

## **Fort Collins Interagency Dispatch Center Aviation and Airtanker Base Operating Procedures**

This document is intended to identify roles and responsibilities between the Fort Collins Interagency Dispatch Center (FTC), Rocky Mountain Area Coordination Center (RMAACC), Jeffco Airtanker Base (BJC) and Regional Aviation staff assigned to BJC aircraft.

Fort Collins Interagency Dispatch Center is responsible for the tracking, statusing and/or dispatching of all aircraft and pilot resources that are in the FTC geographical area. These resources include the following aircraft permanently assigned to BJC (Jeffco):

- 126Z            USFS C-206
- 121Z            USFS Baron / Lead plane
- 127Z            King Air
- T-???            Contract Airtanker

FTC will track and status the following Regional pilots in 2003.

Tom Landon	Regional Aviation Officer/Lead Plane Pilot
Vacant	Regional Aviation Safety Officer/Lead Plane Pilot
Bill Snyder	Regional Pilot/Maintenance/King Air 127Z Pilot
Dick Stefanski	Regional Pilot-Cessna 206 126Z

FTC will track and dispatch all transient tactical aircraft assigned to BJC or the FTC area (Airtankers, SEATs, Lead Planes, Air Attack Platforms, Helicopters, Smokejumpers and Smokejumper aircraft).

The FTC morning report will be the main tool used to status and track FTC aviation resources. It is on the web at [http://www.fs.fed.us/arnf/fire/morning\\_report.htm](http://www.fs.fed.us/arnf/fire/morning_report.htm)

### **FTC RESOURCE STATUSING PROCEDURES**

#### **FTC will:**

Status daily, the aviation resources assigned to, or within the FTC area (aircraft and pilots). This will be documented, at minimum, in the FTC Morning Report, Regional SIT Report, and an internal FTC statusing board to keep all FTC personnel informed of aviation resources status.

Send COMMIT notifications for tactical aircraft and pilots using DMS to: NICC, RMAACC and all R-2 Dispatch Centers.

Daily Check-out notification to neighbors (PBC, CRC and RWC) and RMAACC, one-half hour prior to resources being released for the day and confirm next day "ON" time.

#### **The Forest Service pilots assigned to Jeffco will:**

Keep local dispatch informed on dispatch availability and status, via telephone, E-Mail, fax and/or radio as soon as feasible after start of duty day.

Keep local dispatch informed on all Pilot and Aircraft status changes, via telephone, E-mail or fax daily and as needed during fire activity.

“Check-in” with local dispatch at the end of each day prior to being released, via telephone and confirm next day “ON” time.

Provide advance notice of government pilots status changes (i.e., training, annual leave, etc), notify FTC, via telephone or E-mail or Fax

Provide advance notice of government aircraft status changes (i.e., scheduled aircraft maintenance, Proficiency or test flights, etc), notify FTC, via telephone or DMS.

Provide contact information for aviation duty officer or pilots as needed.

Mobilize aviation resources in a timely manner.

Flight follow as directed by regional/national policy.

Notify FTC of any flights other than administrative, mission, or fire tactical that would not normally be statused or scheduled at FTC with as much advanced notice as possible (Maintenance, proficiency, aircraft relocation).

Close out all administrative flights with FTC/RMACC via phone.

Complete FS-122's for WCF aircraft.

Pilot or responsible party will provide as much advanced notice as possible to FTC for Pest and Photo mission flights.

When transitioning to another geographical area ask dispatch to inform the last geographical area dispatch that you are now flight following with them.

Confirm all flight activity with dispatch before departure via phone or radio with as much advance notice as practical.

Confirm with FTC if flight is mission flight that requires agency flight following or a flight under FAA control. Pilot will initiate and close out with dispatch regardless of agency or FAA flight designation for statusing purposes.

### Flight Following and Air Frequency Coordination.

Initial Flight Following will be via the National Flight Following frequency of 168.650.

FTC will hand off aircraft to the appropriate center for continued flight following.

All flights, which do not have an FAA flight plan, will be on 15 minute check-ins.

Recon Flight Following will be done on the local units frequency (i.e., forest net). Air Net will not be used for recon flights to avoid radio congestion and interference with tactical operations.

Notify dispatch when flight following with the fire and going to fire or initial attack frequency.

BJC Airtanker Base Manager (ATBM) will:

- Keep FTC informed on current Airtanker and other tactical aircraft Status' via telephone.
- “Check-in” with FTC at the end of each day prior to releasing resources, via telephone and confirm next day “ON” time.

