



**Northern Utah Interagency Fire
Center
Mobilization Guide
2004**

Northern Utah Interagency Mobilization Guide

Approved By:

Craig Pettigrew, Area Manager
State of Utah, Division of Forestry Fire and State Lands

Date

James P. Thomas, Fire Staff
U.S. Forest Service, Wasatch-Cache & Uinta National Forest

Date

Jeffrey S. Kline, Fire Management Officer
Bureau of Land Management, Salt Lake Field Office

Date

NORTHERN UTAH INTERAGENCY FIRE CENTER

MOBILIZATION GUIDE

2004

NORTHERN UTAH INTERAGENCY MOBILIZATION GUIDE

OBJECTIVES, POLICY, AND SCOPE OF OPERATIONS

OBJECTIVES

Specific Goals

Dispatch Responsibilities

MISSION

SCOPE OF OPERATION

Agreements

Initial Attack Radio Frequencies

Operation Levels

MOBILIZATION

INITIAL ATTACK

Boundary Fires-

OFF UNIT MOBILIZATION

LENGTH OF ASSIGNMENT

NIGHT MOBILIZATION

FILL OR KILL PROCEDURE

NATIONAL RESOURCE MOBILIZATION

BIA/NPS DIRECT EXCHANGE OF RESOURCES

NUIFC COOPERATING AGENCIES

Serious Injury/Accident Report

FIRE WEATHER

MEDIA CALLS

ORDERING CHANNELS

INCIDENT NUMBERING AND COST CODING

RESOURCE TRACKING

OVERHEAD

BLM

USFS

State

NPS

County

Team Members

Name Requests/Name Suggests

ADs (Administratively Determined)

Law Enforcement Officers/Fire Investigation

FIRE CAUSE DETERMINATION

SPECIALIZED TEAMS

CREWS

Hotshot Crew Rotation

Type 2 Crew Rotation

Northern Utah Regulars

National Contract Crews

State Crews

County Crews

Weber Basin Crew

EQUIPMENT

Agency Engines/Water Tenders

National Contract Engines

Emergency Equipment Rental Agreements

Pump and Hose Trailer
Radios/Telephones
Saws and Pumps
Sheriffs Communications Auxiliary Team/Trailer
Utah County Command Trailer
Utah County Engines/Water Tender
Mass Casualty Response Trailer

SUPPLIES/SERVICES

Utah National Guard Facilities
Salt Lake Interagency Fire Cache (SLIFC)
District Caches
Great Basin Cache
Local Purchases
Blanket Purchase Agreements

AIRCRAFT

Aviation Frequencies
Flight Following
Lead Planes
Aerial Supervision Modules
Air Tactical Aircraft
Salt Lake Mob Center/ Large Transport Aircraft
Helicopters
Airtankers
Temporary Flight Restrictions
Military Airspace and Deconfliction procedures
Special Use Airspace

INTELLIGENCE

WIMS
Incident Status Summary ICS-209
SIT report
Tactical Report
Year end report

List of Appendices

Appendix A: Phone Lists
Appendix B: Radio Frequency Lists
Appendix C: NUIFC Runcards
Appendix D: Type 3 Organization
Appendix E: Expanded Dispatch Plan
Appendix F: Northern Utah Regular Crew Operating Plan
Appendix G: Pump and Hose Cache Inventory
Appendix H: Sheriffs Auxiliary Communications Team and trailer Agreement
Appendix I: Utah County Command Trailer Agreement
Appendix J: National Guard Armory Memos
Appendix K: Supplemental Aviation Communications Plan
Appendix L: Airspace Boundary Management Plan
Appendix M: Salt Lake Mob Center Operating Plan

Objectives, Policy, and Scope of Operations

Objectives

This mobilization guide is intended to be used as a resource for dispatchers and fire managers for efficient mobilization of initial and extended attack resources.

Specific Goals

- Provide for management of fires in a safe, effective and efficient manner.
- Provide incident action on lands under protection responsibility of cooperating agencies
- Improve and develop interagency use of aircraft, equipment, supplies, overhead and training facilities.
- Support agreements with mutual assistance cooperators, annual operating plans, and other cooperating agency agreements.
- Make the best use of available resources to protect life, property, and natural resources.

Dispatch Responsibilities

- Dispatch personnel, equipment supplies and aircraft to incidents.
- Maintain status of resources
- Assist in determining priorities for personnel, equipment and supplies in multiple incident situations.
- Coordinate with mutual aid agencies in support of incidents
- Flight follow aircraft to ensure safety
- Maintain fire records
- Maintain daily reports and records
- Data entry, distribution, and maintenance of weather information

Mission

The primary mission of the Northern Utah Interagency Fire Center is to maintain communications and coordination of all incidents on BLM, USFS, State Lands, NPS, and USFWS within the boundaries of the dispatch zone. Procedures for implementing aggressive and cost effective actions are identified in a number of local, regional and national plans and guides.

Positioning and utilizing established resources to meet anticipated and existing fire protection needs within the fire center boundaries regardless of geographic location or agency affiliation.

Priorities can be adjusted to meet specific situations (Refer to National Interagency Mobilization Guide 11.2).

Scope of Operation

Agreements

Written Mutual Aid Agreements will be provided to the Eastern Great Basin Coordination Center.

List of Agreements

- Utah State-wide Cooperative Fire Management Agreement
- Utah Statewide Annual Operating Plan
- Annual Operating Plan between the USFS Uinta, Wasatch-Cache, Sawtooth and Caribou National Forests, BLM Salt Lake Field Office, NPS Timpanogos Cave National Monument and Golden Spike National Historic Site, BIA Uintah and Ouray Agency and The State of Utah Division of Forestry Fire and State Lands ROSS Neighborhood agreement-
- 2003-2007 Annual Operating Plan for Fire Protection Between BLM, Salt Lake Field Office and BLM, Elko Field Office and BLM, Ely Field Office
- 2001-2005 Memorandum of Understanding for Fire Protection Between BLM, Salt Lake Field Office and BLM, Burley Field Office
- Inter-agency Agreement for Fire Management among the BLM, BIA, NPS, USFWS, and Forest Service
- Annual Operating Plan for Wildland Fire Management and Support between BLM Salt Lake Field Office and US Dept of Defense, Dugway Proving Grounds
- Cooperative Agreement between Utah National Guard and State of Utah, Division of Forestry Fire and State Lands

Initial Attack Radio Frequencies

- Radio users will observe the following priorities.
 1. Medical Emergencies
 2. New Incident Reports
 3. Administrative traffic

Dispatchers will immediately assign an Air to Ground and Tactical frequency prior to each dispatch (initial attack) in an effort to prevent bleed over from incident to incident.

