

CENTRAL OREGON
INTERAGENCY DISPATCH CENTER
(COIDC)
OPERATING PLAN

Modification 1 – FS Agreement 05-FI-11060720-024

January 1, 2006 through December 31, 2010

OPERATING PLAN

In accordance with Master Cooperative Fire Protection Agreement

UNITED STATES DEPARTMENT OF AGRICULTURE
FOREST SERVICE
PACIFIC NORTHWEST AND NORTHERN REGIONS
NFS 04-FI-11060000-297
DUNS No. 929332484

UNITED STATES DEPARTMENT OF INTERIOR
BUREAU OF LAND MANAGEMENT
Oregon and Washington
HAI040007
DUNS No. 798067393

STATE OF OREGON
DEPARTMENT OF FORESTRY
03-Multi-6
DUNS No. 118959662

COIDC Operating Plan

Table of Contents

- I. PREAMBLE**

- II. INTERAGENCY COOPERATION**
 - A. PARTICIPATING AGENCIES**

 - B. PERSONNEL, EQUIPMENT, & FACILITIES**
 - 1. Personnel
 - 2. Equipment
 - 3. Facilities

 - C. AGENCY POLICIES**

 - D. INTERAGENCY GUIDANCE**

 - E. ADMINISTRATION**

 - F. COOPERATIVE AGREEMENTS**

 - G. INTERAGENCY COORDINATION**

 - H. NORTHWEST AREA NEIGHBOR CONCEPT**

- III. PREPAREDNESS**
 - A. PRESCRIBED FIRE**
 - 1. Reporting
 - 2. Burning Permits

IV. OPERATIONS

A. HOURS OF OPERATION

B. SUMMARIES OF ROLES AND RESPONSIBILITIES

1. COIDC Duty Officers
2. Line Officer
3. Fire Duty Officer
4. Dispatch Manager
5. Acting Dispatch Manager
6. Forest Supervisor/District Manager/Unit Manager
7. Division Chief
8. Unit Fire Personnel
9. Incident Commanders

C. DISPATCHING POLICIES

1. Coordination and Information Exchange
2. Block Card Dispatching
3. Priority
4. Closest Forces Concept
5. Extended Attack
6. Adding to Dispatch Staffing
7. Extended and Expanded Dispatch
8. Pre- and Post- Season Incidents

D. DISPATCH PROCEDURES

1. Fire Lookouts
2. Aerial Detection
3. Initial Attack/Tone Out Procedure

E. DETECTION AND REPORTING

1. Fires within the COIDC Response Area
2. Incidents outside of the COIDC Response Area
3. Fire Reporting by the Public
4. Fire Reporting by other Forest Service or Cooperators

F. RESOURCES

1. Tracking Resources
2. Move-ups and Prepositioning
3. Off-Unit / Out-of-Area Dispatches and Assignments
4. Chief-of-Party
5. Contract Resource Mobilization
6. Aircraft

G. INFORMATION MANAGEMENT

1. COIDC Mobilization Guide
2. Directories
3. Daily Situation Reports
4. Prescribed Fire Reporting
5. Fire Weather Dissemination
6. Resource Availability Lists
7. Helicopter / Aircraft Status
8. Visual Display
9. Public Information
10. Fire Danger Ratings
11. COIDC Internet Page

H. STATISTICAL FIRE REPORTS

1. Forest Service (FS)
2. Oregon Department of Forestry (ODF)
3. Bureau of Land Management (BLM)

I. AGENCY ADMINISTRATION WORK

1. Administrative Tracking
2. Law Enforcement

J. EMERGENCIES OTHER THAN FIRE

1. Search and Rescue
2. Aircraft Mishaps
3. Hazardous Materials Incidents
4. Emergency Medical Situations
5. Dams Breaches, Floods
6. Building Evacuations

K. COMMUNICATIONS SYSTEMS

1. Radio Systems
2. Telephone and Fax
3. Computers

V. SUPPLEMENTAL AGREEMENTS

VI. THIRD PARTY COST RECOVERY

FINANCIAL PLAN

SIGNATURES

I. PREAMBLE

This **OPERATING PLAN** is prepared pursuant to the Master Cooperative Fire Protection Agreement (FS No. NFS-04-FI-11060000-297) signed and dated April 13, 2004 and agreements documented in the 1997 Central Oregon Interagency Dispatch Operating Charter dated May 24, 1996. This plan supersedes all previous Central Oregon Interagency Dispatch Center (COIDC) Operating Plans.

The objective of this document is to provide the framework for operations at COIDC from **January 1, 2006 through December 31, 2010**. A 2006 Financial Plan is attached to this Operating Plan.

Annually, a new financial plan will be prepared as a modification to this agreement. Any operational changes will be documented in the COIDC Mobilization Guide, which is updated annually.

The **OBJECTIVES** at COIDC are:

- A.** To take appropriate action on all risk incidents consistent with land and resource management objectives.
- B.** To adequately train and condition personnel to perform the fire management job efficiently and safely.
- C.** To cooperate fully with other protection agencies in fire management activities.
- D.** Provide a full suite of dispatching services to all participating agencies.

The Function of COIDC is:

Central Oregon Interagency Dispatch Center will provide initial attack and support dispatch services. Specific dispatch services to be provided are:

- A.** Provide a center for information concerning the overall fire situation for all participating agencies.
- B.** Provide a single reporting point for fires occurring on or threatening protected lands.
- C.** Provide dispatching service which is sensitive to the different levels of protection dictated by land use allocations and is in compliance with jurisdictional responsibilities and agency/landowner objectives.
- D.** Provide a central contact point for the Northwest Coordination Center, adjoining fire protection agencies and local cooperators through which they can place resource orders for personnel and equipment hosted by Central Oregon Interagency Dispatch Center.
- E.** Provide a dispatching facility for all Shared Resources hosted by Central Oregon Interagency Dispatch Center.

- F.** Provide flight following services for all agency flights originating within or passing through protection areas.
- G.** During designated periods, provide a 24-hour per day telephone answering service for any incidents occurring within the protection boundaries of participating agencies.
- H.** Provide mobilization services for all Incident Management Teams hosted in Central Oregon.
- I.** Provide radio frequency management. Coordinate frequencies for units/sub-units and/or individual fires. Control non-critical radio traffic while emergency operations are in progress.
- J.** Provide dispatch services support for Walker Range Protection Association, under the "Fire Forest" concept (Chapter 40 of the Northwest Area Mobilization Guide).
- K.** Prepare/update preseason plan, guides, forms, charts, personnel records, etc. Prepare Interagency Mobilization Plan, specific action and preparedness guide, daily staffing forms, fire activity summary forms, daily weather records, and fire financial record forms; develop/revise dispatching system, including dispatch maps, response levels and mobilization procedures; maintain/update fire records for all personnel, including preparation of red cards; maintain/update prescribed fire qualifications/training for all personnel. Provide input to development of Fire danger Operating Plans. Provide COIDC update for Northwest Area Mobilization Guide.
- L.** Receive and edit individual fire reports from the unit/sub-units. Submit completed fire reports to the appropriate agency database.
- M.** Provide extended dispatching services for all fires that escape initial attack. Plan for and establish an Expanded Dispatch organization for large fire or multiple fire activity.
- N.** Assure that sufficient initial attack forces are available within established time standards to meet fire management objectives. Involves ordering of out of area resources when necessary.
- O.** During fire season, provide administration, operation and technical monitoring of various data systems, including:
 - 1. Provide information to Fire Managers on lightning storm activity.
 - 2. Administer NFDRS/WIMS
 - a. Receive, monitor and distribute fire/weather forecasts and fire danger indices to field units and offices.
 - b. Receive and evaluate daily coded weather and input into WIMS system.
 - c. Revise and update station catalogs.