**TACTICAL AIRCRAFT ORDERING/DISPATCHING PROCEDURES**

FTC will:

- Receive orders (From RMACC, PBC, CRC and RWC) and dispatch BJC tactical aviation resources as stated in the RMA Mobilization Guide Chapter 24 (see attached). Orders will be processed on a first come, first serve basis unless, competition for aviation resources exists. In which case, priorities as stated in the Rocky Mountain Area and National Mobilization Guides chapter 11.2 will take precedence.
- Discontinue neighborhood tactical aviation ordering process if fire complexity and priority setting are being affected. Coordinate with RMACC, PBC, CRC and RWC.
- Any questions on priorities or resource allocation will be resolved/determined by RMACC. RMACC is the responsible office for setting aircraft priorities.
- Call BJC and notify ATBM and/or Pilots of incoming or potential order(s).
- Fax completed resource orders to BJC.
- Send a “COMMIT” message via DMS to NICC, RMACC, and all R2 Dispatch Centers when a tactical aircraft is assigned to an incident.
- Perform flight following of BJC aircraft as necessary, using national standards.
- Notify ordering office of actual off times, time-in-route and do a “hand-off” of flight following to receiving unit or adjacent Dispatch Centers.
- Maintain radio sites for Air Net and Air Guard on Squaw and Buckhorn Mountains.
- Maintain the following documents at FTC: Aviation Incident/Accident Response Guide, Operations Guides for all Airtanker bases and helibases within the FTC area, FTC Aviation Operations and Safety Plan and Air Hazard Maps.
- LOAD and Return requests – will be through dispatch channels (not direct to the ATB) to BJC. Under certain circumstances FTC may receive direction direct from the lead plane or air attack.
- Note: Airtankers may be requested via one request number for an incident. It is not necessary to assign a request number per load. Airtankers are not “officially” assigned to an incident. Airtankers will rotate through the pit. Airtankers may be diverted at anytime for Initial Attack or higher priority incidents.

BJC Airtanker Base Manager (ATBM) will:

- Maintain the following documents at BJC: Jeffco Airtanker Base Operations Guide, Aviation Incident/Accident Response Guide, FTC Aviation Plan (will include this document), Air Hazard Maps for front range area, ARF Radio System Orientation and Users Guide.
- Brief transient pilots on FTC/BJC Operating Procedures.
- Mobilize airtanker resources in a timely manner
- Keep FTC informed on dispatch status.
- Load and Return requests will be through dispatch channels, via FTC to BJC.
- Provide radio contact with aircraft and record “times” (rolling, in-the-pit) for BJC using the established VHF-AM National Airtanker Base Frequency.
- Assure full time ATB coverage during “fire season” as needed. Assess support needs and order support personnel as needed.
- Order fuel/oil for aircraft.
- Order retardant on an as-needed basis to stay ahead of current and expected demand.
- Provide logistical support to airtanker, transient pilots and support personnel (Meals, lodging, vehicles).
- Coordinate Management codes and BJC Support resource orders with FTC.

**ADMINISTRATIVE AIRCRAFT ORDERING PROCEDURES.**

RMACC Will:

- Track all aviation resources in the Region.
- Disseminating information to dispatch offices, GACC and/or NICC on aviation activities, which may affect those offices.
- Schedule all requests for administrative aviation resources. (All requests will be through RMACC).
- Notify and confirm aircraft and pilot availability for administrative flights.
- Notify FTC of scheduled administrative flights or changes to existing schedules so FTC can status the aircraft and pilots.
- Provide FTC and the pilot with a copy of the final Flight Request form.
- RMACC will do cost analysis on all administrative flights to determine the most cost effective method to complete the mission. RMACC will require a written justification statement from the requesting party if USFS aviation resources are not the most cost effective option available.

- Keep and track documentation for administrative flights.
- RMACC, FTC and the requesting party will retain all flight request records.
- RMACC is the contact point and will complete and process Flight Requests for all USFS/Charter administrative flight needs for individuals under RMACC area of influence. (BLM-CSO, USFS-R02, FWS-R06, NPS-ROP, BLM-DSC)

FTC Will:

- Status aircraft scheduled for administrative flights.
- Confirm actual flight departure and arrival times with the pilot and RMACC.

***Note: Fire dispatches take priority over Administrative Flights.***

***In the event of a fire dispatch, FTC will notify RMACC. RMACC will notify the requesting party.***

**CHARTER FLIGHTS INTO BJC**

Due to limited vehicle parking at the BJC ATB, charter aircraft used for passenger pick-up / drop off should be done at Stevens Aviation. (Long-term parking is located at the East end of their building.)