All FS, FFSL, and BLM radios will have the following simplex frequencies programmed in:

Tactical Frequencies

168.775 Tac 1 BLM, Tac 2 USFS
170.500 Tac 2 BLM, Tac 1 USFS
168.725 Tac 3 BLM
164.200 Tac 4 BLM
159.435 Tac 5 BLM

Air to Ground Frequencies

172.325 Air/Gnd 1 BLM, Air/Gnd 2 USFS
171.575 Air/Gnd 2 BLM, Air/Gnd 1 USFS
164.975 Air/Gnd 3 BLM

State Fire Marshall 154.280

Procedure:

- 1) As soon as a fire report is received, the aircraft dispatcher or frequency coordinator will assign a Tac and Air/Gnd (if needed) frequency to the incident and notify the responding forces.
- 2) If VFD's are responding they will be contacted on 154.280 (State Fire Marshall).
- 3) In multiple fire scenarios, NUIFC will assign unused Tacs and Air/Gnds as needed.

Operation Levels

Preparedness Levels and Dispatch Levels will be established following the procedures outlined in the Northern Utah Interagency Fire Danger Operating and Preparedness Plan. Instructions for determining preparedness and dispatch levels can be found in the operating plan and the WIMS book. If the dispatch level or preparedness levels change by more than one level in a day, dispatchers will call the duty officers for the agencies to validate the information.

Mobilization

Northern Utah Interagency Fire Center will fill orders with the best, most logical source available. This choice will be made on the basis of urgency or need, availability, delivery time, reasonable cost effectiveness, operational impact on other units, consideration of integrity of the overall program, and above all, safety. Units filling requests for personnel are responsible for ensuring all performance criteria/qualifications are met.

Northern Utah Interagency Fire Center will make requests to Eastern Great Basin Coordination Center for general clerical, driver, or laborer positions only after all local resources have been exhausted or have been determined to be unavailable.

Initial Attack

Runcards- An interagency system of Runcards (pre-attack plan) is updated each season by a group of representatives from all participating agencies within Northern Utah. The runcards are valid between June 1 and October 31 and are approved by the NUIFC oversight committee. The Runcards will be used for all initial attack dispatches when a smoke report is received but nothing else is known about the report. BLM runcards will be followed for nighttime initial attack incidents at the moderate level, with the obvious exception that aircraft will not be mobilized at night. USFS duty officers will determine the level of response required for nighttime initial attack. For State Incidents, the county fire warden or FMO will determine the level of response.

Mutual Aid-

Dispatchers may order or fill resource orders directly from adjacent dispatch centers identified in the ROSS neighborhood agreement until Great Basin preparedness levels 4 and 5 at which time Eastern Great Basin may choose to limit this practice.

Initial attack for mutual assistance purposes includes initial and necessary support resources to contain the fire within the first burning period. These resources may not be reassigned or placed on standby without the approval of the sending unit. NUIFC may contact the

following units directly under mutual assistance agreements:

- Richfield Interagency Fire Center
- Uintah Basin Interagency Fire Center
- South Central Interagency Dispatch Center
- Eastern Idaho Interagency Fire Center
- Moab Interagency Fire Center
- Elko Interagency Dispatch Center
- Ely Interagency Communications Center

Boundary Fires-

Fires occurring within 5 miles either side of the dispatch boundary will require notification to the neighboring dispatch center prior to dispatch. This is critical to the safety of air resources responding to a smoke report. These resources may be communicating on different frequencies en-route to the same incident. Dispatchers will ensure notification is made immediately in every case.

IMPORTANT: The checklist (from the Airspace Boundary Management Plan) will be completed before aircraft are launched to fires in or near the dispatch boundary.

The BLM maintains boundary agreements with Nevada and Idaho and Wyoming. These agreements authorize initial attack of fires by our neighboring agencies when they are the closest forces.

Volunteer Fire Departments-

Off Unit Assignments-The National Interagency Fire Center issued a letter in 2002 urging Volunteer Fire Departments to dispatch through the federal dispatch coordination system. If Fire Departments wish to be listed available for off unit assignment, NUIFC will assist through the Utah Wildland Engine Project Agreement (UWEP). This agreement partners local fire departments with the State of Utah Forestry Fire and State Lands. Forestry Fire and State Lands assist with bringing these resources up to NWCG standards for wildland fires and the fire departments can then assist with wildland fire suppression within and outside of the state as cooperators.

Initial Attack- Volunteer, county, or fire district resources are considered resources of the state by the Utah State-wide Cooperative Fire Management Agreement (section 8). Minimum billing thresholds do not apply to these resources unless agreed and documented otherwise (section 46, #2). Therefore, VFD's can be compensated for their time for equipment and personnel of fire suppression resources on federal lands regardless of whether it is in the first 24 hours or not.

These departments are required to follow the same procedures as all other suppression resources.

1. Check in with Northern Utah Interagency Fire Center to acquire an order number on a resource order card.
2. Complete a Crew Time Report and/or Equipment Shift Ticket signed by the incident commander which verifies the hours worked for each individual assigned. This should be submitted to the appropriate County or State person with the billing to verify the hours and equipment used on the incident.

County 911 dispatch centers have been asked to notify NUIFC of any wildland fire dispatches within the dispatch zone so that NUIFC can make notification to responding federal resources and initiate resource orders required for payment of volunteer and fire district resources assisting with federal fires.

Compensation Procedures for Rural/Volunteer Fire Departments

Guidelines for determining compensation eligibility:

1) On fires occurring on Federal Land, the Federal Government will compensate VFD equipment/personnel through the Shift Ticket/CTR process.

Allowances and Conditions

- A) Equipment inspections are not required.
- B) The 24 hour rule does not apply.
- C) Personnel must be Red Carded.

2) On fires occurring on mixed jurisdiction, VFD compensation is variable.