- P.** Keep Regional Coordinator and all cooperative agencies advised of:
 - 1. The status of all fire resources, including Shared Resources.
 - 2. Current and anticipated fire/weather conditions.
 - 3. All fire activity in the area.
 - 4. Regional and National fire activity.
- Q.** Center Manager will provide current fire information to news media - coordinated through jurisdictional Public Information Offices or local Fire Managers.
- R.** Prepare post-season reports as needed for cooperating agencies.
- S.** Administer Aerial Detection Program. Schedule aircraft and observers when called for by Specific Action and Preparedness Guide or upon specific requests from units/sub-units.
- T.** Schedule and coordinate administrative aircraft travel, utilizing contract and agency aircraft.
- U.** Monitor all aircraft use to insure compliance with agency regulations and inform the appropriate Aviation Officer of any noncompliance.
- V.** Provide assistance for prescribed burning operations by;
 - 1. Monitoring status of burns.
 - 2. Notifying adjoining agencies of planned burns.
 - 3. Obtaining special weather forecasts and other information or resources as needed.
 - 4. Provide operations required by the Oregon Smoke Management Plan.
 - 5. Obtain annual burning information.
- W.** Provide technical assistance and/or personnel for various projects, such as prescribed burning, tree planting/thinning, special studies, computer use, etc.
- X.** For fires on federal lands priority will be given to National and Regional contracts for all contracted water tenders, engines & crews, when local agency resources are unavailable. For fires on ODF protected lands the federal crew contract will not be given top priority. Otherwise the normal contract ordering concept for Central Oregon resources will be utilized. (Ordering procedure detailed in source list maintained at COIDC) All others will be hired according to Agency emergency equipment rental agreements, contracts and guidelines
- Y.** Provide Incident Qualifications and Certification System (IQCS) management and oversight for federal personnel. Provide IQS management and oversight for state personnel.
- Z.** Provide coordination and tracking of Incident training.

II. INTERAGENCY COOPERATION

A. PARTICIPATING AGENCIES

COIDC provides dispatching services for the following agencies:

- **Central Oregon District of the Oregon Department of Forestry (ODF)**
- **Deschutes National Forest, USDA Forest Service (FS) (DEF)**
- **Ochoco National Forest, USDA Forest Service, (FS) (OCF)**
- **Prineville District, Bureau of Land Management (BLM), Department of Interior (PRD)**

B. PERSONNEL, EQUIPMENT, AND FACILITIES

1. Personnel

The organization at COIDC consists of one Center Manager, two Federal Assistant Managers, one ODF Coordinator, three Federal PFT Dispatchers, one Federal PFT Shared Resources Dispatcher, one PSE Intelligence Dispatcher, one ODF IA seasonal Dispatcher, four Federal 1039 logistical/shared resources dispatchers. This number of personnel allows for seven day coverage of four radio consoles, intelligence/extended attack and shared resources.

Day-to-day supervision of the Center Manager will be provided by the Executive members, regardless of agency affiliation. Day-to-day supervision of the Assistant Center Managers will be provided by the Center Manager, regardless of agency affiliation. Technical supervision will be provided by specific agency personnel.

Specific regulations, policies, and procedures of the agency hiring/employing each individual will be followed. The agency managers shall be consulted regarding performance evaluations or disciplinary actions.

2. Equipment

Radio equipment and telephone service for the dispatch office are furnished by all agencies. Access to ODF, FS, and BLM, radio frequencies is granted to COIDC.

VEHICLES - Per #40 of the Master Agreement, all signed parties to the agreement will be authorized to drive each other's vehicles, if the driver is currently trained to their agency standard. Refer to FSM 1500-WO Interim Directive (id-1580-2002-2 effective 11/12/02-05/24/04) External Relations Chapter 1580 Grants, Cooperative Agreements and other Agreements.

Based on Agriculture Property Management Regulations (AGPMR) 104-38.5002 and 104-38.5005 and FSM 6410, a cooperator may drive a Government Owned Vehicle when all the following conditions exist:

- a. The Forest Service and the cooperator have executed a statutorily authorized written agreement in which the use of a Government Owned Vehicle is specified as part of the Forest Service contribution,
- b. The Government Owned Vehicle must be used for official Forest Service use only and in accordance with the terms of the agreement,
- c. Only properly licensed and qualified drivers may operate the vehicles,
- d. Drivers must have completed a defensive driving course within the last 3 years,
- e. Drivers must have received and read a copy of the Driver Operating Guide, EM-7130-2.
- f. The cooperator provides proof of and maintains comprehensive liability insurance. The cooperator shall carry policies of not less than \$250,000 per occurrence for bodily injury and property damage.

ODF will provide:

- Two PC with access to the ODF computer system (wireless bridge)
- Two copies of Spot Fires Software
- One radio console

FS /BLM will provide:

- Fifteen PCs
- Five radio consoles
- One color ink jet printer
- One non-color laser
- One scanner
- Three FAX machines

3. Facilities

Facilities for housing COIDC are furnished by the BLM.

C. AGENCY POLICIES

Differences exist in policies and legal requirements of the agencies for which COIDC dispatches. COIDC personnel will operate within the appropriate parameters relative to each agency.

Agency specific policies can be found in the numerous manuals, operating plans, and guides such as: Oregon Department of Forestry Incident Mobilization Plan, and Fire Directory and directives, ODF Aviation Procedures Manual, 2006 Airtanker Operations Plan, Central Oregon District (ODF) Mobilization Plan, NICC and NWCC Mobilization Guides; Central Oregon Fire Management Plan; Central Oregon Cooperative Wildland Fire Agreement; ODF, BLM and USFS manuals and handbooks; Interagency Standards for Fire and Aviation Operations (Red Book).

D. INTERAGENCY GUIDANCE

Overall guidance of COIDC is provided by the COIDC Steering Committee.

1. The Executive members of the COIDC Steering Committee consist of the Interagency Fire Management Officer for Central Oregon Fire Management Service, the Unit Forester for Prineville-Sisters Unit ODF, and a Divisional FMO for Central Oregon Fire Management Service. The role of the Steering Committee members is to provide broad general direction, supervision, and evaluation to the Center Manager from the Agency level. They have final approval for organization, budget, and functions of COIDC. The chairperson rotates on an annual basis.
2. The COIDC Operations Group consists of the Fire Management Officer for the Central Oregon Fire Management Service, the Unit Forester for Prineville-Sisters Unit ODF, a Divisional FMO for Central Oregon Fire Management Service, and the Center Manager for COIDC. Representatives of the Warm Springs Agency and Walker Range Fire Protection Association will act as ex-officio members of this group. All representatives will delegate their authority if they are unable to participate in the scheduled meetings. The Chairperson will rotate annually. The Operations Group reviews the guidelines for the operational aspects of COIDC and makes recommendations to the Center Manager.

