

BOULDER COUNTY  
2003  
ANNUAL OPERATING PLAN

supplementing the  
Agreement for Cooperative Wildfire Protection in Boulder County

Prepared by:

Boulder County, Boulder County Sheriff's Office  
Colorado State Forest Service, Boulder District  
Arapaho-Roosevelt National Forests, Boulder District  
Bureau of Land Management, Front Range Fire Center  
National Park Service, Rocky Mountain National Park

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## Type 3 Incident Management Team, Standard Operating Procedures

The purpose of this annual operating plan is to set forth the standard operating procedures, mutual policies, and responsibilities to implement cooperative wildland fire management on all lands within Boulder County.

This plan fulfills Item 2 of the Interagency Cooperative Fire management Agreement among Federal Land Management Agencies and the State of Colorado and Section D.1. of The Agreement for Cooperative Wildfire Protection in Boulder County.

This Plan fulfills Article I.2. of the "Emergency Fund Contract Agreement for Forest and Watershed Fire Control" between the State of Colorado and Boulder County and becomes attachment B of that agreement.

Third party beneficiary. The enforcement of the terms and conditions of this agreement and all rights of action relating to such enforcement, shall be strictly reserved to the county and the signatories to this agreement, and nothing contained in this agreement shall give or allow any claim or right of action whatsoever by any other or third person. It is the express intent of the parties to this agreement that any person receiving services or benefits under this agreement shall be deemed an incidental beneficiary only.

This plan will remain in effect until such time as it is replaced by the signed 2004 Annual Operating Plan.

## I PARTICIPANTS AND WILDLAND FIRE RESPONSIBILITIES

### A. Boulder County Sheriff's Office (B.C.S.O.)

The Boulder County Sheriff is responsible for all wildland fire management activities on private and state lands within Boulder County. By virtue of the resources of Fire Protection Districts to make initial attack, Fire Departments and Fire Protection Districts are dispatched and respond to wildland fires without regard to land jurisdiction.

In the case of federal land, excluding Rocky Mountain National Park, the responsibility of the fire protection district is to respond with the jurisdictional agency, initiate initial attack, control the fire if possible, and to call for assistance as necessary.

### B. United States Forest Service (U.S.F.S.)

The United States Forest Service is responsible for all fire management activities on National Forest lands. A U.S.F.S. land ownership map is maintained in the Situation Information Center. Due to the complex interspersing of private lands within the National Forest boundary, Boulder Communications will make initial dispatch for all wildland fires reported within the National Forest boundary according to the initial response maps.

### C. Bureau of Land Management (B.L.M.)

In Boulder County, through a cooperative agreement with the B.L.M., the U.S.F.S. has initial attack and management responsibilities, up to and including class C fires, which are identified burning on B.L.M. lands.

Due to the complex interspersing of private and B.L.M. lands, Boulder Communications will dispatch the initial attack resources as necessary and appropriate for the jurisdiction(s) affected. The U.S.F.S. will advise the B.L.M. of all fires on BLM lands, regardless of size. A B.L.M. representative will respond when deemed appropriate by the B.L.M. district office or when requested by the affected cooperators.

For large wildland fires requiring extended attack, the B.L.M. will coordinate with the U.S.F.S. fire personnel as soon as possible upon being notified.

### D. National Park Service (N.P.S.)

The National Park Service is responsible for all wildland fire management activities on Rocky Mountain National Park (R.M.N.P.) lands. R.M.N.P. will normally dispatch and make initial attack on all wildland fires reported on R.M.N.P. lands, and will also notify Boulder Communications of any fires reported near or outside the Parks boundary. Boulder Communications will notify R.M.N.P. of any reported fire affecting or threatening R.M.N.P. For fires on or approaching jurisdictional boundaries, Boulder Communications will notify all potentially affected agencies.

E. Colorado State Forest Service (C.S.F.S.)

The Colorado State Forest Service will, upon request, assist B.C.S.O. and/or Federal Agencies on wildland fires within Boulder County. Boulder Communications will notify the C.S.F.S. of all wildland fires reported in Boulder County. Upon mutual agreement of the Boulder County Sheriff or his representative and the State Forester or his representative, the C.S.F.S. will assume duties as specified under the provisions of the Emergency Fire Fund Agreement, when wildland fire(s) exceed the County's resources. B.C.S.O. may request a unified command structure on any E.F.F. fire incident. Where such unified command is not implemented the B.C.S.O. reserves the right to designate an agency liaison capable of evaluating operational tactics and local resource availability. E.F.F. fire incidents will be coordinated through Fort Collins Interagency Dispatch Center.

## II INCIDENT COMMAND SYSTEM

A. The parties to this operating plan will use a management system during all wildland fire operations that is consistent with the National Interagency Incident Management System (N.I.I.M.S.) Incident Command System.

B. Training provided by cooperators should be consistent with the requirements of the Wildland Fire Qualification System.

C. Use of initial management groups (I.M.G.'s) is encouraged on incidents that have the potential of becoming a Type III or higher incident or have a high degree of complexity.

D. Use of the Northern Colorado Cooperators Type III incident management team is encouraged on incidents that have a high degree of complexity or that has the potential of becoming a Type II or Type I incident. This management team is all risk.

## III MULTI-AGENCY COORDINATION SYSTEM (M.A.C.S.)

A. All parties to this operating plan agree that large multi-jurisdictional wildland fires within Boulder County will utilize the Multi-Agency Coordination System (M.A.C.S.).

Due to the high degree of interspersed jurisdictional boundaries within Boulder County, it is agreed that the MACS concept will not be overridden by any single agency's extended management group. The MAC System will be implemented in a single large fire incident or multiple fire incidents where multiple agencies may be impacted either financially or through resource allocation.

The degree of implementation, by the agency having primary suppression responsibility, will be based on the needs of each particular incident, but should provide at a minimum, a clear understanding of the fire situation, strategic goals and objectives, suppression plans and anticipated support needs for those agencies affected or potentially affected within Boulder County.

MACS is an information and resource support service intended to facilitate integrated action on emergencies involving multiple jurisdictions. It is designed to serve as a coordination mechanism for all types of incidents which pose a threat to public safety, including fires,

flood, wind, or other natural disaster, hazardous materials spill or civil disorder.

B. The MACS concept operates separately from the incident command system utilized for a particular incident, and is not directly involved in deciding the strategy or tactics for the incident.

C. Agencies party to the agreement will keep each other informed throughout the fire season of fire danger, suppression activities locations of personnel and equipment, including aircraft. Information regarding the resource, equipment and personnel status will be coordinated through Fort Collins Interagency Dispatch Center. After incidents where MACS is implemented or on significant incidents where multiple agencies were involved in suppression activity, there will be a debriefing with all agencies involved.

D. M.A.C. Groups may exist at various levels, from an incident, to a geographic area (e.g., the Fort Collins Dispatch Center M.A.C. Group), to regional and national levels.

E. Information on the structure and operation of a M.A.C. Group can be found in the National Interagency Incident Management's I-401 course material and various other sources.

#### IV RESOURCE REQUESTS

A. The parties to this operating plan agree to coordinate all resource requests from other cooperators to this plan as follows:

Federal: Resource requests, including air support, shall be coordinated through Fort Collins Interagency Dispatch Center.

State: Resource requests shall be coordinated through Fort Collins Interagency Dispatch Center. Requests for implementation of the Emergency Fire Fund shall be made through the Boulder District office of the C.S.F.S. All air resource requests shall be consistent with the Wildfire Emergency Response Fund and Single Engine Air Tanker guidelines, see Appendix D and Appendix E.

County: Resource requests for in-county resources shall be made through the Boulder County Sheriff's Communication's Division. All out of county requests shall be made through Fort Collins Interagency Dispatch Center. All air resource requests shall be consistent with the Wildfire Emergency Response Fund and Single Engine Air Tanker guidelines, see Appendix D and Appendix E.

B. Copies of the initial response maps shall be made available in the Boulder County Sheriff's Communication's Division, Fort Collins Interagency Dispatch Center, and the fire management office of Rocky Mountain National Park.

#### V FIRE MODES

A. The following all risk mode system is utilized in Boulder County. The mode system is discussed in depth in the Boulder County Incident Response Guidelines, a part of the Boulder County Emergency Operations Plan.

- Mode 1: Jurisdiction(s) having authority responds and handles event without requesting outside resources.
- Mode 2: Jurisdiction(s) having authority requests outside resources including mutual aid, however, retains incident command authority.
- Mode 3: Jurisdiction(s) having authority requests that the incident management authority be transferred to the Boulder County Sheriff's Office. Incident command may be transferred or a unified command may be established. Fort Collins Interagency Dispatch Center will be notified of all mode 3 fires.
- Mode 4: County agency, or unified command requests that the incident management authority be transferred to a state or federal agency.

## VI AIRCRAFT USE PROVISIONS

A. Parties to this operating plan undertaking initial attack may utilize air attack or air support before land jurisdiction is determined, when fire conditions and potential losses warrant it. Where possible, concurrence among potentially affected agencies will be obtained prior to dispatch; however, fire control actions shall not be hampered if agreement is delayed as a result of communication difficulties. The ordering agency assumes responsibility for the costs of air services under these circumstances, unless the jurisdictional agency agrees otherwise.

B. The Colorado State Legislature has created the Wildfire Emergency Response Fund (WERF) to encourage the use of air tankers and helicopters for initial attack on state and private lands. This fund provides financial support to the county for the initial load from an air tanker and the first hour of helicopter rotor time (including the pilot expense). The fund does not cover transit cost for aircraft not stationed in Colorado, lead planes, aerial observers (air attack), helitack crew time or other associated overhead expense associated with aircraft use. These additional costs are the responsibility of the ordering agency, or County.

The Initial Attack Aircraft Agreement for Wildfire Suppression (IAAA) will be considered temporarily suspended with the funding of this new program (2003) or until the proper documentation has been received and signed by all participating cooperators.

C. The Colorado State Forest Service's Single Engine Air Tanker (SE/AT) program is designed to make available to the cooperators a cost effective suppression resource. The program is particularly effective at providing quick initial attack. CSFS will rely upon cooperator requests to determine when and where the SE/AT are placed under agreement. CSFS will be responsible for the carding of the ship/pilot and all logistical and support arraignments. CSFS will cover the cost of pre-positioning flight time, standby, and any associated per diem expenses for local use under pre-determined pre-positioning criteria. CSFS will also be responsible for assuring that the SE/AT aircraft operate within all FAA,

USFS, and USDI OAS regulations.

Criteria for placing a SE/AT on standby may include the following: No measurable precipitation for 14+ days, very high fire danger predicted, a holiday or other event expected to increase human caused factors, experiencing multiple fire starts.

Once a SE/AT has been placed on contract and staged along the Northern Front Range, the CSFS will keep the Fort Collins Interagency Dispatch Center advised on any changes in status. Fort Collins Interagency Dispatch Center will disseminate this information to the remaining cooperators. The notification of a change in status should be done by means of an emergency services page and whatever process is deemed appropriate for the internal notification of USFS personnel and RMNP personnel. Emergency services personnel will notify the local agencies within Boulder County. Communication between the CSFS and the cooperators will occur prior to committing to a change in status other than mandatory days off, normal shift periods, or non-scheduled maintenance.

D. Air reconnaissance and detection will be coordinated among cooperating agencies through the Fort Collins Interagency Dispatch Center.

E. The Incident Commander or Air Tactical Group Supervisor on each fire incident will be responsible for initiating any requests for air space restrictions from the F.A.A. Such requests may be routed through the Boulder County Sheriff's Communication Center or Fort Collins Interagency Dispatch Center.

F. Air resource orders will be made through the Fort Collins Interagency Dispatch Center. The request from an authorized county representative (see below) shall satisfy the requirements of the Wildfire Emergency Response Fund (WERF) for notification of the Colorado State Forest Service that the WERF is being used. Requests will conform to the ordering procedures detailed in Appendix E. The Fort Collins Dispatch Center will notify the proper CSFS representative of the resource order.

G. Authorized County representatives are: Joe Pelle, Tom Shomaker, Charles Pringle, Denny Hopper, Larry Stern, Dave Booton, or Don Whittemore.

## VII RADIO COMMUNICATIONS

A. For the purposes of sharing radio frequencies, a cooperative agreement listing shared frequencies will be signed by each party and a copy of the FCC license and/or NTIA radio frequency authorization will be attached. Each agency will be responsible for obtaining the proper authorization to transmit on the frequency listed in the cooperative agreement. Radio frequencies specifically authorized for use will be listed in the Northern Front Range Interagency Radio Communications Plan.

## VIII FIRE PREVENTION

A. From May 15 through October 15, Boulder Communications will obtain and broadcast daily, wildland fire danger ratings and action class on fire channel Red 1. This information shall be placed on a phone recording (441-3938) at the Boulder County Sheriff's Communication's Division.

B. Cooperating agencies will keep each other informed throughout the fire season of fire danger, suppression activities, location of personnel and resources (including aircraft availability). Daily phone contact between fire operations personnel of the cooperating agencies on days with predicted Action Class V or Red Flag Alert conditions is recommended.

C. Whenever possible, fire prevention news release should be issued under the Northern Front Range Wildland Fire Cooperators. Fire prevention activities should be coordinated through the Northern Front Range Wildland Fire Cooperators, whenever possible. For dissemination to the public, action classes will be translated to adjective classes as follows:

Action Class I	Low
Action Class II	Moderate
Action Class III	High
Action Class IV	Very High
Action Class V	Extreme

D. Fire danger ratings of very high, extreme, or red flag warning will be issued to the local news media through the Northern Front Range Wildland Fire Cooperators.

