organization as appropriate.
2. A Dispatch Center Coordinating Group is established and will consist of the Center Manager, representing the Fire Management Officers from each of the other respective agencies to this operating plan, and the Center Dispatchers. This group will provide backup for the Center Manager and personnel to meet operational needs of the Dispatch Center, relief of Manager, I.I.O. etc., and will coordinate Interagency activities during periods of multiple incidents as requested by GLCZ Chair or Board of Directors, and will make recommendations to the Board of Directors in program objectives, budget, and items requiring change in policy.

3. The Interagency Zone Board of Directors will be established with a representative from each agency to this operating plan. They will establish policy guidelines and broad general direction for the operation of the Interagency Dispatch Center, prepare for approved operating plans, etc. and be available to the Center Manager for guidance and counsel, when needed.
4. SCD Dispatchers will supervise assistant dispatchers, dispatch personnel, equipment, and supplies, follow interagency dispatching plan and guidelines, and provide support dispatching capability as needed.
5. All parties shall not be bound to make any expenditures under the terms of this agreement except as sums are appropriated by the Congress of the United States, or which may otherwise be made available.
6. Each agency will cover costs for items as listed in Exhibit XI.
7. Annually, prior to March 1, all parties to this agreement will review the benefits and responsibilities of each agency to assure that this operating plan is mutually beneficial.
8. Publish an annual situation report of SCD operations.
9. The terms of this operating plan may be modified by written agreement here by mutual consent of the parties.
10. Each agency will provide for and maintain office furniture, machines and equipment, and radio communication systems.
11. Signs will reflect the Interagency nature of the Dispatch Center.
12. In the event of damage to the premises or loss of property, the agencies will make settlement in accordance with laws and regulations of the respective agencies.
13. The Dispatch Center Manager will supervise all Interagency activities at the Center.
14. This Operating Plan shall become effective upon the date of approval of all agencies party to the Plan.

**F. INTERAGENCY DISPATCHING:**

1. Reporting of Incidents/Initial Attack Dispatching: All incidents will be reported immediately and directly to a Center dispatcher. If a field unit takes initial attack action, it will notify the dispatcher of the fire and the action taken. All incidents outside of the respective administrative unit protection boundaries shall be reported to the dispatcher for action. The Dispatcher will notify the responsible Fire Management Officer of the incident on his administrative unit as per the Annual Operating Plan of the Joint Powers

Agreement. Initial attack should never be delayed because of communication delays or doubts about administrative responsibility.

A going incident will be given priority. All fire fighters and equipment necessary for control of a fire may be utilized.

The dispatcher will be advised of the issuance of burning permits and will notify concerned cooperators of the date, time and place of the burning.

2. Aerial Fire Detection: All requests for aerial detection for on-going incidents or after thunderstorms should originate from the field unit and will be placed through the dispatcher. The dispatcher will initiate an aerial reconnaissance flight if it is determined that the combined impact on multiple units justify the flight.

3. Closest Force Utilization: To the extent authorized by each agency the closest suppression force may be dispatched for initial attack. Any follow-up action beyond initial attack should be dispatched through the Interagency dispatcher from the agency having jurisdictional responsibility. When other agency forces can make initial attack faster than forces of the agency with the primary protection responsibility, the dispatcher may request their forces and equipment. Upon arrival at the incident, the responsible agency will assume command, unless otherwise instructed, utilizing all forces on the incident. Outside agency personnel and equipment will be used as needed unless a request is made for their early release. The dispatcher will utilize the established IQCS system.

4. Ordering of Resources for Incidents: All orders for reinforcements and fire cache equipment and supplies, for incidents, will be placed through the Dispatch Center.

5. Air Tanker Dispatching: All air tanker and lead plane requests will be placed through the Center dispatcher. The dispatcher will dispatch air tankers based on guidelines issued by each agency. All requests for air tankers will be honored on a first come first serve basis unless multiple requests require the establishment of priorities.

6. Helicopter Dispatching: All dispatch of the helicopters and helicopter crews will be placed through the Center dispatcher in accordance with guidelines set by each agency.

