

2013 Minnesota Interagency



Mobilization Guide

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Chapter 10 – Policy and Objectives

POLICY

The ***Minnesota Interagency Mobilization Guide*** will be maintained as a handbook of standard procedures, practices and information designed to facilitate, coordinate and support the actions on incidents in Minnesota.

The Minnesota Incident Command System (MNICS) is the interagency group in which both state and federal agencies cooperate in wildfire management and all risk incidents. The MNICS Task Force is the operational governing body.

The MNICS Task Force is comprised of agency leads from the U.S. Forest Service, Bureau of Indian Affairs, National Park Service, Minnesota Department of Natural Resources (Division of Forestry), Minnesota Department of Public Safety (Division of Homeland Security and Emergency Management), Minnesota Fire Chiefs Association (ex officio) and the U.S. Fish and Wildlife Service.

The ***Minnesota Interagency Mobilization Guide*** will help to identify standard procedures. All agency dispatchers will use the Minnesota Interagency Fire Center (MIFC), co-located with the Northeast Interagency Fire Cache in Grand Rapids, Minnesota.

The Mission of MNICS is “To provide coordination, education and implementation of the Incident Command System in Minnesota and support fire and all-risk incidents in the nation.”

Mobility

Agencies use MIFC dispatch to request in and out-state resources for mobilization for all-risk incidents, preparedness, severity, wildland fire, and prescribed fire needs.

MNICS will follow normal ordering channels (bypassing the norm creates expenses and inefficiencies). The concept of closest forces is practiced, e.g. first the local unit, next all other agencies within Minnesota, finally to the Eastern Area Geographic Region. Before ordering resources from outside Minnesota, notify MIFC Dispatch.

MIFC Dispatch will process “Name requests” as needed. Approval from the MIFC Coordinator, Assistant Coordinator or Lead Dispatcher is needed to process name requests.

In addition, constraints may exist on ordering certain resources. For example, only designated personnel can order the National Guard, place Temporary Flight Restrictions into effect, or order air tankers. If a constraint appears to exist, consult your supervisor.

Other MNICS agencies may also place orders with MIFC, i.e. Minnesota State Duty Officer.

Ordering Channels

USFS

- Districts
- Forest
- MIFC
- EACC
- NICC

BIA

- Reservation
- MIFC
- EACC
- NICC

HSEM

- Regional Coordinator
- State Duty Officer
- MIFC
- NICC

NPS

- Park
- MIFC
- EACC
- NICC

MNDNR

- Area
- Region
- MIFC
- EACC
- NICC

USFWS

- Refuge, Wildlife Mgt. District
- Zone
- MIFC
- EACC
- NICC

Priorities

When competition for resources exists between multiple incidents, a Multi-Agency Coordination (MAC) Group will be assembled to prioritize where resources will be used.

The MNICS MAC Group will be comprised of representatives from each cooperating MNICS agency. The MAC Group will consist of each agency's Board of Director's representative or Task Force member. Their objective is to meet, plan and organize agencies into one coordinated work force. Participation by members will depend on the complexity of the issues brought to the group. The MIFC Coordinator is responsible for coordinating MNICS MAC Group call-ups or group meetings and/or conference calls as needed (if the MIFC coordinator is absent, the assistant coordinator will be responsible.)

OBJECTIVES

Dispatch levels will function within the guidelines of this guide to provide prompt adequate action on all incidents. These objectives will include those of any of the agencies participating in the MNICS and in accordance with existing policy, direction, and cooperative agreements among the participating agencies.

MOBILIZATION / DEMobilIZATION

MNICS was established to enhance the use of emergency response resources for all land management agencies in Minnesota, for dissemination of intelligence information, and to provide a single point of contact for the cooperating agencies within Minnesota.

Our goal is to provide timely, safe, and cost-effective mobilization and demobilization of resources under the closest forces concept, collect and disseminate intelligence data within specified local and national time frames, and assess the capabilities within Minnesota to respond to critical emergency situations. To

cope with periods of increased activity during the spring, summer, and fall months, assistance is requested from the participating agencies. MIFC is here to help facilitate solutions for that need.

Work, Rest, Length of Assignment

Work/Rest

MNICS agencies will adhere to the National Work/Rest Policy on incidents in Minnesota. Federal personnel will adhere to the National Work/Rest Policy on all incidents.

Work/Rest Guidelines: Plan for and ensure that all personnel are provided a minimum 2:1 work to rest ratio (for every 2 hours of work or travel, provide 1 hour of sleep and/or rest).

Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift should exceed 24 hours. However, in situations where this does occur (for example initial attack), incident management personnel will resume the 2:1 work/rest ratio as quickly as possible.

Minnesota DNR Work/Rest Guidelines - Supervisors and incident commanders shall schedule personnel, including themselves, to provide for the following off-duty periods:

Schedules will be developed to provide for a 2:1 hour work/rest ratio. One hour of off-duty, unpaid time should be provided for every two hours of work. For example: if a person works for 12 hours, he/she should have a minimum of 6 hours off.

A minimum of one full day (24 continuous hours) of off-duty time shall be scheduled within each two-week pay period. The person shall not be on-call during the off-duty period. An employee shall work no more than 20 days in a row without approval from the Regional Forester.

The State of Minnesota cannot provide paid R&R days. Employees may use leave, comp. time or unpaid time off to meet work/rest time off requirements. This includes required time off

when returning from off-unit and/or out of state assignments.

Additional Minnesota DNR Work/Rest Guidelines are in the *Wildfire Protection Business Management Manual*.

Length of Assignment

Typically, details within Minnesota do not exceed seven days except for dispatchers and helitak. Assignments to large or complex incidents, including those in Minnesota, have the potential to exceed seven days, and if so, will follow the national standard (up to 14 days).

Assignment Extension

Prior to assigning incident personnel to back-to-back assignments, their health, readiness, and capability must be considered. The health and safety of incident personnel and resources will not be compromised under any circumstance.

Assignments may be extended when:

- Life and property are imminently threatened.
- Suppression objectives are close to being met.
- A military battalion is assigned.
- Replacement resources are unavailable, or have not yet arrived.

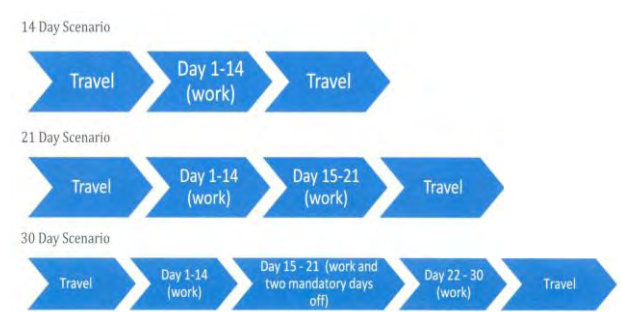
Upon completion of the standard 14-day assignment, an extension of up to an additional 14 days may be allowed (for a total of up to 30 days, inclusive of mandatory days off, and exclusive of travel). Regardless of extension duration, two mandatory days off will be provided prior to the 22nd day of the assignment.

Key points:

- All assignment scenarios are exclusive of travel.
- Current language provides flexibility for managers to determine the assignment length for incident personnel based on incident needs.
- Managers need to consider scheduling mandatory days off if they intend to keep a resource beyond a 21-day assignment.

- Approval for assignment extension must follow the documentation process outlined in Chapter 20 of the *National Interagency Mobilization Guide*.

In all incident assignments, managers need to consider the health and safety of incident personnel.



Demobilization

2200 Hour Rule

All MNICS Agencies have agreed to a common 2200 Hour Rule. MNICS resources will not be released from the Duluth Staging/Mobilization Center or a MNICS incident if that resource would be unable to arrive to her/his final destination by 2200 hours.

In all cases, MNICS resources are required to turn in equipment and complete appropriate time records and all forms prior to release.

MNICS agencies should discourage employees from making their own travel arrangements when returning to the Staging/Mobilization Center. If this cannot be avoided, please notify MIFC Dispatch so that other travel arrangements will not be made.

In the case of crews, every effort should be made to retain the integrity of crews and not release individual members of crews at different times.

MNICS does not have the authority to apply the above policy to state resources from outside of Minnesota; however, MIFC dispatch will make every effort to communicate with other states to ensure that they follow this policy.

Incident Operations Driving

These standards address driving by personnel actively engaged in wildland fire or all-risk response activities, including driving while assigned to a specific incident or during initial attack fire response (includes time required to control the fire and travel to a rest location).

In the absence of more restrictive agency policy, these guidelines will be followed during mobilization and demobilization as well. Individual agency driving policies shall be consulted for all other non-incident driving. See page 127 for the *U.S. Forest Service/Eastern Region Aviation and Fire Management Driving Guidance*, and page 129 for the *National Park Service Driving Guidance*.

- Agency resources assigned to an incident or engaged in initial attack fire response will adhere to the current agency work/rest policy for determining length of duty day.
- No driver will drive more than ten (10) hours (behind the wheel) within any duty day. Multiple drivers in a single vehicle may drive up to the duty day limitation, provided no driver exceeds the individual driving (behind the wheel) time limitation of ten (10) hours.
- A driver shall drive only if they have had at least eight (8) consecutive hours off duty before beginning a shift. Exception: Exception to the minimum off-duty hour requirement is allowed when **essential** to:
 - Accomplish **immediate** and **critical** suppression objectives, **OR**
 - Address **immediate** and **critical** firefighter or public safety issues.
- As stated in the current agency work/rest policy, documentation of mitigation measures used to reduce fatigue is required for drivers who exceed sixteen (16) hour work shifts. This is required regardless of whether the driver was still compliant with the ten (10) hour individual (behind the wheel) driving time limitations.

Chapter 20 – Administrative Procedures

ORDERING CHANNELS

Agency Dispatch Centers and Duty Officer Information

Minnesota Interagency Fire Center

Grand Rapids

Main Dispatch* 218-327-4558
218-755-6140 pager

**Provides after hours Duty Officer on-call info*

Duty Officers

Tom Fasteland 218-327-4563 w
218-244-5690 c

Ronda Estey 218-327-4583 w
218-244-4461 c

Linda Bruss 218-327-4565 w
218-244-2375 c

Trudy Fagre 218-327-4433 w
218-254-7477 c

Jean Goad 218-327-4564 w
218-244-1911 c

DNR ordering channel: DNR field station to an
Area Officer to Regional Office to MIFC.

State of Minnesota, DNR, Forestry

NW Region – Bemidji, MN

Duty Officer 218-766-0551 pager
After hours (fire season only) 218-766-0551

Region Dispatch 218-308-2361
Main Office 218-308-2378

Duty Officers
BJ Glesener 218-308-2364 w
218-244-3675 c

Jon Drimel 218-308-2362 w
218-290-0177 c

Bob Milne 218-308-2382 w
218-407-7924 c

Dick Rossman 218-308-2371 w
218-386-8359 c

Mike Locke (alt) 218-308-2368 w
Harvey Tjader (alt) 218-308-2383 c

NE Region – Grand Rapids, MN

Duty Officer 218-327-7580 pager
Region Dispatch 218-999-7834
Main Office 218-999-7833
Duty Officers
Jon Handrick 218-999-7843 w
Paul Olson 218-999-7840 w
Andrea Johnson 218-999-7891 w
Rebakah Luedtke 218-999-7842 w

Central Region – St. Paul, MN

Duty Officers 651-259-5742 pager
Mark Wurdeman 651-689-7110 x230
651-636-4690 pager
Pam O’Leary 651-259-5782 w1
651-259-5830 w2
612-390-9818 c
Jean Mouelle 651-259-5783 w
763-360-5991 c

Bureau of Indian Affairs

Duty Officers
Ronda Estey 218-327-4583
218-244-4461 wc
Greg Peterson 218-751-2011 x408
218-820-1744
Tom Schackman 218-751-2011 x452
218-760-7145 c
218-244-2301 h

Red Lake Agency

Duty Officers
Ronda Estey 218-244-4461 wc
218-398-0338 pc
Gilbert Juarez 218-679-3959 w
218-766-8557
218-679-3640
Wendy Pemberton 218-679-3959 w
218-368-0579
218-679-3580
Greg Peterson 218-751-2011 x408
218-820-1744

Ordering channels: Red Lake Agency to RLA- FMO
to MIFC. Other Reservations to MNA-FMO to
MIFC. Regional BIA MRA-FMO to MIFC.

U.S. Forest Service

Chippewa and Superior National Forests

The CPF/SUF Dispatch Center is the central dispatching point for all Forest Service lands in Minnesota for initial attack, flight following, and mobilization/ demobilization for *all* Forest Service resources in Minnesota. Forest Fire Management Officer and staff are located at MIFC.

Hours: Nov-Feb: M-F 0800-1630

Mar-Oct: 7-days/week 0700- 1800

Duty Officer / Dispatch 218-327-4175

or 888-650-3392

Duty Officers: Only call in emergency

Ken Guith 218-244-2962 wc

218-259-9141 pc

Doug Ottosen 218-244-1081 wc

Mark Hale 218-244-2933 wc

Brian Jenkins 218-244-1764 wc

U.S. Fish and Wildlife Service

The FWS primary contact for mobilization/ demobilization of Minnesota FWS resources will be the Zone Fire Management Office (ZFMO) or the designated FWS Duty Officer for after hours.

The FWS Zone Fire Management Office is located at Sherburne NWR, near Zimmerman in western central Minnesota. The office is usually staffed during regular business hours, M-F (0700-1600).

Duty Officers: Check FWS availability for DO

Russ Langford 612-713-5498 w

763-244-9844 c

Don Lantz 763-389-3323 x22

651-357-7152 c

Chris Mursu 320-273-2247 w

320-305-0812 c

Steve Schumacher 218-844-3410 w

218-849-5775 c

Ordering channel: ZFMO to MIFC

State of Minnesota, Homeland Security & Emergency Management

State Duty Officer 800-422-0798

Roy Holmes, MN HSEM 218-327-4497

Ordering channel: State Duty Officer to MIFC, MIFC to State Duty Officer

National Park Service

Voyageurs National Park serves as the focal point for the NPS fire organization in Minnesota.

Park Dispatch 218-283-6600

Scott Bressler 218-283-6658 w

218-360-1492 c

Duty Officers

Brenda Miles 218-283-6662 w

218-360-1493 c

Kurt Fogelberg 218-283-6660 w

218-360-1494 c

Ordering channel: Area National Parks (St. Croix, Pipestone, Isle Royal) to VOP-FMO to MIFC.

Agency Dispatcher

Duties and Responsibilities

- Provide a clearinghouse for information concerning the overall wildfire situation including, but not limited to, wildfire potential, numbers of wildfires and their status, and the status of suppression resources of the agency.
- Keep a current list of the number and location of hand crews, overhead, supplies, equipment, and aircraft in the state.
- Coordinate ordering and movement of agency resources within the state.
- Order resources (not available within the agency) from other agencies, local cooperators, or the Eastern Area Coordination Center (EACC) within established policy and procedure.
- Assist cooperating agencies, when requested, in accordance with the provisions of existing Cooperative Agreements.
- Coordinate with the Incident Commander or Logistics Section Chief (if assigned) and keep that person informed of the status of resources ordered for the incident.

Dispatching

Guidelines/Procedures

All orders will be documented on Resource Order forms or through ROSS (Resource Ordering and Status System). Resource order numbers will be assigned at the agency level and will follow an order through all dispatching levels. (Except for Interagency shared resources).

Dispatchers will promptly report all wildfires on other lands to the responsible agency or dispatcher. The report will include information on locations, fire behavior, values threatened and estimated action required.

Agency Designators

Minnesota Interagency Fire Center	MFC
Northeast Interagency Fire Cache	NEK

MN Dept. of Natural Resources	DNR
Minnesota Division of Forestry	MNS

United States Forest Service	USFS
Chippewa National Forest	CPF
Superior National Forest	SUF
Region 9 USFS	R09
NE Area State and Private Forestry	NAF
North Central Experiment Station	NCF

Bureau of Indian Affairs	BIA
Great Lakes Agency	GLA
Midwest Regional Office	MRA
Menominee Field Office	MEA
Michigan Agency	MIA
Minnesota Agency	MNA
Leech Lake Reservation	LLA / MNA
White Earth Reservation	WEA / MNA
Bois Forte-Nett Lake Reservation	BFA
Fond du Lac Reservation	FDA
Grand Portage Reservation	GPA
Mille Lacs Reservation	MLA
Red Lake Agency	RLA
Sac & Fox Agency	SFA

National Park Service	NPS
Grand Portage Monument	GPP
Isle Royale National Park	IRP
Pipestone National Monument	PSP
St. Croix National Scenic Riverway	SCP
Voyageurs National Park	VOP

US Fish and Wildlife Service	USFWS
Region 3, West Zone (Minnesota)	
Agassiz National Wildlife Refuge	AGR
Big Stone National Wildlife Refuge	BGR
Crane Meadows Nat. Wildlife Refuge	CMR
Detroit Lakes Wildlife Mgt. District	DLR
Fergus Falls Wildlife Mgt. District	FFR
Glacial Ridge National Wildlife Refuge	GLR

Hamden Slough Natl. Wildlife Refuge	HSR
Litchfield Wildlife Management District	LFR
Minnesota Valley Nat. Wildlife Refuge	MVR
Morris Wildlife Management District	BNR
Rice Lake National Wildlife Refuge	RLR
Rydell National Wildlife Refuge	RJR
Sherburne National Wildlife Refuge	SBR
Tamarac National Wildlife Refuge	TMR
Windom Wildlife Management District	WWR
Great Lakes Big Rivers, Region 3	R3R

Homeland Security and Emergency Management	HSEM
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Ordering Procedures, Cost Coding

Orders to MIFC are the result of exhausted resource sharing between cooperating agency and mutual aid responses. The host agency for the fire will be the ordering agency for resources assigned to the fire. The host agency will provide/originate the appropriate fire code for other federal agencies.

DNR fires using federal resources will have a fire code assigned by a responding federal agency. A DNR assist fire code will be shared by federal agencies on the same fire.

REPORTING

Intelligence Reports

All agencies will provide timely, accurate reporting of all incidents in Minnesota. Agencies will provide the MIFC Intel desk with similarly formatted intelligence from perspective agency incidents. The MIFC Coordinator or designee will check reports for accuracy and timeliness.

MN Interagency Situation Report

The Minnesota Interagency Situation Report is generated by MIFC. It shows fire occurrence, resource availability, prescribed fires, year-to-date fire and large fire activity for all MNICS agencies. The Situation Report is submitted to the Eastern Area Coordination Center for inclusion in the Geographic Area Report. The EACC report then rolls up into the National Incident Management Report.

Inputting data: Agencies may provide input data by submitting a Minnesota Daily Interagency Situation Report (page 14) to MIFC by 0900 each morning. Reports may be submitted via fax 218-327-4528 or email to MIFC Intelligence at mifcintell.dnr@state.mn.us.

Wildfire Situation Update

The Wildfire Situation Update is a Minnesota DNR report that shows current DNR fire activity and preparedness levels across the state. Fire statistics for MNICS cooperators are also included.

Inputting data: DNR area offices and MNICS agencies must provide input to the Wildfire Situation Update via e-mail or fax by 0900 daily at Planning Level 3 or higher. At Planning Level 2, the Wildfire Situation Update is completed on Monday only. Updates to the Aircraft Status report that come in after 0745 will be included in the Wildfire Situation Update.

Retrieving reports: The Wildfire Situation Update is automatically posted on the DNR Fire website at: www.dnr.state.mn.us/forestry/fire/wildfirereports_tools.html

Aircraft Status Report

The Aircraft Status Report is a Minnesota DNR report which shows the availability of DNR and MNICS cooperator helicopters and fixed-wing aircraft. Also included is a list of railroad patrols statewide and a schedule of military air operations' area usage. This report is posted on the DNR Intranet. The air desk will fax this report to those unable to access the DNR Intranet.

Inputting data: An Initial Aircraft Status Report is produced by 0800 daily when aircraft are available for dispatch. Changes in a helicopter or fixed wing aircraft status or railroad patrols should be called into aircraft dispatchers the night before or by 0745 at 218-327-4582.

Retrieving reports: The Aircraft Status Report is automatically posted on the DNR Intranet website no later than 0845 every morning when aircraft are operational. Any updates to this

report are included with the Wildfire Situation Update at 1000.

Potential Assessment Report

MIFC produces the Potential Assessment Report each month. Information to be considered for inclusion in the report should be submitted on the form available on page 15 or on the EACC website at <http://gacc.nifc.gov/eacc/predictive/intelligence/intelligence.htm>. Fax form to MIFC Intel at 218-327-4528 by the 25th of each month.

Incident Status Summary (ICS-209)

When on an interagency incident, the Incident Commander will send in an ICS Form 209 for 100+ acres timber or 300+ acres grass fire or non-fire incidents, when lives are threatened or lost, and/or when homes and property are damaged or destroyed. Protocol as follows:

<u>Agency</u>	<u>Time</u>	<u>To</u>
MN Division of Forestry	0830	Area Forester
Superior National Forest	2100*	Forest Dispatch
Chippewa National Forest	2100*	Forest Dispatch
Bureau of Indian Affairs	2100*	Greg Peterson Tom Remus
St. Croix Scenic Riverway	2100*	Chief Ranger
Isle Royale National Park	2100*	Park Dispatcher
Voyageur's National Park	2100*	Park Dispatcher
US Fish & Wildlife Service	2100*	Don Lantz Russ Langford
MN HSEM	0930	Roy Holmes State Duty Officer

**Fire information that meets the above criteria should be submitted as soon as possible but no later than 0830 the following morning. Significant changes in fire activity should be submitted as changes occur.*

Prescribed Burn Reports

The MNICS Daily Prescribed Burn Notice should be faxed 218-327-4528 or called into MIFC Intel by 0845. Report actual acres completed and any smoke complaints received to MIFC Intel within 24 hours of completion. See *MNICS Daily Prescribed Burn Notice* form, page 17.

ADMINISTRATIVE PROCEDURES

Requests for Resources

All requests for resources will be made through agency dispatchers using resource order forms and / or ROSS. (See Appendix 9 – Supply Resource Order, page 136, and Appendix 10 – Resource Order Completion Instructions, page 138.) Items will be designated on the order by NFES number (for supplies) from the current catalog and item description. (Appendix 8, Mobile Cache Support Van, page 133.)

All radio orders must be processed through MIFC Dispatch. Agency radio caches will be returned to the supplying agency immediately after radios are no longer needed. They will be released through the agency dispatcher. All radio orders go on a SUPPLY order (S-#).

Supply Orders (except radio orders) are sent directly to the cache using resource order forms and/or ROSS.

Pre-suppression Order Details

For Pre-suppression Orders, the following conditions must be firmly established, agreed to, and documented by receiving and sending units:

- What costs are to be paid by the sending unit? Receiving unit?
- Specific requirements or abilities other than National Interagency Fire Qualifications System (NIFQS) qualification for personnel?
- Length of detail? Is it negotiable? Can it be split between several individuals or hand crews? See Length of Assignment, pages 2-3.
- Location of duty station, what accommodations are available?
- Best transportation routes, airports, to reach duty location?
- Name of the person the detailer will work for or report to?
- Duty hours, days – is overtime expected?
- Specific equipment or supplies needed?

Release and Return of Suppression Resources

Any resource ordered through the agency dispatch office requires communication through proper channels to affect the release and return of assignment. This release order must contain all pertinent information such as departure times, ETAs, mode of transport, GBL and AIR BILL numbers, flight numbers, etc. This order must be filed with the agency dispatcher prior to actual release of the resource. See also p. 91 for incident replacement order information.

Emphasis will be placed on having personnel home before 2200 during demobilization.

Agencies WILL NOT release personnel when travel beyond this time would jeopardize safety.

Contact Priorities for Ordering Suppression Resources

Contacting the proper line officers or their delegates for the final selection, determination of availability and approval of ordered suppression resources expedites the entire ordering process. The agency dispatcher will use the line officers or delegates from their own agency as contacts – by administrative unit.

FINANCE INFORMATION / INCIDENT BUSINESS MANAGEMENT

Home Unit

Responsibilities/Duties

Costs incurred prior to the Incident Management Team's (IMT) takeover will be needed during the first shift. The home agency's financial advisor should assemble the following items and should work with the Finance Section Chief during the incident.

- Hours for agency personnel on the fire.
- Smoke chasers and firefighters (Casual ADs): Names, addresses, Social Security numbers, hours, and pay rates. (A list, or payroll sheets, if started).

- Hired equipment: Names, addresses, hours, rates, and copies of existing Emergency Equipment Rental Agreements (EERAs).
- RFDs: Equipment used, hours, rates, copies of the RFD Cooperative Fire Agreement.
- Helicopter and aircraft costs and/or time, Helicopter Crew Time Reports.
- Receipts for local purchases (to date) or businesses where receipts can be obtained.
- Businesses where purchases can be made, equipment rented, lunches ordered, etc.
- Potential damage claims: Information on any incident for which a landowner, equipment owner, bystander or firefighter may be filing a claim against the agency.

These items are difficult to assemble during an incident, but knowing what is needed ahead of time will aid in planning for the IMT takeover. Assembling information ahead of time will reduce the demands on agency staff time later.

Purchasing

Local purchase procedure on MNICS fires in federal jurisdiction

Blanket Purchase Agreements (BPAs), Emergency Equipment Rental Agreements (EERAs), and other agreements should be in place on each district in sufficient quantity to support a project fire (e.g. motels, restaurants, caterers, grocery stores, hardware stores, drug stores, sporting goods stores).

If insufficient BPAs and EERAs are in effect to support the fire, notify dispatch to order a contracting officer along with the IMT.

Upon arrival, the Finance Section Chief will contact the district purchasing agent (named at the incoming IMT briefing) for a list of businesses with BPAs and EERAs. The district purchasing agent will brief the finance chief on terms of BPAs. The finance chief may contact and review BPA terms with each business prior to purchases being made.

Individual purchase needs will be put on a resource order and forwarded to the designated

purchasing authority. This authority may be a Buying Team, Finance Section Chief, Procurement Unit Leader or other individuals designated as such. These purchase needs should be specific enough to identify which vendor can supply the items but need not be itemized until pick up.

The Procurement Unit Leader may request review from the district purchasing agent for each order. The designated purchasing authority will process the order and pay by third party draft or credit card.

The designated purchasing authority may assign someone to pick up the orders. That person will sign a receipt at the business and return a copy to the appropriate location.

The purchaser will record the purchase on the resource order and forward the receipt to the district purchasing agent. A log of all purchases needs to be sent to the Finance Section.

Local purchase procedure on MNICS fires in State of Minnesota jurisdiction

Forestry areas should contact and arrange credit with businesses prior to fire season to support a project fire. Put vendor numbers in the system for each business the area intends to use.

The finance chief will contact the DNR area forest supervisor for a list of businesses that will extend credit to the state. The finance chief will contact and review charging arrangements with each business prior to purchases being made.

Resource orders that cannot be filled by supply will go to the finance section for local purchase. The Procurement Unit Leader will place the order with the business, record the purchase on the resource order, and keep the receipt in a file.

Prior to demobilization or weekly (whichever comes first), the finance chief (if a DNR employee) or finance chief and the area forest supervisor or designee, will visit each business where charges were made and obtain invoices. If accumulating and holding all invoices until the end of a fire, obtain either (a) a statement from

the vendor indicating the total amount due and attach all original invoices or (b) summarize the total due on a Department Purchase Order and attach all original invoices.

The DNR has only 30 days to process payment without penalty, and any purchase more than \$500 requires a Department Purchase Order.

The order will be picked up by a person designated by the Finance Section Chief. That person will sign a receipt at the business and return a copy to the Procurement Unit Leader.

Cost Share Agreements

When there is a multi-agency jurisdiction incident and a decision is made to share resources among jurisdictional agencies or an incident threatens or involves resource protection across one or more direct protection boundaries, there are several processes for determining cost share.

Initial Attack Agreement: These agreements are used on fires of 48 hours or less with only minor augmentation to initial attack resources.

You Order You Pay (YOYP): Also for use on incidents of 48 hours or less when more than minor augmentation occurs. The concept of YOYP is that each agency is fiscally responsible for the resources that fill their requests, regardless of where used on the incident.

Acres Burned: Use for any size fires of any duration. This can be difficult to implement in actual on-the-ground situations. The concept is to divide all costs based on agency protection responsibilities. Each agency pays based on the percentage of fire within their protection boundary. This becomes difficult, however, when one agency's responsibility or objective is more complex and thus fire suppression is more costly, or when there is considerable exchange of agency resources.

Cost Apportionment: Used for all unified command fires of more than 48 hours duration. The apportionment system is one that all

jurisdictional agencies agree to use to share final actual costs of the incident based on the daily use of resources. This system requires the finance section to maintain close coordination with the plans, logistics, and operations sections that provide or verify the information used to develop the percentage shares.

Concepts to Include in All Incident Cost Share Agreements

- Each agency will make direct payment for any resource it provides to the incident.
- Agencies signing the agreement will not reimburse other governmental bodies for work that is within their normal jurisdiction and responsibility.
- Responsibility for adverse damage and injury claim costs will not be in the agreement. Each agency will bear responsibility for its own claims.
- Non-suppression related rehabilitation costs are the responsibility of the jurisdictional agency.
- Early in the incident, all agencies need to ensure that all appropriate personnel, including accounting personnel, are informed of the need for separate, detailed accounting of actual costs in order to accomplish the final settlement of the cost share agreement.

Cost Apportionment Only

- All jurisdictional agencies agree to share final actual shareable costs of the incident based on the percentage share of estimated costs established by the Incident Commander (IC)/ agency representatives at the time of the incident.
- The IC/ agency representatives will document and approve daily cost sharing.
- Agencies will share fireline, aircraft, and associated retardant costs on the basis of the IC/ agency representatives' mutual agreement as to the threat and resources assigned for each of the incidents or geographical zones within an incident. They will not include support costs in the daily estimated cost figures, but will share the support costs proportionately to ground resources costs. Agencies will not share any agency specific costs. Costs for non-

expendable property purchases by an agency will be charged directly to that agency and the cost not shared.

- Base the sharing of final actual costs between the agencies on the daily estimated incident cost agreements and each agency's proportionate share thereof as agreed to by the IC/ agency representatives.

SUPPLIES

NFES supplies may be ordered directly from the Northeast Interagency Fire Cache through the agency's local dispatcher (See Chapter 70, pages 85-91.) Agency regional and area dispatch offices

need to fax resource orders directly to the cache 218-327-4581 or, if the items to be ordered have NFES numbers, they can be entered into ROSS and the cache will fill them. Please **do not phone** in orders.

Other DNR divisions requesting to borrow supplies from the Fire Cache need to place a resource order through MIFC, fax number 218-327-4528. For emergencies other than wildland fire, agencies affiliated with MNICS through Homeland Security and Emergency Management, can access supplies through the State Duty Officer (St. Paul) at 800-422-0798.

FIRE WEATHER

RAWS Stations (Remote Automated Weather Stations)

<u>STATION #</u>	<u>AGENCY</u>	<u>LAT</u>	<u>LONG</u>	<u>NAME</u>
210203	MNS	48.8500	95.6991	Roseau
210301	MNS	48.6702	94.6173	Baudette
210405	MNS	48.3894	93.5642	Littlefork
210503	SUF	48.1203	92.1589	Meander
210507	VOP	48.4400	93.0500	Kabetogama
210509	SUF	48.8279	91.8319	Ely
210511	MNS	46.8435	92.4616	Saginaw (Cloquet)
210512	MNS	47.3920	92.8348	Hibbing
210514	MNS	48.0190	92.8573	Orr
210602	SUF	47.6197	91.3775	Isabella
210703	MNA	47.9505	89.7800	Grand Portage
210709	SUF	48.1200	90.8380	Seagull
210801	FWS	48.3330	95.5833	Grygla (Agassiz)
210901	MNS	47.5034	94.9281	Bemidji
210902	MNS	47.9425	94.4551	Kelliher
211004	MNS	47.7795	93.6461	Effie
211005	CPF	47.5300	94.0700	Cutfoot
211401	MNS	47.2400	95.1900	Itasca State Park
211502	MNS	46.8606	94.7254	Badoura (Park Rapids)
211604	CPF	47.3781	94.6153	Cass Lake
211702	MNS	47.0376	93.6041	Hill City
211703	FWS	46.5372	93.2875	Rice Lake
211803	MNS	46.4202	92.8008	Moose Lake
212201	FWS	46.8400	95.8400	Detroit Lakes
212601	MNS	46.4006	94.1272	Brainerd
213102	MNS	45.9514	94.3444	Little Falls (Ripley)
213301	MNS	45.8901	93.2696	Mora
213403	MNS	45.9717	92.6176	St. Croix
213501	FWS	45.2612	96.3418	Big Stone
214001	FWS	45.5325	93.7503	Sherburne
214201	MNS	45.3029	93.1010	Carlos Avery
210516	NPS	48.5033	92.6406	Kettle Falls
214501	FWS	45.0719	94.5304	Litchfield
216901	PSP	44.0300	96.3200	Pipestone/ Red Stone

National Weather Service

Minneapolis Office

952-361-6671

Meteorologist in Charge: Dan Luna, MIC
Fire Weather Focal Point: Mike Griesinger

Duluth Office

218-729-6572

Meteorologist in Charge: Michael Stewart
Fire Weather Focal Point: Amanda Graning
Ass't Fire Weather Focal Point: Jeff Grochocinski

Grand Forks, ND

701-795-5119

Meteorologist in Charge: Mark Frazier
Fire Weather Focal Point: Al Voelker
Assistant Fire Weather Focal Point: Brad Hopkins

LaCrosse, WI

608-784-8292

Meteorologist in Charge: Glenn Lussky
Fire Weather Focal Point: Dave Schmitt
Assistant Fire Weather Focal Point: John Wetenkamp

Sioux Falls, SD

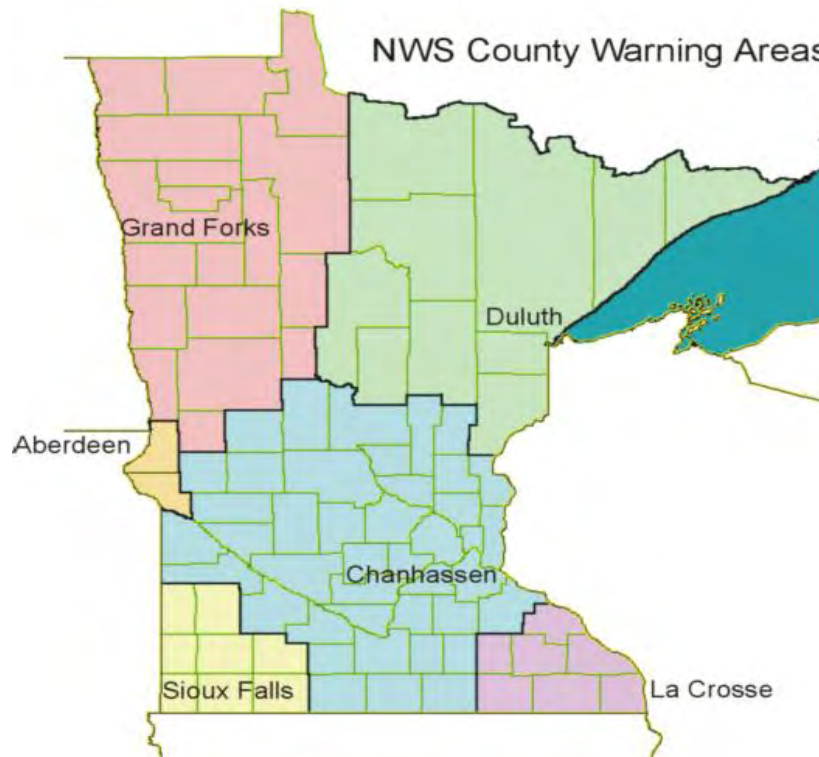
605-330-4246

Meteorologist in Charge: Lisa Schmidt
Fire Weather Focal Point: Mike Fuhs
Fire Weather Focal Point backup: Jeff Chapman

Aberdeen, SD

605-225-5547

Meteorologist in Charge: James Scarlett
Fire Weather Focal Point: Travis Tarver
Fire Weather Focal Point backup: Andy Church



MINNESOTA DAILY INTERAGENCY SITUATION REPORT

MINNESOTA DAILY INTERAGENCY SITUATION REPORT

RESOURCES

Reporting Unit: _____	Date: _____
Time: _____	
Reporting Person: _____	
Fire Danger: _____	Detection Planned: _____
Number of New Fires (Human caused): _____ (Lighting caused): _____	
Number of New acres: _____	
Uncontrolled fires by class: A _____ B _____ C _____ D _____ E _____ G _____	
Total Fires since January 1: _____ Total Acres since January 1: _____	

<u>AVAILABLE</u>	<u>INSTATE</u>	<u>OUTSTATE</u>	<u>COMMITTED</u>	<u>INSTATE</u>	<u>OUTSTATE</u>
Helicopter	_____	_____	Helicopters	_____	_____
Airtankers	_____	_____	Airtankers	_____	_____
Other Aircraft	_____	_____	Other Aircraft	_____	_____
Type II Crews	_____	_____	Type II Crews	_____	_____
Squads	_____	_____	Squads	_____	_____
Engines	_____	_____	Engines	_____	_____
Bombardiers	_____	_____	Bombardiers	_____	_____
Misc Overhead	_____	_____	Misc. Overhead	_____	_____

Prescribed Fires:

New: # _____ Acres _____
 _____ Acres _____
 Carry Over: # _____ Acres _____

Natural: # _____

Precipitation:

Station

Amount

_____	_____
_____	_____
_____	_____

Planning Class or Planning Level: _____

Remarks: _____

Please FAX this report to MIFC, Grand Rapids no later than 0900 hours.

FAX: 218-327-4528

MONTHLY FIRE WEATHER / FIRE DANGER OUTLOOK

Potential Assessment

1. REPORTING UNIT

2. DATE:

3. POTENTIAL FOR SERIOUS/CRITICAL FIRE PROBLEMS

THIS COMING MONTH	BELOW NORMAL		NORMAL		ABOVE NORMAL	
THIS SEASON	BELOW NORMAL		NORMAL		ABOVE NORMAL	

COMMENTS:

4. FIRE WEATHER OUTLOOK (To address the following factors)

DROUGHT CONDITIONS:

PRECIPITATION ANOMALIES AND OUTLOOK:

TEMPERATURE ANOMALIES AND OUTLOOK:

5. FUELS

FINE - GRASS STAGE	GREEN		CURED			
NEW GROWTH	SPARSE		NORMAL		ABOVE NORMAL	

LIVE FUEL MOISTURE (sage, deciduous, conifer):

1000-HOUR DEAD FUEL MOISTURE:

NORMAL/AVERAGE FUEL MOISTURE FOR THIS TIME OF YEAR:

6. AVERAGE FIRE OCCURRENCE/ACRES BURNED (to date 5 year average):

7. ACTUAL OCCURRENCE/ACRES BURNED (to date this year):

8. WRITTEN SUMMARY (The text from this summary will be used in the National Wildland Fire Outlook).

MNICS DAILY PRESCRIBED BURN NOTICE

MNICS DAILY PRESCRIBED BURN NOTICE

For DNR Prescribed Burns: When DNR Forestry Areas are contacted to activate a burning permit for a prescribed fire, the following information should be collected. This information should be faxed or called into MIFC (attention Intel Desk) by 08:45 am. Fax number is 218-327-4528.

Planned Date	Agency and Unit (e.g. MNS-WLF)	Burn Name and Burn ID Number	Fuel Types (1 – 13)*	Planned Acres	Legal Description Section-Township Range	Lat/Long	Planned Duration	Actual Acres Completed **	Smoke Complaints on Burn ***

*List Fire Behavior Fuel Models or identify fuel as: Grass, Brush, Timber, or Slash

****Report actual acres completed and any complaints received within 24 hours of completion.**

*** The Minnesota Smoke Management plan requires that all smoke complaints from prescribed fires are tracked and reported to the Minnesota Pollution Control Agency.

Chapter 30 – Organization

MNICS ORGANIZATION

MNICS Board of Directors

The MNICS Board of Directors represents the Line officer governing unit of the MNICS organization.

Minnesota Department of Natural Resources,
Division of Forestry – Olin Phillips, Chair

USFS, Superior National Forest – Brenda Halter

USFS, Chippewa National Forest – Darla Lenz

Bureau of Indian Affairs – Tom Remus

National Park Service – Mike Ward

U.S. Fish and Wildlife Service – Dan Dearborn

NE Area State & Private Forestry – Dan
Zimmerman

Minnesota Department of Public Safety,
Homeland Security and Emergency Management
– Kris Eide

MNICS Task Force

The MNICS Task Force is the Operational governing unit of the MNICS organization.

