

Northern Rockies Dispatchers Meeting
March 13-15, 2007
Lewistown, MT

March 13, Tuesday

Introduction – Kathy Elzig & Shannon Bonney

Welcome – June Bailey, Lewistown Field Manager

- Stressed importance of meetings, dispatcher duties in high stress environments.

Facilitator Introduction – Vinita Shea

- Reviewed facilitator roles
- Introductions

Guest Speaker – David Overcast, Miles City Fire Management Officer

- Inspirit = Enliven
- Fire Program Management and Leadership elements
- Can “Dew” Attitude in Code Red environment

Predictive Services – Michael Kreyenhagen & Robb Kaczmarek, Meteorologists

- 2006 Recap
 - Above Normal Temps (zones 108-111), Below Average Precipitation
- 2007 Outlook/Seasonal Assessment
 - El Nina conditions continue
 - Idaho 100-120%, Montana 70-80% snowpack
 - Short-term drought indices vs. long-term drought indices – current conditions will see minimal relief this summer.
 - Spring Outlook – normal temperatures and precipitation April-June
 - Summer Outlook – below normal precipitation and above normal temperatures expected July through September
 - Clarification between El Nina (no correlation between hot and dry summer) vs. La Nina (warm and dry summer and wet and cold winter, i.e. 2005)

Training – Members of NRCG Training Committee (Lily Huskey-Lead ND Dispatcher, Kitty Ortman-NRCC Training Coordinator & Julia Genre-Couer d’ Alene Assistant Center Manger)

- Reviewed 7 training zones needs analysis – D310, D311 (Helena may host in 2008)
- D311 – Not required in 310-1 for IADP, proposed 5109.17 will not require D311 for IADP
- ACE – proposing mini-Ace in Missoula, expecting an answer in April
- 5109.17 – major revisions occurring along with 30-day comment period,
<http://fsweb.wo.fs.fed.us/fire/fam/5109/5109.17.html>

- IADP cross-training for taskbook completion – needs addressed to swap IADP trainees among NR dispatch centers
 - MCC – 2
 - GFC – 2
 - HDC – 1
 - BDC – 1
- Unit Lead Instructors for 300-level courses – must complete one of the following:
 - M-410 Facilitative Instructor
 - 32-hour Instructor Training course
 - Education Degree
 - Field Managers Course Guide provides clarification, which can be found at the following website: <http://www.nwcg.gov/pms/training/fmcg.pdf>
- Course coaches do not require additional training

Incident Management Team Updates – Gary Boyd, NRCC Assistant Center Manager

- NR hosting 5 IMT2's, 2 FUMT's and 2 IMT1's – needs addressed to mentor IC's
- Final rosters will be available in few weeks
- Region 9 may establish IMT2 in 2008, which will impact NR team rosters
- Coordinators
 - Tony Lubke – Western Montana IMT2 coordinator
 - Sally Estes – Idaho IMT2 coordinator
 - Dennis Cruz – Idaho IMT2 coordinator starting Fall 2007
 - Mark Heppler – Eastern Montana IMT2 coordinator
- NIMO Teams – 2 available
- NMAC is still proposing to “control” Type 2 IMT's
- April 9th – IMT Meeting in Missoula, schedule available on NRCC website
- Teams Plan updated – team coordinator responsibilities and incident within an incident sections, Fire Use, Type 1 and Type 2 teams all in one IMT plan
- Automated Team Nomination Database will be updated.
- Fire Use Team clarification – 2 national teams available, Region 3 has agreement with NRCC
- Buying Team – 1 NR team available
- IMS Team – not available, but will rely on closest forces for medical needs
- Incomplete IMT's – orders need to be approved by receiving dispatch; otherwise, another IMT will be ordered

National Coordinators Meeting Update – Kathy Elzig, NRCC Center Manager

- Meeting held December 5-7, 2006 in Savannah, Georgia
- Crews, IMT'S and AD's –
 - self-sufficient needs/capabilities becoming dispatch/procurement workload
 - ordering dispatch centers need to specify self-sufficient needs on ROSS orders
- IMT access to ROSS, datadraws, etc. –