7. Off Unit Assignment of Overhead: All overhead requests will be processed through the Center dispatcher in accordance with guidelines set by each agency.

8. Dispatch of Incident Supplies: All dispatch of incident supplies will be placed through the Center dispatcher.

**G. WILDLAND/URBAN INTERFACE RESPONSIBILITIES AND DISPATCH PROCEDURES:**

1. Responsibilities and Dispatch Procedures: The Federal Wildland Fire Management Policy states that federal agencies may assist with exterior structural suppression activities under formal Fire Protection Agreements that specify the mutual responsibilities of the partners, including funding.

- a. UFD/RFD/MFD's can request BLM, FS, and NMFD assistance for wildland fire suppression only.
- b. BLM, FS, and NMFD resources cannot assist with structural fire fighting.
- c. Under Planning levels III, IV, & V, structure and wildland firefighting will be jointly dispatched where the Urban Interface is threatened. All expenses will be charged to incident threatening Urban Interface areas.
- d. Structure firefighting resources UFD, RFD, MFD primary responsibility will be protection of lives, and improvements structures.

2. Risk Ratings, Analysis etc.:

All risk ratings and fire program analysis will be shared as much as possible following agency guidelines. The Zone will coordinate with all local government and Local Emergency Planning Committees (LEPC) as much as possible.

#### H. ZONE COORDINATION GROUP:

1. The Zone Board Chairperson will initiate a conference call schedule with the Zone Coordination Group (BLM, FS, and NMFD) as needed.
2. The zone conference call will take place no later than 1000.

#### I. OPERATION OF THE EL PASO STAGING AREA:

All requests for the activation of the El Paso Staging Area will be made through Silver City Dispatch Center. El Paso Staging Area should only be activated when the demand for resources reaches a point that the requesting agency can no longer handle the necessary transportation and logistical arrangements on their own. Typically, a Type 1 or Type 2 incident in New Mexico would generate the amount of activity that would warrant opening the El Paso Staging Area.

1. The Southwest Area Coordination Center will:

- a. By resource order to SCD, request activation of the El Paso Staging Area.
- b. Will advise SCD of any support needed by charter or contract aircraft/flight crews.
- c. Will provide SCD with any information concerning resources that will either be departing or returning through the El Paso Staging Area.

- d. Will advise recruiting units to have resources at the staging area at a specified time and, when possible, no more than one (1) hour prior to scheduled departure.
  - e. Will advise SCD of any resources using the El Paso Staging Area, even if the staging area is not expected to provide assistance. This will allow SCD information to better respond to a situation that might arise. This should be standard operating procedure.
2. The Pecos Valley Zone, working through the Alamogordo Dispatch Center will:
- a. By resource order to SCD, request activation of the El Paso Staging Area.
  - b. Will handle all the flow of information and resource orders between the zone expanded and the Staging Area directly.
  - c. When the Staging Area is no longer needed, the resource order will be closed through SCD.
3. The El Paso Staging Area:
- a. Will not assume the responsibility of the recruiting unit for screening and outfitting the resources (ie. no boots, gloves, etc.). Any discrepancies noted will be brought to the attention of Expanded Dispatch Coordinator for documentation and a decision.
  - b. Will ensure that personnel are reminded not to have fuses in their packs and that any equipment with fuel tanks and fuel carrying containers are emptied and purged prior to loading on aircraft.
  - c. Will be responsible for completing the body, cargo and total weight portions of the manifest. All other areas of the manifest will be the responsibility of the recruiting unit.
  - d. Will collect all keys for all vehicles remaining at the staging area.
  - e. Will inform incoming resources as to where they should stay, in order that the staging area personnel can find the resources so they can be moved out rapidly when required.
  - f. Will be responsible for feeding crews as needed through mobilization and demobilization.
  - g. Will be responsible for all media contact at the Staging Area. Media personnel will check in with the Staging Area Manager upon arrival. All movement or

discussion with firefighters or staging personnel must be cleared with the Staging Area Manager prior to any interviews.

