

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



**NORTHERN COLORADO INTERAGENCY TYPE II
HANDCREW OPERATING GUIDELINES**

Effective: January 1, 2005



Participants:

**Larimer County Sheriff's Office - Emergency Services
Boulder County Sheriff's Office – Emergency Services
Arapaho-Roosevelt National Forests
Rocky Mountain National Park
Americorp**

The Larimer County Sheriff's Office (LCSO), Boulder County Sheriff's Office (BCSO), Arapaho and Roosevelt National Forest (ARF), Rocky Mountain National Park (RMP) and Americorp agree to participate in two Interagency Type II Handcrews following the guidelines and components outlined in this document. The crews will be listed as CRW2 in ROSS. (See matrix, page 9) The crew name is: Northern Colorado 1 & 2 - Type II Handcrew.

These Operating Guidelines will be reviewed and approved annually by the Northern Front Range Wildland Fire Cooperators Board to ensure compliance with participating agencies policy.

Season of Operation

One Northern Colorado Interagency Crew will be in available status for the entire calendar year. The second crew will be in available status from June 10 through August 10. One or both crews may be listed as unavailable by the participating Cooperators via weekly conference calls.

Crew Typing:

The Northern Colorado Interagency Crews will be configured and listed in ROSS as a CRW2. If the crew meets the standards for a CRW2-IA (Initial Attack) capable crew at the time of dispatch it will be listed as IA capable in ROSS for the duration of the assignment.

Availability

The Northern Colorado Interagency Crews will be listed as available for local, regional and national assignment. The crew will not be removed from available status without the consensus of all agencies participating in crew components. Pre-season as well as ongoing evaluation should be made by each cooperating agency to insure adequate resources are available for initial attack coverage on home units and for support of agency crew components. Additional crews may be mobilized as needed or as resources permit. All agency party to this agreement will be given an opportunity to participate when any additional crews are made available.

Notification of Crew order

Ft. Collins Interagency Dispatch Center (FTC) will list the handcrew as available in ROSS. FTC will not provide any "Heads-up" notification of a potential resource order. Participating agencies will be expected to respond at the time of an order. FTC will notify agency contacts by pager that a crew resource order has been received and establish a time and telephone number for a conference call. Agency administrators will determine Crew leadership, transportation method, meeting point, equipment needs, etc...) during this conference call. FTC will implement decisions made at this call. Every attempt will be made to follow the leadership rotation listed below but final decisions will be made on the conference call.

Standard Crew Components

1. The following positions are considered to be the standard crew structure:
 - Crew Supervisor (1 CRWB),
 - Crew Supervisor Trainee (1 CRWB(T) optional)

- FFT1 (3), 1-LCSO/ BCSO, 2-ARF. ICT5's are required for CRW2-IA standard.
 - Sawyers (2) (3) for CRW2-IA standard. **See Faller/Sawyer section.**
 - Firefighters (the balance of the remaining 20), 40% of the crew must have one season of experience. When possible a minimum of 1 EMTB qualified firefighter.
2. Agency commitments for the Northern Colorado Inter-agency Fire Crew(s) (May be adjusted at time of conference call):
- Larimer County Sheriff's Office. 5 (1-CSFS)
 - Arapaho - Roosevelt National Forest 7 (3-CLRD / 3-South Zone / 1-SRD)
 - Rocky Mountain National Park 2
 - Boulder County Sheriff's Office 2
 - Americorp 4

The Colorado State Forest Service may provide one crewmember when a position is available and CSFS has personnel to fill the position. This position will be from the Larimer County Component or will fill in for a Cooperator that can not fill their designated slots.

Agencies unable to meet their crew commitment should contact Fort Collins Dispatch Center at 498-1348 as soon as possible. FTC will advise the other cooperators to assist in filling remaining crew components.

Crew Supervisors:

Crew Supervisors for the Northern Colorado Crew will be determined during the pre-dispatch conference call. Whenever possible, the CRWB position will be rotated between ARF, RMP and LCSO. The general Crew Supervisor rotation will be as follows:

- NPS Crew Supervisor / LCSO Crew Supervisor Trainee
- LCSO Crew Supervisor / USFS Crew Supervisor Trainee
- USFS Crew Supervisor / NPS Crew Supervisor Trainee

Crew Supervisor Trainees:

Any time the Northern Colorado Crew is dispatched, an effort will be made to assign a Crew Supervisor Trainee.

The Trainee should be assigned from an agency other than that of the Crew Supervisor. The Crew Supervisor Trainee will be part of that agencies normal crew component.

Crew Supervisors and Crew Supervisor trainees assigned to Northern Colorado Interagency Crews may not accept other fire assignments away from the crew.

