

**NORTHERN GREAT PLAINS INTERAGENCY DISPATCH CENTER
MOBILIZATION GUIDE**

CHAPTER 10 – OBJECTIVES, POLICY, AND SCOPE OF OPERATION

TABLE OF CONTENTS

11	MISSION STATEMENT	II
11.1	Total Mobility	1
11.2	Priorities-	Error!
	Bookmark not defined.	
12	SCOPE OF OPERATION	2
12.1	General	2
	12.1.1 National Response Plan-	2
	12.1.2 Office of Foreign Disaster Assistance	2
	12.1.3 Response to Incidents other than Wildland Fires	2
	12.1.4 Mutual Aid Agreements	3
12.2	Responsibilities of Great Plains Interagency Dispatch Center	3
12.3	Responsibilities of Great Plains Interagency Dispatch Center Agencies	4
12.4	Responsibilities of Great Plains Interagency Dispatch Center Fire Duty Officers	5
13	MOBILIZATION / DEMOBILIZATION	6
13.1	Work Rest Guidelines	6
13.2	Incident Operations Driving	8
13.3	Initial Attack Definition	8
13.4	Resource Mobilization	9
13.5	National and Area Resources	9
13.6	Notification of Commitment of National Resources	10
	13.6.1 Commit	10
13.7	Unable to Fill Procedure	11
13.8	Standard Cubes, Weight and Gear Policy	11
13.9	Strike Teams/Task Forces	11
13.10	Wildland Fire Weather Forecasts	12

11 MISSION STATEMENT

The principal mission of The Great Plains Interagency Dispatch Coordination Center is the cost effective and timely coordination of land management agency response for wildland fire. This is accomplished through planning, situation monitoring, and expediting resource orders between the Bureau of Indian Affairs (BIA), Bureau of Land Management (BLM), South Dakota State Wildland Fire Suppression Division (SDS), Fish and Wildlife Service (FWS), Forest Service (USFS), National Park Service (NPS), National Weather Service (NWS), Federal Emergency Management Agency (FEMA), and other cooperating agencies.

The Great Plains Interagency Mobilization Guide (GPMG) identifies standard procedures which guide the operations of multi-agency logistical support activity throughout the coordination system. This guide is intended to facilitate interagency dispatch coordination ensuring the timeliest and cost effective incident support services are provided. This mobilization guide is intended to supplement the Rocky Mountain Area Interagency Mobilization Guide and the National Interagency Mobilization Guide. The guide is an extension of Agency Manuals, Handbooks, Directives, and Instructional Memorandums relating to logistical support.

11.1 Total Mobility

Positioning and utilizing resources to meet anticipated and existing incident, preparedness, severity, wildland and prescribed fire needs regardless of geographic location or agency affiliation.

11.2 Priorities

When competition exists for resources, priorities will be established depending on the Preparedness Level.

Preparedness Level	Priorities set by
I and II	Center Management or Delegated Authority
III	Center Management or Delegated Authority
IV and V	NGCG – Northern Great Plains Coordinating Group, if needed.

Priorities will be established using National Standards (NMG 11.2). When requested, Great Plains Interagency Dispatch Center will submit a priority list to Rocky Mountain Coordination Center. The single overriding suppression priority is the protection of human life – both that of our firefighters and of the public.

In setting priorities, the following criteria shall be considered:

- Maintaining initial action capability

- Protecting communities and community infrastructure, other property and improvements, and natural and cultural resources in the following order:
 - Communities
 - Community infrastructure (including: long term effects to economic sustainability and viability)
 - Historically significant cultural resources
 - Commercial business
 - Principle residence (year-round homes)
 - Non-principle residence (seasonal homes, cabins, etc.)
 - Out buildings (barns, unattached garages, utility buildings, etc.)
- Limiting costs without compromising safety
- Meeting agency suppression objectives

12 SCOPE OF OPERATION

12.1 General

The Great Plains Interagency Mobilization Guide contains dispatching procedures and organizations. Included is a directory and catalog of personnel equipment, aircraft, and supplies to assist in obtaining prompt and adequate response to ensure management of all wildland fire and prescribed fires within agency standards. Each unit will provide GPC with their individual unit's information to supplement the Great Plains Interagency Mobilization Guide. (Refer to RMG 12.1)

12.1.1 National Response Plan (NRP)

(Refer to RMG 12.1.1 and NMG 12.1.1)

12.1.2 Office of Foreign Disaster Assistance (OFDA)

(Refer to RMG 12.1.2 and NMG 12.1.2)

12.1.3 Supporting Non-Fire Emergencies

The Great Plains Interagency Dispatch Center is capable of supporting non-fire incidents provided there are Agreements or MOU's in place that identify payment procedures. Great Plains Dispatch Center Cooperating Agencies will normally function in a support role in a coordinated response to non-wildland fire emergencies. An agency may take the lead role for purposes of expediency in life threatening situations or when non-government emergency service programs are not capable of providing support. Specific agency policies and administrators will provide direction in determining the availability of resources in conjunction with existing programs in order to support and coordinate with local authorities. (Refer to NMG 21.4 Cost Coding.)

12.1.4 Mutual Aid Agreements

Mutual aid agreements have the primary purpose of providing Initial Attack (I.A.) and short term logistical support between adjoining units and dispatch centers. Initial Attack is the first response of suppression forces dispatched to wildfires under established and planned direction. The forces are normally in sufficient amounts to successfully achieve the appropriate management response without need for major reinforcements in a reasonable period of time. Great Plains Interagency Dispatch Center has the authority to utilize the initial attack resources of adjoining units and centers across adjacent geographic area boundaries.

Mobilization will be within the legal authority of existing formalized parent agreements. Local formal agreements and MOU's are not necessary. However, cooperating units will identify operating procedures in local operating plans. (Refer to GPMG 13.3 and RMG 13.4 for I.A. definitions and policies.)

Prior to the mobilization of I.A. resources, it is agreed that:

- There will be communication between all centers.
- An official resource request will be processed through dispatch channels for I.A. resources remaining on the incident beyond I.A.
- No I.A. resource responding across geographic boundaries will be mobilized further than that adjoining center boundary.

12.2 Responsibilities of the Great Plains Interagency Dispatch Center

Great Plains Interagency Dispatch Center (GPC) shall serve as the dispatch office to provide logistical support to incidents in the GPC dispatch area. GPC will coordinate movement of all support resources within the area.

The GPC manager has delegated authority as identified by the signatories of the Great Plains Interagency Mobilization Guide. The delegated authority is outlined within this guide and established policies and procedures for the mobilization of personnel, equipment, supplies and aircraft for incident emergencies and presuppression in the Great Plains dispatch area, the Rocky Mountain area and Nationally.

Great Plains Interagency Dispatch Center will:

- Provide a focal point for information concerning overall incident situations within the Great Plains dispatch area including but not limited to fire danger, current or projected activity, and resource status.

- Determine the amount and location of available overhead, crews, equipment, aircraft, supplies and transportation. Anticipate and communicate initial and long-term needs and priorities for sharing available resources.
- Coordinate the movement of incident emergencies, preparedness, severity, wildland and prescribed fire needs, personnel, equipment, aircraft and supplies from one location to another.
- Coordinate with local MAC group to determine priorities for resources in multiple fire situations.
- Coordinate rosters, schedules, and mobilization of Great Plains area resources. (i.e. Type I and Type II team members, Buying Team members, and Crews)
- Keep Agency administrators informed of existing and projected critical fire situations.
- Determine the need to preposition suppression resources at the most strategic locations and initiate the movement using resource ordering process in conjunction with the local MAC group and local FMO's.
- Comply with acceptable dispatch standards and procedures.
- Participate in active analysis of fire, coordination, and dispatch activities.
- Prior to fire season, initiate GPC recommended changes in policies and procedures and Cooperative Agreements that affect GPC.
- Provide leadership and support in training programs to facilitate current dispatch and coordination needs.

12.3 Responsibilities of the Great Plains Interagency Dispatch Center Agencies

Great Plains Interagency Dispatch Center Agencies shall be:

- Responsible for all fire activity within their respective protection boundaries, including initial attack and project support.
- Responsible for interagency agreements to facilitate a cost effective and responsive emergency management program, and the development of Mobilization Guides, Operating Plans, Aviation and Safety Plans.
- Responsible for preparedness in order to meet daily anticipated fire suppression requirements.

- Responsible for ensuring adequate and timely staffing of all incidents through the Interagency Dispatch System. This includes overhead team requirements and Expanded Dispatch Organizations.
- Responsible for maintaining all equipment and supplies to Agency and National Fire Equipment Standards.
- Responsible to assess and perform risk/benefit analysis prior to requesting extensive night mobilization.
- Responsible to ensure all resource requests are filled with FULLY Qualified personnel.
- Responsible for adequately informing GPC of all intelligence regarding resources, weather, and incident information. This includes anticipated critical fire situations or fire activity that may exhaust unit response capabilities. This information will be utilized to provide yearly statistical reports.
- Responsible for complete and accurate documentation in support of emergency activities and legal requirements.
- Responsible for administrative details including training, contracting, discipline, housing, time keeping, equipment, and any project work for shared resources based on the unit.
- Determine needs for repositioning of forces or deviations from approved and published staffing levels, and take appropriate action. (This includes obtaining severity authorization approval and initiating resource order request through the appropriate dispatch channels.)
- Responsible for the active support of incidents by making qualified personnel available for wildland and prescribed fire activities.
- Responsible for providing the training and support to wildland and prescribed fire personnel to assure safe, efficient, and effective incident activities.

12.4 Responsibilities of the Great Plains Interagency Dispatch Center Fire Duty Officers

Each Agency is responsible for providing a Fire Duty Officer (DO) and will provide GPC the name of the duty officer with work and after hours contact numbers. Such duty officers shall be available as scheduled.

13 MOBILIZATION / DEMOBILIZATION

GPC will coordinate the movement of all resources in the Great Plains Dispatch boundaries. GPC plans and executes a safe, rapid mobilization/demobilization program to minimize fire costs, commensurate with values at risk, and consistent with all agencies resource management objectives. When GPC has depleted jurisdictional and mutual aid resources, request for assistance shall be placed first with their “neighbors” and second with RMC. The resource order form that is issued from the Resource Ordering Status System (ROSS) will be used. When GPC provides resources to RMC, units are responsible for ensuring the resources being dispatched meet the criteria specified in the National Wildfire Coordinating Group Qualification and Certification Handbook (NWCG, PMS 310-1).

13.1 Work Rest, Length of Assignment and Days Off

A. Work/Rest Guidelines

Work/rest guidelines should be met on all incidents. Plan for and ensure that all personnel are provided a minimum 2:1 work to rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest).

Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift should exceed 24 hours. However, in situations where this does occur (for example, initial attack), incident management personnel will resume 2:1 work/rest ratio as quickly as possible.

The Incident Commander or Agency Administrator must justify work shifts that exceed 16 hours and those that do not meet 2:1 work to rest ratio. Justification will be documented in the daily incident records. Documentation shall include mitigation measures used to reduce fatigue.

B. Length of Assignment

1. **Assignment Definition** - An assignment is defined as the time period (days) between the first full operational period at the first incident or reporting location on the original resource order and commencement of return travel to the home unit.
2. **Length of Assignment** – Standard assignment length is 14 days, exclusive of travel from and to home unit, with possible identified under Assignment Extension.

Time spent in staging and preposition status counts toward the 14 day limit, regardless of pay status, for all personnel, including incident management teams. (Refer to NMG 13.1 and IIBMH 10, Section 12.7-2).

Military battalions are mobilized on a 30 day commitment (including training and travel), by prior agreement, as well as the Strike Team Leader and Battalion Liaisons assigned to those units. Assignment to FEMA incidents may also be extended to 30 days. However, Incident Commanders will give strong consideration as to the health and conditions of these crews and personnel by varying the intensity and exposure of their assignments. Government and contract pilots will adhere to the Interagency Interim Flight and Duty Limitations. (Refer to RMG 24.16 and NMG 24.16)

- 3. Day Off** - After completion of a 14 day assignment and return to the home unit, two (2) mandatory days off will be provided (2 after 14). (State regulations may preclude authorizing this for State employees.) Days off must occur on the calendar days immediately following the return travel in order to be charged to the incident. If the next day(s) upon return from an incident is/are a regular work day(s), a paid day(s) off will be authorized.

All length of assignment rules apply to aviation resources, including aircraft pilots, notwithstanding the FAA and agency day off.

Pay entitlement, including administrative leave, for a paid day(s) off cannot be authorized on the individual's regular day(s) off at their home unit. Agencies will apply holiday pay regulations as appropriate. A paid day off is recorded on home unit time records according to agency requirements.

Casuals (Ads) and contract resources are not entitled to paid day(s) off upon release from the incident or at their point of hire.

Home unit Agency Administrators may authorize additional day(s) off with compensation to further mitigate fatigue. If authorized, home unit program funds will be used.

4. Assignment Extension

Assignments may be extended in situations where life and property are imminently threatened, suppression objectives are close to being met, a military battalion is assigned, or replacement resources are unavailable or have not yet arrived. The IC must perform a risk management process before considering extension of the resource. The process will identify and document the risks involved with extending the resource and fatigue counter measures employed. A copy of the documentation should be provided to the individual(s). (Refer to NWCG Exhibit 28.13)

The resource and their Geographic Area Coordination Center Manager, home agency administrator and the IC must agree with the extension. The Agreement Extension Form should be attached to timesheets.

Upon completion of the standard 14 day assignment, an extension of up to an additional 14 days may be allowed (for a total of up to 30 days, inclusive of

mandatory days off and exclusive to travel).

Upon release from the assignment, regardless of extension duration, two (2) mandatory days off will be provided immediately following the return to the home unit and chargeable to the incident. (See above for compensation of days off guidelines).

13.2 Incident Operations Driving

In the absence of more restrictive agency policy, these guidelines will be followed during mobilization and demobilization of resources. Individual agency driving policies shall be consulted for all other non-incident driving. (Refer to NMG 13.2)

A. Agency resources assigned to an incident or engaged in initial attack fire response will adhere to the current agency work/rest policy for determining length of duty day.

B. No driver will drive more than 10 (10 hours (behind the wheel) within any duty day. Multiple drivers in a single vehicle may drive up to the duty day limitation, provided no driver exceeds the individual driving (behind the wheel) time limitation of ten (10) hours.

C. A driver shall drive only if they have had at least eight (8) consecutive hours off duty before beginning a shift.

Exception: Exception to the minimum off-duty hour requirement is allowed when **essential** to:

1. Accomplish **immediate** and **critical** suppression objectives, or
2. Address **immediate** and **critical** firefighter or public safety issues.

D. As stated in the current agency work/rest policy, documentation of mitigation measures used to reduce fatigue is required for drivers who exceed sixteen (16) hour work shifts. This is required regardless of whether the driver was still compliant with the ten (10) hour individual (behind the wheel) driving time limitations.

13.3 Initial Attack

Initial Attack (I.A.) is defined as the first response of suppression forces dispatched to wildfires under established and planned direction. The forces are normally in sufficient amounts to successfully achieve the appropriate management response without need for major reinforcements in a reasonable period of time. (Refer to RMG 12.1.4)

Dispatching of Area initial attack resources within and across the defined GPC boundaries shall comply with the following:

1. GPC has the authority to utilize the resources of adjoining units within the GPC area as stated in the GPMG Ch. 21.
2. Mobilization will be within the legal authority of existing formalized parent agreements. Cooperating units and centers must specifically identify operating procedures in local operating plans.
3. Aircraft such as air tankers, helicopters, lead planes, smoke jumper aircraft, etc. are considered initial attack resources when they can be dispatched and arrive on scene within one hour of I.A. request.
4. Ground resources are considered initial attack resources when they can be dispatched and arrive on scene within three hours of I.A. request.
5. GPC will make notification of National and Area resources as outlined in GPMG 13.6.
6. When it becomes evident that the incident will not be contained or controlled during initial attack, the initial attack resources will be formally requested on resource orders through established dispatch channels.