4. The Silver City Interagency Dispatch Center:

- a. Will notify the LCDO FMO when an order for the Staging Area is expected to be received.
- b. Will process the resource orders for the initial personnel for El Paso Staging Area.
- c. Will assist as needed to assure the Staging Area is operational in a timely manner.
- d. Will provide SWCC with all pertinent information concerning resources.
- e. Will provide both SWCC and the home (recruiting) unit with travel information on resources passing through during demobilization.

5. Las Cruces District Office:

- a. Will set up office space for staging area personnel through one of the local hotels near the El Paso Airport.
- b. Will provide indoor space for crews prior to departing, either for mobilization or demobilization.
- c. Will attempt to provide a Staging Area Manager.
- d. Will make all necessary arrangements for airport security clearance.
- e. Will act as liaison for the El Paso Staging Area and the El Paso International Airport management.
- f. Will provide someone with purchasing authority and will maintain a list of BLM employees who are willing to assist as drivers, support dispatchers, and
- g. The LCDO FMO will assist SCD or ADC by making contacts, hiring AD's as needed, making logistical arrangements, and tracking resources up until the Staging Area Manager is in place and operations are running smoothly.

J. Zone Training: RX/Wildland Fire Training.

1. All fire training in the Gila - Las Cruces Zone will be coordinated through the training officer.

2. Training needs and priorities for training to be conducted in the Zone during the ensuing year will be determined at the spring Zone meeting by the Zone Board.

3. All wildland fire training for VFD's/RFD's/MFD's volunteer fire departments should be coordinated through the N.M. Forestry Division.

K. Smoke Management

1. The Gila-Las Cruces Zone will follow all guidelines set forth in the NMED Smoke Management MOU. Copies of this MOU are on file at the participating agency offices and at the Dispatch Center Office in Silver City. A visual burn unit display is located in the Zone Office.

L. National Weather Service Cooperation

1. Spot Forecast Procedures are established through the Silver City Interagency Dispatch Center.

2. OJT for National Weather Service Forecasters will be provided.

M. Wildland Fire Prevention Activities

Wildland fire prevention activities will be interagency in scope to the extent possible.

Each agency should provide an agency prevention spokes person.

A zone prevention group made up of these individuals will be activated as needed.

N. Use of SDC on prescribed burns will follow the same procedures as established in wildland fire operations.

O. Fire Restrictions

Fire restrictions must be coordinated zone wide. Notification of intended restrictions must be provided to the Zone Board prior to implementation.

Agency news releases within Zone must be consistent with each other.

P. Development and Management of a Gila/Las Cruces Zone Interagency Type III "Zone Only" Incident Management Team

All agencies within the zone will work to develop at least one (1) and possibly two (2) Type III pre-selected Incident Management Teams that can be used by all cooperators in the zone on wildfires that warrant their use when possible and practical. This team will be interagency in scope and structure and will be made up of qualified individuals representing the four (4)

signatory agencies. (fire department personnel will be listed as a NM Forestry Division Resource).

The key positions will be: Type III IC, Safety, Operations Section Chief, Logistics Section Chief, Finance Section Chief, Public Information, Division Group Supervisor (2), Air Attack Group Supervisor.

Each agency will provide at least one employee to fill these positions. Alternates will be selected in case primaries are un-available or on other assignments. Nominations will be submitted to the Zone Board Chair by the February 1 of each year, with selection of team members at the spring Zone Coordination Meeting.

Type III Team coordination will be rotated similar to the Zone Board Chair rotation so that not one agency is responsible for recruitment and organization every year. Coordination will be linked to rotation of Zone Board Chairman ( see Section III A above)

Q. Use of New Mexico Resource Mobilization Plan (RMO) Resources.

The zone will work to enroll, train and utilize New Mexico Resource Mobilization Plan wherever and whenever possible. New Mexico Forestry Division will provide the Dispatch Center with yearly RMP manuals that govern the use of these resources and will assist the Dispatch Center with dispatch and demobilization by providing an agency/RMP Liaison with each order.

