Minnesota Interagency



Mobilization Guide

2016

Phonetic Alphabet

A	Alpha	N	November
B	Bravo	O	Oscar
C	Charlie	P	Papa
D	Delta	Q	Quebec
E	Echo	R	Romeo
F	Foxtrot	S	Sierra
G	Golf	T	Tango
H	Hotel	U	Uniform
I	India	V	Victor
J	Juliet	W	Whiskey
K	Kilo	X	X-ray
L	Lima	Y	Yankee
M	Mike	Z	Zulu

Ordering Channels

USFS
- →District
- →Forest
- →MIFC
- →EACC

BIA
- →Reservation
- →Agency/Res FMO
- →MIFC
- →EACC

NPS
- →Park
- →VOP-FMO
- →MIFC
- →EACC
- →NICC

MNDNR
- →Field station
- →Area
- →Region
- →MIFC
- →EACC
- →NICC

HSEM
- →Regional Coordinator
- →State Duty Officer
- →MIFC
- →NICC
- →NICC

USFWS
- →Refuge / Wildlife Mgt. District
- →Zone
- →MIFC
- →EACC
- →NICC

*Also reverse, MIFC to State Duty Officer

Minnesota Incident Command System
402 11th Street SE
Grand Rapids, MN 55744
218-327-4436
www.mnics.org

Agency Designators

MFC Minnesota Interagency Fire Center
NEK Northeast Interagency Fire Cache

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

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

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

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

USFWS US Fish and Wildlife Service
Region 3, West Zone (Minnesota)
AGR Agassiz National Wildlife Refuge
BGR Big Stone National Wildlife Refuge
CMR Crane Meadows Nat. Wildlife Refuge
DLR Detroit Lakes Wildlife Mgt. District
FFR Fergus Falls Wildlife Mgt. District
GLR Glacial Ridge National Wildlife Refuge
HSR Hamden Slough Natl. Wildlife Refuge
LFR Litchfield Wildlife Management District
MVR Minnesota Valley Nat. Wildlife Refuge
BNR Morris Wildlife Management District
RLR Rice Lake National Wildlife Refuge
RYR Rydell National Wildlife Refuge
SBR Sherburne National Wildlife Refuge
TMR Tamarac National Wildlife Refuge
WWR Windom Wildlife Management District
R3R Great Lakes Big Rivers, Region 3

HSEM Homeland Security and Emergency Management
FEMA
Reg. 5 Federal Emergency Management Agency

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Chapter 10
Policies and Operations

Organization

Mobilization Guide

The *Minnesota Interagency Mobilization Guide* is an annually updated handbook of standard procedures, practices and information designed to facilitate, coordinate and support actions on incidents in Minnesota.

Minnesota Incident Command System (MNICS)

The **Minnesota Incident Command System** (MNICS) is an interagency group of state and federal agencies that cooperate in wildfire management and all risk incidents.

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.

The MNICS Task Force is the operational governing body. It is comprised of representatives from participating agencies:

- U.S. Forest Service
- Bureau of Indian Affairs
- National Park Service
- U.S. Fish and Wildlife 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)

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."

MNICS' goals:

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

To cope with periods of increased activity during the spring, summer, and fall, MNICS requests assistance from the participating agencies.

MNICS Board of Directors

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

- MNICS Task Force Chair, Greg Peterson
- Minnesota Department of Natural Resources (DNR) – Ron Stoffel
- United States Forest Service (USFS), Superior National Forest – Brenda Halter
- USFS, Chippewa National Forest – Darla Lenz
- National Park Service (NPS) – Mike Ward
- U.S. Fish & Wildlife Service (FWS) – Russ Langford
- NE Area State & Private Forestry – Owen Martin
- Minnesota Department of Public Safety, Homeland Security and Emergency Management (HSEM) – Kevin Reed for Joe Kelly

MNICS Task Force

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

- BIA – Greg Peterson, Chair
- DNR, Division of Forestry – Ron Stoffel
- US Forest Service – Brian Jenkins
- US Forest Service – Ellen Bogardus-Szymaniak
- NPS – Kurt Fogelberg
- US FWS – Seth Grimm
- HSEM – Roy Holmes
- MNICS/MIFC Coordinator – Rebekah Luedtke
- MNICS/MIFC Asst. Coordinator – Natasha Woodwick
- MNICS/MIFC Information Officer – Christi Powers

MNICS Working Teams

Air Operations
Rob Heavirland, USFS, Chair
Ron Stoffel, Task Force Representative

Communications
Pat Coughlin, Chair
Russ Langford, Task Force Representative

Dispatch
Ryan Kingsley, DNR, Chair
Natasha Woodwick, Task Force Representative

Finance
Nancy Calder, MNDNR, Chair
Brian Jenkins, Task Force Representative

GIS
Chris Mursu, USFWS, and Wade Mapes, DNR, Co-Chairs
Roy Holmes, Task Force Representative

Information Management
Kris Reichenbach, USFS, Chair
Ron Stoffel, Task Force Representative

Information Technology
Shelly Carroll, MN IT, and Meggan Nadler, DNR, Co-Chairs
Kurt Fogelberg, Task Force Representative

Logistics
Don Lantz, USFWS, Chair
Ron Stoffel, Task Force Representative

Operations
Ben Roy, Chair
Brian Jenkins, Task Force Representative

Prescribed Fire and Fuels
Carl Crawford, USFS, Chair
Greg Peterson, Task Force Representative

Prevention
Jeff Jackson, DNR, Chair
Christi Powers, Task Force Representative

Training
Robert Lintelmann, BIA, Chair
Kurt Fogelberg, Task Force Representative

Multi-Agency Coordinating\ Group (MAC)

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.

A Multi-Agency Coordinating group 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. Participation by members will depend on the complexity of the issues brought to the group. The objective is to meet, plan and organize agencies into one coordinated work force.

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.