13.4 Resource Mobilization

Orders for resources shall be initiated by the unit responsible for the incident (prescribed fire, wildland fire, non-fire, etc). Resources must be mobilized on Resource Orders or by using the Resource Ordering Status System (ROSS) and processed through established dispatch channels using the standard National Coordination system. (Refer to NMG 13.4)

All resources mobilized beyond Initial Attack at their local area level will adhere to NWCG Physical Fitness Standards.

13.5 National and Area Resources

National/Area resources are those fire suppression resources whose primary duties are for the National and Area support of fire incidents.

National Resources	
National Area Command Teams	Fire Weather RAWS Systems
National Type I Incident Management Teams	Lead Planes
Type I Interagency Hotshot Crew	Infrared Aircraft
Smokejumpers	Type 1 and 2 Helicopters
National Contract Mobile Shower Units	National Contract Mobile Food Services Units
NIRSC Telecommunication Components	Large Transport Aircraft
ATMU	Critical Cache Items
Air tankers	National Interagency Caches
Smokejumper Aircraft	Aerial Supervision Module (ASM1)
Modular Airborne Firefighting System (MAFFS)	National Contract Mobile Commissary Services Units
Type 1 Buying Teams (Wintemute)	

Area Resources	
Type 2 Incident Management Teams	Type 3 Helicopters
Type 1 RM/EB Buying Team (Baird)	SEATS
Type 2 Crews	Cache Vans
Type 2 Buying Teams	

13.6 Notification of Commitment of National Resources

Notification of commitment of National and Area resources will be according to NMG 13.6.

13.6.1 Commit

A mailing list called **RMA COMMIT** will be used by dispatch centers within the RMA. A COMMIT mailing list must at a minimum contain the following addresses:

cormc@dms.nwcg.gov	idnic@dms.nwcg.gov
mtnrc@dms.nwcg.gov	nmswc@dms.nwcg.gov
utebc@dms.nwcg.gov	cocrc@dms.nwcg.gov
codrc@dms.nwcg.gov	cofte@dms.nwcg.gov
cogjc@dms.nwcg.gov	comtc@dms.nwcg.gov
copbc@dms.nwcg.gov	sdgpc@dms.nwcg.gov
wycdc@dms.nwcg.gov	wycpc@dms.nwcg.gov
wyrwc@dms.nwcg.gov	

If electronic mail problems occur, a telephone call to RMC will satisfy commit requirements. Information transmitted will include resource name, status and location (incident name, unit, lat/long in degrees, minutes, and seconds).

The purpose of a “commit” notification is to provide units and centers with timely information about the commitment, unavailability and availability of national and area resources. (Dispatch centers should assure they are on adjoining dispatch center’s Commit mailing lists.)

Commit messages will be done when the following circumstances occur:

1. When National or Area Resources are committed internally to an incident or are no longer available for dispatch.
2. When resource is available again.
3. When resource location changes.
4. When 50% of the smokejumpers at home bases are dispatched.

13.7 Unable to Fill Procedure

A 48 hour “unable to fill” policy exists nationally. RMC will return requests to GPC with a ‘UTF’ 48 hours after receipt unless notified that the order can be filled. (Refer to NMG 13.7)

13.8 Standard Cubes, Weight and Gear Policy

All personnel dispatched off their unit must conform to the following limitations:

1. One frameless, soft pack not to exceed 45 pounds
2. Web gear or briefcase (not both) not to exceed 20 pounds
3. Maximum allowable crew weight, including equipment is 5100 lbs.

All personnel will adhere to weight limitations. Items that exceed weights will be shipped home at individual’s expense. (Refer to NMG 13.8, 62.4.2, 62.6)

13.9 Strike Teams/Task Forces

Only orders for Single Engines will be processed through dispatch channels. Strike Teams and Task Forces will be formed at the local level. When strike teams are ordered, the local dispatch office will be responsible for assigning individual “E” request numbers to each of the five engines making up the team. Dispatch will verify if a Strike Team Leader (STEN) is needed. If a STEN is needed Dispatch will assign an “E” and an “O” request number. When state engines are to be assigned, due to administrative constraints, the overhead and engine requests should be processed to the same state organization. RMA engines will be staffed with (3) engine people, rather than the NWCG standard of two (2). Engines ordered from outside the RMA will be ordered with three (3) personnel for type 3, 4, 5 and 6 engines unless the incident specifically requests other staffing. GPC uses two (2) personnel within the zone. (Refer to NMG 13.9)

13.10 Wildland Fire Weather Forecasts

GPC will disseminate in a timely manner, all fire weather forecasts to all firefighting personnel on all wildland fires in the GPC IA dispatch area. The National Weather Service (NWS) in Rapid City, SD, Aberdeen, SD, North Platte, NE and Cheyenne, WY provide fire weather forecasts for our fire zones. The NWS office issues one (1) annual operating guide which provides details about the fire weather zones, operational dates, times and terminology. (Refer to NMG 13.9)

13.10.1 Fire Behavior Services

The Rocky Mountain Area has an established Fire Behavior Analysts (FBAN) network. FBAN's throughout the Area have been assigned specific areas of responsibility. As fuel and fire behavior situations change, the FBAN disseminates information through their network and to RMC who will make further distributions to the field. The FBAN network provides area wide fire behavior predictions weekly at Preparedness Level III and daily at Preparedness Level IV and V.

**NORTHERN GREAT PLAINS INTERAGENCY DISPATCH CENTER
MOBILIZATION GUIDE**

CHAPTER 20 – ADMINISTRATION PROCEDURES

21	ORDERING CHANNELS / COST CODING.....	1
21.1	NORTHERN GREAT PLAINS INTERAGENCY DISPATCH CENTER....	1
21.1.1	Definitions and Scope.....	1
21.1.2	GPC Area Designators.....	3
21.2	ORDERING PROCEDURES.....	3
21.2.1	Support to Border Fires.....	3
21.2.2	Mobilization and Demobilization Information.....	3
21.2.3	Neighborhood ordering.....	3
21.3	NON-INCIDENT RELATED ORDERING.....	4
21.4	FIRE COST CODING.....	4
21.5	RESOURCE AVAILABILITY AND TRACKING.....	4
22	OVERHEAD AND CREWS.....	4
22.1	Overhead Mobilization and Demobilization.....	4
22.1.1	Standard Cubes, Weight and Gear Policy for all Personnel.....	4
22.1.2	Emergency Driving.....	5
22.1.3	Non – Emergency Driving Limitations.....	5
22.1.4	Work/Rest, Length of Commitment, Rest & Recuperation.....	5
22.1.5	Performance Ratings.....	5
22.1.6	Mobilization Center Criteria.....	5
22.1.7	Demobilization.....	5
22.2	Crews.....	5
22.3	Fire Use Modules.....	5
22.4	Smoke Jumpers.....	5
22.5	Helicopter Modules.....	5
22.6	Communications Coordination.....	6
22.7	Incident Meteorologists.....	6
22.8	Cache Support Positions.....	6
22.9	Incident Management Teams (IMT).....	6
23	EQUIPMENT / SUPPLIES.....	6
23.1	Mobilization.....	6
23.2	Demobilization.....	6

23.3	National Interagency Support Cache Ordering Procedures.....	6
23.3.1	NFES Items in Short Supply.....	7
23.3.2	Field Office Replenishment During Fire Season.....	7
23.3.3	Field Office Replenishment Outside of Fire Season	7
23.3.4	Incident Replacement.....	7
23.3.4.1	Incident Replacement: Type 1 and 2 Incidents	7
23.3.5	Incident Replacement: Type 3 and 4 Incidents	7
23.3.6	Incident to Incident Transfer of Supplies and Equipment	7
23.4	National Incident Radio Support Cache (NIRSC)	7
23.4.1	Mobilization	7
23.4.2	Demobilization	7
23.4.3	Dedicated Radio Frequencies.....	7
23.5	Atmospheric Theodolite Meteorological Unit (ATMU) NFES #1836	7
23.6	Fire Remote Automatic Weather Station (FRAWS) NFES #5869.....	8
23.7	Project Remote Automatic Weather Station (PRAWS) NFES #5870.....	8
23.8	Mobile Food Service and Shower Units	8
23.8.1	Mobilization	8
23.8.2	Reassignments.....	8
23.8.3	Demobilization	8
23.9	Commissary	8
23.10	Contract Engines.....	8
23.11	Portable Retardant Base.....	8
23.12	Mobile Cache Vans - NFES #2069	9
24	AIRCRAFT OPERATIONS	9
24.1	Mobilization	9
24.2	Demobilization	9
24.3	Flight Management Procedure.....	9
24.3.1	Flight Following.....	9
24.3.2	Aircraft Accident / Incident Reporting.....	9
24.3.3	Overdue and Missing Aircraft.....	9
24.4	Airborne Thermal Infrared Fire Mapping	9
24.5	Lead Planes	9
24.6	Aerial Supervision Modules (ASM1)	10
24.7	Air Tactical and Reconnaissance Aircraft	10

24.8	Large Transport Aircraft	10
24.8.1	Passenger / Cargo Manifest.....	10
24.9	Helicopter- Call When Needed (CWN)	10
24.9.1	Exclusive Use Contract Helicopters	10
24.10	Air Tanker Dispatch	10
24.10.1	Early Activation.....	10
24.10.2	Modular Airborne Firefighting Systems (MAFFS)	10
24.10.3	Single Engine Air Tankers (SEATS)	10
24.11	Temporary Flight Restrictions (TFR).....	11
24.12	Military Training Routes (MTR) and Special Use Airspace (SUA)	11
24.13	Airspace Conflicts.....	11
24.14	FAA Temporary Airport Control Tower Operations	11
24.15	Radio Frequencies and Management.....	11
24.16	Interagency Interim Flight and Duty Limitations	11
25	NORTHERN GREAT PLAINS PREDICTIVE SERVICES	11
25.1	Incident Status Summary (ICS-209)	11
25.2	Interagency Situation Report.....	12
25.3	Incident Management Situation Report	12
25.4	Weekly Fire Weather / Fire Danger Outlook.....	12
25.5	Monthly Fire Weather / Fire Danger Outlook.....	12
25.6	Seasonal Fire Weather / Fire Danger Outlook	12
25.7	National Wildland Fire Outlook	12
27.8	Wildland Fire Entrapment / Fatality Report	12
25.9	Daily Resource Status.....	12
25.10	Overhead Availability Tracking	12
25.11	Prescribed Fire Notification	13
25.12	Annual Fire Report.....	13
25.13	Reports, Due Dates and Timest	13
26	INTERAGENCY PREPAREDNESS LEVELS	13
26.1	Why Preparedness Levels Are Established.....	14
26.2	Local Area Preparedness Levels.....	14
26.3	Preparedness Level Definitions	14
26.4	RMA Multi-Agency Coordinating Group Decisions.....	14

27	MOBILIZATION PROCEDURES FOR MILITARY ASSESTS AND INTERNATIONAL ASSIGNMENTS	14
27.1	Established Resource Ordering Process	14
27.2	Civilian Support	14
27.3	Demobilization Procedures.....	14
27.4	International Operations.....	14
27.5	National Guard.....	14
28	GREAT PLAINS INTERAGENCY DISPATCH CENTER FORMS.....	14

CHAPTER 20 – ADMINISTRATIVE PROCEDURES

21 ORDERING CHANNELS / COST CODING

21.1 NORTHERN GREAT PLAINS INTERAGENCY DISPATCH CENTER

21.1.1 Definitions and Scope

The Zone for the Northern Great Plains Interagency Dispatch Center (GPC) will encompass: Weston and Crook County in Wyoming; Standing Rock, Crow Creek, Cheyenne River, Lower Brule, Pine Ridge, and Rosebud for the BIA; Boyer Chute, Crescent Lake, Ft. Niobrara, North Platte, Rainwater Basin, Valentine, Huron, Lake Andes, LaCreek, Madison, Sand Lake, and Waubay for the USFWS; Agate Fossil Beds, Scottsbluff, Badlands, Jewel Cave, Mt. Rushmore, Wind Cave, and Devil's Tower for the NPS; State of Nebraska Department of Forestry, SD Division of Wildland Fire Suppression, Nebraska NF and Black Hills NF for the US Forest Service. These entities listed above will be referred to as Great Plains Coordinating Group (GPCG) from this point forward.

GPC will handle the dispatching of initial attack resources for the BKF, NBF, SD Division of Wildland Fire Suppression to include Custer State Park (CSP), Badlands National Park, Devil's Tower National Monument, Mt. Rushmore National Memorial, Jewel Cave National Monument, and Wind Cave National Park. Requests for resources off individual districts will be ordered through Northern Great Plains Interagency Dispatch Center for all agencies under the zone of GPC.

The Northern Great Plains Interagency Dispatch Center will also do logistical support, reporting and off district assignments for those listed within the zone but not listed as using GPC for initial attack.

Orders as the result of an incident, preparedness, severity, wildland and prescribed fire orders will follow the established ordering channel below.

Incident
Great Plains Dispatch
Neighborhood Dispatch Center(s)
Rocky Mountain Coordination Center
National Interagency Coordination Center
Geographic Area Coordination Center
Dispatch Center
Sending Agency

At the point in this flow when an order can be filled, the process reverses to insure proper notification back to the incident. Unit and cooperator agency dispatch offices should use mutual aid agreements with cooperators whenever possible.

GPC Unit Designators

The Great Plains Interagency Dispatch Center provides support for the following agencies (and Initial attack for those in bold):

US Forest Service	
Black Hills NF	SD-BKF
Nebraska NF	NE-NBF
Buffalo Gap National Grasslands	NE-NBF
Fort Pierre National Grasslands	NE-NBF
Oglala National Grasslands	NE-NBF
Samuel R. McKelvie N.F.	NE-NBF
National Park Service	
Agate Fossil Beds National Monument	NE-AFP
Badlands National Park	SD-BDP
Jewel Cave National Monument	SD-JCP
Mt. Rushmore National Memorial	SD-MWP
Wind Cave National Park	SD-WCP
Devil's Tower National Monument	WY-DTP
Scotts Bluff National Monument	NE-SBP
Homestead National Monument	NE-HOP
Midwest Regional Parks Headquarters	NE-MRP
Northern Great Plains Fire Management	SD-NGP
Missouri National Recreational River	SD-MOP
Niobrara National Scenic River	NE-NMP
Bureau of Indian Affairs	
Aberdeen Area Office	SD-AAO
Cheyenne River Agency	SD-CRA
Crow Creek Agency	SD-CCA
Lower Brule Agency	SD-LBA
Omaha Agency	NE-OMA
Pine Ridge Agency	SD-PRA
Rosebud Agency	SD-RBA
Santee Agency	NE-SFA
Sisseton/Wahpeton Agency	SD-SIA
Standing Rock Agency	ND-SRA
Winnebago Agency	NE-WIA
Yankton Agency	SD-YAA
Aberdeen Area Office	SD-GPA
South Dakota Division of Wildland Fire Suppression	
Rapid City District	SD-SDS
Hot Springs District	SD-SDS
Lead District	SD-SDS
Custer State Park	SD-SDS
Wyoming Counties	
Crook	WY-CRX
Weston	WY-WEX

U.S. Fish and Wildlife Service	
Boyer Chute NWR	NE-BCR
Crescent Lake NWR	NE-CLR
Ft. Niobrara NWR (IA 2006)	NE-FNR
Gavin Point National Fish Hatchery	SD-GPR
North Platte NWR	NE-NPR
Rainwater Basin NWR	NE-RBR
Valentine NWR (IA 2006)	NE-VAR
Huron Wetland Management District	SD-HUR
Lake Andes NWR	SD-LAR
LaCreek Madison NWR	SD-LCR
Sand Lake NWR	SD-SLR
Waubay NWR	SD-WAR
Tewaukon NWR	ND-TWR
Madison Wetland Management District	SD-MDR
Kulm Wetland Management District	ND-KMR
DC Booth	SD-SFR
Karl Mundt	SD-KUR
John and Louise Sier NWR	
Yellowthroat NWR	

21.1.2 GPC Area Designators

See Appendix A for counties, volunteer fire departments, and other agencies supported by GPC.

