



2007

ALBUQUERQUE ZONE

ANNUAL OPERATING PLAN



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OPERATING PLAN

January 3, 2007

This Operating Plan is between the United States Department of Interior; U.S. Fish and Wildlife Service (USF&WS), National Park Service (NPS), Bureau of Land Management (BLM), Bureau of Indian Affairs (BIA), the United States Department of Agriculture-Forest Service (USFS), and the State of New Mexico; Energy, Minerals, and Natural Resources Department's Forestry Division (New Mexico Forestry Division).

I. AUTHORITY

Authority of this Operating Plan is made pursuant to the Joint Powers Agreement Act, Sections 11-1-1 et. Seg., NMSA 1978.

WHEREAS, the New Mexico Forestry Division is responsible for planning and coordinating wildland fire suppression activities on non-federal and non-municipal lands in New Mexico pursuant to Sections 68-2-6, 68-2-8, and 68-2-24 NMSA1978; and

WHEREAS, the U.S. Department of Agriculture, Forest Service is responsible for wildland fire suppression activities on federal lands in New Mexico pursuant to Section 5, Act of April 24, 1950 (16 U. S. C. 572), the Act of June 30, 1914 (16 U. S. C. 498), Reciprocal Fire Protection Act of 1955 (42 U. S. C. 1856), Economy Act of June 30, 1932 (31 U. S. C. 1535), the Act of December 12, 1975 (16 U. S. C. 565a-1-3) and the Annual Department of the Interior and Related Agencies Appropriations Acts; and

WHEREAS, the U.S. Department of Interior, Bureau of Indian Affairs, Bureau of Land Management, National Park Service, and Fish and Wildlife Service is responsible for wildland fire suppression activities on federal lands in New Mexico pursuant to the Protection Act of September 20, 1922 (42 Stat. 857; 16 U. S. C. 594), Economy Act of June 30, 1932 (47 Stat. 417 as amended; 31 U. S. C. 1535), Taylor Grazing Act of June 28, 1934 (48 Stat. 1269; 43 U. S. C. 315), National Park Service Acts as amended (57 Stat, 495; 16 U. S. C. 1b), Federal Property and Administrative Services Act of 1949 (40 U. S. C. 471), Reciprocal Fire Protection Act of May 27, 1955 (69 Stat. 66; 42 U. S. C. 1856a), National Wildlife Refuge System Administration Act of 1966 as amended (80 Stat. 927; 16 U. S. C. 668dd thru 668ee), Disaster Relief Act of May 22, 1974 (88 Stat. 143; 42 U. S. C. 51210), Federal Land Policy and management Act of 1976 (90 Stat. 2743), Federal Grant and Cooperative Agreement Act (96 Stat. 1003; 31 U. S. C.

6301 thru 6308), and Supplemental Appropriation Act of September 10, 1982 (96 Stat. 837).

The Albuquerque Zone Operating Plan is derived from the Joint Powers Act (JPA) and the Initial Attack coordination meeting between the above-mentioned Federal and State agencies, which calls for the preparation and adoption of an Operating Plan and initial attack zones. As adopted and amended this Operating Plan and zones will become part of the current Joint Powers Agreement as exhibits.

II. PURPOSE

The purpose of this Operating Plan is to document interagency agreement and commitment to mutual wildland fire suppression assistance and cooperation and to provide a framework for the operation of the Albuquerque Dispatch Center (ABC).

III. RESPONSIBILITY

It is mutually agreed that each party of this Operating Plan will independently perform initial attack services as defined in Section IV below within those zones for which they have assumed that responsibility. Such initial attack action shall continue until the fire either is declared out, escapes initial attack or is turned back to the Jurisdictional Agency.

If for any reason the Protecting Agency cannot perform agreed upon initial attack services, the Jurisdictional Agency shall be notified as soon as possible.

It is mutually agreed that each party of this Operating Plan will retain ultimate responsibility for all fire management actions on lands under its administrative jurisdiction.

IV. DEFINITIONS

- A. Jurisdictional Agency – The agency that has overall land and resource management or protection responsibility, as provided by federal or state law. Under no circumstances shall a Jurisdictional Agency abdicate legal requirements as provided by federal or state law.
- B. Protecting Agency -The agency responsible for providing direct wildland fire protection to a given area pursuant to this Agreement.
- C. Supporting Agency – An agency providing fire suppression or other support and resources to the Protecting Agency.
- D. Appropriate Management Response Specific actions taken in

response to a wildland fire to implement protection and fire use objectives.