Some trigger points to activate the MAC group:

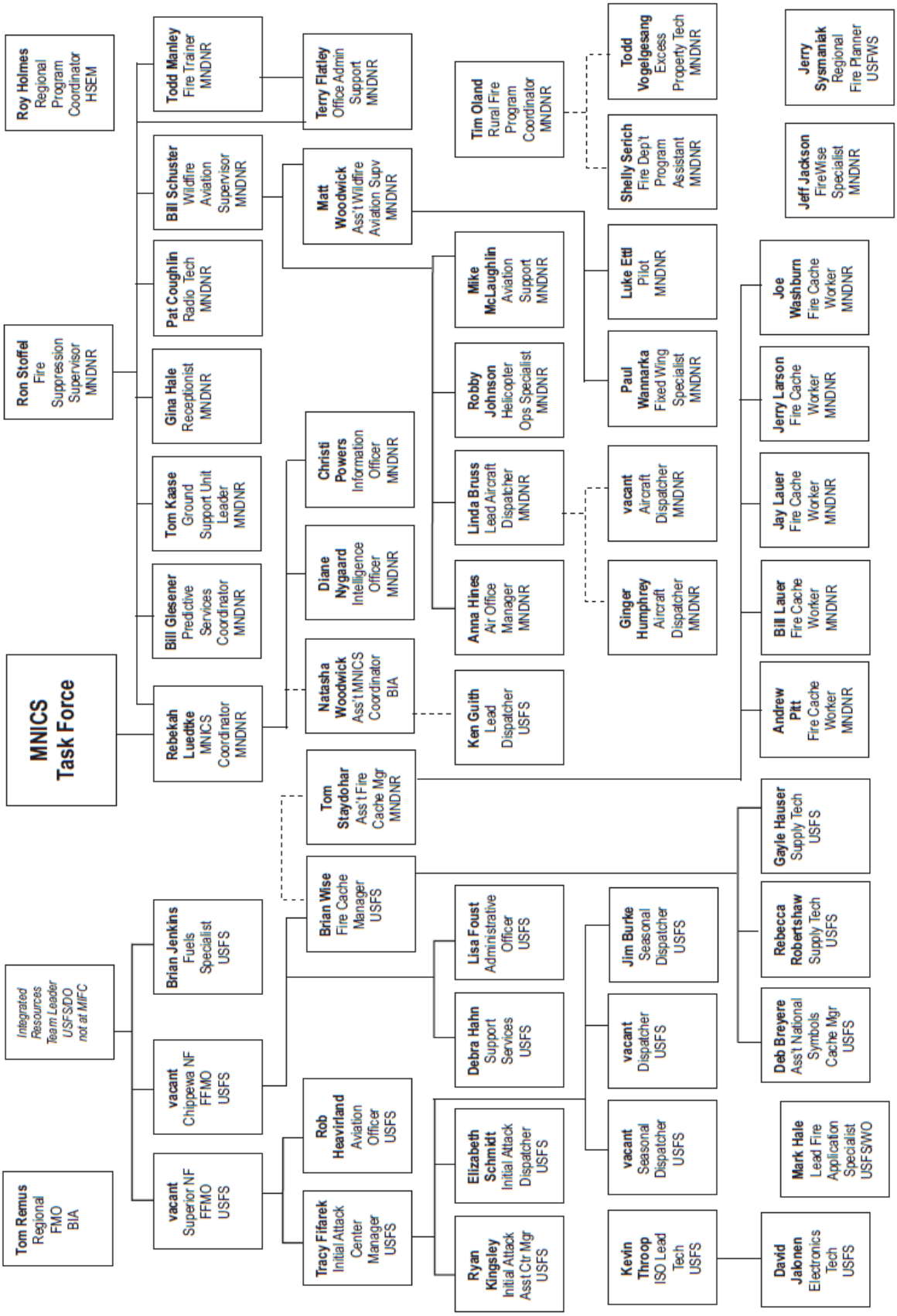
- Pre-defined preparedness levels (Statewide Planning Level 5)
- Critical incidents that affect one or more MNICS agencies.
- Multiple or complex incidents occurring within Minnesota that involve multiple agencies or Incident Management Team activation for in-state incidents.
- At the request of any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

The MIFC coordinator is responsible for coordinating MAC group call-ups, group meetings and/or conference calls (assistant coordinator serves in coordinator's absence).

Minnesota Interagency Fire Center

The Minnesota Interagency Fire Center (MIFC) houses MNICS fire personnel, MNICS Dispatch, USFS Dispatch, and the Northeast Interagency Fire Cache (NEK) in Grand Rapids, Minnesota.

MIFC Operational Staffing



Dispatch

Agency Dispatch Responsibilities

- Collect information on the overall wildfire situation including, but not limited to, wildfire potential, number and status of wildfires, and status of agency suppression resources.
- 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 Eastern Area Coordination Center (EACC) within established policies.
- Assist cooperating agencies, as requested, in accordance with 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.
- Document all orders on Resource Order forms or through ROSS (Resource Ordering and Status System). **Note:** *Resource order numbers are assigned at the agency level and follow an order through all dispatching levels, except for interagency shared resources.*
- Promptly report all wildfires on other lands to the responsible agency, include location, fire behavior, values threatened and estimated action required.

Incident Support

MIFC dispatch maintains the *Minnesota Interagency Mobilization Guide*, *MIFC Dispatch Operations Guide,* and the *Duluth Staging & Mobilization Operations Plan*. These guides/operation plans 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.

MIFC dispatch serves as the Expanded Dispatch Center for incidents that go beyond extended attack into project fires. 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.

Requests for Resources

All requests for resources must go through proper agency dispatch channels using resource order forms and/or ROSS. *See Resource Order Completion Instructions, page 82.*

On the supply order, add NEFS numbers from the current catalog and item description. *See Mobile Cache Support Van, page 36.*

All radio orders must be processed through MIFC Dispatch. Agency radio caches need to be returned to the supplying agency immediately after radios are no longer needed. The agency dispatcher will release them. All radio orders go on a SUPPLY order (S-#), and need a Kit number assigned by MIFC Dispatch.

Supply Orders (except radio orders) may be ordered directly from the Northeast Interagency Fire Cache through the local dispatcher *See Chapter 40 Equipment and Supplies, pages 34-41.* Agency regional and area dispatch offices need to fax resource orders directly to the cache 218-327-4581 or, if the items have NFES numbers, they can be entered into ROSS and the cache will fill them. Please **do not phone** in orders.

DNR divisions (other than Forestry) requesting to borrow supplies from the Fire Cache need to place a resource order through MIFC, Fax 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 at 800-422-0798.

Cost Coding

Orders to MIFC come after exhausting local resource sharing between cooperating agency and mutual aid responses. The host agency for the fire is the ordering agency for resources assigned to the fire and provides/originates the appropriate fire code for other federal agencies.

For DNR fires using federal resources, MIFC Dispatch or responding federal agency will assign a fire code.

Federal agencies on the same fire will use a DNR assist fire code. All federal fires where DNR personnel are assigned beyond initial attack will be assigned a State Cost Code 2.

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, page 7.*
- Location of duty station and 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?

Suppression Resources

Contacting the proper line/duty 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.

Prior to release and/or return of any resource ordered through the agency dispatch office, communication through proper channels is necessary. A release order must contain all pertinent information, such as departure times, estimated times of arrival (ETA), mode of transport, government bill of lading (GBL) and AIR BILL numbers, flight numbers, etc. This order must be filed with the agency dispatcher prior to actual release of the resource.

Under the 2200 Hour Rule, personnel cannot travel past 2200 hours. Agencies WILL NOT release personnel when travel beyond this time would jeopardize safety.