21.2 ORDERING PROCEDURES

21.2.1 Support to Border Fires

21.2.2 Mobilization and Demobilization Information

21.2.3 Neighborhood ordering

Neighborhood Resource Ordering:

- CPC – Casper Interagency Dispatch Center
- FTC – Fort Collins Interagency Dispatch Center
- PBC – Pueblo Interagency Dispatch Center

Adjoining boundary dispatch centers GPC may order / send initial attack resources:

- MCC - Miles City Dispatch Center
- NDC – North Dakota Dispatch Center

Global ordering is allowed to RMA dispatch centers to order resources that are available in ROSS directly from one another under certain parameters and rules. (Refer to RMG 21.2.1.5)

21.3 NON-INCIDENT RELATED ORDERING

21.4 FIRE COST CODING

(Refer to RMG 21.4)

21.5 RESOURCE AVAILABILITY AND TRACKING

Resource tracking and status will be handled by GPC via the ROSS database. Resources sent out of the Zone will be responsible for the following:

Assigned Chiefs of Party and individual Overhead personnel will utilize proper check-in procedures and notify the receiving unit of his/her/their arrival.

Prior to leaving, resources sent out of zone should obtain information from their Resource Order along with telephone numbers of the Rocky Mountain Area Coordination Center, Northern Great Plains Interagency Dispatch Center, and applicable numbers from the ordering area.

Any resource should notify GPC after being demobed and prior to leaving incident. Resources are also responsible for notifying the Northern Great Plains Interagency Dispatch Center of their arrival home.

Status in ROSS will initially show "Returned from Assignment". GPC will set resources "Available Local" upon returning from incident. It is the responsibility of the appropriate Duty Officer to update resource status as applicable.

All qualified personnel have the responsibility to keep GPC informed of their availability either by self-statusing in ROSS or by their district duty officer. **Resources will not be mobilized if status is not kept current with GPC.**

Access to ROSS for self-statusing can be found on the GPC Homepage at www.fs.fed.us/r2/fire/gpc and click on the ROSS status icon under Links.

22 OVERHEAD AND CREWS

22.1 Overhead Mobilization and Demobilization

It is recommended that all personnel carry some form of valid photo identification while traveling to and from incident assignments. This will assist mobilization/demobilization when traveling by commercial airlines. All personnel are required to carry a current Incident Qualification Card reflecting the position they are being mobilized for.

To manage fatigue, every effort will be made to conduct mobilization and demobilization travel between 0500 hours and 2200 hours.

22.1.1 Standard Cubes, Weight and Gear Policy for all Personnel

(Refer to RMG 13.8)

22.1.2 Emergency Driving
(Refer to GPCMG 13.8)

22.1.3 Non – Emergency Driving Limitations

These limitations are agency specific and need to refer to respective agency policy, normally found in agency safety and occupational health handbooks.

22.1.4 Work/Rest, Length of Commitment, Rest & Recuperation
(Refer to RMG 13.1; NMG 13.1; IIBMH 12)

22.1.5 Performance Ratings
(Refer to RMG 22.1.5)

22.1.6 Mobilization Center Criteria
(Refer to RMG 22.1.6)

22.1.7 Demobilization
(Refer to RMG 22.1.7)

22.2 Crews

Northern Great Plains Interagency Dispatch Center dispatches for the Tatanka IHC (Type 1), numerous Type 2 Crews, Camp Crews, and Saw Crews from the following agencies: US Forest Service, South Dakota Division of Wildland Fire Suppression, US Fish & Wildlife Service, National Park Service, Job Corps, SD Department of Corrections, and BIA (Refer to GPCMG Ch. 62)

22.3 Fire Use Modules

GPC dispatches one Fire Use Module called the Black Hills Module which is located at Jewel Cave National Monument.

22.4 Smoke Jumpers
(Refer to NMB 22.4 and RMG 22.4)

22.5 Helicopter Modules

The RMA requires that a qualified Helicopter Module be attached to all CWN helicopters used on interagency incidents within the RMA. Any trainee's would be in addition to the qualified module. Staffing for standard category aircraft used in a limited capacity must be authorized by the Agency Aviation Manager at the state or regional level.

CWN helicopters and modules will “marry up” **PRIOR** to going to an incident at an identified specific location (i.e. airport, FBO, etc.). (Refer to NMG 22.5)

22.6 Communications Coordination

Black Hills National Forest has three portable repeaters located one in each zone. Please contact Bob Fischer, Telecommunications Coordinator and each zone for their use. (Refer to RMG 22.6)

22.7 Incident Meteorologists

South Dakota Division of Wildland Fire Suppression has a meteorologist named Randal Benson through South Dakota School of Mines that is available. (Refer to NMG 22.7 and RMG 23.5)

22.8 Cache Support Positions

More information can be found in the RMK Cache Operating Plan. (Refer to NMG 22.8)

22.9 Incident Management Team (IMT)

(Refer to the Northern Great Plains Interagency Incident Management Team Operating Guidelines – Appendix B)

22.9.1

(Refer to NMG 22.9 and RMG 22.9)

23 EQUIPMENT / SUPPLIES

(Refer to RMG Ch 23)

For lightning caused fires ONLY, the local units will be assigning Supply order numbers, utilizing the following blocks of numbers:

<u>BKF</u>		<u>NBF</u>	
SO	6000 – 6999	Bessey	10000 – 10999
Hell Canyon	7000 – 7999	Pine Ridge	11000 – 11999
Northern Hills	8000 – 8499	Pine Ridge J.C.	12000 – 12999
Bearlodge	8500 – 8999	Fall River	13000 - 13999
Mystic	9000 – 9999	Wall	14000 – 14999
		Fort Pierre	15000 – 15999

For human caused incidents or large incidents all resource ordering will be through GPC and numbering will be assigned by GPC unless an agreement between the GPC Center manager and the ordering unit has been arranged.

23.1 Mobilization

(Refer to NMG 23.1 and RMG 23.1)

23.2 Demobilization

(Refer to NMG 23.2 and RMG 23.2)

23.3 National Interagency Support Cache Ordering Procedures

(Refer to NMB 23.3 and RMG 23.3)

23.3.1 NFES Items in Short Supply

(Refer to RMG 23.3.1)

23.3.2 Field Office Replenishment During Fire Season

(Refer to RMG 23.3.2)

23.3.3 Field Office Replenishment Outside of Fire Season

(Refer to RMG 23.3.3)

23.3.4 Incident Replacement

Replacement orders must be processed within 30 days of control of the incident. Incident replacement orders must be placed per incident. Individual “S” numbers assigned by incident or corresponding to items ordered from IA cache. (Refer to NFES Catalog and NMG 23.3.4)

23.3.4.1 Incident Replacement: Type 1 and 2 Incidents

(Refer to RMG 23.2.4.1)

23.3.5 Incident Replacement: Type 3 and 4 Incidents

(Refer to RMG 23.3.5)

23.3.6 Incident to Incident Transfer of Supplies and Equipment

(Refer to RMG 23.3.6)

23.4 National Incident Radio Support Cache (NIRSC)

(Refer to NMG 23.4 and RMG 23.4)

RMC will preposition at RMK one (1) NIRSC starter system (NFES #4390) from May 15 – October 15th, annually. Orders need to be placed through GPC. Latitude and longitude must be provided at the time of order so proper frequencies can be coordinated by the NIFC cache.

23.4.1 Mobilization

(Refer to RMG 23.4.1)

23.4.2 Demobilization

(Refer to RMG 23.4.2)

23.4.3 Dedicated Radio Frequencies

(Refer to RMG 23.4.3)

23.5 Atmospheric Theodolite Meteorological Unit (ATMU) NFES #1836

(Refer to RMG 74 and NMG 23.5)

RMK has two (2) ATMU's located in Lakewood, CO. All requests for ATMU's will be placed through RMC. If RMC is unable to fill the request within the

RMA, they will place the order with NICC. NICC coordinates filling the request with the National Weather Service Staff Meteorologist to NIFC at Boise. ATMU's are a National Resource.

An Incident Meteorologist (IMET) must be ordered at the same time the ATMU is ordered. IMET's will be provided by the NWS office in Boise, who will assign one from their national list. It is always preferred that a trainee also be requested. RMC shall coordinate the IMET travel with us. (Refer to NMG 22.7)

23.6 Fire Remote Automatic Weather Station (FRAWS) NFES #5869
(Refer to NMG 23.6)

23.7 Project Remote Automatic Weather Station (PRAWS) NFES #5870
(Refer to NMG 23.7)

23.8 Mobile Food Service and Shower Units

National Contract Vendors will be utilized when more than 150 meals are anticipated for the duration of the incident and the National Contract Caterers are reasonably available. A national caterer will be ordered thru RMC with a COTR and the Food Request form. Local caterers may be used in the interim of ordering a national caterer or if National Contract Caterers are unavailable. The contract booklet NFES #1276 is available at GPC. (Refer to RMG 23.8 and NMG 23.8)

23.8.1 Mobilization
(Refer to NMG 23.8.1)

23.8.2 Reassignments
(Refer to NMG 23.8.2)

23.8.3 Demobilization
(Refer to NMG 23.8.3)

23.9 Commissary
(Refer to NMG 23.9)

23.10 Contract Engines
(Refer to RMG 23.10)

Cooperators: An agency with which resources are shared as authorized in a cooperative agreement.

Contractors: Private sector personnel, vendors or businesses contracted to provide goods and services to a government agency.

23.11 Portable Retardant Base
(Refer to RMG 23.11)

23.12 Mobile Cache Vans - NFES #2069

(Refer to RMG 23.12)

One (1) RMK Cache van is pre-positioned during fire activity in Custer, SD.

24 AIRCRAFT OPERATIONS

All aircraft will be ordered through GPC when being ordered for an incident within the zone.

24.1 Mobilization

(Refer to RMG 24.1 and NMG 24.1)

24.2 Demobilization

(Refer to RMG 24.2 and NMG 24.2)

24.3 Flight Management Procedure

(Refer to RMG 24.3 and NMG 24.3)

24.3.1 Flight Following

(Refer to RMG 24.3.1)

Pilot is responsible for flight following on a 15-minute check-in interval. In the event that two way radio communications cannot be established, the dispatcher will initiate the initial phase of the crash rescue plan. The following information should be provided and documented:

1. Time of check in
2. Current position of aircraft (Lat/Long, geographical landmarks)
3. Direction of travel

Automatic Flight Following (AFF) is one type of agency flight following. AFF reduces pilot workload and provides the dispatch office with much greater detail and accuracy on the location of the aircraft. (Refer to NMG 24.3.1)

24.3.2 Aircraft Accident / Incident Reporting

Personnel shall report immediately all aircraft accidents/incidents to appropriate Agency/Department officials. Safecomms are to be submitted through the interagency webpage: USFS www.safecom.gov.

24.3.3 Overdue and Missing Aircraft

If an aircraft fails to arrive at its destination or fails to check-in on the prescribed interval, initiate the crash rescue plan.

24.4 Airborne Thermal Infrared Fire Mapping

(Refer to NMG 24.4)

24.5 Lead Planes

(Refer to RMG 24.5)

24.6 Aerial Supervision Modules (ASM1)

(Refer to RMG 24.6)

24.7 Air Tactical and Reconnaissance Aircraft

(Refer to RMG 24.7 and NMG 82.3)

24.8 Large Transport Aircraft

(Refer to RMG 24.8 and NMG 24.8, 81)

24.8.1 Passenger / Cargo Manifest

All crews shall be manifested and a copy sent to the local dispatch center within 2 hours of their departure.

24.9 Helicopter- Call When Needed (CWN)

All helicopters will be ordered through GPC. SD Division of Wildland Fire Suppression has National Guard Black Hawk helicopters (Type 1) carded for initial attack. If a fire is Forest Service jurisdiction then all Black Hawks must have a manager on board and a manager and a federal CWN ship must also be on order. Black Hawk(s) can work fires until the CWN arrives. Managers in place for the Black Hawks can be used as the manager for the incoming CWN ship as per the IHOG.

24.9.1 Exclusive Use Contract Helicopters

An exclusive use interagency helicopter is located at the airport in Custer, SD. This helicopter will be ordered for any fire or smoke report within the Black Hills Fire Protection District, and will be the first unit dispatched with automatic dispatch to all reports.

24.10 Air Tanker Dispatch

Air Tankers will be assigned through National direction. (Refer to RMG 24.10)

24.10.1 Early Activation

(Refer to NMG 24.10.1)

24.10.2 Modular Airborne Firefighting Systems (MAFFS)

(Refer to RMG 24.10.2 and NMG 24.10.2)

24.10.3 Single Engine Air Tankers (SEATS)

South Dakota Division of Wildland Fire Suppression has four SEATS on CWN contract. SEATS can be ordered for any fire within the GPC fire zone. Outside the Black Hills Fire Protection District authorization is needed from county designees prior to take off. Use of these SEATS outside the GPC fire zone will be on a case-by case basis. The operational

radius of the SEATS when fully loaded is limited to 60nm from Custer Base or any remote base. (Refer to NMG 24.10.3 and RMG 83.2)

24.11 Temporary Flight Restrictions (TFR)

All requests for TFRs will be placed through GPC. (Refer to NMG 24.11)

24.12 Military Training Routes (MTR) and Special Use Airspace (SUA)

Any incident within 10 nautical miles either side of center line of a MTR will be reported to Ellsworth Air Force Base to de-conflict airspace. (Refer to NMG 24.12)

24.13 Airspace Conflicts

(Refer to RMG 24.13 and NMG 24.13)

24.14 FAA Temporary Airport Control Tower Operations

(Refer to 24.14 and NMG 24.14)

24.15 Radio Frequencies and Management

All requests for additional IA fire fighting frequencies must be placed through established dispatch channels, GPC to RMC to NICC. (Refer to RMG 24.15 and NMG 24.15)

24.16 Interagency Interim Flight and Duty Limitations

(Refer to NMG 24.16)

25 NORTHERN GREAT PLAINS PREDICTIVE SERVICES

The Great Plains Interagency Dispatch Center is responsible for daily and weekly intelligence reporting to the Rocky Mountain Coordination Center, as well as distribution of intelligence information to participating agencies within the Great Plains Coordinating Group.

Great Plains dispatch maintains a web page accessed from the Rocky Mountain Area Fire and Aviation Management web site www.fs.fed.us/r2/fire/gpc that displays fire information and intelligence products that are updated regularly, and daily during the fire season.

25.1 Incident Status Summary (ICS-209)

For any significant incident activity the ICS-209 is required. Per national direction, the ICS-209 is required of all wildfires which exceed 100 acres in timber, 300 acres in grass fuels or when a Type 1 or Type 2 Incident Management Team is assigned. (Refer to RMG 28.8).

