`FTC Daily Routine

NOTE MOST of the websites listed below can also be accessed from our Fort Collins Interagency Dispatch Center homepage http://www.fs.fed.us/arnf/fire/fire.html by going down through the various sites. You can do it either through that page or by checking for these sites in the "Favorites." Use the direct address listed if the WO server goes down.

08:00 -Take phone off forward, retrieve any voice mail messages
-Broadcast: "Fort Collins Dispatch Center is in service at 08:00, KAC-249" using "select group" on radio select the following repeaters: Roosevelt: DIR, Arap-CCRD:SQW, Arap-SRD: SCW.
  -Check DMS mail profiles (COFTC/COFTCMOB) and read/forward/print as necessary.

To take phone off forward:
Pick up phone using line 1348; get a dial tone. Press forward. Light next to 1348 will stop blinking.

To retrieve messages:
Dial "2650" on FS phone. Wait for message and hit "#". Dial "1348". Enter password "XXXX" listen to instructions and hit "5" to play messages. After messages have played completely hit "9". At prompt, hit "9" again and this will delete messages and close you out of the system.

To broadcast on Simulcast:
Go to the "SELECT GROUPS" button and click on it, at the bottom of the screen there will appear a row of buttons. Select "DAILY BRDCST 1" and reset the repeaters to Roosevelt: DIR, Arap-CCRD:SQW, Arap-SRD: SCW.

To check DMS mail profiles:
Double-click on DMS icon. Click on the DMS profile (and inbox) you want to look at (COFTC or COFTCMOB). When it asks for a password for each profile, it is the same as the "user" (type in coftc or coftcmob). Read inbox items and determine who needs to see them…your options: you deal with the item immediately, you print the item and distribute it, or you forward it to whomever needs to see it. Once the item is dealt with, delete it. If you do not know who should get it, don't be afraid to ask

09:00 -Confirm tactical and administrative aircraft and pilots availability/status with Tom Landon (XXX-XXX-XXXX), his designee, or Airtanker Base Manager.
-Status SEAT (T182) with Fred Winkler (XXX-XXXX) if it is positioned in FTC area.
-Update any resource (aircraft, overhead, crew, equipment) availability changes in ROSS.

To confirm aircraft and pilots:
MOST OF THE TIME TOM LANDON AND FRED WINKLER WILL CALL IN THE MORNING AND STATUS THE AIRCRAFT, IF THEY ARE UNAVAILABLE:
IF Tom Landon is NOT shown to be committed to an incident, call Tom at his cell phone (xxx-xxx-xxxx). If Tom is shown as committed or unavailable, try Ivan Pupulidy (Cxxx-xxx-xxxx or xxx-xxx-xxxx) or Mark Michelsen (Jeffco Airtanker Base Mgr., xxx-xxx-xxxx). Ask what the status is of each aircraft and each pilot (ask for location, status, which plane they will fly, and ask if there is anything odd or in the works we should know about). Write this information on aviation white board. Usually, Fred

Winkler will contact us by phone to tell us the SEAT's availability.   Call helicopter manager for area helicopters.

09:15 -Confirm Pre-Dispatch cards are set at appropriate levels for yesterday's declared action class.
-Determine Preparedness Level.
-Retrieve, print, and post the National Situation Report, R-2 Sit. Report, and National Weather Service morning fire weather forecasts from the web sites.
-Retrieve, print, and post the 24-hour lightning map (Do NOT distribute).

To determine preparedness level:
Read preparedness level cards on sliding map board. Determine likely level and confirm with Mark Nelson or Mike Foley then ensure that the pre-dispatch cards are set to the corresponding preparedness level.

To get Sit. Report and fire weather forecasts:
Use the links from the FTC home page to get to the "National Weather Service-fire weather forecasts" area and print the forecasts for zones 212, 218, 215, and 216. Many times the forecasts for zones 212 and 218 are combined, as are the forecasts for zones 215 and 216. You can tell by looking at the header just before the long geographical descriptions of the zones. The sit reports are the first links under the "Fire Intelligence" header. Print and post all of these items to the clipboards in the hall.
To get to the lightning report, follow the link and enter Username: COFTC, Password: XXXXXX. THIS CHANGES MONTHLY. Print this on the color printer.
> **National Sit. Report:** http://www.nifc.gov/news/sitreprt.pdf
> **Weather:** http://www.crh.noaa.gov/den/fir2znft.html
> **RMACC Detailed Sit. Report:** http://www.fs.fed.us/r2/fire/rmasit.htm
> **24-Hour Lightning Map:**
> http://www.nifc.blm.gov/cgi/nsdu/Lightning.cgi/Page/ViewSelect?Submit=Continue

09:30 -If the preparedness level is 1 or 2 ensure participation in a <u>weekly </u>conference call on Monday. If the preparedness level is higher than 2 the conference call becomes <u>daily.</u>
-Adjust resource staffing/location on IA map based on the above information.