Current Executive members and members of the COIDC OPERATIONS GROUP:

Chris Hoff, Fire Interagency Fire Management Officer – Executive Member
George Ponte, Prineville Unit Forester ODF- Executive Member
Mark Rapp, FMO Cascades Division, Executive Member
Kelly Jerzykowski, COIDC Center Manager
Gary Cook, Warm Springs Agency, Ex-officio Member
R.D. Buell, Walker Range Forest Protection Association, Ex-officio Member

E. ADMINISTRATION

COIDC is an interagency effort and the Center Manager or their acting will:

1. Sign timesheets, travel vouchers and requisitions with full authority as an agency representative for BLM, USFS, and ODF.
2. Initiate performance evaluations of employees assigned to the center and forward them to respective agencies for review and signature.
3. All personnel and procedural conflicts will be brought to the attention of the center manager for resolution. Problems that cannot be resolved at that level will be presented to the steering committee.

F. COOPERATIVE AGREEMENTS

COIDC will operate within the cooperative agreements (Interagency Agreements, Memorandums of Understanding, cooperative operating plans, etc.) that have been established by the participating agencies, and will maintain current copies of these agreements. These agreements include:

The Master Cooperative Fire Protection Agreement between BLM, NPS, BIA, USFWS, USFS, ODF, and WA DNR.

The following Agencies and Rural Fire Departments have Reciprocal Operating Agreements in place:

1. Oregon Department of Forestry
2. Central Oregon District ODF (95S)
3. Prineville District BLM (PRD)
4. Vale District BLM
5. Burns Interagency Fire Zone (BIFZ)
6. Ochoco National Forest (OCF)
7. Deschutes National Forest (DEF)
8. Wallowa-Whitman National Forest
9. Malheur National Forest
10. Umatilla National Forest
11. Warm Springs BIA (WSA)
12. Umatilla BIA
13. East Umatilla County RFPD
14. Umatilla RFPD
15. Stanfield RFPD
16. Boardman RFPD
17. Ione RFPD
18. Irrigon RFPD
19. Echo RFPD
20. LaPine RFPD
21. Cloverdale RFPD
22. Sisters/Camp Sherman RFPD
23. Black Butte Ranch RFPD
24. Crooked River Ranch RFPD
25. Jefferson County RFPD
26. Crescent RFPD
27. Milton-Freewater Fire Department
28. Umatilla Tribal Fire Department
29. Meacham Volunteer Fire Department
30. Pilot Rock Fire Department
31. Sunriver Fire Department

32. Bend Fire Department, Deschutes County RFPD #2
33. City of Redmond Fire Department, Deschutes County RFPD #1
33. Prineville Fire Department, Crook County RFPD #1
34. City of Pendleton Fire and Ambulance
35. Hermiston Fire and Emergency Services
36. Walker Range Forest Protection Association
37. Warm Springs Fire and Safety
38. National Park Service, John Day Fossil Beds National Monument

A binder containing these Agreements is kept in the Dispatch master library.

Ochoco / Malheur MOU

A Memorandum Of Understanding exists between the Ochoco and Malheur National Forests which established an Emigrant Creek District (formerly Burns-Snow Mountain Districts) Industrial Fire Precaution Zone.

A copy of this agreement is available in Dispatch.

Offset Fire Protection Agreements

Offset agreements exist between the Oregon Department of Forestry, Prineville District BLM, and Deschutes and Ochoco National Forests. These agreements exchange the protection responsibilities of certain lands for increased efficiency. In each agreement there is a jurisdictional agency with legal protection responsibilities and the protecting agency (the agency with actual protection responsibilities.) Under offset agreement, the protecting agency is responsible for all costs for suppressing any fires on those lands

Reciprocal Fire Protection Agreement

Offset Agreement BLM-USFS

An Offset Fire Protection Agreement exists between the Bureau of Land Management, Prineville District and the USFS, Ochoco and Deschutes National Forest.

Under this Agreement the Forest Service will provide protection on an offset basis to those BLM lands in the LaPine Area previously protected by the ODF. The BLM will provide protection on an offset basis to those National Forest lands in the Maury Mountains previously protected by the Ochoco National Forest.

A copy of this agreement is available in Dispatch.

Offset Agreement BLM-ODF

An Offset Fire Protection Agreement exists between the Bureau of Land Management, Prineville District, and the Oregon Department of Forestry, Central Oregon District.

Under this agreement the BLM will provide fire protection to specified lands previously protected by the ODF. On an offset balance of acres basis, the ODF will provide protection to specified lands previously protected by the BLM. The trade-off of fire protection covers many small parcels, too numerous to list here. A list of these parcels is kept in the Dispatch library.

Offset agreement ODF-USFS

An Offset Fire Protection Agreement exists between the Ochoco National Forest, and the Oregon Department of Forestry, Central Oregon District. Under this agreement the USFS will provide fire protection to specified lands previously protected by the ODF. On an offset balance of acres basis the ODF will provide protection to specified lands previously protected by the USFS. The trade-off of fire protection covers many small parcels too numerous to list here. A list of these parcels is kept in the Dispatch library.

Central Oregon Interagency Incident Management Team

An agreement exists between the Ochoco NF, BIA Warm Springs, Bureau of Land Management, Deschutes NF, Oregon Department of Forestry and Central Oregon Rural Fire Departments which establishes a Central Oregon Interagency Incident Management Team.

A copy of this agreement is available in Dispatch.

Co-Op Agreements

Requests for assistance from local protection agencies that have co-op agreements, will be processed as detailed in the agreements, see chapter 40 of the Central Oregon Interagency Dispatch Center Mobilization Guide for a listing of agreements.

Requests for assistance from local protection agencies that do not have a co-op agreement must be approved by the appropriate manager or line officer, unless the request is routed through the Department of Forestry. Any request routed through ODF will be treated as an ODF response.

For any dispatch of forces to local cooperators that involves multiple resources an appropriate fire manager will be sent as an Agency representative.

See exceptions on next page.

Exceptions to this rule are:

1. If the request is for initial attack assistance on a fire that is close to protection boundaries or a location is unclear.
2. If the request is routed through the Oregon Department of Forestry. For example, a request for air tankers or hotshot crews to assist a rural fire department must be approved unless it comes through ODF.

For any dispatch of forces to local cooperators that involves multiple resources, an appropriate fire manager will be sent as an Agency Representative.

G. INTERAGENCY COORDINATION

COIDC operates within the organizational structure of the National Interagency Coordination Center (NICC), as well as within the organizational structures of COIDC's participating agencies.

