

Question 1: How are seasonal dispatchers or expanded dispatchers trained in proper dispatch procedures for equipment? What resources should you provide to make sure they are following proper procedures?

Dispatch Center managers are responsible for briefing all dispatchers in proper procedures to follow during an incident. They should provide every dispatcher with a copy of the Southwest Area Standard Operating Procedures for Dispatching Contracted Resources or instruct them how to locate in on the SWCC website. The VIPR FAQs on the SWCC website are also a good tool.

Question 2: Under what circumstances would you assign an E# to a transport? Explain in detail.

A transport receives an E# only if ordered specifically as a transport to haul federal resources, dumpsters, or various vendors' heavy equipment. Follow instructions in SWA SOP C-9 Transportation, Lowboy (Page 22 of 24).

Read Section D.2.2 in IBPA. "Equipment under the direction of incident management personnel may not be unloaded immediately. The Contractor is responsible for all costs associated with the transport until the equipment is unloaded and the transport is released. The transport may be retained at the incident for the sole purpose of transporting the equipment that was originally ordered; the minimum daily guarantee will be paid until the transport is released. This must be documented on the shift ticket and in the Incident Action Plan. If there is no Incident Action Plan (i.e., smaller incidents) approval by the Incident Commander is acceptable. If the contractor elects to keep the transport at the incident location after it is released by the government no payment will be made."

Question 3: Do you need to order a transport for a skidder, road grader, masticator, or feller buncher? Why or why not? Are these stasured items or Fill With Agreement?

No. Look in the SWA SOP for any of these pieces of equipment and you will see a statement in red that says, "A separate order for the _____ transport is not required. See Transportation, Lowboy." You order whatever piece of heavy equipment is required and it is up to the vendor to get it to the incident. Transports are not even mentioned in the IBPA for Miscellaneous Heavy Equipment. They are Fill with Agreement (SWA SOP Page 10 of 24).

Question 4: What constitutes a transport? Is a transport used to deliver a piece of heavy equipment ever required to remain at the incident? If so When? What would it be used for? What is a transport used for when ordered separately?

A transport is both a lowboy and the tractor that pulls it. See the Heavy Equipment IBPA Section D.2.1.4 and D.2.2. Transports are ordered separately to transport other equipment. "The transport may be retained at the incident for the sole purpose of transporting the equipment that was originally ordered." "If the transport is retained by the incident for transporting other equipment, the company owning the transport must have an existing agreement issued under this solicitation, and must be ordered with a separate resource order number." In other words, make sure the transport being retained to haul someone else's equipment is listed in the Schedule of Items on the IBPA.

Question 5: Under what circumstances could you order resources not on DPL? If critical resources are already at the incident and not on any agreement, could you order them? Why or why not?

Dispatchers can order federal, state, tribal, cooperator resources, or resources contracted with other federal agencies.

Question 6: You have received an order for a Type 4 engine, but all of the engines on your DPL are Type 6? You notice that your neighboring dispatch center has a Type 4 engine on their list? Can you call that engine? Why or why not?

No. The SWA SOP Section 3.2 on Page 4 of 24 says, "After exhausting the Host Dispatch Center DPL there are three options: forward the request(s) to Neighborhood dispatch centers; forward the order to SWCC; or consider Incident Only/EERA resources" and Section 5.3 on Page 8 of 24 says, "Only make direct contact with vendors managed by your Dispatch Center. Do not make direct contract with vendors managed by other Dispatch Centers."

Question 7: Are dispatchers ever authorized to dispatch any non-federal or state owned resource that is not on an agreement? If so, name the circumstances. If not, who is authorized?

Dispatchers must never order any resource not already on an existing agreement. If other resources are required, dispatchers must contact a Procurement Unit Leader, Buying Team, or local Contracting Officer. See Section 3.6 on Page 5 of 24 of the SWA SOP.

Question 8: On what form must dispatchers document phone calls and dispatch decisions?

Document everything on the Resource Order. See VIPR/I-BPA FAQs, Page 6 of 19.

Question 9: What are the two primary considerations when deciding to accept an order from a vendor on your DPL?

Is the vendor available? Can he meet date and time needed? SWA SOP Section 5.2 Page 8 of 24 and D.6.5.1 of the IBPA.

Question 10: What is the dispatch protocol for USFS fires in R3 for engines and water tenders? That is, which resources would you call and in what order? Where can you find that information?

- 1. All available Federal Agency resources*
- 2. All available State owned AZ & NM State Forestry resources*
- 3. All available USFS contracted I-BPA resources on the Host Dispatch Center DPL*
- 4. Available Fire Department, Volunteer Fire Department, and State-contracted resources*

See SWA SOP Section 5.1 Page 7 of 24.

Scenario 1: You receive a call from operations for a Type 2 dozer during initial attack. Are you required to use the DPL? Where to you go to fill the order?

