

**National Interagency
Dispatch
Standard Operating Guide
For
Contracted Resources**

A Guide for Dispatchers
&
Incident Support Personnel

May 2009

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1. Introduction

The intent of this document is to provide standard operating guidelines to dispatchers and incident support personnel in the mobilization & demobilization of contracted resources. This guide is intended to supplement the National Interagency Mobilization Guide (NFES 2092), as well as geographic area & local mobilization guides.

This guide has been developed in accordance with federal agency(s) guidelines for contracted resources, and established business practices as outlined in the National Interagency Mobilization Guide, the Interagency Incident Business Management Handbook (IIBMH), the Resource Ordering and Status System (ROSS) Users Guide, and the Interagency Standards ROSS Operations (ISROG) Guide.

The guidelines established in this document do not preclude the Government at any time from mobilizing agency owned or agency cooperator resources prior to mobilizing contracted resources for incident support.

This guide will be updated annually by the Contract Equipment Task Team (CETT) and approved by the National Dispatch Center Coordinators.

2. General Information

Beginning in 2006, the Forest Service piloted a procurement application called the Equipment and Training Inventory System (EaTIS) in the Northern Rockies, Northwest, and California Geographic Areas. This program solicited for pre-season competitive agreements using “best value” based upon price and other established factors. In 2009 the Forest Service introduced its new web-based application, Virtual Incident Procurement (VIPR) system. This application is designed to solicit, award, and administer preseason Incident Blanket Purchase Agreements (I-BPAs), formerly Emergency Equipment Rental Agreements (EERAs). VIPR replaces EaTIS and supports the 2005 USDA OIG audit findings requiring the Forest Service to implement a more rigorous approach to managing preseason incident agreements, and to comply with the Federal Acquisition Regulations (FAR).

The Bureau of Land Management is using the PRISM system for establishing preseason agreements, but follows the same guiding principles and procedures established for the Forest Service and outlined in this guide.

The standard operating guidelines developed within this guide utilizes both Forest Service and Bureau of Land Management guidelines in incident procurement of contracted resources.

Other federal agencies and state cooperators may have their own established agreements and guidelines for incident support and may or may not follow these guidelines depending on agency jurisdiction of the incident.

3. Additional Information

The information provided in this section directs the user on where to find additional information on guidelines and procedures for mobilization and demobilization of contracted resources, and information pertaining to incident procurement.

National Information/Links

National Interagency Mobilization Guide

<http://www.nifc.gov/nicc/mobguide/index.html>

Interagency Standards for ROSS Operations Guide (ISROG)

<http://www.nifc.gov/nicc/logistics/ISROG.pdf>

USDA Forest Service Acquisition Management – Incident Procurement

<http://www.fs.fed.us/business/incident/>

National Interagency Fire Center – National Forest Service Contracting

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

USDA Forest Service – Incident Business Practices

<http://www.fs.fed.us/fire/ibp/acquisition/acquisition.html>

NWCG Incident Business Working Team

<http://www.nwcg.gov/teams/ibpwt/index.htm>

Interagency Incident Business Management Handbook (IIBMH)

<http://www.nwcg.gov/pms/pubs/large.html#iibmh>

USDA Forest Service Virtual Incident Procurement System (VIPR)

<http://fswb.wo.fs.fed.us/aqm/incident/vipr/> (internal web site)

<http://www.fs.fed.us/business/incident/vipr.php> (external web site)

Geographical Area Information/Links

Geographical Area Coordination Centers (GACC)

<http://www.nifc.gov/nicc/index.htm>

Information for contracted equipment is provided under the Equipment/Supply link located on each GACC website menu

USDA Forest Service Regional Incident Procurement Sites:

Regional Supplements for IIBMH

http://fswb.wo.fs.fed.us/aqm/fire_aviation_information/regional_supplements/index.html

4. Types of Solicitations & Agreements

The Forest Service with the Contract Equipment Task Team (CETT) has developed national solicitation templates (competitive & non-competitive) to provide consistency in the acquisition methodology, methods of hire, and equipment typing and standards throughout the Forest Service. The Forest Service national solicitation templates for equipment are available at the following Web site:

<http://www.fs.fed.us/business/incident/solicitations.php>

A national competitive solicitation plan for I-BPAs has been developed by the Forest Service, identifying a cycle for competing equipment that is commonly used to support incidents. This solicitation plan is located at the following Web site:

<http://www.fs.fed.us/business/incident/comsolplan.php>

NOTE: Agencies solicit for contracted resources based on their local and geographic area needs, and therefore may not solicit for all contracted resources listed in this guide. Some geographic areas have collaborated on the solicitations with their federal and state cooperators by identifying which agency will take the lead for specific resource categories. In this case, some contracted resource categories may or may not be on a DPL provided by the Forest Service or BLM, but on a DPL or resource list provided by another federal or state cooperator. Dispatch procedures for agreements awarded by cooperators may vary from Forest Service and BLM agreements based on the host agency policy and other determining factors. In geographic areas where this occurs, follow local and geographic area ordering procedures.