Agency Dispatch Centers and Duty Officer Information

Minnesota Interagency Fire Center
Main Dispatch *218-327-4558*
Pager *218-755-6140*
After hours phones roll to the Duty Officer.

U.S. Forest Service, Chippewa and Superior National Forests
Duty Officer/Dispatch *218-327-4175*
888-650-3392

Minnesota DNR, Forestry

NW Region *– Bemidji, MN*
Duty Officer pager: 218-766-0551
Region Dispatch: 218-308-2361

NE Region *– Grand Rapids, MN*
Duty Officer cell: 218-244-1059
Region Dispatch: 218-999-7834

Central Region *– St. Paul, MN*
Duty Officer pager: 651-259-5742

Bureau of Indian Affairs
Night or 24-hour *218-327-4558*

Midwest Region	*612-713-4400*
Minnesota Agency	*218-751-2011*
White Earth	*218-935-5967*
	218-368-0325
Red Lake	*218-679-3381*
	218-766-8557
	218-368-0579
Mille Lacs	*320-532-7589*
	320-630-2431
Leech Lake	*218-335-7440*
	218-335-7445
Bois Forte	*218-757-3177*
	218-244-5004
Fond du Lac	*218-878-7147*
Grand Portage	*218-475-2415*

U.S. Fish and Wildlife Service
Duty Officers *612-713-5498*

National Park Service
Park Dispatch *218-283-6600*

State of Minnesota, Homeland Security & Emergency Management

State Duty Officer *800-422-0798*
Roy Holmes *218-327-4497*

NEK Fire Cache

218-322-2764 *218-322-2763*

Mobilization

MNICS agencies use MIFC Dispatch to request in and out-of-state resources for mobilization for all-risk incidents, preparedness, severity, wildland fire, and prescribed fire needs.

Dispatch functions within the standards in the National, Eastern Area and Minnesota Mobilization Guides to provide prompt adequate action on all incidents. Objectives include those of MNICS agencies according to existing policy, direction, and cooperative agreements among MNICS agencies.

MNICS agencies will follow normal ordering channels, using the concept of closest forces. This means first contact the local unit, next all other agencies in Minnesota through MIFC, then the Eastern Area geographic region through the Eastern Area Coordination Center. Before ordering resources from outside of Minnesota, notify MIFC Dispatch.

MIFC Dispatch will process "Name Requests" as needed. Approval from the MIFC Coordinator, Assistant Coordinator or Lead Dispatcher is needed.

Constraints 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, such as the Minnesota State Duty Officer, may place orders with MIFC.

Demobilization

All MNICS Agencies have agreed to a common 2200 Hour Rule. All overhead must reach their destination by 2200 each day. MNICS resources will not be released from the Duluth Staging/Mobilization Center or a MNICS incident if they would be unable to arrive to their 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 while working on a Minnesota incident.

Work / Rest Guidelines

MNICS agencies adhere to the National Work/Rest Policy on incidents in Minnesota. Federal personnel follow the National Work/Rest Policy on all incidents whether in Minnesota or out-of-state.
These guidelines ensure that all personnel are provided a minimum 2:1 work to rest ratio (for every 2 hours of work or travel, they receive 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. 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 Work/Rest Guidelines require supervisors and incident commanders to schedule personnel, including themselves, using 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: Employees who work for 12 hours, should have a minimum of 6 hours off.

In addition, supervisors need to schedule a minimum of one full day (24 continuous hours) of off-duty time within each two-week pay period. The employee

must not be on-call during the off-duty period. A DNR employee cannot work more than 20 days in a row without DNR Regional Forester approval.

The State of Minnesota cannot provide paid R&R (rest and relaxation) days. Employees may use vacation 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.

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

Federal emergency administratively determined (AD) employees do not get paid days off.

Length of Assignment

Typically, details in 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 follow the national standard (up to 14 days).

Prior to assigning incident personnel to back-to-back assignments, their health, readiness, and capability must be considered. In all incident assignments, managers need to consider the health and safety of incident personnel.

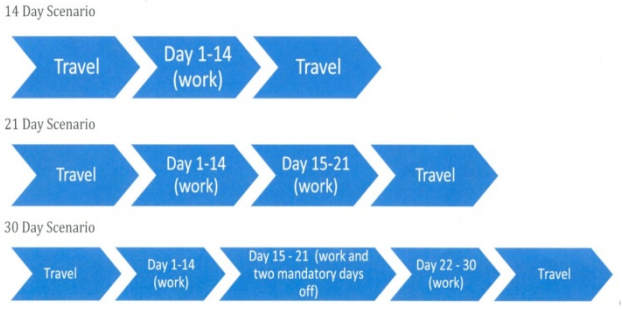
Assignments may be extended when:

- Life and property are imminently threatened.
- Suppression objectives are close to being met.
- Replacement resources are unavailable or have not yet arrived.

On completion of a standard 14-day assignment, an extension of up to an additional 14 days may be allowed (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 day 22 of the assignment.

Key length of assignment points:

- All assignment scenarios exclude travel.
- Managers have flexibility to determine assignment length for incident personnel based on incident needs; however, they must schedule mandatory days off if they plan to keep a person beyond a 21-day assignment. Approval for an extension must follow the process in the ***National Interagency Mobilization Guide****.*



Incident Driving Standards

Incident operations driving standards address driving by personnel actively engaged in wildland fire or all-risk response activities. This includes driving while assigned to an incident or during initial attack fire response (includes time needed to control the fire and travel to a rest location).

In the absence of more restrictive agency policy, these guidelines apply during mobilization and demobilization. Consult individual agency driving policies for all other non-incident driving.

- 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 10 hours (behind the wheel) within any duty day. Multiple drivers in a single vehicle may drive up to the duty-day limit of 16 hours, provided no driver exceeds the individual driving (behind the wheel) time limit of 10 hours.
- Drivers must have had at least 8 consecutive hours off duty before beginning a shift. An 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.
- Documentation of mitigation measures to reduce fatigue is required for drivers who exceed 16-hour work shifts, even if the driver was still compliant with the 10-hour individual (behind the wheel) driving time limit.

Information on National Park Service driving standards is on page 173.

Chapter 20
Overhead and Teams

Type 2 Incident Management Teams

Harassment-Free Work Environment

The MNICS Task Force has adopted a goal of providing 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 covered under that Minnesota Human Rights Act.)

The MNICS Task Force recommends that agency personnel who participate in incidents as a part of MNICS receive equal opportunity/civil rights training (harassment-free training). This training can be achieved through training videos available from agency training officers or MIFC.