No. The SWA SOP Section 3.4 on Page 5 of 24 says, "During Initial Attack, the use of DPLs is not mandatory and dispatchers may hire the closest and/or fastest response resource. All resources used during Initial Attack must have a valid agreement with a Federal or State agency.

Scenario 2: You receive a call from Ops for a Type 2 dozer during extended attack. You know it takes a transport to get it there, so you ask whether they want a transport. Because they answer in the affirmative, you issue an E# for the dozer and another for the transport. Is that the correct action? Why or why not?

No. Vendors are responsible for transportation necessary to get their dozer to the incident. See D.2.2 of the IBPA and B-1 on Page 11 of 24 in the SWA SOP.

Scenario 3: You have an order for two trailer-mounted handwash stations so you call the first vendor on your DPL. He is able to meet date and time needed so you ask him whether he has another handwashing station. He replies in the affirmative so you ask him to bring it also because your order is for two stations. Was this the correct way to handle the order? Why or why not? Would your answer be different if you were ordering portable handwash units? Why or why not?

Dispatchers should not inquire about more resources from the same vendor. The specific resource holds the place on the DPL. Although that vendor may have another unit, it may be further down on the DPL or on another DPL altogether. You can ask for a specific number of portable handwash units because vendors quote a large number of units. There are no VINs or serial numbers to hold a place on the DPL so dispatchers may continue to call the same vendor for additional units until they exhaust what they have.

Scenario 4: You receive an order for a Type 1 dozer with a winch. You look at the DPL and the only vendor you see with a winch is #5. What do you do? Justify your response.

A winch is called an attribute in the IBPA. See the NOTE in D.6.2 of the IBPA, "For the above equipment there will be attributes identified on the dispatch priority list that may be required by the Government. These attributes will not be given points but if the attribute is specifically ordered by the Incident Management Team, a vendor that offers the attribute on their equipment shall be given preference for the order." Document in Special Needs on the Resource Order.

Scenario 5: A BIA fire crew has been ordered for a Forest Service jurisdiction fire and needs a crew carrier bus to get them there. The BIA has a bus on an EERA in the area and wants to use it to transport the crew under the Tribal Preference policy. Do you call the BIA contracted bus or do you call one from the DPL? Give the reason behind your response. When does Tribal Preference policy apply? Where can you find the right answer?

Buses are on separate agreements from crews; the two are not joined together. Because this is a USFS jurisdiction fire, tribal preference does not apply. The IBPA Section D.6.1 b says, "Tribal preference policy established within reservation jurisdiction." Dispatchers should call a bus from the DPL.

Scenario 6: A Type 6 engine from your dispatch center was demobed after 14 days on an out-of-region incident. They are on their way home when you receive a call from another out-of-region dispatch center looking for a Type 6 engine for an incident that is near the one your vendor just left. Can you call that engine and reassign them to the new incident since they are so close anyway? Why or why not? What different questions must you ask yourself to defend your response?

Maybe. DPL resources must follow NWCG work/rest guidelines, so unless they plan to replace the crew they are not eligible for reassignment. See Page 7 of 19 in the VIPR/I-BPA FAQs. Make sure the out-of-region dispatch center has first exhausted their DPL. If they have and this is not initial attack, check the date and time needed before using the close resource. It may not be first on your DPL and one higher on the list may be able to make date and time needed. IBPA D.6.7.

Scenario 7: During initial attack, the closest forces concept applies. The IC used a resource from the DPL that was ranked #3, but #1 and #2 were not used. The IC also used a resource on an incident-only EERA. Once the fire goes into extended attack, should those resources be retained or replaced? Why or why not? Who should be demobed first?

D.6.8 of the IBPA says, "The Incident Commander will determine the priority of demobilization." However, dispatchers can assist by contacting ops to remind them that they have an incident-only EERA and resources ranked further down on the DPL. The EERA should be de-mobed first because the vendor did not participate in the competition for an agreement. The lower ranked resource should also be demobed and replaced by the first resource on the DPL to help contain costs. Of course, if the IC expects the fire to end within a day or two, they may elect to keep the resources they already have. See also Part D.6.1 c of any IBPA. Document everything on the Resource Order.

Scenario 8: You have an order for a Mechanic with Service Truck, so you call the first vendor on the DPL. He tells you that his truck isn't available but he has another truck in a nearby dispatch center that he can send instead. Can you accept the other truck from this vendor? Why or why not?

No. The DPL pertains to the particular resource being called; in this case it is both the mechanic and truck. If the mechanic's truck isn't available, then the dispatcher must go to the next resource on the DPL. If there are no other resources on the local DPL, then the dispatcher may call the neighboring dispatch center to request a mechanic. If that vendor is #1 on the DPL, he may be dispatched to the incident by his host dispatch center. Dispatchers must never dispatch a resource from another dispatch center.

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