A. Competitive

Competitive preseason I-BPAs are awarded using a best value award process and by using Choosing by Advantages (CBA) methodology to determine the dispatch priority. Award is based on reasonable price, acceptable past performance, qualified personnel and minimum equipment standards. The CBA determines the priority dispatch order for the equipment on the Dispatch Priority List (DPL) based on price and various equipment and/or personnel attributes.

Forest Service I-BPAs use the SF-1449 form generated by the VIPR system for competitive agreements. BLM may use the SF-1449 or the OF-294 form for competitive agreements.

B. Non-competitive

Non-competitive agreements may be awarded both **preseason** and **incident-only**, but do not follow a best value dispatch order. Non-competitive agreements are provided to dispatch centers on a Resource List (depending on agency), but do not follow any established dispatch priority order. See Resource List, Section 5 for further information.

Forest Service non-competitive preseason agreements will use the SF-1449 form and use the OF-294 form for incident-only EERAs. BLM may use the SF-1449 or the OF-294 form for non-competitive agreements (preseason & incident-only).

Incident-only EERAs are used to sign up contracted resources not available through the I-BPA competitive process due to availability or exhaustion of the DPL, and resources hired through other established dispatch ordering procedures. Incident-only EERAs are valid only for the duration of the incident they were signed up on. Once the incident releases the contracted resource, the agreement is no longer valid.

Types of Agreements

I-BPA	EERA
Competitive & Non-competitive	Non-competitive
Preseason	Incident-only
Non-emergency	Emergency
SF-1449	OF-294
VIPR (FS) / PRISM (BLM)	No automation

5. Dispatch Priority

Dispatch priority will be given to contracted resources under competitive agreement for all extended attack incidents or planned need support when ordering contracted resources. The Government intends to dispatch contracted resources based on this dispatch priority for other than initial attack.

Dispatch priority for contracted resources does not preclude the Government from using any agency owned or agency cooperator resources for initial attack or extended attack/large fire support before ordering/mobilizing contracted resources under agreement. Agency owned and/or agency cooperator resources may be requested at any time.

The following exceptions apply to dispatch priority:

A) Initial Attack (IA) – dispatchers will follow the “closest forces” concept and utilize locally available resources (agency, agency cooperators, neighborhood agreements with agency & agency cooperators) according to agency and incident needs. The DPL is not required to be used during initial attack and Contractor resources may or may not be used.

If the DPL is used for IA, the dispatcher may order the closest contracted resource (closest forces) to the incident to meet date and time needed. Whenever possible based on the availability and date and time needed, the established DPL ranking should be followed.

B) Tribal preference policy established within reservation jurisdiction.

C) The Government normally will dispatch contracted resources in accordance with this protocol; however, the number of resource requests in process and the actual fire conditions at the time of dispatch may require deviation from normal procedures in order to respond effectively to such conditions. Any such deviation will be within the discretion of the Government, and will not be deemed a violation of any term or condition of the agreement.

When any of the above identified exceptions are utilized for an incident, dispatchers will document all actions and contacts in the appropriate system of record (CAD or ROSS).

Dispatchers may not hold contracted resources in reserve as a contingency force in a non-pay status when that resource is available.

A. Dispatch Priority Lists (DPLs)

Dispatch Priority Lists are generated for all contracted resources awarded under competitive solicitations. Each contracted resource has an identified Host Dispatch Center or Geographic Area Coordination Center (GACC). A DPL for each Host Dispatch Center or GACC will be posted to the web providing the priority listing for each resource category awarded under a competitive agreement.

Dispatch procedures for cooperator solicitations (state & other federal agencies) may vary from Forest Service and BLM solicitations based on the host agency policy and other determining factors. In geographic areas where this occurs, follow local and geographic area ordering procedures.

Dispatch Priority Lists will be available and posted to the GACC Web site under Equipment/Supplies. This Web site will provide a link to the Forest Service DPLs at: <http://www.fs.fed.us/business/incident/dispatch.php>. Individual GACC web sites may be accessed at: <http://www.nifc.gov/nicc/index.htm>.

Agency Contracting Officers (CO) will notify host dispatch centers and/or GACCs immediately when any changes occur on the DPL, such as equipment replacements, withdrawals, or termination of an agreement. The Host Dispatch Center must ensure the most recent version of the DPL is utilized.

Host Dispatch Centers will follow the established DPL ranking order when ordering contracted resources in the following categories:

Engines	Water Tenders (Support)
Soft Tracks	Water Tenders (Tactical)
Pumper Cats	Skidgines
Faller Modules	GIS Units
Clerical Support Units	Refrigerated Trailer
Tents	Mechanic w/Service Truck
Gray Water Truck	Transport

Mobile Laundry	Handwashing Station (Portable)
Potable Water Truck	Handwashing Station (Trailer Mounted)
Bus, Crew Carrier	Weed Washing Unit
Tractor Plow	Toilets (Portable)
Excavators	Communications Trailer
Dozer/Tractor Plow/Transport (piloted in Region 8 in 2009)	

NOTE: Resource categories listed above are subject to change depending on agency(s) needs, requirements, and solicitation schedules.