Qualifications

All MNICS agencies use the Wildland Fire Qualification Subsystem Guide, PMS 310-1 as the standard for determining personnel qualifications. MNICS agencies will make sure 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 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 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 IMT members, when an IMT 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 IMTs. These teams when requested/ordered will manage large fires and other incidents as needed anywhere within Minnesota. The teams will consist of 24 positions (25 if two CTSPs).

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 and assistant coordinator, will determine if any positions need not be filled for **non-fire** emergencies.

An Overhead Resource Order form is available to assist when ordering an IMT.

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. IMT members will notify their supervisors of a team call-out.
9. The communications trailer and Radio Starter System NFES #4390 are automatic dispatches. MIFC will order the NFES #4390 through Eastern Area Coordination Center.
10. MIFC will automatically dispatch the Mobile Cache Support Van, NFES Number 008621. *See page 39 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.
12. Antennae / trailer.

Finance Information – IMTs

Home Unit Responsibilities/Duties

Costs incurred prior to an Incident Management Teams (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).
- Rural Fire Departments (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.

Local Purchase Procedures

For 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 there are not sufficient BPAs and EERAs in effect to support the fire, notify dispatch to order a contracting officer or buying team 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 Procedures

For MNICS fires in State of Minnesota jurisdiction

Forestry areas should contact and arrange credit with businesses prior to fire season to support project fires. 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 making purchases.

Resource orders that cannot be filled by the supply unit 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 MNDNR 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 a decision is made to share resources among jurisdictional agencies for a multi-agency jurisdiction incident, 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.

Incident Cost Share Agreements

All incident cost share agreements should include the following:

- 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

Cost apportionment agreements should also include:

- 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/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.

Readiness Levels

NORMAL

1. On a year-round schedule 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 may find 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.

MNICS IMT
Emergency Event Plan

Within this document, the primary incident refers to the original incident assigned to the IMT, and secondary incident refers to the emergency event within the original incident (an incident within an incident).

At no time during the accident/fatality or evacuation process will the name of the victim(s), tail number, engine number, or crew name be transmitted over the radio. Use a landline phone, cell phone or satellite phone for transmissions of sensitive nature to the ICP.

This Emergency Event Plan is applicable to personnel directly involved in the secondary incident. The Division/Group Supervisor will initially oversee the emergency and activation of the Emergency Event Plan. The Incident Commander is responsible for overall action in case of a serious accident, evacuation, or a fatality. The Incident Commander will make contact with the Agency Administrator or designee and coordinate Team's actions with those of the agency. The Agency Administrator or designee will in turn contact appropriate officials of the agency and cooperators. If the accident involves a fatality, the Agency Administrator or designee will contact the Sheriff's Office (or designated Law Enforcement Agency), the Coroner's Office, and the employing agency of the victim.

On occurrence of a secondary incident involving serious injury, evacuation or a fatality, the Operations Section Chief and Safety Officer will respond directly to the scene, if possible, to take control of the secondary incident, direct and document necessary actions. The Operations Section Chief or Safety Officer who responds will notify the highest qualified person on scene and advise on who is responding and the estimated time of arrival.

The Operations Section Chief or Safety Officer will take immediate action to clear all radio traffic on the primary incident by broadcasting *"Emergency Traffic"*, so that the only radio traffic is that regarding the secondary incident. The Operations Section Chief or Safety Officer will designate an Operations Section individual to maintain control and manage primary Incident operations. The Operations Section Chief or Safety Officer will notify primary Incident personnel of this temporary designation. If Operations Section Chief or Safety Officer cannot be contacted, the highest qualified person on scene will complete the duties of the Operations Section Chief or Safety Officer and has the authority to declare a "Medical Emergency" and restrict all radio use to "Emergency Traffic".

- Upon arrival at the secondary incident scene, the individual designated to manage the situation by the Operations Section Chief or Safety Officer will take immediate action to implement the appropriate first aid checklists in the Incident Response Pocket Guide (IRPG) including:
- Prevent the possibility of further injury.
- Provide medical support to the injured.
- Take charge and stabilize the situation. Ensure that EMT's and/or medical personnel involved know that they are working for him/her.
- Make a determination of the type of medical transport required (air or ground) and to advise the Operations Section Chief or Safety Officer.
- Begin an orderly movement of all unnecessary personnel from the accident scene.
- Document actions taken.

The Operations Section Chief or Safety Officer will order air or ground medical evacuation as warranted. If air transportation is ordered, ground transportation should also be requested (if applicable) as a contingency in case air evacuation cannot be implemented.

The nearest First Responder/EMT will respond immediately to the scene of the accident to assist the Operations Section Chief or Safety Officer. The First Responder/EMT will assess the condition of uninjured personnel directly affected by the situation and maintain their welfare. As soon as practical and if action will not interfere with medical actions, the First Responder/EMT will take measures to preserve the site for potential investigation.

Immediately upon notification of a secondary incident requiring emergency action, the Incident Commander, the Plans Section Chief, and Information Officer will respond to the ICP. As a group, they shall assist the Operations Section Chief or designee as requested.

The Logistics Section Chief shall ensure that all incident communications phones, fax, and radio are controlled to remain available for emergency use. The Plans Section Chief will clear an appropriate area within the ICP of all personnel that are not directly managing the secondary incident situation. The Incident Commander will ensure that agency administrator and local law enforcement entities are notified and implement appropriate security measures for the situation.

All information released from the incident shall be through the Incident Information Officer with the approval of the Incident Commander and Agency Administrator. At no time during the accident/fatality evacuation process will the name of the victim(s) be used.

The Plans Section Chief will maintain continuity of primary incident operations until normal operations resume. The Plans Section Chief will verify and document that all the appropriate notification measures have occurred. The Plans Section Chief will assign an individual to document all communications regarding the secondary incident. The Plans Section Chief will ensure that the Critical Incident Stress Debriefing process has been initiated if appropriate.

After Action Review will be held for each incident that implements these procedures. This review will be facilitated by the Incident Commander, Safety Officer or Plans Section Chief and will be conducted as soon as practical after the incident. If the incident involves any of the Command and General Staff personnel a "neutral" facilitator, possibly a CISM specialist will be used. Participants in the AAR will be determined by the Incident Commander.

Emergency Event Plan Checklist

The primary goal of this Emergency Event Plan is to provide incident personnel with the guidelines necessary to *Locate, Triage, Extricate, Treat and Transport* all accident patients in as quick and safe a manner as possible.

The Division/Group Supervisor will initially oversee the emergency and activation of the Emergency Event Plan.
Radio communication will be on the command frequency and take priority over other radio traffic.

Names of injured or deceased individuals should not be given over the radio. Use of crew names or designators should be limited. Deceased individuals and their equipment are not to be moved, except to accomplish rescue work or to protect the health and safety of others.