To adjust map:
Place magnets on Initial Attack map (on the sliding board) corresponding to engines, crews, etc. and their current locations.

10:00 -Broadcast **abbreviated** versions of weather reports on simulcast.
-Broadcast and post regional aviation resource status on High fire danger or above days.
You will have to broadcast the weather on simulcast as done at 0800. First let folks know it's coming by broadcasting "All stations, stand by for today's fire information report and forecast" and then releasing the transmit button and waiting a few seconds. Broadcast just the weather discussion and the "today" part of the forecast. We do not broadcast 10K free winds. Try to listen to someone do this before you attempt it alone.

BETWEEN 11:00 – 13:00 Take a lunch break---I MEAN IT!!! You never know when the day will get so busy that you will not have a chance to stop for a breather, let alone a snack!

14:00 -Determine observed weather at WIMS stations from the web, phone calls, etc.

To determine observed weather at WIMS stations:
FROM NORTH TO SOUTH:
50505 – Red Feather (up by Red Feather Lakes)
50508 – Larimer (above Lory State Park/Horsetooth Reservoir)   (13:00)
50507 – Estes Park/Utility (right by Estes Park)
50402 – Sulphur/Kawuneeche (west of Grand Lake, north of Granby)   (13:00)
50604 – Boulder (just west of Boulder)
51901 – Pickle Gulch (just west of Golden Gate Canyon State Park)
51804 – Corral Creek (just east of the north end of Mt. Evans Wilderness)

You want to get the weather over the sites within 5 minutes of 2 PM. Report thunderstorms if they are obviously building and will happen soon, but not if they may happen sometime this evening or did happen and were done an hour ago.
-Compare weather to codes and determine appropriate code, using the attached codes to determine sky conditions.

14:15 -Enter weather observations into WIMS from all stations by **14:30** at the latest (EOBS).
-Retrieve weather observations, FTC weighted average, and actual fire danger ratings (DOBS, DAVG, DIDX). Process and upload to the web site.

To enter and retrieve weather:
➢ Go to the WIMS page, which is linked off of the FTC home page under the header "FTC Mobilizations Guides/Operating Plan" then under "CHAPTER 20: Administrative Procedures"
➢ Click on the WIMS button.
➢ Enter the username and password. This changes, so ask one of the permanent party. As of 5JUN03 it is: Username, XXXXXX, Password, XXXXXX.
➢ At the top of the page is a "quick path" option window. Type EOBS into this window.
➢ In the next screen: "Station ID" should be blank, "SIG" should contain "ftc2", "Type" should read "R", the date should be today's, and the time should read "12"
➢ Click the "find" button
➢ A list of weather stations should appear. If they do not, then it is possible you are trying too early. Wait and try again later.
➢ Use the mouse to change the "R" value in the OT column to "O". This changes the data from raw data to an observation.
➢ In the W column, correlate the sky conditions that you collected at 1400 with the numbers of the weather stations and enter the appropriate value.
➢ Click in the "Save" box.
➢ Once the data has been saved, it should appear in green. If it appears in a red box an error message will inform you why.
➢ Close the pop-up window and reset "ftc2"to read "ftc3", and the time to "13".
➢ Repeat all of the data entry and saving functions already performed, on these two stations.

- In the "Fast Path" window, enter "DOBS" (display observations)
- Leave "Station ID" blank, in "SIG" enter "ftc", change "Type" to "O", ensure the "Date" is correct, and leave the "time" blank.
- Click "Find"
- Click in the "Print" box
- A new window will open, go to the "File" menu then the "Save As" item and overwrite the file that appears. This is yesterday's data.

- In the "Fast Path" window, enter "DAVG" (daily average)
- "SIG" should read "ftc", "Type" should be "O", the date should be correct, and the "Time" should be blank.
- Click the "Find" box.
- Click in the "Print" box
- A new window will open, go to the "File" menu then the "Save As" item and overwrite the file that appears. This is yesterday's data.

- In the "Fast Path" window, enter "DIDX" (display indices)
- Leave "Station ID" blank, "SIG" should be "ftc", "Type" should be "O", the "Date" should be correct, and the "Time" block should be blank.
- Click the "Find" box.
- Click in the "Print" box
- A new window will open, go to the "File" menu then the "Save As" item and overwrite the file that appears. This is yesterday's data.
- Now, YOU ARE DONE IN WIMS, and you can exit the page.
- Minimize your applications until you can see the desk top and click on the "Upload DOBS, DAVG, DIDX" icon. This will run a routine that posts the data to the web site. When the program pauses an asks you to press any button, ensure that the window is active beforehand by clicking in it with the mouse.
- Check the web page under "**Fire Danger/Severity**" and "**Northern Front Range Fire Danger Ratings**" to ensure the right data is posted and it is current. This ensures you did the WIMS entry correctly.