- clarification for dispatch, expanded dispatch, IMT member access responsibilities to distribute requested information
 - IMT members need to understand the data draw information and Access program
- Name Request vs. Name Suggest –
 - Name Suggest has been eliminated
 - Name Requests need ordering dispatch approval and GACC approval before submitted to NICC
 - specify all pertinent information in Special Needs (i.e. cell phones, rental car, etc.)
- Prepositioning Starter Kits –
 - 4 radio kits available (2-Missoula, 1-Billings, and 1-Cour d’Alene)
 - Order kits through GACC in order to coordinate with NIRSC

AMOC (Air Marine Operations Center) Presentation – Terry Kelly, AMOC

- Border patrol presentation – drug trafficking via aircraft along Canadian border
- Requested dispatch center points of contact
- Fire aviation resources may be considered “suspect” aircraft due to low-level flights along Canadian border
- AMOC operations include detection and monitoring flights and UAV (Unmanned Aerial Vehicle) operations
- Establishing AFF user accounts to monitor fire aviation resources at AMOC
- Contact AMOC concerning suspicious activity
- AMOC aircraft based out of Bellingham (WA), Great Falls, Missoula, North Dakota
- Contact AMOC for incident notification that may have aviation activity along/crossing Canadian border
- AMOC aircraft may be reporting fires to dispatch centers

NRCC Mob Guide Changes – Ray Nelson, NRCC Logistics Coordinator

- Draft Mob Guides distributed
- Comments due April 15th
- Chapter 50 updates can be submitted until May 1
- Scheduled publication during first week of May

ROSS Updates – Ray Nelson-NRCC Logistics Coordinator & Julie Polutnik-NRCC Intelligence

- Training – Wednesday ROSS Practice started Feb. 28th and local trainings need to continue
- Phase I – completed October 2006
- Phase II –
 - Operations & Maintenance Organization – continues /support training, system upgrades, etc.
 - Tactical Aviation Module – aerial deployed resources
 - Reengineer contracts and agreements

- Incident prioritization and drawdown
- Emergency Management Assistance Compacts – FEMA related
- Stand-alone/Sync Operation
- Data Exchange – CAD systems, real-time qualification systems, cache system, contracting, FIRECODE, etc.
- Data Clean-up 2006 & Leads – resource items (NICC), organizations (ROSS Team), EaTis contracts (FS AQM), general contracts (ROSS Team), user accounts (ROSS Team), locations (ROSS Team)
- Addressed web-statusing issues – AD's and contractors vs. agency employees
- Supplies – NR Cache does not have ROSS capability yet, but can print off ROSS order and email/fax to cache. – Roseanna will distribute helpful hints.
- Performance Issues & Contributing Factors– documentation volume, complex queries, database indexing, network issues, system disconnection, etc.
- NR ROSS Change Board Representative– Julie Polutnik
- Change Management Priorities – performance, tactical aviation, travel, go to buttons, locations, reference data, roster, etc.
- Version 2.6 – release scheduled March/April 2007 – minimal changes
- Version 2.7 – release scheduled June 2007 – minimal changes
- Version 2.8 – release schedule October 2007 – major changes
- Administrative usernames and passwords now expire – update and send to Ray

March 14, Wednesday

Best Value/EaTis – Debbie Wesseliuss-USFS Buying Team, Jeff Williams-DNRC, Kathy Elzig-NRCC Center Manager, Mary Clark-BLM Supervisory Procurement Analyst

- Equipment
 - EaTis will transition into VIPER
 - 4-year EaTis/VIPER plan available on NRCG website - heavy equipment is scheduled for 2010
 - Water-handling equipment solicitations must be submitted through www.fbo.gov – solicitations close April 6th
 - Transport/lowboy agreements for best value, water-handling equipment will be awarded on EERA's
 - Bus solicitations close April 25th – available through EERA's on NRCC Excel master list
 - Equipment inspections and vendor training will be completed through MOU's via private sector
 - Dispatch centers can access public information/solicitation awards through NRCG website – available by June 1st
 - Vendors may add personnel to agreements at any time – new additions will be reflected on NRCG website
 - Vendors can contact EaTis Helpdesk, PTAC or Debbie
 - EaTis contracts will be 3-year contracts
- Sack Lunches