1. How to Use the DPL

When receiving a request for competitive contracted resources, the dispatcher will use the DPL. Available Contractors on the DPL must be contacted in the order of the DPL ranking. If an incident orders a specific type of equipment with a special attribute, (e.g. dozer with winch) the dispatcher may contact the first available Contractor on the DPL with that specific attribute identified. **Only the attributes that are listed on the DPL may be utilized to deviate from the DPL ranking, and special attribute requests must be documented on the resource order form.**

When receiving a dispatch call, the Contractor shall confirm their availability and ability to meet the date and time needed as identified on the resource order, meeting contract specifications and applicable travel regulations. If the Contractor cannot be reached, is not able to meet the date and time needed, or provide the requested resource(s), the dispatcher may proceed with contacting the next available contractor identified on the DPL.

Dispatchers will document all actions and contacts in the appropriate system of record (CAD or ROSS).

Requests should not be placed outside the dispatch zone including GACCs, if contracted resources are available within the dispatch zone or GACC, unless request(s) are for **agency owned or agency cooperator resources only**, as designated on the resource order. With these assumptions identified, the following guidelines apply:

a. For Orders within a Local Dispatch Zone*:

The Host Dispatch Center must exhaust all resources on their DPL prior to placing requests outside of their zone or requesting incident-only EERAs, provided that the contracted resources can meet the needed date and time of the incident. **Note: This statement does not apply for initial attack.**

Once the Host Dispatch Center DPL is exhausted, requests may be placed using established dispatch ordering procedures (i.e.

placing requests for resources to their neighboring dispatch center(s) closest to the incident).

b. For Orders within a GACC*:

Once a Host Dispatch Center has exhausted their DPL and their neighbors can no longer fill their requests, requests for resources may be placed to their GACC. The GACC will place the requests to the closest dispatch center with contracted resources available to the incident.

c. For Orders outside a GACC*:

For requests placed to NICC from another geographical area, NICC will place the requests for resources to the closest GACC with contracted resources available to the incident.

For requests placed to a GACC from another geographical area, the GACC filling the request will place the requests for resources to the closest dispatch center with contracted resources available to the incident.

Example: The NWCC receives a request for equipment for a fire in Northern California; NWCC will place the request for equipment with the closest dispatch center to the incident in California (Medford, Klamath Falls, etc.) with contracted resources available.

NOTE:** As referenced under Dispatch Priority in Section 5 of this guide, the Government will normally dispatch contracted resources in accordance with this protocol; however, the number of resource requests in process and actual fire conditions at the time of dispatch may require a deviation from normal procedures in order to respond effectively to such conditions. Any such deviation will be within the discretion of the Government, and will not be deemed a violation of any term or condition of the agreement with the USFS or BLM. ***This deviation is applicable to all dispatch tiers, local, geographic, and national, when fire activity, conditions and/or preparedness levels reflect the need for this deviation.

B. Resource Lists

A Resource List is generated from non-competitive agreements, and the ranking may be based on the date the agreement is signed or other determining factor determined by the agency and not by a “best value” determination.

1. How to Use the Resource Lists

When receiving a request for non-competitive contracted resources listed on a Resource List, the dispatcher may contact any available Contractor on the

Resource List, regardless of the ranking, considering factors such as proximity to the incident, and price.

6. Resource Ordering and Status System (ROSS)

All requests for contracted resources will be created and placed in the Resource Ordering and Status System (ROSS) using established ordering procedures. Naming conventions and data entry standards will be followed when entering new vendor and resource information into ROSS. This information is located on the ROSS Web site at: <http://ross.nwccg.gov/>. Click on “Documents Library” for the current standards for data entry for resources & vendors.

Naming conventions and data entry standards shall apply when a resource item is entered into ROSS and/or when using the “Fill with Agreement” option.

Specific procedures for how the varying types of contracted resources will be entered into ROSS are identified below under resource and service items.

The decision made as to which category (resource item or service) contracted resources were placed into was based on agreement type (competitive or non-competitive), type of resource, and service provided by that resource. It was determined that all tactical resources would be entered as a resource item and some support resources due to frequency of use.

The Interagency Standards for the ROSS Operations Guide (ISROG) provides standard business practices for using ROSS within the interagency business community. This guide is located at the National Interagency Coordination Center Web site at: <http://www.nifc.gov/nicc/logistics/references.htm> under Reference Materials.

NOTE: Incident-only EERAs will be entered into ROSS using the “Fill with Agreement” option.

A. Resource Items

All contracted resources identified below will be “entered, maintained, and stasured” in ROSS as resource items. Resource items entered into ROSS will include information for Contractor, contract, and resource item.

Resource items will follow the applicable naming conventions and data entry standards as identified above when entering data and filling the request.

The following contracted resources will be entered into ROSS as a “resource item” with complete information as identified above:

Engines	Pumper Cats
Skidgines	Soft Tracks
Water Tender (Support)	Water Tender (Tactical)

Potable Water Truck	Gray Water Truck
Faller Modules	Bus, Crew Carrier
Helicopter Support Trailer	Communications Trailer
Crash Rescue Truck	GIS Unit
Mobile Laundry	

B. Service Items

For resources which are used by a contractor to provide a service (e.g. Road Grader, portable toilets, tents), dispatchers will not enter this equipment as a resource item, but will fill the request using the “Fill with Agreement” option in ROSS. When filling requests for these items, dispatchers will select the vendor name or if not available in ROSS, enter the vendor name and applicable agency agreement number.