All agencies will also assist the NM Forestry Division in recruitment, training and experience to improve local resource response, safety and professionalism.

**EXHIBITS**

- I. Gila Unit Initial Attack Zone Map(s)
- II. Notification of Initial Attack Action
- III. Notification of an Escaped Fire
- IV. Fire Out Policies
- V. Estimated Obligations Report
- X. List of Cooperating Agencies in Gila-Las Cruces Zone.
- XI. Major Responsibilities By Unit
- XII. Dispatchers Responsibilities
- XIII. Type III Team MOU and Procedures
- XIV. New Mexico RMP Procedures
- XV. Agency Frequency List
- XVI. Interagency Prevention Activities

**EXHIBIT II**

NOTIFICATION OF INITIAL ATTACK ACTION

1. TO (Parent Agency):
2. FROM (Initial Attack Agency):
3. BY (Dispatcher):
4. DATE OF DISCOVERY:
5. TIME OF DISCOVERY:
6. LAND STATUS:
7. LEGAL: Township:\_\_\_\_\_Range:\_\_\_\_\_Section:\_\_\_\_\_
8. GENERAL LOCATION:
9. SIZE:
10. COVER (Fuels):
11. GENERAL FIRE BEHAVIOR:
12. CAUSE:
13. RESOURCES RESPONDING AND TIME OF DISPATCH:
14. RECEIVE BY (Parent Agency):
15. DATE OF NOTIFICATION:
16. TIME OF NOTIFICATION:
17. REMARKS:

**EXHIBIT III**

NOTIFICATION OF AN ESCAPED FIRE

1. TO (Parent Agency):
2. FROM (Initial Attack Agency and Individual):
3. BY (Dispatcher):
4. FIRE NAME:
5. LEGAL: Township:\_\_\_\_\_Range:\_\_\_\_\_Section:\_\_\_\_\_
6. DATE OF ESCAPE:
7. TIME OF ESCAPE:
8. SIZE:
9. RECEIVE BY (Parent Agency):
10. DATE OF NOTIFICATION:
11. TIME OF NOTIFICATION:
12. REMARKS:

**EXHIBIT IV**

**FIRE OUT POLICY**

Forest Service: Fires will not be abandoned until dead out. Personnel will remain on all fires through the burning period after the last smoke, or until declared dead out. The Incident Commander will contact the District concerned and give his name and the time the fire was declared out. The above policy will be followed unless otherwise advised by the District Ranger, District FMO or their acting.

Bureau of Land Management: A fire will not be abandoned until at least 1-hour has passed since the last hot spot was extinguished. A check of the fire will be made within 24 hours after it was abandoned to check for hot spots, and if no hot spots are found the fire will be declared out.

New Mexico Forestry Division: A fire will not be abandoned until at least 1-hour has passed since the last hot spot was extinguished. A check of the fire will be made within 24 hours after it was abandoned to check for hot spots, and if no hot spots are found the fire will be declared out.

**EXHIBIT V**

ESTIMATED OBLIGATIONS REPORTS ( FIRE COST)

**EXHIBIT X**

LIST OF COOPERATIVE AGENCIES IN GILA-LAS CRUCES ZONE

U.S. Department of Agriculture, Forest Service  
Gila National Forest  
3005 E. Camino Del Bosque  
Silver City, New Mexico 88061  
Phone (505) 388-8350

U.S. Department of Interior  
Bureau of Land Management  
Las Cruces Field Office  
1800 Marquess  
Las Cruces, New Mexico 88005  
Phone (505) 525-4305

U.S. Department of Interior  
Bureau of Land Management  
Socorro Field Office  
198 Neel Avenue NW  
Socorro, New Mexico 87801  
Phone (505) 835-0412

State of New Mexico  
Energy, Minerals and Natural Resources Department  
Forestry Division  
Socorro District  
HC 32, Box 2  
Socorro, New Mexico 87801  
Phone (505) 835-9359  
Fax (505) 835-9452