- 2006 Sack lunch awards - 80 vendors out of 300 contacted
- Bids open March 20th and will be available mid-May
- Utilize sack lunch vendors for extended attack incidents and rotate among vendors on list
- Contact vendors with known unsatisfactory conditions and document
- No contracts or EERA's available for sack lunches
- Portable Toilets & Handwash Stations
 - Solicitations established for daily, weekly and monthly rates
 - Mileage claims may need to be validated if an issue arises
 - Consider 75-mile radius when ordering best-value vendor – no vendor rotation is required
 - Hourly rates for vendor travel to spike camps is noted in contracts
 - EERA's available for portable toilets and handwash stations – 1-year agreements
 - Solicitations open March 22nd and will be available mid-May
- Dispatching procedures for water-handling equipment needs in NR – utilize closest forces before placing orders to NRCC – NRCC will then utilize non-neighboring closest forces, rather than the NRCC master list
- Equipment inspection and vendor training – MOU vendors must have bids submitted by April 1st (opens March 29th)
- Potable Water
 - Solicitations posted on March 9th on NRCG website and www.fbo.gov and close April 9th
 - EERA's will be awarded June 10th – 2006 awards good until June 30th
 - Chlorine specifications are now performance-based per load
 - Equipment inspections and vendor training will be covered under MOU

Interagency Business Management Update – Jane Haker-USFS Incident Business Technical Specialist, Mary Clark-BLM Supervisory Procurement Analyst, Walt Schopner-BLM Incident Business, Ray Nelson-DNRC Representative

- Passports
 - Required for flying across foreign borders, but not required for driving in 2007
 - Government passports will be discussed by the WO with the State Department – news may be available within the next few months
 - Personal passports will not be reimbursed to the employee by the government
- AD Pay Plans
 - BLM's is available, USFS's will soon be available
 - Positions will be evaluated in 2008 to determine if positions will remain as AD positions or potential contract opportunities
 - New positions available with associated stipulations noted in pay plan
 - Retiree Annuities will not be affected, but AD's need to check with social security office

- Due to the OGC opinion of February 7, 2007, for the FS AD's are considered federal employees; therefore, AD's cannot contract equipment (i.e. POV, medical kits, etc.) – only USFS determination at this point
 - DOI awaiting Solicitor determination
- AD comments/changes are requested at the end of each year – 2007 AD rates are set
 - All positions will be reviewed in FY08
- Cost Coding
 - FIRECODE – send USFS concerns to Jane to relay to ASC – Sept. 8, 2006 memo addresses cost coding operations for FY07
 - *USFS Severity* memo issued February 4th, *Overhead Assessment Policy* issued January 31st, *Hazard Pay for Low Level Helicopters* issued February 9th, *NRCG Standards & Guidelines for AD/IFF* issued February 14th – review these memos
 - Interagency Agreements – new national template coming out for next round of master agreements revision
 - Large fire audits are upcoming – cost containment is a huge issue
- Equipment w/ Operator – ongoing EERA BLM issue
- Fire Business Management System – new BLM procurement/requisition program
- DNRC Cost Coding
 - DNRC Cost-Accounting Table available, along with NRCC Mob Guide instructions for issuing DNRC cost codes
 - Reviewed fire suppression types – State County Cooperative Fire Protection Codes (8), Federal-billable Codes (7), etc. issued
 - Agency billing exchange - resources responding to multiple incidents need to keep track of each incident number and P-code for corresponding incidents, especially during out-of-state assignments
 - Stressed importance that dispatch centers work with local DNRC office
 - Dispatch Time – dispatch base-8 hours are charged to their own agency – overtime may be charged to appropriate agency hosting the incident
 - EFF rates will be available soon

Buying Team, GSA Contract & Faller Module Contract – Debbie Wesselius-USFS
Buying Team

- GSA vehicles – no change
- GSA Hotels – may be available soon
- Buying Team members in place with rotation – requesting additional trainee position
- Faller Modules – Operations Committee is reviewing the R6 Faller Module for consideration in R1
 - Jane Haker and Debbie will be involved in the solicitation

NICC Update – Doug Shinn, NICC Assistant Center Manager

- 2006 Benchmarks addressed
- DOI will issue FIRECODEs for Severity codes in 2007

