



Southwest Coordination Center Operations Guide (Appendix 3)

Equipment/Supplies

General

All requests will be through established dispatch channels. The “Closest Forces” concept will be utilized to meet date and time needed when mobilizing resources for emergency wildland fire suppression. Mobilization of equipment resources will be in this priority: 1) Agency, 2) State Owned, 3) Best Value Vendors, and 4) Cooperators (Fire Departments). Severity and project resource orders requests that will commit a resource to more than 14 days will require a completed detail request form to accompany the request. Prescribe fire requests for host Agency resources (USFS requesting USFS engines, etc.) will be honored on account of Agency cost coding and ability to pay the resources. However, cross agency requests on such projects typically require a Reimbursable Form. Consult with a coordinator in such situations.

Resource Queries in ROSS

When querying for equipment resource items, specifically engines, dozers, and water tenders, pay attention to the 2 radio buttons at the bottom right of the “other resources” tab. These 2 selections are “Government Controlled” or “CWN/Agreement.” Government Controlled should be selected first to see if there are agency resources available. If none, then select CWN/Agreement for contract resources.

Engines/Heavy Equipment

Requests for engines/heavy equipment are typically dealt with by placing the orders utilizing the “closest forces.” Keep in mind that the Southwest Area has a neighborhood ordering policy (see SW Mob Guide) and be sure and ask the ordering office if they have already shopped their neighbors. If not, we can do it for them. Consult a COD on this decision. SWCC will generally use ROSS availability to determine where to place these requests, although it is worth a phone call to offices showing none available if there are not any available in close proximity to the incident. The USFS has competitively solicited contracts



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(Best Value) and there are guidelines which need to be followed. If it is a USFS incident or the hiring mechanism is a USFS contract, Best Value guidelines apply. See the SWCC Website and locate the Best Value SOP's for more information.

Caterers and Showers

All caterer and shower requests need to come through SWCC and then placed to NICC. These resources are on National contracts and are hired at the NICC level. **All** caterer requests need an accompanying Food Service Request Form (see Southwest Mob Guide). The date and time needed on the request must match the date and time of the first meal on the form. Give the form to the COD for review prior to faxing to NICC. Shower requests also require the form to be filled prior to placement with NICC.

It is critical that a physical address, lat/long, or both be written on the form or else the order will not be processed. P.O. Boxes or general location descriptions are not acceptable.

Supplies

The Southwest Coordination Center typically does not receive a high volume of requests in the Supply category. This is due to the local dispatch centers and Incident Management Supply Units dealing direct with the caches (Prescott and Silver City). Local purchases for Non NFES items are also dealt with at the local dispatch center level. Advise the COD or EDSP if when Supply requests are placed with SWCC and they will advise you on how to proceed.

Radio Starter Systems (NFES 4390)

There are usually 2 NFES 4390 Starter Systems and 2 NFES 4312 Repeaters prepositioned at each cache (Prescott and Silver City). They are prepositioned using a "Radio Preposition" resource order. Requests for Starter Systems are required to be placed with SWCC. SWCC will notify the NIRSC CDO (208-387-5644) of the order.



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They will advise which system to assign and SWCC will then place to the appropriate cache. SWCC then needs to reorder (consult your supervisor) a Starter System from NICC to replace the one going out to an incident. Delivery of the new Starter System needs to be to the appropriate cache which filled the incident order. Check with the COD on date and time needed. Depending on Southwest fuel/weather conditions, the COD will decide whether to charter an aircraft to deliver the new system or ship via ground freight (4-7 days). When ordering a replacement system on the preposition order, the charge code of the incident which ordered the system previously needs to be entered in the special needs box of ROSS. SWCC also needs to indicate billing and shipping addresses in special needs. Here is an example of what special needs would look like for a replacement system on a preposition order:

Special Needs:

Replacing system that was sent to "XXXX Fire"

Charge shipping to "XXXX Fire" Charge code "P3XXXX"

Deliver to XXXX Fire Cache (see SW Mob Guide for **physical** addresses)

Bill to: The ordering offices' address

If the systems are not available at the Southwest Area caches, the request will be placed with NICC.

Communications Advance Teams (CAT)

A Communications Advanced Team (CAT) is typically deployed whenever an IMT is ordered. This is done on a "Communications Advance Team" resource order by SWCC. Consult the COD prior to generating requests. The team usually consists of 1-2 COMTs from a CAT member roster. Mike Hannemann or Paul Glazer must be contacted to



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determine who should be ordered so that the orders can be created as Name Requests (See COD).

When CAT teams are needed, the equipment desk will create and place the requests (Notify Overhead of this!). Frequently, the CAT members can either pick up the Starter Kit from the cache or even meet incoming charter flights with the necessary equipment. This is preferable because it can expedite incident communications, and often times the communications backbone can be in place prior to the resources that an incident management team is ordering. CAT members are to remain on a SWCC order so that they may be utilized where there is the greatest need for COMTs as new incidents occur.

More guidance on Equipment Dispatching in the Southwest can be found in the Southwest Guide for Dispatching Contracted Resources

SWCC Website > Equipment/Supplies > IBPA References