Incident Management Teams will submit an ICS-209 to GPC no later than 1730 daily, until the fire is declared controlled. If IMT's have the capability they are encouraged to submit their data directly into the 209 Program; otherwise GPC

will input the data into the 209 program and submit to Rocky Mountain Coordination Center no later than 1800 daily. All Type 3 ICS-209's will be sent to GPC for review and submission by 1730.

25.2 Interagency Situation Report

The Interagency Situation Report (SIT) is a web-based application, in which incident data is submitted via upward reporting to Rocky Mountain Coordination Center, and then to NICC. The reporting period for this report is 0001 to 2400 daily. Great Plains Coordinating Group agencies should submit daily fire occurrence information (number of human/acres and number of lightning/acres) to GPC by 1700. GPC will input the SIT report data daily, and submit to RMC per national direction the following reporting requirements: (Refer to NMG 25.2)

- May through October, daily by 1800
- November through April, daily by 1600 when either of the following conditions are met:
 1. Wildland fire activity occurs (includes WFUs and prescribed fires)
 2. A unit's Fire Danger is reported as very high or extreme.

If the dispatch center has reportable activity during November through April, the dispatch center will inform RMC prior to 1500 on the day of planned submission, when possible.

25.3 Incident Management Situation Report

(Refer to NMG 25.3)

25.4 Weekly Fire Weather / Fire Danger Outlook

(Refer to NMG 25.4)

25.5 Monthly Fire Weather / Fire Danger Outlook

(Refer to NMG 25.5)

25.6 Seasonal Fire Weather / Fire Danger Outlook

(Refer to NMG 25.6)

25.7 National Wildland Fire Outlook

(Refer to NMG 25.7)

27.8 Wildland Fire Entrapment / Fatality Report

(Refer to RMG 25.8)

25.9 Daily Resource Status

(Refer to RMG 25.9)

25.10 Overhead Availability Tracking

(Refer to RMG 21.5)

25.11 Prescribed Fire Notification

Planned prescribed fire project information is included in data input to the Interagency Situation Report. This information provides notification of planned ignitions to cooperator agencies, and adjacent dispatch centers.

The Agency responsible for the Burn activity will submit the Burn Form to GPC at least one day prior to project ignition. GPC will input planned prescribed fire data into the SIT Report, using information reported by Great Plains Coordinating Group agencies. Prescribed fire information will be updated on the SIT Report by 1000 daily.

25.12 Annual Fire Report

GPC will be responsible for accurately tracking resources on incidents not in ROSS, i.e. Initial Attack. Resource information will be requested from RMC for their report by January 15th annually and should include resources tracked in ROSS and on non-ROSS incidents within our area. (Refer to RMG 25.12)

25.13 Reports, Due Dates and Times

Below is a quick reference list of reports due, usually during fire season, and their due dates and times. Fire season is considered May through October. Dates will vary according to fire activity and potential.

REPORTS DUE

TIME FRAMES

Weekly Resource Status

Updated in ROSS by 1300 Thursday

Incident Status Summary (ICS-209)

Due time is 1700 to GPC unless a later time is negotiated. Required for wildfires in Timber 100+ ac., Grass 300+ ac. (Refer to NMG 25.1, RMG 25.1, 28.8)

Prescribed Fire Report

Due 09:00 prior to the day of the burn.

26 INTERAGENCY PREPAREDNESS LEVELS (Refer to RMG Ch. 26)

- 26.1 Why Preparedness Levels Are Established**
(Refer to RMG 26.1)
- 26.2 Local Area Preparedness Levels**
(Copy Attached)
- 26.3 Preparedness Level Definitions**
(Refer to RMG 26.3)
- 26.4 RMA Multi-Agency Coordinating Group Decisions**
(Refer to RMG 26.4)
- 27 MOBILIZATION PROCEDURES FOR MILITARY ASSESTS AND INTERNATIONAL ASSIGNMENTS**
(Refer to NMG Ch. 27)
 - 27.1 Established Resource Ordering Process**
(Refer to NMG 27.1)
 - 27.2 Civilian Support**
(Refer to NMG 27.2)
 - 27.3 Demobilization Procedures**
(Refer to NMG 27.3)
 - 27.4 International Operations**
(Refer to NMG 27.4)
 - 27.5 National Guard**
(Refer to RMG 27.5)

28 GREAT PLAINS INTERAGENCY DISPATCH CENTER FORMS

The Great Plains Interagency Dispatch Center utilizes the following forms for daily dispatch operations, support of Fire Management activities, and to provide support for Great Plains Coordinating Group agencies:

- 28.01 Resource Order (ROSS Version)
- 28.02 Food Service Request
- 28.03 Passenger and Cargo Manifest
- 28.04 Aircraft Flight Request Schedule
- 28.05 Infrared Aircraft Scanner Request
- 28.06 Request for Advisory Notice to Airman (Notam L)
- 28.07 Preparedness / Detail Request
- 28.08 Incident Status Summary (ICS-209)
- 28.09 Flight Following Log

- 28.10 Fire Code System Request
- 28.11 Prescribed / Pile Burning Fire Report
- 28.12 Emergency Release / Message Request
- 28.13 Documentation of Length of Assignment Extension Requirements
- 28.14 Great Plains Dispatch Incident Report
- 28.15 Fire Weather Spot Forecast Request
- 28.16 Interagency Request for Temporary Flight Restriction (TFR)
- 28.17 Call Signs
- 28.18 South Dakota Fire Departments and Unit Identifiers
- 28.19 Communication Log

SOUTH DAKOTA FIRE DEPARTMENTS AND UNIT IDENTIFIERS

Aberdeen	ABDX	Buffalo Gap	BGDY	Edgemont	EDMX	Hazel	HZLX
Aberdeen Rural	ABRX	Buffalo	BUFY	Egan	EGNX	Hecla	HCLX
Academy	ACMX	Burke	BUKY	Elk Point	EKPX	Henry	HNXY
Agar	AGRY	Camp Crook	CCDY	Elkton	ELKY	Hereford	HERX
Akaska	AKAX	Canistota	CANX	Ellsworth AFB	ELSX	Hermosa	HMDX
Alcester	ALCY	Canova	CAVX	Emery	EMYX	Herreid	HEDX
Alexandria	ALXX	Canton	CNTX	Enning	ENNX	Highlands	HLDX
Alkali	ALKX	Carthage	CARX	Estelline	ESTX	Highmore	HGMX
Alpena	ALPY	Cascade	CADY	Ethan	ENTX	Hill City	HCDX
Andover	ANDX	Castle Rock	CSRY	Eureka	EURX	Hitchcock	HITX
Ardmore	ARDX	Castlewood	CSTX	Fairburn	FBDX	Hosmer	HOSX
Argyle	ARGX	Cavour	CVRX	Fairfax	FRFX	Hot Springs VMAC	HSVX
Arlington	ARLY	Centerville	CENX	Fairview	FRVX	Hot Springs VFD	HSDX
Armour Rural	ARRX	Chamberlain	CHMY	Faith	FTHX	Hoven	HOVX
Armour	ARMX	Chancellor	CHAX	Faulkton	FALX	Howard	HOWX
Artesian	ARTX	Chester	CHEX	Fedora	FDOX	Hudson	HUDX
Ash Creek	ASCX	Claire City	CLCY	Flandreau	FLDY	Humbolt	HUMX
Ashton	ASHX	Claremont	CLMX	Florence	FLOX	Hurley	HRLX
Astoria	ASTX	Clark	CLRY	Folsom	FOLX	Huron	HURX
Aurora	AURX	Clear Lake	CLKY	Fort Meade	FTMX	Hutterville	HUTX
Avon	AVNX	Colman	CMNX	Fort Pierre	FTPX	Interior	INTX
Badger	BDGY	Colome	COMX	Fort Thompson	FTTX	Ipswich	IPSX
Baltic	BALX	Colton	COLX	Four Corners	FCRX	Irene	IRNX
Batesland	BTSX	Columbia	CMBX	Frankfort	FRKY	Iroquois	IRQX
Bath	BTHX	Conde	CONX	Fredrick	FRDY	Isabel	ISBX
Bear Ridge	BRRX	Corona	CRNX	Freeman	FREX	Java	JVAX
Belle Fourche	BLFY	Corsica	CORX	Gann Valley	GANX	Jefferson	JFFX
Belvidere	BLVX	Cresbard	CBDX	Garden City	GDNX	Johnson Siding	JSDX
Beresford	BRFY	Crooks	CRKY	Garretson	GARX	Kadoka	KDKX
Big Stone City	BSCX	Custer	CUTX	Gary	GRYX	Kennebec	KNBX
Bison	BISX	Dallas	DALX	Gayville	GAVX	Keystone	KSDX
Black Hawk	BHDY	Dante	DANX	Geddes	GEDX	Kimball	KMBX
Blunt	BLTX	Davis	DAVX	Gettysberg	GTYX	Kyle	KYLX
Bonesteel	BNSX	Deadwood	DWDY	Glad Valley	GLDY	Labolt	LABX
Bowdle	BOWX	Deep Creek	DCRY	Glenham	GLNX	Lake Andes	LKAX
Box Elder	BXEX	Dell Rapids	DELX	Goodwin	GDWX	Lake Norden	LKNX
Bradley	BRDY	Delmont	DLMX	Grand River	GRRX	Lake Preston	LKPX
Brandon	BRNX	Desmet	DESX	Green Valley	GRVX	Langford	LANX
Brandt	BRTX	Dewey	DEWX	Gregory	GRGX	Lead	LDDX
Brentford	BNTX	Doland	DLDY	Groton	GROX	Lebanon	LEBX
Bridgewater	BRWX	Dolton	DTNX	Harding	HARX	Lemmon	LEMX
Bristol	BRIX	Doty	DTYX	Harrisburg	HABX	Lennox	LENX
Brookings	BRKY	Draper	DRPY	Harrold	HRRX	Leola	LEOX
Brownsville	BRVX	Dupree	DUPX	Hartford	HTFX	Lesterville	LSVX
Bruce	BRCX	Eagle Butte	EBTX	Hayti	HAYX	Letcher	LETX
Bryant	BRYX	Eden	ENDX	Hayward	HWDX	Lodgepole	LDGX

SOUTH DAKOTA FIRE DEPARTMENTS AND UNIT IDENTIFIERS

Long Lake	LLKX	Onaka	ONKX	Roslyn	ROSX	Vermillion	VERX
Long Valley	LVVX	Onida	ONIX	Running	RANX	Vetal	VETX
Lowry	LOWX	Opal	OPLX	Saint Francis	STFX	Viborg	VIBX
Ludlow	LDLX	Oral	ORLX	Salem	SLMX	Vienna	VINX
Lyons	LYNX	Orient	ORIX	Savoy	SAVX	Vivian	VIVX
Madison	MADX	Ortley	ORTX	Scenic	SCNX	Volga	VLGX
Marion	MRNX	Parker	PKRX	Scotland	SLDX	Volin	VOLX
Martin	MARX	Parkston	PRKX	Selby	SLBX	Wagner	WGNX
Marty	MTYX	Peever	PEVX	Seneca	SENX	Wakonda	WAKX
Marvin	MVNX	Philip	PHLX	Sherman	SHMX	Wall	WLLX
McIntosh	MCIX	Pickstown	PICX	Silver City	SCDX	Wallace	WLCX
McLaughlin	MCLX	Piedmont	PMDX	Sinai	SNIX	Wanblee	WNBX
Meadow	MDWX	Pierpont	PPNX	Sioux Falls	SFDX	Warner	WARX
Mellette	MELX	Pierre	PFDX	Sisseton	SISX	Wasta	WSTX
Menno	MMOX	Pierre Rural	PRRX	Smithwick	SMWX	Watertown	WTNX
Midland	MDLX	Pine Ridge	PRDX	Sorum/Reva	SRVX	Waubay	WBYX
Milbank	MLBX	Plankinton	PLKX	South Hand	SHNX	Webster	WEBX
Milesville	MLSX	Platte	PLTX	South Shore	SSHX	Wentworth	WNWX
Miller	MLLX	Pollock	PCKX	Spearfish	SPCX	Wessington Springs	WSPX
Minnekahta	MINX	Polo	POLX	Spearfish	SPFX	Wessington	WESX
Mission TWP	MTPX	Prairie City	PRCX	Spencer	SPNX	Whispering Pines	WPDX
Mission	MISX	Presho	PSHX	Split Rock	SRKX	White Lake	WLKX
Mitchell	MITX	Pringle	PRGX	Springfield	SPGX	White River	WRVX
Mobridge	MOBX	Pukwana	PUKX	St Onge	STOX	White	WHTX
Monroe	MONX	Quinn	QNNX	Stickney	STNX	Whitewood	WWDX
Montrose	MTRX	Ralph	RPHX	Stockholm	STHX	Willow Lake	WILX
Morristown	MRSX	Ramona	RAMX	Stratford	STRX	Wilmont	WMTX
Mound City	MCTX	Rapid City	RCFX	Sturgis	STUX	Winfred	WNFX
Mount Vernon	MTVX	Rapid Valley	RVDX	Summit	SUMX	Winner	WNRX
Mud Butte	MBTX	Rania	RAVX	Tabor	TABX	Witten	WITX
Murdo	MURX	Raymond	RAYX	Tea	TEAX	Wolsey	WOLX
Nemo	NMOX	Red Scaffold	RDSX	Timber Lake	TMBX	Wood	WDDX
New Effington	NEFX	Redfield	RFRX	Tolstoy	TOLX	Woonsocket	WNSX
NewUnderwood	NVDX	Redfield Hosp	RFHX	Toronto	TNTX	Worthing	WTHX
Newell	NEWX	Redfield	RFDX	Trail City	TRCX	Yankton	YTNX
Nisland	NISX	Redig	RDGX	Trent	TRNX		
Noriss	NORX	Ree Heights	REEX	Tripp	TRPX		
North Haines	NHDX	Reliance	RELX	Tulare	TULX		
North Marshall	NMHX	Renner	RENX	Turton	TURX		
North Sioux	NSXX	Reville	REVX	Tuthill	TUTX		
Northville	NVLX	Robbs Flat	RBFX	Tyndall	TYNX		
Nunda	NUNX	Rochford	ROFX	Utica	UTCX		
NW Corner	NWCX	Rockerville	RKVX	Vale	VLEX		
Oelrichs	OELX	Roscoe	RSCX	Valley Springs	VSPX		
Oldham	OLDX	Rosholt	RSHX	Veblen	VEBX		