Service items will follow the applicable naming conventions and data entry standards as identified above when using the “Fill with Agreement” option in ROSS.

The following contracted resources are considered services and will not be entered into ROSS as a Resource Item:

Clerical Support Units	Mechanic w/Service Truck
Refrigerated Trailer	Tents
Portable Toilets	Hand Washing Stations
Medical Equipment	Weed Washing Units
Transports	Vehicle w/Driver
Bus, Motor Coach	Bus, Shuttle
Chipper	Pack String
Office, Modular	Ambulance
Sleeper Unit, Mobile	Chainsaw Small Equipment Repair

7. Mobilization of Contracted Resources

A. Initial Attack

The following guidelines are applicable for initial attack (IA) occurring on Federal Lands (USFS & BLM) or any lands under agreement and protected by these federal agencies, and for cooperating agencies using contracted resources under agreement with the USFS and BLM.

During IA, dispatchers will utilize the closest forces concept. Contracted resources may or may not be ordered depending on incident needs. Host Dispatch Centers may use neighborhood/border agreements for agency and agency cooperator resources, Dispatch Priority Lists (DPLs), Resource Lists, and incident-only EERAs to meet IA needs.

If a DPL or a Resource List is used for IA, the dispatcher may order the closest contracted resource to the incident to meet immediate needs. However, whenever possible based on the date and time needed, the established DPL ranking should be followed. Incident-only EERAs should be requested only if all other contracted resources cannot meet the incident's needs.

Dispatchers will document all actions and contacts in the appropriate system of record (CAD or ROSS).

Additional information on procedures is located under the Dispatch Priority section of this guide, and under the Forest Service solicitation language found within the agreement in Section D.6.1, Dispatch Priority.

1. Transition from Initial Attack to Extended Attack

If the incident transitions from IA to extended attack, incident-only EERAs for contracted resources may or may not be replaced with contracted resources from the DPL, based on the decision by the Incident Commander (IC) to meet specific incident objectives or operational needs. However, if additional contracted resources are requested by the IC, the DPL will be used.

B. Extended Attack

The following guidelines are applicable for extended attack/large fire support incidents occurring on Federal Lands (USFS & BLM) or any lands under agreement and protected by these federal agencies, and for cooperating agencies using contracted resources under agreement with the USFS and BLM.

The Host Dispatch Center must exhaust all available resources on their DPL prior to placing requests for contracted resources outside of their zone or requesting incident-only EERAs, provided that the contracted resources on the DPL can meet the needed date and time of the incident.

Orders for contracted resources will be placed with the first available Contractor identified on the DPL until:

- 1) Contractor cannot be reached
- 2) Contractor cannot fill the order
- 3) Contractor cannot meet the date and time needed

If the Contractor cannot be reached, cannot fill the order, or is not able to meet the date and time needed, the dispatcher may proceed with contacting the next available Contractor identified on the DPL.

When receiving a dispatch call, the Contractor shall confirm availability and ability to meet specified timeframes identified on the resource request.

If the agreed upon date and time is different than what the resource order states, the dispatcher filling the request will have documented the agreed upon date and time in ROSS after discussion and concurrence from the ordering unit.

The Contractor shall check in with the incident at the date and time agreed upon when dispatched.

Dispatchers will document all actions and contacts in the appropriate system of record (CAD or ROSS).

Prior to departing for the incident, the Contractor shall provide to the dispatcher, the complete name of each person dispatched with the contracted resource, and the ETD and ETA from point of dispatch to incident reporting location.

Host Dispatch Centers may use a FAX or email to provide a hard copy of the resource order to the Contractor prior to their departure to the incident. The Contractor shall furnish a copy of the agreement, resource order and request information upon arrival and check in at the incident.

8. Availability of Contracted Resources

The Contractor is responsible for maintaining their current status (available/unavailable) by informing the Host Dispatch Center of their availability, or if available to the Contractor through their Host Dispatch Center, will self-status their availability in ROSS. When contracted resources are statused as unavailable, the resources will not be eligible for dispatch under these guidelines.

Self-status is available only to contracted resources entered into ROSS as a resource item. Refer to Resource Items, Section 6 of this guide for a list of contracted resources identified as resource items.

Dispatchers will document all actions and contacts in the appropriate system of record (CAD or ROSS).

Dispatchers may not hold contracted resources in reserve as a contingency force in a non pay status when that resource is available.

9. Reassignment of Contracted Resources

A. Reassigned from Incident to Incident

Based on contracted resource availability and need, a contractor may be reassigned from one incident to another. Local dispatch centers and GACCs will ensure local and area DPLs are exhausted and/or contracted resources not available, prior to reassigning out of area contracted resources to other incidents.

B. Released to Host Dispatch Center

Contractors shall not seek out reassignments once released from the incident to the Contractor's host dispatch center. Any new resource order must originate from the Contractor's Host Dispatch Center.

Dispatchers will document all actions and contacts in the appropriate system of record (CAD or ROSS).