- E. Initial Attack - Total efforts undertaken by the Protecting Agency to either suppress, or attempt to suppress a fire up to the point in time when such effort is determined by the Incident Commander to be ineffective and the fire is declared an escaped fire.
- F. Three Tier Dispatch Organization - Agencies within the zone that use ABC for all dispatch services.
- G. Four Tier Dispatch Organization - Agencies within the zone that provide their own initial attack dispatching.
- H. Initial Attack Zones Agreed upon areas assigned to each party as their responsibility for Initial Attack efforts.
- I. Notification of Initial Attack Action Documentation between the Protecting Agency and the Jurisdictional Agency of dispatch action taken following the report of a fire.
- J. Incident Commander The individual responsible for the management of the fire incident.
- K. Escaped Fire - A wildfire that has exceeded or is expected to exceed the suppression capabilities of the initial attack effort by the start of the next burning period.
- L. Oversight Committee – Agency Administrators.
- M. Fire Operations Committee – Fire Management Officers.
- N. Center Coordinating Group – Center manager and dispatchers.

V. PROTECTION BOUNDARIES

- A. Initial attack zones have been established on closest and available fire protection resources and capabilities of the designated Protecting Agency. A map of these zones is provided to each agency. The designated initial attack zones are based on historical wildfire incidents and are agreed to by offsetting for Federal and non-Federal expenditures of funds, and thereby mutually beneficial and cost effective. Also, it is agreed that Federal protection (cost) on non-Federal land will not exceed the protection by the State. Conversely, the State will not expend funds to a greater extent in protecting

Federal land than would the Federal agencies in protecting Federal lands.

- B. The agency responsible for initial attack should make reasonable effort to contact private landowners in advance of fire season. The objective of such contacts is to briefly explain the initial attack responsibilities and obtain gate keys or permission by the landowner to cut fences or gates for access to fires. Any damage to private lands for access should be restored following control of the fire. Local unit personnel who have the assigned initial attack responsibility should make these contacts.
- C. For specific management areas designated by the Jurisdictional Agency the Protecting Agency will initial attack fires in those areas commensurate with the fire management objectives for that area.
- D. Three tier agencies within the zone are; Cibola National Forest (CIF), Rio Puerco Field Office (ABD), Southern Pueblo Agency (SPA), Laguna Agency (LAA), El Morro National Monument (ELP) and El Malpais National Monument (EMP). All dispatch services are provided by ABC.
- E. Four tier agencies within the zone are; New Mexico State – Bernalillo District (N6S), Zuni Agency (ZUA), Ramah Navajo Agency (RNA), Petroglyph National Monument (PGP), Salinas Pueblo Missions National Monument (SAP), and Lake Meredith National Recreation Area (LMP). These agencies provide their own initial attack dispatching, using ABC for status of resource availability, escaped initial attack fire support, and mobilizing resources across agencies boundaries.

VI. SPECIFIC PROVISIONS

A. Initial Attack

- 1. Communication. Each agency will share information on their agencies initial attack resources for the upcoming fire season by April 15. This report shall be updated as changes occur.
 - a. Prompt notification to the responsible agency as soon as practical after the initial dispatch.
 - b. The Protecting Agency will notify zone dispatch when initial attack actions are being undertaken.

- c. The notification of the Initial Attack Action Report will be generated by ABC, in coordination with the Incident Commander, and relayed to the Jurisdictional Agency within 24 hours of the initial dispatch. (See Exhibit I).
- d. Authorization has been granted between agencies to utilize cooperating agency's radio frequencies for fire suppression and coordination.
- e. As required by SWCC all agencies will submit a daily situation report to ABC.

2. Coordination

- a. The Protecting Agency shall abide by responsible agency's procedures in dealing with ownership involved.
- b. The Jurisdictional Agency will provide maps and fire management objectives for the designated management areas to zone dispatch and affected Protecting Agencies prior to the fire season.
- c. The need for a Resource Advisor will be determined by the responsible agency.
- d. ABC will coordinate all requests for aerial detection.
- e. All requests for air tankers and lead planes will be placed with ABC. Air tankers will be dispatched in accordance with guidelines issued by each agency. Priorities for air tanker and lead plane use are (1) life and property and (2) new starts. When conflicting priorities exist the affected agencies will coordinate with ABC.
- f. Given National and Regional priorities, aviation resources can be moved according to Agency needs. All aviation resources will be requested through ABC and documented on a resource order.
- g. All requests for helicopters and single engine Air Tanker (SEATS) will be placed with ABC. SEATS will not be dispatched without a confirmed ground contact and established frequency. SEATS will be dispatched in accordance with guidelines set by each agency. Reference the ABC Standard Operating Procedures for SEAT

dispatching protocols. (BIA has 1 contract SEAT)