Allowances and Conditions

A) All agencies responding are responsible for their own costs for the first 24 hours after discovery. Aircraft costs are the only exception to this and will be negotiated through the cost share agreement process.

B) After the first 24 hours, the unified command team will develop a cost share agreement, which will be approved by the responsible Agency Administrators (or designees), for all the costs associated with suppression of the fire.

3) For fires occurring on State and Private Lands only, VFD compensation is negotiated through the State of Utah.

Closest Forces Concept- The closest available force will be dispatched to the incident regardless of agency affiliation (this applies to agencies dispatched by NUIFC). When jurisdiction is determined, the responsible agency will assume command or delegate command of the incident. Qualified resources will be used as needed unless a request is made for early release.

Resource Stating- Initial attack resources will inform dispatch of location and availability at all times. When resources are at locations other than their usual station they should inform dispatch of the location and give coordinates to be used in WildCAD for the purpose of determining closest forces.

Off Unit Mobilization

Resources ordered from outside the dispatch centers area of responsibility, other than initial attack mutual assistance or under the ROSS neighborhood agreement, will be placed with Eastern Great Basin Coordination Center.

Resource orders may be received from Eastern Great Basin Coordination Center for Overhead, Equipment, Crews, and Aircraft. Every attempt will be made to fill these orders in a timely manner. Dispatchers will make travel arrangements for individuals using the travel management center for the agency the individual is affiliated with.

For Airline reservations refer to the Travel Binder for the appropriate Travel Management Center instructions.

Rental cars and cellular telephones must be authorized by the requesting unit. If this authorization is not received the incident may not pay for these services.

Length of assignment

Refer to the Eastern Great Basin Mobilization Guide and NWCG guidelines for an explanation of length of assignment and R&R or navigate to the NWCG website (http://164.159.185.38/teams/ibpwtnew/pers/ibpwtsup_pers.htm) and choose 2004 Work Rest Guidelines and Length of Assignment for the full document.

Night Mobilization

Night mobilization is defined as those hours between 2200 and 0500. To the extent possible, night mobilization to incidents other than initial attack is to be avoided. Exceptions are made for travel using commercial carriers. Refer to the Great Basin Mobilization Guide (page 7) for further direction on night mobilization.

Fill or Kill Procedure

Once an order is received dispatchers must try to fill the order as soon as possible. After one hour the order may be killed unless a longer time frame has been negotiated with Eastern Great Basin. With the implementation of ROSS, any orders that are placed up to the NICC will be sent back unable to fill (UTF) if they have not been filled in 48 hours.

National Resource Mobilization

Eastern Great Basin will be notified of all national resource commitments through the use of the commit message. See the DMS SOP in the office SOP book for further instruction. National Resources include:

Interagency Hotshot Crews
Airtankers
Lead Planes
Aerial Supervision Modules
Type1 & 2 Helicopters

BIA/NPS direct exchange of resources

Bureau of Indian Affairs and National Park Service units may order resources directly from other BIA/NPS units without using the dispatch coordination system. This is usually done for non-fire type incidents such as severity orders and detail requests. Fire orders will be sent through the dispatch system.

NUIFC Cooperating Agencies

The Northern Utah Interagency Fire Center provides dispatching and/or logistical support to the following entities:

USDA Forest Service, Wasatch-Cache National Forest (UT-WCF)
USDA Forest Service, Uinta National Forest (UT-UIF)
USDA Forest Service, Region 4 (UT-R04)
USFS Washington Office Geospatial Service and Technology Center
USDI Bureau of Land Management, Salt Lake Field Office (UT-SLD)
USDI Bureau of Land Management, Utah State Office (UT-USO)
USDI National Park Service, Golden Spike National Historic Site (UT-GSP)
USDI National Park Service, Timpanogos Cave National Monument (UT-TIP)
North West Area, State of Utah, Forestry Fire and State Lands (UT-NWS)
USFWS Bear River Migratory Bird Refuge (UT-BBR)

Administrative Procedures

Serious Injury/Accident Report

Dispatchers must provide for medical assistance first and then ensure agency serious accident reporting procedures are followed. In addition, these incidents will be reported to the Eastern Great Basin Center Manager or representative. Refer to the Eastern Great Basin Mobilization Guide for specific guidance on serious injury/accident reporting for Native American crew members.

Fire Weather

The Fire Weather Forecast is broadcast twice daily. In addition, any weather updates including but not limited to red flag warnings and fire weather watches will be broadcast immediately. Field units are required to indicate they copied and understood the broadcasted red flag warnings and fire weather watches. Dispatchers should document which units copied the broadcast. NUIFC will fax the morning and afternoon information reports to the field stations and various district offices and post them to the NUIFC website at www.fs.fed.us/r4/nuifc.

Media Calls

Dispatchers will direct all media calls to a supervisor or a qualified information officer. All personnel are expected to treat the media with respect. It is never appropriate to hang up or respond to the media with rude behavior.

Primary Information Officers are:

BLM Salt Lake Field Office: Theresa Rigby, Erin Darboven

USFS Wasatch-Cache National Forest: Kathy Jo Pollock

USFS Uinta National Forest: Loyal Clark

State of Utah Forestry Fire and State Lands: Dave Dalrymple

Ordering Channels

NUIFC dispatchers will use the established ordering channels for all orders. NUIFC will place orders first with adjacent dispatch centers identified in the ROSS neighborhood agreement and then with the appropriate desk at Eastern Great Basin if adjacent centers are unable to fill the request. In GACC preparedness levels 4 and 5 Eastern Great Basin may choose to limit neighborhood orders.

Incident Numbering and Cost Coding

NUIFC maintains a fire numbers book for assigning codes to incidents. Incident numbers will be consistent with national standards. (Example UT-NUC-001) All incidents will receive a unique NUC number obtained from WildCAD. NUC will be changed to the appropriate agency identifier for documentation purposes and resource orders. The agency ID will be picked from the list of Host Units in the ROSS New Incident Screen.

Cost codes for Federal Fires and State fires that utilize federal resources will be established using the interagency Firecode system. State incidents that do not use federal resources will not be issued a firecode. Dispatchers will follow the instructions in the Firecode user guide for making notifications and assigning prefixes. See the Incident Numbering SOP and fire numbers book for further direction on cost coding.