E. Determining the need for restrictions on open burning and/or area closures shall be accomplished by operational personnel from each of the cooperating agencies. Criteria for such restrictions should follow the Fire Restriction and Fire Closure Criteria found in Appendix H. Whenever possible closures should be coordinated among all cooperators, unified restrictions being desirable, and unified public information disseminated under the Northern Front Range Wildland Fire Cooperators.

Fort Collins Interagency Dispatch Center shall be advised of any closure or restrictions placed upon any lands covered by this agreement.

The intent of this section is not to restrict the authority of the individual land management agencies from independently placing those timely restrictions or closures deemed necessary.

## IX FIRE INVESTIGATION/LAW ENFORCEMENT

A. The jurisdictional agency will determine immediate fire origin and cause for all wildland fires on their respective lands.

B. Civil and/or criminal follow-up will be the responsibility of the jurisdictional agency in cooperation with the B.C.S.O., if necessary.

C. For the purposes of fire closures and other law enforcement need, the U.S.F.S. and the B.C.S.O. will act under the auspices of Local Sisk Act Law Enforcement Cooperative Agreements. The N.P.S. Superintendent shall act under the auspices of Title 36 C.F.R. During fire closure on B.L.M. lands, B.L.M. may employ B.C.S.O. personnel to assist in the enforcement of closure.

D. B.C.S.O. will enforce state and/or local restrictions and closures affecting private lands.

## X REIMBURSEMENT

A. Boulder County, Arapaho/Roosevelt National Forests, Bureau of Land Management, Colorado State Forest Service, and the National Park Service operate under reimbursement conditions for wildland fire suppression costs. Jurisdictional agencies will assume the cost for authorized suppression activities. Cost for suppression of fires involving joint ownership of land will be shared, beyond the mutual aid period established in this agreement, according to the policies established by a MAC Group. Federal agencies are exempt from reimbursing one another for any and all suppression costs.

The M.A.C. Group shall be composed of the jurisdictions involved in the incident. Representing the U.S.F.S. shall be the Forest Supervisor or his designee; the C.S.F.S. shall be represented by the State Forester or his designee, the N.P.S. shall be represented by the Park Superintendent or his designee, the B.L.M. shall be represented by the District Manager or his designee, and for Boulder County the representative shall be the Board of County Commissioners or their designee.

The method of cost sharing in multi-ownership incidents will be determined by the MAC Group. Suggested methods are discussed in the NWCG Interagency Incident Business Management Handbook. (Ch 80, Sec.86)

B. When land ownership and fire suppression responsibilities have been determined, and the jurisdictional agency requests a specific firefighting force, only the requested force will be reimbursed unless otherwise agreed to in writing between all parties involved.

C. When initial attack is made by a cooperating agency for USFS or BLM owned land, there will be an eight-hour mutual aid period from the time of the arrival of the first units on the fire. Reimbursement will be based upon the guidelines in Appendix A.

D. On private land fires, fire departments or fire protection districts, and other cooperating agencies will be reimbursed for equipment and personnel for fires officially declared to be Mode 3 or Mode 4 status. Equipment belonging to the fire protection district or fire department in which the fire is located is not eligible for reimbursement on county reimbursable fires (e.g., a mode three fire or non-Emergency Fire Fund mode 4 fire).

E. For fires occurring on U.S.F.S./B.L.M. land, reimbursements will be made for fires when the conditions outlined in the mutual aid section of Appendix A have been met. All reimbursements will be made in accordance with Appendix A and Appendix B of this document. The U.S.F.S. retains final authority for adjusting reimbursement requests for their lands, in accordance with the guidelines in Appendix A.

F. Reimbursement requests from cooperating agencies will be made to the Colorado

State Forest Service on the following reimbursable fires:

- Fires on U.S.F.S or B.L.M. land that meet the criteria in Appendix A for reimbursement.
- A Mode 4 fire
- Any reimbursable fires outside of Boulder County.

The Colorado State Forest Service's guidelines for reimbursement will be followed for the above fires.

G. Reimbursement requests from cooperating agencies will be made to Boulder County on the following reimbursable fires:

- Any Mode 3 fire

Procedures for reimbursement will be determined by the incident but will typically use shift tickets/Use Invoices and Fire Fighter Time Sheets for documentation. If engines/tenders and personnel have not been included on a Cooperative Resource Rate Form, the default rates found in Appendix B will be used. Rates for other equipment will be based on State rates or negotiated at the incident.

H. The daily guaranteed rate for all equipment will become effective at the beginning of the third operational period. Prior to the third operational period, equipment will be paid for the actual number of hours documented on the shift ticket as being on-shift.

I. In the event a cooperating agency's equipment is excessively damaged or destroyed, an investigation will be conducted by the appropriate Risk Management Agency. This Risk Management Agency will investigate the circumstances surrounding the use and damage of the equipment, and make a recommendation for reimbursement, replacement, or repair.

## XI PRESCRIBED FIRE

A. All cooperators will report prescribed fire activities in Boulder County to the Boulder County Sheriff's Communication's Division and Fort Collins Interagency Dispatch Center.

B. Escaped fires resulting from prescribed fire ignited by or at the direction of one of the agencies to this agreement shall be the responsibility of that agency. All costs of suppression shall be borne by the responsible agency.

## XII SUPPORT FOR FORT COLLINS INTERAGENCY DISPATCH CENTER

All parties to this document agree that the Fort Collins Interagency Dispatch Center shall operate as a multi-agency dispatch center to coordinate wildland fire management efforts, seven days a week from May 15<sup>th</sup> through October 15<sup>th</sup>, on the Arapaho-Roosevelt National Forests and Rocky Mountain National Park.

The Boulder County Sheriff's Communication's Division shall be the primary agency for the

initial attack dispatching of in-county resources, regardless of land jurisdiction.

F.C.I.D.C. will coordinate out-of-county wildland fire suppression resources for Boulder County including air attack and provide extended attack dispatch services.

The USFS may invoice the BCSO for not more than \$2,500 by June 1st of each year for services provided by the Fort Collins Interagency Dispatch Center. These funds are for direct support of the Fort Collins Interagency Dispatch Center and are not subject to administrative overhead costs of the Arapaho/Roosevelt Forest.

This annual operating plan is agreed upon this date by;

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Joe Pelle, Sheriff  
Boulder County

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Date

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James Bedwell, Forest Supervisor  
U.S.F.S. Arapaho-Roosevelt National Forest

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Date

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Allen Owen, Boulder District Forester  
C.S.F.S.

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Date

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Vaughn Baker, Superintendent  
N.P.S. Rocky Mountain National Park

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Date

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Roy Masinton, Field Manager  
Front Range Fire Center

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Date

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Paul Danish, Chairperson  
Boulder County Commissioners

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Date

## APPENDIX A

### 2002 INITIAL ATTACK RESPONSE GUIDELINES FOR BOULDER COUNTY FIRE PROTECTION DISTRICTS RESPONDING TO ALL NATIONAL FOREST SYSTEM LANDS AND BUREAU OF LAND MANAGEMENT LANDS

All fires will receive an appropriate management response based on action class, actual and or predicted fire weather, values at risk and the designated fire management strategy options for the geographical area. (See Strategies Map)

The three management responses to a wildland fire, also called wildland fire management strategies, are direct control, perimeter control, and prescription control. All share two similar goals: to protect human safety and to manage appropriately the risks and impacts of present and future wildland fires. The management responses within the national forest boundary will consider the position of private property and the values at risk. The areas identified as direct control strategy have only that management response as an option. Perimeter control areas have direct control and perimeter control as a management response option and prescription control areas have all management responses as an option.

Direct Control is the immediate and complete extinction of a wildland fire and is usually restricted to new fire starts, to steady-state fires that have not reached large sizes, to selected portions of large fires, and to protection of critical assets such as houses. The costs, risks and implementation of direct control strategy of structure fires are shared with the local stakeholders who request the strategy. Suppression of structure fires associated with wildland fires is not the charge of the U.S. Forest Service.

Perimeter Control uses fire lines to confine the active zone of spreading fire. Actual fire line locations (i.e. direct vs. indirect) are selected to minimize the combined costs of suppression and the values that could be lost in a fire. The benefits of fires effects may also be used to determine fire line locations.

Prescription Control allows a fire to burn and considers it to be controlled as long as it burns within specified geographic boundaries and predetermined conditions (weather, preparedness levels, etc.). These parameters are specified within a written prescription. The prescription allows fires to continue to burn that are seen as advancing management goals. The fire may be caused by lightning or natural ignition source. Human caused fires will not be managed for resource benefit. Within the Boulder Ranger District it is likely that prescription control strategies will incorporate aggressive intervention in the form of direct control where exposures may be threatened and it is quite possible that aggressive initial attack or direct control strategies will occur on these exposures.

Prescription control and perimeter control strategies that recognize the benefits of fires effects may only be initiated by U.S. Forest Service personnel or their designee due to agency specific procedures and authorities. Perimeter control or indirect attack may be initiated for fire fighter safety reasons by any agency. As always, wilderness fire suppression tactic restrictions are applicable within the Indian Peaks Wilderness Area.

## **INITIAL ATTACK RESPONSE GUIDE**

ALL PERSONNEL AT THE INCIDENT MUST MEET MINIMUM FEDERAL STANDARDS FOR PERSONAL PROTECTIVE EQUIPMENT AND TRAINING (ref. USFS Health & Safety Code and NWCG Standards). All incident personnel will be qualified for the position that they are assigned to (or replaced with qualified personnel within 8 hours) and must wear hardhat, eye protection, nomex shirt and trousers or NFPA 1977 flame resistant equivalent, leather gloves, minimum 8 inch high leather boots with lug soles and a fire shelter. Those not meeting this standard must clear the incident or be placed in a non-hazardous position. They will not be permitted on the fire line, and are not eligible for reimbursement under this initial attack agreement. The same criteria will apply for an incident that transitions to extended attack.

Due to the fact that initial dispatch information may be contrary to the forecasted or observed fire behavior it is critical that the first arriving fire cooperators relay fire size-up information that is timely and accurate. In most cases jurisdiction is unknown until the first fire or law enforcement unit arrives. For the purposes of reimbursement, resource ordering, and management strategy implementation a size up that includes ownership is absolutely imperative. It is the responsibility of the initial attack incident commander (fire protection district officer) to relay the initial attack size up to the U.S. Forest Service on duty fire management officer or engine crew if national forest system lands are involved and there are no U.S. Forest Service personnel on scene.

Size up information from first arriving unit or the initial attack incident commander must include:

1. Legal description (section to the quarter, township & range) that identifies the fires location on National Forest System Lands. Latitude and longitude will suffice if obtained with GPS.
2. Topographical features where fire is burning, position on slope.
3. On site weather conditions (wind speed & direction) and current fire behavior.
4. Size of fire and estimated rate of spread in feet/min. or chains/hr.
5. Fuel type and arrangement.
6. Possible hazards.
7. Possible values threatened.
8. Suppression actions underway, if any.
9. Safest access to the fire.
10. Your current plan of action and need for additional resources.
11. Cause: human or lightning.

Due to the complex pattern of ownership, fire protection districts may elect to respond more resources to a fire or smoke report in the event that the fire may be the fire protection districts jurisdiction and may possibly be a structure fire. If the fire is determined to be a wildland fire on National Forest System Lands that poses no immediate threat, it is expected that the fire protection district will perform the initial attack. Per this operating plan, reimbursements for resources will be determined by action class (the preparedness level). When the response guideline is overridden by the initial attack incident commander (fire protection district officer), they must seek benefiting agency approval for their actions if reimbursement or compensation is expected. All strategies and tactics will be consistent with U.S. Forest Service management objectives, fire management strategies, and will minimize impact on forest resources. Rehabilitation of all fire areas shall be

directed towards reducing further damage and mitigating resource impacts associated with fire and fire suppression activities.

## **MUTUAL AID**

Within Boulder County, there are areas of intermingled Federal and private lands. Within this area of intermingled lands, plus any lands within one mile of the accepted Federal land boundary, the responding fire protection district will inform the appropriate jurisdictional agency of reported fires. A representative of that agency will respond to fires threatening their lands, or as requested by the initial attack agency.