- I. Agencies will report to ABC by 0930 daily all available initial attack resources and their location. ABC will compile list and sent back to all units by 1030.
- J. County, City, Rural and Volunteer Fire Departments must request all resources through New Mexico Sate Forestry Division.
- K. It is recommended that all County, City, Rural and Volunteer Fire Departments adhere to the standards found in the Wildland Fire Qualification Guide PMS-310-1 and the National Wildfire Coordinating Group (NWCG) standards for Personal Protective Equipment (PPE) and interagency standards for radio communications.

3. Payment

- a. Costs for fires that are suppressed under initial attack exchange, shall be borne by the Protecting Agency.
- b. When initial attack exchange fire protection services are provided by the Protecting Agency and the incident exceeds initial attack capabilities, the Jurisdictional Agency shall be notified and shall assume suppression responsibility for the fire. Under this situation, the status of the Protecting Agency changes to Supporting Agency and all cost, including initial attack, shall be borne by the Jurisdictional Agency.

The Jurisdictional Agency shall not be required to reimburse costs to Protecting or Supporting Agency if the Protecting or Supporting Agency does not provide immediate notification to the Jurisdictional Agency.

A. Escaped Initial Attack Fire

1. Communication

- a. The initial attack Incident Commander, and/or responsible agency shall notify ABC when the fire has escaped or is expected to escape initial attack.
- b. The time of escape, date, from whom, and to whom the

report is made, must be documented by ABC, which must be reported immediately to the Jurisdictional Agency. (See Exhibit II)

2. Coordination

- a. When another agency initial attacks a fire that escapes the Jurisdictional Agency will initiate an appropriate management response and assume suppression responsibility for the fire in coordination with the Incident Commander, Protecting Agency and ABC.

3. Payment

- a. Upon notification of an escaped fire, the Jurisdictional Agency assumes fiscal responsibility as per current statewide Joint Powers Agreement for agencies with wildfire protection responsibilities.
- b. Fires that are entirely on lands under State jurisdiction: Upon notification of an escaped fire, the state will designate a comptroller or authorized individual to approve expenditures and fiscal responsibilities.
- c. The Protecting Agency shall submit an estimate of reimbursable suppression cost to the Jurisdictional Agency within 30 days from the time that the service was rendered. (See Exhibit III).
- d. Agencies providing initial attack resources for BIA and FS fires shall submit an estimate of reimbursable suppression cost within 10 days from the time that the service was rendered. (See Exhibit IV, V).

VII. GENERAL PROVISIONS

- A. News Releases Responsible agencies will coordinate news release items pertaining to the current fire situation to the media.
- B. Fire Status The initial attack agency will be responsible for reporting fire status and monitoring unless otherwise negotiated.
- C. Fire Statistics (Fire Report, Records, etc.)
 - 1. The origin of the fire denotes the Jurisdictional Agency.

2. The Jurisdictional Agency has the responsibility of preparing their statistical fire report. Information for this report shall be provided by the Protecting Agency.

D. Effective Date This plan is effective when the Jurisdictional Agency has signed the plan.

E. Review and Revisions

1. This plan will be reviewed annually before April 15th.
2. The term of this agreement shall be five (5) years and coincide with the current statewide JPA. Any party may terminate participation in the Operating Plan by notification in writing to all other parties at least 90 days prior to the intended date of termination. By such termination, no party may nullify obligations already incurred for performance or failure to perform prior to the notice of termination. Interim modifications of this plan may be made subject to agreement by parties concerned to correct unworkable situations.
3. Changes in initial attack boundaries will be made as attachments to this plan and will be signed only by those parties involved in the boundary changes.
4. Copies of the master Joint Powers Operating Plans and maps of initial attack zones will be maintained by the New Mexico Forestry Division.
5. Individual signature sheets by agency will be attached to the final original copy.