10. Demobilization of Contracted Resources

The Incident Commander (IC) will determine the priority of demobilization. When demobilizing contracted tactical equipment, Contractors awarded I-BPAs as a result of competitive solicitations, shall be given priority to remain on the incident over tactical equipment with incident-only EERAs, unless the IC determines it necessary to deviate based on a specific incident need or objective. ***This applies to contracted tactical equipment only, and not all contracted resources.***

Incident-only EERAs are for the duration of the incident only, and will terminate at the end of the incident.

Dispatchers will document all actions and contacts in the appropriate system of record (CAD or ROSS).

11. Cancellation of Contracted Resources

If the resource order is cancelled after the resource order has been confirmed, filled, and the resource is enroute to the incident, the resource is considered mobilized. Payment will be made in accordance with the agreement by the resources host unit agency.

Dispatchers will document all actions and contacts with in the appropriate system of record (CAD or ROSS).

12. Ordering/Filling Procedures for Contracted Resources in ROSS

When ordering and filling requests with contracted resources, consider incident needs, location of the incident, and the requested needed date and time. Determine the type of resource needed, including specific needs such as gallon capacity, special equipment attributes, length of equipment and all-wheel drive taking into consideration narrow, steep, mountainous roads. Once this information is identified and order placed in ROSS, consult the appropriate DPL or Resource List.

In this section, specific ordering and filling procedures have been identified for contracted resources with unique features or procedures identified, however not all contracted resources are listed in this guide. For resource items not listed, follow the national

guidelines outlined in the Interagency Standards for ROSS Operations Guide (ISROG), applicable mobilization guides, and the Resource Ordering and Status System (ROSS) Users Guide.

When filling orders with contracted resources, requests will be filled utilizing the national data entry standards for resources. This information is located on the ROSS Web site at: <http://ross.nwccg.gov/>. Click on “Documents Library” for the current standards for data entry for resources & Contractors.

Refer to Section 6, Resource Ordering and Status System of this guide for which contracted resources items identified below are a fill as “resource item” or as a “Fill with Agreement” equipment item.

NOTE: Typing information for resources have been identified in agency(s) solicitations. Although certain resource typing has been identified in ROSS, some resources may not be identified by type as identified in the agency(s) solicitation/agreement. When applicable, type of resource should be specified in “special needs” of the request.

A. Buses

1. Typing Information

Buses, crew carriers will be listed on a Dispatch Priority List. All other bus type requests are to be filled using the “Fill with Agreement” option in ROSS.

Buses are typed as:

- **Buses, Crew Carriers** (school type buses), appropriate for gravel or mountain roads for short duration travel, typical for transportation of 22-person crews
- **Buses, Coach**, 40+ passenger with bucket type seating, toilet
- **Buses, Shuttle**, 16+ passenger, does not include 15-passenger vans, appropriate for incident shuttle use

2. Naming Conventions

BUS – CREW CARRIER – CONTRACTOR NAME – LICENSE #

BUS – COACH – CONTRACTOR NAME – LICENSE #

BUS – SHUTTLE – CONTRACTOR NAME – LICENSE #

3. How to Order

Order in ROSS; consider Special Needs – does the bus need to stay with the crew or not?

CATALOG: Equipment
CATEGORY: Transportation
CATALOG ITEM: Transportation, Bus, Crew Carrier
Transportation, Bus, Coach
Transportation, Bus, Shuttle

In general, the dispatch center filling the crew request orders and fills the bus as a “**support request**” for the crew; then either passes the control of the support request in ROSS for the bus to the ordering unit, or retains control of the request based on crew and incident needs. Follow local dispatch ordering procedures.

4. How to Fill

Consider the needs and location of the incident. Use the Dispatch Priority List if filling with **Bus, Crew Carrier**. Available Contractors on the Dispatch Priority List must be contacted in the order of the Dispatch Priority List ranking. If the Contractor is not available or cannot meet the needed date and time of the incident, contact the next available Contractor on the Dispatch Priority List. **Bus, Coach and Bus, Shuttle** are provided on Resource Lists. **For Bus, Crew Carrier** requests use **Fill as a Resource Item in ROSS**. **For Bus, Coach and Bus, Shuttle**, use the **Fill with Agreement** option in ROSS.

NOTE: The VIN # must match what is assigned to the Host Dispatch Center. Request the VIN# from the Contractor and ensure that it is one assigned to your dispatch center on the Dispatch Priority List. The Contractor cannot swap buses. Many of these companies have agreements elsewhere and we must ensure that they are using the buses that have been assigned to the Host Dispatch Center.

B. Clerical Support Units

Clerical Support Units will be listed on a Dispatch Priority List.

1. Typing Information

Clerical Support Units will not be typed, but they will include at a minimum:

- 24-hour office service
- Fax Machine, 4-Line Telephone, 2 Computer workstations with DVD/CD Writer, Scanner, Laminator, basic office supplies
 - Capability to produce 400 copies of 40 pages twice per day in three hours or less
- 3 Photocopiers, Color Printer, 36"- Format Plotter
 - Basic word processing capability with Microsoft Office
 - Self contained climate controlled unit with 7 days supplies

Optional equipment includes internet capability via satellite internet access.