SOUTH DAKOTA COUNTIES AND IDENTIFIERS					
Aurora	SD-ARX	Fall River	SD-FRX	Marshall	SD-MAX
Beadle	SD-BDX	Faulk	SD-FAX	Meade	SD-MDX
Bennett	SD-BNX	Grant	SD-GTX	Millette	SD-MIX
Bon Homme	SD-BHX	Gregory	SD-GRX	Miner	SD-MNX
Brookings	SD-BKX	Haakon	SD-HAX	Minnehaha	SD-MHX
Brown	SD-BRX	Hamlin	SD-HMX	Moody	SD-MOX
Brule	SD-BUX	Hand	SD-HDX	Pennington	SD-PNX
Buffalo	SD-BFX	Hanson	SD-HNX	Perkins	SD-PEX
Butte	SD-BTX	Harding	SD-HRX	Potter	SD-POX
Campbell	SD-CAX	Hughes	SD-HUX	Roberts	SD-ROX
Charles Mix	SD-CHX	Hutchinson	SD-HTX	Sanborn	SD-SAX
Clark	SD-CLX	Hyde	SD-HYX	Shannon	SD-SHX
Clay	SD-CYX	Jackson	SD-JAX	Spink	SD-SPX
Codington	SD-CDX	Jerauld	SD-JEX	Stanley	SD-STX
Corson	SD-CRX	Jones	SD-JOX	Sully	SD-SUX
Custer	SD-CUX	Kingsbury	SD-KIX	Todd	SD-TOX
Davison	SD-DVX	Lake	SD-LKX	Tripp	SD-TPX
Day	SD-DAX	Lawrence	SD-LAX	Turner	SD-TUX
Deuel	SD-DLX	Lincoln	SD-LIX	Union	SD-UNX
Dewey	SD-DEX	Lyman	SD-LYX	Walworth	SD-WAX
Douglas	SD-DOX	McCook	SD-MCX	Yankton	SD-YAX
Edmunds	SD-EDX	McPherson	SD-MPX	Ziebach	SD-ZBX
National Guard		National Weather Service		US Geological Survey	
Nebraska	NE-NNG	Nebraska	NE-WXW	Nebraska	NE-USGS
South Dakota	SD-NNG	South Dakota	SD-WXW	South Dakota	SD-USGS
Department of Defense		Department of Energy		US Forest Service	
Nebraska	NE-DOD	Nebraska	NE-DOE	Black Hills NF	SD-BKF
South Dakota	SD-DOD	South Dakota	SD-DOE	Nebraska NF	NE-NBF
Veterans Administration		Bureau of Indian Affairs		US F&WS	
South Dakota	SD-SVAE	Standing Rock	ND-SRA	Crescent Lake NWR	NE-CLR
		Winnebago	NE-WBA	Fort Niobrara FNR	NE-FNR
South Dakota State		Crow Creek	SD-CCA	North Platte NWR	NE-NPR
South Dakota	SD-SDS	Cheyenne River	SD-CRA	Rainwater Basin WMD	NE-RBR
		Lower Brule	SD-LBA	Sand Lake NWR	NE-SLR
Wyoming Counties		Pine Ridge	SD-PRA	Valentine NWR	NE-VAR
Crook Co	WY-CRX	Rosebud	SD-RBA	Huron WMD	SD-HUR
Weston Co	WY-WEX	Sisseton-Wahpeton	SD-SWA	Lake Andes NWR	SD-LAR
		Yankton	SD-YAA	Lacreek NWR	SD-LCR
Bureau of Reclamation				Madison WMD	SD-MDR
South Dakota	SD-BOR			Waubay NWR	SD-WAR

National Park Service			
Agate Fossil Beds NM	NE-AFP		
Homestead NM	NE-HOP		
Midwest Regional NPS Headquarters	NE-MWP		
Scotts Bluff NM	NE-SBP		
Badlands NP	SD-BDP		
Jewel Cave NM	SD-JCP		
Mount Rushmore NM	SD-MRP		
Wind Cave NP	SD-WCP		
Devils Tower NM	WY-DTP		

Operating Guidelines 2006

Incident Commander's Letter of Welcome

CONGRATULATIONS! You have been selected to be a member of our Incident Management Team. This could be a new assignment or you could be a seasoned veteran. Regardless, to be so selected you must have demonstrated that you have the knowledge, experience and leadership felt necessary to manage some of the most complex emergencies. For many, this will be considered the pinnacle of their fire service or resource management career.

What you probably were not told about this appointment was some unique associated roles coming your way. Simultaneously, during an actual emergency, you will be considered a hero and a villain, an emergency management expert and a great waster of taxpayer money, a savior to some and a dunderhead to others. You may also assume the positions of dictator, saint, reverend, executive, grand inquisitor, teacher, student, leader, follower, drill sergeant, politician, mother/father, as well as many others. Throw in very long work hours, more than just a little stress accompanied by too much caffeine, and it's a wonder you don't lock-up both mentally and physically. But you won't. Besides, it's not good for the image.

There are a couple of other things this appointment brings that probably were not explained either. There is an implied expectation that you will apply your training, knowledge, and experience to the best of your abilities while performing within the team setting. The other is never voiced but always expected; you will aid in the development of others encountered during a deployment so that one day they, too, can be expected to assume the responsibilities as you have. Give them an honest shot of your best and you will be personally surprised with the positive result.

There will be time when you will be blazing new trails in emergency management both for yourself and your team. There is also the chance it will be a new trail for your agency as a whole. Not much pressure, right?

Whenever an individual is faced with new and difficult challenges, some "experts" say we mentally revert to a past situation that comes close to mirroring our current problem and we base decisions and actions on that experience. It has been expressed in terms of each of us having a slide carousel in our brains with all past experiences cataloged as individual slides. When confronted with a new challenge, we mentally hurry through the carousel looking for a situation that comes close to what is in front of us and pull successful actions from the slide to rectify whatever we are facing. As you face new challenges while on your Incident Management Team assignments you will be tapping into your private slide collection continually. Is it current and full?

One purpose of this booklet is to hopefully add some slides to your carousel based on the experiences of past Incident Management Teams. It will act as a reference when you need to use it as such.

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Just as each emergency is different in the demands it places upon you, your reaction to challenges presented during incidents will also be different.

The fact something worked well for one but, quite possibly, will not for another is determined by each individual's perception of a problem, finding a solution that meets his/her individual needs and different methods of actually applying resolution. Just as importantly, some situations simply do not have "correct" responses.

Mistakes or errors will happen to all of us. Hopefully, you will not have to make some of those accomplished during past deployments. There are more than enough new ones out there to stumble through that you should not plow old ground others have previously explored. One goal of this booklet is to demonstrate some of those past experiences and their lasting impacts.

In closing we hope your team assignment provides you with a sense of accomplishment and a feeling of value. See you on some smoky ridge this summer.....

Joe Lowe
Incident Commander

Operating Guidelines 2006

Introduction

South Dakota Interagency Incident Management Team

This document guides the operation of the South Dakota Interagency Incident Management Team, herein referred to as the Team. The team is comprised of individuals from the following agencies:

- USDA Forest Service
- USDI Bureau of Land Management
- USDI Fish and Wildlife Service
- USDI Bureau of Indian Affairs
- USDI National Park Service
- State of South Dakota Wildland Fire Suppression Division
- State of South Dakota Volunteer Fire Departments and other agencies
- Wyoming State Forestry Division

Operations Guide

The State of South Dakota Incident Management Team Operations Guide, herein referred to as the Guide, has been prepared and reviewed by the Incident Commander and Geographic Board. It is intended to serve as an aid in providing assistance to the Team, team members, alternate members, and trainees in preparing for and fulfilling their assignments.

This Guide should be used in conjunction with the NWCG Fireline Handbook and Interagency Standards For Fire And Fire Aviation Operations with the understanding that the Team may need to adapt procedures to fit the circumstances of a specific assignment. The effective and efficient management of major emergency or critical incidents requires that a Team remain flexible, have freedom to apply sound judgment, and exercise creativity in action planning and operations to achieve desired ends.

As a Guide, this document is intended to be used as one of many tools available to the Team in effectively dealing with the circumstances and conditions of an incident.

This Guide does not replace any members home agency rules or policies. With the Team having members from several different agencies it is not possible to address every situation and how that rule or policy would apply. Each team member is responsible to notify their Team Supervisor if an order or assignment would be in conflict with an agency rule or policy, so that a workable solution can be found.

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Objectives

The Team, when activated must be able to take over complete management of the incident on or before the beginning of the next day operational period following call-out, or as agreed upon during the in-briefing. The incident will be managed in an economical manner considering safety of public and incident personnel, resource values, and Agency Administrator direction. All activities will be conducted in a manner which ensures the safety of all personnel and the general public.

Incident management will be conducted in a professional manner which exhibits "professionalism" to the hosting agency and the public.

Personal and Public Safety Come First

All Team members are responsible for:

1. Safety on the incident
 - Personal safety
 - Safety of others
 - Report unsafe conditions or acts immediately
2. Being a Team that can minimize the incident impact on the host agency and local community
 - Cooperate with host agency
 - Involve the community
 - Support the economy of the local communities
 - Keep the community informed on incident progress
3. Providing a healthy and safe environment
 - Follow the Firefighter Code of Conduct
 - Comply with:
 1. Standard Fire Orders
 2. Watchout Situations
4. Be professional, respect the rights and opinions of others

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Team Policies

The Team may establish Team Policies for complying with incident safety and safety concerns outlined within an Incident Action Plan. Key points the Team should use as a baseline in providing a safe environment are:

- All activities are coordinated through the established chain of command
- Firefighter fatigue is managed by adherence to agency work rest guidelines

Regulatory Compliance

Incident location will normally determine if the safety practices followed fall under the Federal Occupational Health and Safety Agency, (OSHA). As a Team we are made up from personnel of a number of Federal, State and Local agencies, therefore the Team needs to ensure that injuries and accidents are properly documented, so that follow up investigation can be done by the appropriate jurisdiction. Team members need to exercise sound judgment, follow established rules for safety and utilize the proper personal protective equipments when on an assignment.

Team Member Selection Process and Qualifications

The primary goal of the team selection process is to place highly skilled individuals in positions for which they are qualified for and which they fit in a Team environment.

The members of the Northern Great Plains Interagency Dispatch Board of Directors will distribute team applications and recruitment notices on December 1st of each year to each of their agency personnel. Each board member will ensure that those submitting applications meet the qualifications for the position applied for, have their supervisor's approval, and are complete before forwarding the applications.

Applications for the Team will be due by February 1st of each year and turned into the board member that represents them on the Great Plains Interagency Dispatch Center Board of Directors. The applications (see Appendix A) will then be reviewed by the State of South Dakota Wildland Fire Suppression Division, those meeting all the NWCG PMS 310-1 qualifications and have supervisors concurrence will be processed. A list of those meeting qualifications will be compiled and the Northern Great Plains Board of Directors will then make the team selections, establish an alternate pool members list, and a trainee pool member list. Candidates who are selected will have to commit to a one year assignment and have their appropriate supervisor's approval.

There will be three categories of Team members:

- Standing Team Members
- Alternate Pool Members
- Trainee Pool Members

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Standing Team Members are fully qualified for the position assigned and are listed on the Team Roster. Standing team members are expected to be available for dispatch during the fire season, generally speaking from May 1st until October 31st. Command and general staff positions are selected by the Incident Commander and the Board. Afterward, the Incident Commander selects the other team members. The Board representative for each applicant's agency is responsible for ensuring that applicants from his or her agency are fully qualified to be considered for the position or positions for which he or she has applied.

Standing Team Member Availability and Substitution

Standing Team members are expected to be on standby and available for dispatch during the fire season, generally speaking from May 1st until October 31st. When a standing team member is unavailable for dispatch with the team, he/she is responsible to immediately contact his/her Section Chief or Incident Commander.

The Section Chief / IC may select a replacement from the Alternate Pool or Trainee list and notify GPC of the change, in order to update the ROSS roster. Persons in the Alternate Pool must be provided opportunity to accept an assignment before other qualified people are contacted. When the replacement has been made, Northern Great Plains Interagency Dispatch Center (GPC) will be notified of such replacement.

The Incident Commander / Section Chief when notifying GPC of the change must provide the substitute's name, employing agency, and contact information for the dispatch center that will dispatch the individual.

Alternate Pool Members

The alternate pool is for people who are fully qualified for the positions in which they are listed, and are available to substitute for or supplement standing team members when needed.

Alternates and Trainees

Trainees who are assigned in one of the slots allotted to the Team are to complete their task book as soon as practicable and be recommended for certification if appropriate. Once certified, the person leaves their trainee position and joins the Alternate Pool for the remainder of the season. Another trainee is then selected from the Trainee Pool to join the Team, as a trainee. The Board representative for each applicant is responsible for ensuring that the applicant is fully qualified to be considered for the position or positions for which he or she has applied.

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Trainee Pool Members

The trainee pool is for people who have task books assigned and have applied for assignments with the Team; people in the trainee pool are those trainees who have not been selected to fill one of the trainee positions on the Team. The GPC Operations committee prioritizes people in the Trainee Pool for assignment, with the first opportunity for training assignments given to the person assigned top priority for a given position. Through agreement with the Board, the State of South Dakota Wildland Fire Suppression Division is responsible for managing the Trainee Pool; Board representatives for the different agencies are responsible for notifying the State about changes in the status of priorities among trainees from their organization.

Retirees

Retired agency employees are used only if there is a lack of available candidates currently employed by one of the participating agencies.

Administratively Determined (AD) Employees

South Dakota Fire Service personnel and others may be hired and paid as an (AD) employee when no pre-existing wage schedule or contract for hire exists.

Apprentices / Non-Qualified Individuals

The Board does not support assignment of apprentices or other non-qualified individuals except with advance agreement that such a person's employing agency has agreed to pay for all expenses, including Workmen's Compensation associated with such an assignment, and that the Team's Incident Commander supports such an assignment.

Incident Commander

The Board selects the Incident Commander. The team will have one fully qualified Incident Commander (ICT2 or ICT1), an Deputy Incident Commander (who may be a trainee).

Team Participant Tenure

Team selection and formation of the Alternate and Trainee Pools is determined every year. Interested people must submit an application each year. The Board/IC manages the application process. Each Board representative is responsible to ensure that employees in his or her agency understand the process, and to see that applicants from that agency follow the specific screening and supervisor approval process in place for that agency. The Incident Commander for the Team has the right to replace team members at any time for poor performance, unavailability, or unacceptable behavior. Such decisions shall be documented in writing and sent to the Board member representing the employing agency of the replaced team member.

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Team Configuration

Team configuration is determined by the Incident Commander and approved by the Northern Great Plains Board of Directors. A Team will consist of up to 28 positions occupied by fully qualified individuals and up to 8 designated trainees for a total of 36 positions.

Team Trainees are assigned to meet position needs as prioritized by the Board in consultation with the Incident Commander. The Incident Commander selects up to 4 trainees and the Board selects up to 4 trainees.

The minimum size of a Team (“standard team”) is 27 standard positions plus the assigned trainees, configured according to those positions identified in the National Mobilization Guide.

Team Size

For assignment in the State of South Dakota, a normal dispatch will consist of the full 36-position for team assignments outside of South Dakota, the default is the “standard team,” with the Incident Commander responsible for negotiating directly with the requesting Agency Administrator for other positions.

Short Team

“Short” Team: Short Team used in the context of this document means the 10-person configuration identified in the National Mobilization Guide or any other configuration smaller than the “standard team” configuration. As a matter of policy, the Team is not broken up to fill orders for short teams.

Operating Guidelines
2006

Team Configuration Example:

Short Team

IC – Incident Commander
DPIC – Deputy Incident Commander
SOF – Safety Officer
IOF – Information Officer
OSC – Operations Section Chief (2)

PSC – Planning Section Chief
LSC – Logistics Section Chief
FSC – Finance Section Chief
LIAISON

Long Team

IC – Incident Commander
DPIC - Deputy Incident Commander
SOF- Safety Officer
IOF - Information Officer
LIAISON -
LSC2 – Logistics Section Chief
GSUL – Ground Support Unit Leader
FACL – Facilities Unit Leader
SPUL – Supply Unit Leader
FSC2 – Finance Section Chief
COST – Cost Unit Leader
TIME – Time Unit Leader

OSC – Operations Section Chief (3)
 Field Operations
 Night Operations
 Planning Operations
DIVS – Division Group Supervisor (4)
PSC2 – Planning Section Chief
MEDL – Medical Unit Leader
RESL – Resource Unit Leader
SITL – Situation Unit Leader
GIS – GIS Specialist
CTSP – Computer Technician
FBAN – Fire Behavior Analysis
FOBS – Field Observer
IMET – Incident Meteorologist

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Dispatching

Northern Great Plains Interagency Dispatch Center Role

By agreement with the Board, Northern Great Plains Interagency Dispatch Center, here by known in this document as GPC provides the infrastructure to dispatch the Team. The dispatch center maintains current Team rosters in the Resource Order and Statusing System (ROSS).