**RMA MG Chapter 11**

**11.2 PRIORITIES**

When competition exists for resources, Area Fire Coordinator during Preparedness Levels I-II shall establish priorities. Preparedness Level III is established through the Area Coordinator and the RMCG Fire Duty Officer. The Multi-Agency Coordination Group (MAC) or RMCG establishes priorities during Preparedness Levels IV-V. Priorities shall be established through use of National Standards (refer to NMG 11.2B). When requested priority list shall be submitted to RMC by Dispatch Center sub-geographic MAC/Center Manager.

The Standard criteria to be used in establishing priorities is:

1. Potential to destroy:
  - a. Human life.
  - b. Property and Resource Values (describe type and value)

Descriptions should include information that accurately measures the value, benefit, significance of the property of resource. How is the property or resource used and by whom? Is there cultural, historical, or legislated significance?

2. Briefly describe social/political, economic consequences.
3. Resistance to control:
  - a. Growth potential
  - b. Difficulty of terrain
4. Describe the probability of meeting suppression objectives within the specified time frame documented in the WFSAs.

## **RMA MG Chapter 24**

### **PRIORITIZING INCIDENTS**

All requests will be processed based on the following:

- In accordance with standard fire priority criteria (reference NMG/RMG 11.2 Priorities).
- Requests will normally be filled in the order received and new starts normally take priority
- When competition for resources occurs the base/center will allocate resources based on standard fire criteria or based on priorities set by RMACC (Coordinator, MAC, RMCG).
- During times of high competition for resources, the need for continual communication and feedback is essential. RMC must be apprised of all new orders and activity. During times of extreme activity, an area command may be set up in the area of concern for the purpose of prioritization and guidance.
- Adjoining Geographical Area units will abide by the same ordering procedures and restrictions as RMA units for available RMA resources.

We can only ensure these goals by continuing to use our common sense, provide good communication and remaining flexible for each situation.

### **DISPATCH PROCEDURES FOR THE AIR SUPPORT RESOURCES LOCATED AT CENTER BASES**

#### **AIR SUPPORT RESOURCES:**

To emphasize once again, the key to success is flexibility and good communications. The following procedures pertain to both IA and extended attack. (Reference RMA Mobilization Guide 12.1.4 Mutual Aid Agreements and 13.1 Initial Attack Definition)

RMACC may order IA Air Support Resources direct from adjoining GACC's. See NMG for details.

RMACC is ultimately responsible for the movement of all resources across RMA dispatch center and Area boundaries.

RMACC will re/preposition IA resources from one location to another based on the needs determined by the Area Coordinator or MAC. Also, units should be proactive in placing orders for the repositioning of resources.

#### **RMA Air Support requests to RMA Air Support Bases.**

(for example, RMA dispatch centers bordering one another.)

RMA dispatch centers may place IA requests for Airtankers, Smokejumpers, Leadplanes and Air Attack resources to the RMA DSP Center responsible for air support base operations which border the center's area of influence. If the base is unable to fill the request, the requesting DSP Center will place the request to RMC. (Permanent bases/centers are BJC/FTC, GJT/GJC, and RAP/CSC). *The neighborhood concept can be terminated when fire activity and complexity levels require coordination of air resources at the RMACC level.*

#### **RMA Air Support requests to other GACC Air Support Bases.**

(for example, CDC to Billings, CDC to West Yellowstone Smokejumpers)

RMA dispatch centers may place IA requests for Airtankers, Smokejumpers, Leadplanes, and Air Attack resources direct with the center responsible for air support base operations which border their center's area of influence. If the base is unable to fill the request, the RM dispatch center will place the request to RMC. **(Note: prior approval with all effected centers and Geographic Area Coordination Centers, must be stated within the center's Annual Operating Plan.)**

#### **Other GACC Dispatch Centers Air Support requests to RMA Air Support Bases.**

(for example, Moab to GJC, Billings to CDC (when GEY is activated))

Other GACC dispatch centers bordering RMA dispatch centers may place requests for Airtankers, Smokejumpers, Leadplanes and Air Attack resources direct with the RMA center/base responsible for air support base operations. If the base is unable to fill the request, the requesting dispatch will place the

request to their own Geographic Area Coordination Center. **(Note: prior approval with all effected centers and Geographic Area Coordination Centers must be stated in the center's Annual Operating Plan.)**

**Centers must notify RMC of the commitment of resources via COMMIT message.**

Approved by: \_\_\_\_\_  
Tom Landon-Regional Aviation Officer

Approved by: \_\_\_\_\_  
Patrick O'Leary-Regional Coordinator/RMACC

Approved by: \_\_\_\_\_  
Mike Foley-Forest Aviation Officer

Approved by: \_\_\_\_\_  
Mark Nelson-Fort Collins Interagency Dispatch Center/FTC