2. Naming Conventions

TRAILER – OFFICE – CONTRACTOR NAME – LICENSE #, ETC.

3. How to Order

Order in ROSS

CATALOG: Equipment
CATEGORY: Trailer
CATALOG ITEM: Trailer – Mobile Office

4. How to Fill

Consider the needs and location of the incident. Available Contractors on the Dispatch Priority List must be contacted in the order of the Dispatch Priority List ranking. If the Contractor is not available or cannot meet the needed date and time of the incident, contact the next available Contractor on the Dispatch Priority List. Use the **Fill with Agreement** option in ROSS.

C. Faller Modules & Single Fallers

Faller Modules will be listed on a Dispatch Priority List. Dispatchers will choose the Contractor highest in priority listed on the Dispatch Priority List that can meet the specified needed date and time of the incident. Each type of Faller Module will have its own priority list.

1. Typing Information

All Fallers are dispatched with PPE, two (2) chainsaws, and a 4X4 vehicle:

- **Type 1 Professional Single Faller Module:** Single (1) Faller with three (3) years (over 3,000 hours) experience in the commercial logging industry as a timber faller
- **Type 1 Professional Faller Module:** two (2) Professional Fallers working as a module

2. Naming Conventions

MODULE – FALLER – T1 SINGLE – CONTRACTOR NAME, #, ETC
MODULE – FALLER – T1 MODULE – CONTRACTOR NAME, #, ETC

3. How to Order

Order in ROSS; specify in Special Needs the **type** of Faller Module needed.

CATALOG: Overhead
CATEGORY: Groups
CATALOG ITEM: Module, Faller

Both single fallers and faller modules will be ordered as Faller Modules in ROSS. ***Overhead requests for FALA, FALB, FALC, are for agency fallers only.***

4. How to Fill

Consider the needs and location of the incident. Available Contractors on the Dispatch Priority List must be contacted in the order of the Dispatch Priority List

ranking. If the Contractor is not available or cannot meet the needed date and time of the incident, contact the next available Contractor on the Dispatch Priority List. There are Dispatch Priority Lists for Type 1 Professional Single Fallers and Type 1 Professional Faller Modules. **Fill as a Resource Item in ROSS.** Contractors will have manifested fallers at each Host Dispatch Center, and they are not interchangeable between dispatch zones.

D. GIS Units

GIS Units will be listed on a Dispatch Priority List.

1. Typing Information

GIS Units are typed as 1 and 2, but all include at a minimum:

- Self contained, climate controlled unit
- Satellite or high speed internet
- ArcGIS 9.2 with extensions, Microsoft Office, Photo Editing software
- Color Printer, Large Format plotter
- Supplies for 7 days, White board with dry erase markers

Type 1 GIS Units have all of the above, with workspace and workstations for 5 workers

Type 2 GIS Units have all of the above, with workspace and workstations for 2 workers

GIS Units can be ordered with a GIS Specialist (GISS), at the following levels:

- GISS Level 1 – 1 year incident mapping experience (trainee)
- GISS Level 2 – 2 year incident mapping experience, must have completed Taskbook
- GISS Level 3 – 3+ years incident mapping experience, must have completed Taskbook

2. Naming Conventions

TRAILER – GIS – CONTRACTOR NAME – LICENSE NUMBER, ETC.

3. How to Order

Order in ROSS; specify the Type in Special Needs, with or without GISS, and what level?

CATALOG: Equipment
CATEGORY: Trailer
CATALOG ITEM: Trailer – GIS

4. How to Fill

Consider the needs and location of the incident. Available Contractors on the Dispatch Priority List must be contacted in the order of the Dispatch Priority List

ranking. If the Contractor is not available or cannot meet the needed date and time of the incident, contact the next available Contractor on the Dispatch Priority List. **Fill as a Resource Item in ROSS** if the GIS Trailer is statused as a Resource Item, if not use the **Fill with Agreement** option in ROSS.

E. Gray Water Trucks

1. Typing Information

Gray Water trucks are typed as:

- **Type 1** 4000 gallons +
- **Type 2** 2500 – 3999
- **Type 3** 1000 – 2499
- **Type 4** 400 – 999

2. Naming Conventions

GRAY WATER TRUCK – T1 – CONTRACTOR NAME – LICENSE NUMBER, ETC.
GRAY WATER TRUCK – T2 – CONTRACTOR NAME – LICENSE NUMBER, ETC.
GRAY WATER TRUCK – T3 – CONTRACTOR NAME – LICENSE NUMBER, ETC.
GRAY WATER TRUCK – T4 – CONTRACTOR NAME – LICENSE NUMBER, ETC.