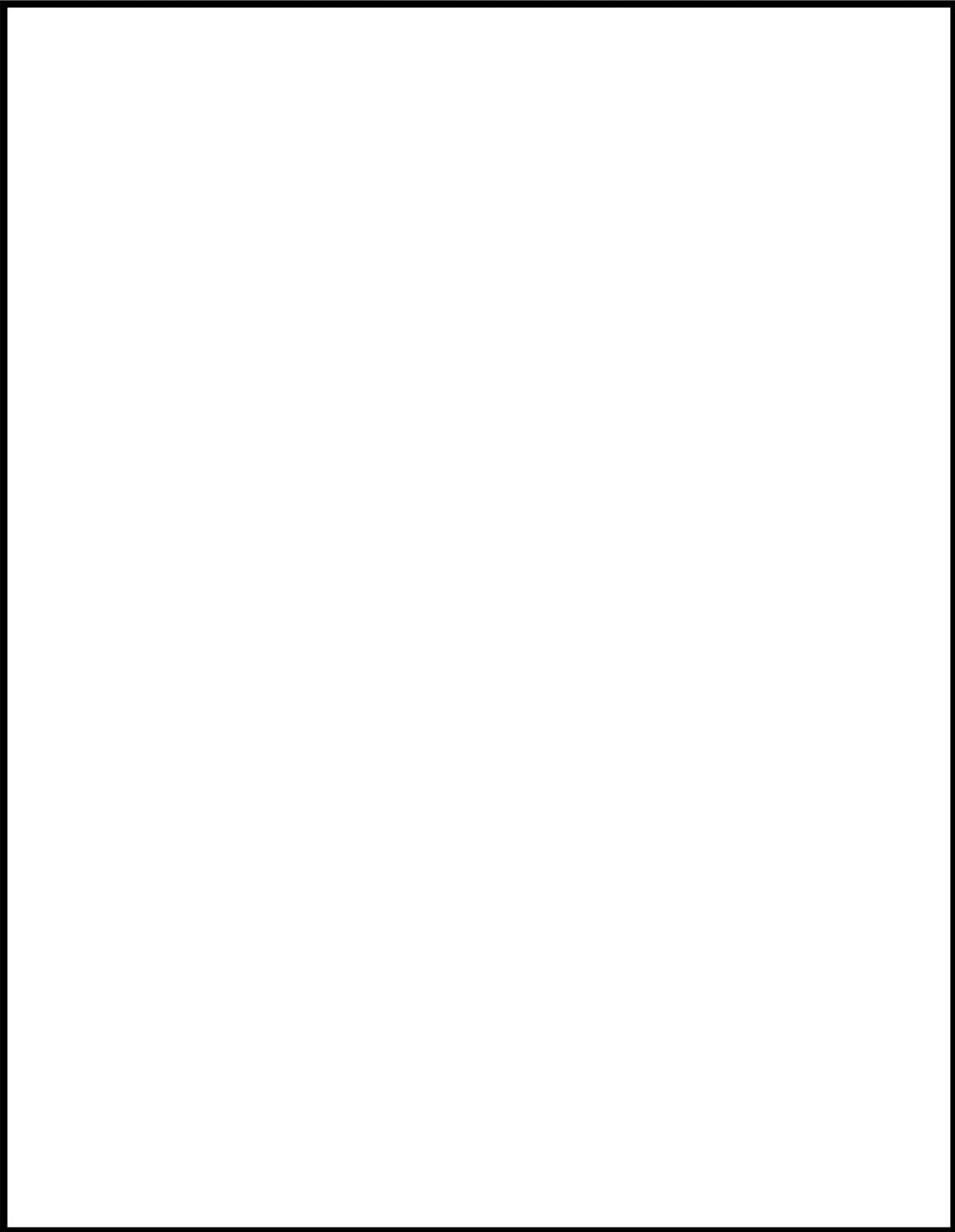
Unless it is clearly and mutually understood that one agency will promptly attack and follow through on all necessary actions within a specific area, it shall be agreed in policy that all initial attack agencies shall send forces promptly to start suppression action on all fires on or adjacent to federal lands. It shall be the responsibility of the agency making the initial attack to notify other agencies if their lands are involved or threatened.

In the event that initial attack agencies are engaged in a fire upon or near jurisdiction boundaries, the ranking officers of each agency shall convene as soon as possible to mutually agree upon the fire control strategy and appoint an Incident Commander. If it is resolved that the fire area is entirely confined to one or the other's area of responsibility, then the ranking officer of the jurisdictional agency shall assume the responsibility of appointing an Incident Commander.

It shall be the responsibility of the jurisdictional agency to acquire and dispatch any needed replacements to relieve initial attack crews of assisting agencies at the earliest practical time after their arrival on the fire.

Once all assisting and jurisdictional crews have a fire controlled, it shall be mutually agreed as to what additional mop-up and patrol is necessary, and when the assisting agencies will leave the fire. For fires on USFS/BLM lands, each agency will assume responsibility for its own expenses during the first four (8) hours, unless other payment arrangements are agreed upon by the suppression agencies for a particular fire. If after being notified, the jurisdictional agency does not respond to the fire, then the assisting agency will be reimbursed for all costs incurred for suppressing the fire.

It is mandatory for requested resources as well as those provided by the initial attack response guidelines to check in and out of the incident and initiate all appropriate documentation for the purposes of compensation, safety, and appropriate fire line assignments. Resources not requested by the U.S. Forest Service, resources that "free-lance", resources that are dispatched from an entity other than the U.S. Forest Service that are not approved by the benefiting agency, or resources that fail to check in and out of the incident with the U.S. Forest Service command or overhead personnel are not eligible for compensation under the terms of this operating plan.



APPENDIX B

RENTAL/REIMBURSEMENT RATES

A. Personnel

Classification	Hourly Pay Rate	Position description
AD-1	9.96	Non-strenuous firefighter duties (camp crew, etc.)
AD-2	11.68	Firefighter type 2, Infrequent sawyer, Crew EMT
AD-3	12.84	Firefighter type 1, Pump Operator, Sawyer (FALA)
AD-4	14.60	Crew or Engine Supervisor, Staging area manager
AD-5	Varies	Position that supervises AD-4 Personnel. See Incident Interagency Business Management Handbook for full position descriptions and rates.

Reimbursements are made based upon the capacity in which an individual serves while involved in fire suppression activities not upon any rank or capacity within an agency. For more specific information relating to the Administratively Determined (AD) firefighter classifications refer to the NWCG Interagency Incident Business Management Handbook.

B. Engines

ICS Typing	Hourly Equipment Rate			Minimum Staffing
	A	B	C	
1	176	218	232	4
2	151	167	212	3
3	119	138	160	3
4	102	138	160	3
5	98	118	140	3
6	101	118	140	3
7	86	96	100	3

Schedule A - All-volunteer departments

Schedule B - Part paid/part volunteer departments (less than 50% paid)

Schedule C - Paid departments (greater than 50% paid)

Rates include personnel. If minimum staffing is not met, the rate will be adjusted using AD rates.

C. Tenders

ICS Typing	Hourly Equipment rate	Minimum Staffing
1	141	1
2	133	1
3	114	1
4	95	1

Rates include personnel.

D. Government Equipment

**County Equipment**

Description	Work Rate	Min. Daily Guarantee Rate
4x4 Cargo pickup/carryall (1/2 - 1 1/4 ton	.30/mile plus \$50.00/day	\$50.00
4x2 Cargo pickup/carryall (1/2 - 1 1/4 ton	.25/mile plus \$45.00/day	\$45.00
Pump, portable; gear high speed centrifugal, or multi-staged centrifugal; 75 psi or more capacity.	\$115.00/day	\$115.00
Pump, portable; diaphragm or low pressure centrifugal less than 75 psi capacity.	\$97.00/day	\$97.00
Chain Saw	\$32.00/day	\$32.00
4x2 Bus, 44 passenger	.90/mile plus \$21.00/day	\$21.00
BCSO Incident Command Vehicle	\$50.00/day	\$50.00
BCSO Communications Van	\$50.00/day	\$50.00
<b>All rates are for equipment without operator. Operating supplies will be provided by the benefiting agency.</b>		

**State Equipment  
Colorado State Forest Service**

**2003 Equipment Rates**

All rates on all equipment are without operator

Equipment	Description	Use Rate		Minimum Daily Guarantee
		Per mile Cost	Per Time Cost	
Engine	Type 3		\$77.00/hour	\$616.00
	Type 4		\$59.00/hour	\$472.00
	Type 5		\$46.00/hour	\$368.00
	Type 6		\$36.00/hour	\$288.00
	Type 7		\$28.00/hour	\$224.00
Tender	Type 3		\$46.00/hour	\$368.00
	Type 4		\$46.00/hour	\$368.00
Support Equipment	4x4 Cargo Pickup or Carryall (½ - 1¼ T) <sup>1</sup>	\$0.20	\$28.00/day	
	4x2 Cargo (1 ½T and over) <sup>1</sup>	\$0.20	\$28.00/day	
	4x2 Cargo Pickup or Van (½ - 1¼ T) <sup>1</sup>	\$0.20	\$21.00/day	
	4x4 electric generator and light truck, 100kw	\$5.25/meter hour plus \$0.50/mile		\$42.00
	4x2 service/shop truck		\$34.00/hour plus parts at cost	\$196.00
	Sedan or station wagon	\$0.14	\$16.00/24 hour	\$16.00
	Truck, tractor, without trailer; gas or diesel		\$64.00/hour of a minimum of \$312.00/24 hours	
	Trailer, semi		\$7.00/hour	
	Pump, portable; trailer mounted over 100 gallons per minute capacity		\$27.00/24 hours	\$27.00
	Pump, portable; gear high speed centrifugal, or multistage centrifugal; 75 psi or more capacity		\$122.00/24 hours	\$122.00
	Pump, portable; diaphragm or low pressure centrifugal less than 75 psi capacity		\$102.00/24 hours	\$102.00
	Chain saw, all		\$34.00/24 hours	\$34.00

	Plans trailer, 28 foot		\$51.50/24 hours	\$51.50
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<sup>1</sup> These items are charged at mileage PLUS daily fee CSFS amend 1-2003 M-6

2003 - National Wildfire Coordinating Group minimum standards for Wildland Engines and tenders are used. All equipment rates are without operator.

The equipment rate schedules in Appendix B are for cooperators that are not signed up under cooperative resource rate agreements or emergency equipment rental agreements. Equipment categories not listed in this appendix, or under other cooperative agreement will be hired under emergency equipment rental agreement or other applicable contracting mechanism at the time of the incident. Equipment will be reimbursed using the appropriate rate schedule for the actual work performed by that equipment (e.g., an engine that is used to transport hand crew personnel but not used as an engine will be paid as a crew transport). Equipment belonging to the fire protection district or fire department in which the fire is located is not eligible for reimbursement on county reimbursable fires (e.g., a mode three fire or non-Emergency Fire Fund mode 4 fire).

The daily guaranteed rate for all equipment will become effective at the beginning of the third operational period. Prior to the third operational period, equipment will be paid for the actual number of hours documented on the shift ticket as being on-shift. County reimbursable fires will use State or Federal equipment agreements as a guide for the hourly rates but retains the right to renegotiate in certain circumstances. The minimum daily guaranteed rate in State or Federal equipment agreements shall be subject to the conditions stated above unless otherwise specified. Colorado State Forest Service equipment will be reimbursed according to CSFS use rates, which do not include operators. Reimbursement for CSFS engines and personnel staffing those engines will be made pursuant to the conditions of the Cooperative Resource Rate form (Appendix G). Inspections may be performed at any time during an incident prior to completion of demobilization to assure that equipment is mechanically sound and safe for operation

All engines and tenders must meet the minimum requirements for their respective ICS typing. Minimum staffing levels may be waived during the initial attack period if it is not possible or practical to meet them. Inspections may be performed at any time during an incident prior to completion of demobilization to assure that equipment is mechanically sound and safe for operation.

For any reimbursable fire, personnel must possess a current incident qualification card (red card) with a current physical fitness rating. Personnel must be equipped, as a minimum, with a class B rated hardhat, nomex shirt, nomex pants, eye protection, leather gloves, headlamp, minimum eight inch high leather boots with lug soles, water bottles, and a fire shelter meeting USFS/NFPA standards. Supervisory personnel must have a radio that will conform to the incident communications plan and remain operational throughout the assignment (i.e., have spare batteries, etc.).

Travel time for in-county resources will be compensated with the approval of the Incident Commander or Finance Section. Point of hire will be at the incident for all units without a resource order number or at a time designated in the delegation of authority that the fire becomes a reimbursable fire. All equipment use time and personnel time must be documented on incident approved forms. Typically these forms will be the appropriate form specified in the NWCG Interagency Incident Business Management Handbook.

APPENDIX C

PERSONNEL DIRECTORY

COLORADO STATE FOREST SERVICE

**Boulder District Office**

5625 Ute Highway

303 823-5774

Longmont, CO 80503-9130

Fax 303 823-5768

	Pager #	E-mail	Home Phone
Allen Owen, District Forester	5983	alowen@lamar.colostate.edu	
Craig Jones, Project Forester	5982	craigjo@lamar.colostate.edu	
Cory Secher, Forester	5981	csecher@lamar.colostate.edu	
Fire Duty Officer	5980		

Personnel can be paged through Boulder Regional Communications at 441-4444 or 441-3851

BUREAU OF LAND MANAGEMENT

**Front Range Fire Center**

3170 E. Main

(719) 269-8500

Canon City, CO 81212

Fax 719 269-8596

	Work Phone	E-mail	Home Phone
Ed Skerjanec, FMO	(719) 269-8561	Edward_Skerjanec@co.blm.gov	
Toni Toelle, AFMO	(719) 269-8568	ttoelle@fs.fed.us	
Roy Masinton, Field manager	(719) 269-8503	Roy_Masinton@co.blm.gov	

Contact fire staff after hours at home or through Pueblo Interagency Dispatch Center at 800-524-3473, 719-553-1600. A fire duty officer can be notified through Pueblo Interagency Dispatch after hours, weekends and holidays. Normal business hours for the Royal Gorge Field Office are 0730 - 1630 Monday through Friday.