Minnesota Department of Natural Resources,
Division of Forestry – Ron Stoffel

USFS, Superior National Forest, Chippewa
National Forest – Doug Ottosen, Chair

Bureau of Indian Affairs – Greg Peterson

National Park Service – Scott Bressler

U.S. Fish and Wildlife Service – Russ Langford

Minnesota Department of Public Safety,
Homeland Security and Emergency Management
– Roy Holmes

MNICS/MIFC Coordinator – Tom Fasteland

MNICS/MIFC Asst. Coordinator – Ronda Estey

MNICS/MIFC Information Officer – Jean Goad

MNICS Working Teams

Air Operations

Jill Hebl, Chair

Ron Stoffel, Task Force Representative

Communications

Marv Nygaard, Chair

Russ Langford, Task Force Representative

Dispatch

Kim Muirhead, Chair

Tom Fasteland, Task Force Representative

Finance

Kevin O'Brien, Chair

Doug Ottosen, Task Force Representative

GIS

Sherry Watson, Jacqueline Brost, Co-Chairs

Roy Holmes, Task Force Representative

Information Management

Jean Goad, Chair

Ron Stoffel, Task Force Representative

Information Technology

Ann Sampson and Lois Fogelberg, Co-Chairs

Scott Bressler, Task Force Representative

Logistics

Andy Drange, Chair

Ron Stoffel, Task Force Representative

Operations

Aaron Mielke, Chair

Doug Ottosen, Task Force Representative

Prescribed Fire and Fuels

BJ Glesener, Chair

Greg Peterson, Task Force Representative

Prevention

Barb Thompson, Chair

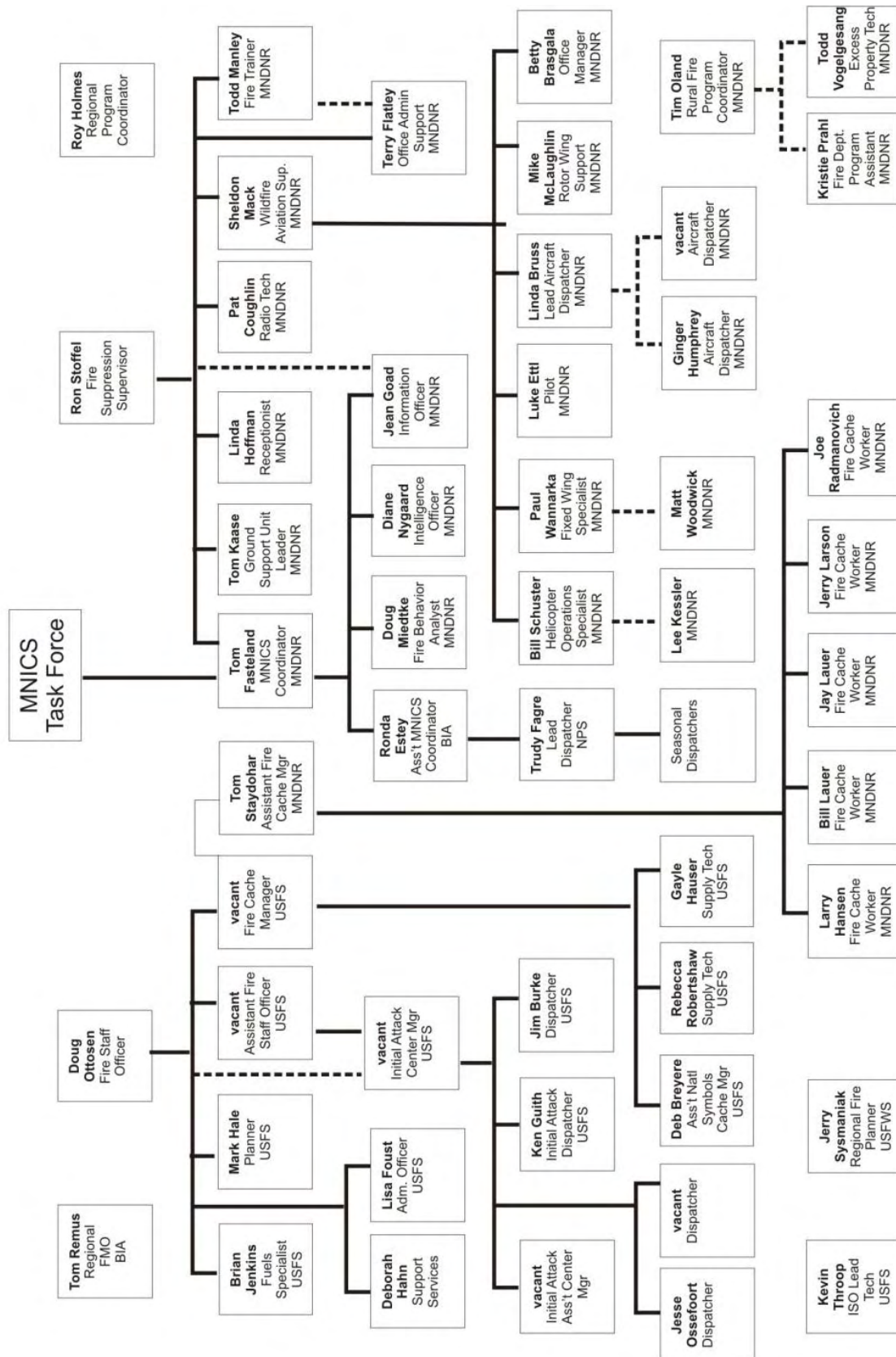
Jean Goad, Task Force Representative

Training

Todd Manley, Chair

Scott Bressler, Task Force Representative

MIFC Operational Staffing

MIFC OPERATIONAL STAFFING
February 2013

MULTI-AGENCY COORDINATING GROUPS (MACS)

Multi-agency coordination provides a forum to discuss actions to take to ensure an adequate number of resources are available to meet anticipated needs and to allocate those resources most efficiently during periods of heavy use or shortage.

Multi-Agency Coordinating groups will ensure coordinated:

- Incident prioritization
- Resource allocation, acquisition, and movement
- Contingency planning
- State and federal incident response
- Information provided to media and agency heads
- Identification and resolution of issues common to some or all agencies

The MNICS MAC group will include representatives from each cooperating MNICS agency – the Board of Directors representative or Task Force member.

The objective is to meet, plan and organize agencies into one coordinated work force. Participation by members will depend on the complexity of the issues brought to the group. The MIFC coordinator is responsible for coordinating MAC group call-ups, group meetings and/or conference calls (assistant coordinator serves in coordinator's absence).

Under certain circumstances, the MAC group may also include representatives from other non-MNICS agencies. The need for additional representatives will be reviewed and agreed to at the time of activation of the MNICS MAC group or as situations warrant.

MNICS MAC group activation: The MNICS MAC group is organized when necessary to assist the normal multi-agency coordinating system. This

ensures efficient use of critical personnel and equipment. Some trigger points to activate the MAC group are:

- Pre-defined preparedness levels (Statewide Planning Level 5)
- Critical incidents that affect one or more MNICS agencies.
- Multiple or complex incidents occurring within Minnesota that involves multiple agencies or Incident Management Team activation for in-state incidents.
- At the request of any of the MNICS agency administrators.

INCIDENT SUPPORT ORGANIZATIONS

The MIFC dispatch will maintain the *Minnesota Interagency Mobilization Guide*, *MIFC Dispatch Operations Guide* and *Duluth Staging & Mobilization Operations Plan*. These guides/operation plans will include authorities, roles, and responsibilities for expanded dispatch personnel, procedures for routine and emergency operations, resource ordering procedures, Duluth Mob Center operations, and IMT call up procedures.

The MIFC dispatch will serve as the Expanded Dispatch Center for incidents that may need to go into expanded or extended attack.

The expanded dispatch function relieves the incident host agency's dispatch unit by focusing on large or complex incidents, or incidents requiring aviation support, or incidents requiring more than typical initial attack resources. See *MIFC Dispatch Operations Guide* for more information on expanded dispatch procedures.

Chapter 40 – Cooperation

MNICS INTERAGENCY AGREEMENTS

WITH WHOM	TITLE OF AGREEMENT	PURPOSE	RELATED TO
USFWS & DNR	Coop Agreement - USDOJ Fish & Wildlife & MN DNR	Fire suppression agreement w/ FWS and DNR	MNICS
BIA, USFS, USFWS, NPS, DNR, DEM	MNICS Charter	Member organization to operate under NIIMS (ICS)	Parent agreement for MIFC agreement & others
MNICS Partners	Interagency agreement for MIFC	Authorizes MIFC operations	MNICS
MNICS Partners	MIFC Financial Plan	MIFC MNICS financial plan	MNICS
MNICS Partners	MOU MNICS Radio Communications	Authorization and use of MNICS radio frequency	MNICS
DNR, USFS, USFWS, BIA, NPS	MOU for Prescribed Fire	Authorizes cooperation on prescribe fire	MNICS
GLFFC, USFS	Coop. Fire Protection Agreement - GLFFC & USFS NE Area S & P	Sharing training and financial support from USFS State and Private	Great Lakes Forest Fire Protection Agreement
WI, MI, MN, ONT. MANITOBA	Great Lakes Forest Fire Protection Agreement	Promote effective prevention, pre-suppression, and control of forest fires in the Great Lakes region and Canadian provinces	GLFFC - USFS S&P
BIA & DNR	Bemidji Airtanker Base Tanker Base Lease Agreement	Authorizing joint operations of the Bemidji Tanker base Authorizes DNR to operate on BIA lease & take over lease if BIA backs out of lease	MNICS
BIA & DNR	Bemidji Interagency Air Operations Annual Operating Plan	Operational plan for Bemidji tanker base and fire suppression operations	MNICS, Bemidji Tanker Base, Red Lake
Chisholm-Hibbing & DNR	Lease - Chisholm-Hibbing Airport	Lease for the Hibbing Tanker Base	MNICS, USFS Fire Protection Agreements
Superior Nat. Forest & DNR	Participating Agreement Between US Secretary of Ag. & MN Com. of NR	Provide staffing and other support for the Smokey, Woodsy Owl, & Junior Forest Ranger programs.	MNICS, MIFC, USFS
USFS NE Area State and Private & DNR	2005 Annual Operating Plan to Coop. Fire Control Agreement, 9-1980	Sharing crews and resources and fiscal procedures	MNICS, GLFFC
USDA & USDI	Wildland Fire Management Joint Policy Statement	USDA & USDI to work jointly on fire suppression	Somewhat to MNICS, MIFC, & others
DNR & HSEM	MIFC - Interagency Agreement between DPS (HSEM) & DNR	Authorizes HSEM to occupy and pay for space in MIFC	MNICS, MIFC
HSEM - FEMA	Federal-State Assistance Agreement	Authorizes Federal assistance for fire related expenditures	USFS Fire Protection Agreement
CNF, SNF, DNR	Operating Plan for Shared Protection Responsibilities	Sharing initial attack resources and boundary fires between USFS & DNR, how and when to bill each other	MNICS, MIFC, USFS Fire Protection, etc.
CNF, SNF, DNR	Operating Plan for Shared Protection Responsibilities	Sharing initial attack resources and boundary fires between USFS & DNR, how and when to bill each other	MNICS, MIFC, USFS Fire Protection, etc.

CHAPTER 40 – COOPERATION

WITH WHOM	TITLE OF AGREEMENT	PURPOSE	RELATED TO
NPS & DNR	Coop Agreement DNR & NPS (for shared protection responsibilities)	Sharing initial attack resources and boundary fires between NPS & DNR, How and when to bill each other	MNICS, MIFC, National Fire Protection, etc.
BLM & DNR	Fire Control Coop. Agreement between BLM & DNR	DNR to provide fire protection to BLM lands and payment by BLM	
BIA, Red Lake & DNR	Coop. Fire Agreement between USDI, Red Lake Band, & DNR	Sharing initial & extended attack resources and boundary fires between BIA, Red Lake Band & DNR	MNICS, MIFC, National Fire Protection
BIA, Mille Lacs & DNR	Coop. Fire Agreement between USDI, Mille Lacs Band, & DNR	Sharing initial & extended attack resources and boundary fires between BIA, Mille Lacs Band & DNR, How and when to bill each other	MNICS, MIFC, National Fire Protection
BIA, Fond du Lac & DNR	Coop. Fire Agreement between USDI, Fond du Lac Band, & DNR	Sharing initial & extended attack resources and boundary fires between BIA, Fond du Lac Band & DNR, how and when to bill each other	MNICS, MIFC, National Fire Protection
BIA & DNR (White Earth Res.)	Coop. Fire Agreement between BIA & DNR	Shared agreements with BIA & DNR for White Earth Reservation.	
BIA, DNR, & Bois Forte Reservation	Coop. Fire Agreement between BIA, Bois Forte Band, & DNR	Shared agreements with BIA & DNR for Bois Forte Reservation.	MNICS, MIFC, National Fire Protection
BIA, DNR, & Sioux Communities	Coop. Fire Agreement between BIA, Sioux Communities, & DNR	Shared agreements with BIA & DNR for Sioux Communities.	MNICS, MIFC, National Fire Protection
BIA, DNR, & Grand Portage	Coop. Fire Agreement Grand Portage	Shared agreements with BIA, DNR & Grand Portage.	MNICS, MIFC, National Fire Protection
MANITOBA & DNR	Fire Suppression Resources Sharing Agreement between Manitoba MNR & Minnesota DNR	Sharing fire suppression resources and common boarder agreement	MNICS, MIFC, NIFC-CIFFC
US & CANADA	Canada/US Reciprocal Forest Fire Fighting Arrangement	Operational Guidelines for 1996, Guideline for sharing resources across the border. Between CIFFC & NIFC	MNICS, MIFC, GLFFC
ONT MNR, NPS, USFS, DNR	DRAFT Operating Guidelines for common boundaries and fire suppression	Sharing fire suppression resources and common boarder agreement	MNICS, MIFC, NIFC, CIFFC, GLFFC
ONT MNR, US, & DNR	Fire Aviation Operations Plan	Operating plan for fire aviations operations between US agencies, DNR, and Ontario MNR	MNICS, MIFC, NIFC-CIFFC, GLFFC
ONT MNR, USFS, NPS, DNR	MOU & Diplomatic Letters	Sharing firefighting resources between US and Ontario	MNICS, MIFC, NIFC-CIFFC, GLFFC
WI DNR & MN DNR	Coop. Fire Agreement for initial attack on Boundary Fires between MN & WI	Sharing firefighting resources between MN and WI	MNICS, MIFC, GLFFC
DNR, & MN Dept. of Health	DNR, & MN Dept. of Health Emergency Response Interagency Agreement	Use of MNICS Incident Management Teams in a health emergency	MNICS

Questions about MN-DNR Agreements should be directed to Tim Oland at the
Minnesota Interagency Fire Center, 218-327-4558

MNICS COOPERATIVE AGREEMENT

This is the agreement in effect at the time of publication of the 2013 Mobilization Guide. MNICS is in the process of developing a new agreement. It will be adopted in 2013. For the latest agreement, go to www.mnics.org. This is a portion of the actual agreement which does not include the Table of Contents, Exhibit A—Principal Contacts, Exhibit B—Glossary of Terms. Exhibit D – A Sample Annual Operating Plan Outline Guide. Please Note: The term “WFSA” should be replaced with “WFDSS”.

Minnesota Cooperative Fire Agreement
MN DNR A99796

FS Agreement No. 07-FI-11090903-011
BIA Agreement No. AGF20070004

MNICS COOPERATIVE AGREEMENT

Between

**MINNESOTA DEPARTMENT OF NATURAL RESOURCES,
DIVISION OF FORESTRY;**

U.S. FOREST SERVICE, in MINNESOTA;

NATIONAL PARK SERVICE UNITS, in MINNESOTA;

BUREAU OF INDIAN AFFAIRS, in MINNESOTA;

US FISH AND WILDLIFE SERVICE, in MINNESOTA

And

**MINNESOTA DEPARTMENT OF PUBLIC SAFETY,
DIVISION OF HOMELAND SECURITY AND EMERGENCY MANAGEMENT**

This Cooperative Fire Protection Agreement (Agreement) is hereby made and entered into by and between the State of Minnesota, Department of Natural Resources, Division of Forestry, hereinafter referred to as the DNR; the National Park Service in Minnesota, hereinafter referred to as the NPS; the Bureau of Indian Affairs in Minnesota, hereinafter referred to as the BIA; the Fish and Wildlife Service in Minnesota, hereinafter referred to as the FWS, the USDA, Forest Service in Minnesota hereinafter referred to as the USFS and Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management hereinafter referred to as the HSEM. This Agreement is entered into under the authorities described in Exhibit A.

The BLM, NPS, BIA, FWS and the USFS, may hereinafter be jointly referred to as the “**Federal Agencies**”. The Federal Agencies and the State agencies may hereinafter be jointly referred to as the “**Agencies**”.

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MN DNR A99796

FS Agreement No. 07-FI-11090903-011
BIA Agreement No. AGF20070004

I. PURPOSE:

The purpose of this Agreement is to document the commitment of the Agencies to improve wildland fire protection, all-risk management, and operation of the Minnesota Interagency Coordination Center (MIFC), by facilitating the increased availability of resources including but not limited to: The exchange of personnel, equipment, supplies, services, and funds among the Agencies in accordance with this Agreement and the hereby incorporated Exhibits:

Exhibit Contents

A	Principal Contacts
B	Glossary of Terms
C	Reimbursable Billings and Payments
D	A Sample Annual Operating Plan (AOP) Outline Guide
E	A Sample Project and Financial Plan
F	A Sample Cost Share Agreement
G	A Sample MNICS/MIFC Operating and Financial Plan

Exhibits to this Agreement may be revised upon request of the Agencies through execution of an Annual Operating Plan (AOP). The latest revision of any Exhibit will automatically be incorporated into this Agreement without necessitating a formal modification as defined in Agreement Provision #55.

A fully executed version of this Agreement, any Annual Operating Plans, Cost Share Agreements, Project Agreements and/or Financial Plans will be maintained by the Lead Principal Agency.

Supplements to this Agreement (AOPs, Project and Financial Plans, and Cost Share Agreements) will further describe working relationships, financial arrangements, and joint activities not otherwise specified under the terms of this Agreement.

Any inconsistencies in this Agreement and attachments thereto shall be resolved by giving precedence in the following order:

1. This Agreement (less its Exhibits)
2. Annual Operating Plan
3. Exhibits to this Agreement
4. Project and Financial Plan

II. RECITALS:

1. State and private lands, for which the DNR is responsible for wildland fire protection in Minnesota, and the federal lands on which the respective Federal Agencies are responsible for wildland fire protection, are intermingled or adjacent to state and private lands in some areas, and wildland fires on these intermingled or adjacent lands may represent a threat to the lands of the other.
2. The Agencies each maintain wildland fire protection organizations and wish to improve efficiency, effectiveness and limit duplication in wildland fire protection.

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3. The Agencies each maintain wildland fire protection organizations and wish to improve efficiency, effectiveness and limit duplication in wildland fire protection.
4. Local municipal, rural fire districts, and fee service area fire departments are responsible for structure fire suppression, dump fires, and vehicle fires. Agreements for these types of activities with local fire departments are not a part of this Agreement.
5. The Federal Agencies have entered into a National Interagency Agreement for Fire Management to cooperate in all aspects of fire management.
6. It is to the mutual advantage of the Agencies to coordinate efforts on all wildland fire and aviation protection activities including but not limited to: preparedness, prevention, detection, suppression, training, aviation, prescribed fire, wildland fire use, fuels management, Northeastern Fire Cache and National Symbols Program.
7. It is the intent of the Agencies to make resources available to assist in wildland fire protection activities on federal lands, and other lands on which the Federal Agencies provide fire suppression support, including DNR, other States and international partners.
8. It is the intent of the Agencies to make Federal resources available to assist in wildland fire protection activities on state and private lands on which the DNR provides assistance or protection.
9. The parties have established a Minnesota Incident Command System Charter (MNICS) dated February 24, 1994, which is incorporated by referenced hereto and made a part of hereof.
10. The parties agree that an interagency fire coordination center known as the Minnesota Interagency Fire Center (MIFC) is necessary to serve as a focal point to provide incident support for the MNICS agencies.
11. MIFC is operational on a year round basis and this Agreement includes MIFC/MNICS activities and costs in emergency and non-emergency situations.
12. This Agreement is entered into under the authority of the following laws, as subsequently amended:
 - A. Minnesota Statutes 84.025, 88.041 – 88.22, 12.09, 89.01, 90.041 and 471.59;
 - B. Reciprocal Fire Act of May 27, 1955 (42 E.S.C 1856a);
 - C. Economy Act of June 30 1932 (31 U.S.C. 1535);
 - D. Disaster Relief Act of May 22, 1974 (42 U.S.C. 5121);
 - E. Federal Property and Administrative Service Act of 1949 (47 U.S.C. 471)
 - F. Federal Fire Prevention and Control Act of October 29, 1974 (15 U.S.C. 2201);
 - G. Federal Grants and Cooperative Agreements Act of 1977 (31 U.S.C. 6301-6308);
 - H. Supplemental Appropriations Act of September 10, 1982 (96 Stat. 837);
 - I. Federal Land Policy and Management Act of 1976 (43 U.S.C. 1737);
 - J. Protection Act of September 20, 1922 (16 U.S.C. 572);
 - K. National Park Service Organic Act of August 1916 (16 U.S.C. 1);
 - L. Cooperative Funds and Deposits Act of December 12, 1975 (16 U.S.C. 565 a1-a3);
 - M. Granger-Thye Act of April 24, 1950 (16 U.S.C. 572);

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- N. National Wildlife Refuge System Administration Act of 1978 (16 U.S.C. 688dd-688e);
- O. Fish and Wildlife Improvement Act of 1978 (16 U.S.C. 742f);
- P. National Indian Forest Resource Management Act of 1990 (25 U.S.C. 3104).
- Q. Cooperative Forestry Assistance Act of 1978, as amended (16U.S.c>2101-2114)
- R. Timber Protection Act of September 20, 1922 (42 Stat. 857, 16 U.S.C. 594)
- S. Robert T. Stafford Disaster Relief and Emergency Assistance Ac (P.L. 93-288)
- T. Homeland Security act of 2002
- U. Homeland Security Presidential Directive-5 (HSPD-5)
- V. Taylor Grazing Act for June 28, 1934, (48 Stat. 1269; 43 U.S.C. 315)
- W. Department of the Interior and Related Agencies Appropriations Act, 1999, as included in P.L. 105-277, section 101©
- X. Watershed Restoration and Enhancement Act of 1998, P.L. 105-77
- Y. National Wildlife Refuge System Improvement Act of 1997 (P.L. 105-57)

INTERAGENCY COOPERATION:

1. Minnesota Incident Command System (MNICS): MNICS provides coordination and recommendations for all interagency wildland fire protection activities Minnesota, as described in the MNICS Charter. MNICS is comprised of the Federal Agencies: NPS, BIA, FWS; USFS; the State of Minnesota: DNR and HSEM. The Minnesota State Fire Chiefs Association is an ex-official member of MNICS, but not a signatory to this Agreement. It is intended that this Agreement be implemented under the auspices of MNICS, rather than through individual Agencies, to the maximum extent feasible.

The MNICS Board of Directors (BOD) will provide coordination and assistance for all fire protection activities within the agencies protection areas who are signatory to this agreement. The MNICS BOD will consist of the following or their formally designated representative.

- DNR Director of the Division of Forestry,
- USFS Forest Supervisor, Superior National Forest
- USFS Forest Supervisor, Chippewa National Forest
- BIA Midwest Area Director
- NPS Park Superintendent, Voyageurs National Park
- FWS Refuge Supervisor
- HSEM Director of Homeland Security & Emergency Management

The MNICS Taskforce will oversee the day-to-day operations of MIFC and fire management activities for the agencies located in Minnesota. The Taskforce reports directly to the MNICS BOD. Taskforce members will consist of the following or their formally designated representative;

- USFS Forest Fire Management Officer, Superior and Chippewa National Forests
- NPS Fire Management Officer, Voyageurs National Park
- HSEM MN DPS HSEM, NE Regional Coordinator
- BIA Fire Management Officer
- FWS Zone Fire Management Officer
- DNR Wildfire Suppression Supervisor, plus one

The MIFC Center Manager works for the Taskforce and facilitates the Taskforce meetings.

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MNICS will utilize working teams to help develop procedures and guidelines and to oversee implementation. As deemed appropriate, other ad-hoc members from other cooperating agencies and/or associations that are not parties to this agreement may provide technical assistance on these working teams. Working teams may include but are not limited to the following:

- Prescribed Fire and Fuels Management
- Operations
- Logistics
- Air Operations
- Geographic Information Systems (GIS)
- Training

2. Compacts: The **Great Lakes Forest Fire Compact** is an agreement between the provincial wildfire agencies in Canada (Ontario and Manitoba) and the State wildfire agencies in the mid-western United States (Minnesota, Wisconsin, and Michigan). Federal agencies are not participants in the Compact. The Compact is an operational agreement to provide greater flexibility in the exchange of firefighting resources and information, between the member agencies, outside established mobilization agreements. The State will be the lead Agency for ordering resources under the Great Lake Forest Fire Compact. All resources will be documented on a resource order through the Minnesota Interagency Fire Center. *See Exhibit C item #1 Payments Under Compacts.*

The **Emergency Management Assistance Compact (EMAC)** was established to allow interstate assistance between member states prior to the need for resources unavailable in state. The purpose of EMAC is to provide support to local jurisdictions in the event of a large-scale emergency or disaster when the resources needed exceed those available in state. Federal resources are ordered through the Federal Resource Ordering and Status System (ROSS).

Before requesting Emergency Management Assistance Compact (EMAC) assistance, a requesting State must have a “Governor’s Declaration of Emergency” authorized for that state. The requesting state, through their established EMAC process, will either directly request assistance from another EMAC state within their region or enter the request into the EMAC web site as a National Resource Request Broadcast.

The Minnesota EMAC Operations Center will facilitate all requests either to request resources for Minnesota or to provide resources to other states. The Minnesota EMAC Operations Center can be accessed through the Minnesota State Duty Officer phone at 800-422-0798.

All requests for EMAC resources will be made using EMAC form “Requisition-A,” as established by national protocol, along with any other forms required by the national compact. Currently, private resources cannot be deployed through Minnesota EMAC. The EMAC system is only for interstate mutual aid and cannot be used for intrastate mutual aid or to replace local government mutual aid agreements. Additional information can be found in the “Minnesota EMAC Operations Plan.

3. Incident Command System: The Agencies will operate under the concepts of the National Incident Management System (NIMS) and its Incident Command System (ICS), as appropriate for providing qualified resources and for the management of incidents encompassed under the terms of this Agreement. During initial attack, all Agencies accept each other’s training and qualifications, and equipment

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standards. Once jurisdiction is clearly established, the standards of the Agency(s) with jurisdiction will prevail.

4. Cooperation with Local Government Fire Forces: Cooperation with local government fire forces at the city or county government level is desirable. Except to ensure compliance with State law and a general compliance with similar agreements that are in place elsewhere, it is not intended for this agreement to affect local agreements that are mutually beneficial to agreeing parties (usually a Federal Agency and/or the DNR and a local fire department).

5. Third Party Agreements/Contracts: Third parties may be utilized for fire management services by the Parties to this Agreement, when agreed to by the affected parties. Resource orders for third party's personnel and equipment will be made through and tracked by the parent agency. After ensuring that the conditions of the local agreement have been complied with, the parent agency will submit the invoice to the appropriate receiving agency and request payment. Agencies will follow their normal contracting and finance procedures in obligating and paying costs incurred under this agreement.

6. Sharing of Information: The Agencies will furnish, or otherwise make available upon request, such maps, documents, instructions, records, GIS data, and reports, including but not limited to fire reports, employment records, and investigation and law enforcement reports as either party considers necessary in connection with this Agreement, in accordance with applicable State and Federal rules and regulations.

7. Employment Policy: It is agreed that employees of the Agencies shall at all times be subject only to the laws, regulations, and rules governing their employing Agency, and shall not be entitled to compensation or other benefits of any kind other than specifically provided by the terms of their employment.

8. Interagency Resources: Interagency funding, staffing, and utilization of resources and facilities may be pursued when an interagency approach is appropriate and cost effective. Shared staffing and funding will be commensurate with each Agency's use of the resources and may if carried out be agreed to in a separate Project and Financial Plan or included in AOPs. *See related Provision # 45 Supplements, D. - Annual Operating Plans and E. - Project and Financial Plans.*

9. Prescribed Fire and Fuels Management: The Agencies agree to cooperate in the development and implementation of prescribed fire and fuels management activities.

Any Agency may provide assistance to another Agency as requested and agreed to for purposes of performing prescribed fire or other fuels management activities. Conditions of the assistance and details of reimbursement will be done in accordance with the "Cooperative Agreement for Prescribed Fire and Wildland Fire Use", or if separately agreed to will be documented in AOPs or the Project and Financial Plan. Agencies will follow their normal contracting and finance procedures in obligating and paying costs incurred under this agreement. *See Exhibit E for a sample Project and Financial Plan.*

Wildfire suppression costs resulting from an escaped prescribed fire ignited by the Jurisdictional party shall be the responsibility of the Jurisdictional party. The Protecting party will be responsible for management of the fire. For cooperative prescribed burns involving more than one party, joint funding and financial responsibility agreements shall be in accordance with section VI.C, of the "Cooperative Agreement for Prescribed Fire & Wildland Fire Use". Wildfire suppression costs resulting from wildland fire use, which escapes predetermined acceptable boundaries, shall be the responsibility of the

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Jurisdictional party. *See Exhibit C item #5 Billing Procedures for Other Fire and Aviation Protection Activities*

10. Interagency Dispatch Centers and Caches: The Agencies agree to maintain, support, and participate in the Minnesota Interagency Fire Center (MIFC) the Northeast Area Interagency Fire Cache, the National Symbols program, and the Eastern Area Coordination Center (EACC). Staffing, funding, and level of participation will be agreed to and documented in AOPs, separate agreements and/or appropriate mobilization guides. The Minnesota Interagency Mobilization Guide will be the primary document to identify approved policy and procedures for dispatching fire resources.

It is intended that interagency dispatch center managers may be from any of the participating Agencies, and as such, have the Agency specific authorities from each participating Agency, except where prohibited by law or regulation, necessary to conduct the Center's operation.

The Northeast Area Interagency Fire Cache: The DNR and the USDA Forest Service jointly manages the Northeast Interagency Fire Cache. These agencies will continue to work cooperatively to manage and operate the fire cache.

11. Aviation Operations: The Agencies agree to cooperate in the use of aviation resources to foster effective and efficient use of aircraft and personnel. All aviation activities shall be conducted in accordance with each Agency's aviation rules, policies, and directives; applicable Federal Aviation Regulations (FAR's), and Public Law 103-411, the Independent Safety Board Act Amendments of 1994, which amended 49 U.S.C. Sec. 101, 1118, 1131, 40102, and 40109 and Public Law 105-137 the Aviation Insurance Reauthorization Act of 1997, which amended 49 U.S.C. Sec. 40101, 40102, 44302, 44305, 44306, 44308, and 44310. *See Exhibit C item #5 Billing Procedures for Other Fire and Aviation Protection Activities.*

Federal Agencies will inspect and approve pilots and aircraft to be used on federal missions and/or used to transport federal employees.

13. Communication Systems: The Agencies may mutually agree to allow one another the use of communication systems such as radio frequencies, computer system access, data transmission lines, and communication sites when there is mutual benefit to the parties. Such agreement shall be approved only by authorized personnel for each Agency and will be documented.

14. Fire Prevention Policies: The Agencies will support fire prevention planning and cooperative activities at local and statewide levels. Joint fire prevention activities will be incorporated into the AOPs or Project and Financial Plans. Agencies are encouraged to pool resources and share costs of wildland fire prevention activities.

The DNR and the USDA Forest Service will cooperate in the management and operations on the National Symbols Program. An annual operating plan will be prepared that identifies and establishes standard procedures and processes for the National Symbols Program. This AOP will be developed and executed by October 1. The Board of Director Members for the DNR and the Superior National Forest are authorized to develop and approve the AOP. The "FY 2007 National Symbols Financial Plan" completed on November 6, 2006 will serve as a valid operating plan until September 30, 2007 or until a new AOP has been approved. *See Exhibit E for a sample AOP.*

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14. Fire Restrictions and Closures: Fire restrictions and closures will be coordinated through MNICS, consistent with the laws applicable to each Agency. Local Agency Administrators are responsible for developing and implementing Area Restrictions and/or Closure Plans.

15. Smoke Management: Within their authorities, the Agencies agree to cooperate in smoke management programs. Agencies will work together to minimize or prevent smoke impacts to Communities, while using fire to accomplish land management objectives or reduce hazardous fuels. Agencies in Minnesota have signed a Memorandum of Agreement to follow the “Minnesota Smoke Management Plan”.

16. Fire Weather: The Agencies will cooperate in the gathering, processing, and use of fire weather data including the use of remote automatic weather stations (RAWS) and joint use of computer software.

17. Training: The Agencies, through the MNICS Training Working Team, will cooperate in all aspects of wildland fire and aviation training. This should include training scheduling, course development, course presentation, and selection of trainees. As applicable, training will meet National Wildfire Coordinating Group (NWCG) 310-1 standards. Local government fire forces will be included in this cooperative approach whenever practical. *See Exhibit C item 5 Billing Procedures for Other Fire and Aviation Protection Activities.*

18. Procurement: The procurement laws of the Protecting Agency will apply in the procurement of resources. Procurement costs by one Agency in support of another that are reasonable and prudent may be charged to the Protecting Agency. Delegations of procurement authority for an incident shall be made in accordance with Agency policy (see Interagency Incident Business Management Handbook, NWCG Handbook 2, Chapter 20). Agencies will follow their normal contracting and finance procedures in obligating and paying costs incurred under this agreement.

19. Shared Equipment: Equipment shared by one Agency with another Agency shall become the responsibility of the receiving Agency and shall be returned to the lending Agency in the same condition as when received normal wear and tear excepted. The receiving Agency will pay or reimburse for damages in excess of normal wear and tear, and will replace or reimburse items lost or destroyed, except for damages occurring as a result of negligence by the lending Agency.

Equipment transported or operated by Supporting Agency personnel in transit to or from an incident is considered under the control of the Supporting Agency. Equipment damaged while under the control of the Protecting Agency will be repaired at the expense of the Protecting Agency unless damage occurred because of negligence by the Supporting Agency.

20. Licensing: Drivers and equipment operators will hold appropriate operating licenses to meet their employing agency regulations and policies. Federal agency employees may operate each other’s vehicles provided the operator meets the current operating guidelines and training requirements of their own Agency. Any Agency may impose more restrictive standards for their employees, but will recognize that other Agency standards are reasonable, prudent, and acceptable.

21. Duration of Assignment: Consideration must be given to the health and safety of personnel when assigned to fires. Incident Commanders will release suppression forces to the respective Agencies as soon as priorities allow. Incident Commanders shall adhere to rest and rotation policies described in the MNICS Mobilization Guide.

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22. Burning and Campfire Permits: Burning permit procedures, when applicable, will be per the State of Minnesota Fire Rules and Regulations.

23. Use of National Guard Resources: The State will maintain an agreement for the utilization of National Guard Resources. All orders for Minnesota National Guard resources for use on wildland fires shall go through MIFC. The Federal Agencies shall upon receipt of the

State's billing, reimburse the State for the costs of assistance. *See Exhibit C item #3 Reimbursable Costs, part (i).*

24. Notification of Federal Excess Personal Property: Every effort will be made to notify the State of fire related personal property and equipment that is to become excess to the needs of the Federal Agencies, for use in the State cooperative fire program.

25. All-Hazard Incident Responses: This Agreement is not limited to wildland fire management and may include all-hazard incident responses. Agencies may support one another in emergency situations as provided by their respective policies, procedures, or other agreements. Procedures for assistance are outlined in the National Response Plan.

PROTECTION PRIORITIES, METHODS, and RESPONSIBILITIES

26. Protection Priorities: The following are agreed to priorities for protection:

- A. Threat to human life.
- B. Threat to property and natural resources, based on relative values to be protected, commensurate with fire management costs.

27. Methods of Fire Protection and Suppression: One agency may provide fire protection services on lands under the jurisdiction of another. The following are different methods to provide those services:

- A. Reciprocal (Mutual Aid) Fire Protection: As deemed appropriate, the Agencies may, by agreement, establish reciprocal initial attack zones for lands of intermingled or adjoining protection responsibility. Within such zones, a Supporting Agency will, upon request or voluntarily, take initial attack action in support of the Protecting Agency.

The Protecting Agency will not be required to reimburse the Supporting Agency for costs incurred following the initial dispatch of any ground resources to the fire for the duration of the mutual aid period. The length of the mutual aid period should not exceed 24 hours and will be documented in agreements or operating plans.

- B. Reimbursable (Cooperative) Fire Protection: The Protecting Agency may request suppression resources of other Agencies for its protection work. Such resources shall be paid for by the Protecting Agency. *See Exhibit C item #3 Reimbursable Costs.*

- C. Exchange (Offset) Fire Protection: Agencies may exchange responsibility for fire protection for lands under their jurisdiction. The rate of exchange will be based upon comparable cost, acreage involved, complexity, and other factors as appropriate and mutually agreed to by the Agencies. Exchange zones will be documented by agreement. Agencies will follow their

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normal contracting and finance procedures in obligating and paying costs incurred under this agreement.

If an imbalance exists, the Protecting Agency with the surplus of acres will bill the Jurisdictional Agency for the difference on a per acre basis as computed under Contract or Fee Basis Protection. Imbalance means a deviation exceeding the range of variation agreed to between the parties.

When a Protecting Agency takes suppression action on lands it protects for the Jurisdictional Agency, and the Jurisdictional Agency is requested to assist, the Protecting Agency will reimburse the Jurisdictional Agency for their assistance. The exception is if the parties involved are Federal Agencies. The National Agreement between the Department of Interior Agencies and the USDA Forest Service states that the parties agree not to bill each other for suppression services.

- D. Contract (Fee Basis) Fire Protection: For an agreed upon fee, one Agency may assume fire protection responsibilities on lands under the jurisdiction of another Agency. The terms and conditions of such arrangements must be included in an approved agreement.

28. Protection Areas and Boundaries: The Agencies will agree upon wildland fire protection responsibilities for lands within their respective jurisdictions. Protection areas and boundaries will be established and mapped in the Operating Plan for Shared Protection.

29. Structure Fire Suppression: The Federal Agencies and MN State will not assume the primary structure fire suppression role on private lands. Structural fire support may also be provided across jurisdictional boundaries as prescribed in existing mutual aid agreements between respective Agencies.

30. Reimbursable Assistance: Reimbursable Assistance refers to those fire management resources that are to be paid for by the Protecting Agency. Reimbursable Assistance resources must be requested by the Protecting Agency or supplied through automatic or mutual aid systems and must be recorded by the resource order process within the dispatching systems of both the Protecting Agency and Supporting Agencies or documented by the Incident Commander in the fire report. Resources not documented in this manner are not reimbursable. All costs incurred as the result of an incident and documented as stated above are generally reimbursable. *See Exhibit B Glossary of Terms and Exhibit C item #3 Reimbursable Costs.*

FIRE SUPPRESSION

31. Closest Forces Concept: The primary guiding principle for dispatch of initial and extended suppression resources will be the use of the closest available and appropriate resources, regardless of the ownership of those resources, and regardless of which Agency has protection responsibility.

32. Appropriate Management Response: All fire suppression action conducted on lands of another Agency shall be consistent with that Agency's fire suppression policy and the terms of this Agreement.

Unless otherwise agreed, the Jurisdictional Agency will provide an Agency representative or appropriate environmental technical specialist to advise a Protecting Agency of any special management considerations that may influence suppression action. The cost of these individuals shall be paid by the

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Jurisdictional Agency. The Incident Commander will incorporate special management considerations into the incident planning process, subject to the delegation of authority.

33. Independent Action on Lands Protected by Another Agency: Nothing herein shall prohibit any Agency, on its own initiative and without reimbursement, from entering lands known to be protected by another Agency to engage in suppression of wildland fires, when such fires are a threat to lands within that Agency's protection responsibility. In such instances, the Agency taking action will promptly notify the Protecting Agency. Actions taken will be consistent with the Protecting Agency's suppression policies. *See related Provision # 32 Appropriate Management Response.*

34. Wildland Fire Situation Analysis (WFSa) and Delegation of Authority: Federal Agency policy requires that a WFSa be completed for all fires under Federal jurisdiction, which escape initial suppression action. Responsibility for development of a WFSa shall be the responsibility of the Agency Administrator from the Jurisdictional Agency.

The Federal Agencies and MNICS policies require that a Delegation of Authority be used to transfer authority and manage actions on an incident from the Agency Administrator to the Incident Commander. The appropriate Agency Administrator from the Jurisdictional Agency will develop the Delegation of Authority.

35. Determination of Cause and Preservation of Evidence: As initial attack is taken on a fire, the initial attack forces will immediately gather and preserve information and evidence pertaining to the origin and cause of the fire, regardless of jurisdiction. To the extent permitted by Federal and State law, the Protecting Agency will provide investigation files relative to the fire to the Jurisdictional Agency.

36. Fire Notifications: Each Agency will promptly notify the appropriate Protecting Agency of fires burning on or threatening lands for which the Protecting Agency has protection responsibilities. Likewise, Protecting Agencies will promptly inform Jurisdictional Agencies whenever they take action on fires for which the Protecting Agency is responsible.