F. ABC Management

1. The Center Manager will report to the Operations Committee. The USFS Fire & Aviation Management Staff Officer and Operations Board committee will make assignments by defining objectives, priorities, and deadlines and assist the employee with unusual situations that do not have clear procedures.
2. The Center Manager supervises all Interagency Coordination Center activities and personnel. The Center Manager is

responsible for day-to-day operations of ABC and shall establish an expanded dispatch organization as appropriate.

3. A Zone Fire Operations Committee (FMO's) will be established with a representative from each agency to this operating plan. They will establish general fire operating plans and guidelines for the Zone. These plans will be updated annually and approved by the Operations Committee by February 1st.

The Zone Fire Operations Committee will appoint a Chairperson. The Chairperson will serve a term of two years. At the end of the two year term, the Zone Vice-chairperson will automatically assume the Chairperson position. The transition will take place during the spring meeting.

The Zone representative that is next in the rotation to serve as the Zone Chairperson will be the designated Vice-Chairperson. The Vice-Chair duties will be to perform the duties of the Chairperson if that individual is absent or unable to perform for any reason. The Vice-Chairperson shall also perform such duties as may be assigned to him or her by the Zone Board or the Chairperson.

The Chair and Vice-Chair positions will rotate among the signatory agencies so that each agency assumes their share of this responsibility and workload. The sequence of this rotation is planned as follows:

2007 – BIA
2009 – NPS
2011 – New Mexico State
2013 – BLM
2015 – U.S. Forest Service

4. The responsibilities of the Chairperson are:

- A. Designate the time and location for all Zone Board meetings, prepare an agenda for each meeting, and preside over meetings.
 - B. Ensure that notes are taken for each meeting, and are distributed to member agencies in a timely manner.
 - C. Serve as primary contact between the Albuquerque Zone Board and the Southwest Coordination Group. Participate in Southwest Coordinating Group meetings and Geographic Area MAC group meetings, as requested.
 - D. Ensure that a permanent file is maintained for Zone Board information. This includes minutes of board meetings and copies of all zone documents, including a current copy of this MOU. This responsibility will be delegated to one individual in the Albuquerque Zone dispatch office.
 - E. Schedule and coordinate conference calls during fire season to coordinate staffing levels, severity requests, and zone suppression efforts.
5. An Oversight Committee composed of agency administrators will be established. The Oversight Committee will be responsible for the overall management of the Zone and coordination of fire suppression activities when requested by one of the participating Zone agency administrator. Oversight will meet not less than twice a year. Additional meetings may be called as needed by any member of Oversight. The Oversight Committee serves as the Multi-Agency Coordination Group (MAC) for the Zone. This usually occurs for large multiple fires or when firefighting resources are committed which depletes the zones firefighting capabilities. The Oversight Committee will develop a MAC charter.
6. A coordination center group is established and will consist of the Center Manager, and the Center Dispatchers. This group will make recommendations to program objectives, budget, and items requiring change to the Oversight Committee. Operational issues will be resolved within the Fire Operations Committee.

7. All parties shall not be bound to make any expenditure under the terms of this agreement except as the Congress of the United States appropriates funds, or which may otherwise be made available.
8. Annually, prior to April 15, all parties to this agreement will review the benefits and responsibilities of each agency to assure that this operating plan is mutually beneficial.
9. The terms of this operating plan may be modified by written agreement with the mutual consent of the signatories.
10. Signs at ABC will reflect the interagency nature of the Coordination Center.

- G. Incident Management Teams – Identify and nominate personnel to the Southwest Area Type I and Fire Use Incident Management Teams, through the Southwest Coordinating Group.

Provide management to the New Mexico Type II Incident Management Team, by:

1. Nominating team members from within the Zone.
2. Participate in team member selection and team evaluations.
3. The board will elect a representative to the Type II Team Board.

- H. Incident Debriefing – An incident debriefing form will be filled out per instructions found in Exhibit VI. and sent to the Operations Committee Chairperson for review and follow-up through the Operations Committee.

- I. Prescribed Fire Coordination

1. Agencies will advise and coordinate with ABC when conducting prescribed fire activities. ABC will distribute notification of prescribed fire burn operations to all three and four tier agency cooperators.
2. Prescribed fire resources and contingency resources requested from other agencies will be placed on a resource order with ABC.

- J. RX & Wildland Fire Training

1. All fire training will be coordinated through the Zone. An assigned Zone Representative will serve as the Zone Training Coordinator.
2. Training needs and priorities for training to be conducted in the Zone during for the next calendar year will be determined at the fall Fire Operations Committee.
3. Wildland fire training for VFD's/RFD's/MFD's departments will be coordinated through the N.M. Forestry Division.