## EXHIBIT XI

This exhibit is a graphic display of major responsibilities and costs contributed by each agency to the G/LC Interagency Coordination Center

ITEMS	GILA NF	BLM	NM Forestry Division
Maintenance of building & grounds	x		
Center utilities and phones	x		
Center Manager	x		
Dispatcher	x	x	
Seasonal Dispatcher	x		x
Reproduction Machine	x		
Supplies	x	x	x
IBM Computer Access	x		
Radio hook-up between agencies	x	x	x
Board of Directors	x	x	x
Radio maintenance	x	x	x
BLM IAMS	x		
FAX	x		
1-800 Inward Access		x	
Las Cruces Buying Unit		x	
El Paso Staging Area		x	
El Paso Staging FAX		x	
Liaison with Volunteer Fire Depts.			x
RAWS Stations	x	x	
PC's	x	x	

**EXHIBIT XII**

**The following are Dispatcher responsibilities in the Center:**

<b>AGENCY FIRE REPORTS</b>	<b>Lorie Hildebrand/Willie Zapata</b>
<b>DISPATCH MAP/RESPONSE AREAS</b>	<b>Willie Zapata</b>
<b>ERC SEVERITY CHART</b>	<b>Tony Diaz</b>
<b>FIRE QUALS</b>	<b>Lorie Hildebrand/Willie Zapata</b>
<b>MASTER FIRE LOG</b>	<b>Willie Zapata/Tony Diaz</b>
<b>ROSS</b>	<b>All</b>
<b>RESOURCE STATUS</b>	<b>Shelli Coman</b>
<b>WEATHER</b>	<b>All</b>
<b>ZONE TRAINING Coordinator</b>	<b>Glenda Womack</b>
<b>SITUATION REPORTS</b>	<b>All</b>

The dispatchers will assure that their assigned programs are kept current, updated as necessary, and will insure that adequate documentation is provided to enable other users to utilize the program. Documentation will be typed and kept in a central reference notebook in the Coordination Center. As the responsible person, they will become the "technical specialist" for their assigned programs.

XIV.  
Gila/Las Cruces Zone  
**Type 3 Incident Management Team Board Charter**

**I. Purpose**

The Gila/Las Cruces Zone Management Board is responsible for the selection and general management of the Gila/Las Cruces Zone Type 3 Interagency Incident Management Team. Team selections will be completed annually during a meeting arranged by the Gila/Las Cruces Zone Board Chair. The board will review the Board Charter and validate it on an annual basis.

**II. Management**

The board will consist of one representative from the USDA Forest Service, Gila/Las Cruces Zone, USDI Bureau of Land Management, and State of New Mexico EMNRD – Forestry Division.

The board will be responsible for the overall management of the Gila/Las Cruces Zone Type 3 Incident Management Team to include:

- A. Establishing team membership selection procedures
- B. Selecting team members
- C. Monitoring and evaluating performance of the team
- D. Developing team standards and guidelines
- E. Board chair will participate with the team as a liaison for all incidents requiring investigation.

**III. Team Selection**

**A. Composition**

A combination of fully qualified participants from each of the six agencies in the Gila/Las Cruces Zone will be selected for the team. However, if all agencies do not have qualified candidates, nominees from other agencies will be selected.

**B. Nominations of Available Qualified Candidates**

1. Individual agencies are responsible for providing nominations to their Gila/Las Cruces Zone Board representative.
2. It is the responsibility of the agencies to ensure that individuals nominated for a position meet the minimum training and experience qualification standards in the NWCG Wildland and Prescribed Fire Qualification System Guide, PMS 310-1 and the Gila/Las Cruces Zone Type 3 Incident Management Team Board Charter.