H. NORTHWEST AREA NEIGHBOR CONCEPT

The "Neighbor" concept, as outlined in the Northwest Mobilization Guide, allows COIDC to place orders for initial attack or reinforcement resources directly to the following agency units:

- 1) **Northwest Coordination Center**
- 2) **Burns Interagency Communications Center**
- 3) **Eugene Interagency Communications Center**
- 4) **Lakeview Interagency Fire Center**
- 5) **Malheur National Forest**
- 6) **Umpqua National Forest**
- 7) **Kingsley Interagency Fire Center**
- 8) **Warm Springs Agency**
- 9) **Walker Range**
- 10) **Salem Coordination Center (ODF)**

III. PREPAREDNESS

A. PREPAREDNESS LEVELS, STAFFING CLASS AND ADJECTIVE CLASS

Appropriate Dispatch levels will be established daily. These levels will be decided upon using WIMS, NFDRS, input from Fire Managers, COIDC Center Manager and coordination with adjoining agencies.

Whenever unusual or unpredictable weather conditions are observed, Dispatch will contact the appropriate Fire Manager to verify the correct dispatch level.

Dispatch levels may be adjusted by Fire Managers whenever there are unusual factors in the fire area such as heavy fuel accumulations, improvements, or special land resource areas.

Adjustment of dispatch levels may be made by Central Oregon Dispatch when area fire management personnel are not readily available. Dispatch may request additional fire forces are placed in ready status during any fire situation. When additional forces are placed in ready status by fire managers, Dispatch will be notified of their availability.

B. PREPAREDNESS LEVEL DESCRIPTIONS

COIDC AREA

Preparedness Level I

<u>Actions</u>	<u>Responsibility</u>
Normal Reporting Procedures	COIDC
Normal Staffing	Unit FMO's
Normal Program Operations	All

Preparedness Level II

<u>Actions</u>	<u>Responsibility</u>
Level I actions carry through	
Increase coordination on RX activity	Unit FMO's
Additional Spot Wx for RX units in patrol/mopup status	
Coordinate PSA with PIO.	Fire Staff/Unit Forester

Preparedness Level III

<u>Actions</u>	<u>Responsibility</u>
Level I and II actions carry through	
Weekly Briefing for Units	COIDC
Coordinate IFPL/Public Use Restrictions with Cooperators	Fire Staffs/Unit Forester
No new RX ignitions in timber type	Unit FMO's

C. PRESCRIBED FIRE

1. Reporting

Agency planned prescribed burns will be reported to COIDC before the burn. A Burn Plan will be provided to the Dispatch Center prior to the burn. On the day of the burn, a daily Prescribed Fire Report will be sent via DMS or Fax to the appropriate dispatcher. COIDC assists with the dissemination of prescribed burning information and has the responsibility of compiling prescribed fire information for various reports. Accomplishments are entered into the NWCC Situation Report. COIDC will enter data into the Oregon Smoke Management database for ODF area prescribed burns.

The COIDC Prescribed Fire Report form will be used to get the appropriate information to COIDC. Fire Managers will need to make prior arrangements for COIDC staffing when planning to burn before or after COIDC designated hours of operation.

2. Burning Permits

ODF open burn permits will be called into COIDC via radio or telephone as soon as issued. COIDC will log and plot the permits. Burn barrel permits will be called in or faxed to COIDC the same day they are issued. Private landowners conducting slash burning will be encouraged to notify COIDC 24 hours prior to ignition.

IV. OPERATIONS

A. HOURS OF OPERATION

Fire season - 0730-1900 7 days/week
Off season - 0800- 1700 7 days/week

COIDC will operate 7 days per week, year round with the exception of Thanksgiving, Christmas, and New Years Day. Hours outside the previously mentioned will be dictated by incident situations.

COIDC will designate a duty officer and use an answering service outside normal operating hours to provide twenty-four hour dispatch service during fire season. A call to 541-416-6800 will be forwarded to the answering service and the answering service will locate the duty officer and relay pertinent information. The duty officer will take appropriate action.

B. SUMMARIES OF ROLES AND RESPONSIBILITIES

For COIDC Dispatch personnel roles and responsibilities please refer to the position descriptions in the Center Manager's Office.

1. COIDC Duty Officers

- Responsible for after hour responses.
- A COIDC Duty officer will be designated to ensure 24-hour, 7-day service.

2. Line Officer

The Line Officer is responsible to the Unit Manager for the proper execution of all fire management activities on her/his Unit. He/She may delegate certain phases of the fire job to their assistants. However, such delegation does not relieve them of their responsibilities.

3. Fire Duty Officer

Daily, throughout fire season, the units will designate a Fire Duty Officer, who will have authority, in the absence of the Fire Manager, to coordinate Fire Management activities on the Unit.

The Duty Officer will be responsible for:

- A. Authorizing requests for airtankers, smokejumpers, or fire investigators.
- B. Maintaining communications ability with Central Oregon Dispatch.
- C. Knowing the status of Unit/Sub-unit resources.
- D. The Dispatch of resources from his/her Unit/sub-unit.
- E. Contacting Sale Administrators and COR's if an incident occurs in a contracting area.
- F. Assuring readiness of resources in accordance with preparedness levels for that day, commensurate with threat.
- G. Updating the fire availability status for individuals on their Unit/Sub-unit, using the ROSS Status web site, by the close of business on Thursday of each week. It is recognized that ODF has not fully implemented the use of ROSS

A District or Unit Fire Duty Officer is designated to ensure 24-hour, 7-day service year-round.

A schedule is provided to COIDC, listing names and telephone numbers of these Duty Officers, and a Duty Officer will be accessible to COIDC at all times.

4. Dispatch Manager

The Dispatch Manager is responsible to the Line Officer and has authority to act as a representative of the Unit Manager in Initial Attack dispatching matters. This includes setting priorities during periods of multiple fires, ordering of shared resources (Air Tankers, Smokejumpers, and IHC) and off-unit dispatch of resources. The appropriate Fire Manager and/or Line Officer will be notified of actions taken as quickly as possible.

5. Acting Dispatch Manager

During periods of absence of the Dispatch Manager, as of the date of this agreement, the following people have the full authority of the Dispatch Manager to act on emergency situations. Changes to this list may be documented in a letter or other document and do not require a modification to this agreement:

January -	Grant Kemp
February -	Bart Lee
March -	Dave Fuller
April -	Grant Kemp
May -	Bart Lee
June -	Dave Fuller
July -	Grant Kemp
August -	Bart Lee
September -	Dave Fuller
October -	Grant Kemp
November -	Bart Lee
December -	Dave Fuller

6. Forest Supervisor/District Manager/District Forester

The Forest Supervisor/District Manager/District Forester is responsible for all activities on the appropriate Unit and is assisted by the designated Line Officer for the management of the fire organization. The Division Chiefs supervise all members of the fire organization on their unit.

7. Division Chief/Unit Forester

The Division Chief/Unit Forester is responsible to the Line Officer for coordinating fire protection in all resource management activities. That individual is responsible for seeing that fire management objectives and standards are complied with and that expenditures of fire funds are prudent. The Division Chief will personally check action on all potentially critical fires and establish priorities in multiple fire situations.

8. Unit Fire Personnel

- Responsible for maintaining contact with COIDC.
- Changes in their status and/or location will be communicated to COIDC.
- Will advise COIDC when they have arrived at an incident.
- Will report to COIDC that they have received a briefing prior to initiating action on any fire.