NATIONAL PARK SERVICE

**Rocky Mountain National Park**

Fire Management Office

970 586-1399

Estes Park, CO 80517

Fax 970 586-1318

	Work Phone	Cell Phone	Pager #	Email
Jesse Duhnkrack, FMO	970 586-1287	970 227-4554	970 622-3142	Jesse_duhnkrack@nps.gov
Ken Czarnowski, Chief Res. Manager	970 586-1263			Ken_czarnowski@nps.gov
Michelle Anderson, Fire Program Asst.	970 586-1237		970 622-3288	Michelle_anderson@nps.gov
Annie Larson, Fire Program Clerk	970 586-1299		970 622-3287	Annie_Larsen@nps.gov
Pat Stephen, Prescribed Fire Tech.	970 586-1432	970 227-7708	970 622-3292	Pat_stephen@nps.gov
Dave Niemi, Alpine IHC Super.	970 586-1281	970 215-9465	970 622-3139	Dave_niemi@nps.gov
Dave Hamrick, Alpine IHC Operations Foreman	970 586-1335	970 227-8980	970 622-3289	Dave_hamrick@nps.gov
Doug Watry, Fire Crew Super.	970 586-1211		970 622-3294	Doug_watry@nps.gov
RMNP Dispatch	970 586-1203 / 970 586-1399			

UNITED STATES FOREST SERVICE

**Boulder Ranger District Office**

2140 Yarmouth Ave.

303 444-6600

Boulder, CO 80301

Fax 303 541-2515

	Work Phone	Cell	Pager #	Email
Christine Walsh, District Ranger	444-6600		543-6966	cwalsh@fs.fed.us
Ed Guzman, South Zone FMO	541-2520	956-2465	5961	eguzman@fs.fed.us
Vacant, Assistant FMO	TBA		TBA	TBA
Fuels Tech (5911) Dave Buchanan	258-9193	956-2858	5962	dbuchanan@fs.fed.us
Engine 711 Vacant				
Engine 612 (5912) Fred Partee	258-9193	956-3623	5963	fpartee@fs.fed.us
Erick Stahlin, Hand crew Supervisor	258-9193	956-4902	5951	ewstahlin@fs.fed.us
Paul Krisanits, LEO	541-2513		5975	pkrisanits@fs.fed.us

Personnel can be paged through Boulder Regional Communications at 441-4444 or 441-3851.

**Fort Collins Interagency Dispatch Center**

240 W. Prospect St.

970 498-1348

Fort Collins, CO 80526

Fax 970 498-1364

	Work Phone	Cell Phone	Pager #	Email
Mark Nelson, Dispatcher	498-1040	217-6733	490-5291	nsnelson@fs.fed.us
Ian Adams, Dispatcher	498-1041		226-7596	iadams@fs.fed.us
Woody Hesselbarth, Dispatcher	498-1042	215-3810	229-8498	fhasselbarth@fs.fed.us
Dispatch Center	498-1348			coftc@dms.nwcg.gov
Mike Foley, FMO	498-1245	215-1505	226-7310	mfoley@fs.fed.us

**BOULDER COUNTY SHERIFF****Administration**

1777 6th St.

303 441-4605

Boulder, CO 80302

Fax 303 441-4739

	Employee #	Pager #	Work Phone	E-mail	Cell Phone
Joe Pelle, Sheriff	501	0501	441-4609	jpelle@co.boulder.co.us	303.910.1033

Personnel can be paged through Boulder Regional Communications at 441-4444 or 441-3851

**Emergency Services**

1777 6th St.

303 441-3647

Boulder, CO 80302

Fax 303 441-1769

	Employee #	Pager #	Work Phone	E-mail	Cell Phone
Dave Booton, Coordinator	1590	1590	441-3625	dsbsh@co.boulder.co.us	303.818-7968
Don Whittemore, Coordinator	1559	1559	441-3646	dwhittemore@co.boulder.co.us	303.859-1775

Personnel can be paged through Boulder Regional Communications at 441-4444 or 441-3851

**Office of Emergency Management**

1805 33rd St

303 441-3647

Boulder, CO 80301

Fax 303 441-4880

	Employee #	Pager #	Work Phone	E-mail	Cell Phone
Larry Stern, Director	512	0512	441-3637	llssh@co.boulder.co.us	303.877-4238
Bev Anderson, Program Spec.	1528	1528	441-3647	baash@co.boulder.co.us	
Linda Stafford, Emar. Prep. Asst.	1600	1600	441-3390	lstafford@co.boulder.co.us	

Personnel can be paged through Boulder Regional Communications at 441-4444 or 441-3851.

APPENDIX D

Initial Attack Aircraft Agreement

Suspended by the State for 2003

## APPENDIX E

### AIR RESOURCE USE GUIDELINES

Air resources are available for use by fire suppression forces from all levels of government having suppression responsibilities. All requests for use by local suppression forces must be made through authorized Boulder County Sheriff's Office personnel. Requests for air resources by local forces on fires where land ownership has not yet been determined must still be made through the Boulder County Sheriff's Office. In situations where USFS/BLM land ownership has been determined prior to any air resource request from local suppression forces, Boulder County Sheriff's Office personnel will communicate with the representative from the USFS and determine a proper course of action that will not hinder the suppression efforts. The Boulder County Sheriff's Office will not authorize use of the air resources in Indian Peaks Wilderness Area or in Rocky Mountain National Park by local suppression forces. Authorized representatives of federal land management agencies will order the air resources for fires on their respective lands in situations other than those described previously in this paragraph, pursuant to their internal air resource use guidelines.

Ordering of air resources may be made either through the Boulder County Sheriff's Communication's Division or through the Fort Collins Interagency Dispatch Center. If local suppression forces initiate the request, authorized personnel from the Boulder County Sheriff's Office must approve the request. The pilot will establish radio contact with the Fort Collins Interagency Dispatch Center to begin flight following prior to take-off or as soon as possible after becoming airborne.

The Boulder County Sheriff's Communication's Division and the Fort Collins Interagency Dispatch center will not process requests for the air resource unless it is made, or approved, by either an authorized representative of the Boulder County Sheriff's Office or by an authorized representative of a federal land management agency. The Boulder County Sheriff's Communication's Division and the Fort Collins Interagency Dispatch Center will maintain a list of the personnel from the cooperators that are authorized to order aircraft. This will be updated as needed and will satisfy the requirements of the Wildfire Emergency Response Fund. Multiple requests for the air resource will be evaluated by the Fort Collins Interagency Dispatch Center and the ship's missions will be prioritized and the ETA for the ship relayed back to the requesting agency.

Air resource response to a fire must be in a timely fashion. Poor response or performance will be documented on an evaluation form and forwarded immediately to the appropriate CSFS personnel. Any incidents, incidents with potential or accidents (utilizing USFS/OAS definitions) will be documented by personnel involved and forwarded to the Fort Collins Interagency Dispatch Center.

The air resource should be used on confirmed smoke reports and only after a ground contact and ground contact frequency is established. A confirmed smoke report is defined as either an observed (either by a credible witness or by suppression forces) wildland fire or an observation of a smoke column that due to its observed location, character, etc. is in all probability a wildland fire. A fire name and a sufficient legal description or LAT/LONG is also required prior to dispatch. If not actually on scene, the ground contact should be in a position to assess the hazards of an air operation to both the pilot and to any people present on the fire.

Local forces may alert the Boulder County Sheriff's Office or the Boulder County Sheriff's Communication's Division

that they will be requesting an air resource but have not yet established a ground contact/frequency.

It is the responsibility of the ground contact to evaluate the initial drop and determine if subsequent drops are desired and if so, whether they should be foam or retardant. This information should be relayed to the pilot as soon as possible. Under normal circumstances, the ground contact/frequency should not change during the operation and, in particular, they should not change prior to establishing the initial contact with the pilot. Foresight should be given prior to ordering the air resource to the selection of a ground contact frequency that will not be utilized by other resources on the fire. If the ship is trying to raise the ground contact and cannot simply because he is not in range but is on target, units other than the designated ground contact should refrain from contacting the ship. Only in situations such as the following should a unit other than the designated ground attempt to reach the aircraft; the pilot is lost and cannot raise the designated ground contact, the pilot should clearly be able to establish contact with the ground contact but cannot due to a radio malfunction on the part of the ground contact, or is in a situation that is hazardous to himself or others. In other instances, information relevant to the air operations should be passed along to the ground contact by other units by means of another tactical frequency.

Billing will be made by the CSFS to all the cooperators that utilized the Single Engine Air Tanker and all other sponsoring agencies for other air resources prior to the end of the calendar year. Billing of the Boulder County Sheriff's Office will be pursuant to the terms of the Wildfire Emergency Response Fund. Only those orders that have a P number issued by Fort Collins Interagency Dispatch Center will be reimbursed to the CSFS by the cooperators.

APPENDIX F

AIRCRAFT USE RATES

## APPENDIX G

### COOPERATOR EQUIPMENT USE RATES

The attached equipment use rates are included in the Boulder County Annual Operating Plan to facilitate negotiated equipment rates that differ from the standard rates found in Appendix B and/or out of Boulder County dispatches. Equipment represented in this Appendix G will be considered as belonging to a cooperating agency as defined in the Interagency Incident management Handbook.



## APPENDIX H

### **NORTHERN FRONT RANGE FIRE RESTRICTION AND FIRE CLOSURE CRITERIA**

The following criteria are guidelines to be used for determining the need for fire restrictions and/or fire closures. These criteria are based on a number of calculated, field sampled, and quantifiable variables. Local/political parameters may need to be considered in determining the need for fire restrictions or closures.

#### **INSTRUCTIONS:**

- 1) Select a weather station(s) that represent the geographic area of concern.
- 2) Obtain the required criteria information from the following sources:
  - Weather Trends: National weather service fire weather forecasts.
  - ERC: National Fire Danger Rating System (NFDRS). *Use the G fuel model.*
  - 1000 Hour Fuel Moistures: Calculated from NFDRS, Field sampled results.
  - Live Fuel Moisture: Calculated from NFDRS, Field sampled results. *Old needles until bud break, then use new needles.*
  - FTC Preparedness Level: Afternoon fire danger broadcast.
  - R2 Preparedness level: Regional Situation Report.
  - National Preparedness level: National Situation Report.

This information can be obtained from the Fort Collins Interagency Wildfire Dispatch Center: Phone: (970) 498-1348; WEBSITE: <http://www.fs.fed.us/arnf/fire/fire.html>.

- 3) Use the chart below to determine critical break points for each of the identified criteria, determine the number of criteria that have reached or exceeded the critical break point. Be sure to use the RESTRICTION parameters. *Do not count the weather parameter, use it as a qualifier to determine if the short and long term trend will be for improving, stable or deteriorating conditions.*
- 4) Count the number of elements that meet or exceed the critical break points and use the RESTRICTION CATEGORY CHART to determine the need for a restriction.
- 5) Coordinate with all applicable agencies to initiate restrictions if needed.
- 6) Continue to monitor conditions to evaluate the continued need for restrictions, lifting of restrictions or increase to closure status.
- 7) Use the same format to determine the need for closures using the appropriate charts.

STATION	CATAG.	WEATH.	ERC G	1000-HR	LIVE FUEL	FTC P.L.	R-2 P.L.	NATL. P.L.	BEHAV.
<b>REDFTH</b>	RESTRIC.	<b>5-7 DAYS</b>	<b>53&gt;</b>	<b>&lt;13%</b>	<b>&lt;120%</b>	<b>III</b>	<b>IV</b>	<b>IV</b>	<b>MULTI-STARTS I.A. MAXED</b>
	CLOSUR.	<b>7-14 DAY</b>	<b>63&gt;</b>	<b>&lt;9%</b>	<b>&lt;100%</b>	<b>IV</b>	<b>V</b>	<b>V</b>	<b>1&gt;LARGE FIRES R2 RESOURCES</b>
<b>ESTES</b>	RESTRIC.	<b>5-7 DAYS</b>	<b>48&gt;</b>	<b>&lt;13%</b>	<b>&lt;120%</b>	<b>III</b>	<b>IV</b>	<b>IV</b>	<b>MULTI-STARTS I.A. MAXED</b>
	CLOSUR.	<b>7-14 DAY</b>	<b>54&gt;</b>	<b>&lt;9%</b>	<b>&lt;100%</b>	<b>IV</b>	<b>V</b>	<b>V</b>	<b>&gt;1 LARGE FIRE R2 RESOURCES</b>

LARIMER	RESTRIC.	5-7 DAYS	60>	<11%	<120%	III	IV	IV	MULTI- STARTS I.A. MAXED
	CLOSUR.	7-14 DAY	65>	<8%	<100%	IV	V	V	>1 LARGE FIRE R2 RESOURCES
BOULD.	RESTRIC.	5-7 DAYS	60>	<11%	<120%	III	IV	IV	MULTI-STARTS I.A. MAXED
	CLOSUR.	7-14 DAY	67>	<8%	<100%	IV	V	V	>1 LARGE FIRE R2 RESOURCES
CLEAR CREEK	RESTRIC.	5-7 DAYS	57>	<13%	<120%	III	IV	IV	MULTI-STARTS I.A. MAXED
	CLOSUR.	7-14 DAY	62>	<11%	<100%	IV	V	V	>1 LARGE FIRE R2 RESOURCES
SULPHR.	RESTRIC.	5-7 DAYS	48>	<13%	<120%	III	IV	IV	MULTI-STARTS I.A. MAXED
	CLOSUR.	7-14 DAY	54>	<11%	<100%	IV	V	V	>1 LARGE FIRE R2 RESOURCES

**RESTRICTION CATAGORIES (EXCLUDE WEATHER PARAMETER-USE AS QUALIFIER)**

# OF CRITERIA	CATEGORY	RESTRICTIONS
0,1	GREEN	NO
2,3	YELLOW	CONSIDER
4+	RED	IMPLEMENT

**CLOSURE CATAGORIES (EXCLUDE WEATHER PARAMETER-USE AS QUALIFIER)**

# OF CRITERIA	CATAGORY	CLOSURES
0,1,2	GREEN	NO
3,4	YELLOW	CONSIDER
5+	RED	IMPLEMENT

## **DEFINITIONS:**

**WEATHER:** The weather forecast is used to determine the short and long range predictions as they apply to potential fire occurrence and fire behavior. The forecast should be used as quantifying variable in the decision to implement fire restrictions, fire closures, or to lift restrictions once in place. This element should not be counted when using the restriction category or closure category charts.