FFT1's and ICT5's (Squad Leaders):

Each Crew will have 3 FFT1's as Squad Leaders. Each agency (LCSO, BCSO and ARF) will provide an ICT5/FFT1 Squad Leader with their crew component, whenever possible, and must provide 3 ICT5/FFT1 when configured as a CRW2-IA Crew. Squad Leaders will be identified on the pre-dispatch conference call and documented on the crew manifest by FTC.

Fallers/Sawyers:

A minimum of three red card qualified faller/sawyers will be assigned to each crew whenever possible. When any USFS sawyers are assigned, one will be carded as FALB as a minimum. When the crew provides transportation from participating agencies, a combination of three saws can be provided for the crew between the USFS and/or LCSO at the time of dispatch. **On assignments where the crew is being flown out from our home base, saws may only be carried if authorized by the airlines or charter service.**

Emergency Medical Technician (EMT):

Every effort will be made to include a Colorado certified EMTB with each crew when possible, but this is not a required component.

Crew Manifests:

The following information will be provided to Fort Collins Dispatch Center for the Crew Manifest: Name, Position, Gender, Agency, Personal Weight, and Gear Weight.

Mobilization Time:

The crew will meet the national standard for mobilization of a Type II crew. This is 4 hours from time of notification by RMACC to assembly at the designated departure point.

Mobilization Method:

Listed by priority is the preferred means of travel, dependent on the destination and other logistical concerns at the time of dispatch.

In Colorado (or 400 mile radius):

- 1) By agency owned 4X4 vehicle (Suburban/6-Packs).
- 2) Leased bus or van.

In Region 2:

- 1) By agency owned 4X4 vehicles (Suburban/6-Packs).
- 2) By leased bus or vans.

Out-Of-Region: (See National (62.2) and Regional (22.3) mob guides for Tools and Saws guidance)

To be determined by receiving unit/Incident

Agency Vehicles:

To be coordinated during mobilization conference call, and will be drawn from a pool supplied by:

- a) Americorp – 2 Suburbans
- b) Rocky Mountain NP – 1 Six-pack
- c) Larimer County – 1 Suburban
- d) Boulder County – 1 Six-pack
- e) Arapaho-Roosevelt NF:
 - i) Canyon Lakes RD – 1 Six-pack
 - ii) Boulder/ Clear Creek RD – 2 Pick-ups
 - iii) Sulphur RD – 1 (model pending)

Designated Departure Point:

The crew will assemble all of its members at a departure point determined at the pre-dispatch conference call. Individual agencies may coordinate their components at other assembly points before all agencies assemble at the designated departure point. All components are expected to arrive at the departure point fire ready and ready to travel.

OPERATING GUIDELINES

Standard Crew Equipment Requirements

Radios: Each agency will furnish its overhead personnel (Crew Supervisor, Crew Supervisor Trainee, and Squad Leaders) with King programmable radios. A minimum of four radios should be taken on each dispatch to insure good inter-crew communications. These radios should be programmed with the Northern Front Range Interagency Frequency Plan to facilitate communications while traveling to and from an incident(s). The USA Logistical frequency of 163.100 should be the primary travel frequency. Radio assignments may be altered to accommodate digital or narrow band systems used by requesting unit/incident. Confirmation will be sought prior to mobilization. Family Radio Service (FRS) radios are not allowed.

Chainsaws: The Canyon Lakes Ranger District (USFS) or the Larimer County Sheriff's Office will provide a minimum of two chainsaws for the crew. Both agencies will maintain and store two saws for this function. Saws will be used on a rotational basis. Use of the LCSO saws will require completion of Equipment Rental Use forms. See National Mob Guide 62.2 and Regional Mob Guide 22.3 for information regarding mobilization of saws and hand tools.

Meals and Water: Unless traveling by air, the crew will be dispatched with rations and water sufficient for two meal periods. The crew is expected to arrive at the assembly point fed and self sufficient for a minimum of six hours. No special arrangements will be made to feed crew members who do not comply. Before being demobed from an incident, the Crew Supervisor should make meal and/or lodging arrangements with incident personnel, for the time the crew is in travel status. At a minimum, the crew should be double lunched.

First Aid Kits: 1 10-Person first aid kit, at a minimum, will be sent with each crew dispatched.

CREW SUPERVISOR AND CREW SUPERVISOR TRAINEE RESPONSIBILITIES

The crew supervisor is responsible for the management, organization and safety of the crew from the time of dispatch until the return of the crew back to their point of departure. Though the Northern Colorado Crew is interagency in nature, the crew supervisor regardless of agency affiliation is in command of the crew. Tactical decisions as well as administrative issues are the responsibility of the crew supervisor.