37. Wildland Fire Use: The Agencies agree to cooperate in the implementation of wildland fire use. Any Wildland Fire Use fire burning out of prescription is considered a wildfire and is the financial responsibility of the Jurisdictional Agency. The Protecting Agency will be responsible for the management of the fire. Wildland Fire Use is not utilized as a type of fire by the State. *See Exhibit C item #5 Billing Procedures for Other Fire and Aviation Protection Activities.*

38. Boundary Fires: A fire burning on or adjacent to a protection boundary will be the responsibility of the Protecting Agencies on either side of the boundary. Neither party will assume the other party is aware of the fire or that the other party will take action. Each party will make every reasonable effort to communicate with the other concerning the fire. The initial attack responders of both Agencies shall mutually agree upon fire suppression objectives, command, strategy, and the commitment and funding of Agency suppression resources. When a fire burns on both sides of a protection boundary, except under the conditions of reciprocal fire protection or voluntary independent action (*See Provision # 27 Methods of Fire Protection and Suppression*), a Cost Share Agreement shall be prepared and approved for all actions. *See Exhibit C item 4 (g) Procedures for Fire Suppression Billings –Boundary Fire Billings, provision # 45 Supplements, C. – Cost Share Agreements and Exhibit F for a sample Cost Share Agreement.*

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39. Contractor or Permittee Fires: The Protecting Agency will notify the Jurisdictional Agency of any fire suspected to have been caused by a contractor or permittee of the Jurisdictional Agency as soon as it becomes aware of the situation.

40. Suppression Damage and Rehabilitation: All damage to improvements, including, but not limited to fences, roads, water systems, camps, and helispots/bases; and to natural land features, that are caused by actions related to fire suppression, including, but not limited to, construction of fire line and safety zones, and dozer piles, will be paid for, where appropriate, by the Protecting Agency. The Jurisdictional Agency shall be involved early in this process to assure all concerns and issues are identified and mitigated in a timely manner.

Rehabilitation of land/natural resources damaged by wildland fire is the responsibility of the Jurisdictional Agency unless otherwise agreed to in writing. The Protecting Agency will include the participation of the Rehabilitation Team during on-going suppression operations to the extent such inclusion is safe and feasible. Rehabilitation Teams are ordered and paid for by the Jurisdictional Agency.

41. Law Enforcement and Negligent Fires: In criminal and civil actions, each Agency shall render mutual assistance in law enforcement activities and the gathering of evidence, and in criminal or civil prosecutions, to the fullest extent practical. Each Agency shall be responsible for fire related law enforcement activities, litigation and court proceedings resulting from wildfires that originate on their respective lands

The State Agency Administrator will notify the appropriate Federal local Agency Administrator of any information that shows that any person or business entity (which would include a person or entity doing business under an assumed business name) has violated any provision of Minnesota Forestry Law, and or fire rules and regulations on Federal lands within State protection areas, and will assist the Federal Agencies with prosecution under applicable Minnesota law, rule or regulation if so requested by the Federal Agencies. In like manner, the Federal Agencies will notify the State Agency Administrator of any information related to violations by any person or business entity (which would include a person or entity doing business under an assumed business name) on state and private lands on which the Federal Agencies provide wildland fire protection and the Federal Agencies may initiate prosecution under State law unless notified by the State that such violation will be prosecuted by the State.

Nothing in this provision shall be construed to prevent arrest or prosecution by a Federal Law Enforcement Officer under Federal law or a State Law Enforcement Officer under State law.

Any Agency protecting lands for another may independently process and or prosecute civil claims to recover suppression costs for intentionally or negligently lit fires; however, Federal Officials should be aware that such actions must normally be taken in the name of the State for fires that occur solely on state or private land. *See Exhibit C item 4 (f) Procedures for Fire Suppression Billings - Negligent Fire Billings and Provision # 50 Suppression and Damage Collection.*

42. Accident Investigations: Whenever an accident occurs involving the equipment or personnel of a Supporting Agency, the Protecting Agency shall notify the Jurisdictional and the Supporting Agency. As soon as practical, the Protecting Agency shall initiate an investigation of the accident. The investigation shall be conducted by a team made up of representatives from the affected Agencies and shall be sufficient to meet the legal needs of each Agency.

43. Fire Reports: On incidents where the Protecting Agency is not the Jurisdictional Agency, the Protecting Agency will furnish a copy of their fire report to the Jurisdictional Agency within thirty days after the fire is declared out.

44. Post-Fire Analysis/Agency Reviews: To benefit from lessons learned on fire incidents falling under the terms of this Agreement, the Agencies may conduct Agency reviews or post-fire analysis. Such analysis/reviews will be conducted jointly by the Protecting and Jurisdictional Agencies. These analysis/reviews may be requested by the Jurisdictional, Supporting, or Protecting Agencies.

SUPPLEMENTS TO THIS AGREEMENT

45. Supplements: The following Supplements are authorized under the terms of this agreement and thereby, subject to the terms and conditions of this Agreement.

Annual Operating Plans (AOPs): An annual operating plan generated at the state level that identifies and establishes standard procedures and processes across all Agencies for implementing the terms of this Agreement. AOPs will be developed and executed by September 30. The Board of Director Member for each Agency is authorized to develop and approve AOPs. *See Exhibit G for a sample AOP.* The “FY 2010 MNICS/MIFC Financial Plan” completed on July 4, 2009 will serve as a valid operating plan until September 30, 2010.

Modifications to the AOP only need to be signed by the agencies that are affected by the modification. The Board of Director for each Agency will be the signatory unless the authority to sign the modification is delegated to the principal contact for the agency in the AOP.

Mobilization of Local Government Fire Forces will be done in accordance with the Minnesota Interagency Mobilization Guide.

B. Project and Financial Plans: The Agencies may jointly conduct mutual interest projects within their authority. These projects may include activities such as preparedness, fire rehabilitation, fuels management, prescribed fire, fire analysis/planning, training, prevention, public affairs, wildland urban interface coordination, and other beneficial efforts. Local Agency Administrators or their authorized representatives are responsible for the development and approval of Project and Financial Plans. *See Exhibit E for a sample Project and Financial Plan.*

C. Cost Share Agreements: A Cost Share Agreement will be prepared by the responsible unit administrator(s) or their authorized representatives, except under the conditions of reciprocal fire protection or independent action, when there is (1) a multi-jurisdictional incident or (2) an incident which threatens or burns across direct protection boundaries of the State and Federal Agencies. *See Exhibit F for a sample Cost Share Agreement.*

The Agencies agree that all reasonable and necessary costs incurred to meet the protection responsibilities within each Agency’s Direct Protection Area will be the responsibility of that Agency. This approach can be superseded by an incident specific Cost Share Agreement based on some other mutually agreed to equitable basis. For temporary support level functions or facilities established during periods of extraordinary fire activity, similar cost sharing procedures may be used by the involved Agencies. *See related Provision # 38 Boundary Fires and Exhibit C, item #4 (g) Procedures for Fire Suppression Billings - Boundary Fire Billings.*

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LIABILITIES, CLAIMS and DAMAGE COLLECTIONS

46. Waiver: Subject to the provisions contained in Provision # 19 “Shared Equipment”, the Agencies shall each be responsible for their own losses arising out of the performance of this Agreement and each Agency hereby waives any claim against any other Agency for any loss, damage, personal injury, or death of its employees or agents, occurring as a consequence of the performance of this Agreement; provided, this provision shall not relieve any Agency from responsibility for claims of third parties for losses for which the Agency is otherwise legally liable.

47. State Liability: When State personnel are suppressing wildfires on lands for which a Federal Agency has protection responsibility the State shall not be liable to the United States or any landowner for any damage in consequence of the performance of work under this section of this Agreement.

48. Federal Liability: When Federal Agencies’ personnel are suppressing wildfires on lands for which the State has the protection responsibility, the United States shall not be liable to the State or any landowner for any damage in consequence of the performance of work under this section of this Agreement.

49. Third Party Claims: Third party claims should be processed by the Protecting Agency.

50. Suppression and Damage Collection: Agencies can collect damages and suppression costs from third parties (civil actions for recovery will be taken independently) under the provisions of Federal and State statutes and common law in the manner provided by applicable law. When such collections have the effect of reducing the net expenditures of the billing Agency, the bill will be reduced proportionately to the amount collected. *See Exhibit C item 4 (f) Procedures for Fire Suppression Billings - Negligent Fire Billings.*

To the extent that the cost of fire suppression on state and private lands incurred by Federal Agencies will not be reimbursed by the State pursuant to any provision of this Agreement, the United States shall be subrogated to and be entitled to all rights and remedies which the State would have had to collect such suppression costs pursuant to State law, including but not limited to Minnesota Code Annotated, from the person or persons responsible for the existence or spread of a fire requiring suppression action. If requested by the United States, the State shall transfer to the United States all rights and remedies against any entity necessary in order to perfect this right of subrogation.

To the extent that the cost of fire suppression on Federal Agencies’ lands incurred by the State will not be reimbursed by the Federal Agencies pursuant to any provision of this Agreement, the State shall be subrogated to and be entitled to all rights and remedies which the Federal Agencies would have had to collect such suppression costs pursuant to Federal law, including but not limited to the Code of Federal Regulations, from the person or persons responsible for the existence or spread of a fire requiring suppression action. If requested by the State, the Federal agencies shall transfer to the State all rights and remedies against any entity necessary in order to perfect this right of subrogation.

GENERAL PROVISIONS

51. Appropriated Fund Limitation: Nothing in this Agreement shall be interpreted as involving the Agencies in any contract or other obligation for the future payment of funds in excess of that approved and made available for payment under this Agreement.

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52. Performance: Any party shall have the right to enforce this Agreement by any available remedy under the laws of the United States or the State of Minnesota.

53. Principal Contacts: The principal contacts for this Agreement are listed in Exhibit B. The principal contacts will make themselves available at mutually agreeable times, for continuing consultation to discuss the conditions covered by this Agreement.

54. Termination of Previous Arrangements: Execution of this Agreement terminates and replaces Cooperative Fire Management Agreement # 02-CA-11090903-008 executed between the Agencies on April 11, 2002. All block fire protection exchange agreements have been terminated and are replaced by this Agreement. Where local and or zone fire protection agreements conflict with this Agreement, this Agreement will take precedence. Such agreements will be reviewed, and modified or terminated, as appropriate.

55. Modifications: Modifications within the scope of this Agreement shall be made by mutual consent of the participating Agencies, by the issuance of a written modification, signed, and dated by all participating Agencies, prior to any changes being performed. No Agency is obligated to fund any changes not properly approved in advance. Exhibits A through F to this Agreement will be modified in the manner described in the Purpose section of this Agreement. Annual Operating Plans will be developed and modified in the manner described in Provision #45 Supplements, A. - AOP's.

In the interest of efficiency, modifications to this Agreement will be distributed electronically for hard copy signature. Signatory officials should initially respond with an electronic signature and date, followed by mailing their original hard copy signature to the lead principle agency contact listed in Exhibit A. Once all hard copy signatures have been obtained an electronic version of the modification will be emailed to the principal contacts listed in Exhibit A. Copies of the hard copy signatures will be made available to the Agencies upon their request.

56. Termination: Any Agency may, with 60 days advance notice in writing, terminate their participation in this Agreement in whole, or in part, at any time before the date of expiration, unless extended.

57. Authorized Representatives: By signature below, all signatories to this Agreement certify that the individuals (Agency or Party Representative, Agency or Party Administrator, Unit Administrator) listed in this Agreement, as Principle Contacts, Exhibit A, are authorized to act in their respective areas for matters related to this Agreement.

58. Commencement/Expiration Date: This agreement is effective as of April 1, 2007 and expires on March 31, 2012. Each organization is obligated to the terms and conditions of this Agreement, and their participation begins, upon their authorized signature.

EXHIBIT C REIMBURSABLE BILLINGS AND PAYMENTS

1. Payments under Compacts: **Payment for resources ordered under Compacts will be the responsibility of the DNR. In accordance with Agency policy, Federal Agencies may reimburse the DNR for any Compact resources used on fires which they have the protection responsibility. See related Agreement Provision #2 Compacts and this Exhibit item #4 (c), Procedures for Fire Suppression Billings - DNR Billings.**

2. Payment of Local Government Fire Forces: Local Government Fire Forces will be through the local agreement that authorizes re-imbursement for their services. *See related Agreement Provision #4 Cooperation with Local Government Fire Forces.*

3. Reimbursable Costs: Such costs may include, but are not limited to the following:

- a. Costs incurred for fire protection activity resources.
- b. Agency costs for transportation, salary, benefits, and per diem of individuals assigned to an incident or other fire protection activities.
- c. Additional support dispatching, warehousing, or transportation services requested through a resource order or any official Agency document.
- d. Cost of equipment in support of fire protection activities, contract equipment costs, and operating costs for Agency equipment.
- e. Operating supplies for equipment assigned to the fire protection activity such as fuel, oil, and equipment repairs.
- f. Aircraft, airport fees, and retardant costs.
- g. Agency owned equipment and supplies lost, damaged, or expended by the Supporting Agency, unless damage occurred because of negligence by the Supporting Agency.
- h. Cost of reasonable and prudent supplies expended in support of the fire protection activity.
- i. Charges from the State for State-controlled resources such as local government fire forces, National Guard, or persons undergoing imprisonment. *See this Exhibit item 2 Payment of Local Government Fire Forces and Agreement Provisions #23 Use of National Guard Resources.*
- j. Costs for emergency acquisitions will be per the procedures identified in Interagency Incident Business Management Handbook, MNICS Supplement to Chapter 20.
- k. Costs incurred to maintain and operate the Minnesota Interagency Fire Center and its associated operations.

4. Procedures for Fire Suppression Billings:

- a. Billing Content: Bills will be identified by fire name, location, jurisdictional unit, and assigned accounting codes. Bills will be itemized and supported by adequate documentation such as copies of the appropriate incident cost share agreement, AOP or Project and Financial Plan. Billings for fire suppression assistance will not include administrative charges. Agencies will follow their normal contracting and finance procedures in obligating and paying costs incurred under this agreement.
- b. Federal Billings: Federal Agencies will not bill each other for fire suppression support. Federal Agencies will submit bills to the State whenever the State is the Protecting Agency.

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- c. **State Billings:** When the DNR provides support on a fire occurring on lands within the State of Minnesota billing will be in accordance with agreements or operating plans between the Federal agencies and the DNR. Anytime the DNR responds to a fire outside of Minnesota, regardless of the Protecting Agency, the DNR will submit their billings to the USFS. The only exceptions are in the case of GLFFC Compact or Emergency Management Assistance Compact (EMAC) orders, in which the State will bill the ordering Agency directly. *See this Exhibit item #1 Payments under Compacts.*
- d. **Billing Estimates/Time Frames:** The billing Agency shall submit a bill for reimbursement no later than December 1 for the previous fire season, including an itemized list of expenditures. If the total cost is not known at the time of this billing, an estimate or a partial bill, so identified, may be submitted. A final bill will be issued by February 28 of the following calendar year.
- e. **Billing Due Dates:** All billings will have a payment due date of 60 days after they are issued. If payment cannot be made within the 60-day period, then a 30-day extension, with written justification, can be requested. Participating Agencies will follow their respective laws and regulations for debt collection.
- f. **Negligent Fire Billings:** Where a third party may be billed, participating Agencies will provide the Protecting Agency with an estimate of their costs within 30 days after the fire is declared out and follow-up with actual costs when they become available. *See related Provision #41 Law Enforcement and Negligent Fires and #50 - Suppression & Damage Collection.*
- g. **Boundary Fire Billings:** **Suppression costs for boundary fires will be prorated on gross acreage burned within respective fire protection areas or by some other mutually agreed to equitable basis. The basis for cost allocation will be documented by the participating Agencies in a cost share agreement and included in financial settlement files. *See related Agreement Provision # 38 Boundary Fires and Exhibit G for a Sample Cost Share Agreement.***
- h. **Disputed Billings:** Minor discrepancies in the final bill involving less than \$1,000 will not be adjusted. For bills having discrepancies of more than \$1,000, written notice should be mailed to the billing Agency within 60 days of receipt fully explaining the area of dispute. The uncontested portion of the bill should be paid and a new bill issued for the contested amount. Contested items will be resolved no later than 60 days following receipt of the written notice, and may be adjusted in the following year's bill if necessary.

5. Billing Procedures for Other Fire and Aviation Protection Activities: Billings for preparedness, prevention, prescribed fire, wildland fire use and other fire and aviation protection activities will be addressed in AOPs or a project and financial plan. Participating Agencies may bill one another for preparedness and other fire activities, and administrative charges may be applied. Agencies will follow their normal contracting and finance procedures in obligating and paying costs incurred under this agreement. Other provisions described above pertaining to suppression billings also apply to billings for other fire activities. *See related Provisions #8 Prescribed Fire and Fuels Management, # 11 Aviation Operations, # 13 Fire Prevention Policies, and # 37 Wildland Fire Use.*

6. Payments: Payments will refer to the bill number and will be sent to the appropriate billing address.

7. Examination and Audit: Participating Agencies shall be subject to examination and audit for three years after final payment under the terms of this Agreement. Examination shall be confined to those matters connected with the performance of this Agreement including, but not limited to, the cost of administration.

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EXHIBIT E

**A SAMPLE
PROJECT AND FINANCIAL PLAN**

**SUPPLEMENTAL NUMBER _____ TO
COOPERATIVE FIRE PROTECTION AGREEMENT
NUMBER _____**

I. INTRODUCTION

Brief description of project, where located, NEPA status (if required), design/specifications status, and the Federal authority under which the request is made, i.e., Cooperative Funds and Deposits Act, Granger-Thye Act, etc.*

II. SCOPE AND DURATION

The objective of this project is to _____.

It is anticipated that this project will begin _____
and will end _____.

III. PRINCIPAL CONTACTS

Principal contacts for each Agency for the administration of the project are:

Name
Address
Telephone
Email
FAX

Principal fiscal contacts for each Agency of the project are:

Name
Address
Telephone
Email
FAX

IV. DETAILED PROJECT DESCRIPTION

- A. Specific duties and tasks to be performed. Identify desired end results.
- B. Identify tools and equipment needed and who will supply them.
- C. Identify size of crew and who will be providing transportation.
- D. Other

V. SUPERVISION AND TECHNICAL OVERSIGHT

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VI. REIMBURSEMENT

Describe reimbursement and billing procedures. Agencies will follow their normal contracting and finance procedures in obligating and paying costs incurred under this agreement.

VII. FINANCIAL PLAN

List which Agency is reimbursing the other and detail items to be reimbursed. Include:

Salaries

Travel

Supplies

Equipment Use

Administrative Charges

Project Total

Management code to be charged: _____. Reimbursement shall be made only for actual expenses incurred. Itemized documentation in support of all expenses is required.

VIII. SIGNATURES

Agency Administrator

Date

Agency

Agency Administrator

Date

Agency

- * Request made by non-Federal parties to the USFS under the authority of the Granger-Thye Act shall include the following provision:

The cooperator hereby agrees to defend and hold harmless the USDA Forest Service its representatives or employees, from any damage incident to the performance of the work resulting from, related to, or arising from this instrument.

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EXHIBIT F

A SAMPLE COST SHARE AGREEMENT

Following is a Cost Share Agreement between the Agencies identified below as negotiated for the following incident.

INCIDENT NAME: _____ INCIDENT NUMBER _____

START DATE AND TIME: _____ FIRE/"P" NUMBER: _____

This Cost Share Agreement between _____ and

_____, and with the cooperation of _____

_____ was prepared under the following authorities provide by

Cooperative Fire Protection Agreement Number _____

Dated _____

It is hereby agreed that the costs on this Incident will be shared as follows: using some mutually agreed to equitable basis as determined by the Agency administrators.

This Agreement and the apportionment described are our best judgments of fair and equitable Agency cost responsibilities.

Agency: _____

Signature: _____ Date: _____

Agency: _____

Signature: _____ Date: _____

ITEMS TO CONSIDER WHEN NEGOTIATING A COST SHARE AGREEMENT

Negotiating cost share agreements within the State of Minnesota has been delegated to the respective Local Agency Administrators who are party to the Cooperative Fire Protection Agreement. Cost share agreements are to be documented, including the basis or rationale used. Agencies will follow their normal contracting and finance procedures in obligating and paying costs. The following GUIDELINES and METHODS should be considered when negotiating a cost share agreement. These guidelines and methods are intended to help field personnel in negotiating an equitable agreement and are not intended to be mandatory (See Provision # 45 Supplements, C. – Cost Share Agreements, of the Agreement).

General Guidelines

1. All cost share negotiations should include consideration to each Agency's values at risk and resources assigned.
2. Cost share agreements should be reviewed through the duration of the incident. Any changes should be documented with review date and time and signed by the appropriate Agency officials.

Methods to Consider for Cost Sharing on Multi-Jurisdictional Fires

1. Initial Attack Agreement – During initial attack, resources are dispatched per pre-season agreements or an established operating plan, to a multi-jurisdictional fire. If the incident is controlled with initial attack resources, Agency Administrators may agree to cost share some or all suppression resource costs regardless of which Agency dispatched the resources, e.g. dozers or crews working on both areas of responsibility.
2. You Order You Pay – Under YOYP, each Agency is fiscally responsible for the resources they order, regardless of where they are used on the incident. YOYP procedures are as follows:
 - a. Unified ordering point is required and Agencies agree to who will order which resources.
 - b. On-incident support costs may be split by the percentage of Agency requested resources.
 - c. The ordering unit pays for off-incident support costs.
3. Acres Burned – Costs are shared based on the acreage percentage of the fire within an Agency's protection area. This method issued when Agencies' responsibilities, objectives, and suppression costs are similar.
4. Cost Apportionment – The cost apportionment process is a more complex system for identifying Agency cost share where Incident Agencies agree to share costs.
 - a. The apportionment method is used to share final incident costs based upon the usage of resources per operational period.
 - b. Costs are documented and approved by the IC(s) or other designated Incident Agency personnel on a daily basis.
 - c. Direct costs, (e.g. helicopters, crews, air tankers, retardant) are shared based upon assignment in the Incident Action Plan or actual use. Support costs (e.g. overhead team, caterer) are shared proportionally to the direct costs. Agency-specific costs are not shared.

FY 2013 MNICS/MIFC FINANCIAL / OPERATING PLAN

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FY 2013 MNICS/MIFC FINANCIAL/OPERATING PLAN

Under the authority of the MNICS/MIFC Agreement, 07-FI-11090903-011, the MNICS/MIFC Financial/Operating Plan serves as the instrument to detail the finances of the Minnesota Interagency Fire Center (MIFC) and to support fire management activities of the MNICS partners.

Annual Operating Costs

Expenses will be incurred operating the NE Interagency Cache and the Minnesota Interagency Fire Center. Operating costs for the cache will be split between the USDA Forest Service and the State of Minnesota, Department of Natural Resources, Division of Forestry. Operating costs for MIFC will be shared among the participating members of the Minnesota Incident Command System (MNICS). The State of Minnesota fiscal year runs from July 1 through June 30. The Federal fiscal year runs from October 1 through September 30. As approved by the MNICS Board of Directors, December 2, 2001, the Common Services charges to the partners will automatically increase by 3% annually, unless further action is taken by the Board. The Board of Directors voted, Feb. 23, 2012, to apply the 3% increase in 2013. Normally, MNICS agencies will not charge overhead assessments to the partnering agencies, but in specific cases, overhead costs may apply to items (or projects) identified in this plan.

Common Services

Services used in common by all MNICS partners include electricity, water and sewer, heat, cable, basic phone service, trash removal, janitorial, building maintenance, snow removal, lawn care, and miscellaneous supplies associated with projects approved by the Task Force.

Quarterly operating cost for these services is approximately \$40,000 for minimum basic operations and maintenance. These costs will be paid by the State of Minnesota, and partners will share and be billed in the following amounts:

<u>Agency</u>	<u>Contribution*</u>	<u>Billing Date(s)</u>	<u>% of Total</u>
MNS	\$111,276	After July 1	69%
FS	\$ 24,191	After Dec. 31	15% (WFPR09 67%, WFPR03 33%)
BIA	\$ 6,450	After Dec. 31	4%
F&WS	\$ 4,839	After Dec. 31	3%
NPS	\$ 4,839	After Dec. 31	3%
HSEM	\$ 10,247	to be arranged	6 %
TOTAL	\$161,842		100%

Overall costs will be reviewed and may be adjusted annually. Funds can only be used for items listed above or for special projects that benefit all partners and are approved at a Task Force meeting and reflected in the meeting notes.

MNICS Coordinator

As been agreed on by the MNICS Task Force and Board of Directors, the Minnesota Department of Natural Resources, Division of Forestry will employ the MNICS Coordinator position and shall bill the other MNICS agencies for actual salary costs, based on the MIFC split (percentages used on previous page) according to the following estimated costs, under this reimbursable agreement:

<u>Agency</u>	<u>Approximate Salary Split Contribution</u>	<u>% of Total</u>
MNS	\$ 61,650	75%
FS (WFPR09)	\$ 12,330	15%
BIA	\$ 3,288	4%
F&WS	\$ 2,466	3%
<u>NPS</u>	<u>\$ 2,466</u>	<u>3%</u>
TOTAL	\$ 82,200	100%

Approximate Coordinator's salary \$ 82,200,

* State of MN - Division of Forestry pays 75%, which includes HSEM's share of the coordinator's salary.

Whenever possible and applicable, the MNICS Coordinator's salary shall be charged to a project or incident management code. Any travel expenses and salary costs, benefiting only one agency, shall be paid by the agency assigning the MNICS Coordinator to those duties. (Examples: mandatory DNR employee training will be paid by DNR, or if the Coordinator representing an agency at an agency meeting, that agency will pay those costs.) It is the duty of the DNR to bill each agency for actual costs at least annually, or on a schedule mutually agreed upon.

NATIONAL PARK SERVICE SUPPORT DISPATCHER POSITION

As agreed, the National Park Service shall employ a Support Dispatcher (incumbent Trudy Fagre) at the Minnesota Interagency Fire Center Coordination Center. The National Park Service shall pay the position salary for 13 pay periods per year. The Minnesota Department of Natural Resources, Division of Forestry and the U. S. Fish & Wildlife Service each agree to pay for up to five additional pay periods. The National Park Service shall submit a bill to the DNR and arrange for payment from the U.S. Fish & Wildlife Service.

Approximate per pay period cost, including benefits, is \$ 2,800.

The total cost to each the DNR and the USF&W is not to exceed \$20,000.

FPA PLANNER/SYSTEM ADMINISTRATOR POSITION

As required by the "Fire Program Analysis System Fire Planning Unit Charter", dated March 2005, the participating Federal agencies agree to work collaboratively. The participating Federal agencies agree to provide funding assistance for the FPA Planner's salary. The breakdown of the agencies cost for the FPA Planner's salary is as follows under this reimbursable agreement:

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Approximate Salary Split		
<u>Agency</u>	<u>Contribution</u>	<u>% of Total</u>
FS (Reimbursable job code)	\$ 56,812	60%
BIA	\$ 15,150	16%
F&WS	\$ 11,362	12%
NPS	<u>\$ 11,362</u>	<u>12%</u>
TOTAL	\$ 94,686	100%

Department of Natural Resources, Division of Forestry Receptionist Position

As agreed and a matter of past practice, the Minnesota Department of Natural Resources, Division of Forestry shall employ a Receptionist (incumbent Linda Hoffman). The U.S. Forest Service agrees to pay 50% of the salary cost for this position. The Minnesota Department of Natural Resources, Division of Forestry shall submit a bill to the Forest Service.

Receptionist salary costs (1/2 of annual salary) \$ 32,000 USFS
(WFPR09, 67%, WFPR03 33%)

Department of Natural Resources, Division of Forestry Fire Intelligence Officer

As agreed, the Minnesota Department of Natural Resources, Division of Forestry will employ Fire Intelligence Officer (incumbent Diane Nygaard). The US Fish & Wildlife Service agrees to fund the position for an additional \$5,000 worth of time. The DNR will submit an invoice to the U.S. Fish & Wildlife Service on a schedule agreed to by both agencies.

AGENCY SPECIFIC SERVICES

Some costs of operations are specific to a particular agency and will be borne by that agency alone. Federal Telecommunication Service (FTS) lines are billed directly to the Forest Service. Costs will not be shared with other agencies.

Centrex service is provided to State of Minnesota employees and likewise will be the sole cost to the State.

Long distance phone charges made on commercial telephone lines will be billed to the State of Minnesota. The State will bill other partner agencies for the specific calls made.

There are specific costs that are not shared by all partners in MNICS. In the case of projects that do not require financial commitment from all parties, only those parties making the financial commitment shall have to sign the amendment(s) to this Operating plan

The following costs have been agreed to by the USDA Forest Service and the State of Minnesota, Department of Natural Resources:

These common expenses are paid by either the DNR or the U.S. Forest Service and each agency agrees to reimburse for their share:

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<u>Item</u>	<u>Approximate Amount</u>	<u>Payee</u>
Long distance phone calls	\$ 6,000	USFS
Fire Cache Activities:		
Fire Cache Support (Cache, salaries & pre-suppression)	\$ 27,500	USFS
Shipping (UPS, Fed Ex)	\$ 12,000	DNR
DNR Cache Use	\$600,000	DNR

Maintenance and Repairs

The building is owned by the Forest Service. Major projects or improvements may be shared by partner agencies.

Fire Management Activities

As is the intent of this and other interagency agreements, the MNICS partners shall provide support not only for MIFC operations and fire suppression, but also for fire pre-suppression, fire management activities and all risk response. Fire management activities include, but are not limited to; fire training, prescribed burning, fire aircraft inspection, preparedness staffing, etc. Agency providing assistance or services shall be reimbursed under this and other appropriate agreements for work rendered to a partner agency.

Depending on the availability of funds and needs for preparedness and prescribed burning assistance, it is estimated that the USFS will reimburse the MN DNR approximately \$15,000 (WFPR09) and \$20,000 (WFHF 09) in support of fire management activities on the Superior National Forest and \$5,000 (WFHF03) for the Chippewa National Forest. If support is required for additional fire management activities, a modification to this financial/Operating plan will be prepared and can be approved by the taskforce members affected by the modification.

METHOD OF PAYMENTS

- a) Reimburse the State of Minnesota for actual expenses as shown in the MIFC Financial/Operating Plan. The Forest Service will make payment for its share of operating costs upon receipt of an invoice that is supported by an itemized listing of actual expenses to date. The invoice should be forwarded for approval of payment to the USDA Forest Service, Supervisory Fire Management Officer, MIFC, 402 SE 11th Street, Grand Rapids, MN 55744. Payment will be paid through FFIS (Foundation Financial Information System).
- b) The Forest Service will issue a Bill for Collection to the State of Minnesota for actual expenses as shown in the MIFC Financial Plan. Payment should be made by check, payable to the Forest Service-USDA. Mail payment, along with a copy of the Bill for Collection, to:

USDA Forest Service
C/O Citibank
P.O. Box 301550
Los Angeles, CA 90030-1550

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The following is a list of tentative projects that have been identified, but not yet approved by the Task Force for 2013. Once approved, project funds will be encumbered from the State's MIFC Cooperative account or by a willing agency as determined and approved by the MNICS Task Force. No agency is obligated beyond available appropriated funds for any projects that are approved after this agreement has been signed.

<u>Tentative Project</u>	<u>Est. Cost</u>	<u>Agency/ Contribution</u>	<u>Approval date</u>
Pave parking lot expansion	\$ 35,000		
New Lighting for Intelligence office	\$ 800		
Radio Shop Repair (Includes roof repair, adding eaves, siding, leveling building, and skirting)	\$ 12,000		7/15/09
New Windows for front offices	\$ 20,000		7/15/09
Storage building	\$198,000		
Flooring for Radio Shop	\$ 4,000		
Enlarge Training Rm doorway (includes painting in various rooms)	\$ 1,000		

Special Projects

Expansion and improvements of the MIFC facilities are discussed and addressed in the Facility Management Plan. Partners in MNICS will contribute to various projects as their budgets permit.

Additional Projects

Additional projects may be approved by the MNICS Task Force during the year and shall become part of this Financial/Operating Plan.

Additional Projects Approved by the Task Force

Project	Date Approved	Est. Cost	Agency/Contribution
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MNICS BURNING RESTRICTION PLAN

To standardize regulations on open burning, the state and various federal agencies have established five classes of regulations affecting open burning. The Minnesota Department of Natural Resources (DNR), the U.S. Forest Service (Chippewa and Superior National Forests), the National Park Service (NPS), Voyageur's National Park, the U.S. Fish & Wildlife Service (USFWS), and Bureau of Indian Affairs (BIA) will adhere to the classes listed, to the maximum extent possible, considering the various agencies' statutory authorities and existing conditions. The goal of these categories is to make the restrictions easier to administer and more understandable to the public.

All wildfire-related laws, rules and regulations will remain in effect until changed or modified by the issuance of burning restrictions through the Commissioner's Office of the DNR, the Forest Supervisor's Office of the USFS, the USFWS, the Minneapolis Office of the BIA, or the International Falls Office of the NPS.

Before issuing or modifying restrictions of a Class IV or V nature, the above agency heads, or their delegates, will consult with each other concerning the intent of their actions, possible effects, the areas included, public reaction, restriction needs, interagency coordination (to be done by initiating agency), news releases, and other areas of concern. Class IV and V regulations will be instituted on a countywide basis whenever possible. Restriction boundaries will keep National Forest and Reservation boundaries as complete units.

When any closure order or restriction is issued or modified which is of a Class IV or V category all other agencies named in this agreement will be provided a copy of the closure order.

CLASS I – Normal Regulations

1. Unrestricted burning permits issued under local authority with limitations commensurate with local conditions.
2. Special permits are allowed.
3. No restriction on campfires or recreational fires.
4. Prescribed burning allowed.

Criteria

Fire Danger: Low to moderate

Risk: Low to high

Regional Planning Level: 1 or 2

CLASS II – Controlled Regulations

1. No general public burning permits will be issued.
2. Special permits are allowed.
3. No restrictions on campfires or recreational fire.
4. Prescribed burning allowed.
5. Normal spring burning regulations will be designated Class II restrictions.

Criteria

Fire Danger: Moderate to high

Risk: Low to High

Regional Planning Level: 2 or 3

CLASS III – Restricted Regulations, Fire Restriction Recommendations

1. Burning permits for the general public will not be issued.
2. Special permits may be issued.
3. Campfires or recreational fires are allowed only in a designated fire receptacle designed for such use and associated with a residence, dwelling, campground, or resort.
4. No use of fireworks allowed outside of municipalities.
5. Prescribed burning is allowed.

Criteria

Fire Danger: High to Very High

Risk: High to Very High

Regional Planning Level: 3 or 4

***CLASS IV – Restricted Regulations, Fire
Restriction Recommendations***

1. No burning permits for the general public.
2. Special permits may be issued.
3. No prescribed burning on private lands.
State and federal agencies may burn under an Approved Prescribed Burn Plan.
4. Campfires or recreational fires not allowed.
Gas and propane fired camp stoves, grills and similar devices are allowed. Charcoal fires allowed only in a grill designed for that purpose and associated with an occupied dwelling on private lands.
5. No use of fireworks allowed outside of municipalities.
6. No welding, acetylene torches or other devices with open flame allowed in forest areas except under special permits.
7. If regional planning level reaches Planning Level 4, Class IV restrictions are recommended for that region. To be determined by the MNICS Task Force.

Criteria

Fire Danger: High to Very High

Risk: High to Very High

Regional Planning Level: 4+

***CLASS V – Restricted Regulations, Fire
Restriction Recommendations***

1. No burning permits issued.
2. No open burning – including cooking fires associated with residential areas.
3. No campfires or recreational fires including propane and gas fire devices.
4. Charcoal grills allowed only in a grill designed for that purpose and is associated with an occupied dwelling on private lands.
5. No outdoor smoking allowed on public lands.
6. Travel or entry on public lands may be restricted.
7. Recreational activities may be restricted.
8. Industrial operations may be restricted.
9. No prescribed burning on state and private land. Federal agencies with an approved Prescribed Burn Plan may burn with informed consent of the MNICS Agency partners.

Criteria

Fire Danger: High to Extreme

Risk: High to Extreme

Planning Level: 5

Chapter 50 -- Directory

MIFC MINNESOTA INTERAGENCY FIRE CENTER – MN-MNS

MINNESOTA INTERAGENCY FIRE CENTER -MIFC	Fire phone: 218-327-4558
402 11 th Street SE Grand Rapids, MN 55744	Night or 24-hour phone: 218-327-4558 Pager: 218-755-6410 <i>Duty officer on call. Contact information is on phone recorded message.</i>
FAX: 218-327-4528	Duty officers: Tom Fasteland, Ronda Estey, Trudy Fagre, Linda Bruss, Jean Goad
	Email: mifcdispatch.DNR@state.mn.us mifcintell.DNR@state.mn.us mifcairdesk.DNR@state.mn.us

... If no answer on above number, call in order listed below ...

Name/Title	City	Email	WORK Phone / Cell /Pager/Fax	PERSONAL Home / Cell
Fasteland , Tom MIFC Coordinator	Grand Rapids	tom.fasteland@state.mn.us	W: 218-327-4563 C: 218-244-5690	H: 218-697-8427 C: 218-259-4904
Estey , Ronda MIFC Ass't Coordinator	Grand Rapids	ronda.estey@bia.gov mifcdispatch.DNR@state.mn.us	W: 218-327-4583 C: 218-244-4461	C: 218-398-0338
Fagre , Trudy MIFC Lead Dispatcher	Grand Rapids	trudy_fagre@nps.gov	W: 218-327-4433 C: 218-244-2358	C: 218-256-7477
Bruss , Linda MIFC Aviation Lead Disp.	Grand Rapids	linda.bruss@state.mn.us mifcairdesk.DNR@state.mn.us	W: 218-327-4565 C: 218-244-2375	320-260-2089
Hines , Anna MIFC DNR Aviation Disp.	Grand Rapids	anna.hines@state.mn.us	W: 218-327-4565	
Humphrey , Ginger MIFC DNR Aviation Disp.	Grand Rapids	ginger.humphrey@state.mn.us	W: 218-327-4565	
Nygaard , Diane Intelligence Lead	Grand Rapids	diane.nygaard@state.mn.us mifcintell.DNR@state.mn.us	W: 218-327-4566	H: 218-327-9181 C: 218-360-3338
Goad , Jean Information Officer	Grand Rapids	jean.goad@state.mn.us	W: 218-327-4564 C: 218-244-1911	H: 218-327-0929 C: 218-259-0929
Stoffel , Ron Wildfire Suppression Supervisor	Grand Rapids	ronald.stoffel@state.mn.us	W: 218-327-4587 C: 218-244-1091 P: 218-755-6909	H: 218-327-7283
Mack , Sheldon Air Operations Supervisor	Grand Rapids	sheldon.mack@state.mn.us	W: 218-327-4574 C: 218-244-1093 P: 612-530-3233	H: 218-246-2764
Coughlin , Pat Radio Shop Tech	Grand Rapids	pat.coughlin@state.mn.us	W: 218-327-4567 P: 218-755-6400	H: 218-885-2226 C: 218-244-5300

MINNESOTA DEPARTMENT OF NATURAL RESOURCES

DIVISION OF FORESTRY (MN-MNS)

DIVISION OF FORESTRY MINNESOTA DNR	Fire phone: 651-259-5282
500 Lafayette Road St. Paul, MN 55155	Night or 24-hour phone: 651-259-5282
FAX: 651-296-5954	Email: <i>See individuals below</i>

... If no answer on above number, call in order listed below ...