- USFS job codes require the use of an override code – need to be included on ROSS orders with P-numbers
- NIMO (National Incident Management Organization) Teams – 2 teams available (Boise & Atlanta) with coordinator based out of NICC – manage wildland fires and fire use incidents
- IMT Incident Commanders will notify the receiving GACC of position shortages
- Fire Use Teams – 7 or 8 available this year
- Name Requests will be processed with exceptions:
 - Critical positions during PL 4 & 5 will be prioritized by NICC
 - Sending units reserve the right to fill or UTF
 - If the name request is not available, request will be UTF'ed by NICC
- National Crew Contract – 27 awarded with 10 potential awards
- Radio Mobilization – GACC's may preposition up to 4 starter kits
- Radio Frequency availability for fire is diminishing
- Airborne Thermal Infrared Fire Mapping
 - Infrared Program is now based out of Ogden, Utah – orders will still be processed through NICC
 - requests submitted for IR Flights to NIROPS (National Infrared Operations) via internet at <http://nirops.fs.fed.us/rcr/scanner/index.php>
 - user accounts can be requested by Area IR Coordinator or Kim Thomas
- Automated Flight Following (AFF) Procedures – new Mob Guide will establish continuity amongst agencies and dispatch centers
- Aerial Task Force (ATF)
 - Nationally funded BLM resource used primarily for interagency initial attack within nation
 - Order through ROSS “with configuration”
- 19 Heavy Air Tankers available this year – 747 and DC-10 status undetermined
- Firefighter Liability
 - Current legislation - USDA investigation will occur after USFS employee death
 - Interagency steering group has been established to address issues/protocols for federal and state agencies
- Purchase/Debit Cards may be issued for crews
- Temporary Towers – national contract being established with FAA
- Annual Department of Defense (DoD) Meeting in Boise, April 17-18th
- National Shower Contract – out for review
- Passports – no resolution at this point

Smokejumper Update – Sarah D., MSO Smokejumper

- Missoula – 70 SMKJ's with DC-3 and Sherpa
- West Yellowstone – 40 SMKJ's with Dornier
- Grangeville – 30 SMKJ's with Twin Otter
- SMKJ's also have miscellaneous overhead positions
- Smokejumper Status Report available at <http://www.nifc.gov/smokejumper/smrpt.php>

- Smokejumper Users Guide is available
- Spike Base established in Miles City, MT
- Ordering procedures in ROSS may change slightly

Cache Update – Patrick Nooney-NRCC Supply Manager & James Chapman-Billings
Cache Manager

- Missoula Cache
 - Experienced a reduction in fire loss and better employee retention
 - Currently 4 vacancies – plan to fill 1-Technician and 1-Mechanic
 - ROSS capabilities will not be in place this year
- Couer d' Alene Cache
 - Identified as a National Stock Pile Cache for Homeland Security
- Supply ROSS issues
 - Unit of issue does not print out on resource orders
 - Problems with faxing clarity due to small print
 - Units ordered may not accurately reflect units sent due to cache shortages – causes problems with closing out ROSS orders
- Return/Refurbish Equipment – takes extended time beyond incident close-outs

ROSS Update – Julie Polutnik, NRCC Intelligence

- Daylight Savings Time will not be reflected in ROSS until old Daylight Savings Time occurs
- Time Zone changes/suggestions need to be submitted through ROSS Change Board – unclear of current status
- Data Delivery System
 - Program restructure occurring – developed into an Access database
- 2006 data has been purged – CD's will be made available
- ROSS reports will be moved to COGNOS system – drawdown menus, various queries/reports, IMT's may have access via issued passwords, etc.
- KCFast will also utilize new COGNOS system for data warehouse of weather information, etc.
- Data Entry Standards & Cleanup
 - Memo sent to Center Managers last week with needed cleanup – highlighted in red on Excel spreadsheet
 - Handouts distributed with data entry standards – crews, overhead and aircraft
 - Best-value naming conventions – must meet basic standards along with individual dispatch additional naming convention (i.e. BV01, etc.)
 - Interagency Crew naming conventions will be addressed in Boise next week
 - Contract crews are considered single resources in ROSS with associated manifests
- *Action Item: Julie to follow-up regarding the creation of a new Module for our "NR IA Modules."*

NRCC Aviation Update – Rogers Warren-NRCC Assistant Aircraft Coordinator, Doug Shinn-NICC Assistance Center Manager, Kim Thomas- NRCC Aircraft Coordinator, Ray Nelson-DNRC Representative