IF you miss a day or two, you WILL have to enter observation data anyway…just make sure you do it in CHRONOLOGICAL order OR that Mark does a recalculation of the station data

15:30 -Print and post afternoon weather forecast.
      -Access WIMS and retrieve forecasted fire danger ratings (DMGR).
      -Update and post the Fire Management Forecast form.

To print/post afternoon weather:
Go to the same site as morning weather, http://www.crh.noaa.gov/den/fir2znft.html, and repeat the process.

To access WIMS and retrieve forecasted fire danger ratings:
 ➢ Enter WIMS program as at 2:15.
 ➢ In the "Fast Path" area enter "DMGR" (data manager)
 ➢ Leave "Station ID" blank, set "SIG" to "ftc", set "Type" to "F" for forecast, and enter the date in the format DD-MMM-YY (05-JUN-03). Be sure and enter the FOLLOWING DAY'S DATE.
 ➢ Click the "Find" box.
 ➢ Click in the "Print" box
 ➢ A new window will open, go to the "File" menu then the "Save As" item and overwrite the file that appears. This is yesterday's data.
 ➢ Close the WIMS window, and upload the data to the web site using the "Upload DMGR" icon. Check the web site to ensure that it has been updated.

To record and post the NFDRS (Fire Management Forecast):
Retrieve the clipboard that contains the Fire Management Forecast form, this is in the hallway in one of the bins. The top portion is filled out using the "FTC Average" data from the web page. The Haines Index is on the national weather service forecast. The bottom portion is filled out using "Today's Actuals" from the web page for the first data set. BE SURE TO USE THE TOP LINE FOR EACH STATION (the G fuel model). Use "Tomorrow's Forecast" to fill in the data for the bottom data set.
THFM= 1000 hour fuels
EC= Energy Release Component
SL = Action Class
R = Fire Danger Rating

16:00 -Broadcast the Fire Management Forecast and the afternoon fire weather forecast on simulcast.

To broadcast the afternoon weather and Fire Management Forecast:
Read only the "today" portion of the fire weather forecast. Read the Afternoon Fire Management Forecast by breaking it up into time efficient chunks with breaks in the flow. Read each station completely, todays values and forecast values, before proceding to the following station. Finish by saying "This concludes the fire management forecast at _____(time), KAC-249."

17:30 -Call CRC, PBC, RMMC and determine need for Tanker/Base coverage. Close out with Tanker Base/pilots.

To determine need for Tanker and Tanker Base coverage:
Call Craig (xxx-xxx-xxxx), Pueblo (xxx-xxx-xxxx), and RMACC (xxx-xxx-xxxx) dispatch centers. Ask if they'll need Airtanker or Tanker Base coverage past 1800. Check with Pueblo if they could use SEAT past 1800. Call tanker base to let them know what time they should be done based on your calls to the dispatch centers.

17:45 -Prepare and process the daily Fire Situation Report.
 -Update, print, and post to the website the FTC Status Report.

To prepare and send Situation Report:
➢ Go to internet explorer to http://famweb.nwcg.gov/ THIS IS THE SAME PAGE YOU USED TO ACCESS WIMS, AND SHOULD BE BOOKMARKED.
➢ Click on the "Sit Report" button.
➢ Use the same password as WIMS to access the site.
➢ Use the tabs at the top of the screen and input the data required. At the end of each screen click on the "Submit Data" button. On the last screen, click on "submit". When you are done, simply exit the window and the data will be saved.

To prepare and post the FTC Status Report:
➢ Open Microsoft Frontpage from the Start Menu
➢ Once the program is open, go to "File" and "Open"
➢ Open K:/eco/ftc web page/Morning_Report
➢ Edit the report and save it using the "save" command.
➢ Close Frontpage
➢ On the desktop, click on the "Upload FTCSIT" icon.
➢ Check the web page to ensure the FTC Status Report has posted.

18:00 -Broadcast: "Fort Collins Dispatch is out of service at 18:00, KAC-249" on simulcast.
-Place the phone on forward to the on-call dispatcher's voicemail or pager.

To broadcast out-of-service:
Just like all the other group broadcasts

To forward phone:
Pick up phone using line 1348; get a dial tone. Press forward. Dial in WHOLE pager number or WHOLE extension number (so for Mark's pager, dial 9-490-5291 or for his extension, 9-498-1040). Hang up the phone. Light next to 1348 should be blinking.

Confirm that all duties, obligations, AIRCRAFT, and resource orders are complete & close out with all initial attack resources.

MONDAY: Conduct Weekly PL 1,2,3 (Daily at PL 4 & 5) Conference call. xxx-xxxx Pass code: xxxx
Conference Leader: Mark Nelson
-Distribute weekly availability request to "COFTC-REDCARD" mailing list
SUNDAY: Print and post appropriate documents for hallway display. Seasonal Trend Chart updates.
AS NEEDED: RX Burn Reports.