Team Standby

GPC acting on behalf of the Board establishes the availability of the team. The team will be on standby during the fire season, generally speaking from May 1st until October 31st. During the off season the team can be moved to standby status or assigned to an out of area assignment with consensus of the Incident Commander and Board of Directors.

Team availability for out of area assignments

The team was established primarily to meet potential needs within the GPC sphere of influence. Availability for out of area assignments is based on the GPC preparedness levels. Availability in this context means available to accept an assignment. (When the team is committed to an incident it is unavailable). At preparedness levels 1 or 2, the team is available for out of area assignments, with Board of Directors concurrence. When the preparedness levels are 3, 4 or 5, the team will remain within the confines of the GPC sphere of influence.

How the Team will be ordered

Orders for a Team are made by a jurisdictional Agency Administrator or Department of Public Safety to the GPC, and will follow the processes listed below.

Getting an Order – The Process

Potential Order

1. GPC notifies the IC of a potential team order. The IC may implement internal “Phone Trees” and contacts based on a “Potential Order”.
2. IC emphasizes that the order is “potential” and no action is taken until a “official” order is received.
3. No mobilization actions occur. No phone calls to the dispatch center by team members should occur.
4. The IC or team designee needs to assure that the ROSS Roster is the final one in order for GPC to fill the ROSS order.

Operating Guidelines 2006

Official Order

1. The requesting agency will notify GPC of a placed order for the team.
2. The IC will contact the host agency official and coordinate a reasonable needed date and time and agree upon mode of travel.
3. The IC will then advise the GPC of needed date, time and agreed upon mode of travel, GPC will then advise other dispatch centers.
4. If the decision is to fly the team, GPC will coordinate with other dispatch centers regarding commercial or charter flights, if approved by the hosting agency.
5. GPC will complete team mobilization checklist and relay to other dispatch centers.
6. IC's will implement internal team "phone tree".
7. GPC will notify individual team members within one hour of receiving team order unless otherwise directed.
8. After one hour has passed since GPC received the order, team members may call their home dispatch center to confirm order status.

Checklist for Official Orders

1. What is the Requesting Unit's "Preferred Transportation" for IMT? Fly or Drive? What is the closest jetport if flying?
2. When is the initial team briefing to be held? Where is it to be held? Get the address.
3. Are "Rental Cars" authorized? If yes, for whom and who will make the arrangements for them?
4. Are Cell phones authorized? Single "S" number or attach number to Overhead number?
5. Is the "Date and Time Needed" negotiable?
6. Are ADs authorized? Are there any limitations? Example: California will not allow incoming teams to have Ads on the command and general staff.
7. Trainees: How many are authorized to accompany the team and are trainees authorized for miscellaneous Overhead?
8. Are there special conditions? Example: A team member meeting up with the team several days later.

Travel

1. Document and relay "Mode of Travel" to dispatch centers. (via checklist)
2. Work/Rest ratios will be followed by individual team members and will be documented in team SOP's.
3. **There will be no** travel before an "official" resource order is received at GPC.
4. Team members or their home dispatch centers will call GPC to get verbal authorization to travel if the official team order has not been processed after one hour.
5. Team members will notify home dispatch center of their travel plans before leaving. This includes vehicle ID's, ETD, ETA, RON locations (RON= remain overnight) and a cellular phone number where team members can be reached.
6. Receiving unit is responsible for the return travel.

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Team configuration

1. Units within the sphere of influence of the GPC will order team by Type (2). Long team configuration will be the normal response within the GPC sphere of influence, unless the requesting unit specifically requests a short team.
2. The Type 2 Team dispatched outside of the area will generally be configured to the RMA standard IMT2 long team.
3. If a short team is mobilized, the remaining members of the team will be kept on-call for twenty-four hours. After this, these members will be available for free-lance assignments.

Trainees

1. Within the RMA, pre-designed trainees will be attached to the IMT's. For national dispatches, the number of trainees will be negotiated for the Type 2 Team. Dispatch of additional trainees requires approval of the ordering unit and will be negotiated for acceptance by the IC. Prior to mobilization, Coordination Centers will make every effort to find substitutes for those trainees unavailable due to on-call rotation. Assigned trainees are not available for miscellaneous overhead assignments unless the assignment provides equivalent experience at the specified trainee level.
2. The IC or designee will maintain priority lists of shortage positions and trainees as provided by the Board of Directors by March 1st. They must be notified of an individual's unavailability prior to mobilization. In the event that the assigned trainee is not available for their on-call period, the IC or designee will automatically fill IMT trainee slots with another on the trainee list. These lists will also be used to fill requests for individual overhead trainee positions.
3. Trainees are not permanent team members. Upon fulfilling the on-the-job requirements, an assigned trainee has completed their time with the team, and a new trainee will be identified. The original trainee may be assigned to an existing IMT vacancy for which they are now qualified.
4. Documentation of all trainee/mentor assignments will be completed prior to incident demobilization and will include Task Books. The Incident Commander is responsible for assuring that all performance is documented and copies of all pertinent information is forwarded to the employee's home unit.

Substitutes/Alternates

1. The team will be considered ineligible for assignments if the assigned IC or Deputy is unavailable, or if it is necessary to have more than two substitutions to fill Command/General Staff positions. Command/General Staff includes an IC, SOF, IOF, OSC, PSC, LSC, and FSC.
2. Substitution of IMT members during assigned availability periods will be made by the IC or designee based on the pool list. Every effort will be made to substitute any team position within the IMT respective geographic area.
3. Substitutes will be for the whole remaining call-out period.

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4. Pool list; Individuals who applied for IMT positions, but were not selected will be placed on the Pool list.
 - Pool List members may accept other fire assignments as opportunity permits.
 - Pool List members must report availability through the dispatch system.
 - Pool List members will be grouped by position, listed by name, unit and dispatch center.
 - An attempt will be made to rotate individuals on the Pool List. Given considerations for closest forces and consolidation for transportation and we will give Pool List members equal opportunity for assignment.
 - Pool List members are only on-call with IMT's when requested by GPC. Pool List members will be requested to be on-call with IMT's for designated timeframes, after which they will return to the Pool List and will again be available for other assignments.

Replacing assigned team members

The Incident Commander will contact the Board of Directors to request permanent replacement of an assigned team member. The request will include the reason for the request and names of suitable replacements. The Board will select an alternate.

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Transition

A Safe Transition Requires Coordination with the Current Incident Commander and Agency Administrator

Incident Transfer to a Team

The jurisdictional Agency Administrator, current Incident Commander and Team Incident Commander shall discuss and agree to the date and time that command will transfer to the Team.

The existing command organization retains control until it is officially transferred and acknowledged in writing. The Team Incident Commander must work with the existing command structure to ensure that the transition is safe, smooth and orderly.

Responsibilities of Ordering Jurisdiction

In consultation with the Incident Commander of the incoming Team, the requesting host jurisdiction should do the following prior to the arrival of the Incident Management Team:

- Determine Incident Command Post / Base location
- Order support equipment, and supplies
- Order initial basic support organization for the incident
- Order or make ample supply of maps available to incident
- Determine transportation needs if any of the incoming Team
- Determine agency administrator briefing time and location
- Obtain necessary information for agency administrator briefing (see below)
- Order communication cache and communication vehicle

TRANSITION

Take pride in being able to transition quickly and smoothly with minimal impact to the incident host agency or to the incident itself.

TRANSITION AT A DEVELOPING INCIDENT

The IMT may be called to mobilize into a developing, non-stabilized incident by a local incident commander who may or may not have had adequate, or even any, overhead support in the struggle to gain control of the incident. The first team members to arrive can immediately begin the collection of information and identification of issues that will assist the IMT in the transition.

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Incoming IMT Member(s)

- Bring position work kits, forms and supplies
- Bring an ICS-201 form and briefing package
- Identify the local Incident Commander / Unified Command
- Identify yourself as an incoming IMT member and your team role

The local IC has called for the IMT and should expect its members and give them a positive, cooperative reception.

Initial Things to Do

1. Identify:

- Agencies with either jurisdictional or functional responsibility on the incident
 - ◆ If uncertain, include them
- Assisting and cooperating agencies on the incident
 - ◆ Ensure that an agency representative has been ordered for each one
- Secure a copy of the ICS-201 from the local IC / Unified Command
 - ◆ If one has not been prepared, start one
 - ◆ Critical: Current incident objectives and focus
 - ◆ Allocated resources and personnel for the incident
- Locate a map that shows the area involved
 - ◆ Identify critical areas of concern
 - ◆ Identify life threat issues that require immediate focus
- Shift personnel and resources to address critical situations
 - ◆ Document the problem, the decision, and the time (Do not take/direct action until given authority/transition from the current IC.)

2. List current issues and opportunities for the incident:

- Input by initial IC and Operations Chief (who may have to be found).
- Post this list for the initial team transition meeting
- Delegate issues / problems
- Document assignments made, to whom, and times
- Identify current division / group sectors and assignments with local Operations Chief

Operating Guidelines 2006

3. Start the “Developing Incident Situation Analysis” (or WFSA) if a federal fire, will need to have direct input from hosting agency to complete. Inquire about potential social, environmental, political, cultural and economic issues, and list them.
4. Forecast incident potential. Consider the “mobilization curve”. Look 24 to 48 hours ahead for resource needs.
5. Survey the current ICP / base for:
 - Adequacy in view of incident potential and needs
 - If inadequate, suggest a facility conducive to planning and logistical functions
6. Prepare initial media policy and the initial release. Recognize all agencies.
7. Establish check-in point(s) with ICS-211 forms in place.
8. Determine if local resources and personnel are in place to deal with new incidents in the host district.
9. Secure a list of mobilization resources and personnel on order.
10. Determine if there have been any injuries or claims on the incident.
11. Determine immediate logistical needs.
12. Secure a local and regional weather forecast for the next 24 to 48 hours.

INITIAL TRANSITION ACTIONS AND DECISIONS

Briefings for Incoming Incident Management Team

There should be two major briefings of the incoming Incident Management Team.

- First: Briefing by the Agency Administrator at a site away from the incident
- Second: Briefing by the current Incident Commander at the incident site.

The transition period of takeover/release will depend upon incident complexity, the expertise of current organization and/or problems.

Operating Guidelines 2006

Briefings

Agency Administrator Briefing

Team members should arrive in time for the host agency (Agency Administrator) briefing. This should be done as soon as possible after arrival of all members of the team. Anyone arriving early should acquire information to help the team transition onto the incident quickly, but should remember to avoid being a nuisance to the local agency.

Key Documents

- Delegation of Authority
- WFSA and/or DISA

Active Incident Commander Briefing

This briefing should follow the Agency Administrator briefing and focus on the status and potential of the incident and incident resources. Active overhead should also attend and respond to specific issues and questions.

Key Document

- ICS-201

First Strategy Meeting

Approximately thirty (30) minutes after the host agency briefing(s), the Team will hold its first strategy meeting.

- Review situation and resource status.
- Ensure that everything is in place to receive incoming resources.
- List actions that can be taken to do effective work with available resources.
- List critical items to order immediately.
- Set time and location of first planning meeting.
- Decide on base location.
- List functional priorities to be accomplished before first planning meeting.

At this time all team members will be expected to complete their portion of the initial order and forward to the Logistics Section.

Operating Guidelines 2006

Performance Reviews

Team Performance Reviews

At the end of each assignment, the Incident Commander is responsible to ensure that the team's performance is critiqued by the host agency (or agencies) Agency Administrator or designee. Performance reviews are signed by both parties and a copy is sent to the Chair of the Board to be used as a part of annual review by the Board of the Teams' overall performance.

**NORTHERN GREAT PLAINS INTERAGENCY DISPATCH CENTER
MOBILIZATION GUIDE**

CHAPTER 30 – ORGANIZATION

TABLE OF CONTENTS

31	ROCKY MOUNTAIN AREA MULTI-AGENCY COORDINATING GROUP	- - 1
31.1	Director's Delegation	- - - - - 1
32	ROCKY MOUNTAIN AREA MAC GROUP POSITION DESCRIPTIONS	- - 1
33	INCIDENT SUPPORT ORGANIZATIONS	- - - - - 1
33.1	Expanded Dispatch	- - - - - 1
33.2	Technical Support	- - - - - 1
33.3	Administrative Support	- - - - - 1
33.4	MAC Group Coordinator	- - - - - 1
33.5	Complexity	- - - - - 1
33.6	Example Organizations	- - - - - 1
33.7	Incident Support Organizations, Example	- - - - - 1
33.8	Incident Support Organization, Example Complex Incident	- - - - - 1

31 Rocky Mountain Area Multi-Agency Coordinating (MAC) Group
(Refer to NMG 31 and RMG 31)

31.1 Director's Delegation
(Refer to NMG 31.1 and RMG 31.1)

32 Rocky Mountain Area MAC Group Position Descriptions
(Refer to NMG 32 and RMG 32)

33 Incident Support Organization
(Refer to NMG 33 and RMG 33)

33.1 Expanded Dispatch
(Refer to NMG 33.1)

Definition - Expanded Dispatch:

Expanded Dispatch organizes and addresses the increased volume of business resulting from incident activity and relieves initial attack dispatch of incident support responsibilities. Functional breakdown of the expanded dispatch organization includes aircraft, logistical, equipment, supplies, crews, and overhead.

For Expanded Dispatch Position Descriptions Refer to 310-1, NWCG WILDLAND AND PRESCRIBED FIRE QUALIFICATIONS SYSTEM GUIDE.