- Reviewed AFF with Google Earth capability – handouts distributed
- 3 Heavy Air Tankers currently in service
- 17 additional exclusive-use Type 1 Helicopters may be acquired
- AFF is required for all exclusive-use – future CWN contracts may require AFF
- Helicopter Efficiency Program – developed performance-based database to determine cost-effective vs. closest forces helicopters – committee met March 12th
- AMIS – FS-122's will be completed/submitted electronically – AD employees need e-authentication passwords – Questions need to be directed to Willis Curdy at 406-546-0523
- CWN aircraft need to be ordered on appropriate agency contracts (AMD vs. USFS) depending on hosting agency (DOI vs. USFS) – eliminates vendors working on contract that best benefits them
- IAMS
 - Will no longer be available this year – no exact date
 - Program is stand-alone and can be used after the updates are no longer available – do not delete/remove program from desktop
 - AFF will pick up some functionalities
 - NIFC Interagency Airspace Management website (Flight Planner) may be helpful
- Aircraft Ordering Helpful Hints cards distributed
 - Air Tankers – orders need to have values at risk identified in Special Needs
 - Temporary Flight Restrictions – always order an Air-to-Air AM frequency, do not insert NRCC initial attack frequencies
- Frequencies – order secondary/tertiary frequencies through NRCC when needed
- Boundary Zone Air Operations handout distributed – emphasized neighboring boundaries and protocols
- NR Mob Guide Aircraft Appendices – will need to be updated once contracts awarded
- NR Aviation Assets – few changes
- SameTime – instant messaging program utilized among/within centers, exception BLM
- Missoula Area Aviation Resources SOP's
 - Distributed via DMS a few weeks ago
 - Missoula Dispatch and NRCC protocol
 - Missoula aircraft orders will be placed through NRCC in ROSS – better situational awareness for national aviation resources
- COMMIT messages in DMS
 - still encouraged along with DEMOB information
 - State-DNRC helicopters should also be included
 - *Action Item: Julie/Ray to follow-up with centers on minimum addresses who need to be on the COMMIT mailing list*

- Smokejumper orders
 - Missoula SMKJ's are their own center in ROSS (MT-MSJC)
 - Missoula Dispatch will flight follow SMKJ's
 - Orders will be routed through NRCC to MT-MSJC
- Reviewed DNRC aircraft status
 - Miles City will continue to dispatch 4 helicopters based in Helena
 - DNRC replacing engine parts on helicopters – should be complete by fire season
 - Budget constraints limit number of alterations (high skids, flashing lights, shoulder harnesses, etc.) required by the federal government
 - Unsure of federal-use approval at this point

March 15, Thursday

Missoula Mob Center – Kathy Elzig, NRCC Center Manager

- Agreement in place with Missoula Fairground – may be finalized April 1st
- Nancy Gibson (MDC) is coordinator/contact
- Utilize fairground for transitioning to/from incidents, not necessarily staging area

Computer Program Updates/Expanded Dispatch Kits – Kevin Brooks, BLM IT Specialist (Fire)

- Expanded Dispatch
 - Pre-plan setup, location (office, hotel conference rooms, etc.), etc.
 - Internet connections (ROSS) needed, along with agency network connections
 - Plan for phone setup – 2-3 days for MCI/Quest vs. 1-2 days for local company
 - Laptops – higher cost, easier setup vs. Desktops – low cost, setup and leave
- Expanded Dispatch Kits
 - Order kit before needed from NR – 5 kits available in Missoula
 - Kits consist of 5 USFS computers, printer, DSL and modem connections, etc.
 - Need local/agency network support if warranted
- Software Updates
 - ROSS – update all computers in office when new versions are available
 - IAMS – going away
 - AFF – internet-based, does not work on dial-up network
 - WFSA – internet-based, frequent updates, know data requirements
 - Google Earth – free, but each login creates a profile on computer and slows profile response time – license states that program should not be used for emergency management purposes
 - BEHAVE, Fire Family Plus – updated regularly, ADMIN not required, except for version upgrade
 - WILDCAD – DOI prohibited from installing program