3. How to Order

Order in ROSS; specify type or gallon size needed in Special Needs if applicable

CATALOG: Equipment
CATEGORY: Miscellaneous
CATALOG ITEM: Truck, Gray Water

4. How to Fill

Consider the needs and location of the incident. Available Contractors on the Dispatch Priority List must be contacted in the order of the Dispatch Priority List ranking. If the Contractor is not available or cannot meet the needed date and time of the incident, contact the next available Contractor on the Dispatch Priority List. **Fill as a Resource Item in ROSS.**

F. Handwashing Stations & Portable Toilets

1. Typing Information

Portable Toilets:

- Are either standard or wheelchair accessible
- Service shall be provided twice daily

Handwashing Stations (Portable):

- Minimum of two (2) basins with one foot operated pump per basin

- Large basin with two (2) spigots is acceptable as long as there is one foot operated pump per spigot
- Service shall be provided twice (2) daily

Handwashing Stations (Trailer Mounted):

- Minimum of eight (8) sinks
- Each sink shall provide hot & cold water, & one (1) liquid soap dispenser with phosphate free soap, & paper towel dispenser for every two (2) sinks
- Minimum of 250 gallons of potable water storage
- Minimum of 500 gallon storage capacity for gray water
- Self-contained & includes a power source or generator
- Adequate lighting
- Service shall be provided twice (2) daily

2. Naming Conventions

HANDWASHING STATION – PORTABLE – CONTRACTOR NAME – ID# or LICENCE#

HANDWASHING STATION – TRAILER MOUNTED – CONTRACTOR NAME – ID# or LICENCE #

TOILET – PORTABLE – CONTRACTOR NAME – ID# or LICENCE #

3. How to Order

Order in ROSS; Handwashing Stations are ordered on an Equipment Request; Toilets are ordered on a Supply Request

CATALOG: Equipment
CATEGORY: Miscellaneous
CATALOG ITEM: Handwashing Station (Portable or Trailer Mounted)

CATALOG: Supply
CATEGORY: Service, Sanitation
CATALOG ITEM: Porta Potties

4. How to Fill

Consider the needs and location of the incident. Available Contractors on the Dispatch Priority List must be contacted in the order of the Dispatch Priority List ranking. If the Contractor is not available or cannot meet the needed date and time of the incident, contact the next available Contractor on the Dispatch Priority List. Use the **Fill with Agreement** option in ROSS.

G. Mechanics w/Service Trucks

To order a Mechanic w/Service Truck in ROSS, you must order as a Service Truck with Mechanic (Truck, Service (w/mechanic)). Service trucks have three types of classifications in their agreements. However, ROSS does not give you an option to

pick a classification such as Type 1, 2 or 3. Therefore you must document in the “Special Needs” block which type you want.

1. Typing Information

When placing an order, you are ordering **the type of mechanic** you want. Mechanics and Service Trucks are classified as the following:

- **Type 1 Mechanic w/Service Truck**, appropriate for heavy construction or logging equipment
 - Capability to work on dozers, graders, excavators, etc.
 - Mechanic has minimum of 3 years experience at journeyman level for heavy construction and logging equipment
- **Type 2 Mechanic w/Service Truck**, appropriate for autos, light & heavy trucks
 - Capability of working on light and heavy trucks, class 1 – 8
 - Mechanic has minimum of 3 years experience at journeyman level on all classes of light and medium trucks.
- **Type 3 Mechanic w/Service Truck**, appropriate for inspection & diagnostic services only
 - Mechanic has minimum of 3 years experience at journeyman level on all classes of light and medium trucks.

2. Naming Conventions

SERVICE TRUCK – T1 – CONTRACTOR NAME – MECHANIC NAME, LICENSE #
SERVICE TRUCK – T2 – CONTRACTOR NAME – MECHANIC NAME, LICENSE #
SERVICE TRUCK – T3 – CONTRACTOR NAME – MECHANIC NAME, LICENSE #

3. How to Order

Order in ROSS; specify type of mechanic wanted in Special Needs

CATALOG: Equipment
CATEGORY: Miscellaneous
CATALOG ITEM: Truck, Service

4. How to Fill

Consider the needs and location of the incident. Available Contractors on the Dispatch Priority List must be contacted in the order of the Dispatch Priority List ranking. If the Contractor is not available or cannot meet the needed date and time of the incident, contact the next available Contractor on the Dispatch Priority List. The Dispatch Priority List is sorted by mechanic, not by service truck or Contractor. Use the **Fill with Agreement** option in ROSS.

Because the Dispatch Priority List is sorted by mechanic and not Contractor, rotation of mechanics through long-duration assignments can result in using mechanics out of priority dispatch order. To avoid this, the incident needs to either release the first

mechanic and place a new request, or give the mechanic in place days off as needed to mitigate work/rest guidelines.

H. Mobile Laundry Units

1. Typing Information

- **TYPE 1:** Requirements for Type 1 unit:
 - Minimum production capability of 2500 pounds per day
 - Ability to clean laundry from multiple personnel in single loads (i.e., net-bagged laundry).
- **TYPE 2:** Requirements for Type 2 unit:
 - Minimum production capability of 1500 pounds per day

2. Naming Conventions

MOBILE LAUNDRY – CONTRACTOR NAME – LICENSE NUMBER, ETC.

3. How to Order

Order in ROSS

CATALOG: Equipment
CATEGORY: Miscellaneous
CATALOG ITEM: Laundry, Mobile

4. How to Fill

Consider the needs and location of the incident. Available Contractors on the Dispatch Priority List must be contacted in the order of the Dispatch Priority List ranking. If the Contractor is not available or cannot meet the needed date and time of the incident, contact the next available Contractor on the Dispatch Priority List. Use the **Fill with Agreement** option in ROSS.