Name / title	City	Email	WORK Phone/ Cell/Pager/Fax	PERSONAL Home / Cell
Phillips, Olin Forestry Section Manager	St. Paul	olin.phillips@state.mn.us	W: 651-259-5282 C: 651-247-3631 P: 612-589-1072	C: 612-589-1072
Stoffel, Ron Wildfire Suppression Supervisor	Grand Rapids	ronald.stoffel@state.mn.us	W: 218-327-4587 C: 218-244-1091 P: 218-755-6909	H: 218-327-7283
Fasteland, Tom MIFC Coordinator	Grand Rapids	tom.fasteland@state.mn.us	W: 218-327-4563 C: 218-244-5690	H: 218-697-8427 C: 218-259-4904
Mack, Sheldon Air Operations Supervisor	Grand Rapids	sheldon.mack@state.mn.us	W: 218-327-4574 C: 218-244-1093 P: 612-530-3233	H: 218-246-2764
Simmer, Steve Fire Admin. Supervisor	St. Paul	steve.simmer@state.mn.us	W: 651-259-5288 C: 877-467-3140	
Schuster, Bill Helicopter Ops Specialist	Grand Rapids	bill.schuster@state.mn.us	W: 218-327-4573 P: 218-755-6915	C: 218-244-5286
Wannarka, Paul Fixed Wing Ops Spec	Grand Rapids	Paul.wannarka@state.mn.us	W: 218-327-4530	
Oland, Timothy Rural Fire Program Coord.	Grand Rapids	Timothy.oland@state.mn.us	W: 218-327-4530	
Manley, Todd Fire Training & Intel Coord.	Grand Rapids	barb.meyer@state.mn.us	W: 218-327-4571	
Miedtke, Doug Fire Behavior Analyst	Grand Rapids	doug.miedtke@state.mn.us	W: 218-327-4445 C: 218-360-1813	
Kaase, Tom Ground Support Ops	Grand Rapids	tom.kaase@state.mn.us	W: 218-327-4577 C: 218-244-0545	
Coughlin, Pat Radio Shop Tech	Grand Rapids	pat.coughlin@stae.mn.us	W: 218-327-4567 P: 218-755-6400	H: 218-885-2226 C: 218-244-5300
Staydohar, Tom Asst. Fire Cache Mgr	Grand Rapids	tom.staydohar@state.mn.us	W: 218-327-4579 C: 218-244-0571	P: 800-931-404
Ettl, Luke Pilot	Grand Rapids	luke.ettl@state.mn.us	W: 218-327-4530	218-398-2084
Goad, Jean Information Officer	Grand Rapids	jean.goad@state.mn.us	W: 218-327-4564 C: 218-244-1911	H: 218-327-0929 C: 218-259-0929
Bruss, Linda MIFC Lead Aviation Disp.	Grand Rapids	linda.bruss@state.mn.us mifcairdesk.DNR@state.mn.us	W: 218-327-4565 C: 218-244-2375	C: 320-260-2089
Nygaard, Diane Intelligence Lead	Grand Rapids	diane.nygaard@state.mn.us mifcintell.DNR@state.mn.us	W: 218-327-4566	H: 218-327-9181 C: 218-360-3338

NORTHWEST REGION, DNR FORESTRY

NW REGION FORESTRY OFFICE MINNESOTA DNR	Fire phone: 218-308-2361 218-766-0551 (mobile)
NW Region Forestry Office 2115 Birchmont Beach Rd NE Bemidji MN 56601-8571	Night or 24-hour phone: Regional duty officer Cell/pager: 218-766-0551
FAX: 218-755-4417	Duty officers: Robert Milne 218-308-2382 bob.milne@state.mn.us BJ Glesener 218-308-2364 bill.glesener@state.mn.us Dick Rossman 218-308-2371 dick.rossman@state.mn.us Jon Drimel 218-308-2362 jon.drimmel@state.mn.us
Main office: 218-308-2378 (Carla Anderson) Region dispatch: 218-308-2361	Email: NWregion.fire.DNR@state.mn.us

... If no answer on above numbers, call office number listed below ...

DNR Area Forestry Office	City	Email for fire team leaders	WORK Phone / Cell/Pager/Fax	DUTY OFFICER Cell / Pager
Bemidji Area Office 2220 Bemidji Ave N	Bemidji	greg.vollhaber@state.mn.us	W: 218-308-2072 F: 218-755-2049	C: 218-766-0708 P: 218-759-3800
Blackduck Area Office 417 B Forestry Dr NW	Blackduck	scott.burns@state.mn.us	W: 218-835-3161 F: 218-835-3170	P: 218-759-3713 C: 218-766-7752
Warroad Area Office 804 Cherne Dr NW	Warroad		W: 218-425-7793 F: 218-425-7797 F2: 218-386-1314	C: 218-425-3121
Baudette Area Office 206 Main St E	Baudette	wesley.belanger@state.mn.us	W: 218-634-2172 F: 218-634-2563	C: 218-434-0476
Backus Area Office 4391 State Hwy 87 NW Mailing address: PO Box 6	Backus	mark.mortensen@state.mn.us	W: 218-947-3232 F: 218-947-3525	P: 218-759-3901
Park Rapids Area Office 607 First St W	Park Rapids	brad.witkin@state.mn.us	W: 218-732-3309 F: 218-732-5391	C: 218-820-2079 P: 218-759-8608

NORTHEAST REGION, DNR FORESTRY

NE REGION FORESTRY OFFICE MINNESOTA DNR	Fire phone: 218-999-7834
1201 E Hwy 2 Grand Rapids, MN 55744-3296	Night or 24-hour phone: 218-327-7580
Main office: 218-999-7833 FAX: 218-327-4391	Fire Program Leader Jon Handrick 218-999-7843 C: 218-324-1450 jon.handrick@state.mn.us Duty officers: Paul Olson 218-999-7840 H: 218-327-2596 paul.c.olson@state.mn.us Andrea Johnson 218-999-7891 H: 218-326-0362 andrea.m.johnson@state.mn.us Rebekah Luedtke 218-999-7842 Rebekah.luedtke@state.mn.us

... If no answer on above number, call office number below ...

DNR Area Forestry Office, Area Fire Program Leader	City	Email	WORK (cell/pager) Dispatch (DP)/Duty Officer (DO)	Fire Program Leader Cell / Pager
Aitkin Area Office 1200 Minnesota Ave S Brian Pisarek	Aitkin	brian.pisarek@state.mn.us	DP: 218-927-4040 x241 DO: 218-927-6903 x240	W: 218-927-4040 x242 H: 218-927-6158 C: 218-838-0102
Cloquet Area Office 1604 S Hwy 33 Patrick Wherley	Cloquet	patrick.wherley@state.mn.us	DSP: 218-879-0823 DO: 218-380-0673	W: 218-879-0880 x228 C: 218-341-8540
Deer River Area Office 403 Division St Darren Newman	Grand Rapids	darren.neuman@state.mn.us	DSP: 218-327-4748 DO: 218-244-3790	W: 218-327-4435 H: 218-327-1663 C: 218-244-9494
Hibbing Area Office 1208 E Howard St Roger Nelson	Eveleth	roger.nelson@state.mn.us	DSP: 218-744-7452 x2234 DO: 218-749-6010 (N St Louis Co, page Hibbing DNR)	W: 218-744-7452 x2230 H: 218-744-5209
Littlefork Area Office 421 3 rd Ave – Box 65 Joe Brown	Littlefork	joseph.r.brown@state.mn.us	DSP: 218-278-6651 (DNR) DO: 218-244-2227 (Koochiching Co)	W: 218-278-6651 WC: 218-417-0614 PC: 218-324-2977
Sandstone Area Office 613 Hwy 23 S Jennifer Glenn	Sandstone	jennifer.glenn@state.mn.us	DSP: 320-245-6789 DO/C: 612-390-2203	W: 320-245-6789 PC: 612-834-2326
Tower Area Office 650 Hwy 169 Thor Pakosz	Tower	thor.pakosz@state.mn.us	Tower Disp: 218-753-2580 x264 Orr Disp: 218-757-3274 St. Louis Co. Disp: 218- 749-6010	218-753-2580x266 PC: 218-780-4189 WC: 218-404-0613
Two Harbors Area Office 1568 Hwy 2 Aaron Mielke	Two Harbors	aaron.mielke@state.mn.us	DSP: 218-834-1418 DO/P: 218-279-4757	W: 218-387-3037 H: 218-387-2627 C: 218-370-8699

CENTRAL REGION, DNR FORESTRY

CENTRAL REGION FORESTRY OFFICE, MINNESOTA DNR Minnesota DNR	Fire phone: 651-259-5782 (Warner Rd) 651-689-7100 x230 (Cambridge – Mark W) 651-636-4690 (Mark W cell)	Region Duty Officer: 651-259-5742 (transfers any call to Duty Officer)
1200 Warner Road St. Paul, MN 55106	Email: mark.wurdeman@state.mn.us pam.oleary@state.mn.us	FAX: 651-772-7563 (Warner Rd) 763-689-7120 (Cambridge)

... If no answer on above numbers, call office number below ...

DNR Area Forestry Office	City	Email	Office phone / FAX	Cell / Pager
Little Falls Area Office 16543 Haven Road Little Falls, MN 56345	Little Falls	john.korzeniowski@state.mn.us jason.kern@state.mn.us	O: 320-616-2459 F: 320-616-2473	P: 320-616-2496
Cambridge Area Office 800 Oak Savanna Lane Cambridge, MN 55008	Cambridge	don.mueller@state.mn.us lisa.wagner@state.mn.us	O: 320-689-7100 Disp: 763-689- 7116 F: 763-689-7120	P: 763-689-7107
Rochester Area Office 2300 Silver Creek Road Rochester MN 55906	Rochester	doug.rau@state.mn.us jim.edgar@state.mn.us jim.wilson@state.mn.us jeanne.willson@state.mn.us	O: 507-206-2838 F: 507-285-7144	P: 507-206-2840

US FOREST SERVICE

SUPERIOR NATIONAL FOREST (MN-SUF)

SUPERIOR NATIONAL FOREST U.S. FOREST SERVICE	Fire phone: 218-327-4175 888-650-3392
MIFC 402 11 th Street SE Grand Rapids, MN 55744	Night or 24-hour phone: 218-327-4175 Duty officer
FAX: 218-327-4528 Attention: SUF Dispatch	Email: <i>see below</i>

... If no answer on above number, call in order listed below ...

Name / title	City	Email	WORK Phone/ Cell/Pager/Fax	PERSONAL Home / Cell
Vacant Forest Service, Initial Attack Center Manager	Grand Rapids		W: 218-327-4176	
Vacant IA Assistant Center Mgr	Grand Rapids		W: 218-327-4174	
Guith, Ken IA Dispatcher	Grand Rapids	kguith@fs.fed.us	W: 218-327-4174 C: 218-244-2962	C: 218-259-9141
Ottosen, Doug Fire Management Officer	Grand Rapids	dottosen@fs.fed.us	W: 218-327-4568 C: 218-244-1081	H: 218-999-7326
Vacant AFMO	Grand Rapids		W: 218-327-4462	
Jenkins, Brian Fuels Specialist	Grand Rapids	bjenkins@fs.fed.us	W: 218-327-4571 C: 218-244-1764	H: 218-245-1004
Hale, Mark Fire Planner	Grand Rapids	mahale@fs.fed.us	W: 218-327-4431 C: 218-244-2933	H: 218-212-4030
Vacant Fire Cache Manager	Grand Rapids		W: 218-327-4578	
Halter, Brenda Forest Supervisor	Duluth	bhalter@fs.fed.us	W: 218-626-4302 C: 218-349-7914	
Hebl, Jill FAO	Ely	jhebl@fs.fed.us	W: 218-365-4831 C: 218-343-2176	H: 218-827-2240

US FOREST SERVICE

CHIPPEWA NATIONAL FOREST (MN-CPF)

CHIPPEWA NATIONAL FOREST U.S. FOREST SERVICE	Fire phone: 218-327-4175 888-650-3392
MIFC 402 11 th Street SE Grand Rapids, MN 55744	Night or 24-hour phone: 218-327-4175 Duty officer
FAX: 218-327-4528 Attention: CPF Dispatch	Email: <i>See individual email addresses below</i>

. . . If no answer on above number, call in order listed below . . .

Name / title	City	Email	WORK Phone/ Cell/Pager/Fax	PERSONAL Home / Cell
Vacant Forest Service, Initial Attack Center Manager	Grand Rapids		W: 218-327-4176	
Vacant IA Assistant Center Mgr	Grand Rapids		W: 218-327-4174	
Guith , Ken IA Dispatcher	Grand Rapids	kguith@fs.fed.us	W: 218-327-4174 C: 218-259-9141	H: 218-259-9141
Ottosen , Doug Fire Management Officer	Grand Rapids	dottosen@fs.fed.us	W: 218-327-4568 C: 218-244-1081	H: 218-999-7326
Vacant AFMO	Grand Rapids		W: 218-327-4462	
Jenkins , Brian Fuels Specialist	Grand Rapids	bjenkins@fs.fed.us	W: 218-327-4571 C: 218-244-1764	H: 218-245-1004
Hale , Mark Fire Planner	Grand Rapids	mahale@fs.fed.us	W: 218-327-4431 C: 218-244-2933	H: 218-212-4030
Lenz , Darla Forest Supervisor	Cass lake	dlenz@fs.fed.us	W: 218-335-8631 C: 218-556-5564	
Hebl , Jill FAO	Ely	jhebl@fs.fed.us	W: 218-365-4831 C: 218-343-2176	H: 218-827-2240

U.S. FOREST SERVICE

NE AREA STATE & PRIVATE FORESTRY

NE AREA STATE & PRIVATE FORESTRY	Fire phone: 610-557-4152
11 Campus Blvd. – Suite 200 Newtown Square, PA 19073	Night or 24-hour phone:
FAX: 610-557-4154	Email: <i>see below</i>

. . . If no answer on above number, call in order listed below . . .

Name / title	City	Email	WORK Phone/Cell/Pager	PERSONAL Home / Cell
Zimmerman , Dan Acting Director - CFAM	Newtown Square, PA	dzimmerman@fs.fed.us	W: 610-557-4145	H: 610-608-3907 C: 610-742-7860
Hartlove , Robert Fire Ops/Safety	Newtown Square, PA	rhartlove@fs.fed.us	W: 610-557-4161	H: 717-859-4190 C: 610-742-7593
Gabliks , Maris SFA/RX Fire/Fuels	Newtown Square, PA	mggabliks@fs.fed.us	W: 610-557-4108	H: 732-364-3617 C: 610-742-7854
Gabliks , Maris FEPP & VFA Manager	Newtown Square, PA	mggabliks@fs.fed.us	W: 610-557-4108	H: 732-364-3617 C: 610-742-7854
Brooks , Maureen Fire Plan/WUI/Prev.	Newtown Square, PA	mbrooks@fs.fed.us	W: 610-557-4146	H: 610-526-0618 C: 610-742-7614
Aviation Officer	Newtown Square, PA		W: 610-557-4147	
Dillon , Matthew Training Officer	Newtown Square, PA	matthewdillon@fs.fed.us	W: 610-557-4143	C: 610-420-9911
Williams , Sandra Emergency Preparedness Specialist	Warren, PA	swilliams04@fs.fed.us	814-728-6159	C: 610-717-6997

BIA – BUREAU OF INDIAN AFFAIRS

MIDWEST REGION AGENCY (MN-MRA)

MIDWEST REGIONAL OFFICE BUREAU OF INDIAN AFFAIRS	Fire phone: 612-713-4400
Norman Pointe II 5600 West American Blvd Suite 500 Bloomington, MN 55347	Night or 24-hour phone: 218-327-4558
FAX: 612-713-4401	Duty officers: Ronda Estey 218-244-4461 or 218-398-0338 ronda.estey@bia.gov Remus, Tom 218-259-8658 Tom.remus@bia.gov Greg Peterson 218-751-2011 x408 or 218-820-1744 greg.peterson@bia.gov
	Email: <i>see below</i>

... If no answer on above number, call in order listed below ...

Name / title	City	Email	WORK Phone/Cell/Pager	PERSONAL Home / Cell
Remus, Tom Region FMO	Grand Rapids	tom.remus@bia.gov	W: 218-327-4793 C: 218-259-8658	H: 218-752-1008
Cassellius, Marty Regional Fuels Specialist	Bloomington	marty.cassellius@bia.gov	W: 612-725-4523 C: 612-280-7361	H: 651-206-4381
Basina, Cristine Administrative Officer	Bloomington	cristine.basina@bia.gov	W: 612-725-4525 612-713-4400 F: 612-713-4401	
Bennett, Jeremy Prevention Forester	Bloomington	jeremy.bennett@bia.gov	W: 612-725-4526	C: 715-787-4573 C: 612-965-3645
Vacant GIS Forester	Bloomington		W: 612-725-4524 C:	H:
Anderson, Matthew "Acting" Regional Forester	Bloomington	matt.anderson@bia.gov	W: 612-725-4521 C:	H:
Pooler, Paul Fire Ecologist	Bemidji	paul.pooler@bia.gov	W: 218-751-2011 x457 C: 218-259-1906	H: 218-444-2707
Kurtz, Bill NEPA / ARCH Fire	Bloomington	bill.kurtz@bia.gov	W: 612-725-4527	H: 952-997-6855
Estey, Ronda Assistant Coordinator MN-MNA BIA & Tribal Dispatcher	Grand Rapids	ronda.estey@bia.gov	W: 218-327-4583 C: 218-244-4461	C: 218-398-0338

BIA – MINNESOTA AGENCY (MN-MNA)

MINNESOTA AGENCY BUREAU OF INDIAN AFFAIRS	Fire phone: 218-751-2011 x408 Greg Peterson or x452 Thomas Schackman
Room 418, Federal Building 522 Minnesota Ave. NW Bemidji, MN 56601-3062	Night or 24-hour phone: 218-327-4558 MIFC Duty Officer
FAX: 218-751-4367	Email: <i>see below</i>

... If no answer on above number, call in order listed below ...

Name / title	City	Email	WORK Phone / Cell /Pager/Fax	PERSONAL Home / Cell
Peterson, Greg MN Agency FMO	Bemidji	greg.peterson@bia.gov	W: 218-751-2011 x408	H: 218-224-2160 C: 218-820-1744 C: 800-939-1744 out/state
Estey, Ronda MIFC Assistant Coordinator BIA & Tribal Dispatcher	Grand Rapids	ronda.estey@bia.gov	W: 218-327-4583 C: 218-244-4461	C: 218-398-0338
Lintelmann, Bob MN Agency Forester	Bemidji	robert.lintelmann@bia.gov	W: 218-751-2011 x406	H: 218-759-8584 C: 218-820-9636
Schackman, Thomas Fuels Manager	Bemidji	thomas.schackman@bia.gov	W: 218-751-2011 x452	H: 218-224-2301 C: 218-760-7145
Uhlir, Corrie Administrative Assistant	Bemidji	corrie.uhlir@bia.gov	W: 218-751-2011 x407	

MINNESOTA AGENCY – WHITE EARTH (MN-WEA)

WHITE EARTH MINNESOTA AGENCY	Fire phone: 218-935-5967 Ask for Brad, David, Steve or Tim
PO Box 37 Naytahwaush, MN 56566	Night or 24-hour phone: 218-368-0325 cell for Brad Estey or MIFC Dispatch 218-327-4558 (After hours Duty Officer)
FAX:	Email: weforestry@whiteearth.com

... If no answer on above numbers, call in order listed below ...

Name / title	City	Email	WORK Phone/ Cell/Pager/Fax	PERSONAL Home / Cell
Smith, Mike Forester	Naytahwaush	weforestry@whiteearth.com	W: 218-935-5967	H: 218-751-9658
Estey, Brad Prevention Technician & Fire Program Lead	Naytahwaush	bradestey@hotmail.com	W: 218-935-2359 W: 218-935-2917	C: 218-368-0325
Snetsinger, David, Jr. Allotment Forester Technician	Naytahwaush	weforestry@whiteearth.com	W: 218-936-5757	C: 218-261-0503
Londo, Jesse Forestry & Fire Technician	Naytahwaush		W: 218-935-2917	
Lafriniere, Steve BIA/White Earth Tribal Forestry & Fire Tech.	Naytahwaush		W: 218-935-2917	C: 218-849-2816
Warren, Timothy BIA/White Earth Tribal Forestry & Fire Tech.	Naytahwaush		W: 218-935-2917	
Snetsinger, Terry Forestry Fire Tech	Naytahwaush		W: 218-935-2917	
Estey, Ronda MIFC Assistant Coordinator BIA & Tribal Dispatcher	Grand Rapids	ronda.estey@bia.gov	W: 218-327-4583 C: 218-244-4461	C: 218-398-0338

RED LAKE AGENCY (MN-RLA)

RED LAKE AGENCY Red Lake Band of Chippewa Natural Resources	Fire phone: 218-679-3381
Address: Hwy 1, PO Box 279 Red Lake, MN 56671	Night or 24-hour phone: 218-766-8557 (Gil Juarez) 218-368-0579 (Wendy Pemberton)
FAX: 218-679-2466	Duty officers: Ronda Estey, Gilbert Juarez, Wendy Pemberton, Greg Peterson
	Email: wendizzle_97@hotmail.com

... If no answer on above numbers, call in order listed below ...

Name / title	City	Email	WORK Phone/Cell/Pager	PERSONAL Home / Cell
Juarez, Gilbert Lead Fire Tech.	Red Lake	gilbert_juarez@yahoo.com	218-679-3959	H: 218-679-3955 C: 218-766-8557
Pemberton, Wendy Fire Clerk/Dispatch	Red Lake	wendizzle_97@hotmail.com	218-679-3959	H: 218-679-3580 C: 218-368-0579
Harris, Joe Fuels Specialist	Red Lake	jharris@redlakenation.org	218-679-3959	C: 218-766-9345
Shackman, Tom Fuels Manager	Bemidji	thomas.schackman@bia.gov	W: 218-751-2011 x452	H: 218-224-2301 C: 218-760-7145
Reynolds, Michelle Prevention Technician	Red Lake	chelle_reynolds78@hotmail.com		H: 218-679-2690 C: 218-766-0431
Beaulieu, Mike Prevention Specialist	Red Lake		218-679-3381	H: 218-679-3492 C: 218-766-0268
Estey, Ronda MIFC Ass't Coordinator BIA & Tribal Dispatcher	Grand Rapids	ronda.estey@bia.gov	W: 218-327-4583 C: 218-244-4461	C: 218-398-0338
Peterson, Greg BIA FMO	Bemidji	greg.peterson@bia.gov	W: 218-751-2011 x408	H: 218-224-2160 C: 218-820-1744 C: 800-939-1744 o/s

MILLE LACS AGENCY (MN-MLA)

MILLE LACS AGENCY	Fire phone: 320-532-7589 Dean Staples, office
43408 Oodena Drive Onamia, MN 56359	Night or 24-hour phone: 320-630-2431 Dean Staples, cell
FAX: 320-532-7514	Email: dean.staples@millelacsband.com

... If no answer on above number, call in order listed below ...

Name / title	City	Email	WORK Phone/Cell/Pager	PERSONAL Home / Cell
Staples , Dean Forester & Fire Supv	Mille Lacs	dean.staples@millelacsban.com	320-532-7589	H: 320-532-5650 C: 320-630-2431
Staples , Elijah Forestry & Fire Tech	Mille Lacs		320-532-7589	
Aubid , Shane Prevention Technician	Mille Lacs		320-532-7589	
Estey , Ronda MIFC Ass't Coordinator BIA & Tribal Dispatcher	Grand Rapids	ronda.estey@bia.gov	W: 218-327-4583 C: 218-244-4461	C: 218-398-0338

MINNESOTA AGENCY – LEECH LAKE (MN-LLA)

LEECH LAKE MINNESOTA AGENCY	Fire phone: 218-335-7440 or 218-335-7445
15756 State Hwy 371 W Cass Lake, MN 56633	Night or 24-hour phone: 218-327-4558
FAX: 218-335-7430 or 218-335-7452	Email: <i>see below</i>

... If no answer on above number, call in order listed below ...

Name / title	City	Email	WORK Phone/Cell/Pager	PERSONAL Home / Cell
Bebeau , Duane Leech Lake Fire Coordinator	Cass Lake	Dbebeau19@yahoo.com	218-335-7440	H: 218-246-9279
White , Eric Leech Lake Fire Technician	Cass Lake		218-335-7445	
Karnes , Keith Leech Lake Forester	Cass Lake	forestry@lldrm.org	218-335-7418	H: 218-659-2119
Estey , Ronda MIFC Assistant Coordinator	Grand Rapids	ronda.estey@bia.gov	W: 218-327-4583 C: 218-244-4461	C: 218-398-0338
Jordan , Margaret Administrative Assistant	Cass Lake	mjordan@lldrm.org	W: 218-335-7432	C: 218-760-8033

BOIS FORTE AGENCY (MN-BFA)

BOIS FORTE AGENCY Bois Forte Forestry Department	Fire phone: 218-757-3177 (Dave Larson or Chris Cox)
2364 Indian Service Road 9 Nett Lake, MN 55772	Night or 24-hour phone: 218-244-5004 (Dave Larson, cell)
FAX: 218-757-3646	Email: <i>See below</i>

... If no answer on above numbers, call in order listed below ...

Name / title	City	Email	WORK Phone/Cell/Pager	PERSONAL Home / Cell
Larson, Dave Reservation Forester, FMO	Nett Lake	dave.larson@boisforte-nsn.gov	218-757-3177 x1	H: 218-276-2458 C: 218-244-5004
Cox, Chris Allotment Forester	Nett Lake	cox.chris@boisforte-nsn.gov	218-757-3177 x2	H: 218-666-2713 C: 218-290-4209
Hill, Lance Forest Technician	Nett Lake	lance.hill@boisforte-nsn.gov	218-757-3177 x3	C: 218-750-2011
Wagner, Charles Forest Technician	Nett Lake	charle.wagner@boisforte-nsn.gov	218-757-3177 x4	C: 218-780-3755
Estey, Ronda MIFC Assistant Coordinator BIA & Tribal Dispatcher	Grand Rapids	ronda.estey@bia.gov	W: 218-327-4583 C: 218-244-4461	C: 218-398-0338

FOND DU LAC AGENCY (MN-FDA)

FOND DU LAC AGENCY Forestry & Fire Resources	Fire phone: 218-878-7147
1720 Big Lake Road Cloquet, MN 55720	Night or 24-hour phone: MIFC Dispatch 218-327-4558 (After hours Duty Officer)
FAX: 218-878-7168	Email: firstlast@fdlrez.com

... If no answer on above number, call in order listed below ...

Name / title	City	Email	WORK Phone/Cell/Pager	PERSONAL Home / Cell
Vacant Forestry Crew Supervisor	Fond du Lac		218-878-7147	
Vacant Fire Prevention Tech	Fond du Lac		218-878-7116	
Olson, Steve Forester	Fond du Lac	steveolson@fdlrez.com	218-878-7105	H: 218-879-1930 C: 218-591-1795
Nelson, Christian Allotment Forester	Fond du Lac	christiannelson@fdlrez.com	218-878-7118	
Estey, Ronda MIFC Ass't Coordinator BIA & Tribal Dispatcher	Grand Rapids	ronda.estey@bia.gov	W: 218-327-4583 C: 218-244-4461	C: 218-398-0338

GRAND PORTAGE AGENCY (MN-GPA)

GRAND PORTAGE AGENCY	Fire phone: 218-475-2415 (Tim Miller)
P.O. Box 428 – 27 Store Road Grand Portage, MN 55605	Night or 24-hour phone: 218-370-1163 (Tim Miller, cell) Or, call Cook County Law Enforcement, 218-387-3030 and ask them to contact Tim Miller or Erik Carlson by radio.
FAX: 218-475-2615	Email: tpmiller@boreal.org

. . . If no answer on above numbers, call in order listed below . . .

Name / title	City	Email	WORK Phone/Cell/Pager	PERSONAL Home / Cell
Miller , Timothy Forester & Fire Supv	Grand Portage	tpmiller@boreal.org	W: 218-475-2415 x2033 Desk: 218-475-2033	H: 218-387-3108 C: 218-370-1163
Carlson , Erik Forestry & Fire Tech.	Grand Portage	erikc@boreal.org	W: 218-475-2415 x2035 Desk: 218-475-2035	H: 218-475-2373 C: 218-370-1414
vacant Prevention Technician	Grand Portage		W: 218-475-2415	
Estey , Ronda MIFC Assistant Coordinator BIA & Tribal Dispatcher	Grand Rapids	ronda.estey@bia.gov	W: 218-327-4583 C: 218-244-4461	C: 218-398-0338

NPS -- NATIONAL PARKS SERVICE

VOYAGEURS NATIONAL PARK (MN-VOP)

VOYAGEURS NATIONAL PARK NATIONAL PARK SERVICE	Fire phone: 218-283-6600
360 Highway 11 East International Falls, MN 56649-8904	Night or 24-hour phone: none
	Email: first_last@nps.gov

... If no answer on above number, call in order listed below ...

Name / title	City	Email	WORK Phone/Cell/Pager	PERSONAL Home / Cell
Bressler, Scott Fire Management Officer	International Falls	scott_bressler@nps.gov	W: 218-283-6658	H: 218-283-0994 C: 218-360-1492
Fogelberg, Kurt Asst. Fire Mgmt. Officer	International Falls	kurt_fogelberg@nps.gov	W: 218-283-6660	H: 218-283-1010 C: 218-360-1494
Miles, Brenda Fire Program Assistant	International Falls	brenda_miles@nps.gov	W: 218-283-6662	H: 218-278-4437 C: 218-360-1493
Weyenberg, Scott Fire Ecologist	St. Croix Falls, WI	scott_weyenbergs@nps.gov	W: 715-483-2285	H: 715-825-2208 C: 218-244-2563
Fagre, Trudy MIFC - LEAD Dispatcher	Grand Rapids	trudy_fagre@nps.gov	W: 218-327-4433 C: 218-244-2358	H: 218-256-7477

ST. CROIX NATIONAL SCENIC RIVERWAY

ST. CROIX NATIONAL SCENIC RIVERWAY NATIONAL PARK SERVICE	Fire phone: 219-395-1008
401 N Hamilton St St. Croix Falls, WI 54024	Night or 24-hour phone: 219-395-1008
FAX: 715-483-3288	Email: first_last@nps.gov

... If no answer on above numbers, call in order listed below ...

Name / title	City	Email	WORK Phone/Cell/Pager	PERSONAL Home / Cell
Carrigan, Scott District Ranger	St. Croix Falls, WI	scott_carrigan@nps.gov	W: 715-483-2264 F: 715-483-3288	C: 715-491-6874
Carlson, Chuck District Ranger	Trego, WI	chuck_carlson@nps.gov	W: 715-635-8346 x421 F: 715-635-8823	H: 715-349-8539 C: 715-491-6878
Lundin, Charlie Park Ranger, Fire Coord	Trego, WI	charlie_lundin@nps.gov	W: 715-635-8346 x426 F: 715-635-8823	C: 715-491-6880
Fagre, Trudy MIFC - LEAD Dispatcher	Grand Rapids	trudy_fagre@nps.gov	W: 218-327-4433 C: 218-244-2358	H: 218-256-7477

USFWS -- U.S. FISH & WILDLIFE SERVICE

US FISH AND WILDLIFE SERVICE	Fire phone: 612-713-5498
Minnesota Zone Fire Management Office 5600 American Blvd. W., Suite 990 Bloomington, MN 55437	Night or 24-hour phone: <i>See cell phone listings below.</i>
FAX: 612-713-5287	

... If no answer on above number, call in order listed below ...

Name / title	City	Email	WORK Phone/ Cell/Pager/Fax	PERSONAL Home / Cell
Langford, Russ Zone FMO	Bloomington	Russ_Langford@fws.gov	W: 612-713-5498 F: 612-713-5287	C: 763-244-9844
Lantz, Don Acting ZFMO Zone WUI	Zimmerman	Donald_Lantz@fws.gov	W: 763-389-3323 x22 F: 763-389-3493	C: 651-357-7152
Mursu, Chris Zone Fire Mgt Specialist	Odessa	Chris_Mursu@fws.gov	W: 320-273-2507	C: 320-305-0812
Boschee, Troy FMO-Fergus Falls WMD	Fergus Falls	Troy_Boschee@fws.gov	W: 218-736-0642 F: 218-739-9534	H: 701-293-4016 C: 218-770-6192
Schumacher, Steve DFMO -Detroit Lakes District –DLR, TMR units	Detroit Lakes	Steve_Schumacher@fws.gov	W: 218-844-3410 F: 218-847-4156	H: 218-846-2566 C: 218-849-5775
vacant FMO-Minnesota Valley NWR	Bloomington		W: 952-858-0707 F: 612-725-3279	
vacant DFMO-Sherburne District SBR, CMR RLR units	Zimmerman		W: 763-389-3323 F: 763-398-3493	
Anderson, Larry FMO Agassiz NWR	Thief River Falls	Larry_Anderson@fws.gov	W: 218-449-4115 x206 F: 218-449-3241	H: 218-681-2091 C: 218-689-5741
Grimm, Seth FMO-Morris WMD	Morris	Seth_Grimm@fws.gov	W: 320-589-4972 F: 320-589-2624	H: 218-731-2204 C: 320-287-0370
Larson, Kris FMO–Litchfield WMD	Litchfield	Kris_Larson@fws.gov	W: 320-693-2849 x117 F: 320-693-2552	H: 320-699-1438 C: 320-293-0790
Angelo, Dan PFS-Big Stone NWR	Odessa	Dan_Angelo@fws.gov	W: 320-273-2407 F: 320-273-2231	H: 320-273-2266 C: 320-304-0177
Franco, Darrin PFS-Glacial Ridge/Rydell NWR	Erskine	Darrin_Franco@fws.gov	W: 218-687-2229 x16 F: 218-687-2225	
Earhart, Eric PFS-Windom WMD	Windom	Eric_Earhart@fws.gov	W: 507-831-2220 x15 F: 507-831-5524	H: 507-847-5797 C: 507-822-0329
Leach, Jim Refuge Supervisor, MN/WI	Bloomington	Jim_Leach@fws.gov	W: 612-713-5406	H: 651-450-7566
Dearborn, Dan Regional Fire Mgt. Coord.	Odessa	Dan_Dearborn@fws.gov	W: 320-273-2247	C: 320-815-0994

HSEM – HOMELAND SECURITY & EMERGENCY MANAGEMENT

HSEM – Homeland Security and Emergency Management Division, Minnesota Department of Public Safety	Fire phone: 218-327-4496
402 11 th Street SE Grand Rapids, MN 55744	Night or 24-hour phone: 800-422-0798 MN State Duty Officer
FAX: 218-327-4527	Email: roy.holmes@state.mn.us

... If no answer on above number, call in order listed below ...

Name / title	City	Email	WORK Phone/Cell/Pager	PERSONAL Home / Cell
Lageson, Nancy Homeland Security Branch Director	St. Paul	nancy.lageson@state.mn.us	W: 651-201-7484 C: 651-331-6617	H: 507-684-3339 C: 673-222-3391
Clark, Cathy Field Services Branch Director	St. Paul	cathy.clark@state.mn.us	W: 651-201-7407 C: 651-470-0580	H: 218-833-0107 C: 320-293-1434
Goelz, Karise (Kari) Operations Chief	St. Paul	karise.goelz@state.mn.us	W: 651-201-7446 P: 651-857-0304	C: 651-357-6830
Holmes, Roy Northeast Region Program Coordinator	Grand Rapids	roy.holmes@state.mn.us	W: 218-327-4496 P: 612-539-5492 C: 218-259-2221	H: 218-327-2572

GLFFC – GREAT LAKES FOREST FIRE COMPACT

GREAT LAKES FOREST FIRE COMPACT	Fire phone: See below
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Name / title	State / Province	Email	WORK Phone/Cell/Pager	Fax
Friesen, Gary	Manitoba	gary.friesen@gov.mb.ca	204-945-7779	204-945-7782
Heather, Scott	Michigan	heathers@michigan.gov	989-275-5151 x2050	989-275-5167
Stoffel, Ron or Phillips, Olin	Minnesota	ronald.stoffel@state.mn.us olin.phillips@state.mn.us	218-327-4587 651-259-5282	218-327-4527
McAlpine, Rob	Ontario	rob.mcalpine@ontario.ca	705-945-5978	705-945-5785
Marty, Trent	Wisconsin	trent.marty@wisconsin.gov	608-266-7978	608-266-8576

CHAPTER 60 – PERSONNEL, SUPPRESSION, DISPATCH

INCIDENT MANAGEMENT TEAMS

Harassment-Free Work Environment

In an effort to provide a harassment-free work environment, the MNICS Task Force has adopted a goal to provide a work environment free from verbal or physical harassment based on race, color, religion, national origin, sex, sexual orientation, age, and disability. (Status with regard to public assistance, marital status and membership or activities in local commission is also covered under that Minnesota Human Rights Act.) Therefore, it is recommended that each agency's personnel who participate in incidents as a part of MNICS receive equal opportunity/civil rights training (particularly harassment-free training) prior to participation. This training can be accomplished through the use of training videos that can be obtained from the local agency training officer or MIFC.

Qualifications

All agencies participating in MNICS have agreed to use the Wildland Fire Qualification Subsystem Guide, PMS 310-1 as the standard for determining personnel qualifications. MNICS agencies will ensure that personnel responding to incidents managed by a MNICS Incident Management Team (IMT), whether in-state or out-of-state, will meet or exceed all of the qualifications as stated in the guide. The U.S. Forest Service follows 5109.17 - Incident Qualifications for Forest Service personnel.

Level of Qualification

N **Nationally Qualified:** Meet all requirements of NWCG Wildland Fire Qualification Guide (310-1)

T **Trainee:** Meet all training requirements but need to perform as a trainee in this position in order to be nationally qualified. Trainee may be used in this position if the incident commander agrees.

Availability

For MNICS purposes, if at all possible, individuals should not be listed for positions that they are qualified for, but do **not** wish to serve. On the daily availability list, personnel should not be listed if their job or other circumstances would not allow them to accept assignments during the coming fire season. Personnel can and should indicate whether they are available for an in-state or out-of-state assignment. Assignments are for a 14-day commitment, not including travel. Assignments to large or complex incidents will follow the national standard.

Use of Trainees

In an effort to develop future Incident Management Team Members, when a TEAM is assigned to an out-of-state incident, MIFC Dispatch will, with incident commander input, dispatch up to six trainees. Trainees will come from a priority list of positions. The prioritized list of trainees will be developed by the MNICS Training Working Team, approved by the MNICS Task Force, maintained and administered by MIFC dispatch. This list will be prioritized by position based on number of currently qualified people. The incident commander may order more than six trainees for an in-state incident if the ordering agency approves.

Dispatching IMTs:

Guidelines and Procedures

MNICS will operate with three Type 2 Interagency Incident Management Teams (IMTs). These teams when requested/ordered will

manage large fires and other incidents as needed anywhere within the State of Minnesota. The teams will consist of 24 positions.

Criteria for mobilization of IMTs will be determined by each participating agency. When an agency decides to mobilize an IMT, the Fire Manager, after consultation with the Incident Commander (IC) and/or the MIFC Coordinator & Assistant Coordinator, will determine if any positions need not be filled for non-fire emergencies.

An Overhead Resource Order form is available to assist agencies when ordering an IMT (pp 79-80).

1. If an IMT is needed, copy the Overhead Resource Order.
2. Fill out the incident information on the top of the form.
3. Fill in the “O” numbers for the IMT’s positions starting with O-201. O-201 will be reserved for the IMT; with associated numbers for Team members (example: O-201.1 is for the IC).
4. Fill in the “Date/Time needed” and “Deliver To” information.
5. Order *ALL* positions for the IMT. The Team will release positions that are not needed
6. Email or Fax the order to MIFC Dispatch 218-327-4528 and notify the MIFC Coordinator and Assistant Coordinator IMMEDIATELY!
7. MIFC Dispatch will contact the IC of the team **on rotation** and notify agency or regional dispatchers of their perspective personnel to inform them of the IMT call-out.
8. At Planning Level 3, MIFC Dispatch will contact the IC. The IC will have the option to contact Team members or they may ask MIFC to call them. MIFC will also notify the Agencies/Regions.
9. The Communications Trailer and Radio Starter System NFES #4390 is an automatic dispatch. IMT members will notify their supervisors of a team call-out.
10. MIFC will automatically dispatch the 100-person Base Unit Kit (NFES Number 7521). See Chapter 70 for contents list.

11. The local unit (Area or Region, Ranger District, Park, Refuge, Reservation) will furnish one Radio Operator if possible. Otherwise, MIFC Dispatch will fill an order for two RADO and two CTSP (one incident, one MIFC). **Other Pre-order items may be needed per MNICS Team IC.**

Readiness Levels

NORMAL

1. On a year-round schedule from Jan. 1 to Dec. 31 for all-risk incidents.
2. Section chiefs will secure their own replacement if approved by the incident commander. Sections chiefs will notify MIFC Dispatch of replacement
3. Replacement incident commander will be furnished by MIFC, if necessary, from an alternate list.
4. A personal bag assembled.
5. Equipment for assigned function assembled.

ALERT

1. A seven-day schedule activated on call 0600 Tuesday to 0600 next Tuesday.
2. Section chiefs can get a replacement if approved by the incident commander. Section chiefs notify MIFC Dispatch of replacement.
3. Replacement incident commander will be furnished by MIFC, if necessary, from an alternate list.
4. **Four-hour response** time from dispatch to incident base or stand-by location.

STAND-BY

1. Assignment almost certain.
2. Team assembled at one location if possible.
3. **Thirty-minute get away time** after notification of assignment.
4. This action requires a resource order.

MIFC will contact the MNICS team’s incident commander when the IC’s team is put on alert status. The IC has the option of notifying the team command staff, who will in turn, notify the personnel assigned to their section; or the IC may ask MIFC to make those notifications. The next team up will then have its status upgraded to that of the team it replaces.