Resource Tracking

- Initial attack resources will be placed in service in the morning and out of service in the evening in WildCAD or on a daily resource tracking sheet.
- Initial attack resources responding to an incident will be tracked in WildCAD or on an Initial Attack Incident Log until released from the incident.
- Aircraft orders will be tracked on Aircraft Resource Order Cards.
- Engines, hand crews, and helitack dispatched off unit will be required to check-in with Eastern Great Basin via the 1-800-number every two hours or as close to that as possible in order to facilitate divert or cancellation orders. Helicopter flight crews should check-in during fuel stops.
- Overhead resources will use ROSS web statusing to update their availability unless special arrangements have been made to have NUIFC report their availability.

Overhead

Overhead orders will be filled only with fully qualified individuals. Trainee orders will be filled only with qualified trainees. It is the responsibility of the person being dispatched to notify their supervisor of the dispatch. Personnel listed as “Available National” will be available for any assignment they are called for. Declining an assignment simply because you don’t like the location or the Team (family emergencies and/or illness are exceptions) creates a lot of work through the entire dispatch coordination system and will not be tolerated. Use of rental cars and cellular phones must be pre-approved by the requesting agency.

BLM

Utah State Office (USO)-NUIFC dispatchers may contact USO employees directly for overhead assignments. Flight arrangements will be made through the Omega travel agent. A copy of the resource order and Omega travel itinerary will be faxed to Rita Criger at the Salt Lake Field Office.

Salt Lake Field Office (SLD)-SLD employees will be contacted through the BLM duty officer for overhead assignments. A copy of the resource order and Omega travel itinerary will be faxed to Rita Criger at the Salt Lake Field Office as soon as practical after arrangements have been made.

USFS

Intermountain Regional Office (R04) /Geospatial Technology and Service Center (GSTC)-NUIFC dispatchers may call R04 and GSTC employees directly for overhead assignments. Dave Provencio or Dan Roth may be contacted for assistance in contacting R04 employees if the dispatchers are unable to make contact but dispatchers should make every attempt to make the contact first. Flight arrangements will be made through the SATO agent using the R04 zone code. Refer to the travel book for further instructions. A copy of the resource order, and flight itinerary should be faxed to Judy Barker at the Regional office as soon as practical after making arrangements. An email should be sent to Dave Provencio at the regional office to let him know who has been dispatched, the incident name and management code.

Wasatch-Cache National Forest (WCF)-NUIFC dispatchers may contact WCF employees directly for overhead assignments. Flight arrangements will be made through the SATO agent using the WCF zone code. A copy of the resource order, flight itinerary and travel log will be faxed to Marylea Lockard at the Wasatch-Cache Supervisors office as soon as practical after making the arrangements.

Uinta National Forest (UIF)-NUIFC dispatchers may contact UIF employees directly for overhead assignments. Flight arrangements will be made through the SATO agent using the UIF zone code. A copy of the resource order, flight itinerary and travel log will be faxed to Kathy Christensen at the Uinta Supervisors office as soon as practical after making arrangements.

State

Northwest Area State of Utah Forestry Fire and State Lands (NWS)-Flight arrangements will be made through the SATO Agent using either the WCF or UIF zone code. A copy of the resource order and flight itinerary will be faxed to the appropriate person at the supervisor's office responsible for that account.

NPS

Golden Spike National Historic Site (GSP)-Dispatchers may contact GSP employees through the chief ranger for assignments. Flight arrangements for GSP personnel will be made through the SATO agent using the UIF zone code. A copy of the resource order and flight itinerary will be faxed to Kathy Christensen at the Uinta Supervisors Office as soon as practical after making arrangements.

Timpanogos Cave National Monument (TIP)-Timpanogos Cave personnel may be called directly for assignments. Flight arrangements for TIP personnel will be made through the SATO agent using the UIF zone code. A copy of the resource order and flight itinerary will be faxed to Kathy Christensen at the Uinta Supervisors Office as soon as practical after making arrangements.

County

Utah County Employees will typically take a leave of absence from Utah County and become UIF Administratively Determined (AD) employees for off unit assignments. Flight arrangements will be made using the UIF procedure.

Team Members

Team members will keep the dispatch center informed of their availability at all times. When team members are available they should be statused available to the local area only in order to prevent orders for non-team assignments. Dispatchers will follow the overhead mobilization procedure for the unit the team member belongs to. Eastern Great Basin maintains the roster for overhead teams in ROSS. Use of cell phones and rental cars must be authorized by the requesting unit for all orders.

Name Requests/Name Suggests

Orders for Name Suggests/Name requests will be accepted for details, severity orders and other specialized/hard to fill positions. A "name request" will be filled only with the name given. If that person is unavailable the order will sent back as Unable to Fill (UTF). A "name suggest" is only a suggestion in case the dispatch coordination system is having trouble finding someone. If a name suggest is used the order will be filled with the closest resource. If the name suggest is not available, the order will be filled with another qualified individual.

ADs (Administratively Determined)

Use of ADs is authorized through emergency declaration. Dispatchers must be sure an emergency declaration has been made before assuming ADs are approved for non-fire incidents. Detail requests for severity orders must specify whether or not an AD employee will be accepted to fill the position. ADs **may not** be used for USFS prescribed fires. ADs may be used for BAER work, severity, wildland fires, floods and other natural disasters for which an emergency declaration has been made.

Travel arrangements for ADs will be handled using the procedure for the sponsoring agency.

Reid Shelley (UIF) will sign up ADs used by the Uinta National Forests unless prior arrangements have been made to have a full time permanent dispatcher complete this procedure. Any district office of the Wasatch-Cache Forest or Lori Martinez (Supervisors Office) may sign up ADs for the WCF.

Dave Provencio (R04) will sign up ADs for the Regional Office in Ogden. Rita Criger or Nancy Allen will sign up ADs for the BLM.

The state of Utah uses a different pay scale to pay AD type employees. This pay scale can be found in the AD Pay binder in the dispatch center.

ADs must complete appropriate paperwork before being asked to work. The pay scale for the AD employee will depend on the agency signed under. Refer to the AD Pay binder for details and copies of forms.

Law Enforcement Officers/Fire Investigation

Law Enforcement

BLM and USFS officers may be contacted directly when requested by agency or incident personnel for incidents on their home unit. Officers must be listed Available National in ROSS for off unit assignments.