Position Checklist

INCIDENT COMMANDER

- ☐ Ensures the Emergency Event Plan is implemented
- ☐ Notifies Agency Administrator and Geographic Coordination Center

SAFETY OFFICER

- ☐ Evaluate safety issues at the accident site and works with Division/Group Supervisor in charge to mitigate them.
- ☐ Initiates the investigation of the emergency and requests the appropriate investigation resources/teams.
- ☐ Secures witnesses names and initial statements and all evidence relating to the accident.
- ☐ Coordinates investigation with comp/claims unit.
- ☐ Obtains sketches/photos of emergency scene.
- ☐ Coordinates with and supports the Division/Group Supervisor in charge at the scene.

LIAISON

- ☐ Assist the Medical Unit Leader as needed.
- ☐ Insure coordination with investigating entities.
- ☐ Assist other positions as needed.
- ☐ Coordinate with cooperators and key stakeholders.

INFORMATION OFFICER

- ☐ Collect pertinent emergency information.
- ☐ Coordinate information release with Incident Commander and Agency Public Affairs Officer.
- ☐ Assign Information Officers to field media inquiries at accident scene, med-evac area and hospital.
- ☐ Coordinate with Liaison and Safety Officers regarding roadblocks, evacuations and emergency medical information needs.
- ☐ No personal information is to be released until approved by Incident Commander.

OPERATIONS SECTION CHIEF

- ☐ Implement the Incident Emergency Plan, providing coordination between the on scene Division and other IMT sections and units.
- ☐ Clear all radio traffic on the primary incident by broadcasting **"Emergency Traffic"**, so that the only radio traffic is that regarding the secondary incident.
- ☐ Ensure appropriate incident organization to possibly include "Triage, Extrication, Treatment and Transportation Units, Medical Group, etc.
- ☐ Coordinate and supports the Safety Officer's investigation and Law enforcement agencies involved.
- ☐ Coordinate with the Logistics Section for on scene support and location of receiving hospitals for patients.
- ☐ Conduct Size-up of the situation
- ☐ Identify Nature of the incident (auto/aircraft accident, burn over, etc.) and number of crews, vehicles or aircraft's involved.
- ☐ Identify Number of people involved and their medical condition (Triage).
- ☐ Identify location and (Lat/Long) of site.
- ☐ Identify medical treatment and transportation needs.
- ☐ Identify special needs, i.e. Law Enforcement, Heavy Rescue, and Haz Mat response.
- ☐ Coordinate and oversees line EMT& Paramedic response to the accident site (utilize closest EMT's from crews and engine companies).
- ☐ Provide for immediate extrication and medical triage, treatment and transportation.
- ☐ Coordinate with Air Tactical Group Supervisor for Air-Medical transportation needs.
- ☐ Implement the Helibase emergency rescue plan as needed.
- ☐ Coordinate with Logistics Section for ground ambulance transport, medical supplies and other medical needs.
- ☐ Ensure air/ground ambulances coordinate patient transportation locations with the Medical Group Supervisor.

PLANNING SECTION CHIEF

- ☐ Complete the Wildland entrapment/fatality initial report (NFES 0869) as needed.
- ☐ Clear an appropriate area within the ICP of all personnel that are not directly managing the secondary incident situation.
- ☐ Coordinate Critical Incident Stress Debriefing for effected personnel.
- ☐ Develop and distribute Fact Sheet within 4 hours.
- ☐ Provide and coordinate a Family Liaison with supporting agencies, (Home Unit, Red Cross, 100 Club, Chaplin)
- ☐ Assign an individual to document all communications regarding the secondary incident.
- ☐ Maintain continuity of primary incident operations until normal operations resume.
- ☐ Verify and document that all the appropriate notification measures have occurred.
- ☐ Provide Briefing at ICP for Incident Personnel

LOGISTICS SECTION CHIEF

- ☐ Order needed resources for the emergency
- ☐ Monitor support functions and assess additional needs.
- ☐ Provide ground transportation as needed.
- ☐ Coordinate removal of damaged vehicles.
- ☐ Ensure establish emergency radio communications.
- ☐ Assist Medical Unit Leader with communications with the hospital and ambulance service.
- ☐ Ensure attached Medical Emergency Procedures are followed in the event of a medical emergency.
- ☐ Coordinate Security with Team Liaison and Operations Section Chief as necessary.
- ☐ Locate and secure personal effects of injured personnel.
- ☐

FINANCE SECTION CHIEF

- ☐ Coordinate with Agency Administrative Officer and Incident Business Advisor
- ☐ Coordinate Compensation/Claims Unit response.

2016 MNICS Incident Management Team Roster

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Resource Unit Leader (RESL)	Erik Stoddard DNR-NW 218-386-1304 x308 (W) 218-242-9619 (C) Erik.stoddard@state.mn.us	Nicole Selmer USFS-SUF 218-365-7610 (W) 218-349-8009 (C) 218-365-4441 (H) nselmer@fs.fed.us (Not available during FS RX West Zone spring burns per Supervisor T. R.) Chris Mursu-T FWS-BGR 320-273-2507 (W) 605-924-0046 (C) Chris_Mursu@fws.gov	Brad Witkin DNR-NW 218-732-3309 x223 (W) 218-237-3608 (H) 218-820-6122 (C) Brad.witkin@state.mn.us BJ Glesener-T DNR-MIFC 218-322-2709 (W) 218-244-3675 (PC) 218-360-1813 (WC) Bill.glesener@state.mn.us	Linda Bruss DNR-MIFC 218-327-4582 (W) 320-260-2089 (PC) Linda.bruss@state.mn.us Mark Carlstrom DNR-NW 218-732-3309 (W) 218-255-1540 (C) 218-237-5110 (H) Mark.carlstrom@state.mn.us Jon Drimel DNR-NW 218-308-2381 (W) 218-290-0177 (PC) 218-308-3162 (WC) Jon.drimel@state.mn.us Steve Olson BIA-FDL 218-878-7105 (W) 218-879-1930 (H) 218-591-1795 (C) stevenolson@fdlrez.com	Travis Durkin USFS-SUF 218-365-7614 (W) 218-365-2988 (H) 218-349-1445 (C) tdurkin@fs.fed.us (Available June-Aug. Not available during FS RX West Zone spring burns per Supervisor T. R.) Paul Lundgren DNR-NE 218-232-7101 (C) 218-947-3232 (W) 218-568-6641 (H) Paul.lundgren@state.mn.us Barb Manahan-Thompson USFS - SUF 218-365-7618 (W) 218-340-4838 (C) 218-235-8107 (PC) 218-365-5129 (H) bthompson@fs.fed.us