**ERC: Energy Release Component,** A number related to the available energy (BTU) per unit area (Square Foot) within the flaming front at the head of a fire. This is the best indicator of fire season severity and drought conditions in the NFDRS system. It as a low response to daily variability in weather.

**1000-HOUR FUEL MOISTURE:** The water content of a fuel particle expressed as a percent of the oven dry weight of the fuel particle. 1000 hour fuels are 6 inches in diameter or greater. The 1000 hour fuels are used instead of 10's or 100's due to the longer response time and greater season severity indicator.

**LIVE FUEL MOISTURE:** Naturally occurring fuels whose moisture content is controlled by physiological processes within the living plant. The NFDRS considers only herbaceous plants and woody plant material small enough (leaves, needles, and twigs) to be consumed in the flaming front of a fire.

**PREPAREDNESS LEVELS:** Are used to identify the level of wildland fire activity, severity, and resource commitment. These are used at all levels (local, regional, and national). The relationship to fire restrictions is to include the element of resource availability and activity. The local Preparedness level may be low but regional and national levels may have a significant impact on availability of local resources or the number of resources committed out-of-area.

**FIRE BEHAVIOR:** Generically identifies the local activity in terms of number of starts, availability of Initial Attack resources and the difficulty experienced in controlling any ignitions.

**FORT COLLINS DISPATCH CENTER  
MULTI-AGENCY COORDINATION GROUP  
ROLES AND RESPONSIBILITIES**

The Fort Collins Dispatch Center Multi-Agency Coordination Group is intended to for use on Wildland Fire Incidents. It can also be implemented for other needs as requested.

## **1. Purpose**

The purpose of the Fort Collins Dispatch Center Multi-Agency Coordinating Group is primarily 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 geographic responsibilities.

The Fort Collins Interagency Dispatch Center MAC Group will have member agency authority to make necessary decisions in a timely manner.

It is imperative that Fort Collins Dispatch Center MAC participants have a fundamental knowledge of the issues and be able to listen, comprehend, and decide.

They must understand their agencies' standard operating procedures, work well in a team setting, be dedicated to a consensus approach to problem solving, and be open to all agency

needs.

The Fort Collins MAC Group participants must have well-established credibility so their decisions are respected.

The Fort Collins Interagency Dispatch Center MAC Group will work within normal dispatching channels and will not be responsible for the management of, nor the tactics on, individual incidents. They will function within existing authorities and agreements.

The Fort Collins Interagency Dispatch Center MAC Group is formed to improve top-level interagency coordination. No new tasks are created.

The two functions of a MAC Group are decision making and providing direction. This information is distributed in the form of new or modified policies, procedures, standards, methods and/or guidelines.

MAC Groups should function at the level respective to that of the incident activity. For example, if several local jurisdictions are being heavily impacted, a local MAC Group should be established to set priorities and allocate resources. If an Area Command is established to handle a particularly complex incident or a number of incidents, the local MAC Group would set priorities and allocate, or reallocate, resources between Area Command and other incidents. Area Interagency Mobilization Guides specify responsibilities and conditions for MAC Group activation.

Refer to Chapter 30, 2001, Rocky Mountain Area Interagency Mobilization Guide for additional guidance.

## **2. Membership**

Standing members of the Fort Collins Dispatch Center Multi-Agency Coordinating Group will be:

Arapaho Roosevelt National Forest Supervisor

**Fort Collins Interagency Dispatch Center Manager**

Bureau of Land Management (USFS will represent BLM, unless BLM has a specific need to participate)

Rocky Mountain National Park Superintendent

Colorado State Forest Service Area Forester

Boulder County Sheriff

**Clear Creek County Sheriff**

Gilpin County Sheriff

**Grand County Sheriff**

Larimer County Sheriff

Rocky Mountain Coordination Center Representative (Advisor)

The FTC MAC Coordinator will be selected by the membership in

January and will host the Annual May Training session.

Each member may designate a representative. Representatives must have the authority to make critical decisions. Representatives will not be involved with operations during the time the MAC is in place.

The MAC will expand to include other agencies and organizations as conditions warrant. Sheriffs are encouraged to include local fire departments and emergency agencies as needed.

The MAC always has the ability to revise actions, schedule meetings and calls as they determine.

In the event of multiple incident the Priority Decision Matrix will be used to assist with allocation of resources

### **3. Implementation**

MAC implementation and actions are identified in Table 1. Primary weather reporting stations for Action Class determinations are Red Feather, Estes, Larimer, Sulphur, Boulder, and Pickle Gulch.

### **4. MAC Group Roles and Responsibilities**

- Ensure that the collective situation status is provided and current, by agency.
- Prioritize incidents.
- Determine specific resource requirements, by agency
- Determine resource availability by agency and the need for gathering resources in a mobilization center.
- Determine need and designate mobilization and demobilization centers.
- Allocate scarce/limited resources to incidents based on priorities.
- Anticipate future conditions and resource needs.
- Review policies/agreements for resource allocation.
- Review need for other agencies involvement.
- Provide necessary liaison with out-of-area facilities and agencies as appropriate.
- Critique and recommend improvements.
- Identify fiscal issues/concerns.
- Select a MAC Coordinator in January and reconvene April 1, unless an agency determines a need to meet earlier.

**Fort Collins Dispatch Center Preparedness Levels  
with MAC Group Actions**

<b>LEVEL</b>	<b>DESCRIPTION</b>	<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>Management Direction Consideration</b>	<b>RESPONSIBILITY</b>
I	Most primary stations indicate Action Class of 1-2; or most units have LOW to MODERATE fire severity adjective. Little or no activity occurring within the dispatch area. Little or no commitment of FTC resources locally or nationally.	<p>Select FTC MAC Coordinator in January.</p> <p>Monthly Conference Call.</p> <p>Schedule MAC training prior to May 1.</p>	FTC MAC Coordinator	<p>Analyze Preparedness Parameters</p> <p>Dispatch Systems Functional</p> <p>Daily Weather via radio at 10:00 am and 4:00 pm</p> <p>Spot Weather Forecasts</p> <p>Suppression Strategy Acceptable</p>	<p>Agency</p> <p>Dispatch</p> <p>Dispatch</p> <p>Dispatch</p> <p>Agency</p>

<b>LEVEL</b>	<b>DESCRIPTION</b>	<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>Management Direction Consideration</b>	<b>Responsibility</b>
II	Most primary stations indicate Action Class 2-3; or most units experiencing MODERATE to HIGH fire severity adjective. Class A, B, fires occurring. Resources within FTC area are handling the situation.	<p>Monthly Conference Call. MAC may determine a need for more frequent communications</p> <p>FTC ensures morning report is complete for all cooperators.</p>	<p>MAC Coordinator</p> <p>Agency representatives</p> <p>FTC</p>	Work with PAO's, review plans and process	Agency

<b>LEVEL</b>	<b>DESCRIPTION</b>	<b>ACTION</b>	<b>RESPONSIBILITY</b>	<b>Management Direction Consideration</b>	<b>Responsibility</b>

III	Most primary stations indicate Action Class 3-4 or; HIGH to VERY HIGH fire severity adjective. Additional resources are being considered or requested through RMACC. Potential for fires becoming Class C or larger. The majority of the local resources are committed	Weekly Conference Call. MAC may adjust as needed.	MAC Coordinator	Evaluate Fire Restriction need.	Agencies per AOP
		Consider MAC meeting.	Agency representatives	Severity Funding	Agency
		Consider filling positions to support MAC. ( see RMACC MOB Guide for guidance). <sup>1</sup>	Agency representatives	Availability Lists updated	Dispatch
				Preposition Resources	Agency
				Extended Shifts and Coverage	Agency
				Monitor Work Rest Ratio	Agency
		FTC ensures morning report is complete for all cooperators.	FTC		

<sup>1</sup> MAC must negotiate process to provide funding of support positions.

**Fort Collins Dispatch Center Preparedness Levels  
with MAC Group Actions (cont)**

LEVEL	DESCRIPTION	ACTION	RESPONSIBILITY	Management Direction Consideration	Responsibility
IV	<p>Most primary stations indicate Action Class 4-5 or; VERY HIGH to EXTREME fire severity adjective. Numerous incidents occurring are draining local resources. Mobilization for resources from RMACC in progress.</p>	<p>Daily MAC call.</p> <p>Consider filling positions to support MAC. ( see RMACC MOB Guide for guidance).<sup>1</sup></p> <p>FTC ensures morning report is complete for all cooperators.</p> <p>Expand MAC to include local agencies</p>	<p>MAC Coordinator</p> <p>Agency representatives</p> <p>FTC</p> <p>MAC</p>	<p>Revisit state of readiness of I.A. resources</p> <p>Resource Advisors on call(2hr)</p>	<p>Agencies</p> <p>Agencies</p>

<sup>1</sup> MAC must negotiate process to provide funding of support positions.

LEVEL	DESCRIPTION	ACTION	RESPONSIBILITY	Management Direction Consideration	Responsibility
V	Most primary stations indicate Action Class 5 or; EXTREME fire severity adjective. Multiple Incidents are occurring.	<p>Minimum daily MAC call. Schedule times to support regional MAC and Area command as needed.</p> <p>Fill positions to support MAC. (see RMACC MOB Guide for guidance)<sup>1</sup></p> <p>FTC provides resource information to MAC as required.</p>	<p>MAC Coordinator</p> <p>Agency representatives</p> <p>FTC</p>	<p>Consider Type II Team for IA management</p> <p>Consider Implementing Highest Level of Burn Restrictions</p>	<p>MAC, Agencies</p> <p>Agencies per AOP</p>

<sup>1</sup> MAC must negotiate process to provide funding of support positions.

Approved by:

---

Forest Supervisor  
 Arapaho and Roosevelt National Forest

Date

---

Park Superintendent  
Rocky Mountain National Park

Date

Fire Division Supervisor  
Colorado State Forest Service

Date

Sheriff  
Boulder County Sheriff's Office

Date

Sheriff  
Clear Creek County Sheriff's Office

Date

Sheriff  
Gilpin County Sheriff's Office

Date

Sheriff  
Grand County Sheriff's Office

Date

**PRIORITY DECISION MATRIX**

*Adjusted for FTCMAC 7/9/01*

Incident Name				Unit			
Date		Time		Prescribed Burn		Wildland Fire	
Active Suppression		Selective Holding		Monitoring	<b>VA x WF = TP</b>		

Ranking Element	Value of 1	Value of 3	Value of 5	Value Assigned	Weight Factor	Total Points
Firefighter Safety	Low exposure with simple hazards easily migrated. One or no aircraft assigned.	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 sensitive receptors.	Public must be managed to limit hazard exposure. Air quality is degraded and approaches NAAQ violation thresholds.	Closures of highways and evacuations likely. Air quality at sensitive receptors violates NAAQs. Public exposure to hazard is imminent.		5	
Objectives	Objectives are easily achieved.	Objectives are moderately difficult to achieve.	Objectives are difficult to achieve. Several conflicts between objectives and constraints exist.		4	
Duration of Resource Commitment	One to Three Days	Four to Seven Days	Eight Days or more		4	
Improvements to be Protected	No improvements 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 require some commitment of specialized resources	Numerous improvements within or adjacent to the fire. Severe damage is likely without commitment of significant specialized resources with appropriate skill level		5	
Cultural and Natural Resource Values	Impacts to resources are acceptable.	Several resource values will be impacted <u>or</u> enhanced.	Resource benefits are significant <u>or</u> the likelihood of negative impacts is great.		2	
Social, Economic, and Political Impacts/ concerns	No controversy or media interest. No impacts to neighbors or visitors.	Some impact to neighbors or visitors generating some controversy. Press releases are issued, but no media presence on fires.	High impacts to neighbors results in media presence during fire operations. High internal and external interests and concerns exist.		3	
Economic Considerations	Values to be protected or treated are less than costs of management action.	Values to be protected or treated are equal to costs of management action.	Values to be protected or treated exceed costs of management action.		2	
Threats to Boundaries	Low risk of fire escaping established perimeter and active suppression or holding is required.	Moderate risk of fire escaping established perimeter and active suppression or holding is required.	Fire is certain to exceed established perimeter without aggressive suppression or holding actions and will result in a much more complex situation.		3	
	<b>WFSA / WIFP Stage I / II / III</b>			Yes	No	
	<b>Critical Resources on Incident</b>			Yes	No	
	<b>TOTAL PRIORITY POINTS</b>					
	<b>MAC Group Priority Ranking</b>					

## *Northern Colorado Front Range*

# **INTERAGENCY TYPE 3 INCIDENT MANAGEMENT TEAM**

## **STANDARD OPERATING PROCEDURES**



**March 19, 2003**

The Northern Colorado Type 3 Incident Management Team is committed to safety. Each individual assigned to the incident is responsible for insuring that incident personnel:

Are committed to "Zero Tolerance" of carelessness and unsafe actions.