INCIDENT MANAGEMENT TEAM ROSTER 2013

Incident Management Team Roster 2013					
POSITION	TEAM A	TEAM B	TEAM C	ALTERNATES (Alphabetical qualified, trainees)	
Incident Commander (ICT2)	Michael Aultman DNR-NE 218-246-8343 (W) 218-259-5509 (C) 218-244-9497 (C) 218-326-5509 (H)	Gregory Peterson “Greg” BIA MN Agency 218-751-2011 x408 (W) 218-820-1744 (C) 218-224-2160 (H) Spring (Apr & May) for Greg Mark Wurdeman DNR-Central 763-689-7100 (W) 612-636-4690 (PC)	Brian Pisarek DNR-NE 218-927-4040 x242 (W) 218-838-0102 (C) 218-927-6158 (H)	Mark Carlstrom DNR-NW 218-732-3309 (W) 218-255-1540 (C) 218-237-5110 (H) Jim Grant USFS-WI Neighborhood Disp*, Courtesy call to WICC 715-362-1341 (W) 715-493-9137 (C) 715-362-2319 (H)	James Hinds “Jim” AD/SC 218-365-6294 (H) 218-341-3024 (C) Mark Wurdeman DNR-Central 763-689-7100 (W) 612-636-4690 (PC)
Safety Officer (SOF2)	Kurt Schierenbeck AD/SC 218-387-3383 (H) 218-370-8057 (C) Carl Crawford-T USFS-CPF 218-835-3136 218-556-4218 (C) 218-759-8685 (P)	Ronald Guck AD/SC 218-290-5238 (C) 218-365-5216 (H)	Tom Lynch DNR-NE 218-387-3037 (W) 218-370-8765 (C)	Bob Brittain AD 218-547-1044 Walker Site 218-243-2972 (H) 218-256-6703 (C) Michael Hanson AD/SC 218-666-5924 (H) Can call Kathie Hanson Douglas Miedtke DNR-MIFC 218-327-4445 (W) 218-360-1813 (C) 218-327-1464 (H)	Tim Norman-T AD/SC 218-663-7228 (H) 218-370-2202 (C) Mark Hale-T USFS-SUF 218-327-4431 (W) 406-861-4876 (C) 218-212-4030 (H)
Public Information Officer (PIO2)	Ronald Sanow AD/SC 218-839-1504 (C) 218-828-4016 (H) Mark Erickson-T South Metro Fire 651-552-4173 (Station) 651-552-4176 (FD2) 612-860-6360 (C) 651-659-0085 (H)	Jean Bergerson AD BIA/SC 218-326-9775 (H) 218-256-2624 (P.C) Daria Day AD BIA/SC 218-341-0708 (P.C) 218-663-7433 (H) Jean Goad-T DNR-MIFC 218-327-4564 (W) 218-244-1911 (WC) 218-259-0929 (PC) 218-327-9181 (H)	Cynthia Sage DNR-MIFC 218-327-4558 (W) 218-245-2452 (H) 218-259-3330 (C) Rebecca Manlove (Alt) USFS-SUF-Ely 218-365-2093 (W) 218-235-1984 (C) 218-365-3175 (H)	Carson Berglund AD/SC 218-326-9775 (H) 218-244-2876 (C) Marty Christensen Itasca CC / AD 218-322-2356 (W) 218-244-7002 (C) 218-246-8266 (H) Jeffrey Edmonds AD/SC 218-760-6144 (PC) 218-586-2332 (H) Kathie Hanson DNR-NE-Orr 218-757-3274 (W) 218-666-5924 (H) 218-780-2902 (C) Gilbert Knight AD/SC 218-365-7600 (W)	Lisa Radosevich-Craig USFS-SUF 218-626-4336 (W) 218-780-7762 (C) 218-624-7676 (H) Jean Schaeppi – Anderson NPS-SCP 715-483-2271 (W) 715-483-3284 (W-gen) 651-433-4394 (C) Kris Reichenbach-T USFS-SUF 218-327-4175 (SUF) 218-626-4393 (W) 218-591-0781 (C) 218-389-0240 (H) Paula Shattuck-T BIA-MRA 612-725-4513 (W) 505-553-2688 (C)

Chapter 60 – Personnel, Suppression, Dispatch

Incident Management Teams 2013 – p 2					
POSITION	TEAM A	TEAM B	TEAM C	ALTERNATES	POSITION
Liaison Officer: Emergency Services (LOFR)	David Snetsinger AD BIA - MNA 218-850-8214 (C) 218-935-5905 (H) 218-935-2701 (W) John Keenan (Alt) AD 218-724-5428 (H) 218-590-4934 (C) Timothy Oland-T DNR-MIFC 218-327-4373 (W) 218-395-0355 (C) 608-799-1805	James Wiinonen "Jim" AD/SC 218-387-3059 (W) 218-387-1443 (H) 218-370-9660 (C) Barbara Jo Kohlstedt-T Lake County - AD 218-226-4444 (W) 218-220-7811 (C) 218-353-7745 (H)	John Ehret AD/SC 651-248-5249 (C) 651-430-2855 (H) Ronald Robinson-T AD Zimmerman Metro EMS Regional Coordinator 612-860-1257 (C) 763-856-3810 (H)	Timothy Knellwolf Enforcement 320-259-7697 (W) 612-559-8710 (C) Edward Leier AD/SC Vadnais Heights FD 651-204-6032 (W) 651-248-6261 (C) 651-772-2781 (H) Ronda Estey-T BIA-MNA-MIFC 218-327-4583 (W) 218-244-4461 (WC) 218-398-0338 (PC)	Chip Elkin-T 218-235-1467 (C) Randy Jensen-T Bruce West-T MBFTE MN BD of FF Trng & Ed. 651-201-7258 (W) 651-238-9292 (C) 763-241-1491 (H)
Planning Section Chief (PSC2)	Mark Carlstrom DNR-NW 218-732-3309 (W) 218-255-1540 (C) 218-237-5110 (H) Jon Drimel-T DNR-NW 218-308-2066 (W) x07 218-290-0177 (C)	Paul C. Olson DNR-NE 218-999-7840 (W) 218-327-7596 (P) 218-327-2596 (H)	Mark Wurdeman (Jan-Mar) & (Jun-Dec) DNR-Central 763-689-7100 (W) 612-636-4690 (PC) Barbara Manahan-Thompson USFS - SUF (Apr-May) for Mark W. 218-365-7621 (W) 218-365-7600 (W) 218-340-4838 (C) 218-742-5198 (P) Brad Witkin-T DNR-NW 218-732-3309(W) x223 218-237-3608 (H) 218-820-6122 (C)	Barbara Manahan-Thompson USFS - SUF 218-365-7621 (W) 218-365-7600 (W) 218-340-4838 (C) 218-742-5198 (P)	
Resource Unit Leader (RESL)	Barbara Manahan-Thompson "Barb" USFS - SUF (Jan-Mar) & (Jun-Dec) 218-365-7621 (W) 218-365-7600 (W) 218-340-4838 (C) 218-742-5198 (P) Paul Lundgren (Apr-May) for Barb 218-232-7101 (C) Brian Leitinger-T DNR-NE 218-927-4040 x247 (W) 218-839-7288 (C) 218-549-0678(H)	Jon Drimel DNR-NW 218-308-2066 (W) x07 218-290-0177 (C) (Backup for Jon) Nicole Selmer USFS-SUF 218-365-7632 (W) 218-349-8009 (C) 218-365-4441 (H)	Brad Witkin DNR-NW 218-732-3309(W)x223 218-237-3608 (H) 218-820-6122 (C) (Backup for Brad W.) Erik Stoddard DNR-NW 218-386-1304 x308 (W) 218-242-9619 (C)	Linda Bruss DNR-MIFC AIR 218-327-4582 (W) 218-244-2375 (WC) 320-260-2089 (PC) Michael Chapman AD/SC 218-821-7660 (C) 218-947-3900 (H) Travis Durkin USFS-SUF 218-365-7614 (W) 218-365-2988 (H) 218-349-1445 (C) Paul Lundgren 218-232-7101 (C) 218-947-3232 (C)	Charles Meyer "Chuck" Retired AD 218-259-8884 (PC) 218-403-0400 (WC) Nicole Selmer USFS-SUF 218-365-7632(W) 218-349-8009(C) 218-365-4441(H) Erik Stoddard DNR-NW 218-386-1304 x308 (W) 218-242-9619 (C) Steve Teeter-T 218-365-7568 (W) 218-365-6642(H) 218-341-5160 (C)

Incident Management Teams 2013 – p. 3					
POSITION	TEAM A	TEAM B	TEAM C	ALTERNATES	
Situation Unit Leader (SITL)	Robert Heisel “Bob” DNR-NE 218-753-2580 x262 (W) 218-780-7396 (C) 218-741-8049 (H)	Mike Locke DNR-NW 218-308-2368 (W) 218-444-7831 (H) 218-760-5695 (C)	Stephen Gally “Steve” AD/SC 218-259-5069 (C) 218-697-8346 (H) Nicole Selmer-T USFS-SUF 218-365-7632 (W) 218-349-8009 (C) 218-365-4441 (H)	Jon Drimel DNR-NW 218-308-2066 (W) 218-290-0177 (C)	Brad Witkin DNR-NW 218-237-3608 (H) 218-732-3309 (W) 218-820-6122 (C)
				BJ Glesener DNR-NW 218-308-2364 (W) 218-244-3675 (C) 218-755-4417 (F)	Jeremiah Fauskee-T DNR-NE 320-245-6789 (W) 320-629-6599 (C)
GIS Technical Specialist (GISS)	Glendon Nyberg DNR-NE 218-330-9370 (C) 218-927-4040 x248 (W)	William J. Glesener “BJ” “Bill” DNR-NW 218-308-2364 (W) 218-244-3675 (C)	Darryl Holman USFS-CPF 218-335-8691 218-556-2227 (C) 218-333-0909 (H) Tom McCann USFS-SUF 218-387-3237 (W) 218-387-1661 (H)	Jon Handrick DNR-NE 218-276-2237 (W) 218-324-1450 (C) 218-283-1066 (H)	Brianna Schueller-T USFS-SUF 218-387-1750 (GF) 218-387-3338 (H) 218-663-8609 Tofte
				Barbara Manahan-Thompson USFS - SUF 218-365-7621 (W) 218-340-4838 (C) 218-235-8107 (PC) 218-365-5129 (H)	Travis Durkin (T) USFS-SUF (June-Aug. available) 218-365-7614 (W) 218-365-2988 (H) 218-349-1445 (C)
				Heather Fox BIA-GPA 218-475-2025 (W) 218-370-0436 (H) 218-349-1022 (C)	Becky Haass-T NPS-SCP 715-483-2286
				Carl Hardzinski Retired 952-894-9795 (H) 612-328-8226 (C)	Lori Karau-T USFS-SUF 218-666-0047 or 218-666-0044 (W) 218-780-4555(C)
				Mike Locke DNR-NW 218-308-2368 (W) 218-444-7831 (H)	Molly Martin-T DNR
				Michelle Sentyrz “Shelly” DNR-NW 218-308-2374 (W) 218-556-9108 (C) 218-755-7493 (H) 218-755-4417 (Fax)	Mary Munn-T Fond du Lac Tribal AD 218-590-6682 (C) 218-496-5595 (H)
				Michael J. Tronrud DNR St. Paul Central 612-743-8024 (C) 651-259-5504 (W) 715-531-0727 (H)	Brianna Schueller-T USFS-SUF 218-663-8609 (W) Tofte 218-387-1750 (W) 218-370-9197 (C) 218-387-3338 (H)
				Martin Cassellius-T BIA-MRA 612-725-4523 (W) 612-280-7361 (WC) 651-206-4381 (H) 612-203-7094 (C)	Tom Yankowiak-T USFS-SUF 218-780-2248

Chapter 60 – Personnel, Suppression, Dispatch

Incident Management Teams 2013 – p. 4					
POSITION	TEAM A	TEAM B	TEAM C	ALTERNATES	
Logistics Section Chief (LSC2)	David Worshek USFS-SUF 218-229-8819 (W) 218-290-7192 (C) 218-229-2981 (H)	Steve Schug AD/SC 218-206-5606 (C) 218-663-7801 (H)	William M. Lauer “Bill” DNR-MIFC 218-327-4579 (W) 218-244-9763 (C)	Dennis Brogger AD/SC 218-256-6703 (C) 218-327-9147 (H) Duane Cihlar AD/SC 218-370-1662 (C) 218-387-1784 (H) Jerry Jussila AD/SC 218-365-6398 (H) 218-235-8983 (C) Gene Mannelin (Fed only) AD 218-244-1337 (C) 218-246-2706 (H)	Les Miller (Fed only) AD 218-340-5120 (C) 218-721-3181 (H) Robert Nelson “Bob” DNR-Central 651-982-9720 x230 651-259-5260 St. Paul 612-390-9820 (C) 763-689-9687 (H) 763-291-5441 (PC) Dennis W. Cameron-T AD/SC 218-452-1387 (C) 218-386-1389 (H)
Supply Unit Leader (SPUL)	--	--	--	Dennis Brogger AD/SC 218-256-6703 (C) 218-327-9147 (H) Linda Bruss DNR-MIFC Air 218-327-4582 (W) 218-244-2375 (WC) 320-260-2089 (C) Dennis Cameron AD/SC 218-386-1304 (W) 218-452-1387 (C) 218-386-1389 (H)	Duane Cihlar AD/SC 218-370-2638 (C) Gene Mannelin (Fed only) AD 218-244-1337 (C) 218-246-2706 (H) Les Miller (Fed only) AD 218-340-5120 (C) 218-721-3181 (H) Bruce Green (T) USFS-SUF 218-387-3218 218-387-1750
Ordering Manager (ORDM)	Cindy Tisdell DNR-NW 218-308-2065 (W) 218-536-0409 (C)	Kathy Schiller DNR-NE 218-927-4040, x241(W) 218-678-3169 (H) 218-851-4367 (C)	Susan Zick “Sue” DNR-NW 218-732-3309 (W) 218-847-7087 (H) Donald Lantz-T “Don” FWS-SBR 763-389-3323x22 (W) 651-357-7152 (C)	Margaret Belmore “Maggie” AD DNR-Central 763-434-6882 763-242-7764 Linda Bruss DNR-MIFC Air 218-327-4582 (W) 218-244-2375 (WC) 320-260-2089 (C)	Kristie Prah DNR – NE / MIFC 218-327-4572 (W) 218-326-6984 (H) Rebekah Luedtke-T DNR – NE 218-697-2476 (W) 218-410-0268 (C) Jamie Chopp-T USFS-SUF 218-666-0048 (W) 218-780-3988 (C)
Facilities Unit Leader (FACL)	Gary Johnson DNR-NW 218-425-7793(W) 218-242-2169(C) 218-424-7510(H)	Edward J. Lauer “Jay” DNR-MIFC 218-327-4579 (W) 218-244-8154 (C) 218-326-9122 (H)	Robert Nelson “Bob” DNR-Central 651-982-9720 x230 (W) 651-259-5260 (alt #) 612-390-9820 (C) 763-689-9687 (H)	Dennis Brogger AD/SC 218-256-6703 (C) 218-327-9147 (H) Dennis Cameron AD/SC 218-386-1304 (W) 218-452-1387 (C) 218-386-1389 (H) Duane Cihlar AD/SC 218-370-2638 (C) 218-387-1784 (H) Jerry Jussila AD/SC 218-365-6398 (H) 218-235-8983 (C) Gene Mannelin (Fed only) AD 218-244-1337 (C)	Les Miller (Fed only) AD 218-340-5120 (C) 218-721-3181 (H) Andrew Drange-T “Andy” USFS-LAC 218-666-0032 (W) 218-235-1962 (C) Donald Lantz-T “Don” FWS-SBR 763-389-3323x22 (W) 651-357-7152 (C) Steven Frick-T “Steve” USFS-CPF Mannelin (cont.) 218-246-2706 (H)

Chapter 60 – Personnel, Suppression, Dispatch

Incident Management Teams 2013 – p. 5					
POSITION	TEAM A	TEAM B	TEAM C	ALTERNATES	
Communications Unit Leader (COML)	Peter Willis DNR-Central 320-532-3137 (W) 320-630-3193 (C) 320-532-3665 (H) 320-656-2072 (P)	Marvin Nygaard DOT-GPZ 218-327-4448 (W) 218-244-1414 (C) 218-327-9181 (H)	Dana Carlson DNR-NW 218-634-2172 (W) 218-434-0716 (C) 218-783-5551 (H)	Patrick Coughlin DNR-MIFC 218-327-4567 (W) 877-726-8205 (P) 218-885-2226 (H) 218-244-7505 (C) Michael Hayes SC 218-335-8670 (W) 218-820-9611 (WC) 218-368-9562 (C) 218-751-1541 (H)	Joe Dickison -T DOT-Rochester 507-286-7605 (W) 507-696-2770 (C) 507-252-8935 (H)
Communications Technician (COMT)	Patrick Coughlin DNR-MIFC 218-327-4567 (W) 877-726-8205 (P) 218-885-2226 (H) 218-244-7505 (C)	Kevin Throop USFS-MIFC 218-327-5926 (W) 218-244-2176 (C) 303-229-3246 (H)	Joseph Dickison DOT-Rochester 507-286-7605 (W) 507-696-2770 (C) 507-252-8935 (H)	Mike Hamilton USFS-SUF 218-229-8803 (W) 218-984-3084 (H) Michael Hayes USFS-CPF 218-335-8670 (W) 218-820-9611 (WC) 218-368-9562 (C) 218-751-1541 (H) Steve Mortensen BIA MNA-LL 218-335-7421 (W) 218-335-7400 (alt #) 218-766-6574 (C) 218-835-5509 (H)	Harvey Sobieck-T USFS 218-387-3215 218-387-1750 GFRD 218-387-2422 (H) Bruce Green-T USFS-SUF 218-387-3218 218-387-1750
Medical Unit Leader (MEDL)	Richard Marsolek DNR-NW 218-755-2545 (W) 218-751-8062 (H) 218-556-2268 (C)	Terry O'Connor BIA-Leech Lake 218-368-8554 (C) 218-335-2702 (H) 218-335-6363 (W) 218-335-7427(W#2)	John Bajda Retired AD 218-768-3150 (H) 218-340-0169 (C)	Scott Carrigan NPS WI-SCP 715-483-2264 (W) 715-491-6874 (C) Steven Stoks AD 218-248-0473	Karin Anderson-T AD 320-815-1975 (C) Christopher Cox-T BIA-Bois Forte, Nett Lake 218-757-3177 x2 (W) 218-666-2713 (H) 218-410-2428 (PC)
Ground Support Unit Leader (GSUL)	Lenny Hill DNR-NE 218-999-7857 (W) 218-259-0495 (C)	Mark Seger DNR-NE 320-592-3248 (W) McGrath/Sandstone (W) 320-245-6789 CLOQUET RDs Gen. Andrews Nursery 218-372-3182 (W) 218-390-1061 (C) 218-658-4615 (H)	Kevin Carlisle DNR-NE 218-999-7942 (W) 218-940-9291 (WC) 218-780-9858 (PC) 218-780-0910 (PC)	Chuck Larson DNR-NE SC/AD 218-744-7452 (W) 218-290-0617 (C) 218-865-6025 (H) Jerome Skraba "Skrub-e" MN DNR NE REG. AD 218-235-0066 (C) 218-365-4790 (H) 218-753-2580 x566 (w)	Andrew Drange-T "Andy" USFS-LAC 218-666-0032 (W) 218-235-1962 (C)

Chapter 60 – Personnel, Suppression, Dispatch

Incident Management Teams 2013 – p. 6					
POSITION	TEAM A	TEAM B	TEAM C	ALTERNATES	POSITION
Operations Section Chief (OSC2)	Mike Wurst DNR-NE 218-757-3489 (W) 218-757-3274 (Orr) 218-360-2212 (C) 218-757-3545 (H) 218-324-2184 (Bag) Thomas Schackman-T BIA- MNA-BJI 218-751-2011x452 (W) 218-224-2301 (H) 218-760-7145 (C)	Tim Norman AD/SC 218-370-2202 (C) 218-663-7228 (H) Donald Edgar “Jim” DNR - Central 507-765-2740 (W) 507-346-9866 (H) 507-696-5307 (C) Tom Roach-T USFS-SUF 218-666-0047 (W) 218-745-5281 (P) 218-969-7237 (H) 218-290-1195 (C)	Brian Jenkins - T USFS-SUF 218-327-4571 (W) 218-244-1764 (C) 218-245-1004 (H) Gregory Vollhaber-T “Greg” DNR-NW 218-308-2067 (W) 218-368-9700 (C) 218-647-8806 (H) 218-759-6869 (P)	Mike Aultman DNR-NE 218-246-8343 (W) 218-259-5509 (C) 218-244-9497 (C) 218-326-5509 (H) James Hinds “Jim” AD/SC 218-365-6294 (H) 218-341-3024 (C)	Brian Pisarek DNR-NE 218-927-4040 x242 (W) 218-838-0102 (C) 218-927-6158 (H) Kurt Schierenbeck Retired AD FS 218-387-3383 (H) Scott Bovey-T USFS-CPF-WR 218-547-1044x118 (W) 218-820-4510 (C)
Division Group Supervisor (DIVS)	Russ Langford FWS-SBR 763-389-3323	Daniel Grindy “Dan” DNR-NE 218-879-0880 x222 218-389-6431 (H) 218-260-9148 (C)	Scott Bovey USFS-CPF-WR 218-547-1044x118 (W) 218-820-4510 (C)	Carl Crawford USFS-CPF 218-835-3136 (W) 218-556-4218 (C) 218-759-8685 (P) Thomas Fasteland DNR-MIFC 218-327-4563 (W) 218-244-5690 (C) 218-259-4904 (PC) Bruce Giersdorf USFS-CPF 218-246-3460 (W) 218-999-7375 (H) 218-244-3144 (WC) 218-259-3014 (PC) Mark Hale USFS-SUF 218-327-4431 (W) 406-861-4876 (C) 218-212-4030 (H)	Michael L. Hanson “Mike” AD/SC 218-666-5924 (H) Mike Rice USFS-CPF-WR 218-547-1044 (W) 218-547-6002x117 (W) 218-368-2087 (C) Kurt Fogelberg-T NPS-VOP 218-283-6660 (W) 218-360-1494 (C) 218-283-1010 (H) Patty Johnson-T USFS-SUF 218-387-3230 (W) 218-370-0392 (C) James Gubbels-T USFS-CPF 218-444-8708 (H) 218-335-8612 (W) 218-407-0045 (C)
Division Group Supervisor (DIVS)	Paul Pooler BIA-MRA 218-751-2011 x457 218-259-1906 (C) 218-444-2707 (H)	Vance Hazelton “Vinny” USFS-SUF 218-387-1750 (W) 218-387-3251 (W) 218-370-5956 (C) 218-387-1786 (H)	Cory Berg USFS-SUF 218-663-8610 (W) 218-370-0547 (C)	Michael Crook USFS-SUF 218-387-1750 (W) 218-370-9949 (C) 218-387-3105 (H) Donald Edgar “Jim” DNR - Central 507-765-2740 (W) 507-346-9866 (H) 507-696-5307 (C) Daniel Koschak AD/SC 218-229-8818 (H) 218-290-3678 (C) 218-744-7449 Spring Eveleth DNR 218-229-1920 Home Fax Mike Locke DNR-NW 218-308-2368 (W)	Brian Pisarek DNR-NE 218-927-7508 (W) 218-838-0102 (C) 218-927-6158 (H) Gregory Vollhaber “Greg” DNR-NW 218-308-2067 (W) 218-368-9700 (C) 218-647-8806 (H) 218-759-6869 (P) Steve Teeter-T USFS-SUF 218-365-7568 (W) 218-343-3277 (C) 218-365-6642 (H) Benjamin Roy-T USFS-CPF 218-246-3456 (W)

Chapter 60 – Personnel, Suppression, Dispatch

Incident Management Teams – p. 7					
POSITION	TEAM A	TEAM B	TEAM C	ALTERNATES	POSITION
Division Group Supervisor (DIVS)	Mike Rice USFS-CPF-WR 218-547-1044 (W) 218-547-6002x117 (W) 218-368-2087 (C)	Thomas Fasteland DNR-MIFC 218-327-4563 (W) 218-244-5690 (WC) 218-697-8427 (H) 218-259-4904 (PC)	Marty Cassellius BIA-MRA 612-280-7361 (W) 612-725-4523 (C)	Jeremy Bennett BIA-MRA 612-725-4526 (W) 218-261-1171 (C) Ronald Guck AD/SC 218-290-5238 (C) 218-365-5216 (H) Pete Leschak DNR-NE 218-254-7989 (W) 218-254-3208 (H) 218-360-1812 (C) Thomas Lynch “Tom” DNR-NE 218-387-3037 (W) 218-370-8765 (C) 218-388-2017 (H) Douglas Miedtke DNR-MIFC 218-327-4445 (W) 218-360-1813 (C) 218-327-1464 (H)	Tom Roach USFS-SUF 218-666-0047 (W) 218-745-5281 (P) 218-969-7237 (H) 218-290-1195 (C) Thomas Schackman BIA-MNA-BJI 218-751-2011x452(W) 218-224-2301 (H) 218-760-7145 (C) Pete Lindgren-T USFS-SUF 218-387-3253 (W) 218-370-0349 (WC) 612-750-2413 (PC) 218-387-2047 (H) Ernie Schmitt-T DNR-NW 218-335-6647(W) 320-760-0655(WC) 320-760-4781(PC) 218-224-3632 (H)
Air Support Group Supervisor (ASGS)	William Schuster “Bill” DNR-MIFC 218-327-4573 (W) 218-244-5286 (C) 218-755-6915 (P)	Keyth Wallin DNR-NE 218-757-3274 (W) 218-244-2651 (C) 218-757-0054 (H) 218-755-6916 (P) Leland Kessler-T DNR-NE 218-237-4529 (W) 218-262-6760 (W) 218-244-1765 (C) 218-326-1130 (H)	Doug Lloyd DNR-NE 218-697-2476 (W) 218-244-4120 (C) 218-326-3151 (H)	Mike Eilers DNR-NE 218-278-6651 (W) 218-278-4620 (H) 218-324-1441 (C) Peter Tentinger “Pete” DNR-NW/MIFC 218-308-2064 (W) 218-244-1045 (C)	Steve Tome AD 218-365-4831 218-349-1446
Finance Section Chief (FSC2)	John Kelly DNR-Central 507-765-2740 (W) 507-202-5409 (PC) 507-346-7607 (H)	Brenda Miles NPS-VOP 218-283-6662 (W) 218-360-1493 (C) 218-278-4437 (H)	Larry Himanga DNR-Central 651-345-4924 x243 (W) 651-259-5277 St. Paul 651-380-9681 (C) 651-345-6125 (H) 612-530-0768 (P)	Sharon Karr USFS-SUF 218-666-0028 Kevin O’Brien DNR-Central 507-523-2183 (W) 507-429-2469 (C) 507-458-4241 (C) 507-454-4024 (H)	Randee Olson-T USFS 218-387-1750 (W) 218-387-3204 (W) 218-370-1585 (C)
Time Unit Leader (TIME)	Randee Olson USFS 218-387-1750 (W) 218-387-3204 (W) 218-370-1585 (C)	Kevin O’Brien DNR-Central 507-523-2183 (W) 507-429-2469 (C) 507-458-4241 (C) 507-454-4024 (H)	Nancy Calder-T DNR-NW 218-386-1304 (H) 218-242-3778 (C) 218-689-0645 (alt. C) A fully qualified TIME will have to go with Nancy	Richard Peterson “Dick” DNR-Central 507-333-2012 Lance Sorensen ** 651-345-3216 or 507-421-0340 (C) Cristine Basina-T BIA-MRA 612-725-4525 (W)	Valiree Green-T DNR-Central-RST 507-724-5261 x5 (W) 507-429-2947 (WC) 507-482-6684 (H) Kurt Hinz-T DNR-Central-RST 507-206-2835 (W) 507-696-3669 (C) 507-452-7574 (H)

Incident Management Teams – p. 8					
POSITION	TEAM A	TEAM B	TEAM C	ALTERNATES	POSITION
Computer Specialist (CTSP)	Meggan Nadler DNR 651-259-5507 (W) 651-248-0168 (C)	Lois Fogelberg NPS-VOP 218-283-6628 (W) 218-370-9147 (C)	Ann Sampson DNR 218-327-4156 (W) 218-398-7535 (C)	Mike Marlatt DNR 218-833-8666 (W) 218-232 0223 (C)	Kevin Twiest Cook Co. 218-387-3664 (W) 218-370-8649 (C)
	Mike Arlich DNR 218-327-4746 (W) 218-322-2550 (C)	Gary Goll DNR 218-833-8667 (W) 612-396-4902 (C)		Shelly Sentyrz 218-308-2374 (W) 218-556-9108 (C)	
				Tom McCann USFS 218-387-3237 (W) 218-370-9147 (C)	

T = TRAINEE

NOTE: Team members are responsible for finding their own replacements and notifying the IC and MIFC Dispatch when not available.

2012 MNICS Incident Management Teams : Rotation Schedule

Rotation time is 0600 Tuesday.

NOTE: This schedule does not mean that team members are on call during this time period. They will only be on call when in ALERT level.

Team members must make an effort to find their replacement. Notify your IC and MIFC dispatch of who your replacement is going to be and for how long (dates).

01/01 — 01/07	Team A	05/07 — 05/13	Team A	09/03 — 09/09	Team C
01/08 — 01/14	Team B	05/14 — 05/20	Team B	09/10 — 09/16	Team A
01/15 — 01/21	Team C	05/21 — 05/27	Team C	09/17 — 09/23	Team B
01/22 — 01/28	Team A	05/28 — 06/03	Team A	09/24 — 10/30	Team C
01/29 — 02/04	Team B				
		06/04 — 06/10	Team B	10/01 — 10/07	Team A
02/05 — 02/11	Team C	06/11 — 06/17	Team C	10/08 — 10/14	Team B
02/12 — 02/18	Team A	06/18 — 06/24	Team A	10/15 — 10/21	Team C
02/19 — 02/25	Team B	06/25 — 07/01	Team B	10/22 — 10/28	Team A
02/26 — 03/04	Team C			10/29 — 11/04	Team B
		07/02 — 07/08	Team C		
03/05 — 03/11	Team A	07/09 — 07/15	Team A	11/05 — 11/11	Team C
03/12 — 03/18	Team B	07/16 — 07/22	Team B	11/12 — 11/18	Team A
03/19 — 03/25	Team C	07/23 — 07/29	Team C	11/19 — 11/25	Team B
03/26 — 04/01	Team A	07/30 — 08/05	Team A	11/26 — 12/02	Team C
04/02 — 04/08	Team B	08/06 — 08/12	Team B	12/03 — 12/09	Team A
04/09 — 04/15	Team C	08/13 — 08/19	Team C	12/10 — 12/16	Team B
04/16 — 04/22	Team A	08/20 — 08/26	Team A	12/17 — 12/23	Team C
04/23 — 04/29	Team B	08/27 — 09/02	Team B	12/24 — 12/30	Team A
04/30 — 05/06	Team C			12/31/2013 —	
				01/06/2014	Team B

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CREWS

20-Person Crews

Type 2 IA crews are used for initial attack and can be broken into squads for fireline construction and firing, including burnout. Minimum standards for National Mobilization include one crew boss, three ICT5s (incident commander Type 5), and three agency-qualified sawyers.

Type 2 crews are used for initial attack, fireline construction and firing, including burnout. Minimum standards for National mobilization include one crew boss and three fire fighters Type 1 (FFT1), squad boss.

Five-Person Crews

Consist of one squad boss and four firefighters with transportation. Specialized crews can be set up as needed.

Firefighter Requirements

Persons selected to serve solely as firefighters must meet the following requirements:

1. Be at least 18 years old. This is a requirement by state law.
2. Have no physical disability that could create a safety hazard.
3. Not be seriously overweight or underweight.
4. Have no history of heart, lung, intestinal, or nervous disorder.
5. Have PPE and fire boots that are in good condition (can stand up to rough terrain if needed).
6. Pass the arduous physical fitness level test. Agencies may determine the method of evaluating the physical fitness level of their personnel. However, this testing method should be a measurable evaluation process.
7. Pass or meet agency or unit specific requirements for physical fitness or physical examination.
8. Have the minimum training, including an annual safety and refresher course, required for the position before assignment.
9. Crews will come equipped with a minimum: Up-to-date Red Card, photo/agency ID, crew first aid kit, personal first aid kit, hardhat

nomex shirt, nomex pants, fire shelter, leather fire gloves, canteen, headlamp, goggles, personal hygiene items, extra socks, extra underclothes, 8" top-lace leather fire boots in good condition (that can withstand rough terrain), web gear, sleeping bag and tent.

SPECIAL TEAMS

Fireline Blasting Team:

Superior National Forest

Team consists of: FLEA (Fire Line Explosives Advisor), FLEB (Fire Line Explosives Blaster) and a FLEC (Fire Line Explosives Crewmember).

Order comes in from a field office and is dispatched through the Forest Service Dispatch and MIFC.

Wildfire Investigation Team:

MN DNR Division of Forestry

This guideline is intended to provide additional information to supplement information found in Operation Order #77.

Standard Request Procedure

When a field forest officer or conservation officer determines that trained wildfire investigators are needed, the following procedures should be followed:

- Request is forwarded to an area forestry supervisor and conservation officer supervisor. The supervisor will coordinate the assignment of at least one wildfire investigation team member from each division.
- If area supervisors are unable to provide a complete team, the request shall be forwarded to regional forestry and enforcement supervisors in the region where the fire originated. Regional supervisors will ensure that at least one officer from each division is assigned to the team. The appropriate area supervisor shall be notified of this assignment.

If a request cannot be filled from the DNR region, the regional supervisors shall forward the request to MIFC. MIFC will contact the appropriate people within the divisions of Forestry and Enforcement, who have the authority to assign wildfire investigators on a statewide basis. These authorized personnel will select the appropriate personnel to fill the request.

Whenever a conservation officer or forest officer is assigned outside their work area, their supervisors will be notified. The Division of Enforcement field operations officer should also be notified.

MIFC Wildfire

Investigation Team Call-Up

The MIFC Wildfire Investigation Team consists of the Division of Forestry's law enforcement coordinator, the Division of Enforcement's authorized delegate and selected wildfire investigators who possess suitable training and experience. The purpose of the MIFC Wildfire Investigation Team is to provide support and added experience to the local investigator team.

A request for a call-up of the MIFC Investigating Team will be through the previously stated chain of command to MIFC 218-327-4558, when one or more of the following situations exist:

- The incident involves serious personal injury or death.
- The incident involves the loss of a permanent dwelling or a significant loss of outbuildings, vehicles, equipment, crops, natural resources or other property.

The Division of Forestry's law coordinator and the Division of Enforcement's authorized delegate will assign investigators. Division of Forestry contact is Curt Cogan, 218-833-8697 (day), 218-820-6083 (cell), 218-568-8189 (night). Division of Enforcement contact is Lt. Shane Kirlin, 218-732-3460 (W), 218-255-2787 (C). Each contact person is responsible for their division's personnel.

Preparation for Arrival of a Wildfire Investigation Team

Local field officers should be prepared to provide the following information to the wildfire investigation team:

- Preliminary reports and other information pertinent to the investigation
- Maps of the area
- Location of probable point of origin of fire
- Weather information
- Any suspect information
- Witness list
- Information concerning local law enforcement, county attorney, etc.

The MIFC team should work closely with the local investigators to complete a thorough, well-coordinated investigation. The local forestry area should be provided with a report as soon as possible. The local Division of Enforcement contact should receive a report copy as needed.

Wildland Fire Prevention Education Team

When severe wildland fire situations occur as a result of extreme fire weather, wildland fires can cause extensive loss of life, property and resources. Under extreme conditions, wildland fire prevention/education is often overlooked as a possible source of help. Because fire weather conditions are predictable, wildland fire prevention/education teams can be mobilized in advance of fires, when fire danger becomes extreme. Prevention/education teams are available to support any geographic area preceding and during periods of high fire danger or fire activity.

The requesting unit may use federal severity dollars in support of a prevention/education team. These teams are not generally fundable under regular emergency fire funding special funding. Special funding may be provided by compact states (Wisconsin, Michigan, Ontario, Manitoba) to pay for Minnesota prevention teams.

Working together with local units in the prevention of unwanted human-caused wildfires, a team can:

- Complete fire risk assessments
- Determine the severity of the situation
- Facilitate community awareness and education in fire prevention including prescribed burning
- Coordinate announcement of interagency restrictions and closures
- Coordinate fire prevention efforts with the public, special target groups, state and local agencies, and elected officials
- Promote public and personal responsibility regarding fire prevention in the wildland/urban interface
- Assist incident management teams in accomplishing their objectives in working with the public

The **Mission** of a wildland fire prevention and education team:

Fire Prevention and Education Teams provide interagency expertise in wildland fire prevention, public relations and outreach, fire safety, the role of fire, and developing Firewise communities. Teams assist local units in the prevention of unwanted, human caused wildland fires, which can result in extensive loss of life, property, natural resources and associated costs. Teams support any geographic area during periods of high fire danger or fire activity.

A wildland fire prevention and education team consists of a team leader, a public affairs officer, prevention specialist(s), optional trainee, and/or other team members as the situation dictates (finance officer, logistics specialist, etc.). To request a team, send a resource order to MIFC.

Critical Incident Stress Debriefing

Before an individual is released from an incident or from a support role on an incident, the need for Critical Incident Stress Debriefing (CISD) will be considered by the Incident Management Team, program managers, supervisors, or at the request of incident personnel.

1. Personnel **will be encouraged** to attend a CISD if any of the following situations occur:
 - a. Death or serious injury to anyone on the incident from
 - b. Direct incident involvement (fire/all risk)
 - c. Accidental causes on an incident
 - d. Natural causes on the incident (i.e. heart attack)
 - e. Major destruction of homes or property
 - f. Burn over, tornado, flood, etc. where there is loss or suffering
 - g. Shelter deployment
 - h. Near miss (fire, flood, etc.)
 - i. Direct personal danger to team or anyone on the incident

CISD **may** be used in other situations determined to be unique in complexity, stress, time frame, or other conditions as warranted. (Both in and out-of-state assignments.)

2. Individuals or teams dispatched out of state will be encouraged to attend a CISD if any of the conditions of paragraph #1 apply while on assignment. If a CISD is not available at the incident, it will be conducted prior to demobilization.
3. In state, CISD teams will be coordinated through MIFC Dispatch by contacting one of the following in the order noted below:
 - **Minnesota Duty Officer 800-422-0798**
 - **International Critical Stress Debriefing Team Foundation 410-313-2473**
 - **Statewide Critical Stress Debriefing Organization 218-759-8915**

CHIEF OF PARTY

The chief of party is tracked, by the sending unit dispatcher, until destination is reached. The chief of party is responsible for all personnel assigned on the manifest list. Duties are:

1. Explain to all personnel at the beginning of travel, transportation arrangements, type of equipment, routes of travel, stopping points, ETAs, etc.

2. Have copies of manifests covering all personnel assigned, extra copies available for charter aircraft and submission to receiving units, etc., from the sending dispatcher.
3. Have the telephone numbers of the sending and receiving dispatcher's offices for use when delays of more than 30 minutes occur, to give information as to why and how long the delay will be.
4. Know other chiefs of party.
5. Have all personnel within the weight limitations, assembled, and ready to board transportation.
6. Provide for safety and welfare of each person assigned to the manifest.
7. Check Pilot Card and Aircraft Data Card for currency and qualifications. Example: Night flight requires pilot be transport-night qualified.
8. Chief of party has total responsibility for insuring that all passengers arrive at their destination place.
9. Chief of party will be responsible for signing the Daily Flight Report - Invoices (Form 6500-122 or OAS-23) for all flights (except for domestic air carriers - airlines).

PRESCRIBED FIRE DISPATCH PROTOCOLS

Most ordering of prescribed fire resources will be handled by the requesting unit. For large complex burns that require personnel from outside the local area and/or specialized personnel, MIFC may assist in the ordering process. Normal dispatching procedures for wildfire suppression will be used with the following additions.

Qualifications: For prescribed burns where interagency resources are used, units must adhere to NWCG standard prescribed burn qualifications. In the case of holding personnel, the request must specify the level of NWCG suppression qualification required rather than simply requesting a “holding boss” (i.e. if the level of complexity requires a DIVS level holding specialist, then the request should be for a DIVS).

Cost reimbursement: All requests for personnel will identify the level of reimbursement for which the requesting unit is responsible. This could include all expenses, overtime and per diem only, or none of the above.

Use of ADs for prescribed fire burns: Policies differ regarding the use of ADs on prescribed burns. In general, the U.S. Department of Interior (US DOI) agencies (depending on each agency's policy) may allow the use of ADs on prescribed burns. The USFS does not (except when the burn is used for training, by agency policy). Sending units should identify to MIFC if the individuals are ADs or regular employees. MIFC will provide this information to requesting units.

Prescribed fire availability: Agencies will be asked yearly to provide a list of individuals with prescribed fire qualifications who are interested in assignments in Minnesota. Information will include name, agency, unit, prescribed fire qualifications, and office contact number. This list will be consulted first when seeking to fill requests for qualified personnel and trainees.

Special needs: Requesting agencies should identify any special needs when ordering.

CHAPTER 70 – NE INTERAGENCY FIRE CACHE

GENERAL

The Northeast Interagency Fire Cache (NEK) is designed to provide a unified source of supplies for the suppression of wildfires when the items are not available locally.

Because the NEK is a part of the National Cache System, anything listed in the NFES catalog may be ordered through NEK. Items not usually stocked in Grand Rapids will be obtained from other locations if needed.

Refer to the *National Fire Equipment System Catalog* for a list of items stocked in the cache. Those items listed in the catalog with the designator NEK are stocked at the Grand Rapids cache. Supplies in the catalog may be ordered directly from the cache or through ROSS to be filled by the cache. Radios and the cache van orders must be placed thru MIFC.