Through the Utah Department of Natural Resources, Law Enforcement Officers are available to support fire suppression activities in Utah. These are Peace Officers from the Divisions of Wildlife Resources and State Parks and Recreation. Officers are available at all times and will be available for seven days. Fourteen day assignments are possible provided two officers can split the duty at seven days each. Department of Natural Resources law enforcement officers will be available from June 14 through September 12. Requests for these officers should be through the State Forester's Office using the normal ordering system. The contact points for using these officers are Dave Dalrymple or Tracy Dunford.

Through the Utah County/Uinta National Forest Law Enforcement Agreement, Law enforcement officers are available for use as security, traffic control, road blocks etc. on fires within Utah County. These officers may be requested through the Utah County 911 dispatcher.

Fire Cause Determination

Each BLM Module Leader is a qualified Fire Cause Determination Specialist. Since these individuals often have more than enough to do supervising their modules they may request and additional FCDS (Theresa Rigby and Erin Darboven are qualified) or ask NUIFC to dispatch a Fire Investigator. Refer to the SLFO SOP for dispatching Fire Investigators and Fire Cause Determination Specialists that can be found in the SOP book.

Fire Investigation

BLM: Refer to the BLM Salt Lake Office SOP for Fire Investigation dispatching. Dispatchers need to obtain the following information to relay to the Law Enforcement Officer.

1. Name of the IC or FCDS.
2. Cell phone number and radio channel of IC or FCDS.
3. Is there cell coverage?
4. Geographic location and a description of the route to fire investigation site.
5. Fire name and number.
6. What situation is present that requires the LEO presence?

USFS: A fire investigator should be dispatched to all non-lightning fires.

Name	Agency
Dick Buehler	State
Tim Clark	USFS UIF Heber/Kamas
Carolyn Stencil-Gosse- Trainee	USFS UIF-Pleasant Grove
Aaron Kania	BLM-SLD
Randy Griffin	BLM-SLD
Rudy Mauldin	BLM-USO
Greg Knox	USFS WCF-Salt Lake
Linda Peterson	USFS WCF-Ogden

Specialized Teams

Serious Accident Investigation Team

The Intermountain Regional Office of the USFS (R04) is responsible for a serious accident investigation team. NUIFC is responsible for mobilization of this team. This may include creating the order (if the requesting unit has not done so), filling orders for local team members and/or creating name request orders for non-local team members. George Solverson is the coordinator of this team.

Large Fire Cost Reduction Review Team

The Intermountain Regional Office of the USFS (R04) is responsible for a Large Fire Cost Reduction Review Team. NUIFC is responsible for mobilization of this team. This includes creating the order, filling orders for local team members and/or creating name request orders for non-local team members. Janette Archibeque is the coordinator of this team.

Critical Incident Stress Debriefing Team

A critical incident stress debriefing team may be requested by a unit in response to a serious accident. These orders should be placed with Eastern Great Basin Coordination Center. In some cases NUIFC may be responsible for ordering or mobilizing a CISD team. George Solverson may be contacted to assist with this process.

Crews

When dispatching crews the following priorities must be observed:

- 1) Agency Resources first. These include Federal and State Resources.
- 2) Agency cooperator resources (state sponsored and county)
- 3) National Contract Crews
- 4) Private Resources (EERAs)

Hotshot Crew Rotation

NUIFC dispatches 3 Type I Interagency Hotshot Crews (IHC). Refer to the Great Basin Mob Guide and National Mob Guide for information about national shared resources. NUIFC is responsible for the following IHCs.

UT-NWS Lone Peak Hotshots

UT-WCF Logan Hotshots

UT-SLD Bonneville Hotshots

These crews are dispatched off unit following a rotation. The first crew available will start the rotation. Dispatchers are to make notification via a commit message within 15 minutes of dispatching these crews. Refer to the DMS SOP for further instructions on completing the commit message.

Type 2 Crew Rotation

Agency and Cooperator Type 2 and Type 2-IA crews will be placed in a rotation based on the order in which they 1st become available for the fire season. If NUIFC receives an order for a Type 2-IA crew the order will be placed with the 1st crew in the rotation that meets the IA requirement. When that crew returns from assignment it will go to the bottom of the rotation list. Every effort will be made to fill the order with the preferred type of resource. With the exception of the National Contract Crews, The type 2 crews listed here are classified as agency or cooperator resources.

NUIFC Dispatches the following Type 2 Crews:

Northern Utah Regulars
Twin Peaks IA
UFRA (Utah Fire and Rescue Academy)
Utah County
Salt Lake County #1
Salt Lake County #2
Weber Basin
Ferguson 20A (National Contract)
Ferguson 20B (National Contract)
Ferguson 20C (National Contract)
Skookum Reforestation (National Contract)

Northern Utah Regulars

The Northern Utah Regular Crew is an interagency crew made up of USFS, BLM and State employees. Refer to the Northern Utah Regular Crew operating guide for further instructions on mobilizing the crew. A quick reference can be found in the Crew binder in the dispatch center.

National Contract Crews

The Wasatch-Cache National Forest is host to 4 National Contract Crews. These crews are Type 2 IA crews with their own transportation. Crews may be located at their home bases in other states when not in the mandatory availability period specified by their contract. Jana Barabochkine is the designated contact for these crews in 2004. When requested to fly these crews commercially they will be responsible for procuring their own flights. They will be reimbursed by the government for this expense. Instructions for contacting these crews can be found in the Crew Binder.

State Crews

Twin Peaks IA- is a Type 2-IA crew available from Lone Peak Center in Draper. This crew is self-supporting. The crew has a 180-day fire availability. Instructions for dispatching the crew can be found in the Crew binder in the dispatch center.

UFRA- State- Is a Type 2 crew managed by the state. This crew is self-supporting. Crew overhead and membership is composed of state agency employees from Lone Peak Center. The state hires full time crewmembers by agreement through the Utah Valley State College; Utah Fire and Rescue Academy. The crew has a 90 day availability.

Both crews are organized and work together 40 hours a week. Refer to the Crew Binder for specific instructions on dispatching this crew.

County Crews

Salt Lake County- Salt Lake County can supply 2 Type 2-IA qualified Crews for dispatch. Instructions for dispatching these crews can be found in the crew binder.