33.2 Technical Support
(Refer to NMG 33.2)

33.3 Administrative Support
(Refer to NMG 33.3)

33.4 MAC Group Coordinator
(Refer to NMG 33.4)

33.5 Complexity
(Refer to NMG 33.5)

33.6 Example Organizations
(Refer to NMG 33.6)

33.7 Incident Support Organizations, Example
(Refer to NMG 33.7)

33.8 Incident Support Organization, Example Complex Incident
(Refer to NMG 33.8)

**NORTHERN GREAT PLAINS INTERAGENCY DISPATCH CENTER
MOBILIZATION GUIDE**

CHAPTER 40 – COOPERATION

TABLE OF CONTENTS

41	INTERNATIONAL AGREEMENTS.....	1
41.1	Canada Support - Policy (Refer To NMG 41.1)	1
41.2	Canada Support - Operational Guidelines (Refer To NMG 41.2).....	1
41.3	Australia Support - Policy (Refer To NMG 41.3).....	1
41.4	Australia Support - Operational Guidelines (Refer To NMG 41.4).....	1
41.5	New Zealand Support - Policy(Refer To NMG 41.5).....	1
41.6	New Zealand Support - Operational Guidelines (Refer To NMG 41.6).....	1
41.7	Mexico Support - Policy (Refer To NMG 41.7)	1
41.8	Mexico Support - Operational Guidelines (Refer To NMG 41.8).....	1
42	INTERAGENCY AGREEMENTS (Located in COOP Fire Agreements)	1
42.1	Memorandum of Understanding between the Department of Defense and the Departments of Agriculture and the Interior (Refer To NMG 42.1).....	1
42.2	Memorandum of Understanding between the Department of the Army/DOD Executive Agent and Boise Interagency Fire Center (Refer To NMG 42.2).....	1
42.3	Interagency Agreement for Fire Management between the Bureau of Land Management, Bureau of Indian Affairs, National Park Service, U.S. Fish and Wildlife Service of the United States Department of the Interior and the Forest Service of the United States Department of Agriculture. (Refer To NMG 42.3).....	1
42.4	Memorandum of Understanding between the United States Department of Agriculture Forest Service and the United States Department of the Interior - Bureau of Land Management, Bureau of Indian Affairs, National Park Service, Fish and Wildlife Service, and Bureau of Reclamation (Law Enforcement). (Refer To NMG 42.4).....	1
42.5	International Emergency Assistance Response Process - Operating Plan for USDA Forest Service. (Refer To NMG 42.5)	1
42.6	Bureau of Land Management Assistant Directorate - Resource Use & Protection Office, of Fire and Aviation Management, International Program. (Refer To NMG 42.6)	1
42.7	Interagency Memorandum of Agreement Between U.S. Department of Agriculture - Forest Service, U.S. Department of the Interior - Bureau of Land Management and United States Army - Special Operations Command (Refer To NMG 42.7).....	1
42.8	Interagency Agreement between Northern Rockies Coordinating Gropu (NRCG) and Rocky Mountain Coordinating Group (Refer to RMG 42.8).....	1

43	SMOKEJUMPER AGREEMENT	2
44	MODULAR AIRBORNE FIREFIGHTING SYSTEM AGREEMENTS.....	2
44.1	Agreement between North Carolina Department of Natural Resources and Community Development, Division of Forest Resources, and Forest Service – United States Department of Agriculture.....	2
44.2	Agreement between California – Deptment of Forestry, the National Guard, and USDA – Forest Service, Pacific Northwest Region	2
44.3	Collection Agreement between Wyoming State Forestry Division and the Forest Service – United States Department of Agriculture.....	2
45	BLACK HILLS NATIONAL FOREST AGREEMENTS AND MEMORANDUM OF UNDERSTANDINGS	2
45.1	Cooperative Fire Control Agreement and Annual Operating Plan Between The State of South Dakota and The USDA Forest Service	2
45.2	Wildland Cooperative Fire Control Agreement and Annual Operating Plan Between Crook County, Wyoming, The Wyoming Division of Forestry and The USDA Forest Service	2
45.3	Wildland Cooperative Fire Control Agreement and Annual Operating Plan Between Weston County, Wyoming, Wyoming Division of Forestry and The USDA Forest Service	2
45.4	Memorandum of Understanding Between The Black Hills National Forest and Devils Tower, Mount Rushmore, Jewel Cave, and Wind Cave National Parks.....	2
45.5	Memorandum of Understanding For Cooperation In Fire Suppression Between The South Dakota Army National Guard and The USDA Forest Service.	2
45.6	Cooperative Helicopter Agreement and Annual Operating Plan Between The USDA Forest Service; National Park Service; Bureau of Land Management; South Dakota Wildland Fire Suppression Division; Wyoming Division of Forestry; Cook County Wyoming and The Bureau of Indian Affairs- Pine Ridge Agency.	2
46	NEBRASKA NATIONAL FOREST AGREEMENTS AND MEMORANDUM OF UNDERSTANDINGS	2
46.1	Shared Services Agreement For Fire and Aviation Management Between The Black Hills National Forest and The Nebraska National Forest.	2
46.2	Memorandum of Understanding Between State of Nebraska, Nebraska Game and Parks Commission and United States Department of Agriculture Forest Service Nebraska National Forest.....	2
46.3	Memorandum of Understanding Between The United States Department of Agriculture, Forest Service Nebraska National Forest and The State of South Dakota.	2
46.4	Memorandum of Understanding Between The State of South Dakota Wildland Fire Suppression Division and United States Department of Agriculture Forest Service Nebraska National Forest. Willow Creek Facility Pierre.....	3

47	NEBRASKA NATIONAL FOREST AND VOLUNTEER FIRE DEPARTMENT COOPERATIVE FIRE PROTECTION AGREEMENTS AND ANNUAL OPERATING PLANS	3
47.1	Gordon Volunteer Fire Department	3
47.2	Thedford Volunteer Fire Department	3
47.3	Harrison Volunteer Fire Department	3
47.4	Murdo Volunteer Fire Department	3
47.5	Pierre Fire Department.....	3
47.6	Crawford Volunteer Fire Department.....	3
47.7	Chadron Volunteer Fire Department.....	3
47.8	Ft. Pierre Volunteer Fire Department	3
47.9	Custer Volunteer Fire Department.....	3
47.10	Kennebec Volunteer Fire Department	3
47.11	Vivian Volunteer Fire Department	3
47.12	Cody Rural Fire District.....	3
47.13	Kilgore Rural Fire District.....	3
47.14	Wall, Scenic, Interior, Philip, and Kadoka Volunteer Fire Departments	3
47.15	Buffalo Gap, Fairburn, Folsom, and Hermosa Volunteer Fire Departments	3
47.16	Ardmore, Cascade, Edgemont, Hot Springs, Minnekahata, Oelrichs, Oral, Smithwick and Quinn Volunteer Fire Departments.....	3
48	RADIO FREQUENCY AGREEMENTS	3
48.1	Intra-Agency Agreement Between United States Department of Agriculture Forest Service, Black Hills National Forest and United States Department of Agriculture Forest Service Nebraska National Forest.....	3
48.2	Memorandum of Understanding Between State of South Dakota State Radio Communications and United States Department of Agriculture Forest Service Nebraska National Forest- Sharing of Battle Mt.....	3
48.3	Memorandum of Understanding Between United States Department of Agriculture Forest Service Nebraska National Forest and Department of Interior U.S. Fish and Wildlife Service Mt. and Prairie Region, Ft. Niobrara, Valentine, and Crescent Lake National Wildlife Refuge Complexes and National Park Service Midwest Region Niobrara National Scenic River and Scott’s Bluff National Monument and Agate Fossil Beds National Monument.	3

49	STATE OF SOUTH DAKOTA AGREEMENTS- LOCATED IN COOP FIRE SUPPRESSION AGREEMENT)	4
49.1	State Agreements	4
49.1.1	Department of Corrections	4
49.1.2	Department of Game Fish & Parks and Custer State Park	4
49.1.3	Joint Powers Agreement with SD Department of Military and Veterans Affairs and SD National Guard.....	4
49.1.4	SD Department of Military Affairs “First Burning” Period Declaration.....	4
49.1.5	Department of Transportation.....	4
49.1.6	Department of Commerce and Regulation	4
49.1.7	Operating Plan with North Dakota, Montana and South Dakota	4
49.1.8	SD School of Mines and Technology	4
49.1.9	SD Fire Operating / Action Plan with Resource Conservation and Forestry Division	4
49.1.10	Prescribed Fire Policy.....	4
49.2	Federal Agreements	4
49.2.1	Interagency Cooperative Fire Management Agreement	4
49.2.2	USFS- Black Hills National Forest Annual Operating Plan	4
49.2.3	BLM- Montana/Dakotas State Office, South Dakota Field Office.....	4
49.2.4	National Park Service Annual Operating Plan.....	4
49.2.5	Cooperative Helicopter Agreement and Operating Plan.....	4
49.2.6	Interagency Agreement For Cooperative Use of Prescribed Fire	4
49.2.7	FEMA Agreement for Fire Management Assistance Grant Program.....	4
49.2.8	Federal Excess Personal Property	4
49.2.9	Rapid City Air Tanker Base Operations Guide	4
49.3	County and Local Rural Fire Department Agreements	4
49.3.1	Rural Fire Protection Agreement.....	4
49.3.2	Second Amendment Rural Fire Protection Agreement.....	4
49.3.3	County Designees	4
49.3.4	Rapid City Fire Department Agreement.....	4
49.3.5	Sioux Falls Fire Department Agreement	4
49.3.6	Contract Agreement Single Engine Airtanker Statewide	4
49.3.7	SD Interagency Fire Council Charter	4
49.3.8	In-State Fire Suppression Agreement and Prescribed Burning Agreement.....	4
49.3.9	Rapid City Regional Airport Cooperative Agreement.....	4

41 INTERNATIONAL AGREEMENTS

- 41.1** Canada Support - Policy (Refer To NMG 41.1)
- 41.2** Canada Support - Operational Guidelines (Refer To NMG 41.2)
- 41.3** Australia Support - Policy (Refer To NMG 41.3)
- 41.4** Australia Support - Operational Guidelines (Refer To NMG 41.4)
- 41.5** New Zealand Support - Policy (Refer To NMG 41.5)
- 41.6** New Zealand - Operational Guidelines (Refer To NMG 41.6)
- 41.7** Mexico Support - Policy (Refer To NMG 41.7)
- 41.8** Mexico Support – Operational Guidelines (Refer to NMG 41.8)

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43 SMOKEJUMPER AGREEMENT

(Refer to NMG 43)

44 MODULAR AIRBORNE FIREFIGHTING SYSTEM AGREEMENTS

(Refer to NMG 44)

- 44.1** Agreement between North Carolina Department of Natural Resources and Community Development, Division of Forest Resources, and Forest Service – United States Department of Agriculture. (Refer to NMG 44.1)
- 44.2** Agreement between California – Department of Forestry, the National Guard, and USDA – Forest Service, Pacific Southwest Region. (Refer to NMG 44.2)
- 44.3** Collection Agreement between Wyoming State Forestry Division and the Forest Service – United States Department of Agriculture. (Refer to NMG 44.3)

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47 NEBRASKA NATIONAL FOREST AND VOLUNTEER FIRE DEPARTMENT COOPERATIVE FIRE PROTECTION AGREEMENTS AND ANNUAL OPERATING PLANS

- 47.1 Gordon Volunteer Fire Department
- 47.2 Thedford Volunteer Fire Department
- 47.3 Harrison Volunteer Fire Department
- 47.4 Murdo Volunteer Fire Department
- 47.5 Pierre Fire Department
- 47.6 Crawford Volunteer Fire Department
- 47.7 Chadron Volunteer Fire Department
- 47.8 Ft. Pierre Volunteer Fire Department
- 47.9 Custer Volunteer Fire Department
- 47.10 Kennebec Volunteer Fire Department
- 47.11 Vivian Volunteer Fire Department
- 47.12 Cody Rural Fire District
- 47.13 Kilgore Rural Fire District
- 47.14 Wall, Scenic, Interior, Philip, and Kadoka Volunteer Fire Departments
- 47.15 Buffalo Gap, Fairburn, Folsom, and Hermosa Volunteer Fire Departments
- 47.16 Ardmore, Cascade, Edgemont, Hot Springs, Minnekahata, Oelrichs, Oral and Smithwick Volunteer Fire Departments

48 RADIO FREQUENCY AGREEMENTS

- 48.1 Intra-Agency Agreement between United States Department of Agriculture Forest Service, Black Hills National Forest and United States Department of Agriculture Forest Service Nebraska National Forest
- 48.2 Memorandum of Understanding between State of South Dakota State Radio Communications and United States Department of Agriculture Forest Service, Nebraska National Forest - sharing of Battle Mt.
- 48.3 Memorandum of Understanding between United States Department of Agriculture, Forest Service, Nebraska National Forest and Department of Interior, U.S. Fish and Wildlife Service, Mt. and Prairie Region, Ft. Niobrara, Valentine, and Crescent Lake National Wildlife Refuge Complexes and National Park Service Midwest Region, Niobrara National Scenic River, Scott's Bluff National Monument and Agate Fossil Beds National Monument.

49 STATE OF SOUTH DAKOTA AGREEMENTS

49.1 State Agreements

- 49.1.1 Department of Corrections
- 49.1.2 Department of Game Fish & Parks and Custer State Park
- 49.1.3 Joint Powers Agreement with SD Department of Military and Veterans Affairs and SD National Guard
- 49.1.4 SD Department of Military Affairs “First Burning” Period Declaration
- 49.1.5 Department of Transportation
- 49.1.6 Department of Commerce and Regulation
- 49.1.7 Operating Plan with North Dakota, Montana and South Dakota
- 49.1.8 SD School of Mines and Technology
- 49.1.9 SD Fire Operating / Action Plan with Resource Conservation and Forestry Division
- 49.1.10 Prescribed Fire Policy

49.2 Federal Agreements

- 49.2.1 Interagency Cooperative Fire Management Agreement
- 49.2.2 USFS- Black Hills National Forest Annual Operating Plan
- 49.2.3 BLM - Montana/Dakotas State Office, South Dakota Field Office
- 49.2.4 National Park Service Annual Operating Plan
- 49.2.5 Cooperative Helicopter Agreement and Operating Plan
- 49.2.6 Interagency Agreement for Cooperative Use of Prescribed Fire
- 49.2.7 FEMA Agreement for Fire Management Assistance Grant Program
- 49.2.8 Federal Excess Personal Property
- 49.2.9 Rapid City Air Tanker Base Operations Guide

49.3 County and Local Rural Fire Department Agreements

- 49.3.1 Rural Fire Protection Agreement
- 49.3.2 Second Amendment Rural Fire Protection Agreement
- 49.3.3 County Designees
- 49.3.4 Rapid City Fire Department Agreement
- 49.3.5 Sioux Fall Fire Department Agreement
- 49.3.6 Contract Agreement Single Engine Airtanker Statewide
- 49.3.7 SD Interagency Fire Council Charter
- 49.3.8 In-State Fire Suppression Agreement and Prescribed Burning Agreement
- 49.3.9 Rapid City Regional Airport Cooperative Agreement

**NORTHERN GREAT PLAINS INTERAGENCY DISPATCH CENTER
MOBILIZATION GUIDE**

CHAPTER 70 – EQUIPMENT CATALOG

TABLE OF CONTENTS

70	GENERAL EQUIPMENT	1
70.1	Black Hills National Forest Cache	1
70.2	Engines	2
70.3	Tenders	2
70.4	Equipment	3
70.5	Emergency Equipment Rental Agreements (EERA's)	4
71	AREA RADIO CACHES	4
71.1	National ICS Starter Radio Systems-	4
71.2	GPC Radio Caches	4
71.3	Radio Frequencies	4-6
72	NATIONAL CONTRACT MOBILE FOOD SERVICE AND SHOWER FACILITIES	7
73	NATIONAL CONTRACT MOBILE COMMISSARY SERVICES	7
74	ATMOSPHERIC THEODOLIE METEOROLOGICAL UNIT (ATMU)	7
75	FIRE/PROJECT REMOTE AUTOMATIC WEATHER STATIONS (FRAWS - NFES 5869 / PRAWS - NFES 5870)	7
76	ENGINES AND WATER TENDERS	8
77	RETARDANT PLANTS	8
77.1	Greybull Fixed Base Retardant Plant Agreement	8
77.2	Portable/Mobile Retardant Bases	8

78	SPECIALIZED EQUIPMENT	8
78.1	Area Ignition Devices	8
78.1.1	Helitorches (Aerial Drip Torch)	8
78.1.2	Aerial Ignition Devices (Plastic Sphere Dispensers)	8
78.1.3	Terra Torches	8
78.1.4	Batch Mixer	8
78.2	Probeyes	8
78.3	Seed Buckets	8
78.4	Potable Water Tender	9
79	AREA 250 PERSON CACHE VANS (NFES #2069)	9
79.1	Heavy Truck Transportation	9

70 EQUIPMENT AND SUPPLIES - GENERAL

Each unit should maintain tools and supplies at a level to handle normal operations for initial attack and minor support, such as outfitting available forces on the unit, regular fire replacement, and normal fire activity. Local cache inventory lists are due to RMK by April 1, annually. The larger Interagency Fire Caches shall maintain tools and supplies at a level to handle 90 percent of normal large fire activities.

During active fires or for emergency restocking of the forest cache, a Resource Order will be placed with Northern Great Plains Dispatch Center (GPC) for the items that need to be replaced. GPC will notify the regional cache of the needed supplies. Orders will be relayed to the best current supply source for dispatch. This will usually be one of the following:

- Rocky Mountain Area Coordination Center
- Other Service Centers
- Other Agencies

When a large fire is controlled and the tools and equipment are no longer needed, they should be returned to the Helitack Base as soon as possible for reconditioning. Tools and equipment that are damaged or lost shall be replaced immediately and charged to the fire.

