

**NORTHERN FRONT RANGE INTERAGENCY
WILDLAND FIRE COOPERATORS
FORT COLLINS INTERAGENCY DISPATCH CENTER**



ENGINE DISPATCH OPERATIONS GUIDE

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PARTICIPANTS:

**Arapaho/Roosevelt National Forests
Rocky Mountain National Park
Colorado State Forest Service
Larimer County Emergency Services
Poudre Fire Authority
Wellington FPD
Loveland Fire Department
Sunshine FPD
*Frederick/Firestone-Pending***

**Boulder Rural FPD
Boulder Fire Department
Lyon's FPD
Cherryvale FPD
Lefthand FPD
Mountain View FPD
Sugarloaf FPD
Boulder Mountain Fire Authority
*North Metro Fire-Pending***

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Goal

The primary goal of participants is to support the national wildland fire suppression system. A secondary goal is for local fire suppression agencies to gain wildland fire experience while providing for safety first.

Northern Front Range Wildfire Cooperators

Management of the Engine dispatch program is controlled by the Northern Front Range Wildland Fire Cooperators Board of Directors. The NFRWFC MOU is located on the FTC website at www.fs.fed.us/arnf/fire/nfrwfc_mou.PDF. The board of directors will approve this operating guide and engine dispatch rotation on an annual basis. The board will resolve any operational issues. Issues and concerns need to address through the appropriate state or county NFRWFC board member.

Equipment and Personnel

Each agency will annually provide updated lists of equipment and rates on the Cooperative Rate Resource Form (CRRF) through the appropriate Colorado State Forest Service District Office. Pre-season inspections of equipment may be requested by participating agencies through the Colorado State Forest Service. Pre-use inspections will be conducted before leaving the local area and before assignment at the incident. **All personnel must hold a current Incident Qualifications Card for Wildland Firefighter or Engine Boss.**

Use Periods

The normal period of commitment may be up to 14 days (excluding travel). Assignments beyond the 14 day limit may be negotiated with the **sending unit**. Any desire by personnel or their home unit to rotate personnel or equipment before the end of the assignment will be done only with prior approval from the Incident Commander and will be at department or individual expense. Any crew exchanges will be coordinated between the ordering unit dispatch center and Fort Collins Dispatch Center. Agency and engine personnel will coordinate only with the respective dispatch centers. **All NWCG Rest and Relaxation (R&R) guidelines will be strictly adhered to.**

Position Requirements and Responsibilities

Minimum position requirements and responsibilities are those required by the National Wildfire Coordination Group – (NWCG) and outlined in the Fireline Handbook - NWCG Handbook 3 (1998). *Each engine will be staffed with one red-carded Engine Boss and two red-carded Wildland Firefighter 2 (three firefighters for Type 1 engines). Based on Regional Mobilization Guide Chapter 70, Section 74, Region 2 standards will be three personnel for all assignments.* Assigned personnel will stay with the engine for the duration of the incident. Individuals will not accept other overhead position assignments unless staffing and qualifications standards can be maintained.

Dispatch Procedures

All engines will be dispatched through the Fort Collins Interagency Dispatch Center. Engines will be combined on one dispatch list. Engines will be listed with the Rocky Mountain Area Coordination Center (RMACC) as available. A engine rotation will be posted on the FTC

website (<http://www.fs.fed.us/arnf/fire/fire.html>) under the “FTC OPS Guide” section. *It is very common for an agency specific resource to be ordered for fiscal or operational reasons (USFS unit wants a USFS engine). These requests will be filled outside of the normal rotational sequence when requested.* Agencies are responsible for keeping FTC informed of their availability status. Dispatch guidelines will be listed on the rotation list on the web site.

FTC **will not** participate in any resource movement out of the area for which an official resource order, processed through official dispatch channels, has not occurred. Any unit that negotiates a assignment outside of official channels will have to provide their own logistical, fiscal, and coordination support. Any unit participating in non-standard procedures may be removed from the participation list at the discretion of the Northern Front Range Wildland fire Cooperators - Board of Directors.

The FTC Coordinator in conjunction with the Northern Front Range Wildfire Cooperators – Board of Directors and/or Multi-Agency Coordination Group will determine how many, if any, engines will continue to be listed based on resource commitment, local fire activity and/or declared Preparedness Levels. All agencies retain the right to remove engines from the availability list for any reason.

Type 6 and 7 engines will not be transported (Tractor/Lowboy) to any incident, unless that incident is 500 miles or greater from Fort Collins. Type 1-5 engines will not be transported unless the incident is 350 miles or greater from Fort Collins. If the ordering unit is not willing to provide transportation for the return trip, the order may not be filled. Contact FTC to coordinate return transportation options if the receiving unit cannot facilitate. Engine supervisors may have to negotiate lowboy transport of return trip if those resources are available. FTC may coordinate the pick-up of the engines if the receiving unit agrees to the practice/cost and FTC has those resources available. *Agencies need to be prepared to drive back from any incident.*

Fort Collins Interagency Dispatch Center Responsibilities

- . Receive resource order and notify appropriate agency representative or department.
- . Notify CSFS District Fire Duty Officer(s) if appropriate.
- . Coordinate filling of the resource order with agency representative.
- . Confirm order with RMACC.
- . Coordinate crew and engine transportation to the incident.
- . Provide resource and personnel tracking.
- . Keep all agencies informed of the status of engines dispatched.
- . Hold an annual meeting to update Engine Dispatch Operations Manual, provide information on red-carding, dispatch procedures, etc. prior to May 15th.
- . FTC will maintain a engine rotation on the FTC website.