Utah County- Utah County can supply 1 type 2 crew for dispatch. Refer to the Instructions in the Crew binder for dispatching this crew.

Weber Basin Crew

Weber Basin is a Job Corps Crew sponsored by the Wasatch-Cache National Forest. Bob Tonioli or Colt Mortenson (WCF) issue red cards for this crew. Refer to the Weber Basin SOP for specific instructions for dispatching this crew (Crew Binder).

Equipment

When dispatching equipment the following priorities must be observed

- 1) Agency Resources first. Federal and State
- 2) Agency Cooperators (state sponsored and county)
- 3) National Contract Resources
- 4) Emergency Equipment Rental Agreements (EERA's)

Agency Engines/Water Tenders

BLM staffs 5 Type-4 engines and 3 Type-6 engines. In addition they staff 1 primary water tender and 1 back up water tender.

USFS staffs 4 Type-4 engines on the Wasatch-Cache and 4 Type-4 engines on the Uinta.

Forestry Fire and State Lands staff 6 type 6 engines stationed at the Lone Peak Facility.

NPS-Golden Spike National Historic Site has one type 6 engine. Check with GSP for information about availability since this is not staffed on a regular basis. NUIFC may be able to supply the ENGB.

UFRA- units staffed vary by year. Refer to the current years agreement for details.

National Contract Engines

The Wasatch-Cache National Forest hosts 2 Type 4 National Contract Engines. Ferguson Management Corporation is the contract holder. Jana Barabochkine is the dispatch contact for these engines for the 2004 season. Jeff Harrison is the contact for dispatching these engines:

Jeff Harrison: Office 801-776-8425, Cell 541-554-4789

Emergency Equipment Rental Agreements

Emergency Equipment Rental Agreements (EERA's) are made by agency contracting officers in order to expedite the mobilization process. Agencies are under no obligation to use EERA's and vendors are not required to have the equipment available at all times. Equipment orders for EERA equipment will be filled based on **price, location of equipment and past performance**. Performance will be documented via performance evaluations obtained from incidents as well as pre-use inspection performance.

Equipment will be processed and documented following the procedures outlined in the Interagency Incident Business Management Handbook and/or in accordance with local/cooperator agreements. Equipment shift tickets and Use invoices will be completed and signed prior to equipment demobilization. Payment packages will be sent to the appropriate national payment center for processing. A copy of all equipment invoices should be kept at the local unit.

Payment packages for USFS EERA's used on BLM fires will be reviewed by the BLM business manager prior to being sent to the national payment center.

Pump and Hose Trailer

The Uinta National Forest maintains a Fire Hose cache that may be mobilized to local incidents. The Hose trailer must be staffed by at least 2 firefighters. One of these must be qualified as FFT1 or higher. The Hose trailer requires a vehicle to tow it out to an incident. It is preferable to have that vehicle stay with the trailer for the duration. An inventory of the Pump and Hose Cache can be found in the appendix.

Radios/Telephones

NUIFC monitors approximately 40 radio frequencies on a daily basis. Radio problems should be promptly reported to the following radio technicians.

Ken Brown WCF

Steve Stalker UIF

Harry Kokinakas SLD

Telephone problems should be reported to either Ken Brown or Steve Stalker immediately. Hold down the receiver for at least 2 full seconds before picking it up again to avoid locking up the phone lines.

Saws and Pumps

The Pleasant Grove District Fire Cache maintains 2 chainsaws for the Northern Utah Regular Crew.

Pumps can be obtained through the Salt Lake Fire Cache but must be returned promptly.

Pumps are accountable property that must be taken care of. Pumps should be operated by qualified personnel only. Additional pumps may be obtained from the Great Basin Cache.

Sheriffs Communications Auxiliary Team/Trailer

The Uinta National Forest maintains an agreement with Utah County Emergency Services for the use of the SCAT trailer and team. This piece of equipment is available for local incidents only. The trailer must be requested through Utah County 911 dispatch. The trailer is \$500/day and the communications technicians are volunteers. Refer to the agreement for details on payment procedures for this trailer.

Utah County Command Trailer

Utah County maintains a command trailer that can be dispatched to local incidents only. This trailer must be requested through Utah County 911. Refer to the agreement in the agreements binder for details on price and payment.

Utah County Engines/Water Tender

Utah County staffs type 6 and type 4 engines as well as one tactical water tender during the fire season. Utah county resources have very limited availability outside of Utah County but can be utilized for initial attack on USFS, State, County and BLM incidents within the county. Contact Delbert Jay- Utah County Fire Warden for details on availability. When Utah County Resources are dispatched Delbert Jay and Tom Wroe-Utah County Fire Marshall must be notified.

Mass Casualty Response Trailer

The City of Woodland Hills, Utah maintains a mass casualty response trailer that may be ordered through the Utah County 911 dispatch center.

Supplies/Services

Utah National Guard Facilities

The State of Utah maintains agreements for use of National Guard Resources. These resources include: facilities located at American Fork and Spanish Fork, heavy equipment, crew transportation vehicles, and UH-60 Blackhawk helicopters. These resources must be ordered through the State contact. A minimum of 4 hours advanced notice is required for National Guard facilities. Blackhawk helicopters normally take 24 hours to mobilize. Refer to the agreement for details.

The contacts for the State are:

Dave Dalrymple	Tracy Dunford
Office 801-538-5501	Office 801-528-5502
Home 801-359-3526	Home 801-657-0668
Cellular 801-541-3908	Cellular 801-558-6508
Pager 801-242-8956	

Reminder: Local Resources must be depleted before National Guard Resources will become available under most conditions.

Salt Lake Interagency Fire Cache (SLIFC)

The Salt Lake Fire Cache is managed by Gary Ravenberg (WCF). The fire cache will be staffed to meet demand during the fire season. Cache employees are available to assist with ordering and distributing supplies to large fires. When a fire goes beyond the Type 3 phase, orders should be filled through the Great Basin Cache so as not to deplete the local cache. The Salt Lake Cache's primary mission is to support initial attack, local extended attack (up to Type 3) and prescribed fire incidents.

District Caches

District Fire Caches will maintain tools and equipment to maintain initial attack operations and outfit seasonal firefighters. District Caches will not be used to supply large incidents beyond initial attack stages.