K. Smoke Management

1. The Albuquerque Zone will follow all guidelines set forth in the Albuquerque Zone and NMED Smoke MOU. Copies of this MOU are on file at the participating agency offices.
2. The Fire Management Officers within the zone, will use the Albuquerque Zone Smoke Coordination Plan to mitigate smoke conflicts and coordinate smoke production on prescribed fire projects to minimize cumulative impacts on specific air sheds.

L. Wildland Fire Prevention Activities

1. Wildland fire prevention activities will be interagency in scope to the extent possible.
2. Each agency should provide a prevention representative.
3. A zone prevention group made up of these individuals will be activated as needed.
4. An Interagency Prevention Team may be activated as conditions warrant.

M. Fire Preparedness Levels.

All ABZ agencies are directed to protect life, property, and natural and cultural resources entrusted to them. These requirements dictate that strict attention is to be paid to the availability and use of suppression

resources. To do this a system is established to determine the preparedness levels for all agencies within the ABZ. Preparedness levels will provide for fire prevention and suppression capabilities suited to fire hazard, risk, and overall situation complexity.

Establishing Preparedness Levels

The Coordinator establishes the overall preparedness level for the ABZ based upon information regarding shifts and changes in the following criteria and provides this information to the Chairperson. The ABZCC will monitor these criteria and contact the Chairperson when conditions cause a change in the preparedness level. The Chairperson will contact Board members (including the Zone Coordinator) to discuss preparedness level and associated actions.

The following criteria will be assessed to determine preparedness levels:

- Fire Severity Index (5-day Mean ERC) current and long range forecasted weather (Figure 1).
- Current and long range forecasted fire behavior.
- Resource commitments to activities, i.e., projects, prescribed fire or wildfire.
- SWA preparedness level.
- Fire activity within the zone, state, and area.

Using the Levels

Each preparedness level requires specific actions as described in this appendix, and the levels build on each other, for example, at Preparedness Level III, the activities of the levels I and II will be carried out. When a preparedness level has been established, the responsible individuals will carry out their assignments without further notification. The situation report will relay the preparedness level. Figure 2 shows the comparison of preparedness levels between SWA and ABZ.

Figure 1. Criteria for Preparedness Level Determination

Energy Release Component - A number related to the energy released per square foot during the time that square foot is within the flaming front at the head of the fire.

<u>ERC Percentile</u>	<u>Adjective Rating</u>	<u>Component of</u>
0 - 20	Low	PL-I
21 - 50	Moderate	PL-II
51 - 80	High	PL-III

81 - 95	Very High	PL-IV
96+	Extreme	PL-V

Determination of Fire Severity Index (5-day Mean ERC) -

Determination is made from the fuel type and weather data sources given below. Fuel model G (closed short needle conifer) is used, and all sites are equally weighed (20%). The ABZCC will continue to monitor that the results appropriately represent fire severity.

Station Name and Number

Brushy	291301
Grants	291302
Magdalena	292104
Malpais	293301
Mountainair	291501

Figure 2. Comparison Chart for Preparedness Level Determination.

	I	ABZ II	Preparedness III	Levels IV	V
I	I	II	III	IV	V
SWA II	I	II	III	IV	V
Preparedness III	II/III*	II/III*	III	IV	V
Levels IV	III/IV*	III/IV*	III/IV*	IV	V
V	III/IV*	III/IV*	III/IV*	IV	V

*First level is for SWA and second is for ABZ. ABZ can use whichever is best for its needs.

PREPAREDNESS LEVEL I

Criteria

- Most agency units have low to moderate fire danger; lower elevations may have high danger.
- Fire Severity Index (5-day Mean ERC) is consistently at or below 20.
- Fire activity within the ABZ is light, and large fires are of short duration, i.e., one burning period. There is little or no commitment of ABZ, SWA or National resources.

Action Items

ABZCC

- Provide ABC situation report and preparedness levels to Operations Committee Chairperson and agency units through the respective dispatch centers.

Agency Units

- Determine appropriate actions to be taken.
- Provide situation report to the ABZCC.
- Report prescribed fires to ABZCC for informational purposes only.