Crew Briefing:

It is mandatory that the crew supervisor and crew supervisor trainee present a briefing to the crew prior to departure which includes:

- Details of the assignment.
- Logistics including transportation method and travel plans.
- Crew organization and squad assignments.
- Review supplies, line gear and equipment.
- Collection of Task Books to be evaluated.
- Confirmation that Red Cards and photo ID's are in possession by all.
- Expectations on behavior and conduct.

Evaluations:

The crew supervisor is responsible for completing an evaluation of the crew supervisor trainee, and ensuring a crew evaluation is received from their fireline supervisor before leaving the incident. These evaluations will be submitted to Fort Collins Dispatch Center Manager upon return to Fort Collins.

The crew supervisor trainee will be responsible for submitting a copy of crew member performance for either superior performance or less than satisfactory performance, if applicable, for each individual working the incident (be specific when identifying problems).

Time Sheets:

Crew Supervisors are responsible for submitting completed, signed documents for their crew during the dispatch. The squad leaders, crew supervisor or supervisor trainee from each agency will serve as chief of party for that agency during travel to and from the point of departure. Time sheets for each agency providing crew members will be given to their chief of party for return back to home units. The accuracy of the firefighter time sheet upon completion is the responsibility of the firefighter with problems resolved by the crew supervisor before departing the incident or before disassembly of the crew upon return.

Disciplinary Action Procedures:

If any inappropriate behavior occurs while the crew is mobilized, it is the responsibility of the Crew Supervisor to take immediate steps to insure that the actions cease. If the behavior is serious enough to warrant an individual's demobilization or legal actions, FTC must be notified along with the appropriate personnel on the incident. FTC will then notify the involved cooperative agency. Specific details of the actions must be documented accordingly.

TIME REPORT PROCESSING AND PAY RATES

Because Inter-Agency Suppression Crews and single resources represent many different agencies, it is especially important for crew supervisors, strike team leaders, crew liaisons, and other miscellaneous overhead to understand their responsibilities in regard to Inter-agency Fire Business Management policy.

Emergency Firefighter Time Report

1. Be certain that each person has a time report and that it is posted each day. The local timekeeper **MUST** sign these reports prior to your departure from the incident.
2. Regular government, CSFS, BCSO and LCSO employees shall return with their Emergency Firefighter Time Report (EFTR) and submit this document to their normal timekeeper, i.e. home unit, for processing as soon as possible. LCSO/BCSO crew members shall submit their completed EFTR to their home unit for payment. LCSO/BCSO will then provide a detailed bill with copies of all EFTR's to CSFS for processing through CSFS to the appropriate agency for reimbursement.
3. Other cooperators shall process their firefighter time through their normal procedures, at their home unit.
4. Personnel dispatched as single resources are responsible for submitting their own time reports to their home unit.
5. County firefighters will be paid at the rates shown on the current Cooperative Resource Rate Form (CRRF), for their respective position. Classification of firefighters should be established prior to departure on the assignment. The pay rate can change during the assignment if the person's job changes. Reassignments at the incident; must be documented by the Finance Section.

Administratively Determined (AD) Pay Rates

1. Casual firefighters will be paid at the rate shown in FSH 5109.4 Inter-agency Fire Management Handbook. All non-federal employees will be paid at the standard AD Rate for the position they are filling.
 2. Classification of firefighters should be established prior to departure on the assignment. The pay rate can change during the assignment if the person's job changes. Reassignments at the incident; must be documented by the Finance Section.
- **AD-2** Crew member - skilled - infrequent faller, pump operator, etc.

- **AD-3** Crewmember assigned as sawyer with primary duty involving operation of chainsaw, Squad Leader, Crew Supervisor Trainee, Helitack Crew Member, Smoke Chaser.
- **AD-4** Crew Supervisor, Single Resource Supervisor, full time faller (not a crewmember), Engine Foreman.
- **AD-5** This rate is designated in Fire Business Management Handbook R2/4 Supplement (updated annually).
- All trainees for positions, which fall in the AD-3 to AD-4, will be paid at the level established in the Fire Business Management Handbook.

MOTELS, RESTAURANTS, CAR RENTALS, ETC.

For crewmembers and crew supervisors, all expenses should be picked up by the benefiting agency. In other words, there should be no out-of-pocket expenses that are reimbursable. In the rare case where this does not hold true, regular government employees should bring back receipts and submit them through normal reimbursement channels. Non-federal employees should submit bills for any reimbursable out-of-pocket expenses to the benefiting unit finance section on the incident when possible. When expenses are incurred en route home, receipts should be submitted to the benefiting agencies finance unit for processing.

Should a car rental be needed, make every effort to have the benefiting unit rent the vehicle for you and then submit any gas slips to the finance section prior to returning home. No benefiting unit can REQUIRE you to rent a vehicle at your own expense. Should YOU choose to do so, submit all bills to the finance section prior to returning, if you are a non-federal employee. Regular government employees can submit such bill on their per diem and charge the cost to the fire management code. All personnel will need to bring documentation (Resource Order Form) for the benefiting unit as to the reason why the car rental was needed and that it was an authorized expense if they should bring a bill home for payment.