Great Basin Cache

Type 1 and 2 Teams may be authorized to order supplies directly from the Great Basin Cache. Exceptions to this are accountable property such as radios, portable weather stations, portable repeaters etc. These items will be processed through normal dispatch ordering procedures. The hosting unit will be asked to authorize teams to order direct.

Local Purchases

Dispatchers with micro-purchasing authority may use this authority to secure hotel rooms, meals and incident related supplies until expanded dispatch, a buying team or agency purchasing agent takes over incident procurement.

Blanket Purchase Agreements

Blanket Purchase Agreements (BPA's) have been set up by USFS, BLM, and State units in the dispatch zone. Dispatchers are authorized to use these agreements for fire purchasing until a buying team or agency purchasing agent takes over incident procurement duties. Copies of these BPA's are available in the agency provided Service and Supply Plans. If a BPA exists dispatchers should not use purchase cards to pay for services to prevent double payment of a vendor.

Aircraft

Only the designated aircraft dispatcher can process orders for aircraft.

Dispatchers will ensure aircraft are launched with frequencies, coordinates and assurance that military airspace has been properly deconflicted. In boundary areas, dispatchers will ensure the checklist in the Airspace Boundary Management Plan has been completed and proper procedures are followed.

Aviation Frequencies

Refer to the Great Basin Supplemental Aviation Communications Plan for aviation frequencies. Dispatchers are authorized to assign additional frequencies per the direction provided in the plan. These frequencies are for initial attack. Extended attack incidents should request additional frequencies through the dispatch system.

Flight Following

Flight Following is the knowledge of an aircraft's location and condition with a reasonable degree of certainty that, in the event of a mishap, the survivors may be rescued.

All aircraft used for Federal Flights must be equipped with radios capable of communications over Forest Net (FM) and Air Net (VHF). Prior to flights of any nature (except commercial) the chief of party of helicopter manager will contact the local dispatch office with notification the flight will proceed. Radio contact with the dispatch office will be established as soon as feasible after takeoff. If radio communications cannot be established the flight will be terminated until the problem is solved.

After the initial contact, current position and direction of travel will be reported to the dispatch office at intervals not to exceed 15 minutes. At any time during flight there is a change in the direction of travel or unplanned deviation from the course, Dispatch will be notified. Position may be reported in relationship to geographical landmarks, or by latitude and longitude. Should the flight route transect the area of more than one dispatch office, communications will not be terminated with one dispatch prior to a positive communication link being established with the other.

The radio frequency for transitional flight following will be: National Flight Following simplex 168.650

In areas where communications cannot be established on this frequency alternate frequencies may be used.

Refer to the National Mobilization Guide for current guidelines on the use of Automated Flight Following Technology.

Lead Planes

The Great Basin has 2 lead planes based out of Ogden Utah. These lead plane pilots can be contacted directly when they are stationed in Ogden. A commit message must be sent within 10 minutes of dispatch.

Aerial Supervision Modules

When a lead plane and/or air-attack are ordered from Eastern Great Basin, BLM Aerial Supervision Modules may be substituted for either or both.

Air Tactical Aircraft

Air attack platforms may be ordered locally through USFS aircraft BPA's and/or USDI Office of Aircraft Services. Severity orders must utilize the source list for the agency requesting the resource. Information on carded aircraft and pilots can be found at the following websites:

<http://www.fs.fed.us/fire/aviation/>

<http://www.oas.gov/Source/source.htm>

Aircraft Forms can be found at:

http://www.fs.fed.us/r1/fire/nrcc/Master_Aircraft_Forms/aircraft_forms.html

Salt Lake Mob Center/ Large Transport Aircraft

The National Interagency Coordination Center (NICC) contracts large transport aircraft for transporting crews etc. 5-20 person crews may be transported in one jet. Salt Lake is one of the locations the Large Transport Aircraft may pick up crews. NUIFC is responsible for running the Salt Lake Mob Center. Gary Ravenberg is the coordinator of the center, Brent Law (WCF) is also able to complete these duties. Refer to the Salt Lake Mob Center Operating Plan for more information.

******Important: Dispatcher must relay landing and takeoff times of NIFC Jets to the Aircraft desk at Eastern Great Basin at the time of landing or takeoff.***

Helicopters

Exclusive Use

NUIFC dispatches the following exclusive use helicopters.

Helicopter Call Sign	Type	Agency	Duty Station/Aircraft Location	Manager	Assistant Manager
46N	Type 3 Standard	BLM-SLD	Toole Valley Airport (TVY)	John Softich	Patrick Kenney
350CR	Type 3 Standard	USFS-WCF	Mountain Green/Morgan Helibase	Nic Strohmeier	Vacant
2127S	Type 3 Standard	USFS-UIF	Provo (PVU)	Mike Scott	Vacant
8530F	Type 2 Standard	USFS-National Ship	Mountain Green/Morgan	Larry Roe	Chris Edwards

CWN- Call when needed aircraft are available through the OAS source list or USFS aircraft BPA's. These aircraft will normally require additional overhead orders for the helicopter module. Refer to the Great Basin and National Mobilization Guides for guidance on helicopter module requirements.

National Guard Blackhawk, UH-60, helicopters are available through Utah State Forestry Fire and State Lands. Fires are billed for personnel and blade time. These resources normally need a 24-hour mobilization time. National Guard Blackhawks can transport agency personnel and internal cargo and deliver water by bambi bucket on the aircraft hook.

Airtankers

NOTE: for the 2004 season Commercial Airtanker contracts have been cancelled.

Rotation of Type 1 and Type 2 airtankers at tanker bases must follow fair and equitable use of federal contractors. Refer to the Airtanker Rotation Policy in the appendix for details. NUIFC Dispatchers may order airtankers directly from Hill Airtanker Base (HIF) when tankers are stationed there (unless under the control of a MAC Group). When no airtankers are available from HIF, orders for airtankers must be placed with the Eastern Great Basin Aircraft Desk. A resource order is required for all airtanker orders. Dispatchers must ensure they have correct frequencies and coordinates for the incident before placing the order. A lead plane is required for all non-initial attack qualified airtankers, all urban interface incidents, incidents in congested airspaces, and incidents where multiple aircraft are being utilized. Refer to the Great Basin Mobilization Guide for further direction on these requirements.