Create and practice a Passion for Safety.

Comply with the Ten Standard Firefighting Orders.

Mitigate the 18 Watch Out Situations.

Follow the Downhill/Indirect Line Construction Guidelines.

Have adequate Lookouts, Communications, Escape Routes, Safety Zones

Look Up, Look Down, Look Around.

Recognize the Common Denominators of Fire Behavior on Tragedy Fires.

Mitigate the 15 Structure Watch Out Situations.

Practice work/rest guidelines.

Follow the Safety Practices Under Blow-up Conditions.

Use Turn Down Standards as needed

Adopting fire fighting's code of safe practices:

- Safety comes first on every fire, every time.
- The Ten Standard Fire Orders are firm.
- All firefighters have the right to a safe assignment.
- Every firefighter, every fireline supervisor, every fire manager, and every agency administrator has the responsibility to ensure compliance with established safe firefighting practices.

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## Introduction and Personnel Qualifications

The 2002 Rocky Mountain Area Interagency Incident Mobilization Guide state the following:

“A Type 3 team may be set up within an administrative unit or the area of a local dispatch center to provide incident management expertise which can be quickly mobilized. Type 3 teams are not fully staffed in all sections of the ICS. Because of limited staffing, Type 3 teams will depend heavily on the local administrative unit for logistical support. A typical Type 3 team will be comprised of a fully qualified Type 3 Incident Commander and individuals fully qualified at the Unit Leader levels and performing in appropriate general staff positions.”

The intent of this SOP is to serve as a reference document for cadre members of the Northern Colorado Type 3 Incident Management Team. All attempts will be made to ensure members meet the requirements stated in the Interagency Mobilization Guide, however, the Incident Commander has the authority to use the best qualified individual available as long as firefighter and public safety are not compromised. It is not intended to duplicate Manuals, Handbooks, or listings of duties and responsibilities of the various positions. The emphasis is to highlight team attitudes, working guidelines, capture team interactions, and document key things we do that helps us function as a team.

The Northern Colorado Type IMT3 is available to manage local type 3 incidents and manage local incidents until a type 1 or 2 incident management team arrives. The IMT3 shall be requested through the Fort Collins Interagency Dispatch Center and can be implemented to manage a single incident or a complex of incidents. The IMT3 is also available to act as a local “Area Command” to assist with management of numerous small incidents occurring simultaneously.

The IMT3 Incident Commander and the benefiting agency must sign a delegation-of-authority. A sample delegation of authority is provided in Appendix A.

### Team Working Guidelines

Fight fire aggressively while providing for safety first! Insist that the Standard Orders and the Watch Out Situations are adhered to. Focus on LCES! The Team is committed to "Zero Tolerance" of carelessness and unsafe actions. Watch out for the potential failures associated with indirect attack.

All attempts will be made to staff the incident for safe and effective achievement of the objectives and direction established by the responsible agencies.

You are the technical experts in your field. The Incident Commander (IC) facilitates our self-directed Team. He/She is there to run interference for you, not to meddle in the details of how to do your job.

Command and General Staff, Unit Leaders, and Supervisors will be committed to teamwork, keeping appointments, and helping each other with incident needs. Differing ideas/options will be presented in a positive and constructive manner. Utilize new folks for new ideas for doing things a better way. Be professional during transition.

Be courteous, cooperative, and considerate. Team members will effectively lead, direct, and support field personnel. Take care of our troops!

Require performance rather than assume it. Each Team member needs to continuously evaluate through effective and quality communications, supervision, and teamwork. Hold people accountable! Performance evaluations will be completed for all Team members and supervisory personnel prior to the Internal Team Review.

Deal with problems when they are small; don't wait for them to become big and ugly.

Treat all incident personnel with respect and dignity. Any type of discrimination or harassment absolutely will not be tolerated! Immediately resolve any discrimination or harassment problems. Remember that each and every incident person and position is important!

Remind yourself that the local people may be under duress. Continuously demonstrate an attitude that we are here to help.

Gather and utilize intelligence. Utilize local expertise as much as possible. The IMT3 will seek opportunities to include local agencies and resources into the incident organization.

### **Availability**

Individuals on the cadre list will keep Fort Collins Interagency Dispatch Center (FTC) informed of availability for fire assignments per current procedures. When the zone fire preparedness level reaches level IV, the local MAC group, with the assistance of the Fort Collins Interagency Dispatch Center, will place the IMT3 on call for a two-week period with an expected two-hour response time to the incident. The MAC group will reevaluate the on-call status of the IMT3 prior to the end of the two-week period. Personnel agreeing to participate with the "on-call" IMT3 are committing to being available for the entire two-week period. The MAC group will designate an Incident Commander. It will be the Incident Commander's responsibility, with assistance from FTC, to fill the following positions from the cadre list:

- Finance Section Chief
- Logistics Section Chief
- Operations Section Chief
- Planning Section Chief
- Safety Officer
- Division/Group Supervisor (2)

The Incident Commander will work with each section chief to select trainees for the IMT3 positions. The local MAC GROUP will approve trainee positions.

### **Team Commitment**

When accepting an assignment to the NCFR IMT3, team members are committing to a minimum of 5 days. Team members will not leave the incident to return to their home unit without the authorization of the Incident Commander. After implementing the IMT3, a decision will be made, by the Incident Commander and all appropriate agency administrators, within 72 hours to continue managing the incident with the IMT3 or request an IMT2/IMT1.

### **Cadre**

A cadre list of NWCG qualified personnel will be maintained by the *Suppression Committee* of the *Northern Colorado Front Range Wildfire Cooperators*, in conjunction with the Fort Collins Interagency Dispatch Center.

## **Command Operating Procedures**

Team Briefing - When the IMT3 is ordered the Incident Commander will establish a Team Briefing time and location. Attendance at the Team Briefing, facilitated by the Planning Section chief, will consist of the Command and General Staff, all operations personnel not critical to the current suppression efforts, and any additional personnel as requested by the Incident Commander. It is important to keep questions at a management level rather than getting into operational details.

Transitions – The IMT3 will work with the initial attack forces on establishing as smooth a transition as possible. The IMT3 will attempt, wherever possible and appropriate, to incorporate local initial attack resources into the Type 3 organization. In the event of a transition to a Type 2 or Type 1 IMT, the ICT3 will facilitate an official time for the incoming team to take over the incident (preferably at the beginning of an operational period). The IC will assure that the transfer of command is completed in a professional, timely, smooth, and efficient manner. At a minimum the ICT3 and the PSC3 should attend the transition meeting. If available, the OSC should also attend the transition meeting. The Fireline Handbook, CHAPTER 3 – TRANSITION, should be used as a guide when transitioning from the IMT3 to another IMT. All reverse (i.e. Type 2 to Type 3) transitions will be handled in a similar manner as described above.

## Meetings

Team Meetings: Team Meetings will be held daily, to share information, discuss problems, critique, etc. It is suggested that Team Meetings be scheduled for lunchtime with a one-hour maximum time limit.

Internal Team Review: The Incident Commander will schedule an internal team review with the Command and General Staff, and additional IMT3 members as determined by the Incident Commander. This review should occur within one week after the incident has been determined controlled and prior to the Incident/Team Critique.

Incident/Team Critique: The host agency will schedule an Incident/Team Critique for all Team members and interested personnel within one week after the incident has been determined controlled. This is intended to be an open discussion, on what went well, what needs improvement, and general suggestions.

## **Safety**

The Incident Commander is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety. The Incident Commander will correct unsafe acts or conditions through the regular line of authority, although the IC must exercise emergency authority to stop or prevent unsafe acts when immediate action is required. This team fully supports and will implement the SAFENET Program.

Although every individual has safety responsibilities, the Incident Commander has the indirect responsibility to insure that the incident is handled in a safe manner.

Guidelines for aviation incident, MVA's and other incidents are found in Appendix B.

## Information

The local interagency public Information Plan will be implemented on all type 3 incidents.

## General Work Schedule

A general schedule will be established for each incident. The schedule will be flexible and will be adjusted to meet the needs and demands of the incident, such as: one or two operational periods per day (24 hour period), burning conditions, time of year, daylight hours, agency constraints, etc. The schedule will be clearly communicated to all team members and operational personnel. The following is an example of a general schedule for two operational periods. It is included to show the relationship and timing of the important activities for the schedule established.

Day Operational Period (0600-1800)		Night Operational Period (1800-0600)	
0430	Feed	1630	Feed
0600	Briefing	1800	Briefing
0630	Depart for Line	1830	Depart for Line
1700	Pre-Planning Mtg.	0900	Pre-Planning Mtg.
1800	Planning Meeting	1000	Planning Meeting
2000	IAP Input Due	1200	IAP Input Due

## Meetings

Pre-Planning Meeting: The pre-planning meeting will take place *before* the planning meeting, ensuring enough time to complete a draft ICS-215 and ICS-215a. At a minimum, the Operations Section Chief and the Planning Section Chief will be attended the pre-planning meeting. If available, a Fire Behavior Analyst should also attend. The PSC will facilitate the meeting and will have a complete list of all the resources available for the operational period being planned, as well as a copy of the previous day's Incident Action Plan. The Operations Section Chief will identify tools, equipment and supplies needed. This information will later be shown on the ICS-204, Division Assignment Sheet. The Operations Section Chief will review the division assignments and apply the principles of LCES.

Planning Meeting: A Planning Meeting will be held for each operational period. The PSC will normally facilitate the Planning Meetings. The IC, all Command & General Staff, and agency representatives (including local fire departments) must be present at the Planning Meeting. The objective is to develop strategy and tactics while keeping the meeting moving, and reach closure on discussion items. Every effort will be made to keep the planning meeting less than 30 minutes in length. If available, Agency Administrators, Resource Advisors, Fire Behavior Analyst, local fire department representative and other appropriate personnel should attend. The following is a suggested agenda:

<u>ACTION</u>	<u>RESPONSIBILITY</u>
Introduction	PSC
Briefing on Fire Status	OSC
Set or Review Control Objectives/Strategy	IC
Weather/Fire Behavior Forecast	FBAN/PSC
Specify Tactics and Resource Needs for each planning unit	OSC (Review of ICS-215)

Safety Considerations - LCES for each planning unit	OSC (Review ICS-215a)
Adjust Tactics/Resource Needs per LCES analysis (if necessary)	OSC
Resources Availability and Needs Identify Divisions, Operations Facilities, Drop Points, Reporting Locations, etc. Plot on map.	PSC OSC/PSC
Logistical Coordination/Considerations	LSC
Information Considerations	IOFR
Concerns/Agree to/Support the PLAN	All
Closing	IC

Operational Period Briefing: A briefing will be held for each operational period. The Planning Section Chief will facilitate the briefing. It is important to keep the briefing organized and moving. The briefing should be kept to 30 minutes or less. Those making a presentation will do so by addressing the audience from the front of the briefing area. Do not read what is already written in the IAP, but do emphasize important items and needed adjustments. The following is a suggested agenda:

<u>ACTION</u>	<u>RESPONSIBILITY</u>
Introduction	PSC
Incident Organization	PSC
Incident Objectives	PSC
Current Status and Accomplishments	OSC
Weather/Fire Behavior Forecast	FBAN/PSC
Plan of Operations for the Period	OSC
Air Operations	OSC/ASGS
Safety Message	OSC/SOF
Logistics Message	LSC
Information Message	IOFR/IC
Closing Comments	IC
Division Mtgs. at Predetermined Locations	DIVS

### **Fort Collins Interagency Dispatch Center – Duties And Responsibilities**

In addition to the duties outlined in this document, Fort Collins Interagency Dispatch Center (FTC) duties and responsibilities of are outlined in the FTC Mobilization Guide and county Annual Operating Plans.

### **Incident Commander – Duties And Responsibilities**

- The Incident Commander will manage the incident from the ICP.
- Overall responsible for incident activity
- Establish an Incident Command Post

- Position ICP away from noise and confusion associated with the incident.
- Position ICP outside the area of present and potential hazards.
- Position ICP within view of the incident if possible
- Identify a location that will ensure the ICP can expand, provide for security and controlled access, and be identified with visible markings.
- Establish immediate priorities
- Determine objectives, strategy, and tactical direction
- Monitor scene safety
- Develop an appropriate organizational structure
- Maintain a manageable span of control
- Establish and monitor incident organization
- Implement the Incident Action Plan(s)
- Approve requests for additional resources & release of resources
- Manage all incident resources
- Coordinate all emergency activities
- Coordinate the activities of all responding agencies
- Keep track of costs
- Authorize release of information to media
- Supervise Command and General Staff
- Responsible for interagency relations

### **Planning Section – Duties And Responsibilities**

The Planning Section is responsible for the following:

- Establishing all incident check-in locations and procedures, and maintaining an organized master check-in list of resources assigned to the incident.
- Taking the lead in writing and compiling the Incident Action Plan, with input from other team members. At a minimum, the IAP should contain incident objectives, incident organization, a weather summary, division assignments, a communications plan, a medical plan and an incident map.
- The collection and organization of incident status and situation information; and the evaluation, analysis, and display of that information for the duration of the incident.
- Completing and updating all maps needed for operational, planning, and logistical activities. Incident Action Plan maps should include a grid to facilitate the location of specific points on the incident.
- Completing the ICS 209. An attempt will be made to submit the ICS-209 by 1800 hours.
- Maintain incident documentation and records.
- As appropriate, develop and implement a Demobilization Plan approved by the Incident Commander.
- Maintain unit log (ICS 214).