9. Incident Commanders

- Responsible for maintaining contact with COIDC.
- Responsible for reporting initial size up of incident to COIDC in a timely manner.
- Will contact COIDC and report the arrival of all resources to an incident.
- Responsible for keeping COIDC updated on incident status and changes.
- When changing Incident Commanders on a fire, the IC is responsible for notifying dispatch of the transition taking place, names of ICs involved, and the time that the transition will become effective. The IC will make sure that all personnel on the fire have been made aware of the transition and then notify dispatch that all incident personnel have been notified of the transition.

C. DISPATCHING POLICIES

1. Coordination and Information exchange

Close coordination and communication between COIDC and Fire Managers is crucial.

2. Block / Run Card Dispatching

Dispatcher will be responsible to the agency Fire Manager or designated Duty Officer for the mobilization and coordination of initial attack resources at all times.

General Procedures

The dispatching guidelines contained herein have been developed to assist dispatchers in the orderly, planned mobilization of fire suppression resources. The procedures outlined will be utilized by Dispatch for all fires as agreed in local cooperative agreements.

The Dispatcher is responsible for mobilizing the required resources according to the following procedures.

- A. Dispatch cards for each unique management block have been prepared with the specified types and numbers of initial attack resources to be used for a fire within the block. Central Oregon Interagency Dispatch, utilizing the closest appropriate forces, will respond with the closest resource regardless of Agency.
- B. During a multiple fire situation, such as a widespread lightning storm, initial attack response may vary depending on availability of resources. The dispatcher will continue to use the dispatch cards as guidelines and attempt to meet suggested response levels using any method available. The dispatcher will maintain close coordination with fire managers in this situation.
- C. Unit dispatching can be implemented at any time there is a workload beyond the capacity of the central dispatch organization or when any other circumstances, such as radio communication failure, makes centralized dispatching impossible. The decision to implement Unit Dispatching will be a joint decision by the coordinator on duty and the Division Fire Manager or Designated Fire Duty Officer. The return to centralized dispatch will, once again, be a joint decision and will include the plan for transition.

The decision to breakout dispatch services to a unit will include:

1. Agreement on the boundary of the area to be protected by the unit.
2. Assignment/availability of a person capable of performing the duties of an Incident Communications Manager or Initial Attack (IA) Dispatcher.
3. Assignment/availability of a person capable of performing the duties of Ordering Manager or Support Dispatcher.

When unit dispatching is implemented the following roles and responsibilities will be in place:

Central Oregon Interagency Dispatch Center

1. Will issue a block of numbers for the breakout unit to assign to the incidents.
2. Will continue to manage all resources not assigned to the breakout unit, any requests for resources, from outside the breakout unit area, will be placed with Central Oregon Interagency Dispatch Center.
3. Will maintain control and flight following on all Aircraft.
4. It will be the responsibility of COIDC to notify all cooperating agencies of the change in dispatching procedures.
5. Will coordinate and assign frequencies for use by the Breakout Unit.

Breakout Unit

1. Will take fire reports from lookouts and aerial observers and incident numbers.
2. Will maintain the line of authority on each fire.
3. For those fires reported that are near the agreed upon boundaries, where the incident location is uncertain, the breakout unit will take initial action.
4. Will document all activity to the established standards.
5. Will be responsible for coordinating fire intelligence with COIDC at established time frames.
6. Will supply a person to reconcile and organize the records with COIDC upon the dispatch service responsibility being restored to COIDC.

Fire Managers will review and update information for the pre-planned dispatch block cards annually before May 15, or as needed.

IMT with Initial Attack Responsibilities

1. When Line Officers and IC agree to Initial Attack responsibilities within a predefined area, close coordination will occur between the Center Manager and Operations Section Chief as to resource deployment, frequency management and incident tracking and reporting procedures.

3. Priority dispatching

When the COIDC management staff anticipates or observes resource shortages, it will be necessary to establish priorities for responses. Some of the steps involved in coordinating prioritized responses include:

Fire Managers provide COIDC with lists of all available and changing status of fire resources on their respective Units.

Fire Managers, Unit Administrators (or their representatives), and COIDC management staff discuss priority criteria and resource needs. Then set priorities, resource allocations, and modifications to initial attack responses.

COIDC checks on availability of other resources (other agencies, Neighbors, contract, Geographic Area, National) that could be utilized.

4. Closest Forces Concept

The concept of dispatching resources located nearest the incident, regardless of agency affiliation and land ownership, will be used to the greatest extent possible, within the limits of agreements, and agency policy. The reciprocal part of the Master Fire Agreement makes it economically practical to use closest forces when state agencies have declared Closed Fire Seasons.

5. Extended Attack

COIDC will remain staffed as long as fire personnel are in the field, and request staffing, unless other arrangements are made and agreed to by the Duty Officer and COIDC management staff.

Field personnel must convey as early as possible when there is a need for staffing outside the normal hours of operation.

6. Adding to Dispatch Staffing

COIDC staffing will be increased as needed, relative to the complexity of incidents and volume of business being handled. Staffing may also be increased in anticipation of fire activity. To facilitate this, COIDC will maintain a list of support personnel. Thorough briefings will be given at the beginning of their shift of work outlining resource and fire status, as well as their roles and responsibilities.

7. Extended and Expanded Dispatch

An Expanded Dispatch will be activated at direction of COIDC Center Manager or Acting when a Type I or II Incident Management Team is mobilized. The Center Manager or Acting will coordinate with the ODF District or Unit Forester to determine the level of Expanded Dispatch support required for ODF Incident Management Teams. An appropriate logistical and financial organization may be established for extended support of Type III, IV and V fires depending on support requirements. This separates dispatching activities associated with these types of incidents from initial attack dispatch activities. An Expanded Dispatch Plan, which should be reviewed and updated annually before fire season, assists with the transition and operation of this organization.

8. Pre- and Post- Season Incidents

Regular staffing of COIDC may begin earlier or last longer than normal, depending on fire conditions.

D. DISPATCH PROCEDURES

Initial report through Initial attack

The person taking a report of a fire should obtain as much information as possible from the reporting party. Forms are available from COIDC that would be helpful in prompting the reporting party for critical information. This information should be forwarded to COIDC in a timely manner, as appropriate to the situation.

Detection

Aerial Detection - refer to CH 80 Aerial Detection Plan – COIDC MOB Guide

When a lookout detects a fire, the lookout will call Central Oregon Dispatch with the "Smoke Report", unless the fire is located on lands protected by Walker Range. Fires estimated to be on Walker Range lands will be initially reported to the Walker Range Dispatcher, then reported to Central Oregon Dispatch.

The following items should then be reported in the following order slowly enough to enable the dispatcher to record:

- A. Lookout reporting
- B. Azimuth and Distance
- C. Legal location
- D. Base sighted yes or no
- E. Location by landmark
- F. General fire behavior or smoke characteristics

If a second lookout detects the fire and is confident it is the same fire all that is required from the second lookout is a cross azimuth. If an individual unit in the field detects a fire the same procedures as for lookouts will be followed except that the person reporting the fire will give their location.