	TEAM A	TEAM B	TEAM C	ALTERNATES TRAINEES – T
Situation Unit Leader (SITL)	Jeremy Fauskee-T DNR-NE 320-629-6599 (C) 320-245-6789 (W) 320-629-6599 (H) Jeremy.fauskee@state.mn.us Michael Wachholz-T DNR-CEN 651-345-3216 (W) ext242 651-380-9270 (C) 651-923-4218 (H) Mike.wachholz@state.mn.us	Mike Locke DNR-NW 218-308-2368 (W) 218-444-7831 (H) 218-368-2593 (C) Mike.locke@state.mn.us Glendon Nyberg -T DNR-NE 218-330-9370 (C) 218-429-3024 (W) Glendon.Nyberg@state.mn.us	Jon Handrick DNR-NE 218-999-7843 (W) 218-324-1450 (C) 218-212-3378 (C) 218-697-2505 (H) Jon.handrick@state.mn.uw Nicole Selmer-T USFS-SUF 218-365-7610 (W) 218-349-8009 (C) 218-365-4441 (H) nselmer@fs.fed.us (Not available during FS RX West Zone spring burns per Supervisor T. R.)	BJ Glesener-T DNR-MIFC 218-322-2709 (W) 218-244-3675 (PC) 218-360-1813 (WC) Bill.glesener@state.mn.us Jon Drimel DNR-NW 218-308-2381 (W) 218-290-0177 (PC) 218-308-3162 (WC) Jon.drimel@state.mn.us Barbara Manahan-Thompson USFS - SUF 218-365-7618 (W) 218-340-4838 (C) 218-235-8107 (PC) 218-365-5129 (H) bthompson@fs.fed.us Brad Witkin DNR-NW 218-732-3309 x223 (W) 218-237-3608 (H) 218-820-6122 (C) Brad.witkin@state.mn.us Stephen Gallay AD/SC 218-259-5069 (C) 218-697-8346 (H) stgallay@yahoo.com Travis Durkin-T USFS-SUF 218-365-7614 (W) 218-365-2988 (H) 218-349-1445 (C) tdurkin@fs.fed.us (Available June-Aug. Not available during FS RX West Zone spring burns per Supervisor T. R.) Brianna Schueller-T USFS-SUF 218-370-9197 (PC) 218-370-0583 (WC) 218-387-3338 (H) 218-663-8609 Tofte bschueller@fs.fed.us Steve Schumacher-T FWS-DLR 218-844-3410 (W) 218-849-5775 (C) 218-846-2566 (H) Steve_Schumacher@fws.gov Robert Heisel AD/SC 218-780-7396 (C) 218-741-8049 (H) BdHeisel@hotmail.com Chris Mursu FWS-BGR 320-273-2507 (W) 605-924-0046 (C) Chris_Mursu@fws.gov

	TEAM A	TEAM B	TEAM C	ALTERNATES TRAINEES – T	
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	TEAM A	TEAM B	TEAM C	ALTERNATES TRAINEES – T	
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Ordering Manager (ORDM)	Cindy Tisdell DNR-NW 218-308-2065 (W) 218-536-0409 (C) Cindy.tisdell@state.mn.us Rebekah Luedtke-T DNR–NE 218-999-7842 (W) 218-410-0268 (C) Rebekah.luedtke@state.mn.us	Kathy Schiller DNR-NE 218-429-3017 (W) 218-851-4367 (C) Kathy.schiller@state.mn.us Donald Lantz-T FWS-SBR 763-389-3323x22 (W) 651-357-7152 (C) Donald_Lantz@fws.gov	Vacant Michelle Hansen-T DNR-NW 218-634-2172 ext226 (W) 651-336-1010 (C) Michelle.hansen@state.mn.us *Need a fully qualified ORDM to go with Michelle.* Adam Fisher-T DNR-NW 218-294-6115 (W) 218-290-3062 (C) Adam.fisher@state.mn.us	Maggie Belmore AD / DNR-Central 763-434-6882 (H) 763-242-7764 (C) 612-840-4512 (W) mabelmore@earthlink.net Linda Bruss DNR-MIFC Air 218-327-4582 (W) 320-260-2089 (C) Linda.bruss@state.mn.us Betsy Phillips-T 651-274-9367 (C) 651-415-2874 (H) Betsy.phillips@hennepin.us	Jamie Chopp-T USFS-SUF 218-666-0048 (W) 218-780-3988 (C) 218-741-8873 jchopp@fs.fed.us Trudy Fagre-T AD-NPS 218-256-7477 (C) Trudy.fagre@yahoo.com Ronald Bombeck-T 612-655-9610 612-669-2821(wife's phone) rbombeck@comcast.net

	TEAM A	TEAM B	TEAM C	ALTERNATES TRAINEES	
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Communication Technician (COMT)	Vacant Mike Mackay –T 218-239-0566 (WC) 218-835-3134 (W) 218-835-7526 (H) mmackey@fs.fed.us	Kevin Throop USFS-MIFC 218-322-2712 (W) 303-229-3246 (C) kthroop@fs.fed.us	Joseph Dickison DOT-Rochester 507-286-7605 (W) 507-421-1167 (WC) 507-696-2770 (C) 507-252-8935 (H) Joseph.dickison@state.mn.us	Michael Hayes Retired SC (State only) 218-820-9611 (WC) 218-368-9562 (PC) 218-751-1541 (H) mchayes@fs.fed.us	Steve Mortensen BIA MNA-LL 218-335-7421 (W) 218-766-6574 (C) 218-835-5509 (H) smortensen@lldrm.org scmort@paulbunyan.net
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	TEAM A	TEAM B	TEAM C	ALTERNATES TRAINEES – T	
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	TEAM A	TEAM B	TEAM C	ALTERNATE TRAINEES – T	
Division Group Supervisor (DIVS)	Phil Millette FWS-BNR 320-589-4977 (W) 612-360-3999 (C) 320-392-0095 (H) Phil_Millette@fws.gov James Gubbels-T USFS-CPF 218-444-8788 (H) 218-335-8612 (W) 218-407-0045 (C) jrgubbels@fs.fed.us	Daniel Grindy DNR-NE 218-878-5643 (W) 218-389-6431 (H) 218-260-9148 (C) Daniel.grindy@state.mn.us Harlow Thompson-T DNR-NE 218-259-5136 (C) 218-326-6957 (H) Harlow.thompson@state.mn.us	Benjamin Roy USFS-CPF 218-246-3456 (W) 218-820-4506 (PC) 218-246-3456 (P) 218-328-6505 (H) broy@fs.fed.us Patty Johnson-T USFS-SUF 218-387-3230 (W) 218-370-0392 (C) pjjohnson@fs.fed.us	Cory Berg USFS-SUF 218-663-8610 (W) 218-370-0547 (C) cberg@fs.fed.us Carl Crawford-T USFS-CPF 218-835-3136 (W) 218-209-7376 (C) 218-368-1578 (WC) 218-335-6596 (H) ccrawford@fs.fed.us bloodrunner@gmail.com Bruce Giersdorf AD/SC 218-259-3014 (C) 218-328-6514 (H) bgiersdorf@yahoo.com Thomas Fasteland AD/SC 218-697-8427 (H) 218-259-4904 (C) thomasfasteland@centurytel.net Jim Edgar DNR - Central 507-765-2740 (W) 507-346-9866 (H) 507-696-5307 (WC) 507-271-4419 (PC) Jim.edgar@state.mn.us	Mark Hale USFS-Washington Office 218-322-2708 (W) 406-861-4876 (C) 218-212-4030 (H) mahale@fs.fed.us Mike Hanson AD/SC 218-666-5924 (H) 218-290-7031 (C) Mike's 218-780-2902 (C)Kathy's snoosecreek@yahoo.com Mike Rice USFS-CPF 218-547-5129 (W) 218-368-2087 (WC) 218-547-2676 (H) mikerice@fs.fed.us Pete Lindgren-T USFS-SUF 218-387-3253 (W) 218-370-0349 (WC) 612-370-2320 (PC) 218-387-2047 (H) plindgren@fs.fed.us Heath Estey-T 605-226-7621 x 2237 (W) 605-377-7410 (C) Heath.estey@bia.gov
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	TEAM A	TEAM B	TEAM C	ALTERNATES TRAINEES – T	
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2016 MNICS IMT 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 to let them know who your replacement is going to be and for how long (dates).