PREPAREDNESS LEVEL II

Criteria

- Some agency units are consistently in high fire danger; lower elevations may be higher.
- Fire Severity Index (5-day Mean ERC) is consistently between 21 and 45.
- Numerous Class A, B, and C fires are occurring, and a potential exists for escapes to become larger fires of more than one burning period in duration. Resources within the agency units are handling the situation. The potential for movement of resources between units becomes more likely.
- Non-committed resources are generally available for dispatch.

Action Items

Addition to those action items included within Preparedness Level I:

ABZCC

- Activate seven-day week coverage of ABZCC.

Chairperson

- Coordinate the issuance of press releases that will highlight interagency current situation and potential fire conditions.

Board

- Determine the availability of the Type II team.

Agency Units

- Intelligence reports are submitted daily.
- Expanded dispatches and mobilization centers are activated when needed.

PREPAREDNESS LEVEL III

Criteria

- Generally agency units are experiencing high or greater fire danger.
- Fire Severity Index (5-day Mean ERC) is consistently between 51 and 80.
- High potential exists for fires to become Class D and larger. Incidents occur requiring a major commitment of ABC, SWA or National resources. Additional resources are being ordered through the ABZCC, thus competition exists for resources among agencies units.

Action Items

Addition to those action items included within Preparedness Level II:

ABZCC

- Maintain availability of one helicopter in ABZ for initial attack.

- Maintain availability of one air tanker and two hand crews for initial attack.
- With the Board, review and discuss need to order and pre-position additional resources.
- Activate 24-hour operations of ABZCC as needed.
- Expand intelligence function as situation dictates.
- Check availability of multi-agency coordination group and activate as determined by the Board.
- ABZCC will review the need to staff any Type I helicopter located in the zone with a manager.

Board

- Activate Media Relations Coordinator.
- Review need and coordinate restrictions and closures including those on adjacent zones.
- Determine status of incident support center organization and critical resources and the need to order and pre-position additional resources.
- Determine if or when the Board members (or alternates) need to perform as a Multi-Agency Coordinating Group activated through the ABZCC. Provide liaison if established.

PREPAREDNESS LEVEL IV

Criteria

- The ABZ agency units and adjacent zones are experiencing very high or greater fire danger.
- Fire Severity Index (5-day Mean ERC) consistently between 81 and 95.
- Class D and larger fires are common, which have the potential to exhaust the ABZ, SWA, and national resources.

Action Items

Addition to those action items included within Preparedness Level III:

ABZCC

- ABZCC will staff any Type I helicopter located in the zone with a manager.

Board

- Have meeting or conference call of Board members.
- Establish ABZ priorities.
- Supervise media releases.
- Activate military liaison as needed for ABZ fires.
- Review zone prescribed fire activities, commitment of suppression resources, and regional and national fire activity.

PREPAREDNESS LEVEL V

Criteria

- Fire danger is extreme throughout the state.
- Fire Severity Index (5-day Mean ERC) is consistently above 95.

- Several zones are experiencing major fires, and/or national resources are exhausted.

Action Items

In addition to those action items included within Preparedness Level IV:

Board/Agency Units

- Curtail all new prescribed burning projects.

N. Fire Restrictions

1. Fire restrictions will be communicated zone wide. Notification of intended restrictions will be provided to the Fire Operations Committee, verbally or in writing, prior to implementation.
2. Agency news releases within Zone should be coordinated and consistent with each other. When feasible, news releases should be on an interagency basis.
3. National Fire Danger Ratings (NFDRS)
ABZCC will distribute Observed and Forecasted Fire danger Indices and weather observations by 1600 every day during fire season. Outside of fire season observed fire danger ratings will be sent daily excluding weekends

VIII. ALBUQUERQUE DISPATCH CENTER

The joint operations of the Albuquerque Dispatch Center are intended to permit economical joint use of facilities and interagency resources for the emergency response to all risk incidents.

Therefore, it is agreed that:

The Forest Service will:

1. Provide the necessary space to house the Albuquerque Dispatch Center facility.
2. Provide the Dispatch Center Manager
3. Provide computer, radio and telephone capability.
4. Provide one permanent full time dispatcher; if funds are available, one 13/13 dispatcher; and one seasonal dispatcher.

The Bureau of Indian Affairs will:

1. Provide one permanent full time GS-9 logistics coordinator.
2. Provide financial support in the amount of \$40,000. The Bureau will be responsible for submitting funds through an OPAC agreement with the Cibola National Forest. This agreement will be completed by April 15 of each year. Funds should be transferred and available for use at ABC no later than May 1.