1. Fire Lookouts

Fire Lookouts within COIDC's area of influence are managed, including staffing and training, by their jurisdictional land agency. Lookouts will give smoke reports directly to COIDC.

2. Aerial Detection

COIDC Coordinator and the appropriate fire managers will determine the need for aerial detection flights, based upon analysis of lightning detection data, National Weather Service information, lookout reports, and whatever other information is available and relevant. A regular detection flight path has been developed that will be used unless deviations are deemed necessary by the COIDC Coordinator and the Fire Managers. COIDC will arrange for agency-approved aircraft. The aerial observers will be coordinated through the Fire Managers. Coordination with adjacent dispatch centers will be done by COIDC.

Dispatchers arranging aerial missions should be aware of agency specific policies relative to their use (i.e., non-Forest Service personnel can fly on FS carded aircraft as long as they are part of the mission [see FS-5700-12 Day Trip Authorization], but FS personnel might not be permitted on ODF contract aircraft).

3. Initial Attack/Tone Out Procedures

COIDC will utilize tone outs for “General Messages of Importance” and “Initial Attack Dispatching”

ONE FOR GENERAL MESSAGE OR ITEM OF IMPORTANCE

- A. General weather forecast
- B. Red Flag Warning or Fire Weather Watch

THREE TONES FOR INITIAL ATTACK DISPATCH

Upon receipt of a report of a fire from a lookout or field unit, the dispatcher will assign an incident number and give the report time and incident number on the same frequency that the lookout or the field unit reported the fire.

The dispatcher will then refer to the Preplanned Run Card for that area, and the mapboard, to ascertain which closest resources are to respond. If appropriate, the dispatcher will then simul-select the appropriate radio frequencies for all resources that will be dispatched, regardless of agency, and dispatch those resources in the following manner:

1. Transmit 3 alert tones
2. Type of incident and incident number
3. Location by township, range, section and sub-section
4. Descriptive location by landmark
5. Following unit respond (refer to Runcard and closest forces posted on mapboard)
6. Command Frequency
7. Tactical Frequency
8. Air to Ground Frequency (if air resources are to be utilized)
9. “All units dispatched, please acknowledge and advise if enroute.”

Note: If any resource fails to confirm response the first time their identifier is called, dispatcher will try that resource again once they have confirmed all other resources are responding.

The dispatcher will then contact the appropriate duty officer if modification to the original dispatch is needed.

Number and mixes of respondents will be determined by the dispatcher and floor leader, governed by the preplanned dispatch cards, staffing class and availability of resources. After the initial callout, the dispatcher or floor leader will contact the appropriate duty officer for modification, if needed, of the original dispatch.

The dispatcher will also notify other agencies, 911 center and landowner (if known) of the incident(s) if appropriate.

During the time between the dispatch and the arrival of the first unit, the Dispatcher will be the Incident Commander, responsible to the Division Fire Manager/Unit Forester or designated Duty Officer for the mobilization and coordination of initial attack forces.

The first unit to arrive at the fire will notify the COIDC dispatcher of arrival at the scene and announce the name and qualification of the Incident Commander. She/he becomes the Incident Commander and retains those responsibilities until formally relieved. If there is a change of Incident Commander, the dispatcher will be notified immediately. COIDC will give delegation of authority to all in-coming incident commanders on type 3, 4, and 5 incidents.

The Initial Attack Incident Commander will give the dispatcher the following information as soon as possible:

1. A size-up of incident, i.e. size, fuel type, slope, aspect, wind speed and direction, condition (smoldering, running, etc.) threats to improvements, etc.
2. Any additional resources that are needed.
3. Corrected legal if appropriate and best route of travel.
4. Other significant information or requests (cause if known).
5. Request for fire investigator, if appropriate.

After this initial report is given, the dispatch office becomes a support service organization to that incident. All additional units arriving will notify the Dispatcher and any additional requests for assistance should be coordinated with the Incident Commander and placed with the dispatcher.

It is the responsibility of the Incident Commander to institute demobilization of all fire forces, including shared resources. Release of fire forces will be coordinated with the division dispatcher and floor leader.

The COIDC division dispatcher and floor leader, in coordination with unit Duty Officers, will ensure that available engines/resources will be positioned to accommodate coverage of areas that have been vacated by engines/resources committed to an incident.

1. Critical information that could affect fire operations or safety must be transmitted on the fire command frequency. This information should not be transmitted by cell phone or telephone. Clear text should be used, and use of personnel 'identifiers' and non-ICS acronyms should be avoided. For example, a radio transmission such as, "Smith to Dispatch" would likely be meaningless to a cooperater who is not familiar with "Smith." Using the ICS identifier clarifies whom and what fire the communication involves. Example, "Command 229 to Dispatch" or "Box Fire IC to Dispatch".

2. Critical Incident information for radio transmission would include (but should not be limited to) the following:
 - a. Identification of ICS positions such as IC, Operations and Division Group Supervisor. Identify changes in people, ICS positions and responsibilities.
 - b. Any weather observations (especially Relative Humidity and wind), updates or changes in addition to regular forecasts.
 - c. Tactical decisions.
 - d. Fire behavior observations.
 - e. Any condition or activity that could affect the safety of personnel or the public.

Initial Attack Procedure:

1. DAILY READINESS: All IA resources (from all agencies) will comply with parent agency beginning-of-shift briefing standards (weather forecast, predicted ERC/BI, parent agency shift supervisor, etc).
2. FREQUENCY MANAGEMENT: After call-out on Divisional, simul-cast or other dispatch frequency, switch to Command frequency as directed by COIDC while enroute to the incident. Notify COIDC when “on scene” and when switching to designated tactical frequency. Check in on tactical or in-person with Incident Commander (IC.)
3. On-scene TACTICAL BRIEFING should not exceed two (2) minutes in length and can be conducted either by radio or in person upon arrival. This briefing will include identification of hazards, escape routes, assigned supervisor/frequency and other tactical considerations.
4. COMMAND STRUCTURE: Command will be established by jurisdictional agency(s). In situations with dual/overlapping jurisdictions, establish Unified Command. If fire situation warrants, command representation from jurisdictional agencies should function together at the established ICP. If adequate span of control can be managed by one IC, other jurisdictional agency (command) representative can/should engage in needed and appropriate suppression, investigative or other agency-specific action, while remaining in contact with ICP via radio.
5. The appropriate Unit Fire Duty Officer will be notified as soon as possible and briefed on the situation and the resources dispatched.
6. An Incident Commander (IC) will be designated and referred to as “Command 229.” Dispatch will be informed of the name and level of this Incident Commander. Dispatch will also be notified whenever command of the incident changes. Dispatch will keep Duty Officer, Fire Manager, and the Forest Fire Management Officer or the Acting whenever Incident Commanders are changed.

E. DETECTION AND REPORTING

1. Fires within the COIDC response area.

See section D - Dispatching Procedures

2. Incidents outside of the COIDC response area

These types of incidents that are reported to COIDC will be promptly relayed to the appropriate dispatch office or agency.