1/05/ » 1/11/16	Team B	05/10 » 05/16	Team B	09/13 » 09/19	Team B
01/12 » 01/18	Team C	05/17 » 05/23	Team C	09/20 » 09/26	Team C
01/19 » 01/25	Team A	05/24 » 05/30	Team A	09/27 » 10/03	Team A
01/26 » 02/01	Team B	05/31 » 06/06	Team B	10/04 » 10/10	Team B
02/02 » 02/08	Team C	06/07 » 06/13	Team C	10/11 » 10/17	Team C
02/09 » 02/15	Team A	06/14 » 06/20	Team A	10/18 » 10/24	Team A
02/16 » 02/22	Team B	06/21 » 06/27	Team B	10/25 » 10/31	Team B
02/23 » 02/29	Team C	06/28 » 07/04	Team C	11/01 » 11/07	Team C
03/01 » 03/07	Team A	07/05 » 07/11	Team A	11/08 » 11/14	Team A
03/08 » 03/14	Team B	07/12 » 07/18	Team B	11/15 » 11/21	Team B
03/15 » 03/21	Team C	07/19 » 07/25	Team C	11/22 » 11/28	Team C
03/22 » 03/28	Team A	07/26 » 08/01	Team A	11/29 » 12/05	Team A
03/29 » 04/04	Team B	08/02 » 08/08	Team B	12/06 » 12/12	Team B
04/05 » 04/11	Team C	08/09 » 08/15	Team C	12/13 » 12/19	Team C
04/12 » 04/18	Team A	08/16 » 08/22	Team A	12/20 » 12/26	Team A
04/19 » 04/25	Team B	08/23 » 08/29	Team B	12/27 » 1/02/17	Team B
04/26 » 05/02	Team C	08/30 » 09/05	Team C	1/03 » 1/09/17	Team C
05/03 » 05/09	Team A	09/06 » 09/12	Team A		

Support for Home Agency Hosting IMT

Purpose

These guidelines will facilitate the orderly transfer of incident responsibilities from the hosting unit to the Incident Management Team. The receiving unit needs to provide this information the Incident Management Team either in writing or orally.

Items to Consider

The hosting unit should consider the following prior to arrival of incident management team and assignment of responsibility.

1. Prepare **Delegation of Authority**, *see page 97.*
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 Mobile Cache Support Van (NFES #008621) and the National Radio Kit Starter System (NFES #004390) must be placed on a Resource Order to MIFC Dispatch at the same time that an Incident Management Team is ordered. For a description and **contents of the cache van**, *see pages 33-35*.
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 while 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 dispatching IMTs** and placing resource orders, *pages 8-9*.
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 91-94* as a guide for information needed. The agency administrator should complete as much as possible prior to the Agency Administrator briefing. Ten copies of the Agency Administrator Briefing Form should be available for the team.
2. **Local Incident Commander Briefing,** *see pages 95-96.* Complete as much as possible prior to the briefing. Make 10 copies for the Team. Also fill out an ICS form 201, **Incident Briefing form,** and make 10 copies for the Team.

Special Teams

MNDNR Wildfire Investigation Team

This guideline supplements information found in Operation Order #77.

When a field forest officer or conservation officer determines that trained wildfire investigators are needed, follow these procedures:

- 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 will 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 and notify the appropriate area supervisor.

If a request cannot be filled from the DNR region, regional supervisors forward the request to MIFC. MIFC contacts 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 conservation officers or forest officers are assigned outside their work areas, their supervisors will be notified. The Enforcement field operations officer should also be notified.

MNICS Wildfire Investigation Team

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

A request for a call-up of the MNICS 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 DNR Division of Forestry's law coordinator and the Division of Enforcement's authorized delegate will assign investigators. Division of Forestry contact is Greg Vollhaber, 218-308-2067 (day), 218-368-9700 (cell). DNR Division of Enforcement contact is Robert Gorecki, Aitkin, 218-232-1115. Each contact person is responsible for their division's personnel. Other agency fire investigators may be contacted through MIFC Dispatch 218-327-4558.

Local field officers should 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 MNICS 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.

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:
   - Death or serious injury to anyone on the incident
   - Direct incident involvement (fire/all risk)
   - Accidental causes on an incident
   - Natural causes on the incident (i.e. heart attack)
   - Major destruction of homes or property
   - Burn over, tornado, flood, etc. where there is loss or suffering
   - Shelter deployment
   - Near miss (fire, flood, etc.)
   - 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

Chapter 30
Crews

Crews

20-Person Crews

Type 2 crews are used for initial attack, fireline construction and firing, including burning out a fireline. Minimum standards for National mobilization include one crew boss and three firefighters Type 1 (FFT1) squad bosses.

Type 2 Initial Attack Crews

MNICS establishes 2-4 Type 2 IA crews annually, with predetermined leadership. These crews are on a scheduled rotation from June through October. The crews are composed of personnel from multiple agencies and/or organizations across Minnesota; serving to improve interagency cooperation and communications.

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

Five-Person Crews

Consist of one squad boss (FFT1) and four firefighters (FFT2) with transportation. Specialized crews can be set up as needed.

Conservation Corps Minnesota (CCM) Crews

CCM crews are made up of four to six people and may need leadership. DNR areas may use CCM crews for local assignments. These crews are often put on-call during higher planning levels. To order CCM crews, go through normal ordering channels.