### **Operations Section – Duties and Responsibilities**

The Operations Section is responsible for the following:

- Directing and coordinating all operations, ensuring the safety of Operations Section personnel.
- Assisting the IC in developing incident objectives.
- Implementing the Incident Action Plan (IAP).
- Request and/or release resources through the IC.
- Keep the IC informed of situation and resource status within the Operations Section.

- Line personnel are expected to be in route to operational period assigned areas 30 minutes after completion of the operational period briefing.
- Division Supervisors must contact the Operations Section Chief one hour before the pre-planning meetings to provide input for next operational period. A draft ICS-215 will be developed in the pre-planning meeting.
- Injuries/medivac treatment of injuries and evacuation of sick or injured personnel has first priority in virtually all situations. Plans are developed for each incident and are included in the daily Incident Action Plan.
- The Operations Section Chief is expected to be at all Pre-Planning/Planning Meetings.
- Establish a Structural Protection Branch or Group when the IMT3 is assigned to an incident involving a wildland/urban interface or when the incident is posing a threat to rural homes. Volunteer fire departments, etc. who have responsibility for protection of structures will be used as a primary source of manpower, equipment, and local expertise.
- Aviation Resource Ordering and Priorities: Division Supervisors have the authority to order aerial retardant/water through the Operations Section Chief. The Operations Section Chief will normally set the priorities for retardant use at the start of each operational period. However, the Operations Section Chief does not need to approve each order.
- Occasionally it is necessary to set priorities on aerial retardant orders. Those priorities are 1) Imminent threat to life or property, 2) Threat to property during the next operational period, and 3) general tactic operations.
- Develop the operational portion of the ICS-215 of the IAP.
- Brief and assign operations personnel in accordance with the IAP. On large incidents this may be only a general briefing with the OPBD/DIVS doing area-specific operational briefings.
- Supervise incident operations. This includes development of alternate strategy and tactics. It is important that OPBD/DIVS have direct input into the development of all tactics. The OSC must approve all changes in tactical operations and report these changes to the Incident Commander and the Planning Section Chief.
- Determine all operational needs and request additional operational resources. It is important for the OSC to anticipate needs as far ahead of time as possible. This will help other Section Chiefs in meeting their incident responsibilities.
- Working with the Planning Section, review suggested lists of resources to be released and initiate recommendations for release of resources. Also work with the LSC to determine operational logistical needs and surpluses.
- Assemble and disassemble incident-formed strike teams and task forces assigned to the Operations Section.
- Report information about special activities, events, and occurrences.
- Maintain unit log (ICS 214).

### **Division/Group Supervisor – Duties and Responsibilities**

The Division/Group Supervisor is responsible for the following:

- Your division or functional group assignment is your territory, which includes the safety and welfare of personnel in the area (or function).
- Ensure that all personnel under your supervision have properly checked in with Plans and Finance.
- You are responsible for assignment of personnel and resources within the division/group. Review assignments with subordinates using LCES to provide for effective and safe operations.
- Resolve logistics problems within divisions/groups. Order supplies, transportation, etc. from the appropriate unit through the Communications Unit. Plan ahead and try to consolidate orders/requests. Try to anticipate the supplies and equipment for your next operational period and notify the OSC of

those needs. Specify delivery method, point, and time. This will help the LSC get gas, pumps, bladder bags, etc. lined out for that operational period.

- Ensure that assigned personnel and equipment get on and off the line in a timely manner.
- Keep your supervisor informed on your position, progress, significant events, hazardous situations, and resource needs (crews, dozers, engines, air, etc.) on your division or group.
- Coordinate activities with adjacent divisions. DIVS have the authority to reassign excess personnel and resources to meet unforeseen needs in adjacent divisions. Be sure to inform your supervisor and the Planning Section whenever a reassignment is made between divisions or groups.
- You are the primary source of intelligence for your assigned area. Be sure to inform your supervisor of progress, resource needs, tactical recommendations, etc. for the next operational period prior to the scheduled operational period planning meeting. Contact the Planning Section after each operational period and inform them of progress, line location, drop-points, etc. on your division. You are responsible for a post-operational period debriefing with your supervisor. This information should be given to the OSC.
- If you are uncomfortable with your assignment, your qualifications for an assignment, or maintaining span-of-control, contact your supervisor. We all have different experience levels; we need to make every incident a team effort.
- Good management depends on good communications - stay informed and keep the people you are working with informed. Consider packing two radios, one for line frequency and one for command. Remember that King radios have limitations too when there is a lot of radio traffic.
- Visit your entire division at least once per operational period. Nothing about your division should surprise you.
- TAKE CARE OF YOUR PEOPLE. Use LCES to mitigate all hazards. Recognize the 18 SITUATIONS and follow the FIRE ORDERS.

### **Evacuation Group Supervisor – Duties and Responsibilities**

In addition to the duties of a Division/Group Supervisor, the Evacuation Group Supervisor is responsible for the following:

- Coordinate with Structure Protection Group Supervisor.
- Develop and communicate trigger points to initiate evacuation.
- Determine time frames to accomplish evacuation.
- Consider using aircraft to assist in locating hidden homes.
- Order additional resources to assist with evacuation (i.e. police, VFD's, local agencies).
- Fire Area:
  - Close off area to public.
  - Watch for unwanted spectators.
  - Identify street address if not listed (have cardboard, felt tip pen, stapler and flagging to mark streets, evacuation routes, etc.).
- Evacuees:
  - Ask residence to not lock their doors, leave outdoor lighting on, etc.
  - Know a location to send evacuees.
  - Note hazardous materials around structures.
  - Consider livestock and pet evacuation.
  - Document residents who refuse to leave the area.
- Traffic:
  - Develop and communicate a traffic plan.
  - Turn traffic control over to law enforcement officers if possible.

- Consider alternatives to evacuation down narrow roads.
- Note weight limits on roads and bridges.
- Advise other units of routes and conditions.
- Remain mobile.
- Document each address contact made.
- Update supervisor of progress and needs (frequently!).

## Logistics Section – Duties and Responsibilities

The Logistics Section is responsible for the following:

- Responsible for providing facilities, services, and materials (including personnel) to operate the requested logistical support equipment for the incident.
- Food and drinking water are priorities.
- Support the incident tactics as outlined by the Operations Section.
- Determine the need for vehicle fuel. Order fuel truck as appropriate.
- Staffing of the Logistics Section will be commensurate with the incident needs. A Staging Area Manager is often critical to a successful Type 3 incident.
- Following the initial call from the Dispatch Center, the Logistics Section Chief will call the ordering office and determine the resource situation. If necessary, the Logistics Section Chief will place an initial order with the host unit dispatch prior to leaving for the incident. The Logistics Section Chief will maintain flexibility and exercise reasonableness in dealing with the ordering office.
- Following arrival at the reporting location, and usually following the Line Officer briefing, the Supply Unit Leader will gather additional anticipated resource needs from the IMT Section Chiefs and place the orders as soon as permission is granted.
- Requests for resources/supplies should be given to the LSC on a General Message form.
- All orders for personnel and equipment will be reviewed and approved by the Incident Commander prior to placement of the order.
- All equipment assigned to the incident should be identified, agreements confirmed, and use records made current by the end of the second operational period.
- Every effort should be made to isolate the incident from other local radio systems as rapidly as possible. A Regional or NIFC radio system is to be ordered (if it hasn't been already) and is to include aircraft, logistics, and repeater capability.
- For incident communications purposes, the incident communication center at ICP will be referred to as “*Incident Name ICP*”.
- Then incident base camp and the ICP will be co-located to facilitate communication between team members.
- The incident base camp is to be organized to avoid congestion and allow safe, efficient flow of vehicle and foot traffic. General parking and incident equipment parking should be separate and away from the camp core. Only foot traffic is to be allowed within the base camp. Adequate security will be provided to enforce traffic/speed restrictions. The Facilities Unit Leader will assess the Base Camp for use by the physically challenged and accommodate such use if feasible. Insure that all land and facility use agreements are properly documented with Finance and Procurement. Perform and document pre and post use inspections.
- The LSC will ensure an ICS 206 Medical Plan is completed for the incident. A template is provided in Appendix C.  
The LSC will ensure an ICS 205 Radio Communications Plan is completed for the incident. A copy of the Northern Front Range Interagency Radio Communications Plan is provided in Appendix D.
- Locate Medical and Communications Units near each other to facilitate med-a-vac operations.

- All identified sleeping areas are to be inspected prior to crew use for safety hazards, i.e., hazard trees, poison oak/ivy, etc. Sleeping areas for day and night crews are to be identified and kept separate.
- The Incident Command Post functions should be somewhat isolated from the base camp traffic to avoid people congregating in these areas. A briefing area should be identified early; one that is not within the Incident Command Post functional areas, can be protected from wind and rain showers, lighting supplied, and not near any major noise source.

## **Finance Section – Duties and Responsibilities**

If possible, the initial IMT3 order will include an Equipment/Time Recorder. All incident personnel will report time on a Crew Time Report (CTR) signed and authorized by immediate supervisor. Each employee and supervisor should be encouraged to review hours posted to FTR at a time that is convenient for them and finance personnel in advance of demobilization. Time Unit will be open before each shift leaves for the line and for an hour after the last shift arrives back at camp. This will allow time for crew bosses to pick up CTRs and for Time Unit to reconcile any questions that arise.

Any and all claims will be documented by the IMT3 and handled by the host agency.

## **Evacuations**

Actual or potential evacuations are a priority during incident operations. If evacuations are implemented, local law enforcement, fire departments, and the responsible emergency managers shall be notified immediately. Evacuation should be coordinated through the on scene incident management team. The IC should coordinate the best method of notification and pre-warning for potential evacuation needs with local law enforcement and fire agencies. It is recommended the IC appoint an Evacuation Group Supervisor to coordinate evacuation efforts. The Evacuation Group Supervisor shall report to the Operations Section Chief. The Evacuation Group Supervisor or IC should work closely with local law enforcement, fire departments, and emergency managers. It is highly recommended that local fire departments develop evacuation plans for communities under their jurisdiction.

## **Fire Departments**

Fire department resources committed to the incident must remain as assigned until released by the Incident Commander. Fire departments should not commit resources and personnel critical to routine department operations.

Fire departments should designate a department representative when the incident impacts or has the potential to impact their protection area. A fire department may delegate representation to the county.



## **Appendix B: Aviation Accident/Crash Protocol**

In the event of an aviation accident, crash, MVA or other incident, the Incident Commander is responsible for obtaining the following information and coordinate fire/rescue resources with the local dispatch center having jurisdiction.

1. Exact location of accident, crash, MVA or other incident
2. Vehicle access to the site.
3. a. Aircraft description (type, tail number, and number of occupants).  
b. Vehicle description
4. Number and extent of injuries (if known).
5. Reporting parties name, address, and call back number.
6. Do not report victim(s) name over radio.

The Incident Commander will also notify the Fort Collins Dispatch Center (FTC) regarding the incident and current status.

## Appendix C: ICS 206 Medical Plan Templates

<b>MEDICAL PLAN (BLX/LRX)</b>	1. Incident Name	2. Date Prepared	3. Time Prepared	4. Operational Period
	5. Incident Medical Aid Station			

Medical Aid Stations	Location	Paramedics Yes No	

### 6. Transportation

#### A. Ambulance Services

Name	Address	Phone	Paramedics Yes No	

#### B. Incident Ambulances

Name	Location	Paramedics Yes No	

### 7. Hospitals

Name	Address	Travel Time		Phone	Helipad		Burn Center	
		Air	Ground		Yes	No	Yes	No
<b><u>Poudre Valley Hospital</u></b> N40 34.3 W105 3.38	2024 S. Lemay Fort Collins			(970) 495-7000	x			X
<b><u>McKey Medical Center</u></b> N40 24.70 W105 3.0	2000 N. Boise Loveland			(970) 669-4640	X			X
<b><u>Estes Park Medical Center</u></b> N40 22.2 W105 30.8	555 Prospect Ave. Estes Park			(970) 586-2317	X			x
Northern Colo Medical Center <b>N40 25 W104 49.2</b>	1801 16 <sup>TH</sup> Street Greeley			(970) 352-4121	X		X	
Longmont United Hospital <b>N40 10.73 W105 7.28</b>	1950 Mountain View Longmont			(303) 651-5111	X			x
Boulder Community Hospital <b>N40 1.67 W105 17.6</b>	Broadway & Balsam Boulder			(303) 440-2273	x			x
Avista Hospital <b>N39 57.1 W105 9.02</b>	100 Health Park Dr. Louisville			(303) 673-1000	x			x
University Hospital <b>N34 43.93 W104 56.37</b>	4200 9 <sup>TH</sup> Denver			(303) 372-8911	x		x	

### 8. Medical Emergency Procedures

- Report all emergencies to your Division/Group Supervisor or other immediate supervisor on Tactical Channel.
- Route closest EMT to the injured party.
- All radio traffic for that Division/Group shall be cleared for medical emergencies.
- All treatment and transportation needs to come through Division/Group Supervisor to OSC on Command Channel. (DIVS/OSC CALL 9-1-1 TO ACTIVATE EMS)
- Relay nature of problem, number of injured, patient condition, location (GPS coordinates), and ETA to LZ.
- Request for Helicopter MedEVac will be coordinated by Division/Group Supervisor.
- After hours medical needs: contact "900" on Larimer County Firenet or Boulder Communications