3. Fire Reporting by the Public

Calls from the public to report fires should be forwarded to COIDC or through the Unit Fire Duty Officer to COIDC.

4. Fire Reporting by other Forest Service or cooperators

Reports from other Forest Service personnel or cooperators should be called into COIDC.

F. RESOURCES

1. Tracking Resources

COIDC is responsible for maintaining ROSS data and information on the availability, status changes, and movement of resources; and for making regular and special resource status reports within the dispatch and fire management organizations.

2. Move-ups and Pre-positioning

COIDC personnel may suggest moving suppression resources to cover areas of depleted initial attack resources (move-ups) to the appropriate fire managers. Fire Managers pre-positioning resources in anticipation of predicted conditions should coordinate with the COIDC Coordinator.

3. Off-Unit /Out-of-Area Dispatches and Assignments

When orders are received for personnel and/or equipment, the dispatcher will contact the appropriate Duty Officer. The Duty Officer will confirm availability of the resource and obtain supervisor's approval, if needed. When departing or returning either the resource or the duty officer will notify COIDC of the dates and times and pertinent travel information

All resources will notify COIDC when they are reassigned to new locations. This will assist in locating individuals, if needed for family emergencies or other critical reasons. Local duty officers will status and update resources through ROSS.

4. Chief-of-Party

When dispatching personnel out of area, a chief-of-party will be designated, and will be responsible for the group. The chief-of-party will be given manifests, travel arrangements, contacts, etc. The chief-of-party will keep COIDC informed of changes in travel itinerary and report back to COIDC when resources have returned home.

5. Contract Resource Mobilization

The use of contract crews and equipment (National and Regional Contracts, as well as, Emergency Equipment Rental Agreements [EERA]) will be approved by the appropriate Duty Officer prior to ordering. All requests for contract resources to be used on suppression incidents will be placed through COIDC.

6. Aircraft

COIDC will coordinate aviation activities for COIDC cooperators, including:

- Flight scheduling (including administrative flights)
- Ordering aviation resources
- Ensuring Chief of Party is designated
- Flight following
- Initiation of Aircraft Crash, Search, and Rescue procedures
- Coordination with the Military on airspace issues
- Coordination with adjoining Agencies

G. INFORMATION MANAGEMENT

1. COIDC Mobilization Guide – This guide will be updated annually and published by June of each year.

2. Directories

COIDC maintains directories containing telephone numbers of agency personnel, neighboring agencies, cooperators, and home phone numbers for key personnel. This information is checked annually, in the spring, and is also updated as information changes. Note: home telephone numbers are considered sensitive information and are not to be given out to unauthorized personnel.

3. Daily Situation Reports

a. Morning Status

Fire Managers will ensure that information for the local unit resource staffing and daily situation report is sent to COIDC in a timely manner by using ROSS, the morning report form or telephone. This information is needed by 0900 each day (it can be sent earlier in the morning or the previous afternoon or evening).

b. National Situation Report Information

COIDC will input Deschutes National Forest, Ochoco National Forest, and Prineville Bureau of Land Management data into the Pacific Northwest Area SIT Report. We also forward Prineville/Sisters ODF information to Salem Oregon Interagency Dispatch Center on a weekly basis for the weekly ODF SOA Report.

4. Prescribed Fire Reporting

See Section III. A. 1. above, for Prescribed Fire Reporting information.

5. Fire Weather Dissemination

COIDC reads the fire weather over the radio system at 10:15 and 16:00 daily during fire season. Fire weather watches and warnings will be read on the radio as soon as they are received from the National Weather Service. COIDC will contact fire management officers to ensure they are aware of the weather watches and warnings. Note: COIDC will not be forwarding fire weather forecasts to District fire offices or personnel. This information is available on the Pendleton Weather Service Internet site:

<http://www.wrh.noaa.gov/pendleton/>

6. Resource Availability Lists

Districts should update the availability of their personnel and resources in ROSS on a daily basis, or whenever there is a status change. If there is a temporary problem with access to ROSS from the Districts, notify Dispatch of the status changes by FAX or phone.

7. Helicopter/Shared Resources Status

The status of Shared Resources, Air Attack, SEAT and Type III helicopters, which is mobilized by COIDC, will be reported to field units when fire weather is read on the radio.

8. Visual Display

COIDC will maintain visual displays of fire information, resource status, etc. in a timely manner.

9. Public Information

Dissemination of information to the public regarding current fire activity, IFPL (Industrial Fire Precaution Levels), fire danger adjective (LOW, MODERATE, etc.), closures and restrictions, large fire situations, is all handled by the agency public affairs/information officers. COIDC provides regular, daily updates to these information officers, as well as additional information as requested. All requests for information that come into COIDC from the media will be forwarded to the appropriate agency information officer, or appropriate floor leader.

10. Fire Danger Ratings

COIDC handles the daily conversion of data from the Remote Automated Weather Stations (RAWS) into the Weather Information Management System (WIMS). This data is used to generate, in consultation with the fire managers, the IFPL (Industrial Fire Precaution Level), whether woodcutting will be permitted, the Fire Staffing Levels, and the Fire Danger Adjective.

11. COIDC Internet Page

The COIDC Web page is intended to be a source for information about COIDC and on-unit resources. It also contains links to agency sites and other sites of interest to COIDC cooperators. **<http://www.fs.fed.us/r6/centraloregon/fire>**

H. STATISTICAL FIRE REPORTS

1. Forest Service (FS)

Fire reports are completed on the current FS-5100-29 form (or equivalent) at the District level, signed by the FMO, and sent to dispatch. Dispatch reviews the reports and if corrections are needed, returns the reports back to the District FMO for corrections to be made and resubmission to COIDC. COIDC then enters the reports into FIRESTAT.

2. Oregon Department of Forestry (ODF)

Statistical fire information will be input into ODF FIRES program. This will be done for Prineville/Sisters unit protected land.

3. Bureau of Land Management (BLM)

Fire Reports pertinent to fires that occur on BLM lands will be sent to COIDC who will input these reports into the National BLM Fire Reporting System.

I. AGENCY ADMINISTRATION WORK

1. Administrative Tracking

COIDC is available for administrative tracking of personnel at all times, when a person checks in or "goes in service" COIDC will be responsible to track that person to their destination or a positive handoff has been established. Out side of normal working hours these requests should be made in advance, and funding may be requested in certain circumstances.

2. Law Enforcement

COIDC support for FS law enforcement is primarily tracking officers upon request. COIDC may also be used by personnel in the field to relay law enforcement questions to the Patrol Captain (Supervisory Law Enforcement Officer) or other Law Enforcement Officers and/or district contacts. LEOs can be contacted for fire investigations.

ODF Forest Officers and Forest Practices Foresters can also function as law enforcement personnel. In these instances, ODF procedures will be followed.

J. EMERGENCIES OTHER THAN FIRE

COIDC will be available to assist, as needed, with whatever situations that might arise. This includes, but is not limited to: support for law enforcement, search and rescue, medical emergencies, or hazardous materials spill. Dispatchers at COIDC will remain current on policies related to emergency assistance. The current appropriate guides will be collected and will be accessible to dispatchers for easy consultation. Life threatening situations will always have priority over other situations.