Location

Northeast Interagency Fire Cache
Minnesota Interagency Fire Center
402 11th Street SE
Grand Rapids, MN 55744

218-327-4578 Cache Manager
218-327-4579 Tom Staydohar
 Cache Assistant Manager
218-327-4581 FAX

Procedures

Each agency has its own procedures as outlined elsewhere, but all orders start with a "Resource Order" (see Administrative Procedures, page 9) being called into the agency dispatcher.

RADIOS

NIFC Radio Cache, NFES 4390

The NIFC Radio Starter system is larger than the R9 system but has similar channel assignments. There is also a Logistics Radio system available for use in Fire Camp and a Radio Frequency backbone system for communications from Fire Camp to a fixed site command center. Complete system descriptions and ordering information are in the Communications section of the catalog.

MNS Radio Cache

MNS Fire Cache radios are comprised of 280 portable programmable radios, and 80 240-channel King mobile programmable radios. We also have two Daniels Command repeaters with two extra command repeaters for spares.

Portable radios can be ordered by the kit. Each kit comes with radio, leather case and external speaker microphone. All equipment is packaged in a heavy-duty transit case.

Mobile radio kits are installed in a fiberglass transit case and include a magnetic antenna and male cigarette lighter plug for power.

When ordering King Radio kits, include frequency needed.

MIFC Communication Trailer

The Minnesota Department of Natural Resources has two communications trailers available. These trailers are housed at MIFC in Grand Rapids, Minnesota, and can be ordered through MIFC Dispatch.

The trailers are 31-foot travel trailers. A regular class C driver license is required to tow them. The office compartment contains a counter with workspaces, built-in storage cabinets, file

cabinets, corkboards, white boards, a coat closet, and a padded bench.

The trailers come with a 6.5 kw generator, but also have the capability to plug directly into a standard 110 volt outlet. There are both 110 volt and 12 volt lights and a generous amount of receptacles.

The trailers are equipped with a cellular phone, three landline phones, two – 240 GMH mobile radios, a mobile aircraft radio, a scanner, a PA system, five handheld King radios w/acc, two hand-held aircraft radios, and a CB radio.

The miscellaneous equipment and supplies included with each trailer are: basic office supplies, Basic ICS and Communications Forms, a coffee pot, portable lights, a fan and a heater.

The trailer will automatically come with a set-up person and/or a Communications Technician (COMT), if a Dispatcher is needed, please order separately.

Any questions or comments regarding the communications trailer can be directed to: Tom Kaase, MIFC, 402 SE 11th St SE, Grand Rapids, MN 55744; 218-327-4577

SPECIALIZED SUPPLIES

An **ATMU** is no longer cached in Grand Rapids. This item will be requested as needed.

Incident Meteorologist (IMET) Service and Associated Equipment (ATMU, AMRS, FireRAWS)

On-site forecast service is a non-routine service available from those NWS offices with designated IMETS. The NWS will provide IMET service upon request of federal, state, tribal or local government fire agencies in support of wildfires. IMET support will also be considered for non-wildfire situations, if resources permit.

Such users will be limited to requests of federal fire agencies participating in the Interagency Agreement and requests by public safety officials who represent such support as essential to public safety.

An example of such past non-wildfire support in Minnesota has been IMET support for the Hazardous Fuels Reduction Project in the BWCAW.

There are three pieces of equipment that may be used by NWS Incident Meteorologists (IMETs) providing on-site meteorological support. Like the IMET, this equipment is considered a national firefighting resource.

ATMU - Atmospheric Theodolite Meteorological Unit (NFES 1836)

This equipment belongs to the National Weather Service and will be operated by a certified NWS Incident Meteorologist (IMET). The ATMU provides on-site winds aloft measurements. It consists of a Theodolite for tracking small 10-gram balloons filled with helium. The equipment is stored in one gray container with a weight of about 120 pounds.

This data provides the IMET with wind direction and wind speed measurements, generally to at least 5,000 feet above the ground or to the bases of clouds. An ATMU may be requested by an IMET performing on-site meteorological support or by an incident through normal dispatch procedures. If an ATMU is requested, helium will likely also be ordered for balloon inflation. This may be done through the cache or at the incident.

AMRS – All Hazards Meteorological Response Unit

This equipment is NWS owned and is cached at designated NWS forecast offices which have certified IMETS. A unit is available at the NWS Chanhassen office in the Twin Cities. When IMETs are deployed to an incident, generally they

will transport the unit, either by vehicle or by air. This unit provides a mobile satellite linked platform for data collection and forecast preparation. This equipment can be operated only by NWS certified IMETS.

FireRAWS (NFES 5869) – Remote Automated Weather Stations

This equipment provides on-site meteorological observation capability for an incident. They are maintained by the Bureau of Land Management's RAWS Depot at the National Interagency Fire Center (NIFC). Fire RAWS are dispatched and configured at the fire site by land management agency technicians. If deemed necessary, a FireRAWS would be ordered by the Incident Management Team managing a fire.

Logistical responsibilities of the NWS

Assembly and operation of the ATMU and AMRS at a fire site by a certified IMET.

Inspection and restocking of the ATMU and AMRS upon release from an incident.

Scheduling and conducting training session with land management agencies when appropriate.

Logistical responsibilities of the land management agencies

When services are requested, agencies provide:

1. Transportation of the ATMU, IMET and other equipment necessary to the incident. This may include air transportation and/or a rental vehicle (minivan or SUV to transport AMRS).
2. A work area for the IMET
3. Telephone access for the IMET
4. 2000 watts of 60 cycle 110 volt AC power (generator OK)
5. Open area for setting up AMRS with a clear view to the south.
6. A tank of helium for inflating weather balloons.

Financial responsibilities of the NWS and land management agencies

Land management agencies will reimburse the NWS for all costs associated with the dispatch of

an IMET and associated equipment, as stated in the *Interagency Agreement for Meteorological Services Among the Bureau of Land Management, Bureau of Indian Affairs, U.S. Fish and Wildlife Service, and National Park Service of the U.S. Department of Interior; the Forest Service of the U.S. Department of Agriculture; and the National Weather Service of the U.S. Department of Commerce*. These costs include overtime incurred by the IMET and any NWS staff covering shifts vacated by the duty IMET, travel costs, per diem, as well as other costs indicated in the Agreement.

Request Procedures

Request and dispatch of IMETs and equipment (AMRS, ATMUs, and FireRAWS) are accomplished through the National Resource Coordination System. If the IMET in the Twin Cities is unavailable, the request will likely be sent to the Eastern Area Coordination Center (EACC). The request for an IMET will then be forwarded to the NWS National Fire Weather Coordinator (NWFOC) in Boise who will fill the order.

Information required by the IMET when dispatched

1. A copy of the Resource Order with the IMET's Resource Order Number (O #)
2. If the ATMU is requested, an equipment order number for the ATMU (E #)
3. Project name and number
4. Location of the ICP with directions on getting there
5. Transportation arrangements
6. Name and phone number of a contact person at ICP

Release Procedures

When a fire is declared contained or controlled, the IMET should assess, in conjunction with the FBAN and PSC, the time requirement for further on-site weather support. Release from an incident must be fully coordinated with the Incident Management Team.

MOBILE CACHE SUPPORT VAN KITS

Mobile Cache Support Van Dispatch Procedures (NFES 008621)

The Fire Cache will load two Region 9 Mobile Cache Support Vans on semi-trailers each spring. These kits will normally be pre-positioned at the NEK in Grand Rapids. Additional units can be brought on line for standby as necessary by direction of the Eastern Area center manager, the MIFC coordinator, or by requesting on a pre-suppression resource order.

When the need exists to have a Region 9 Mobile Cache Support Van pre-positioned somewhere besides the NEK, a pre-suppression resource order will be prepared by the requesting agency and sent to the NEK through normal dispatch channels. The NEK will then move the Region 9 Mobile Cache Support Van there for standby.

Dispatching the Region 9 Mobile Cache Support Van on host forest or agency incidents

The host unit or agency will dispatch the Region 9 Mobile Cache Support Van to the incident and prepare the resource order. The resource order will be sent through normal dispatch channels to the Fire Cache. Then the pre-suppression order will be released and transferred to the incident.

Dispatching of the Region 9 Mobile Cache Support Van to another national forest, state or other agency incident

The requesting national forest, state, or other agency will place a resource order with the EACC center manager or MIFC coordinator with all necessary information. That person will place the order with the host unit or agency for movement of the pre-positioned Region 9 Mobile Cache Support Van.

The host unit or agency will arrange for movement to the incident. The EACC center manager or MIFC coordinator will notify the NEK through normal dispatch channels of the

movement to an incident by sending a copy of the resource order. The pre-suppression order will then be released and transferred to the incident order.

When pre-positioned away from the NEK, the host unit or agency will be responsible for the following:

1. Dispatch procedures.
2. Inventory integrity of the contents of the van.
3. Inspections and maintenance of the trailer.
4. Providing transport for movement of the trailer to an incident.

For items contained in NFES # 008621, Kit, Region 9 Mobile Cache Support Van, see Appendix 8, pages 133-136.

RETURNING CACHE ITEMS

All material furnished to an incident by the Fire Cache is on "loan" and must be returned. It is critical that the agency using the cache items return them as part of demobilization of the incident. In the past, cache materials have sometimes been used to supplement local caches. This impacts inventory levels and availability of material for other incidents. Return all items to NEIFC for reconditioning.

Returning supplies and equipment

To avoid delays in reconditioning and re-issue of supplies and equipment, all items must be returned to the Fire Cache during demobilization of the incident. If items are to be retained after an incident, they need to be transferred to a pre-suppression order from the incident order. This needs to be done as soon as the incident has been demobed. Call the Fire Cache for procedures for doing this. It is very important that incidents do not retain equipment for any anticipated needs unless prior arrangements have been made with the Fire Cache.

Hose should be drained, dried and rolled following the control of the incident and returned to the Cache immediately. Certain types of hose begin to deteriorate at a rapid rate even

with slight dampness. Do not store used hose for later use; return it to the Fire Cache.

Kits used on an incident should be reassembled as best as possible before they are returned to facilitate reconditioning. Usage and/or damage should be noted.

Notify the Fire Cache prior to returning supplies and equipment. Return items should be boxed and a return manifest prepared prior to shipment. A copy of the warehouse issue will work or a handwritten list of the items, incident order number and management code is necessary. Cache personnel can answer questions concerning the demobilization of Fire Cache equipment. ***Drivers of return loads must have the required information about the load, or they may not be allowed to unload until the information is obtained.***

Some items are expendable when used: such as rations, disposable mess gear, one-quart disposable canteens, gloves, etc. These items, if used, should not be returned to the Fire Cache. Items that are not expended and have continuing use should be returned: canteen covers, pack frames, fire tools, sheaths, spare parts, etc.

If something you received from the cache does not work, do not try to fix it. Tag it, send it back to the cache and order a replacement. The cache has trained technicians to repair cache items. If necessary, a retrieval team will be put together to pick up supplies or equipment not being used. The incident can order a Cache Demobilization Specialist through normal dispatch channels to help with returning of supplies and equipment to the Fire Cache.

INCIDENT REPLACEMENT

NFES Caches will process incident replacement orders in the following manner:

Incident replacement requisition

Prior to release from incidents, firefighting resources will fill out an Incident Replacement

Requisition form for items that have been lost, consumed or worn out. See *Incident Replacement Requisition form (NFES 1300) on page 91, or Interagency Incident Waybill (OF-285).*

Type I and Type II incidents

The Supply Unit is responsible for handling incident replacement orders when a Type I or Type II Team is used. The Supply Unit Leader approves replacement requests by each unit, based on engine accountability sheet or other fire equipment inventory documents.

The Supply Unit Leader also determines if equipment and supplies are available at the incident to be used for replacement. If the equipment or supplies needed are unavailable at the incident, the Supply Unit Leader forwards the Incident Replacement Requisition form to the Cache. This form must be complete, with "S" numbers and the home unit address (NO post office boxes).

If the unit is unable to receive the replacement requisition at the incident, the materials will be shipped directly to the resource's home address.

Type III and Type IV incidents

The incident's agency administrator or authorized representative is the only authority to approve orders.

Non-fire incident

Non-fire incidents are usually reimbursable and may include non-federal agencies. Examples are hurricanes, oil spills, rescues, and law enforcement actions. The same procedures described above apply in these situations. Resource orders for replacement items may be placed up to 45 days following control of the incident. Orders for replacement items received after this time will be charged to project funds rather than firefighting funds (FFF) unless appropriate arrangements are made with the forest fire staff officer in advance.

Air Resources Available through the Cache

<u>RESOURCE</u>	<u>AGENCY</u>	<u>LOCATION</u>	<u>REMARKS</u>	<u>NUMBER</u>
AID	MNS	Grand Rapids	Helicopter Aerial Ignition Device	01
Air Tank Bs	MNS	Brainerd	Port Reload/3000 Gal Lc	01
Base Unit	NEK	NEK	Kit, R09 Mobile Cache Support Van	02
Blast Cord	SUF	Sand Lake G.S.	Fireline/see OPS Plan	5000 FT
Helitorch	MNS	Grand Rapids	W/Service Trailer & Crew	02
Electric Gen	MNS	Central Region		
Helitorch	SUF	Ely	Crews Available	02
Helitak Kit	MNS	Grand Rapids	For Sling Load Operation	05
Infrared Camera	NEK	NEK	Palm IR250 Camera	03
Longline Kit	NEK	NEK	Helicopter Remote Hook System	03
Longline	SUF	Ely	Helicopter Remote Hook System	01
Terra Torch	FWS	Agassiz NWR	With NWCG Operator	02

Incident Replacement Requisition

INCIDENT REPLACEMENT REQUISITION

Incident Order Number	Issue Number (for Cache use)
Incident Name	Accounting/Management Code
Agency Billing Address Name	Agency Shipping Address Name
Unit Name	Unit Name
Billing Address	Address (No P.O. Box)
City State Zip	City State Zip
Authorized By Title	Person Ordering Title
Telephone Number	Telephone Number
Date/time Ordered	Date/time Ordered

Requested Method of Delivery

Request Number	NFES Number	Quantity	U/I	Item Description	Page	Of

WHITE – Original Cache Copy

YELLOW – Copy, Incident Supply

PINK – Copy, Ordering Unit

GOLDEN ROD – Copy, Extra

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CHAPTER 80 - AIRCRAFT INFORMATION

POLICY

Agency Aircraft Policies

MN DNR certification

All aircraft and pilots used by the Minnesota Department of Natural Resources (DNR) will be approved by the DNR prior to use.

US Forest Service and Office of Aviation Services (OAS) certification

Before any federal personnel/employee can board any military, National Guard, Canadian or state-contracted aircraft, the following conditions must be met:

1. The pilot must present a current pilot qualification card, USDA-Forest Service 5700-3 and/or OAS-30-B, signed by the authorized Forest Service or OAS Check Pilot. In lieu of a card, the Regional Aviation Officer/ OAS Regional Director may approve cooperator pilots with a signed letter of authorization (LOA). The pilot must be **approved** for the specific mission of use.
2. The particular aircraft will meet the Interagency Fire Helicopter Standards minimum national contract equipment standards or the equivalent of these standards. The aircraft must display a current data card, USDA-Forest Service 5700-4 and/or OAS-36B. In lieu of a card, the Regional Aviation Officer/OAS Regional Director may approve cooperator aircraft with a signed letter of authorization. Aircraft must be **approved** for the specific mission types prior to use (e.g. long line, point-to-point, helitorch). The only acceptable OAS card color for pilot and aircraft is white.

Federal personnel, Air Support Group Supervisors (ASGS) and/or Air Operations Branch Directors (AOBD) will request to see both the Pilot Card and the Aircraft Data Card. If both cannot be produced, the user should call the

MIFC Aviation Desk for help in confirming that the pilot and/or aircraft has a letter of authorization signed by the Regional Aviation Officer/OAS Regional Director. Without a valid card or letter of authorization, use of the aircraft is not authorized.

Canadian registered aircraft

State employees are approved to fly onboard Canadian firefighting aircraft if the Canadian aircraft is approved by a provincial firefighting agency and meets all CFRs in regard to their standards.

GENERAL AVIATION

Agency Briefings

All aircraft reporting to MNICS incidents will normally be briefed by the requesting agency on current and forecasted fire activity, and the agency's operating procedures:

1. Dispatching of aircraft
2. Flight following procedures/frequencies
3. Flight routes and check in points
4. Flight hazards
5. Communications
6. Helispot locations
7. Safety considerations
8. Agency's priorities
9. Agency's policies
10. Retardant avoidance areas

Air operations IMT personnel briefings

Incoming ASGS and AOBDs can contact aviation managers from MIFC as part of their orientation to Minnesota in regard to air operation assets, plans and procedures. Interagency aviation conference calls are used to facilitate the statewide coordination of aircraft and personnel for all MNICS agencies.

Air Operations Plans are available on-line for review at www.MNICS.org. Look under the "For Members" tab.

Dispatching Aircraft

Aircraft dispatchers

Aircraft dispatchers are located at the Minnesota Interagency Fire Center (MIFC). There are two separate dispatch offices located at this location.

1. The MN DNR statewide aviation dispatch Aviation Desk is referred to as “Air Desk” or “Fire Center”.
2. The USFS Aviation dispatch for both the Superior and Chippewa National Forests is referred to as “Forest Dispatch Center”.

Other aviation dispatch centers are co-located at tanker bases in Bemidji, Brainerd, Hibbing and Ely, Minnesota. Helicopters are dispatched from either a tanker base or a DNR area office. Temporary tanker bases are sometimes established and have dispatch capabilities.

The MIFC aircraft dispatcher serves as a central dispatch for all MN DNR aircraft being dispatched to ensure that aircraft are sent to the highest priority incident. MIFC will provide daily updates of MNICS aircraft available to MNICS agencies for suppression use. When airtankers are in the state, the MIFC aircraft dispatcher will monitor the MIFC air net, VHF-FM 172.375 (N) – (no tone).

The Forest Service Dispatch Center is the central dispatch for aircraft operating on the Superior and Chippewa National Forests. The office is at the Minnesota Interagency Fire Center (MIFC).

Aircraft requests are prioritized according to the following criteria:

1. Life threatening fires
2. SAR/emergencies
3. Property threatening fires
4. Timber threatening fires
5. Brush and grass threatening fires
6. Wilderness fires

Communications

Aircraft operating on MNICS incidents will normally have at a minimum, a VHF-AM (Victor) communications system with a minimum of 760 frequencies operating in the 118-136.975

frequency range and a VHF-FM communications system operating in the 150 to 174 MHz frequency range.

Automated Flight Following (AFF)

Contracted and agency aircraft have Automated Flight Following (AFF) to monitor activity. Flight following procedures vary by agency.

Ordering Interagency Aircraft

Aviation resources in Minnesota

The State of Minnesota has some unique aviation resources that may be available to interagency partners for a quick response to wildfires. Resources include: two state-owned CL- 215 water scoopers and up to seven Minnesota National Guard (MNARNG) Type I Helicopters (Blackhawks and Chinooks). In addition FireBoss’s and Canadian water scoping aircraft are a possibility. These resources are sometimes used for initial response to fires in federal jurisdiction due to the proximity, mobilization time and availability of similar contracted aircraft in Minnesota. These resources will be used only in situations where federal aircraft are not reasonably available.

Resource order procedures in ROSS

Federal agencies use the ROSS system for documenting aircraft orders, including orders for initial attack. When a National Guard Type I Helicopter and/or a State Type III Water Scooping Air Tanker are ordered there are two options for those who are ordering the aircraft:

1. **Aircraft is needed for initial attack (the first operational period).** The aircraft dispatcher should place an order for the requested aviation resources needed for initial attack. If the order is being filled with a National Guard Aviation asset, Federal agencies should place a second order for a nationally available contracted aircraft. MNARNG assets can immediately respond to the fire and remain on a temporary-fill type basis. If/when contracted aircraft are available to fill the Federal order and the aircraft is on scene, the temporary aircraft could then be released from the incident.

2. **Aircraft needed for extended attack (longer than one operational period).** If the incident is likely to move into extended attack, additional aviation resources should be ordered so that initial attack resources may return to initial attack duties. The aircraft dispatcher should place an order for one “A” number for the resource and place the order into the national system to be filled with a contracted aircraft.

TACTICAL AIRCRAFT

Lead Planes

The DNR uses single engine and twin-engine fixed wing aircraft as air attack platforms. The pilot may perform the role of the Air Tactical Group Supervisor (ATGS) if qualified. A lead plane, ref. FSH 5709.16, Chapter 26, must be on order for federal incidents involving non-initial attack rated air tanker pilots and/or Modular Airborne Fire Fighting System (MAFFS), or over congested air space.

Air Tankers

Land-based multi-engine air tankers operating on MNICS incidents normally operate under the National Air Tanker Contract (FS/OAS) and have initial attack qualified pilots.

- There are three single engine Type 4 Beaver aircraft (SUF) based at the Ely Seaplane Base with initial attack qualified pilots.
- Single engine airtankers (SEATS) will normally be interagency carded.
- Two CL-215 tankers owned by the DNR are interagency approved.
- Contracted CL-215s are interagency carded.

Military Aircraft

All National Guard aircraft will be requested through MIFC. Radios in National Guard military aircraft are generally equipped with the minimum MNICS requirements and are capable of communication on the ARMER (800MHz) system. For federal use, the aircraft and pilot must be approved by the USFS Regional Aviation Officer/OAS Regional Director.

AVIATION PERSONNEL

Helicopter Management

NWCG standard helicopter management modules will be assigned to each helicopter when ordered and unless specified differently by the requesting unit.

- **Light:** One manager plus two crew members
- **Medium (standard category):** One manager plus three crew members
- **Heavy and Restricted Category Mediums:** One manager plus other personnel as needed, depending on how the aircraft is issued, and support personnel provided by the contractor.

Air Tactical Group Supervisor

An Air Tactical Group Supervisor will be used (or on order) any time air tankers are used, or when four or more aircraft (fixed and/or rotary winged) are operating over a fire. An Air Tactical Group Supervisor should be used on all air tanker drops if one is available.

During complex aviation operations, Air Tactical Group Supervisors (ATGS) will normally be used to manage overall operations. Lead planes are used to supervise air tankers or other fixed wing operation.

Examples of complex operations:

1. Presence of four or more air tankers assigned to an incident.
2. Two or more helicopters with two or more air tankers on an incident.
3. Presence of smokejumper/Para cargo aircraft with two or more air tankers on an incident.
4. During periods of marginal weather, poor visibility, or turbulence.
5. Two or more branches associated with an incident.
6. At the request of an air tanker pilot.
7. Urban interface fires.

AIR TANKER BASE DATA

General Information

There are four permanent tanker bases and two temporary SEAT Bases (see chart, p.97). Bases are in operation during most of April and May depending on fire weather conditions.

Tanker bases have radio communications and telephone services. **Base communications should monitor VHF-AM Freq. 122.925 and VHF-AM Freq. 123.975.** The Ramp frequency is 163.1000 (N).

CANADA / MINNESTOA

General Information/Dispatch

Minnesota borders the Canadian provinces of Manitoba (roughly west of Lake of the Woods) and Ontario (Lake of the Woods east to Lake Superior).

There may be instances, based on cooperative agreements and operating plans, where initial attack operations will be conducted by the Canadians/Minnesotans, prior to or during implementation of control operations by a MNICS agency.

The Canadians rely heavily on aerial water bombing in initial attack and extended attack, with most of this work being performed by the CL-215/CL-415* tanker and a “Bird Dog” aircraft.

CL-215 Guide

The CL-215 has the following characteristics:

Water dropping capacity:

Approximately 1,400 US gallons*

Foaming capabilities:

Most CL-215's can inject first 20 loads with foam

Drop heights:

100-200 feet depending on terrain

Load release

Two compartments (each with a door) can be released signally, in a sequence, or in salvo.

Minimum runway length

5000 feet

Water scooping distance

2000 feet from touchdown to lift off.

Total pickup distance

Approximately 1 mile to clear 50 foot obstacles on approach to and on climb from the water source.

Depth of water source

Lake should be a minimum 8 feet deep.

Wind limitation

Headwind up to approximately 35 mph.

Flight time w/o refueling

Four hours from takeoff to landing

Operations

Usually CL215s work in pairs and have a light twin- engine aircraft as Bird Dog.

** The CL-415 holds 1,620 U.S. gallons of water and has a computer controlled water delivery system. It is equipped with turbine engines.*

SAFETY: CL-215 tanker operations are potentially dangerous. The entire 1400-gallon load can be released in 7.5 seconds. From a drop height of 100-200 feet, this force can have a devastating effect on tree crowns (especially budworm killed Balsam Fir) and shallow rooted tree species. It is essential that all line personnel stay clear of drop zones. Move personnel off the line a minimum of 200 feet and, if possible, to an opening so that the pilot can see them.

Manitoba

Minnesota DNR Forestry has written forest fire protection agreements with Manitoba for the use of the CL-215 and Bird Dog aircraft.

1. Radio Frequency - monitored by both tankers and Bird Dog 122.925/air-to-air.
2. If you cannot make contact with the airtanker or Bird Dog on an incident, contact MIFC to verify common working frequency with the Manitoba dispatcher.
3. On a MNICS incident, to request CL-215 tanker support from Manitoba, contact MIFC, with the information on the Canadian Air Tanker Request Form.
4. Helicopters may be obtained through MIFC from Manitoba. CWN Contract helicopters are provided through the Great Lakes Forest Fire Compact (GLFFC).

Ontario

The Ontario Ministry of Natural Resources and the bordering US management agencies (SUF, MN DNR, Grand Portage Reservation, and VOP) have signed a Memorandum of Understanding establishing a common zone of fire protection approximately five (5) miles (8 km) on either side of the International Boundary.

The agency discovering the fire will take immediate steps to notify the agency in whose area it is, and if necessary, take immediate steps to suppress the fire, organize crews, etc., until the agency affected has its forces on the ground to take charge.

1. Radio Frequency - monitored by both tankers and Bird Dog 122.925/air-to-air.
2. If you cannot make contact with the airtanker or Bird Dog on an incident, contact

MIFC dispatch to verify common working frequency with Fire Management Centers located in Thunder Bay or Fort Francis.

3. A MNICS incident requesting CL-415 tanker support from Ontario should contact MIFC and supply the information contained on the Canadian Air Tanker Request Form.
4. Helicopters may be obtained through MIFC from the Ontario Ministry of Natural Resources. Ministry-owned EC130-B4 helicopters are provided through GLFFC.

Minnesota

Minnesota DNR Forestry as written operating plans with Ontario and Manitoba for sharing each other's CL-215x and CL-415s for initial attack or pre-positioning aircraft.

AIR TANKER BASES IN MINNESOTA

Base Name	Runway Length	Storage Capacity Retardant*	Storage Capacity Water*	FBO Phone	Tanker Base Phone	Fuel Type Available	Administrator
Hibbing Tanker Base	6758' 3075'	20,000	20,000	218-263-4353	218-262-7334 FAX-262-7327	100 LL JET A	MNDNR MIFC
Ely Tanker Base	5600'	10,000	10,000	218-365-5600	218-365-4831	100 LL JET A	USFS SUF
Brainerd Tanker Base	6500' 2800' 4080'	15,000	10,000	218-829-3398	218-828-2575 FAX-828-2707	100 LL JET A	MNDNR MIFC
Bemidji Tanker Base	7002' 5700'	13,500	10,000	218-751-1880	218-755-4380 FAX-755-4379	100 LL JET A	MIFC MAA MIFC
Princeton SEAT Base (temp)	3900'	3,000 1,500	10,000	none	218-244-2365 FAX-389-2172	100 LL JET A	MNDNR MIFC
Warroad SEAT Base (temp)	5400'	3,000	10,000	218-386-9431	218-386-3492 FAX-386-1141	100 LL JET A	MNDNR MIFC

*gallons

TACTICAL AIRCRAFT REQUEST

TACTICAL AIRCRAFT REQUEST

DATE:	TIME:	PHONE:
REQUESTING PERSON / LOCATION:		AGENCY:
AIRCRAFT REQUESTED: # Air Tankers _____ # Helicopters _____ Other _____		
GENERAL LOCATION:		
LEGAL DESCRIPTION: County _____ FORTY: _____ SEC: _____ TWN: _____ RGN: _____		
LAT (DM): LONG (DM):		
AIR CONTACT:	A/A FREQUENCY:	TONE:
GROUND CONTACT:	A/G FREQUENCY:	TONE:
OTHER AIRCRAFT & HAZARDS		
FIRE SIZE: _____ FUEL TYPE: _____ VALUES THREATENED: _____		
BEARING: (AZIMUTH / DEGREES) _____ FROM: _____ DISTANCE: _____ (NM)		
MTR/SUA: () Yes () No TFR: () Yes () No		
COMMENTS:	RELOAD BASE:	

TRANSPONDER CODE 1255

LANDING LIGHTS ON

CHAPTER 90 -- COMMUNICATIONS

2013 MINNESOTA INTERAGENCY RADIO FREQUENCY LIST

<u>Use/Locations</u>	<u>Receive</u>	<u>Tone</u>	<u>Transmit</u>	<u>Tone</u>
Tactical 1	151.475*	156.7	151.475	156.7
Air-to-Ground	151.340*	110.9	151.340	110.9
Tac 2/MNICS	170.475*		170.475	
V-Fire 23	154.295*	156.7	154.295	156.7
Statewide	151.415*	156.7	151.415	156.7
MIFC Fire Air Net 172.375*	open	172.375	open	
Quadna Rpt	172.375*	open	170.425	110.9
Eveleth Rpt	172.375*	open	170.425	103.5
Northhome Rpt	172.375*	open	170.425	127.3
Carlos-Avery	151.025*	136.5	151.025	136.5
Buffalo Rpt	151.025*	136.5	156.135	136.5
2012 PLANS				
Initial Attack (ALPHA) (NB) FM	170.000*		170.000	
AM/FM Plans AM	124.650		124.650	
(BRAVO) (NB) FM	167.950*		167.950	
AM	119.950		119.950	
(CHARLIE) AM	119.850		119.850	
<hr/>				
Agassiz NWR				
Agassiz Rpt –analog	171.750*	127.3	172.450	127.3
Agassiz Tactical	171.750*		171.750	
Backus Simplex	151.175*	146.2	151.175	146.2
Leader Rpt	151.175*	146.2	159.465	146.2
Longville Rpt	151.175*	146.2	159.465	100.0
Baudette/Bduck Smplx	151.325*	127.3	151.325	127.3
Kelliher Rpt	151.325*	127.3	159.315	127.3
Blackduck Rpt	151.325*	127.3	159.315	71.9
Roosevelt Rpt (Baudette)	151.325*	127.3	159.315	146.2
Border Rpt (Baudette)	151.325*	127.3	159.315	82.5
Bemidji/Bagley Smplx	151.265*	136.5	151.265	136.5
Bagley Rpt	151.265*	136.5	159.270	136.5
Jugglar Lake Rpt	151.265*	136.5	159.270	103.5
Leech Lake Rpt	151.265*	136.5	159.270	192.8
Trail Rpt	151.265*	136.5	159.270	146.2
Big Stone NWR Simplex	164.625*	127.3	164.625	127.3
Big Stone Rpt Analog	164.625*	127.3	172.500	127.3
Bois Forte Reservation Simplex	172.425*		172.425	
Boise Forte Rpt	172.425*		171.725	100.0
*Denotes narrowband status				

Chapter 90 – Communications

<u>Use/Locations</u>	<u>Receive</u>	<u>Tone</u>	<u>Transmit</u>	<u>Tone</u>
Cambridge Simplex	151.325*	146.2	151.325	146.2
German Hill Rpt	151.325*	146.2	159.315	114.8
Shafer Rpt	151.325*	146.2	159.315	100.0
Arden Hills Rpt	151.325*	146.2	159.315	156.7
Chippewa Forest Net (USFS)	164.825*		164.825	open
North Rpt – Max 164.825*		164.125	110.9	
South Rpt – Longville	164.825*		164.125	103.5
East Rpt – Marcell	164.825*		164.125	127.3
Airguard	168.625*		168.625	110.9
Cloquet Simplex 154.430*	103.5	154.540	103.5	
Arrowhead Rpt	154.430*	103.5	159.3675	167.9
Lost Lake Rpt	154.430*	103.5	159.3675	103.5
Mahtowa Rpt	154.430*	103.5	159.3675	82.5
Meadowlands Rpt	154.430*	103.5	159.3675	110.9
Two Harbors Simplex	151.175*	103.5	151.175	103.5
Bogus Lake Rpt	151.175*	103.5	159.465	94.8
Isabella Rpt	151.175*	103.5	159.465	136.5
Poplar Rpt	151.175*	103.5	159.465	156.7
Devil Fish Rpt	151.175*	103.5	159.465	123.0
Wales Rpt	151.175*	103.5	159.465	141.3
Detroit Lakes WMD Simplex	164.625*	127.3	164.625	127.3
Detroit Lakes Rpt 164.625*	127.3	163.150	127.3	
Tamarac NWR	171.725*	103.5	171.725	103.5
Fergus Falls WMD Simplex	164.625*	103.5	164.625	103.5
Fergus Falls Rpt	164.625*	103.5	163.150	103.5
Fond du Lac Reservation Simplex	172.425*		172.425	
Fond du Lac Rpt	172.425*		171.725	
Grand Portage Reservation Simplex	172.425*		172.425	
Grand Portage Rpt	172.425*	156.7	171.725	156.7
Gr. Rapids/Effie Simplex	151.385*	110.9	151.385	110.9
Deer River Rptr	151.385*	110.9	159.435	110.9
Effie Rptr	151.385*	110.9	159.435	167.9
Nashwauk Rptr	151.385*	110.9	159.435	100.0
Max Rptr	1251.385*	110.9	159.435	141.3
Northome Rpt	151.385*	110.9	159.435	127.3
Hibbing/Eveleth Simplex	151.325*	103.5	151.325	103.5
Side Lake Rpt	151.325*	103.5	159.315	103.5
Virginia Rpt	151.325*	103.5	159.315	94.8
Nashwauk Rpt	151.325*	103.5	159.315	136.5
Shaw Rpt	151.325*	103.5	159.315	167.9

*Denotes narrowband status

Chapter 90 – Communications

<u>Use/Locations</u>	<u>Receive</u>	<u>Tone</u>	<u>Transmit</u>	<u>Tone</u>
Hill City/Aitkin Simplex	151.265*	110.9	151.265	110.9
Quadna Rpt	151.265*	110.9	159.270	110.9
Emily Rpt	151.265*	110.9	159.270	94.8
Borden Lake Rpt	151.265*	110.9	159.270	123.0
 Leech Lake Reservation	 172.425*		 172.425	
Leech Lake Rpt	172.425*		171.725	
 Little Falls Simplex	 151.400*	 156.7	 151.400	 156.7
Pease Rpt	151.400*	156.7	159.375	131.8
Onamia Rpt	151.400*	156.7	159.375	192.8
Lincoln Rpt	151.400*	156.7	159.375	151.4
Gilman Rpt	151.400*	156.7	159.375	162.2
Woodland Rpt	151.400*	156.7	159.375	110.9
 Little Fork Simplex	 151.175*	 127.3	 159.465	 127.3
Little Fork Rpt	151.175*	127.3	159.465	127.3
Birchdale Rpt	151.175*	127.3	159.465	110.9
 Minnesota Valley NWR Simplex	 171.750*	 127.3	 171.750	 127.3
Minnesota Valley Rpt	171.750*	127.3	171.450	127.3
 Morris WMD Simplex	 171.750*	 127.3	 171.750	 127.3
Morris Rpt	171.750*	127.3	172.450	127.3
 Nett Lk Reservation Simplex	 172.425*		 172.425	
Nett Lake Rpt	172.425*		171.725	100.0
 Orr/Tower Simplex	 151.265*	 103.5	 151.265	 103.5
Gheen Rpt	151.265*	103.5	159.270	210.7
Sullivan Bay Rpt	151.265*	103.5	159.270	127.3
Ely Rpt	151.265*	103.5	159.270	156.7
Soudan Rpt	151.265*	103.5	159.270	118.8
Giants Ridge	151.265*	103.5	159.270	82.5
 Park Rapids/D L Simplex	 151.385*	 136.5	 151.385	 136.5
Wolf Lake Rpt	151.385*	136.5	159.435	136.5
Leech Lake Rpt (Park Rapids)	151.385*	136.5	159.435	210.7
Eagle Lake Rpt	151.385*	136.5	159.435	107.2
 Red Lake Reservation Simplex	 172.425*		 172.425	
Red Lake Rpt	172.425*		171.725	156.7
Red Lake Tactical	166.275*	114.8	166.275	114.8
Red Lake BIA Police	154.860*	123.0	154.860	123.0
 Rice Lake NWR Simplex	 171.750*	 127.3	 171.750	 127.3
Rice Lake Rpt	171.750*	127.3	171.450	127.3
 Rochester Simplex	 151.265*	 127.3	 151.265	 127.3
Lake City Rpt	151.265*	127.3	159.270	114.8
Preston Rpt	151.265*	127.3	159.270	141.3
Dresbach Rpt	151.265*	127.3	159.270	162.2
Alma Rpt	151.265*	127.3	159.270	100.0
<i>*Denotes narrowband status</i>				

Chapter 90 – Communications

<u>Use/Locations</u>	<u>Receive</u>	<u>Tone</u>	<u>Transmit</u>	<u>Tone</u>
Sandstone Simplex	151.385*	146.2	151.385	146.2
Askov Rpt	151.385*	146.2	159.435	94.8
Seavey Rpt	151.385*	146.2	159.435	162.2
Sherburne/Crane Meadows NWR				
Sherburne Rpt Analog	171.750*	141.3	172.450	141.3
Crane Meadows Simplex	171.750*	127.3	171.750	127.33
St. Croix Nat'l Scenic Riverway Splx	164.750*	\$100	164.750	\$100
William O'Brien SP Rpt - South Frederick, WI	164.750*	\$100	164.250	\$10
Superior Forest Net (USFS)	170.5250*		170.5250	
Buyck	170.5250*		164.1375	123.0
Devilfish	170.5250*		164.1375	131.8
Elephant Lake	170.5250*		164.1375	167.9
Fernberg	170.5250*		164.1375	100.0
Gunflint	170.5250*		164.1375	110.9
Honeymoon	170.5250*		164.1375	103.5
Idington	170.5250*		164.1375	146.2
Isabella	170.5250*		164.1375	136.5
Lookout	170.5250*		164.1375	151.4
Meander	170.5250*		164.1375	141.3
Mt. Weber	170.5250*		164.1375	114.8
Midtrail	170.5250*		164.1375	107.2
Chisholm	170.5250*		164.1375	156.7
Wales	170.5250*		164.1375	114.8
Airguard	168.625*		168.6250	110.9
Flight Following	168.650*		168.6500	110.9
Warroad Simplex	151.385*	127.3	151.385	127.3
Lake Bronson Rpt	151.385*	127.3	159.435	146.2
Roosevelt Rpt (Warroad)	151.385*	127.3	159.435	103.5
Grygla Rpt	151.385*	127.3	159.435	156.7
Wannaska Rpt	151.385*	127.3	159.435	118.8
Middle River	151.385*	127.3	159.435	127.3
White Earth Conservation Simplex	172.425*		172.425	
	166.275*	103.3	166.275	103.5
Windom WMD				
Simplex Digital	164.625*	200	164.625	200
Simplex Analog	164.625*	127.3	164.625	127.3
Voyagers Nat. Park {Mixed – dig/analog} NAC codes: dec/hex				NAC codes: dec/hex
Simplex Digital	166.900*	256/\$100	166.900	256/\$100
Islandview / Makooda Rpt	166.900*	256/\$100	166.300	512/\$200
Sullivan Bay Rpt. 166.800*	768/\$300	166.300	512/\$200	
Sullivan Bay IS 166.800 on Rx.				
<i>*Denotes narrowband status</i>				

MNICS COMMUNICATIONS PLAN

Wideband / Narrowband / Digital Transition

All partner federal government agencies have switched from analog wideband to analog narrowband or digital narrowband VHF frequencies.

All radios purchased by federal agencies are digital/analog capable (wide or narrow) on a per channel basis and are backwards compatible with any legacy analog radios.

Grand Portage National Park and St. Croix National Scenic Riverway switched to the Digital mode of operation in 2011.

Isle Royal National Park is also using the Digital mode for communications with the NAC code of \$100 for Tx/Rx on 169.675 for their “net” or simplex mode, on the repeater input (Tx - 170.350) they are using the NAC code of \$400 with \$100 on the receive side. They dispatch through the Cuyahoga Valley National Park in Cuva, Ohio, through a Radio/Ip link to Houghton, Michigan, across the lake to Isle Royal Island. The dispatch phone is 440-546-5945.

The Minnesota DNR completed switching all Forestry Division frequencies to narrowband in 2009, operating in this mode on all channels in 2013. For any questions, call MIFC radio shop: Pat Coughlin, DNR, 218-327-4567 or Kevin Throop, USFS, 218-327-5926

Purpose

This Communications Plan is designed to give participating members of MNICS the information necessary for communications on incidents within the State of Minnesota. It is the intent of this plan to identify what equipment is available and what frequencies are involved, and to

recommend to how to communicate between agencies.