The Bureau of Land Management will:

1. Provide one permanent full time GS-9 logistics coordinator and one permanent full time GS-7 logistics coordinator.
2. Provide a fax machine and copier.
3. Provide miscellaneous office supplies.

The National Park Service will:

1. Assist with dispatch operations
2. Provide other financial support based on availability of NPS funds.

The New Mexico Forestry Division will:

1. Provide one seasonal dispatcher
2. Provide other financial support based on availability of State funds.

EXHIBITS

- I. Notification of Initial Attack Action
- II. Notification of an Escaped Fire
- III. NMFD Fire Reimbursement Report
- IV. BIA Fire Reimbursement Report
- V. Forest Service Reimbursement Report
- VI. Incident Debrief Form

EXHIBIT I

NOTIFICATION OF INITIAL ATTACK ACTION

1. TO (Jurisdictional Agency):

2. FROM (Protecting Agency):
3. BY (Dispatcher):
4. INCIDENT NAME:
5. DATE OF DISCOVERY:
6. TIME OF DISCOVERY:
7. LAND STATUS:
8. LEGAL T: R: S:
9. LATITUDE: LONGITUDE:
10. GENERAL LOCATION:
11. SIZE:
12. COVER (Fuels):
13. GENERAL FIRE BEHAVIOR:
14. CAUSE:
15. RESOURCES RESPONDING:
16. DATE OF NOTIFICATION:
17. TIME OF NOTIFICATION:
18. ESTIMATED COST:
19. REMARKS:

EXHIBIT II

NOTIFICATION OF AN ESCAPED FIRE

1. TO (Responsible Agency):

2. FROM (I.A. Agency):
3. BY (Dispatcher):
4. FIRE NAME:
5. LEGAL T: R: S:
6. DATE OF ESCAPE:
7. TIME OF ESCAPE:
8. SIZE:
9. RECEIVED BY (Parent Agency):
10. DATE OF NOTIFICATION:

EXHIBIT III

FIRE REIMBURSEMENT ESTIMATE

SEND TO:
State Forester
New Mexico State Forestry Division
P.O. Box 1948
Santa Fe, New Mexico 87504-1948
FAX: 505-476-3330

INCIDENT ORDER NUMBER _____
STATE FIRE NUMBER _____
FIRE NAME _____
DATES OF INCIDENT _____

AGENCY REQUESTING REIMBURSEMENT:

_____ Billing Date
_____ Date Payment Due

ESTIMATED REIMBURSABLE SUPPRESSION COSTS

- I. Payroll..... \$ _____
- II. Travel..... \$ _____
- III. Equipment (Attach copy of Resource Orders/IA Run Card)
 - A. Numbers & Types of Equipment _____ \$ _____
- IV. Aircraft (Attach copy of Resource Orders)
 - A. Fixed Wing _____ \$ _____
 - B. Rotary _____ \$ _____
- V. Retardant (Attach copy of Resource Orders)
 - A. Fire Order Numbers _____ \$ _____
 - B. Gallons of Retardant Delivered _____ \$ _____
- VI. Supplies (Attach copy of Resource Orders)
 - A. Cost of Supplies Shipped _____ \$ _____
- VII. Indirect Cost _____%..... \$ _____

If there are any questions pertaining to this reimbursement request, who should be contacted?

NAME _____ TELEPHONE NUMBER _____

EXHIBIT IV

FIRE REIMBURSEMENT ESTIMATE

SEND TO:
Regional Forester
BIA New Mexico,
Southwest Regional Office
P.O. Box 26567
Albuquerque, New Mexico 87125
FAX: 505-346-7536

INCIDENT ORDER NUMBER _____
FIRE NUMBER _____
FIRE NAME _____
DATES OF INCIDENT _____

AGENCY REQUESTING REIMBURSEMENT:

_____ Billing Date _____
_____ Date Payment Due _____

ESTIMATED REIMBURSABLE SUPPRESSION COSTS

- I. Payroll..... \$ _____
- II. Travel..... \$ _____
- III. Equipment (Attach copy of Resource Orders/IA Run Card)
 - A. Numbers & Types of Equipment _____ \$ _____
- IV. Aircraft (Attach copy of Resource Orders)
 - A. Fixed Wing _____ \$ _____
 - B. Rotary _____ \$ _____
- V. Retardant (Attach copy of Resource Orders)
 - A. Fire Order Numbers _____ \$ _____
 - B. Gallons of Retardant Delivered _____ \$ _____
- VI. Supplies (Attach copy of Resource Orders)
 - A. Cost of Supplies Shipped _____ \$ _____
- VII. Indirect Cost _____%..... \$ _____

If there are any questions pertaining to this reimbursement request, who should be contacted?