3. Agencies will provide a current written summary of training and experience for each individual nominated. Copies of the experience and training summaries will be available for Zone Board members to reference during the team selection process.
4. Nominee's supervisor will support and commit individual for all team activations.
5. Nominations may be made for Primary, Alternate and Trainee positions.
  - a. **Primary** – A principal team member that has agreed to the conditions placed on the position, including commitment as a dedicated team member and supervisor's approval to serve.
  - b. **Alternate** – A fully qualified individual available to serve as a backup in the event that the primary team member is not able to respond to a team activation.
  - c. **Trainee** – An individual that has met all required training elements for the position and has the appropriate **Task Book** initiated by his/her home unit.
6. Nominations will be submitted on the Type I Interagency Management Team nomination form by **Feb. 1<sup>st</sup> of each year.**

**C. Trainees**

The Zone Board will ensure that the selection and development of trainees is managed so there will be an adequate number of replacements to meet the current and future needs of the team. Primary trainees will follow the same conditions as primary team members.

**D. Team Configuration and Qualifications**

Incident Commander – **Qualified as ICT3**  
Deputy IC ( T)  
Information Officer – **Qualified as IOF3**  
Safety Officer – **Qualified as any STL or ICT4**  
Operations Section – **Qualified as DIVS + ICT3**  
Division/Group Supervisor (2) – **Qualified as DIVS**  
Planning Section – **Qualified as RESL**  
Logistics Section – **Qualified as BCMG**  
Finance Section – **Qualified as TIME + EQTR**

**E. Selection of Team Members**

1. Selections will be made from nominations presented to the Zone Board by a majority vote no later than **Feb. 15 th of each year.** . The Incident Commander will be selected prior to the team selection and will serve as a voting member of the Board during the team selection process.

2. Selections will be made in the following order:
  - a. Incident Commander (will vote on all other team members)
  - b. Safety Officer
  - c. Information Officer
  - d. Section Leaders (Plans, Finance, Logistics, Operations)
  - e. Division/Group Supervisors
  - f. Alternates (as appropriate)
  - g. Trainees (as appropriate)
3. It will be the policy of the Gila/Las Cruces Zone Interagency Incident Management Team that in order to be eligible as a primary team member, a person may not serve as a primary member on any other Incident Management Team. For special or extenuating circumstances, this requirement may be waived, for one year at a time, by a majority vote of the Zone Board.
4. The team selection process will be prior to the beginning of March of each year. The place and time will be designated by the Zone Board Chair in December to allow sufficient time for nominations to be collected.
5. The Zone Board will provide written notification of the selection of all team members. The Team will be ready for assignments no later than March 1<sup>st</sup> of each year.

#### **F. Team Activation**

The Team will normally be prepared for dispatch beginning March 1 and remain ready until July 15. These dates may be adjusted by the Zone Board as required to meet the needs of Gila/Las Cruces Zone agencies.

Ordering agency will send order to the Silver City Interagency Dispatch Center. After receiving the order, the Dispatch Center will be responsible for contacting and coordinating with the Incident Commander resource needs for the incident.

All team activations will take precedence over other fire assignments for team members.

#### **G. Free-Lancing and Availability**

When the Gila/Las Cruces Zone is in Planning Level III or higher, the primary team members may not accept an assignment that is away from their home unit. Alternates may not accept assignments away from their home unit if they are covering for the primary team member. It will be the responsibility of every team member to ensure that their position is covered if unavailable. If team member becomes unavailable, he/she must contact designated alternate and notification given to the Incident Commander and the Dispatch Center.

**H. Substandard Performance**

The Incident Commander will review cases where a team member's performance is unsatisfactory or is consistently unavailable for mobilization. Based on the review, the Incident Commander may recommend, in writing to the Zone Chair, to remove an individual from the team. The vacant position will be filled by an alternate or resource ordered until a permanent replacement is located. The Incident Commander will keep the Zone Board informed, through the Zone Chair, of all actions taken.

If the performance of the Incident Commander is unsatisfactory or is consistently unavailable for mobilization, the Incident Commander's performance will be reviewed by the Zone Board. Based on the review, the Zone Board may decide to remove the Incident Commander from the team and find a replacement.

**XV.**

**New Mexico Resource Mobilization Plan Procedures**

The Socorro District, NM Forestry Division will provide the Silver City Dispatch Center with 4 copies of the NM RMP Dispatch Plan by the beginning of April of each year.