Frequency Management

The control of partner agency frequencies remains with the individual agency that holds the license for that frequency. The license holder will determine the use of the frequency and all users must adhere to the limitations of the license as per the “Memorandum of Understanding.” The MOU of Co-op Agreement must be in place to share frequencies. Check with a local frequency manager before reprogramming radios.

In the case of “Extended Attack” or “Project” incidents, the “Incident Action Plan” will be used to coordinate all radio frequencies used on that incident.

Capabilities

System capabilities vary with each agency, but as a whole, there is only limited equipment capable of operating on multi-agency frequencies. The equipment now available capable of functioning in multi-agency environment is as follows:

Minnesota DNR: Most mobile and handheld radios are 240/400 channels, wide/narrowband analog/digital radios. MNICS frequencies and other interagency frequencies have been programmed to facilitate interagency communication. MIFC has two communications trailers that may be used on incidents. The Department of Public Safety – State Patrol Van has the capability of being programmed to operate on all MNICS agencies’ frequencies.

Superior National Forest: All Superior National Forest vehicles have synthesized radios with at least 240 channels. The frequencies of all cooperators have been installed. The radios are wide/narrowband analog/digital capable and are authorized to have MN DNR frequencies installed.

Chippewa National Forest: All Chippewa National Forest vehicles have the 210/240 channel synthesized radios. MNICS cooperator frequencies have been installed. Most of the hand held radios are the GPH or DPH and are narrow/wideband analog and digital capable.

National Park Service: Mobile radios have MNICS cooperator frequencies installed. All hand held radios are programmable. All radios are digital-narrow/wideband analog capable.

US Fish and Wildlife Service: The Fish and Wildlife Service has narrow/wideband and Digital radios that are interagency compatible. (See page 108 for radio frequencies)

Bureau of Indian Affairs: Agency radios are capable of operating on their own frequencies, as well as MNICS, DNR and other frequencies. At Red Lake, all initial attack units and king radios have MNICS and DNR frequencies. The base station at Red Lake has the two statewide BIA frequencies (171.725 & 172.425). In addition, the local agency frequency (166.275) is used. To access all frequencies, tones may need to be used.

Minnesota DNR Radio Cache: The DNR has a radio cache of over 330 king handheld radios and 100 king mobile radios, with 15/25 groups, 16 channels with scanning capability. The cache also has two communications trailers and 2 crank-up towers – one 100-foot, one 50 foot.

For 2013, the DNR has two new command repeaters (with the UHF link kits installed) with state fire frequencies, along with two other command repeaters (no UHF link). These are set up on “State” fire channels.

These radio kits are available by contacting MIFC Dispatch. If communications is not set up or operational on an incident, resources should not be deployed.

The State of Minnesota also has built out the 800 Mhz. system in the Metro, Rochester, St. Cloud and other areas outside of the metro area. To

keep in contact with various local fire departments and other county agencies, MIFC has procured a small cache (42) portables, using the Motorola model XTS-2500 portables to work with any of the entities that have migrated onto this system.

Ground Operation Communications

The ground operations communication needs can be broken into different levels: Initial Attack, Extended Attack, and Project Incidents. Regardless of the level of operations, there are several common steps:

1. All resources reporting to an incident will “report in” with the Incident Commander. If radio communications are available, they may be used; otherwise, “face-to-face” communications should be used. (Remember: LCES)
2. Resources with different communication capabilities must be coordinated with the IC.
3. Use the MNICS frequency as a contact frequency and command net until a radio cache system arrives.

Initial attack

Initial attack is the responsibility of the local agency. Taking the following steps on incidents that may involve other agencies will optimize radio capabilities.

1. Place mobile radios into the scan mode and scans the tactical frequency.
2. Put mobile and portable radios in the monitor mode. (Disable CTCSS).
3. If possible bring spare handheld radios to an incident to give to other agencies.

Extended attack

Extended attack is the gray area between an Initial Attack Incident and a Project Incident. It will usually require more organization than Initial Attack and last for a longer period of time.

1. Request additional communication equipment, through normal dispatch channels, early in the incident.

2. Establish and Incident Command Post with capability of communicating with those agencies on the incident. Maintain a radio from each participating agency at the Command Post for relaying information.
3. Consider using the MNICS frequency of 170.475 for a command and check-in frequency until incident communications are established. There is also national call up frequency 168.550, which may be used until incident communications are established. These frequencies are narrowband.
4. Switch to a tactical frequency as soon as possible to relieve pressure off the agency frequencies.

Project incidents

The Project Incident will require more people and more communications. This increased load will often put a great strain on an agency's normal communications system and therefore, a radio cache system from NIFC, R9, or the State should be ordered. The following steps should be taken for a project incident.

1. Use a radio cache system (NIFC, R9, and State) as soon as possible.
2. Use a Communications Unit Leader to organize and coordinate the Incident Communications System.
3. Prepare a written Communications Plan (Form ICS 205).

Air Operations

Air operations will vary with the agency involved but several points will remain constant.

1. Aircraft call designators will be the last 3 digits of their "N" or tail number.
2. All Forest Service and State of Minnesota aircraft, contact or service owned, will always monitor 168.625 MHZ (emergency air frequency).
3. On project incidents the Incident Communication Plan will determine the air-to-ground, air-to-air, and flight following frequencies to be used. The ATGS and COML will coordinate these frequency assignments.

Dispatching

For aircraft dispatched by MIFC, the following frequency 172.375 will be used. The frequency of 151.370 is the projected new Air-Net frequency for 2013 – updates will be in the spring/summer 2013.

The Minnesota DNR and the Superior National Forest have aircraft radios that they install in owned and leased equipment. The radio inventory is as follows:

Minnesota Department of Natural Resources

RADIO	CONTROL HEADS
(14) Technisonic TDFM 136	N/A
(2) RT 136 Tac Packs	
(4) Technisonic TFM 30	N/A

NE MN Forest Cache – USFS

RADIO	CONTROL HEADS
(3) Technisonic TDFM 136 Tac Packs	N/A

Minnesota DNR: All air-to-ground communications on an incident will be initially conducted on the DNR area simplex frequency or the DNR air-to-ground frequency 151.340 (tone on 110.9) or as designated by the incident commander. Air-to-air communications will initially be conducted on 122.925 by all MNICS agencies.

Superior National Forest: All air-to-ground communications on an incident will be conducted on 166.675 (Air/Ground), Forest Simplex (170.525) or NIFC Tactical frequencies.

All other agencies: Because the other agencies, for the most part, only have radios capable of communicating on their own frequencies, air operations should be conducted on the agency's simplex frequency unless directed otherwise by the dispatcher.

Canada: Initial communications with aircraft from the provinces of Ontario and Manitoba will be via a VHF-AM radio on frequency 122.925. This is the established air-to-air frequency. Once communications have been established, this frequency may change as needed to provide a safe working environment.

Recommendations

1. Agencies with common borders should consider having extra radios or scanners available when dispatched to incidents where several agencies may work together.
2. Establish an Incident Command Post and try to have all agencies on the incident represented at the location with a radio.
3. Do preplanning with border agencies to clarify what capabilities are available for communications.
4. If purchasing radio equipment, consider purchasing radios with scanning capabilities that are capable of working on all partner agency frequencies. A minimum of 32 channels is recommended along with being narrowband compliant.
5. Scanners are a good second choice to synthesized radios. The only drawback to scanners is that either both mobiles have one or you can only monitor one side of the conversation.
6. The assigned frequency of 170.475 has been approved for MNICS use. This frequency should be added to all radios having that capability.

A list of the programmed frequencies should be kept with each radio. The list should be in the vehicle for mobile radios and attached to the radio for portables.

AGENCY & UNIT COMMUNICATIONS SYSTEMS

MINNESOTA BASE STATIONS AND REPEATERS

Minnesota DNR	151.265+	Area Net
	151.325+	Area Net
	151.385+	Area Net
	151.175+	Area Net
	151.400+	Area Net
	154.430+	Area Net
	151.475	Tac 1 (toned 156.7)
	151.340	Air-to-Ground (toned 110.9)
	172.375	Flight Following
Superior National Forest	170.525	Forest Net
	164.1375+	Forest Repeat*
	168.625/110.9	Air Guard (Emergency use only)
	168.650/110.9	Flight Following
	166.675	Air-to-Ground
	168.200	Tactical 2
	169.125	Tactical 1
Chippewa National Forest	164.825	Forest Net
	164.125+	Forest Repeat*
	166.675	Air-to-Ground
	168.200	Tactical 2
	171.550	Tactical 1
(NAC code in \$ "HEX")		
Voy. National Park Simplex	166.900/ \$100	Park Net – Mixed Mode
Sul-Bay Net	166.800/ \$300	Sullivan Bay rpt only
Isleview, Mukooda, Sullivan Bay	166.300/ \$200	Park Repeaters (All three)
Isle Royale National Park	169.675/\$100	Park Net
	170.350/\$400	Park repeat (Ojibaway)
	170.400/\$300	Park repeat (Windigo)
St. Croix National Scenic River	164.750/\$100	Park Net
	164.250/\$100	TX/NAC South Repeat / Tower @ Wm O'Brien SP
	164.250/\$200	TX/NAC Middle Repeat / Tower @ Fredrick, WI.
	164.250/\$300	TX/NAC North Repeat / Tower @ Trego, WI
Grand Portage Nat. Monument	166.325/\$100	Park Net
	166.925/\$200	Park repeat
Bureau of Indian Affairs	172.425	Statewide
	171.725	Repeater
	166.275+	Red Lake Tone - 114.8 on Tx
Fire Mutual Aid	154.295/156.7	Local Fire Department – Mutual Aid
MNICS	170.475	Interagency Incident Use

+ Tones must accompany the frequencies when communicating with base stations and repeaters. Tones are needed to access the Superior National Forest repeaters. Refer to Minnesota Division of Forestry Radio Communications System Description, Addendum B. The BIA at Red Lake frequency uses a tone of 114.8 to transmit and receive. Grand Portage uses tone (156.7).

US FISH AND WILDLIFE SERVICE COMMUNICATIONS SYSTEM

**MOBILES & PORTABLES SHOULD BE PROGRAMMED PER THIS LISTING**

The radio frequency assignments for Refuges and Wetland Management Districts in Minnesota are as follows: (all frequencies are narrowband analog unless noted as digital)

<u>Use/Locations</u>	<u>Receive</u>	<u>Tone</u>	<u>Transmit</u>	<u>Tone</u>
USFWS Tactical 1	162.2375		162.2375	
Agassiz NWR Simplex	171.750	127.3	171.750	127.3
Agassiz RPTR	171.750	127.3	172.450	127.3
Big Stone NWR Simplex	164.625	127.3	164.625	127.3
Big Stone RPTR	164.625	127.3	163.150	127.3
Detroit Lakes WMD Simplex	164.625	127.3	164.625	127.3
Detroit Lakes RPTR	164.625	127.3	163.150	127.3
Tamarac NWR Simplex	171.725	103.5	171.725	103.5
Fergus Falls WMD Simplex	164.625	103.5	164.625	103.5
Fergus Falls RPTR	164.625	103.5	163.150	103.5
Litchfield WMD Simplex	171.750	127.3	171.750	127.3
Burbank RPTR	171.750	136.5	172.450	136.5
Cedar Mill RPTR	171.750	156.7	172.450	156.7
Minnesota Valley NWR Simplex	171.750	127.3	171.750	127.3
Minnesota Valley RPTR	171.750	127.3	172.450	127.3
Morris WMD Simplex	171.750	127.3	171.750	127.3
Morris RPTR	171.750	127.3	172.450	127.3
Sherburne NWR Simplex	171.750	127.3	171.750	127.3
Sherburne RPTR	171.750	141.3	172.450	141.3
Crane Meadows NWR Simplex	171.750	127.3	171.750	127.3
Rice Lake NWR Simplex	171.750	127.3	171.750	127.3
Rice Lake RPTR	171.750	127.3	172.450	127.3
Windom WMD Simplex	164.625	127.3	164.625	127.3
Windom RPTR	164.625	127.3	163.150	127.3

US FOREST SERVICE

Superior National Forest Communications System

The current radio system on the Superior National Forest is a tone operational system (CTCSS – sub-audible tones used to access repeaters only). There are base stations located at each District Ranger's Office that operate on the Forest Net only. Central Dispatching, located at the Minnesota Interagency Fire Center in Grand Rapids, uses base stations located in Ely, Minnesota for transmitting on Forest Net, Air Net.

The Superior Forest is also in the process of placing additional repeaters throughout the forest this year & these will be added into the frequency plan as they are placed in service.

There are three basic frequencies located in Forest Dispatch and they are the following:

<u>Channel</u>	<u>Function</u>	<u>Transmit</u>	<u>Receive</u>	<u>Tone</u>
1	Forest Net	170.525	170.525	None
2	Forest Repeater	164.1375	170.525	**
3	Flight Following	168.6500	168.6500	110.9 - Tx only
4	Air Guard	168.6250	168.6250	110.9 - Tx only
5	Air-to-Ground	166.6750	166.6750	None

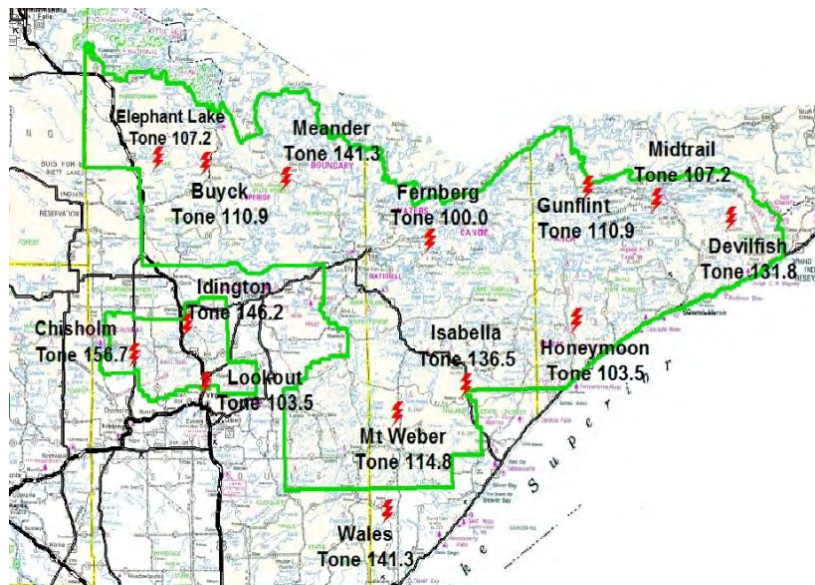
The first two are used for normal forest traffic (Ch. 1 and Ch. 2). Channel 3 is used for flight following of U.S. Forest Service aircraft. Airguard, (Ch.4) is for emergency use only. Channel four is installed at the Ely station and all Forest Service handhelds and mobile radios.

There are 110 mobiles and 3 aircraft in the Forest Fire System capable of communicating on other agency's frequencies.

Under Cooperative Law Enforcement agreements, local Sheriff's Departments are interfaced into the Forest radio system at Ely, Virginia, and Grand Marais. This allows the Sheriff's Department to transmit and receive on Forest Net.

** Refer to Minnesota Division of Forestry Radio Repeater Coverage Map, page 111.

2012 Superior National Forest Repeaters



Updates:

- The Cusson area repeater was replaced in 2011 and is now referred to as the Elephant Lake site.
- The Chisholm area was also added in 2011, to access use the PL tone of 156.7
- North of Virginia at the Idington site another repeater was put into operation, using a PL tone on 146.2
- Isabella was added with using PL tone on 136.5 to access.
- One other location is the Devilfish site in the Grand Marais area, to access that repeater use a PL tone of 131.8

Chippewa National Forest Communications System

The current radio system on the Chippewa National Forest is a standard squelch system. (Tones-CTCSS sub-audible tones used on Tx only). All frequencies are narrowband. There are only four frequencies used on the Forest and they are:

Channel	Function	Transmit	Tone	Receive
1	Forest Net	164.825	164.825	
2	Forest Repeater	164.125	110.9	164.825 North*
		164.125	103.5	164.825 South*
		164.125	127.3	164.825 East*
3	Flight Following	168.650	110.9	168.650
4	Air Guard	168.625	110.9	168.625
5	Air-to-Ground	166.675		166.675

The first two channels are used for all Forest radio traffic with emergency communications taking precedence over all other traffic. Flight following and Air Guard capabilities are located in Ely, Minnesota. The coverage will improve with installation of a flight following and Air Guard base station in Grand Rapids, Minnesota. The Longville (South) repeater site has been relocated to a new 330 foot site near Whipholt for improved coverage.

All handheld radios and mobiles are capable of communicating on other agency frequencies.

The system is analog (narrowband) with all mobile and handheld radios being capable of this dual mode wide/narrowband operation.

Interoperation with Itasca County, which uses the 800 MHz trunked system is achieved on any of the four frequencies set up for use within the county and are as follows:

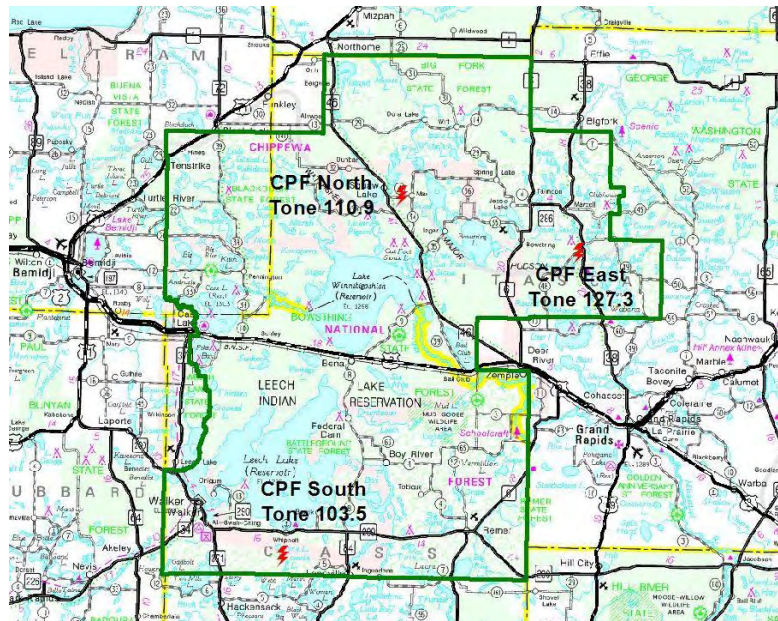
Interop One – 5 site simulcast; Tx 153.800 with tone 141.3, Rx 159.285 with tone 141.3

Interop Two – Coleraine site; Tx 156.150 with tone 141.3, Rx 158.760 with tone 141.3

Stwd Fire – (Mutual Aid); 154.295 Toned on 156.7 Tx & Rx

Minnsef – (Police Emerg); 155.475 Toned on 156.7 Tx & Rx

2012 Chippewa National Forest Repeaters



Forest Net Frequency
164.825

Repeater Input Frequency
164.125

MN DNR, DIVISION OF FORESTRY COMMUNICATIONS SYSTEM

The Minnesota Division of Forestry radio system is a multi-frequency system using continuous tone coded squelch system (CTCSS) to achieve separation. The following describes the system and its operation from a semi-technical view.

Each administrative area is assigned a frequency and tone for simplex operations, and each area has one (or more) repeaters. These repeaters are activated by a base, mobile or portable transmitting a signal on a higher frequency and same or different tone. The repeater then retransmits this signal on the area net.

Most base stations also transmit on the statewide point-to-point net.

Two frequencies, 151.475 and 170.475 have been designated for tactical use. A tone of 156.7 is required on 151.475 *BUT NOT* 170.475. Frequency 151.340 is dedicated as initial attack Air-to-Ground. The tone on 110.9 both transmit and receive is programmed for DNR Air/Ground.

The Division is also allowed to communicate with fire departments on Fire Mutual Aid (154.295) This is toned on Tx/Rx on 156.7.

All mobiles are capable of transmitting on any of the area simplex, area repeater, tactical, or Fire Mutual Aid frequencies. They are capable of receiving and scanning the simplex, tactical frequencies if the operator elects to do so. Most portable radios are programmable King radios with at least 16 channels & 15 groups with scan capability.

Operator understanding of these capabilities and functions varies widely.

To communicate with a base station (simplex):

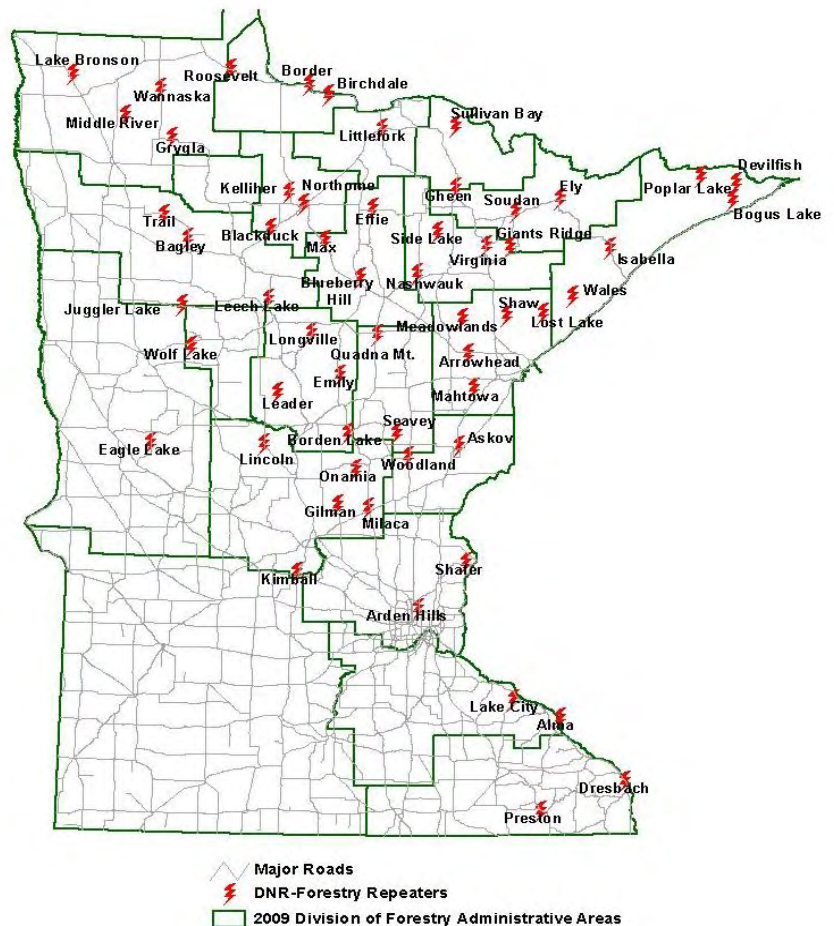
- Identify the frequency and tone of the net from the chart and map.
- You must transmit on the lower frequency (151.xxxMHz) and correct tone to establish communications.

To communicate with a base station on the DNR statewide point-to-point frequency, transmit on 151.415 MHz with a tone of 156.7 Hz. Say “point-to-point” or “Statewide” during a call-up so the other person knows which frequency or channel to answer on.

To communicate with a mobile, it may not be necessary to transmit the tone as mobiles are capable of receiving signals without tone if the operator has pushed the proper buttons {Mon}. To be sure, include the tone.

We also have the five Nationwide Emergency Interoperable Frequencies on our list, these are: **V-Tac 11, 12, 13, 14 & V-Call 10**. These frequencies reside in the Forestry radio program, group 15 channels 1 – 5. Group 15 is designated as the “Statewide VHF Interop Zone”

2012 DNR Forestry Repeaters



DNR Forestry Frequency Listing

Mobiles and portables should be programmed per this listing.

<u>Use/Locations</u>	<u>Receive</u>	<u>Tone</u>	<u>Transmit</u>	<u>Tone</u>
Tactical 1	151.475*	156.7	151.475	156.7
Tac 2/MNICS	170.475*		170.475	
Air-to-Ground	151.340*	110.9	151.340	110.9
V-Fire 23	154.295*	156.7	154.295	156.7
Statewide	151.415*	156.7	151.415	156.7
Bemidji/Bagley Simplex	151.265*	136.5	151.265	136.5
Bagley Rpt	151.265*	136.5	159.270	136.5
Jugglar Lake Rpt	151.265*	136.5	159.270	103.5
Leech Lake Rpt	151.265*	136.5	159.270	192.8
Trail Rpt	151.265*	136.5	159.270	146.2
Warroad Simplex	151.385*	127.3	151.385	127.3
Lake Bronson Rpt	151.385*	127.3	159.435	146.2
Roosevelt Rpt (Warroad)	151.385*	127.3	159.435	103.5
Grygla Rpt	151.385*	127.3	159.435	156.7
Wannaska Rpt	151.385*	127.3	159.435	118.8
Middle River	151.385*	127.3	159.435	127.3
Baudette/Blackduck Simplex	151.325*	127.3	151.325	127.3
Kelliher Rpt	151.325*	127.3	159.315	127.3
Roosevelt Rpt (Baudette)	151.325*	127.3	159.315	146.2
Border Rpt (Baudette)	151.325*	127.3	159.315	82.5
Blackduck Rpt	151.325*	127.3	159.315	71.9
Park Rapids/DL Simplex	151.385*	136.5	151.385	136.5
Wolf Lake Rpt	151.385*	136.5	159.435	136.5
Leech Lake Rpt	151.385*	136.5	159.435	210.7
Eagle Lake Rpt	151.385*	136.5	159.435	107.2
Cloquet Simplex	154.430*	103.5	154.430	103.5
Arrowhead Rpt	154.430*	103.5	159.3675	167.9
Meadowlands Rpt	154.430*	103.5	159.3675	110.9
Lost Lake Rpt	154.430*	103.5	159.3675	103.5
Mahtowa Rpt	154.430*	103.5	159.3675	82.5
Two Harbors Simplex	151.175*	103.5	151.175	103.5
Bogus Lake Rpt	151.175*	103.5	159.465	94.8
Isabella Rpt	151.175*	103.5	159.465	136.5
Poplar Rpt	151.175*	103.5	159.465	156.7
Devil Fish Rpt	151.175*	103.5	159.465	123.0
Wales	151.175*	103.5	159.465	141.3

**Denotes narrowband status*

Chapter 90 – Communications

<u>Use/Locations</u>	<u>Receive</u>	<u>Tone</u>	<u>Transmit</u>	<u>Tone</u>
Little Fork Simplex	151.175*	127.3	151.175	127.3
Little Fork Rpt	151.175*	127.3	159.465	127.3
Birchdale Rpt	151.175*	127.3	159.465	110.9
Orr/Tower Simplex	151.265*	103.5	151.265	103.5
Gheen Rpt	151.265*	103.5	159.270	210.7
Sullivan Bay Rpt	151.265*	103.5	159.270	127.3
Ely Rpt	151.265*	103.5	159.270	156.7
Soudan	151.265*	103.5	159.270	118.8
Giants Ridge	151.265*	103.5	159.270	82.5
Hibbing/Eveleth Simplex	151.325*	103.5	151.325	103.5
Side Lake Rpt	151.325*	103.5	159.315	103.5
Virginia Rpt	151.325*	103.5	159.315	94.8
Nashwauk Rpt	151.325*	103.5	159.315	136.5
Shaw Rpt	151.325*	103.5	159.315	167.9
Grand Rapids/Effie Simplex	151.385*	110.9	151.385	110.9
Effie Rpt	151.385*	110.9	159.435	167.9
Blueberry Hill Rpt	151.385*	110.9	159.435	110.9
Nashwauk Rpt	151.385*	110.9	159.435	100.0
Max Rpt	151.385*	110.9	159.435	141.3
Northome Rpt	151.385*	110.9	159.435	127.3
Backus Simplex	151.175*	146.2	151.175	146.2
Leader Rpt	151.175*	146.2	159.465	146.2
Whipolt Rpt	151.175*	146.2	159.465	100.0
Aitkin Simplex	151.265*	110.9	151.265	110.9
Quadna Rpt	151.265*	110.9	159.270	110.9
Emily Rpt	151.265*	110.9	159.270	94.8
Borden Lake Rpt	151.265*	110.9	159.270	123.0
Cambridge Simplex	151.325*	146.2	151.325	146.2
German Hill Rpt	151.325*	146.2	159.315	114.8
Shafer Rpt	151.325*	146.2	159.315	100.0
Arden Hills Rpt	151.325*	146.2	159.315	156.7
Sandstone Simplex	151.385*	146.2	151.385	146.2
Askov Rpt	151.385*	146.2	159.435	94.8
Seavey	151.385*	146.2	159.435	162.2
Rochester Simplex	151.265*	127.3	151.265	127.3
Lake City Rpt	151.265*	127.3	159.270	117.8
Preston Rpt	151.265*	127.3	159.270	141.3
Dresbach Rpt	151.265*	127.3	159.270	162.2
Alma Rpt	151.265*	127.3	159.270	100.0

**Denotes narrowband status*

Chapter 90 – Communications

<u>Use/Locations</u>	<u>Receive</u>	<u>Tone</u>	<u>Transmit</u>	<u>Tone</u>
Little Falls Simplex	151.400*	156.7	151.400	156.7
Pease Rpt	151.400*	156.7	159.375	131.8
Onamia Rpt	151.400*	156.7	159.375	192.8
Lincoln Rpt	151.400*	156.7	159.375	151.4
Pierz Rpt	151.400*	156.7	159.375	94.8
Gilman Rpt	151.400*	156.7	159.375	162.2
Woodland Rpt	151.400*	156.7	159.375	110.9
MIFC Fire Air Net	172.375*	open	172.375	open
Quadna Rpt	172.375*	open	170.425	110.9
Eveleth Rpt	172.375*	open	170.425	103.5
Northhome Rpt	172.375*	open	170.425	127.3
Carlos-Avery	151.025*	136.5	151.025	136.5
Buffalo Rpt	151.025*	136.5	156.135	136.5
<i>PROJECTED NEW FREQUENCIES FOR 2013 (SPRING / SUMMER)</i>				
MIFC Fire Air Net	151.370 *	136.5	151.370	136.5
Quadna Rpt	151.370 *	136.5	156.135	110.9
Eveleth Rpt	151.370 *	136.5	156.135	103.5
Northhome Rpt	151.370 *	136.5	156.135	127.3
Carlos-Avery	151.025*	136.5	151.025	136.5
Buffalo Rpt	151.025*	136.5	156.135	136.5
Nationwide Interop Frequencies				
V-TAC 11	151.1375*	156.7	151.1375	156.7
V-TAC 12	154.4525*	156.7	154.4525	156.7
V-CALL 10	155.7525*	156.7	155.7525	156.7
V-TAC 13	158.7375*	156.7	158.7375	156.7
V-TAC 14	159.4725*	156.7	159.4725	156.7
*Denotes Narrowband status				

BUREAU OF INDIAN AFFAIRS

Communications System Carrier Squelch Repeater or Simplex System

REPEATER INPUT FREQUENCY IS 171.725

REPEATER OUTPUT FREQUENCY IS 172.425

Repeater locations include, Fond du Lac to service the Fond du Lac Reservation, Red Lake to service the Red Lake Reservation, Nett Lake to service the Nett Lake Reservation, Grand Portage to serve the Grand Portage Reservation.

There are two Bureau-wide frequencies on all BIA mobiles, portables and base stations, a truck-to-truck frequency transmitting on 172.425 and one frequency transmitting through the repeater stations on 171.725. Both channels can receive on 172.425. The Tx PL tone is 100 for the Nett Lake area.

Grand Portage Simplex frequency is 172.425. The repeater frequency is 171.725, tone 156.7.

Nett Lake BIA Police (Law Enforcement Services) is dispatched through St. Louis County Sheriff's Office from Duluth. They also use dispatch with Koochiching County and Statewide Police Mutual Aid frequency or MINNSEF.

Red Lake BIA Police is on 154.860, tone 123.0. A tactical frequency of 166.275, tone 114.8 (TAC #1), has been added at Red Lake. The frequency is designated for fire suppression use, to eliminate congestion on the other frequencies.

White Earth code guard is 103.5. On transmit it will show as Tx.

NATIONAL PARK SERVICE

St. Croix National Scenic Riverway Radio Communications System

The major components of the radio communications system on the St. Croix National Scenic Riverway consists of the following:

1. Three main repeater sites with two related satellite receiver sites. The three main sites are located at Lampson (north of Trego, WI), Frederic, WI, and William O'Brien State Park near Marine, MN. Two additional satellite receiver sites are linked into the Lampson repeater. These sites are located at Hayward, WI, and Danbury, WI.
2. Three fixed base stations are operated from each of the Visitor Information Stations located in St. Croix Falls, Grantsberg, and Trego. There is no dispatching operation at this time but the main control point for the system is at the Headquarter Building in St. Croix Falls, WI.
3. There are approximately 40, five-watt portables and 20 mobiles of various types within the system. Each of the three district areas has the capability to operate on the MNICS call-in frequency.

The simplex frequency operates at 164.750 MHz and the repeater sites are accessed using 164.250 MHz and one of three NAC codes. The Fredrick site uses NAC code of \$200, the Lampson site uses NAC code \$300, and the William O'Brien site uses NAC code \$100. The receive frequency from the repeater sites is the same as the simplex frequency so that the complete system is using three VHF rpt sites; two satellite sites and the two frequencies. The mobile, base, and portable units in the system are generally multi-frequency, Digital/Narrow/Wide radios'.

USE	TRANSMIT	RECEIVE	LOCATION
Park Net	164.750/\$100	164.750/\$100	
South	164.250/\$100	164.750/\$100	William O'Brien SP
Middle	164.250/\$200	164.750/\$100	Frederick, WI
North	164.250/\$300	164.750/\$100	Trego / Lampson, WI
164.750/\$100	Park Net		
164.250/\$100	TX/PL South Repeat / Tower @ Wm O'Brien SP		
164.250/\$200	TX/PL Middle Repeat / Tower @ Fredrick, WI		
164.250/\$300	TX/PL North Repeat / Tower @ Trego, WI		

Grand Portage National Monument Radio System

The current radio system operates on one repeater frequency and one local frequency. A base station is located at monument headquarters in Grand Marais with another base station located at the monument. The park switched over to the "Digital Mode" in 2011, the NAC codes are as below. The repeater is located on Mount Maude.

Use/Location	Transmit \$NAC	Receive \$NAC
Park Net	166.325 - \$100	166.325 - \$100
Repeater	166.925 - \$200	166.325 - \$100

Isle Royal National Park Radio System

The current radio system operates on two repeater frequencies and one local frequency. Two repeaters are located on the island. The East End repeater (F2) is located on Ojibway Tower. The West End repeater, (F3) is located at Windigo. Operation is Digital

Use/Location	Transmit	Receive
F1	169.675/\$100	169.675/\$100
F2	170.350/\$400	169.675/\$100
F3	170.400/\$300	169.675/\$100

Voyageurs National Park Radio Communications System

The park operates in Digital/Analog narrowband operation (Mixed Mode) The current radio system at Voyageur's National Park operates on one repeat frequency as well as local frequencies.

The repeaters are now set up with the mixed mode analog/digital for receiving. The digital system uses a NAC code of Hex 200, (Dec 512) on transmit for the Islandview & Mukooda repeaters with a receive NAC code of Hex 100, (Dec 256).

For the Sullivan Bay repeater, a NAC code of Hex 200, (Dec 512) on transmit and the receive NAC code of Hex 300, (Dec 768) is used. The transmit frequency is the same on 166.300 mhz for all three repeaters. Sullivan bay uses a different receive frequency being 166.800 instead of 166.900.

When using Simplex, the NAC codes used are Hex 100, (Dec 256) for both transmit & receive on the Isleview

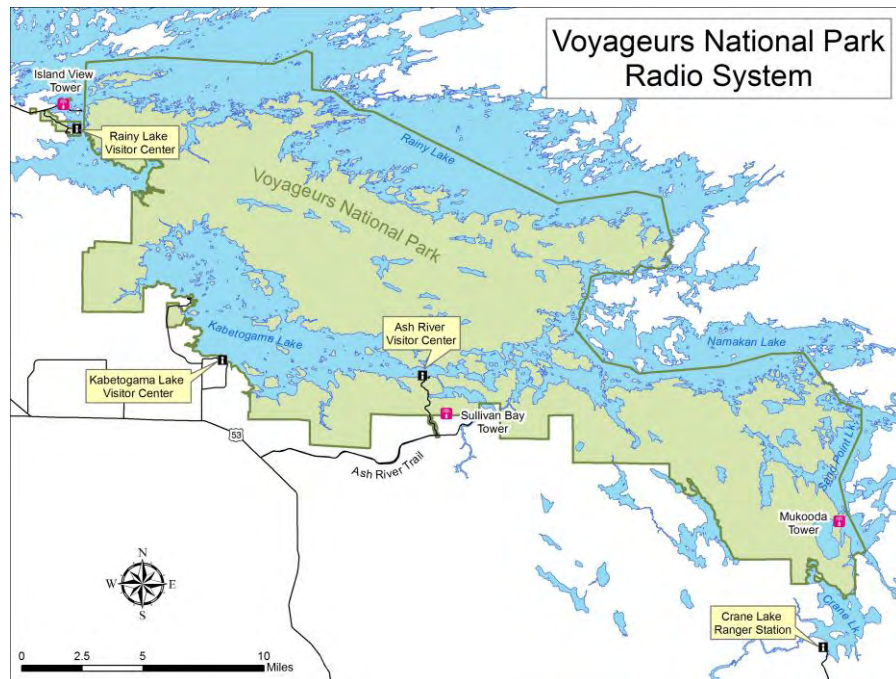
and Makooda areas while NAC code of Hex 300, (Dec 768) and frequency of 166.800 is for the Sullivan Bay area.

This system will also accept the analog narrowband frequency with no CTCSS tones to access it (open squelch) & retain the simulcast repeater operation. Repeater received signals are sent to the Sullivan Bay site via the UHF backbone. The signals are then voted on for best audio and are sent back to the other two repeater sites. All three repeaters then transmit the signal on 166.900/166.800 MHz. The three repeaters are located at Black Bay (West end), Sullivan Bay (Central) and Makooda (East end).

The base station at International Falls and all mobiles and portable units operate on a simplex frequency of 166.900 MHz, and transmit frequency of 166.300 MHz to access the repeaters.

	<u>Use/Location</u>	<u>Transmit</u>	<u>NAC</u>	<u>Receive</u>	<u>NAC</u>
	Park Net	166.900	\$100 {D256}	166.900	\$100 {D256}
	Sul-Bay direct	166.800	\$300 {D768}	166.800	\$300 {D768}
Sullivan Bay	Central Rpt	166.300	\$200 {D512}	166.800	\$300 {D768}
Isleview	West End Rpt	166.300	\$200 {D512}	166.900	\$100 {256}
Makooda	East End Rpt	166.300	\$200 {D512}	166.900	\$100 {256}

\$100 denotes "Hex" 100 NAC Code, while D256 denotes "Decimal" NAC Code. The meaning in code language is same for both Hex (\$) and Decimal (D), but is different in the number given for either format. ie: Decimal or hex codes. \$100 is the same as D256 (Decimal). Radios use either way to program the NAC - (\$-Hex) or (Dec) – codes, we need to be aware of which one is being used. Make sure you know which format used and the number associated with that format.



MNICS FREQUENCY

The State of Minnesota has been granted a frequency of 170.475 MHz to be used by MNICS agencies for the detection, prevention and suppression of forest fires during joint ICS operations. The frequency should be used as the command net during initial attack whenever possible. This frequency is used in the wideband mode.

Frequency Limitations

1. Used in mobile and portable radios only
2. Maximum output power of 120 watts
3. Cannot be used within 50 miles of Thunder Bay, Ontario
4. Limited use in aircraft would be allowed with a maximum output power to ten watts and elevations not exceeding 5,000 feet above the earth's surface.

Any new radio equipment purchased, or existing equipment which has the capability, should have the 170.475 MHz frequency installed for initial attack communications.

Appendix 1—Support for Home Agency Hosting IMT

Support Items for Home Agency When Hosting an Incident Management Team

Purpose

These are guidelines to facilitate the orderly transfer of incident responsibilities from the hosting unit to the Incident Management Team. This is a checklist of information and date the receiving unit needs to provide the Incident Management Team either in writing or orally.

Items To Be Considered By The Hosting Unit Prior To Arrival Of Incident Management Team And Assignment Of Responsibility.

1. Prepare Delegation of Authority (See examples).
2. Obtain necessary information for agency administrator briefing.
3. Federal Agency will prepare a Wildland Fire Decision Support System (WFDSS), for a fire incident (Fireline Handbook).
4. Establish dispatching procedures.
5. Determine possible incident camp location.
6. The 100-Person Base Unit Kit: which includes the Radio Module Kit (NFES 2067 and 6060 in the Eastern Region Fire Equipment Catalog) and the Mobile Cache Kit (Item #6088) are automatically dispatched with the Incident Management Team. For basic description and contents see Fire Equipment Catalog. Consider ordering any other basic support items that may be needed for the incident.
NOTE: If 100-person Base Unit is canceled, you have also canceled the Radio Module Kit (NFES 6060), so re-order it.
7. Order or make ample supply of topographic maps, base maps, etc.
8. Determine transportation needs of Incident Management Team. (From ordering unit to incident and on incident).
9. Determine agency administrator briefing time and location and obtain necessary information for agency administrator briefing (see Section C below).