NAME _____ TELEPHONE NUMBER _____

EXHIBIT V

FIRE REIMBURSEMENT ESTIMATE

SEND TO:
Cibola National Forest
Budget and Finance
2113 Osuna Road NE Suite A
Albuquerque, New Mexico 87133

INCIDENT ORDER NUMBER _____
FIRE NUMBER _____
FIRE NAME _____
DATES OF INCIDENT _____

AGENCY REQUESTING REIMBURSEMENT:

_____ Billing Date _____
_____ Date Payment Due _____

ESTIMATED REIMBURSABLE SUPPRESSION COSTS

- I. Payroll..... \$ _____
- II. Travel..... \$ _____
- III. Equipment (Attach copy of Resource Orders/IA Run Card)
 - A. Numbers & Types of Equipment _____ \$ _____
- IV. Aircraft (Attach copy of Resource Orders)
 - A. Fixed Wing _____ \$ _____
 - B. Rotary _____ \$ _____
- V. Retardant (Attach copy of Resource Orders)
 - A. Fire Order Numbers _____ \$ _____
 - B. Gallons of Retardant Delivered _____ \$ _____
- VI. Supplies (Attach copy of Resource Orders)
 - A. Cost of Supplies Shipped _____ \$ _____
- VII. Indirect Cost _____%..... \$ _____

If there are any questions pertaining to this reimbursement request, who should be contacted?

NAME _____ TELEPHONE NUMBER _____

EXHIBIT VI
De-Briefing Checklist for
Albuquerque Zone Incidents

Incident Name _____
Date _____

Mobilization

Incident Size-up

Incident Command

- IC identified
- Strategy & Objectives
- Tactical assignments
- Span of control
- Effective or non-effective performance
- Barriers encountered & how they were handled
- Actions that were not SOP or presented safety problems

Communications

- Dispatch/ABZ
- Cooperators
- Frequencies

Service/Support

- Cooperators
- Resources available to order
- Aviation operations
- Dispatch/ABZ
- Logistics, meals, supplies
- Weather forecasts

Risk Management/situational awareness

- Known hazards & risk identified
- Control measures implemented to eliminate hazards/reduce risk identified
- LCES and Anchor point
- Aviation risk management
- Disengagement

Determine lessons learned & how to apply them in the future

Questions or Concerns?

**ALBUQUERQUE ZONE
OPERATING PLAN
January 3, 2007**

APPROVED BY:

_____ DATE _____
Forest Supervisor
Cibola National Forest
Forest Service

**ALBUQUERQUE ZONE
OPERATING PLAN
January 3, 2007**

APPROVED BY:

_____ DATE _____
District Manager
Albuquerque District Office
Bureau of Land Management

**ALBUQUERQUE ZONE
OPERATING PLAN
January 3, 2007**

APPROVED BY:

DATE _____
Regional Forester
Southwest Region
Bureau of Indian Affairs

DATE _____
Superintendent
Laguna Agency
Bureau of Indian Affairs

DATE _____
Southern Pueblos Agency
Superintendent
Bureau of Indian Affairs

DATE _____
Ramah Agency
Superintendent
Bureau of Indian Affairs

DATE _____
Zuni Agency
Superintendent
Bureau of Indian Affairs

**ALBUQUERQUE ZONE
OPERATING PLAN
January 3, 2007**

APPROVED BY:

_____ DATE _____
District Forester
Bernalillo District
New Mexico Forestry Division

**ALBUQUERQUE ZONE
OPERATING PLAN
January 3, 2007**

APPROVED BY:

_____ DATE _____
Superintendent
El Malpais National Monument
U.S. Department of Interior

_____ DATE _____
Superintendent
El Morro National Monument
U.S. Department of Interior

_____ DATE _____
Superintendent
Lake Meredith National Recreation Area
U.S. Department of Interior

_____ DATE _____
Superintendent
Petroglyph National Monument
U.S. Department of Interior

_____ DATE _____
Superintendent
Salinas Pueblos Missions Monument
U.S. Department of Interior