WE CANNOT REQUIRE THAT CREWMEMBERS TAKE CASH AND/OR CREDIT CARDS WITH THEM ON A FIRE ASSIGNMENT; HOWEVER, IT IS HIGHLY RECOMMENDED.

Recommended Equipment:

Each crew member is expected to come equipped with line gear, personal gear pack, and sleeping bag ready for fire line assignment up to 14 days (Excluding travel). Required line equipment is as follows: (See National Mob Guide 62.2)

- 1 personal fire pack (red bag)
- 1 field pack web gear
- 1 hard hat w/chin strap
- 2 pair leather gloves
- 2 pair nomex pants
- 2 Nomex shirts
- 4 1 qt canteens (minimum)
- 1 pair goggles
- 1 pair ear plugs
- 1 pair lace-up, leather boots, 8 inch tops, lug soles
- 1 individual first aid kit
- 1 fire shelter
- 1 headlamp w/batteries
- 1 cloth sleeping bag
- 2 meals (ready to eat type meal)

Recommended additional equipment:

- bandannas
- socks (plenty)
- underwear and T-shirts 100% cotton, enough for 2 weeks
- jacket/sweater & cap
- rain gear
- tennis shoes
- ground cloth/ small tent(optional)
- toilet kit
- travelers check or cash (\$50.00)
- belt
- personal prescription drugs, extra glasses
- pocket notebook and pencil

Line gear and personal equipment must meet the following guidelines:

- Maximum weight for line gear and personal pack is 65 lb.
- No items are to be attached to the outside of packs
- Fire clothing and boots will be worn from point of departure to assignment during travel

MINIMUM CREW STANDARDS FOR MOBILIZATION
Effective 2002 Fire Season

Minimum Standards	Type 1	Type 2 with IA Capability	Type 2	Type 3
Fireline Capability	Initial attack/can be broken up into squads, fireline construction, complex firing operations (backfire)	Initial attack/can be broken up into squads, fireline construction, firing to include burnout	Initial attack, fireline construction, firing to include burnout	Fireline construction, fireline improvement, mop-up and rehab
Crew Size	18-20	18-20	18-20	18-20
Leadership Qualifications	Permanent Supervision Superintendent: TFLD, ICT4 Ass't. Supt.: STCR, ICT4 3 Squad Bosses: CRWB(T), ICT5	CRWB and 3 ICT5	CRWB and 3 FFT1	CRWB and 2 FFT1
Experience	80% 1 season or more	60% 1 season or more	40% 1 season or more	20% 1 season or more
Full-Time Organized Crew	Yes	No	No	No
Communications	5 programmable radios	4 programmable radios	4 programmable radios	3 programmable radios
Sawyers	3 agency qualified	3 agency qualified	0	0
Training	80 hours annual training	Basic firefighter training and/or annual firefighter safety refresher	Basic firefighter training and/or annual firefighter safety refresher	Basic firefighter training and/or annual firefighter safety refresher
Fitness	Arduous	Arduous	Arduous	Arduous
Logistics	Self-sufficient	Not self-sufficient	Not self-sufficient	Not self-sufficient
Maximum Weight	5,100 lbs.	5,100 lbs.	5,100 lbs.	5,100 lbs.
Dispatch Availability	1 hour	Variable	Variable	Variable
Production Factor	1.0	0.8	0.8	N/A
Transportation	Own transportation	Transportation needed	Transportation needed	Transportation needed
Tools & Equipment	Fully equipped	Not equipped	Not equipped	Not equipped
Personal Gear	Arrives with: crew first aid kit, personal first aid kit, headlamp, (4)1 qt. canteens, web gear, sleeping bag	Arrives with: crew first aid kit, personal first aid kit, headlamp, (4)1 qt. canteens, web gear, sleeping bag	Arrives with: crew first aid kit, personal first aid kit, headlamp, (4)1 qt. canteens, web gear, sleeping bag	Arrives with: crew first aid kit, personal first aid kit, headlamp, (4)1 qt. canteens, web gear, sleeping bag
PPE	Arrives with: hard hat, fire resistant shirt/pants, 8@ leather boots, leather gloves, fire shelter, hearing/eye protection	Arrives with: hard hat, fire resistant shirt/pants, 8@ leather boots, leather gloves, fire shelter, hearing/eye protection	Arrives with: hard hat, fire resistant shirt/pants, 8@ leather boots, leather gloves, fire shelter, hearing/eye protection	Arrives with: hard hat, fire resistant shirt/pants, 8@ leather boots, leather gloves, fire shelter, hearing/eye protection