SEAT-Single Engine Airtankers- The BLM maintains a SEAT base at Tooele Valley Airport (Erda, Utah). The SEAT may be requested for incidents in the West Desert and surrounding areas. The SEAT has an effective range of about 60 miles. Beyond that, the time frame for load and return becomes inefficient. If requested a portable SEAT base may be placed to provide better response times.

MAFFS-Modular Airborne Firefighting Systems are sometimes stationed at HIF. These aircraft are operated by the military and are under the control of the Great Basin or National MAC Group. MAFFS are not initial attack qualified and must always be dispatched with a MAFFS qualified Lead Plane. MAFFS must return to their home base each evening and can only be reloaded by military personnel.

When MAFFS are stationed at HIF, the tanker base manager will request support equipment and supplies. Financial Codes for these orders will be assigned by Eastern Great Basin.

AFFS-Aerial Fire Fighting Systems are military aircraft with the same specifications as commercial airtankers. These are relatively new so there are very few in the system. AFFS can reload at any base that supports commercial airtankers. AFFS are not initial attack qualified and must always be dispatched with a qualified Lead Plane Pilot.

Temporary Flight Restrictions

A temporary Flight Restriction (TFR) may be requested by an incident commander, air tactical group supervisor, aircraft working an incident or dispatch if the airspace above an incident is congested or expected to become congested and/or the incident is expected to utilize aircraft for more than a few retardant drops or bucket drops.

Dispatchers may use the TFR decision matrix located at the aircraft desk to decide whether or not to order a TFR for an incident that has not already requested one.

TFR requests will be placed with the Salt Lake Air Route Traffic Control Center:

KZLC phone: 801-320-2560 fax: 801-320-2589

Requests will be made in writing (fax) using the IAMS program or the Interagency approved form located at the aircraft desk only. All faxes must be followed up with a phone call to confirm the request has been received. All TFR requests will be documented on a resource order. Notification will be made to Eastern Great Basin with NOTAM number and center point coordinates. It is often times helpful to fax the TFR information/request to Clover Control as well so they can route military aircraft around the area.

Fire TFR's are in place 24hrs per day. Dispatchers are not at liberty to negotiate timeframes. Every attempt will be made to ensure TFR's are cancelled with KZLC as soon as they are no longer needed.

Important Note: An (a)2 TFR (normally requested for fire emergencies) does not prevent all aircraft from entering into the airspace. Hazard Relief, Law Enforcement, Airport Traffic, Air Traffic Control/IFR Traffic, and Aircraft carrying accredited news media are not prevented from entering the airspace. In addition, military aircraft already in training routes can not always be contacted when a new TFR is issued.

Media pilots requesting entry into our TFR's will be given the Air to Air Frequencies and/or Air to Ground Frequency and a contact (either the Air Attack or Incident Commander). The dispatcher will inform the Air Tactical Group Supervisor/Incident Commander of the media aircrafts ETA and call sign. Dispatchers do not have the authority to tell media aircraft they cannot fly a fire. Air Attack or the Incident Commander will coordinate with media aircraft.

TFR's can be viewed at the following web sites:

<http://www.fs.fed.us/r6/fire/aviation/airspace/>

<http://airspace.blm.gov/mapping/blm/index.cfm>

Military Airspace and Deconfliction procedures

Dispatchers are responsible for completing military airspace deconfliction with Clover Control (Military Air Traffic Control Center) before allowing aircraft to fly in or very near military airspace including Military Training Routes (MTR) and Military Operations Areas (MOA). Dispatchers must obtain express permission from Clover Control before firefighting aircraft can enter Restricted Areas (RA) including the UTTR airspace.

Clover Control: 801-777-7575

801-777-4390

All contacts to deconflict military airspace or obtain permission to enter restricted areas will be made on a deconfliction of military airspace documentation form. This form will be attached to the flight following log.

When Clover Control is closed (most weekends) deconfliction of MTR's and MOA's can be obtained from the Salt Lake Air Route Traffic Control Center (ARTCC). The Salt Lake ARTCC cannot give permission to enter restricted areas. In this case the aircraft dispatcher may call the Clover Control manager/supervisor at home to arrange for special coordination with the ARTCC to grant permission.

Special Use Airspace

Class B airspace (airspace around busy commercial airports) surrounds the Salt Lake International Airport. All aircraft flying through this area are closely tracked on radar and in constant communication with Air Traffic Control. Air tankers flying out of HIF may be on radar from HIF until the time they are in contact with Air Attack. In these cases, dispatchers should not insist on 15 minute check-in's as they would most likely be violating sterile cockpit procedures.

Intelligence

WIMS

Procedures for editing observations and calculating Fire Danger Indices can be found in the Northern Utah Interagency Fire Danger Operating and Preparedness Plan and the WIMS book. It is critical for dispatchers to complete the WIMS procedures in a timely manner (before 1500 hours) so that forecasted indices may be obtained. If the WIMS procedures are not completed before 1500 hours the National Weather Service Office will not be able to enter the predicted weather for the next day-hence no forecasted indices.

Incident Status Summary ICS-209

Type 1 and 2 teams may gain direct access to the 209 database from the Eastern Great Basin Intelligence Coordinator. An ICS-209 will be submitted for all timber fires over 100 acres and all grass fires over 300 acres. Fire use incidents will provide an initial 209 which should be updated only when the incident doubles in size or there are significant activities to report. The 209 will be submitted in a timely manner as specified by Eastern Great Basin Coordination Center or the Great Basin MAC Group.

SIT report

Dispatchers will complete the interagency situation report each evening by 1530 hours (winter) and 1730 hours (summer) unless otherwise specified by the Intelligence Coordinator at Eastern Great Basin. Dispatchers will obtain the Incident priority listing from agency duty officers. In cases of multiple large fires in different jurisdictions, the Center Manager or representative will make the determination of dispatch center priorities. Dispatchers will ensure incident priorities are identified in the interagency situation report.

Tactical Report

The Great Basin Tactical Report is a handy reference for locating the nearest aviation resources. Since the report is updated the night before it does not represent real-time. This report can be found at the Eastern Great Basin website.

Year end report

A year end report is submitted to the USFS Region 4 Office by December 31st each year. This report summarizes the activities of the dispatch center throughout the calendar year. Refer to FSM 5100 for instruction on completing this report. This duty is the responsibility of the Center Manager.