CSFS District Fire Duty Officer (FDO) Responsibilities

- . Coordinate Engine agreements (Cooperative Rate Resource Forms), rates, standards and incorporate into County Operating plans.
- . Provide appropriate documentation/CRRF's to FTC.
- . Assist fire departments with training and sign-up as requested.
- . Keep CSFS State Office FDO informed of engine status.
- . Arrange with the CSFS-State Shop, pre-dispatch engine inspections at time of each dispatch.

Agency/Fire Department Responsibilities

- . Annually sign-up vehicles with Colorado State Forest Service **prior to May 1st each year.**
- . Ensure all vehicles are in good operating condition and properly equipped to meet NWCG standards.
- . Ensure all personnel are properly trained, equipped, and red-carded.
- . Provide CSFS Representative/Fort Collins Dispatch Center with the following information: firefighter name, social security number, red-card position, other qualifications (EMT, etc.) at time of dispatch.
- . Vehicles not signed-up by May 1st will not be listed as available. Properly red-carded personnel may be added to the department list after May 1st.
- . Provide an individual to supervise loading and off-loading of engines onto low-boys at the time of departure and return arrival at the local coordination point. The state shop personnel will not be responsible for engine loading/off-loading procedures or resulting damage.

Strike Teams/Strike Team Leaders

Strike Team engine orders are no longer a National Mobilization Guide standard. Engines are usually ordered as single resources. If engines are to be used in a Strike Team formation the incident will usually order a Strike Team Leader under a separate overhead order. This order may or may not accompany the engine order to our geographic area. Unless specifically ordered as a Strike Team, a Strike Team Leader, and/or Strike Team Leader Vehicle, will not be assigned to a multiple engine resource order (even if five engines are ordered). However, a "Chief-Of-Party" will be assigned. This individual will be the **one** key contact point from the incident to the FTC dispatch Center during assignments to avoid multiple communications channels and the resulting potential confusion. Assigned engine bosses will coordinate all communications back to FTC through the designated "Chief-Of-Party". The Engine Supervisor (not the Chief-Of-Party) is responsible for the management, administration, organization, tactical decisions, and safety of the crew from time of dispatch until return to the home unit. Strike Team Leader vehicles will be re-imbursed at command vehicle rates.

Radios/Cell Phones/Light Bars-Sirens

Participants are responsible for providing a mobile radio and a multi-channel handheld radio for each engine dispatched. The **National Mobilization Frequency 163.100 should be programmed into the radio if possible.** This frequency is to be used for communications during travel to and from incidents. Family Radio Service (FRS) radios should not be used, they are not authorized for use by government organizations and present serious safety issues due to uncoordinated communications. Participants are not required to provide programmable radios or the knowledge/equipment to program them. The ordering unit is responsible for frequency management, radio programming of incident frequencies, or providing a radio for use at the incident. Refer to Regional Mobilization Guide 22.7, National Mob Guide 22.0.

Cell phones are useful for emergency communications and their availability is encouraged. Their use on an incident however, needs to be approved by the incident Commander before costs can be charged to the incident management code. If the incident requires the use of a cell phone, they should be procured through the local unit logistics section (**with IC approval**) to provide local phones that do not incur roaming or long distance charges. Extremely large cell phone bills have been incurred on assignments without the authorization of the ordering unit. **If you use a personal/agency cell phone extensively on an assignment be prepared to pay the cost from**

your personal or agencies budget unless you have acquired an S (supply) number on a resource order from the incident.

Light Bars and Sirens will not be used outside of each agencies home jurisdiction.

Documentation Procedures/Processing

1) When you are dispatched you will be given key resource information: Incident name, Incident Order Number, P-Code, travel information, contact information, ect... Obtain a copy of the resource order or write the information down and keep it with you.

2) When loading engines at the departure point, have it inspected and an OF-296 filled out. This documents the condition of your equipment when you start the assignment. If any damage occurs without this Pre-fire inspection being completed, you may not be able to collect for damages sustained while assigned to an incident.

3). Equipment that does not pass the Pre-fire inspection will not be dispatched to the incident. If equipment is refused at the incident check-in the agency will be responsible for transportation costs.

4) Once at the incident, be sure you are properly checked in and travel times are recorded on a Crew Time Report form. Transfer times to Emergency Firefighter Time Report form OF-288. Be sure that the Time Unit representative signs the form when complete. This should be done daily.