10. See procedure for placing resource orders identified in MNICS Mobilization Plan, section 23.1.
11. Begin to assemble finance information.
12. Local unit will supply a status/check-in recorder and RADO to the Incident Management Team.

Prepare For Two Briefings

There should be two briefings of the incoming Incident Management Team. The first briefing should be by the Agency Administrator at the site away from the incident. The second briefing should be by the local Incident Commander at the incident site. The transition period of take-over will depend upon the complexity of the incident, expertise of local incident team, and/or other problems.

1. Agency Administrator Briefing (by Park Superintendent, Forest Supervisor, DNR Regional Forester, Agency Forester, Agency Fire Management Officer, etc.) To be held as soon as possible after arrival of all General Staff members of the Incident Management Team. The following are the more important items to be discussed: Use pages 166-169 as a guide for information needed. You should have as much of this done as possible for presentation to the Incident Management Team during the Agency Administrator briefing. Make 10 copies for the team. If you don't understand some blanks, go on to the next and complete as much as you can.
2. Local Incident Commander Briefing
Use pages 170-171 as a guide for information needed. If time permits, start filling them out. Make 10 copies for the Team. If you don't understand some blanks, go on to the next item and complete as much as you can. Also fill out an ICS form 201, Incident Briefing form, and make 10 copies for the Team.

Appendix 2 – Delegation of Authority

DELEGATION OF AUTHORITY

_____ is assigned as Incident Commander on the _____ Incident. You have full authority and responsibility for managing the fire suppression activities within the framework of law, agency policy, and direction provided in the attached Overhead Briefing Direction and Guidelines.

Your primary responsibility is to organize and direct your allocated resources for efficient and effective suppression of the fire. You are accountable to me or the designated representative listed on the guidelines sheet.

Specific direction for the _____ Fire covering management and environmental concerns is listed:

_____ will represent me on any occasion that I am not immediately available.

Agency Administrator

Date

Appendix 3 – Agency Administrator’s Briefing to Incident Management Team

Agency Administrator’s Briefing to Incident Management Team		
Incident Name		
Approx. Size @	Date	Time
Location		
Date of Start		
Overhead and Suppression Resources Currently on Incident And Present IC		
General Fire Situation in Area		
Resources Ordered		
Other Organizations Requiring Coordination (Area Command, Expanded Dispatch, MAC, Buying Team, Payment Team, Tribal Government, Other Agency Jurisdictions)		
Law Enforcement/Ongoing Investigations		
Financial Considerations/Limitations		
Fire Behavior Considerations		
Weather Situation		
Fuel Types		
Topography		
Fire Behavior		
Appropriate Management Response Considerations Established Through and for the WDFSS Development Priorities		
Environmental Constraints		
Utility Corridors		

Appendix 3 Agency Administrator's Briefing to Incident Management Team – continued**Air Operations**

Effectiveness
Hazards
Air Space Restrictions
Airports, Heliports, Helispots
Suppression Policies
Other

Environmental, Social, Political, Economic, and Cultural Resource Considerations

Environmental
Social
Political
Economic
Cultural Resource

Communications

Radio
Telephone
Electronic (Computers)
Expanded Dispatch

Procurement Arrangements

Agreements
Tribal Government
Infrared Status
Security Considerations
Incident Management Direction and Considerations
Wildfire Decision Support System
Delegation of Authority
Agency Administrator's Representative
Incident Business Advisor
Resource Advisor
Suppression Priorities
Forest Supervisor/Incident Commander Contact
Time
Process
News Media and Incident Information Management
Training Considerations
Interagency/Private Property Considerations (costs, etc.)
Mop Up Standards
Rehabilitation Considerations
Initial Attack Responsibility
Support to Other Incidents
Disposition of Unit Resources on the Incident
Close Out and Debriefing

Appendix 3 Agency Administrator's Briefing to Incident Management Team – continued**Human Welfare**

Safety
Health
Civil Rights
Distribute Support Documents
Wildfire Decision Support System (Common WFDSS if Unified Command)
Delegation of Authority Letter
Map & Photos
Fire Management, Pre-Attack, Land Management Plans
Weather Forecast
Special Management Area Documents
Phone Directory, Fax Number
Agreements (May be found at ~ http://www.mnics.org/Private_Side/Agreements/Agreements.shtml)
Incident Status Summary (ICS - 209)
Business Management Documents
Payments (Vendors and Casuals)
Claims
Injury Compensation
Incident Business Guidelines (ISOPS)

Appendix 4—Local Incident Commander Briefing

The incoming Incident Management Team will be briefed, by the local Incident Commander, upon arrival at incident. The incoming Incident Management Team should not assume incident until they are thoroughly briefed and comfortable with the situation. Both IC's will determine exact hour of command change. After briefing, functions will start phasing into their areas of responsibility, but will not assume control until the predetermined time. Local team may continue to work on incident in various functions depending upon physical condition and Agency Administrator's directions.

Map of incident (best available)
Time of start
Spread - fire behavior
Fuels - at fire Ahead of fire
Anchor points
Line held (on map)
Natural barriers
Weather forecast
Camp Sites: Established Possible Spike Camps
Airtanker effectiveness to date
Hazards (aircraft & people)

Appendix

Appendix 4—Local Incident Commander Briefing – continued

Access from camp to line
Personnel and equipment on line
Personnel and equipment ordered (confirm information received at Agency Administrator's briefing)
Photos _____ Yes _____ No
Helispot and helibase locations (use map).
Communication system in use: Radio _____ Telephone _____ Mobile Phone _____
Water availability
Camp fire protection Crash fire protection at helibase Medivac arrangements
Review of existing plans for control in effect
Smoke conditions
Local political issues
Any security problems?
Overhead on line (Names & location - put on map).
Copy machine in camp _____ Yes _____ No

Appendix 5 – US Forest Service / Eastern Region Aviation and Fire Management Driving Guide



U.S. Forest Service/Eastern Region Aviation and Fire Management Driving Guidance



Date: April 26, 2010

Driving Guideline references that apply to the Guidance:

- Interagency Standards for Fire and Aviation Operations, Chapter 7:
 - “Multiple drivers in a single vehicle may drive up to the duty-day limitation (16 hours) provided no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours.” (i.e. when on incidents using a P-code or F-code, etc.)
 - “No driver will drive more than 10 hours (behind the wheel) within any duty-day.” A resource order must authorize government- provided transportation for personnel at the incident, including the type of specialized equipment requested. It is recommended that the length of the trip for multiple drivers generally should not exceed 2 days.
- Forest Service Manual, 6160.3: “Limit hours of duty to not more than 12 hours per day except in emergencies.”
- Forest Service Handbook 6109.11 Chapter 20: “Limit hours of duty to not more than 12 hours per day except in emergencies or when extenuating circumstances warrant, with supervisory approval. (i.e., prescribed burns, pre-positioning, planned events, training, etc.)

Background:

- Driving is nearly the most dangerous activity our employees perform. According to wildland firefighter statistics, driving accidents are the highest cause of non-aviation fatalities. Between 2008 to 2009, the total number of reportable vehicle accidents in R9 increased by 39%. Mitigating this known hazard in a reasonable manner is a responsibility that each employee, particularly supervisors, should consider.
- Long distance driving contributes to employee fatigue even when adhering to driving guidelines in the National Interagency Mobilization Guide Chapter 13.2. Employees who drive long distances to incidents may not be as alert or cognizant of surroundings, potentially jeopardizing their safety or the safety of others.
- The wear and tear on vehicles is not readily evident but can be significant; i.e., engines are not designed for long distance driving. The current replacement cycle for a Type 6 engine is 10 years, FY 2009 replacement costs are \$115,000, and a set of tires for a Type 6 engine typically costs \$1200. These expenses contribute to higher Fixed Operating Rates, and are normally a home unit responsibility. Some partner agencies have a standing policy to lowboy fire equipment if traveling long distances.

Driving Guidance:

The Eastern Region Driving Guidance consists of this briefing paper and the two attached spreadsheets. The guidance applies to emergency and non-emergency situations. It is intended as a reference to make informed decisions on the best mobilization and demobilization options for fire-funded resources traveling distances greater than 1 day for a single driver or 2 days for multiple drivers.

Documentation of the expense vs. driving exposure analysis is facilitated through pre-loaded formulas in the spreadsheet. In addition to cost, considerations should include, but not limited the following risk factors:

- Requirement for the vehicle to complete the assignment
- Type of vehicle
- Availability of public transportation

Appendix

Appendix 5--US Forest Service/Eastern Region Aviation and Fire Management Driving Guide – continued

- Number of people traveling
- Driving fatigue and type of work required upon arrival at destination
- Number of days in travel status to arrive and subsequent return from assignment

We expect that decision makers will make prudent mobilization and demobilization decisions, with employee safety as a fundamental principle. Prior to travel, consult with EACC if travel/transport costs are excessive. The RO/AFM program is committed that costs will not be a factor in resource availability when the guidelines are accurately applied. EACC may request cost analysis information.

Forest Supervisors are encouraged to consult Fire Management Officers, District Rangers, or other appropriate personnel prior to making a mobilization determination. The cost vs. driving exposure analysis will help address the management of costs, work/rest guidelines, and crew capabilities.

Single Resource; single driver:

It is highly recommended that emergency and non-emergency assignments with driving greater than 10 hours should have a documented risk vs. driving exposure analysis completed to facilitate travel decisions. The enclosed analysis can estimate the average time and distance to destination. It is recommended that the length of the trip should not exceed 1 day of driving.

Single Resource; multiple drivers:

It is highly recommended that driving to emergency and non-emergency funded assignments should not exceed two days. For emergency travels only, multiple drivers in a single vehicle may drive up to the duty-day limitation (16 hours) provided no driver exceeds the individual driving (behind the wheel) time limitation of 10 hours. If the trip requires more than two (2) driving days, a cost vs. driving exposure risk analysis should be completed.

Crew Resources when vehicles are mission essential:

For emergency and non-emergency funded assignments requiring more than two (2) days of driving, transporting vehicles is recommended, unless a need to drive is clearly identified. A cost and risk analysis is highly recommended. A pre-trip estimate can be used in determining the average time and distance.

Weight of vehicles:

- To increase the life expectancy of our vehicle/s and for the safety of our employees, we recommend that vehicles with the potential for transport are weighed at the beginning and at mid-season to ensure you are not over the gross vehicle weight. This will also facilitate the transport process.
- Consider transporting equipment/vehicles back to home unit when crew has had a long, arduous assignment regardless of how they travelled to the assignment (generally, 7 or more days).

Transport of vehicles:

The Eastern Region uses a national contract to procure lowboy transports. Specific instructions for ordering transports have been provided to local dispatch units. It is important to remember that all loading/unloading of transported vehicles is the responsibility of the contractor.

It is the responsibility of Forest Service personnel to inspect and document the vehicle condition and/or any vehicle damages before initial loading and after unloading at final destination.

If you have any questions with this guidance, please contact the Jim Thomas, Regional Fire and Emergency Operations Specialist. Local units may negotiate and implement a more specific policy that adheres to these guidelines in accordance with Master Agreement Article 11.

Contact:

Jim Thomas/Eastern Region/Fire and Emergency Operations (414) 297-3682, or jthomas@fs.fed.us.

Appendix 6 – National Park Service Wildland Fire Operations Driving Standards



United States Department of the Interior

NATIONAL PARK SERVICE
Branch of Wildland Fire
Fire Management Program Center
3833 S. Development Avenue
Boise, Idaho 83705-5354

IN REPLY REFER TO:

Y14(9560)

May 18, 2012

Memorandum

To: Regional Fire Management Officers

From: Branch Chief, Wildland Fire *William Raag*

Subject: Motor Vehicle Driving Policy while on Official Travel and Wildland Fire Operations Driving Standards

In a memo dated May 10, 2012 with the subject line "Motor Vehicle Driving Policy while on Official Travel" the National Park Service communicated new policy restricting the number of hours an employee may drive a vehicle. The intent of this policy is to help prevent another fatal driving accident during lengthy drives while on official travel.

The intent of this memo is to clarify the interaction of this new NPS policy with the Driving Standards found in the *Interagency Standards for Fire and Fire Aviation Operations*, also known as the Red Book (http://www.nifc.gov/policies/pol_ref_redbook_2012.html).

National Park Service fire management employees involved in wildland fire management operations or all-hazard activities will abide by the National Wildfire Coordinating Group's National Incident Operations Driving Standards. This standard has been adopted by the NPS as policy and is found in the current year's *Interagency Standards for Fire and Fire Aviation Operations*. Of special note is the direction found within that document regarding Non-Incident Operations Driving which refers the reader to the current driving standards for their agency.

Risk management topics such as allowable duty day, number of hours per driver, work/rest guidelines, preferred mobilization and demobilization times, and resource tracking are covered within the NWCG driving standard or by direct communication with a dispatcher. Managing employee risk is of highest priority and supervisors are expected to take appropriate action based on their assessment of the current situation within the parameters of the NWCG driving standard.

Further questions on wildland fire management operations driving standards may be addressed to Chad Fisher, Wildland Fire Safety Program Manager, at 208-387-5967.

Cc: Division Chief, Fire and Aviation Management
Division Chief, Risk Management
Acting Operations Program Leader, Wildland Fire
Administrative Assistant, Division of Fire and Aviation Management

Appendix 7 – Incident Status Summary (ICS-209)

Incident Status Summary (ICS-209)

1: Date	2: Time	3: Initial Update Final	4: Incident Number		5: Incident Name	
6: Incident Kind/Strategy		7: Start Date Time	8: Cause	9: Incident Commander	10: Incident Command Organization	11: State-Unit
12: County	13: Latitude and Longitude Lat: Long: Ownership at Origin:		14: Short Location Description (in reference to nearest town):			
15: Size/Area Involved	16: % Contained or MMA	17: Expected Containment Date:		18: Line to Build	19: Estimated Costs to Date	20: Declared Controlled Date: Time:
21: Injuries this Reporting Period:	22: Injuries to Date:	23: Fatalities		24: Structure Information		
			Type of Structure	# Threatened	# Damaged	# Destroyed
25: Threat to Human Life/Safety: Evacuation(s) in progress ---- No evacuation(s) imminent -- Potential future threat ----- No likely threat -----			Residence			
			Commercial Property			
			Outbuilding/Other			
26: Projected incident movement/spread in 12, 24, 48 and 72 hour time frames:						
12 hours:						
24 hours:						
48 hours:						
72 hours:						
27: Values at Risk: include communities, critical infrastructure, natural and cultural resources in 12, 24, 48 and 72 hour time frames:						
12 hours:						
24 hours:						
48 hours:						
72 hours:						

Appendix

Appendix 7 – Incident Status Summary (ICS-209)—continued

28: Critical Resource Needs (amount, type, kind, and number of operational periods in priority order in 12, 24, 48 and 72 hour time frames): ex. 3 CRW1 (4); 1 HEL1 (5);		
12 hours		
24 hours:		
48 hours:		
72 hours:		
29: Major problems and concerns (control problems, social/political/economic concerns or impacts, etc.) Relate critical resources needs identified above to the Incident Action Plan.		
30: Observed Weather for current operational period: Wind Direction: Peak Gusts: Max. Temperature: Min. Relative Humidity:		
31: Fuels/Materials Involved: A drop down box with the 13 Fire Behavior Fuel Models has been added. The incident would select the predominant fuel model with the option to include additional fuels information in the text box.		
32: Today's observed fire behavior (leave blank for non-fire events):		
33: Significant events today (closures, evacuations, significant progress made, etc.):		
34: Forecasted Weather for next operational period: Wind Speed (mph): Temperature: Wind Direction: Relative Humidity:		
35: Estimated Control Date and Time:	36: Projected Final Size:	37: Estimated Final Cost:
38: Actions planned for next operational period:		
39: For fire incidents, describe resistance to control in terms of:		
1. Growth Potential -		
2. Difficulty of Terrain -		
40: Given the current constraints, when will the chosen management strategy succeed?		
41: Projected demobilization start date:		
42: Remarks:		

Appendix 7 – Incident Status Summary (ICS-209)—continued

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Appendix

Appendix 8 – CACHE ITEM: 008621

KIT, Mobile Cache Support Van

COMPONENT ITEM	DESCRIPTION	QTY	U/I	TRACKABLE ID
000010	REDUCER - 1 1/2" NH-F (9 TPI) to 1" NPSH-M (11 1/2 TPI)	40	EA	
000021	BAG - garbage can liner, plastic, 30 GL, 39" x 33"	4	BX	
000022	BAG - sleeping, cloth, washable, 3 lb fill, 34"x76" (100" zipper)	50	EA	
000030	BATTERY - size AA, 1.5 volt, penlight	120	PG	
000033	BATTERY - size D,1.5v,alkaline,general purpose	12	PG	
000037	CANTEEN - 1 QT (.9L), plastic, disposable, w/o cover	100	EA	
000048	CONTAINER - 5 GL (18.9L), plastic, collapsible, w/overpack	3	BX	
000070	FLY - Plastic Tent, 16'x24' w/10 guy ropes	6	EA	
000077	TENT - 2 person	12	EA	
000082	POLE, RIDGE - for 10' x 12' tent	1	EA	
000083	POLE - Upright, Adjustable	30	EA	
000084	TENT - wall, 14' x 16', without poles	2	EA	
000089	POLE - Ridge,16'	4	EA	
000105	FUSEE - signal device, hand	2	BX	
000109	HELMET - safety, plastic w/chin strap	20	EA	
000126	KIT - Wash, Assembly	10	KT	
000138	NOZZLE - plastic, 35 GPM, 1" NPSH-F	40	EA	
000142	PAPER - toilet	1	BX	
000144	SHEETING - plastic, black, 20' x 100'	4	RO	
000146	PULASKI - with plastic sheath	40	EA	
000169	SHELTER - fire, w/case and polyethylene liner	60	EA	
000171	SHOVEL - with plastic sheath, size #1	40	EA	
000222	TAPE - filament, 1" x 60 YD	36	RO	
000223	TENT - wall, 10' x 12', without poles	1	EA	
000231	VALVE - wye, gated, 1 1/2" NH-F x 1 1/2" NH-M x 1 1/2" NH-M	40	EA	
000240	TOWEL - paper, two ply, roll	1	BX	
000241	TORCH - drip, 1 1/4 GL (4.7L) capacity	6	EA	
000250	PAPER - easel, 27" x 34"	8	PD	
000259	VALVE - wye, gated, 1" NPSH-F x 1" NPSH-M x 1" NPSH-M	10	EA	
000264	RIBBON - flagging, white, 1" wide	12	RO	
000278	RIBBON - flagging, yellow, 1" wide	12	RO	
000307	EXTINGUISHER - Fire,20A: 120BC, 20 lbs	5	EA	
000318	GOGGLES - Clear Lens,Uvex Stealth model ANSI	50	PR	
000319	EXTINGUISHER - fire, dry chemical, rating 60-B:C, 10 lb (4.5L)	5	EA	
000320	KIT - Incident Base Maintenance	1	KT	
000340	KIT - Chain Saw	4	KT	0340-NEK -0159-0551
000341	OIL - 2 cycle	48	QT	
000362	CATALOG – NFES Part I:Fire Supplies & Part 2: Publications (2009)	2	BK	
000390	KIT - Finance Section	1	KT	

Appendix

Appendix 8 – Cache Item: 008621 KIT, Mobile Cache Support Van				
000480	KIT - Coffee Heating	1	KT	
000520	KIT - Helicopter Support	1	KT	
000532	SCALES – spring, 200 lb	1	KT	
000533	CORD - nylon shroud	1	SL	
000557	CHEST - ice, 48 qt	6	EA	
000566	RIBBON - flagging, "ESCAPE ROUTE", 1" x 100 yds	9	RO	
000570	SHIRT - fire, xx-large	5	EA	
000576	FLIGHT SUIT - chest size 46, inseam 30 1/2" (R)	3	EA	
000577	SHIRT - fire, small	10	EA	
000578	SHIRT - fire, medium	20	EA	
000579	SHIRT - fire, large	20	EA	
000580	SHIRT - fire, x-large	10	EA	
000586	LADDER, STEP - 8 FT, fiberglass	1	EA	
000598	HANDTRUCK - w/large wheels	2	EA	
000606	CAN - gasoline,safety,5GL,DOT approved style Jerri can	6	EA	
000650	KIT - Evacuation, S.K.E.D.	1	KT	
000664	TANK, FOLDING - 1500 GL (5678.1L), w/frame	1	EA	
000667	HEADLAMP - Firefighters	20	EA	
000692	BERM - containment, 55 GL, (1-4 drums)	2	EA	
000709	GENERATOR - Gasoline Engine, 3-6 KW,w/Ground Rod	2	EA	NEK-0709-0822
000744	PACKSACK - waterproof, w/straps	10	EA	
000760	KIT - Office Supplies, Incident Base	1	KT	
000772	KIT - Mop-Up, Lateral Line, 3-Wand	2	KT	
000800	KIT - Planning Section	1	KT	
000825	STAKES - tent, metal	90	EA	
000870	KIT - Pump, Portable, High Pressure	6	KT	0870-NEK-0148- 0141
000910	KIT - Logistics Section	1	KT	
000943	JUG - insulated,S GL (18.9L)	6	EA	
000970	KIT - Security Fence	1	KT	
001016	HOSE - garden, synthetic, 3/4" NH x 50'	20	LG	
001031	KIT - Sign, Incident Base	1	KT	
001034	HOLDER - radio battery, for 9 each AA Alkaline	48	EA	
001038	TOWEL - bath, disposable, 24" x 36"	2	BX	
001040	KIT - Crash Rescue	1	KT	
001062	BAG - sleeping, firefighters,36" x 86"	50	EA	
001143	KIT – First Aid, 20-25 Person, Belt Type	6	KT	
001145	FOAM CONCENTRATE - Class A,S GL, liquid,(18.9L)/pail	4	PL	
001149	PUMP - backpack, outfit,S 1/2" x 15 1/2" x 19", manually opera	30	EA	
001225	GLOVES - flight, size 10	3	PR	
001269	BAG - flight helmet	3	EA	
001294	GLOVES - leather, forest worker, small, NFPA compliance	10	PR	
001295	GLOVES - leather, forest worker, medium, NFPA compliance	20	PR	
001296	GLOVES - leather, forest worker, large, NFPA compliance	30	PR	

Appendix

Appendix 8 – Cache Item: 008621 KIT, Mobile Cache Support Van				
001297	GLOVES - leather, forest worker, x-large, NFPA compliance	30	PR	
001343	CAN - garbage, w/o lid, metal, 32 GL	2	EA	
001352	SORTER - card, "1"	2	EA	
001368	UD - metal garbage can, 32 GL (121.1L)	2	EA	
001374	FORM,ICS-215-WS - Operational Planning Worksheet,(9/86), 36" x 64"	1	SH	
001566	PAD, SLEEPING, GRAY - 3/8" x 23" x 75", ethalene vinyl acetate foam	100	EA	
001760	KIT - First Aid, 100-Person	1	KT	
001814	COMPASS - smoke chaser	10	EA	
001842	FOOD - MEALS READY TO EAT (MRE'S)	8	BX	
001873	HOSE - synthetic weeping, 1" NPSH x 100'	40	LG	
002047	CHAIR - folding, metal	20	EA	
002139	DISPENSER - filament tape	1	EA	
002315	HELMET - flight, SPH-5C, x-large	3	EA	
002396	RIBBON - flagging, chartreuse fluorescent, 1" wide	12	RO	
002398	RIBBON - flagging, orange fluorescent, 1" wide	12	RO	
002501	LANTERN - camp, electric, fluorescent	6	EA	
002698	TABLE - folding, 6'	10	EA	
002701	JEAN - Flame Resistant, BDU, 28"-32"x34"inseam	5	PR	
002703	JEAN - Fire Resistant, BDU, 32"-36"x34"inseam	10	PR	
002704	JEAN - Flame Resistant, BDU, 34"-38"x34"inseam	10	PR	
002705	JEAN - Flame Resistant, BDU, 36"-40"x34"inseam	5	PR	
002707	JEAN - Flame Resistant, BDU, 40"-44"x34"inseam	5	PR	
002801	JEAN - Flame Resistant, BDU, 28"-32"x30"inseam	5	PR	
002802	JEAN - Flame Resistant, BDU, 30"-34"x30"inseam	10	PR	
002804	JEAN - Flame Resistant, BDU, 34"-38"x30"inseam	10	PR	
002805	JEAN - Flame Resistant, BDU, 36"-40"x30"inseam	5	PR	
002807	JEAN - Flame Resistant, BDU, 40"-44"x30"inseam	5	PR	
003007	LIGHTSTICK - chemical, 12 hour, red	10	BX	
003009	LIGHTSTICK - chemical, 12 hour, green	10	BX	
003012	LIGHTSTICK - chemical, 12 hour, yellow	10	BX	
003161	EASEL - display, 27" x 36" w/folding legs	2	EA	
006051	KIT - Lighting, Multi-light Cord	2	KT	
007046	CONE, traffic, orange	10	EA	
007064	LUMBER, 2" x 2" x 8' (for helibase)	10	EA	
007065	LUMBER, 2" x 4" x 8'	8	EA	
007078	PLYWOOD, 4' x 8' x 1/2" sheet	2	EA	
007651	PUMP, TIRE (FOR BASE UNITS)	1	EA	

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Appendix 9 – Supply Resource Order

[illegible]

Appendix 10 – Resource Order Completion Instructions

NOTE: All times are to be in 24-hour format.

Block 1: INITIAL DATE/TIME

This is the date and time of the first order that was place for this incident.

Block 2: INCIDENT/PROJECT NAME

This is the name given to this incident following agency policy.

Block 3: INCIDENT/PROJECT ORDER NUMBER

This is an identifier unique to this incident for this calendar year. This is the number assigned by the home unit. It should be a two-letter state designator, three-letter unit identifier and up to six-digit incident number. e.g., MN-SUF-000001.

Block 4: OFFICE REFERENCE NUMBER

Input the cost-coding data or office reference number.

Block 5: DESCRIPTIVE LOCATION/RESPONSE AREA

Use specific unit address. EQUIPMENT and SUPPLY ORDERS require the delivery address and directions to the incident/cache and billing address.

Block 6: SEC. TWN. RNG. BASE and MDM

Legal description of the incident or the Command Post.

Block 7: MAP REFERENCE

Latitude and Longitude are critical and required on all AIRCRAFT and RADIO SYSTEM ORDERS. The home unit will provide this information.

LAT. This should be the latitude of the incident to the nearest minute.

LONG. This should be the longitude of the incident to the nearest minute.

For aircraft, use decimal minutes.

Block 8: INCIDENT BASE/PHONE NUMBER

All orders require a phone number. This should be a phone number at the incident (supply unit) or at the office having radio contact with the incident.

Block 9: JURISDICTION/AGENCY

Input the appropriate agency responsible for the incident (i.e., BLM, USFS, NPS, FWS, BIA, State, etc.)

Block 10: ORDERING OFFICE

Name of the office or agency ordering.

Appendix 10 – Resource Order Completion Instructions – continued

Block 11: AIRCRAFT INFORMATION

BE SURE TO ENTER LATITUDE AND LONGITUDE. This information must be supplied when ordering aircraft or when expecting delivery to the incident by aircraft. For help with any of these entries, consult an air operations person. The word “OMNI”, or VOR, refers to a VHF Omni-directional Radio, a navigational aid for pilots. Locations and bearing may be found on a sectional chart.

BEARING – Compass azimuth (direction in degrees) from nearest VOR.

DISTANCE – Distance in nautical miles from the VOR or a known location.

BASE OR OMNI (VOR) – VOR from which the bearing and distance are calculated. Use three-letter VOR identifiers.

AIR CONTACT – Call sign of the airborne person-in-charge. (i.e., Air Attack 02, Lead 21 etc.

FREQUENCY – Frequency on which to contact the ground person-in-charge (i.e., 122.9, 168.950, etc.) and tone, if applicable.

GROUND CONTACT – Call sign of the ground contact person or station.

FREQUENCY – The frequency (and tone if needed), which may be used to communicate with the ground contact.

RELOAD BASE – The air tanker base the aircraft is to use for reloading. This is usually the closest tanker base to the incident.

OTHER AIRCRAFT/HAZARDS – Other aircraft in the area of the incident, such as helicopters, air tankers, smokejumpers, lead planes, etc. Hazards in the area of the incident: wires, towers, heavy smoke or thunderstorms, etc. Also check for MTRs and MORs.

Block 12: REQUEST NUMBER

This is a critical entry!!! It consists of a letter from the group below, a hyphen and a three-digit number. The letter represents the “category” of the request. The numbers start with 01 within each category.

- A – Aircraft (Helicopter, air tanker, etc.)
- C – Crews (An organized group of people with supervision. e.g., hand crew, helitak crew, camp crew, kitchen crew, etc.)
- O – Overhead (Any single personnel position) or (T2-IMT)
- S – Supplies (Pump, hose, sleeping bag, etc.)
- E – Equipment (Engine, dozer, plow buses, vans, etc.) (*Radios are back as part of Equipment ordering*)

ORDERED DATE/TIME – Enter the date and time the request is made.

FROM/TO – Enter names and/or offices.

QUANTITY – Ensure resources are listed with the correct unit of issue (i.e. kt, ea, lg, cs, etc.). Quantity is always one (1) except supplies. Find units of issue in the NFES catalog.

Appendix

Appendix 10 – Resource Order Completion Instructions – continued

RESOURCE REQUESTED – Anticipate the number of lines needed to identify the components of the request before entering the next request number. Use this space to furnish specific information about the resource such as radio or equipment requirements, etc.

EQUIPMENT and SUPPLY requests **must** start with the NFES number followed by the appropriate description. Be sure to include what type of engine, dozer, crew, radio, etc., you need. You may also need to order frequencies?

CREW ORDERS **must** state type of crew, configuration, tool requirements, meal needs, time-frames, transportation and/or unusual needs for assignment.

NAME REQUEST NOTE – Agency or incident requirements may sometimes dictate requests for specific personnel or other resources.

NEEDED DATE/TIME – Date and time that the resource is needed. **Do not accept ASAP (as soon as possible)**. If it appears that the time frame allowed is not adequate, the dispatcher must discuss this with the incident and request additional time.

DELIVER TO – Area to which the requested resource is to report or be delivered.

TO/FROM – Who the request is placed with (office and individual's name) and who is placing it (your name or initials).

TIME – Time the order was placed.

AGENCY ID – This is the agency that fills the order.

RESOURCE ASSIGNED – Confirmed resource assigned by the sending agency. When this information has been passed to the ordering office, the small box in block #12 is blackened in.

ETD/ETA – This block should reflect ACTUAL time of departure and estimated time of arrival. Place an X in the small box when resource assigned and time information is passed on to the requester.

The next three blocks are used for releasing a resource.

RELEASE DATE – Input the actual date the resource is to be released from the incident.

RELEASED To – If different from the desired point of demobilization provided by the sending unit, asterisk (*) to the far right and elaborate in block 13.

TIME/ETA – Input the actual time the resource departs and estimated time enroute. When the release information is relayed the small box is blackened.

When all items in Block 12 are released, reassigned to another resource order from, or if all supplies have been shipped, the order is ready to close. The dispatcher must review the order and ensure all necessary documentation is complete and the resources have been released.

Appendix

Appendix 10 – Resource Order Completion Instructions – continued

NOTE: If a resource cancels after the information has been recorded, “X” the agency, line out the resource assigned and print “See BLOCK 13” in the released column. Indicate what happened in Block 13 and reorder using the same request number on the next blank line.

BLOCK 13: ORDER RELAYED

These blocks are used to document all actions taken and all contacts made while completing an order.

PASSES ASSIGNED RESOURCE INFORMATION TO REQUESTING OFFICE.

- A. Relays property numbers
- B. Advises the field of unavailable and back ordered resources.
- C. Relays ACTUAL TIME OF DEPARTURE and ESTIMATED TIME OF ARRIVAL.
- D. Advises the field of method of delivery.

ARRIVAL OF ITEMS.

- A. Once actual departure time of the resource is relayed it is the responsibility of the receiving office to follow up on the arrival of the resource.
- B. Sending dispatchers will not call to confirm arrival of any supply or equipment orders.

REQUEST NUMBER – This indicates which requested item is being documented (e.g. S-13, A-42, O-21, C-15, etc.).

DATE – Date action was taken on the order.

TIME – Time action was taken on the order.

TO/FROM – Person with who contact was made and the dispatcher’s name or initials.

ACTION TAKEN – This is to record what activity has taken place for the request number.

CONTINUATION SHEETS – When block #13 becomes full, the backside of the resource order or continuation sheets can be used to continue documenting action taken.

Travel information is documented in Block #13 at the time it is received.

REMARKS – Use this space to note anything about the request that does not fit anywhere else.

NOTE: The resource order is completed when the resource arrives at the designated location or travels beyond the sending unit’s sphere of communication and control. In any case, the receiving unit must notify the Dispatch Office of all resource arrivals.

GLOSSARY

AIR ATTACK - A wildfire control operation involving the use of aircraft to drop suppressants or retardants with the objective of suppressing or retarding the spread of forest fires.

AIR ATTACK BASE - An air operations base that includes more than one type of air operations and dispatch. (Air Tankers and Helicopters, etc.)

AIR ATTACK OFFICER - The person responsible for all Air Attack activities, including associated ground operations. (Ontario)

AIR OPERATIONS OFFICER - The person responsible for all air operations (air attack, aerial detection, cargo dropping, transport, etc.) within an administrative unit or from an operating base. (Ontario)

AIR TANKER BASE MANAGER - The person in charge of mixing and loading retardants and associated support activities at an air tanker or air attack base, and directing parking of aircraft.

ASPIRATE - To draw in air by suction. The aspirating nozzle draws air into the nozzle to mix with foam solution.

ASPIRATING NOZZLE - A foam-generating device that mixes air at atmospheric pressure with foam solution in a nozzle chamber.

ATV/TRACK - Includes all track type vehicles designed for carrying suppressants for firefighting. Some have helicopter-loading receptacles so water can be supplied from helicopter bucket direct to ATV on fireline. Does not include dozers. (See also bombardiers)

BIODEGRADATION - Decomposition or absorption by the environment by microbial action.

BIRDDOG AIRCRAFT - An aircraft carrying the person in charge of air attack operations over a fire. Also referred to as the birddog. (Ontario)

BIRDDOG OFFICER - A person designated to direct a group of air tankers in air attack. Synonym: Air Attack Leader (Ontario)

BOMBARDIER - A track vehicle equipped with water tanks for firefighting in inaccessible and soft ground areas. Many are equipped with a receptacle to enable water to be directly loaded from a helibucket on the fireline to avoid loss of time to reload.

CARCINOGENIC - Cancer causing.

CASUAL FIREFIGHTER – Non-permanent personnel trained in basic firefighting and employed on a temporary basis.

CLASS A FIRE - Fire in “ordinary” combustible solids. However, if a plastic readily melts in a fire, it might be Class B rather than Class A.

CLASS A FOAM - Foam intended for use on Class A or woody fuels. Made from hydrocarbon-based surfactants, therefore, lacking the strong filming properties of Class B foam, but possessing excellent wetting properties.

CLASS B FIRE - Fire in flammable liquids, gases, and greases.

CLASS B FOAM - Foam designed for use on Class B or flammable liquid fires. Made from fluoro-carbon based surfactants, therefore, capable of strong filming action, but incapable of efficient wetting of Class A foam.

COMBINATION NOZZLE - Also called an “adjustable fog nozzle.” Used for applying water, wet water, or foam solution as either a solid stream or a fixed spray pattern.

COMM. UNIT - (Communications Unit) A trailer or mobile van used to provide the major part of an incident communications center.

COMPRESSED AIR FOAM SYSTEM (CAFS) - A generic term used to describe foam systems that combine air under pressure with foam solution to create foam in the hose. A system consists of an air compressor or other air source, a water pump, a nozzle, or other means of applying the foam, and a source of foam solution.

CONCENTRATE - A substance marketed in concentrated form that must be diluted before use.

CORROSION - The result of a reaction between a metal and its environment. The mass of the metal is worn away more or less gradually as the metal reacts with its surroundings.

DEGRADATION - A negative change in the characteristics or qualities of a foam.

DENSITY - The weight of a specific volume of solution.

DRAIN TIME - The rate of which the foam solution is released by the bubble structure.

DROP POINT - (DP) A designated place that is signed or marked for delivery and retrieval of personnel and supplies on an incident.

EDUCTOR - A proportioning device which uses the vacuum created by the water moving through a Venturi tube to draw concentrate into the hose line.

ENVIRONMENT - The complex surrounding an item or area of interest, such as air, water, natural resources, and their physical conditions (temperature, humidity).

EXPANSION - The ratio of the volume of foam to the original volume of the non-aerated foam solution.

FIRE CACHE - A permanent facility for the procurement, storage, and maintenance of supplies in support of a local, state, or federal incident.

FIRE DAMAGE - The loss, expressed in monetary or other terms, caused by wildfire.

FIRE RETARDANT - Any substance that by chemical or physical action reduces flammability of combustibles.

FIRE SEASON - The period or periods of the year during which fires are likely to occur, spread, and do sufficient damage to warrant organized wildfire control.

FIRE SUPPRESSANT - An agent used to extinguish the flaming and glowing phases of combustion by direct application to the burning fuel.

FOAM - The collection of mass of bubbles, which are formed by forcing air into a solution of water and foam concentrate by means of suitably designed equipment or by cascading it through the air at a high velocity.

FOAM BLANKET - A layer of foam that forms an insulating and reflective barrier from heat and is used for fuel protection.

FOAM CONCENTRATE - The undiluted foaming agent as received from the manufacturer and which when diluted with water becomes foam solution.

FOAM GENERATION - The transformation of a foam solution into foam by the addition of air to the solution.

FOAM LINE - A layer of foam placed on or adjacent to areas of combustible fuels as protection from fire, as an anchor for indirect attack, or as a replacement for hand-made fire trail.

FOAM MONITOR - A turret-type, high volume nozzle usually mounted on an engine.

FOAM SOLUTION - A homogeneous mixture of water and foam concentrate to which air is added to produce foam.

FOAM SYSTEM - The apparatus and techniques used to mix concentrate with water making foam solution, to pump and mix air with foam solution producing foam, and to transport and apply foam.

HELIBUCKET - A specially designed bucket carried by a helicopter like a sling load and used to drop suppression or retardants. (Ontario)

HOT LOADING - The loading of air tankers (turbines) with the engine(s) running on the opposite side from loading operations.

MNICS (Minnesota Incident Command System) - A basic application of NIIMS in Minnesota that includes 3 levels (Board of Directors, Task Force, and Working Teams); includes the federal and state agencies that are involved in all risk management.

MIFC - (Minnesota Interagency Fire Center) Combination of state and federal agencies located at a common center that coordinates fire control resources in Minnesota.

MIX RATIO - The ratio of liquid foam concentrate to water, expressed in percent.

MOTIONLESS MIXER - An in-line chamber that thoroughly mixes air and foam solution in a short distance (one to two feet) with minimal pressure loss.

MUTAGENIC - Any agent or substance, capable of noticeably increasing the frequency of mutation.

PEAT FIRE - Fire that consumes the organic material found in and under the surface in a lowland or swamp situation.

PROPORTIONER - A device that adds a predetermined amount of liquid foam concentrate to water to form a foam solution.

SCRUBBING - The process of foam solution and air agitation within a confined space (usually a hose) which produces foam.

SHORT-TERM RETARDANT - A formulation that relies on the moisture it contains to reduce or inhibit combustion. It is ineffective if the moisture has evaporated.

SLUG FLOW - The discharge of distinct pockets of water and air due to the insufficient mixing of foam concentrate, water, and air in a compressed air foam system.

SMOKECHASER - Non-permanent personnel trained and experienced in firefighting and can take independent action on initial attack and/or in charge of fire personnel and/or resources. Employed on a temporary basis.

SURFACE TENSION - The elastic-like force at the surface of a liquid, which tends to minimize the surface area causing drops to form.

SURFACTANT - A surface, active agent or wetting agent. A formulation which when added to water in proper amounts will materially reduce the surface tension of the water and increase penetration and spreading abilities of the water.

Glossary

TECHNICAL SPECIALISTS - Personnel with special skills who are activated for incident overhead assignments when needed. Technical specialists may be needed in areas of fire behavior, water resources, environmental concerns, resource use, and training areas.

USE LEVEL - The appropriate ratio of liquid foam concentrate to water as recommended by the manufacturer of the foam concentrate.

VISCOSITY - The fluidity of the foam, indicating the foam's ability to spread or cling.

WET WATER - Water containing wetting agents. The surface tension is thereby reduced, increasing the spreading and penetrating properties of the water.

WETTING AGENT - A chemical that when added to water will reduce the surface tension of the solution and cause it to spread and penetrate exposed objects more effectively.

WFDSS – (Wildland Fire Decision Support System) – replaces **WFSA**.