70.1 Black Hills National Forest Cache

The Black Hills National Forest Fire Cache is located at the Supervisor's Office warehouse in Custer, SD and is available for interagency use.

Supplies from this Cache will be ordered through the Northern Great Plains Dispatch Center. The Cache includes the following:

- Fire Equipment Cache (three 100-person tool caches)
- Fire Camp Unit
- Fire Cache First Aid Kit
- Firing Equipment
 - 15 drip torches
 - 2 flare pistol & flares
 - 1 Helitorch (with 150 pounds of Surfire)
 - 1 Plastic Sphere Dispenser (10,000 spheres)

70.2 Engines

GPC Coordinating Group participating agencies own and operate a variety of engines. These resources are listed below by agency, type, and location.

STATE-AGENCY	STRUCTURE		WILDLAND				
	TYPE 1	TYPE 2	TYPE 3	TYPE 4	TYPE 5	TYPE 6	TYPE 7
SD-BIA				1		12	
SD-BKF				1		21	2
SD-NPS						6	
SD-SDS*			2	4		15	1
SD-USFWS						6	
SD-CWN**	102	42	32	27	13	143	55
ND-BIA						4	
ND-USFWS						3	
NE-BIA						1	
NE-NBF						5	1
NE-NPS						2	
NE-USFWS				1		8	
WY-NPS						1	
TOTALS	102	42	34	34	13	227	59

*SD-SDS Calculations include Custer State Park

**Volunteer engines available as Call When Needed (CWN)

70.3 Tenders

GPC Coordinating Group participating agencies own and operate a variety of water tenders. These resources are listed below by agency, type, and location.

STATE-AGENCY	TYPE 1	TYPE 2	TYPE 3	TYPE 4
SD-CWN	8	26	46	9
SD-NPS	1		1	
SD-SDS	1		1	2
TOTALS	10	26	48	11

70.4 Equipment

GPC Coordinating Group agencies have several types of specialized heavy equipment that is available for fire suppression, rehabilitation, and prescribed fire. This equipment must be accompanied by a qualified agency operator when mobilized.

LOCATION	ID #	TYPE	KIND	WINCH	RADIO
BKF-Hill City	3029	D-4	1993 Dozer	No	No
BKF-Hill City	5240	D-6RXL	2004 Cat Dozer	No	No
BKF-Hill City	4437	Tractor	2000 International	No	Yes
BKF-Hill City	4108	50-Ton Lowboy	1999 Klayne	No	No
BKF-Hill City	1866	20-Ton Trailer	1987 Holden	No	No
BKF-Hill City	3030	Blade		No	No
BKF-Hill City	5241	Backhoe	2004 Cat	No	No
BKF-Hill City		Hose Trailer			No
BKF-		Fuel Trailer			No
BKF-		Plans Trailer			
BKF-		Timekeepers Trailer			
BKF-Spearfish	3028	D-4	1993 Cat Crawler	No	No
BKF-Spearfish	2845	Dump Truck	1991 Ford	No	Yes
BKF-Spearfish	4107	12-Ton Trailer	1999 Northwest	No	No
BKF-Spearfish	3262	Blade		No	No
BKF-Spearfish	3262	Road Grader	1994 John Deer		
SDS-Rapid City	Command 1	Planning Trailer			Yes
SDS-Rapid City	Command 2	Plans Trailer			Yes
SDS-Rapid City	Command 3	Finance Trailer			No
SDS-Rapid City	Command 4	Command Trailer			Yes
SDS-Rapid City	Hose Trailer	Hose Trailer			No
SDS-Rapid City	RCF-18	Burn Truck			Yes
SDS-Rapid City	RCF-14	Mobile Cache Truck	1974 Chevy		No
SDS-Rapid City	DQ 021	Tractor	1993 West. Star		No
SDS-Rapid City	Flatbed	35-Ton Trailer	2006 Dual-lite		No
SDS-Rapid City	Shower Unit	10-Stall shower unit			No
SDS-Rapid City	SD Dozer 1	T-3 Dozer 95 hp	2005 Komatsu		Yes
SDS-Rapid City	Fire Kitchen	250-Person Kitchen	2000 Ford Tractor		No
SDS-Rapid City	CV002	Terra-Torch	1994 Chevy		Yes
SDS-Rapid City	TE 1867	12 KW Generator	Onan/Trailer		
SDS-Rapid City	TE 2635	8800 Gal WT	Trailmobile Tlr		
SDS-Rapid City	TE 4191	20 -ton Trailer	Trailmobile Tlr		
SDS-Rapid City	RCF 4	Cab-Over Tractor	1988 Peterbilt		Yes
SDS-Rapid City	Sno-Cat	Sno-Cat Crew Carr.	1988 Logan		
SDS-Rapid City	Cache Trailer	Cache Van Trailer	Wabash DFRP		
SDS-Hot Springs	Road Grader	74 hp Road Grader	Gallon		No

70.5 Emergency Equipment Rental Agreements (EERA's) (Refer to National Mobilization Guide)

Other heavy equipment is available from commercial and county vendors by activating pre-established Emergency Equipment Rental Agreements (EERA's). This information is available in the Northern Great Plains Interagency Incident Service and Supply Plan.

71 AREA RADIO CACHES

71.1 National ICS Starter Radio Systems

Rocky Mountain Area Coordination Center shall preposition a National ICS Starter Radio System (NFES #4390) at RMK from May 15th – October 15th annually. For information on Starter Systems refer to the National Incident Radio Support Cache User's Guide, NFES #0968, or the NWCG Fire Supplies and Equipment Catalog Part 1, NFES #0362.

A Communications Unit Leader will be required for all dispatches of this system. Radios are ordered as **Supplies**. All radio equipment orders are sent direct to RMC.

71.2 GPC Radio Caches

There is a small Radio Cache, 20 handhelds and four cell phones, located at the Supervisor's Office in Custer, SD. Black Hills National Forest has a NIFC Command repeater, C2, in Custer. If more radios are needed, a larger cache can be ordered through the Rocky Mountain Area Coordination Center in Lakewood, CO. SD Division of Wildland Fire Suppression has a 35 unit digital radio cache, as well as a van equipped with Forest Service and State frequencies and a generator for power.

71.3 Radio Frequencies

There are four primary radio frequencies on the Black Hills National Forest. Forest Net and North, Central, and South zones each have their own frequency. These zone frequencies are the main frequencies used for communication. Radios are installed in the lookout towers and offices throughout the forest. In addition there are nine repeaters on the forest to increase ground to ground communications. Each zone also has a portable repeater.

Lead planes and the forest helicopter will have both air net and ground net radios installed. The air tankers will have air net, air guard, and national flight following.

Air Net radios are controlled by the helitack base in Custer, Northern Great Plains Dispatch Center in Rapid City, and the Rapid City Retardant Base.

National Flight Following	168.650	Air Net
Air Guard	168.625	
SD Air to Air	120.450	
SD Air to Ground	169.200	NZ and State Wide
SD Air to Ground	172.325	CZ and SZ
NE Air to Air	119.375	
NE Air to Ground	170.000	Primary
WY Air to Air	118.875	
WY Air to Ground	171.500	Primary

Nebraska National Forest Frequencies				
RX freq	RX CG	TX freq	TX CG	Label
164.125	103.5	164.125	103.5	Forest Net Direct
164.125		168.750	156.7	Wolf Repeater
164.125		168.750	110.9	Willow Repeater
164.125		168.750	131.8	Coyote Repeater
164.125		168.750	123.0	Nenzel Repeater
164.125		168.750	146.2	Wall Repeater
164.800		164.800		Nebraska Work
164.825		164.825		Nebraska Tactical
164.125		168.750	103.5	Portable Repeater
154.265		154.265		SD Mutual Aid 1
154.295		154.295		SD Mutual Aid 2
State Fire, Digital				Command, GPC Primary
SD Mutual Aid 1, Digital				Command, GPC Alternate
SD Mutual Aid 2, Digital				Command, GPC Alternate

Black Hills National Forest Frequencies				
RX freq	RX CG	TX freq	TX CG	Label
169.950	103.5	169.950	103.5	Forest Net (NZ, CZ, SZ)
164.9125		171.475	123.0	NZ Warren Peak
164.9125		171.475	110.9	NZ Terry Peak
164.9125		171.475	131.8	NZ Custer Peak
164.9125		171.475	127.3	NZ Portable Repeater
168.725		170.550	136.5	CZ Bear Mountain
168.725		170.550	167.9	CZ Mt. Rushmore
168.725		170.550	156.7	CZ Custer Peak
168.725		170.550	146.2	CZ Seth Bullock
168.725		170.550	127.3	CZ Portable Repeater
169.900		173.375	123.0	SZ Bear Mountain
169.900		173.375	131.8	SZ Elk Mountain
169.900		173.375	110.9	SZ Cicero Peak
169.900		173.375	146.2	SZ Ball Hill
169.900		173.375	127.3	SZ Portable Repeater
169.875		169.875		Work (NZ, CZ, SZ)

South Dakota Division of Wildland Fire Suppression uses digital radios but has the capability of communicating on Black Hills National Forest frequencies. Custer State Park will operate on South Dakota Division of Wildland Fire Suppression digital frequencies.

The National Park Service will use Forest Service frequencies as follows:

- Devils Tower NM will use Black Hills NF (BKF) North Zone frequencies.
- Badlands NP and Mt. Rushmore NM will use BKF Central Zone frequencies.
- Wind Cave NP and Jewel Cave NM will use BKF South Zone frequencies.

Mutual Aid and National Fire can be used by FS units to contact county fire units. Use of these channels outside the counties for which they are authorized must be cleared by South Dakota Division of Wildland Fire Suppression in Rapid City.

Mutual Aid #1	154.265
Mutual Aid #2	154.295

South Dakota Division of Wildland Fire Suppression in Rapid City has a communications van which contains 24 handheld radios with chargers, a base unit, portable repeater, CB radio, Forest Service Net and Air Net. State of South Dakota also has 10 digital Special Ops channels for use upon request.

Weston County in Newcastle, WY has a bus which has communication capabilities with the following:

Weston County, WY	BLM
Crook County, WY	SD State Radio
Campbell County, WY	Wyoming State Forestry
Black Hills NF	Wyoming Highway Department
Ham Radios	Loggers in the Newcastle Area
CB Radios	Telephone

Pennington County Search and Rescue has a communications bus (Rescue 5) with FS, Mutual Aid and State frequencies. This bus is equipped with a portable generator and is suitable for use as a command center.

72 NATIONAL CONTRACT MOBILE FOOD SERVICE AND SHOWER FACILITIES

Refer to the NMG 72. For a complete listing of items, reference the 2006 National Contract Mobile Food Services publication, NFES #1276 and the 2006 National Contact Mobile Shower Facilities publication, NFES #2729. This information is also available on the web at <http://www.nifc.gov/contracting>.

73 NATIONAL CONTRACT MOBILE COMMISSARY SERVICES

Refer to NMG 73 for additional information. This information is also available on the web at <http://www.nifc.gov/contracting>.

74 ATMOSPHERIC THEODOLITE METEOROLOGICAL UNIT (ATMU) NFES #1836

When on-site weather forecasting is needed, there are two ATMU's available within RMA. They are located at the Rocky Mountain Fire Cache (RMK) in Lakewood, Colorado. (Refer to RMG 23.5 and NMG 74)

Refer to the NWCG National Fire Equipment System (NFES) Catalog for additional ATMU component descriptions and REMS information. (NFES #1836)

An Incident Meteorologist (IMET) will be ordered for each Type 1 Incident within the Rocky Mountain Area. This will happen in conjunction with an ATMU request.

**75 FIRE/PROJECT REMOTE AUTOMATIC WEATHER STATIONS
(FRAWS -NFES 5869 / PRAWS – NFES 5870)**

Refer to NMG Chapter 75 for further information.

76 ENGINES AND WATER TENDERS

(Refer to RMG 76)

77 RETARDANT PLANTS

(Refer to RMG 77)

77.1 Greybull Fixed Base Retardant Plant Agreement (H & P)

Current Agreement expires 06/2006. The renewal of this agreement is uncertain.
(Refer to RMG 77.1)

77.2 Portable/Mobile Retardant Bases

(Refer to RMG 77.2)

78 SPECIALIZED EQUIPMENT

(Refer to RMG 78)

78.1 Area Ignition Devices

(Refer to RMG 78.1)

78.1.1 Helitorches (Aerial Drip Torch)

(Refer to RMG 78.1.1)

78.1.2 Aerial Ignition Devices (Plastic Sphere Dispensers)

(Refer to RMG 78.1.2)

78.1.3 Terra Torches

(Refer to RMG 78.1.3)

78.1.4 Batch Mixer

(Refer to RMG 78.1.4)

78.2 Probeyes

(Refer to RMG 78.2)

78.3 Seed Buckets

(Refer to RMG 78.3)

78.4 Potable Water Tender

(Refer to RMG 78.4)

79 AREA 250 PERSON CACHE VANS (NFES 2069)

(Refer to RMG 79)

79.1 Heavy Truck Transportation

(Refer to RMG 79.1)

**NORTHERN GREAT PLAINS INTERAGENCY DISPATCH CENTER
MOBILIZATION GUIDE**

CHAPTER 90 - CHARTERS

TABLE OF CONTENTS

90	ROCKY MOUNTAIN COORDINATION GROUP CHARTER	- - - - - 1
91	ROCKY MOUNTAIN COORDINATION GROUP – OPERATIONS COMMITTEE CHARTER	- - - - - 1
92	ROCKY MOUNTAIN TRAINING WORKING TEAM CHARTER	- - - - - 1
93	RM/GB INCIDENT BUSINESS COMMITTEE CHARTER	- - - - - 1
94	ROCKY MOUNTAIN FIRE USE COMMITTEE CHARTER	- - - - - 1
95	ROCKY MOUNTAIN DISPATCH COMMITTEE CHARTER	- - - - - 1
96	ROCKY MOUNTAIN COORDINATION GROUP – INFORMATION AND EDUCATION COMMITTEE CHARTER	- - - - - 1
97	ROCKY MOUNTAIN COORDINATION GROUP – SAFETY COMMITTEE	- - 1
98	ROCKY MOUNTAIN COORDINATING GROUP AVIATION COMMITTEE CHARTER	- - - - - 1

- 90 ROCKY MOUNTAIN COORDINATION GROUP CHARTER**
(Refer to RMG 90)
- 91 ROCKY MOUNTAIN COORDINATION GROUP – OPERATIONS COMMITTEE CHARTER**
(Refer to RMG 91)
- 92 ROCKY MOUNTAIN TRAINING WORKING TEAM CHARTER**
(Refer to RMG 92)
- 93 RM/GB INCIDENT BUSINESS COMMITTEE CHARTER**
(Refer to RMG 93)
- 94 ROCKY MOUNTAIN FIRE USE COMMITTEE CHARTER**
(Refer to RMG 94)
- 95 ROCKY MOUNTAIN DISPATCH COMMITTEE CHARTER**
(Refer to RMG 95)
- 96 ROCKY MOUNTAIN COORDINATION GROUP – INFORMATION AND EDUCATION COMMITTEE CHARTER**
(Refer to RMG 96)
- 97 ROCKY MOUNTAIN COORDINATION GROUP – SAFETY COMMITTEE**
(Refer to RMG 97)
- 98 ROCKY MOUNTAIN COORDINATION GROUP AVIATION COMMITTEE CHARTER**
(Refer to RMG 98)