Prepared by (Medical Unit Leader)	10. Reviewed by (Safety Officer)
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<b>MEDICAL PLAN (Grand County)</b>	5. Incident Name	6. Date Prepared	7. Time Prepared	8. Operational Period
	5. Incident Medical Aid Station			

Medical Aid Stations	Location	Paramedics Yes No	

**6. Transportation**

**A. Ambulance Services**

Name	Address	Phone	Paramedics Yes No	

**B. Incident Ambulances**

Name	Location	Paramedics Yes No	

**7. Hospitals**

Name	Address	Travel Time		Phone	Helipad		Burn Center	
		Air	Ground		Yes	No	Yes	No
<u>Kremmling Memorial Hospital</u>	214 S 4 <sup>th</sup> Street, Kremmling			(970) 7243442	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
<u>Granby Medical Center</u>	480 E. Agate Ave, Granby			(970) 887-2117	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>
<u>7 Mile Medical Center</u>	Winter Park Ski Area			(970) 726-8066	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>

**8. Medical Emergency Procedures**

- Report all emergencies to your Division/Group Supervisor or other immediate supervisor on Tactical Channel.
- Route closest EMT to the injured party.
- All radio traffic for that Division/Group shall be cleared for medical emergencies.
- All treatment and transportation needs to come through Division/Group Supervisor to OSC on Command Channel. (DIVS/OSC CALL 9-1-1 TO ACTIVATE EMS)
- Relay nature of problem, number of injured, patient condition, location (GPS coordinates), and ETA to LZ.
- Request for Helicopter MedEVac will be coordinated by Division/Group Supervisor.
- After hours medical needs:

Prepared by (Medical Unit Leader)	10. Reviewed by (Safety Officer)
-----------------------------------	----------------------------------

**Appendix D: Radio Communications Plan**

**Boulder and Larimer Counties**

**Larimer County**

<b>Receive</b>		<b>CG</b>		<b>Transmit</b>		<b>CG</b>
Larimer Fire Net	Dispatch Coordination	154.385	156.7	154.385	156.7	
FERN 1	Tactical	154.280	CTCSS	154.280	CTCSS	
FERN 2	Tactical	154.295	CTCSS	154.295	CTCSS	
FERN 3	Tactical	154.265	CTCSS	154.265	CTCSS	

**Colorado State Forest Service**

<b>CG</b>		<b>Transmit</b>		<b>CG</b>		<b>Receive</b>
CSFS	Tactical	151.340		151.340		

**Rocky Mountain NP**

<b>Receive</b>		<b>CG</b>		<b>Transmit</b>		<b>CG</b>
RMNP	East Side Repeater	166.950	100.0	166.350	CTCSS	
RMNP	Tactical	166.350	CTCSS	166.350	CTCSS	
RMNP	Tactical	168.350	CTCSS	168.350	CTCSS	
RMNP	West Side Repeater	166.900	156.7	166.300	127.3	

**Boulder County**

<b>CG</b>		<b>Transmit</b>		<b>CG</b>		<b>Receive</b>
Boulder Red 1	Dispatch Coordination	154.325	179.9	154.325	179.9	
Boulder Red 2	City of Bld. Tactical	154.205	179.9	154.205	179.9	
Boulder Red 3	Tactical	154.415	179.9	154.415	179.9	
Boulder Red 4	Tactical (Low Power)	153.830	179.9	153.830	179.9	
Boulder Red 5	Tactical	154.370	167.9	154.370	167.9	
Boulder Red 6	Tactical	154.310	131.8	154.310	131.8	
Boulder Red 6 RP	Tactical	154.220	131.8	154.310	131.8	
FERN 1	Tactical	154.280	CTCSS	154.280	CTCSS	
FERN 2	Tactical	154.295	CTCSS	154.295	CTCSS	
FERN 3	Tactical	154.265	CTCSS	154.265	CTCSS	

**United States Forest Service**

<b>Receive</b>		<b>CG</b>		<b>Transmit</b>		<b>CG</b>
Roosevelt Net	Deadman Repeater	169.975	110.9	169.175	CTCSS	
Roosevelt	Buckhorn	169.975	123.0	169.175	CTCSS	

Net	Repeater				
Roosevelt Net	Twin Sisters Repeater	169.975	131.8	169.175	CTCSS
Roosevelt Net	Thorodin Repeater	169.975	136.5	169.175	CTCSS
Roosevelt Direct	Tactical	169.175	CTCSS	169.175	CTCSS
Roosevelt Worknet	Tactical	168.175	CTCSS	168.175	CTCSS
Arapahoe Net	Squaw Mtn. Repeater	170.475	110.9	169.875	CTCSS
Arapahoe Net	Mines Repeater	170.475	123.0	169.875	CTCSS
Arapahoe Net	Pawnee Grasslands	169.975	167.9	169.175	CTCSS
Arapahoe Net	Blue Ridge Repeater	170.475	136.5	169.875	CTCSS
Arapahoe Net	Cottonwood Repeater	170.475	131.8	169.875	CTCSS
Arapahoe Direct	Tactical	169.875	110.9	169.875	110.9
Arapahoe Worknet	Tactical	164.100	CTCSS	164.100	CTCSS
R-2 Tactical	Tactical	168.350	156.7	168.350	CTCSS
USA Logistical	Mob. Tactical	163.100	179.9	163.100	CTCSS

**Air Frequencies**  
**Receive**

**Transmit**

**CG**

	CG				
Air/Ground Primary	Tactical	172.325	CTCSS	172.325	CTCSS
Air/Ground Secondary	Tactical	172.275	CTCSS	172.325	CTCSS
Air/Guard	Aircraft Emergencies	168.625	110.9	168.625	110.9
Air Net	Flight Following	168.650	110.9	168.650	110.9

**Unicom/Multicom Frequency Usage**  
**CG**

**Transmit**

**CG**

**Receive**

VHF-AM Air Net	Airport / Multicom/DSP	122.925	CTCSS	122.925	CTCSS
VHF-AM Air Net	Airport / Multicom/EMRG	122.900	CTCSS	122.900	CTCSS
Air - Air	Aircraft-Aircraft	132.425	CTCSS	132.425	CTCSS
Air - Air	Helicopter/Heliport	123.075	CTCSS	123.075	CTCSS

**National Weather Service**

NWS	North	162.400			
NWS	Denver	162.475			

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**RADIO FREQUENCIES FOR INTERAGENCY WILDLAND FIRES IN GRAND COUNTY**

\*Local Government (LG) will be the command channel for initial attack\*

\*\* FERN and Public Safety Direct will be the primary interagency tactical channels for initial attack\*\*

<u>Name</u>	<u>RX</u>	<u>RX TONE</u>	<u>TX</u>	<u>TX TONE</u>	<u>PURPOSE</u>
SO Green (Grouse)	153.815		155.715	156.7	HSS Dispatch
*LG Grouse Mtn Rptr	155.115		153.995	156.7	HSS Dispatch
*LG Table Mtn Rptr	155.115		153.995	167.9	HSS Dispatch
**Public Safety Dir	155.685	156.7	155.685	156.7	Tactical
**FERN 1	154.280		154.280		Tactical
SO Red Direct	153.815		153.815	167.9	Tactical
East Grand	154.160		154.160		Tactical
Granby Fire	154.445		154.445		Tactical
Grand Lake Fire	154.340		154.340	Tactical	
Arapaho Work Net	164.100		164.100		Tactical
SO Blue (Chaucey)	153.815		155.715	167.9	Long distance Tac
Public Safety Rptr	155.685		158.820	156.7	Long distance Tac
Arapaho Net	169.875		170.475	131.8	FTC Daily Broadcast
BLM Blue Ridge Rptr	168.425		169.625	173.8	CRC
BLM Yarmony Rptr	168.625		169.625	186.2	CRC
Routt Rabbit Ears Rptr	169.600		169.100	110.9	CRC
BLM Kremmling 168.425		168.425		186.2	Kremmling F.O.
NPS West 1	166.350	127.3	166.350	127.3	RMNP
NPS West 2	166.350	127.3	166.950	107.5	RMNP
USFS Sulphur Direct	169.875		169.875		Interagency Com
BLM Work	168.350		168.350		Interagency Com
Cadastral Work	168.400		168.400	Interagency Com	
Routt Work Net	168.600		168.600		Interagency Com
NPS Work	168.350		168.350		Interagency Com

<b>INCIDENT RADIO COMMUNICATIONS PLAN</b>	1. Incident Name	2. Date/Time Prepared	3. Operational Period Date/Time

**4. Basic Radio Channel Utilization**

Radio Type/Cache	Channel	Function	Frequency/Tone	Assignment	Remarks
King NIFC					

Prepared by (Communications Unit)

## Appendix E: Initial Order Checklist - Items to Consider

### Command

- Additional Command Staff (span of control)
- Public Information Officer(s)
  - Division Supervisors

### Operations

- Additional Resources
- Staging Area Manager(s)
- Evacuation Group Supervisor
- Utilities

### Logistics

- Food & Water (Salvation Army or Red Cross)
- Facilities (Porta-poties)
- Fuel Truck(s)
- Water Tenders
- Communication needs (Portable repeater, Radio Cache, etc...)
- Law Enforcement Officers (Road blocks, Security, Evacuation, etc...)

### Other

- BAER Teams
- Road rehabilitation

## Appendix F: Structural Protection - Quick Assessment Checklist

### I. Command

- A. Check-in at ICP
- B. Establish relationship with local fire department
- C. Determine qualifications of fire personnel on-scene
- D. Ensure IA units transition to extended attack organization
- E. Ensure adequate communications with ALL assigned resources
- F. Brief resources

### II. Initial Triage

- A. Subdivision name and location
- B. Obtain map of subdivision
- C. Determine immediate priorities and time frames
- D. Determine resources:
  - 1. On scene
  - 2. Responding
  - 3. Needed – type and number, including Overhead
- E. Establish staging areas
- F. Identify hazards to firefighters/residents

### III. Evacuation

- A. Establish trigger points for evacuations
- B. Establish evacuation procedures
  - 1. How will public be notified
  - 2. Ensure proper authorities are notified
- C. Ingress/egress – traffic control

### IV. Strategy and Considerations

- A. Structure protection mode
  - 1. Offensive
  - 2. Defensive
  - 3. Non-defensible
- B. Water availability and location
  - 1. Natural sources
  - 2. Tenders
  - 3. Air resources
  - 4. Logistical support
  - 5. Predicted fire behavior
  - 6. Lookouts, Communications, Escape Routes, and Safety Zones
  - 7. Utilities

## Appendix G: Rocky Mountain Area Incident Debriefing Format

Date: \_\_\_\_\_

Fire Name/Number: \_\_\_\_\_

Fire Location: \_\_\_\_\_

**Objectives:**

1. Identify performance and/or processes that worked well.
2. Identify performance and/or processes that need improvement.
3. Identify critical safety or operational issues needing immediate resolution.
4. Identify generic issues to be reviewed and addressed by Geographical Area.

**Ground Rules:**

1. The written agenda will be followed.
2. Key issues will be recorded on flipchart for documentation and follow-up.
3. The Team evaluation will not be a part of the debriefing.
4. Debriefing is to identify problems, not to resolve them.
5. A copy of the written notes will be forwarded to the IC, FMO and Agency Administrator within 1 week.
6. Issues will have identified/recommended solutions by the Fall Fire Review.

**Debriefing Topics:**

- a. Brief history of the Incident
- b. Initial Attack/Extended Attack Issues - IC and FMO
- c. Team Mobilization - IC, FMO, RMACC
- d. Team Transition - IC, FMO, Agency Administrator  
- Briefing, WFSA, and Delegation of Authority

**Team Comments:** Command, Information, Safety, Operations, Air-Operations Plans, Logistics, Finance

**Incident Support:** Local Dispatch Center  
- Communications, Intelligence, Service/Supply Plan, Transportation

Buying Teams  
Incident Business Advisor  
Rocky Mountain Coordination Center  
Rocky Mountain Area Fire Cache  
Other Agencies and/or Cooperators

**Closing Comments:** Incident Commander  
Fire Management Officer  
Agency Administrator

## Appendix H: Incident Commander Type 3 Response Kit

Obtain and assemble information and materials needed for kit. Kit will be assembled and prepared prior to receiving an assignment. Kit will contain critical items needed for the assignment and items needed for functioning during the first 48 hours.

Suggested kit items:

- Agency specific forms appropriate to the function.
- PMS 410-1, Fireline Handbook.
- Position manuals for the section.
- ICS Form 201, Incident Briefing.
- ICS Form 202, Incident Objectives.
- ICS Form 204, Division Assignment.
- ICS Form 209, Incident Cost and Status.
- ICS Form 213, General Message.
- ICS Form 214, Unit Log
- Medical and or Injury Forms.
- Incident specific reference materials; e.g., radio frequencies, pertinent phone numbers, maps photos, etc.
- Communication device; e.g., radio, cell phone etc.
- Batteries.
- Flagging.
- Belt weather kit.
- First aid kit (optional)
- Compass.
- GPS unit.
- Calculator.
- Equipment Shift Ticket book.
- Crew Time Reports.
- Office supplies appropriate to the function.
- Interagency Incident Business Management Handbook.
- Binoculars.