1. Search and Rescue

COIDC will contact the Unit Search and Rescue Coordinator, and/or the county sheriff, as outlined in the appropriate agency or unit Search and Rescue Plan.

2. Aircraft Mishaps

COIDC updates the Aircraft Crash, Search and Rescue Guide annually. Dispatchers will familiarize themselves with this plan and will ensure that it is readily accessible. It is very important that the procedures in this guide be followed and documented.

3. Hazardous Materials Incidents

COIDC will follow the procedures outlined in the appropriate agency or unit Hazardous Materials Spill Plan.

4. Emergency Medical Situations

COIDC will assist with emergency medical situations as needed and as requested. Emergency Medical evacuation procedures will be updated annually (or as needed), and will be included in the COIDC desk guide. The procedures will include maps for determining which Medivac unit is closest and can respond the quickest. COIDC will coordinate flight requests with the appropriate county agency (911 dispatcher).

5. Dam Breaches, Floods

Individual emergency plans have been written to deal with specific dam emergencies and floods. Dispatchers will familiarize themselves with these plans and will ensure these plans are readily accessible.

6. Building Evacuations

Bomb threats, fires, and other emergencies that could cause a need to evacuate the dispatch office are also covered in the Forest's Emergency Action Plan. A supplement will be added outlining procedures for a transfer of dispatching responsibilities if the dispatch office needs to be abandoned.

K. COMMUNICATION SYSTEMS

1. Radio Systems

Radio communications utilize the USFS radio system consoles with access to FS, and ODF frequencies. Dispatchers will manage radio traffic and frequency use to maximize effectiveness and reduce conflicts.

Field units will notify the appropriate agency technician for Monday – Friday, 0800-1700, radio problems. COIDC will notify the appropriate agency technician for any weekend or after hours radio problems.

2. Telephone and FAX

COIDC can be contacted via commercial, FTS, and internal dialing phone systems. Telephone numbers for COIDC, COIDC FAX, cell phones and home numbers of center personnel are published annually in the COIDC Mobilization Guide. An answering service is used year-round to ensure 24-hour availability from COIDC. If the center is not staffed on a 24-hour schedule, the answering service is enacted. As of the date of this agreement, that service is provided by Prineville Police Department, phone 541-447-4168.

3. Computers

COIDC has the advantage of access to ODF, BLM, and FS computer systems. This provides the advantage of back up mailing systems. If one system goes down, COIDC can use the other system to send e-mail.

a) ODF Computer System

This system gives COIDC access to the ODF intra-agency mail system, FIRES and smoke management programs, and ODF lightning tracker program.

b) Federal Computer System

The general USFS e-mail system is Lotus Notes. The dispatch community uses the Dispatch Messaging System (DMS), which is part of ROSS (Resource Ordering and Status System). All general communication with COIDC dispatch will be sent to the e-mail address below to ensure prompt communication of messages:

The COIDC e-mail address: **orcoc@dms.nwcg.gov**

V. SUPPLEMENTAL AGREEMENTS

Requested resources, above and beyond those identified on the pre-planned dispatch block cards, may be charged to the agency having jurisdiction or protection responsibility. In these cases, COIDC management staff and the Fire Managers must communicate so that COIDC is aware of any supplemental agreements made in the field for a specific incident. The Fire Managers must provide a copy of these supplemental agreements to COIDC management staff to be included in the Incident Action Records. The existence of these agreements will be documented in the Incident Action Record by the dispatcher. A cost estimate, based on the appropriate supplemental agreement, for the resources considered reimbursable will be provided to/from COIDC management staff within 90 days of resource use, and will be forwarded to the benefiting agency. This estimate will include the incident number, incident name, dates, resources used, resource order numbers, and any other pertinent documentation needed to support the billing.

VI. THIRD PARTY COST RECOVERY

COIDC will provide supporting documentation to the appropriate Agency/Fire Manager relative to cost recovery from third parties.

Part VII. - FINANCIAL PLAN – 2007

COIDC is jointly funded by the Forest Service, Ochoco and Deschutes National Forests, the BLM, Prineville District and ODF, Prineville and Sisters Units.

This Financial Plan covers the period from January 1, 2007 thru December 31, 2007. Each party's obligation for performance of this instrument beyond this date is contingent upon the availability of appropriated funds from which payment can be made. No legal liability on the part of each party for any payment may arise for performance under this instrument beyond December 31, 2007.

No party shall assess indirect costs (overhead) from any other party to this agreement.

A. SALARY

The Center Manager's salary (estimated for FY 2007 at \$69,102) will be shared by each benefiting agency. The cost share will be based on the percentage of activity experienced by each agency. The percent of activity is the historical 10-year fire occurrence. This cost share percent will be updated annually using 10-year figures. For this Operating Plan, the cost share percentages are as follows:

ODF	PRD	DEF	OCF
15%	24%	43%	18%

Forest Service and BLM's shares of Center Manager's salary are documented on the COFMS spreadsheet, so direct billing is issued. ODF will be invoiced monthly as charges are accrued.

For all other employees, each participating agency is responsible for the salary and associated costs of their own employees as identified in Section II.B.

Overtime will be paid at the appropriate rates for each specific agency. When the employee of one agency works less than one hour of overtime to meet the dispatching needs of a second participating agency, no charges will be made to the second agency. When overtime work exceeds one hour the second agency will become responsible for salary costs incurred.

B. GENERAL EXPENSES

For general expenses (utilities, copier and fax costs (including repairs), services, repairs, office supplies, and miscellaneous supplies) each participating agency shall pay as their share 25% of said costs. ODF will make payment for all services/supplies and in turn bill the FS and BLM for their shares on a quarterly basis. The bills presented to the FS and BLM will reflect each parties' portion, including ODF, and not only the billed party's costs.

c. OTHER COSTS

Other costs that are specifically identified to one agency or desired by one agency will be paid for by the agency that incurs them.

D. FINANCIAL OBLIGATIONS

For the period of January 1, 2007 through December 31, 2007 the estimated costs for each agency are as follows for Center Manager's salary in accordance with A. above.

\$29,714	Deschutes National Forest	
\$12,439	Ochoco National Forest	
\$16,584	BLM	
\$10,365	ODF	Reimbursable code
\$66,786	TOTAL	

For the period of January 1, 2007 through December 31, 2007 the estimated costs for each agency are as follows for General Expenses in accordance with B. above.

\$7,125	Deschutes National Forest	WFPR01 06
\$7,125	Ochoco National Forest	WFPR07 06
\$7,125	BLM	
\$7,125	ODF	

SIGNATURES

OREGON DEPARTMENT OF FORESTRY
Central Oregon District

TRAVIS MEDEMA
District Forester

Date

USDA FOREST SERVICE
Deschutes National Forest

LESLIE A.C. WELDON
Forest Supervisor

Date

USDA FOREST SERVICE
Ochoco National Forest

JEFF WALTER
Forest Supervisor

Date

USDI BUREAU OF LAND MANAGEMENT
Prineville District

DEBBIE HENDERSON-NORTON
District Manager

Date