- GIS/ESRI – ESRI online software training available – meta data management is key issue – GIS products used to make a decision are considered official agency records
- Internet/Network Connections
 - Satellite connections – have latency issues that may affect certain programs (i.e. Lotus Notes, etc.)
 - DSL connections – limited in some small communities
 - Wireless connections – limited but will be expanding, some agencies limited
- Data & Records
 - Employees are personally and professionally responsible for data and records management
 - Follow agency specific guides for retention and disposal
- Personally Identifiable Information
 - Applies to all federal employees and any agency that is funded from a federal source (i.e. State, VFD's, etc.)
 - OMB requires all employees to safeguard PII (i.e. name, social security numbers, address, etc.) from public accessibility
 - Do not list home phone numbers if lists to be made available to public – list “after hours emergency contact numbers”
- Continuity of Operations Plan (COOP)
 - Addresses how to recreate your service and function at a new site (i.e. property, facilities, contracting, HR, IT, etc.)
 - Keep copy in off-site location
 - Establish MOU's with State or Counties for site locations (i.e. schools, fairgrounds, etc.)
- Agency Computer Security
 - Generic usernames and passwords do not exist in DOI – USFS will be impacted in the future
 - AD's and detailers may need to acquire a 14-day username/password
 - Employees are liable for stolen laptops

Dispatch Representatives to NRCG Committees Updates

- Native American Crews – Ray Nelson, NRCC Logistics Coordinator
 - NAC Committee meets in April
- Prevention – handout distributed with updates
- Operations – Mark Heppler, BDC Acting Center Manager & Dispatch Rep.
 - Addressed extra workload caused by AD's on IMT's
 - IMT members should not leave home units without ROSS orders
- Training – Kitty Ortman
 - D-311 will be hosted in Dillon next year
 - D-310 still needs a coordinator for next year
- Business – Shannon Bonney, LEC Center Manager & Dispatch Representative
 - Fire Procurement Workshop scheduled in two weeks
 - Fire Business Management Handbook – updates due end of March
- Equipment – no representative

- Aviation – has not met for 2 years
- Fire Use – Rogers Warren
- Subcommittee of Operations Committee
 - Fire Use Module Guide available via NRCC website

BIN Items

- IMS Program
 - Positions need to be ordered as individual overhead positions
 - Addressed need for list of qualified AD's and coordination
 - IMS personnel are not reimbursed for use of personal trauma kits or use of POV's, unless authorized on ROSS order
- SIT/209 Program Update – Colleen Finneman, NR Intelligence Coordinator
 - SIT reports due daily at 2000 MST – May through October
 - SIT report updates need to be submitted whenever changes occur November through April
 - 209's due at 2000 MST when warranted
 - Final 209 needed when fire is 100% contained
 - Abbreviated 209 needed during WFU incidents
 - 209 handout with required fields distributed
- AD Administrative Duties
 - Incident Business Residual Work handout distributed – *send comments to Kathy by March 23rd to be relayed to Jane Haker*
 - MOU provider – idea may not work
- Equipment (non-best value, non-ROSS) Availability
 - Need centralized list for specialized equipment (i.e. weed washdowns, GIS trailer, etc.)
 - *Send comments to NRCC via DMS*
- NR Dispatch Working Team
 - Need addressed for group (6-8 representatives) to be created to complete tasks/issues identified in meetings and throughout season
 - Recognition idea addressed
- IADP swap
 - *Action Item: Center Managers will coordinate needs with NRCC collaboration*
- DMS Spam
 - *Action Item: Ray Nelson will follow up*
- Cache ordering vs. ROSS
 - Change requests need to be submitted to ROSS Change Board to print unit of issue on orders
 - *Action Item: Tasked issue to NR Dispatch Working Team*
- ROSS
 - NRCC-Julie & Ray will consolidate comments for standard naming conventions
 - ROSS SOP's created by Dispatch Efficient Working Group – will be available within two weeks on website – Roseanna will email to dispatch centers for review

- IFPM Update
 - Memo distributed this week
 - IFPM websites available with update information
- Recap NR Dispatchers Meeting
 - Facilitator is appreciated
 - Commented that center managers are unable to attend
 - Location Nominations – Bismarck, Dillon/Butte, Kalispell
 - 2008 Meeting Dates – first option: week of March 10th – second: week of March 3rd
 - Agenda Items – *send comments to Kathy ASAP about changes/additions, etc. – include meeting evaluations in packet next year*