5) Equipment time is recorded on Emergency Equipment Shift Tickets, OF-297, and summarized on the Equipment Use Invoice form. Return the original (Pink) copy, and a copy of the Equipment Use Invoice and Shift Ticket to your CSFS District Forester. *These documents must be the **original** forms and must be signed by appropriate incident personnel.*

6) When you return from an out-of-area assignment, submit the following original documentation to your local Colorado State Forest Service District Office:

- I. Letter requesting payment on department letterhead paper.
- II. Copy of your Cooperative Resource Rate form.
- III. **Original** PINK copies Time sheets, Equipment Shift Tickets and OF-286.
- IV. Crew performance evaluation.

7) Payment on out of area assignments will be made by CSFS. Local assignments will be paid for by the benefitting agency (USFS, NPS, BLM, Local Government).

8) To confirm safe arrival back to the home unit, contact FTC at 970/498-1348 to confirm status.

9) REMINDER: Cooperators need to be aware of the difference between Mutual Aid requests and Interagency Mobilization requests. Contact your CSFS District office if you have any questions about payments and mobilization issues.

Minimum Personal Equipment Recommendations

The following list is an example of what personal equipment might be carried.

Minimum Personal Safety Equipment:

- Line pack with fire shelter
- Canteens (3 quarts minimum)
- Leather boots, 8-inch top minimum, leather laces
- Leather gloves
- Bandanna (2 or 3)
- Cotton and/or wool socks
- Nomex pants and shirt (cotton T-shirt and underwear)
- Hard hat with chin strap and headlamp
- Goggles
- Ear plugs
- Personal fire pack (water repellent)

Minimum Needed for Personal Fire Pack:

- Sleeping bag and pad
- Extra Nomex pants and shirts
- Jeans and shirts
- Socks - wool and cotton
- T-shirts
- Personal first aid kit
- Underwear
- Money for travel

Desirable for Personal Fire Pack:

- Flashlight
- Chap stick
- Snacks
- Soap, tooth paste and brush, other toiletries
- Toilet paper
- Wash cloths and towel
- Aspirin
- Rain gear
- Tennis shoes
- Insect repellent

Appendix B: Equipment Lists and information

Minimum Wildland Equipment Recommendations: In addition to equipment required by resource typing, the following is highly recommended:

1 drip torch	6 fusees
1 extra set safety goggles	6 MRE's or equal
1 1-gallon gas can	4 handtools
2 backpack pumps	1 First Aid kit
1 set jumper cables	1 tow strap
1 collapsible pail	500 ft. synthetic 5/8" garden hose
16'2" suction hose	1 2" foot valve w/strainer
1 pump maintenance kit	1 set chalk blocks
1 flashlight	1 mop-up wand with tips
1 1" incline tee	1 extra nozzle
1 1-/2" gated wye	1 3/4" wye
1 1-1/2" double female	1 1-1/2" double male
2 1-1/2" NH to 1" NPSH reducer	2 1" NPSH to 3/4" GPT reducer
2 extra fog tips	2 extra straight stream tips
2 spanner wrenches	1 hose clamp
1 5-gallon pail foam	1 air aspirated foam nozzle
200 feet 3/4" hardline hose on reel	3 gallons drinking water

Reserve Class "A" Foam - Type 6 and 7 engines - 5 gallons; Type 3, 4, and 5 engines - 10 gallons; Type 2 engines - 15 gallons.

Appendix "C" Engine Typing – NWCG Standards

Minimum Standards for Type ("x" after type = all-wheel drive)

COMPONENT	1	2	3	4	5	6	7
<i>Pump capacity (GPM)</i>	1000	250+	150	50	50	30	10
<i>Rated Pressure (PSI)</i>	150	150	250	100	100	100	100
<i>Tank capacity (gallons)</i>	400+	400+	500+	750+	400-750	150-400	50-200
<i>Hose, 2 ½" (feet)</i>	1200	1000	-	-	-	-	-
<i>Hose, 1 ½" (feet)</i>	400	500	500	300	300	300	-
<i>Hose, 1"</i>	-	-	500	300	300	300	200
<i>Ladder (feet)</i>	48'	48'	-	-	-	-	-
<i>Heavy stream (GPM)</i>	500	-	-	-	-	-	-
<i>Personnel**</i>	4	3	2*	2*	2*	2*	2*

***Personnel includes 1 red-carded Engine Boss. The balance of personnel must be red-carded as FFT2.*

****Based on Region Two Mobilization Guide, Chapter 70, Section 74 the regional standard for engines will be a minimum of three (3) personnel for all engine types and assignments.***

Appendix D: References/Forms
(All ENGB's should carry these items at a minimum)

Engine Dispatch Operations Guide

CSFS Cooperative Resource Rate Form (Agency Specific)

Interagency Fire Business Handbook-R2 Colorado Supplement

Interagency Fire Business Management Handbook

Fire Line Handbook

Equipment Inspection Form #

Emergency Equipment Shift Ticket Form #OF-297

Emergency Firefighter Time Report #OP-288 (If Applicable)

Appendix E: Agency Directory/Contact Information