I. Potable Water Trucks

1. Typing Information

Potable Water trucks are typed as following:

- **Type 1** 4000 + gallons
- **Type 2** 2500 – 3999
- **Type 3** 1000 – 2499
- **Type 4** 400 – 999

2. Naming Conventions

WATER TENDER – POTABLE – T1 – CONTRACTOR NAME – LICENSE #
WATER TENDER – POTABLE – T2 - CONTRACTOR NAME – LICENSE #
WATER TENDER – POTABLE – T3 – CONTRACTOR NAME – LICENSE #

WATER TENDER – POTABLE – T4 - CONTRACTOR NAME – LICENSE #

3. How to Order

Order in ROSS; specify in Special Needs the type of Potable Water Tender needed

CATALOG: Equipment
CATEGORY: Tender, Water
CATALOG ITEM: Tender, Potable Water

4. How to Fill

Consider the needs and location of the incident. Available Contractors on the Dispatch Priority List must be contacted in the order of the Dispatch Priority List ranking. If the Contractor is not available or cannot meet the needed date and time of the incident, contact the next available Contractor on the Dispatch Priority List. **Fill as a Resource Item in ROSS.** Potable Water Trucks are required to be statused in ROSS as a Resource Item unless it is an incident-only agreement (EERA).

J. Refrigerated Trailers (aka Refer Truck)

1. Typing Information

None identified.

2. Naming Conventions

REFRIGERATOR TRAILER – CONTRACTOR NAME – LICENSE #

3. How to Order

Order in ROSS; specify type of refrigerated trailer needed in Special Needs; be aware of length of trailer for any road conditions or problems.

CATALOG: Equipment
CATEGORY: Miscellaneous
CATALOG ITEM: Truck/Trailer, Refrigeration

4. How to Fill

Consider the needs and location of the incident. Available Contractors on the Dispatch Priority List must be contacted in the order of the Dispatch Priority List ranking. If the Contractor is not available or cannot meet the needed date and time of the incident, contact the next available Contractor on the Dispatch Priority List. Use the **Fill with Agreement** option in ROSS.

K. Tents

Tents are classified as four types in the agreement. ROSS does not give you an option to choose a tent by type, so you must document the type of tent requested in the Special Needs block of the request.

1. Typing Information

Tents are typed as follows:

- **Type 1** 1201 – 2001 square feet
- **Type 2** 701 – 1200 square feet
- **Type 3** 501 – 700 square feet
- **Type 4** 200 – 500 square feet

2. Naming Conventions

TENTS – TYPE – CONTRACTOR NAME – ID#

3. How to Order

Order in ROSS; specify in Special Needs the Type of Tent needed.

CATALOG: Equipment
CATEGORY: Miscellaneous
CATALOG ITEM: Tent

4. How to Fill

Consider the needs and location of the incident. Available Contractors on the Dispatch Priority List must be contacted in the order of the Dispatch Priority List ranking. If the Contractor is not available or cannot meet the needed date and time of the incident, contact the next available Contractor on the Dispatch Priority List. Use the **Fill with Agreement** option in ROSS.

L. Water Handling Equipment (Engines, Tenders, Skidgines, Soft Tracks, etc.)

Water Handling Equipment, including engines, water tenders and heavy water handling equipment (skidgines, pumper cats and soft tracks) were solicited in 2007, and the agreement is managed by the USFS. The awards were given for a three year period (2007 – 2009) and are evaluated yearly. This water handling equipment will be re-solicited in 2010.

1. Typing Information

Engine, water tender and heavy water handling equipment typing information can be found in the Interagency Standards for Fire and Fire Aviation Operations and the Interagency Incident Business Management Handbook.

2. Naming Conventions

ENGINE – TYPE, (e.g. T1) – CONTRACTOR NAME – LICENSE #
WATER TENDER – TYPE, (e.g. T1) – CONTRACTOR NAME - LICENSE #
PUMPER CAT – TYPE, (e.g. T1) – CONTRACTOR NAME - LICENSE #
SKIDGINE – TYPE, (e.g.T1) – CONTRACTOR NAME – LICENSE #
SUPER SKIDGINE – TYPE, (e.g.T1) – CONTRACTOR NAME - LICENSE #
SOFT TRACK – TYPE, (e.g. T1) – CONTRACTOR NAME, LICENSE #

3. How to Order

Order in ROSS; consider special needs – gallon capacity for heavy equipment, foam, etc.

CATALOG: Equipment
CATEGORY: Engine, Tender, Water or Miscellaneous
CATALOG ITEM: Various

4. How to Fill

Consider the needs and location of the incident. Available Contractors on the Dispatch Priority List must be contacted in the order of the Dispatch Priority List ranking. If the Contractor is not available or cannot meet the needed date and time of the incident, contact the next available Contractor on the Dispatch Priority List. **Fill as a Resource Item in ROSS.** Water handling equipment should be filled and statused in ROSS as a resource item unless it is an incident-only agreement (EERA).