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 personal protection equipment (PPE) and fire boots that are in good condition and can stand up to rough terrain if needed. Make sure fire boots are broken in and comfortable.
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, tent, and any personal medications.

Chief of Party

(The Chief of Party is responsible to the sending unit dispatcher until all traveling personnel signed on the manifest list have reached their destination).

The sending unit dispatcher tracks the Chief of Party 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 that 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).

Chapter 40
Equipment and Supplies

Fire Cache

The Northeast Interagency Fire Cache (NEK) is provides a unified source of wildfire suppression supplies items are not locally available.

Because the NEK is a part of the National Cache System, anything listed in the National Fire Equipment System (NFES) catalog may be ordered through NEK. Items not in-stock can be ordered from other locations.

Refer to the NFES Catalog for a list of items stocked in the Cache. Those items listed in the catalog with the designator NEK are stocked at Grand Rapids. Catalog supplies may be ordered directly from the Cache or through the Resource Ordering Status System (ROSS). Radio and Cache van orders must be placed through the Minnesota Interagency Fire Center (MIFC).

Location

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

218/322-2763	Brian Wise Cache Manager
218/322-2764	Tom Staydohar Asst. Cache Manager
218/327-4581	FAX

Procedures

Agencies may have their own procedures but all orders start with a Resource Order (see Administrative Procedures, page 9) that is called into the agency dispatcher.

Radios

National Interagency Fire Center (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 command center site. Complete system descriptions and ordering information are in the Communications section of the catalog. NFES 4390 orders must go through MIFC Dispatch, to the Eastern Area Coordinating Center (EACC) or to the National Infrastructure Coordinating Center (NICC) to verify which 4390 kit will be assigned.

MNS Radio Cache

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

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, please include the frequency needed. All radio orders must go through MIFC Dispatch so a radio kit number can be assigned.

MIFC Communications Trailer

The Minnesota Department of Natural Resources (DNR) has two communications trailers available. Housed in Grand Rapids, they are ordered through MIFC Dispatch.

To drive or tow the 31-foot trailers, a regular class C driver license is required. 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-kilowat 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 number 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 come with a set-up person and/or a Communications Technician (COMT). If a dispatcher is needed, please order separately.

Questions about communications trailers?
Contact Tom Kaase, MIFC, 402 SE 11th St SE, Grand Rapids, MN 55744; 218-322-2695

Specialized Supplies

Incident Meteorologist (IMET) Service and Associated Equipment

On-site weather forecasts and briefings are a non-routine service available from those National Weather Service (NWS) offices with a designated incident meteorologist (IMET). The NWS incident meteorologist and associated equipment are considered national fire-fighting resource for providing on-site data collection and meteorological support.

The NWS will provide IMET services 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.

All Hazards Meteorological Response System (AMRS)

The equipment used by a Type 1 Certified incident meteorologist is referred to as the All Hazards Meteorological Response System, or AMRS unit. An AMRS unit consists of a lap top, cell phone with internet capability, printer, Upper Air System (Intermet) and various other weather collecting electronics and instruments.

The Intermet Upper Air System provides on-site upper level meteorological measurements by launching a weather balloon with GPS tracker. The upper air system consists of software (iMet-3150) installed on the IMET's laptop, radio, radiosonde, balloon and inflation equipment, parachute and de-reeler and string. Helium needed for the balloon release will be ordered and delivered to the incident once the IMET is on-site. This data provides the IMET with a vertical profile of wind, temperature, relative humidity and pressure measurements.

This equipment is NWS owned and is cached at designated NWS forecast offices which have a certified IMET. When an IMET is deployed to an incident, they will transport the AMRS unit either by vehicle or by air.

Remote Automated Weather Stations – FireRAWS

This equipment provides onsite meteorological observability for an incident. Units are maintained by the National Interagency Fire Center (NIFC) Bureau of Land Management RAWS Depot. Fire RAWS are dispatched and configured by agency technicians at

the fire site. A FireRAWS (NFES 5869) team can be ordered by the Incident Management Team (IMT) managing a fire.

Logistical responsibilities of the NWS

Assembly and operation of the ATMU and AMRS at a fire site are handled by a certified IMET.
Training is conducted with land management agencies when necessary and appropriate.

When services are requested, agencies must provide:

1. Transport of the ATMU, IMET and other necessary equipment. This may include air transportation or by rental vehicle (minivan or SUV are suggested).
2. A work area and telephone access for the IMET
3. Telephone access for the IMET
4. 2000 watts of 60 cycle 110 volt AC power (generator OK)
5. Open area to set 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 Duluth IMET 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.

IMET-required information for dispatch

1. A copy of the Resource Order with the IMET Resource Order Number (O#)
2. If the ATMU is requested by an IMET, an equipment order number (E #) will be needed by the EACC
3. Project name and number
4. Location of the ICP with directions on how to get there
5. Transportation arrangements for the ATMU
6. ICP name and phone number contact
7. Fire code or P-code (in case of accident or damages)

Release Procedures

If a fire has been contained, the IMET and fire behavior analyst (FBAN) will consult the planning section chief (PSC) to determine if further onsite weather support is needed. Release from an incident must be fully coordinated with the Incident Management Team.

Mobile Cache Support Van Kits

Mobile Cache Support Van Dispatch Procedures - 002069

Each spring, the Fire Cache will load two Eastern Area Mobile Cache Support vans on semi-trailers. Normally, these kits will be pre-positioned at the NEK in Grand Rapids. As necessary, under the direction of the Eastern Area center or MIFC coordinator, additional units can be on standby through a preparedness/pre-suppression resource order request.

As needs arise elsewhere for a pre-positioned Eastern area Mobile Cache Support Van, a preparedness/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 Mobile Cache Support Van for 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 preparedness/pre-suppression order will be released and transferred to the incident.

Dispatching 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 preparedness/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 is responsible for:

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

For items contained in the Mobile Cache Support Van, see pages 33-35.

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 NEK for reconditioning.

Returning supplies and equipment

To avoid delays to recondition and reissue supplies and equipment, all items must be returned to the Fire Cache during incident demobilization. If the unit plans to retain items after an incident, they need to be transferred from an incident order to a pre-suppression order as soon as the incident has been demobilized. Contact the Cache to make arrangements as it is very important that incidents do not keep equipment without following this process.

Hose should be drained, dried and rolled and returned to the Cache immediately. Certain types of hose deteriorate rapidly even with slight dampness. Please do not store used hose for later use; return it to the Cache.

When possible, incident kits should be reassembled before they are returned to the Cache, and damage should be noted. Notify the Fire Cache prior to returning supplies and equipment. Return items should be boxed and a return manifest prepared before shipment. A copy of the warehouse issue or a handwritten list of the items will work. An incident order number and management code are 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 cache received the required information.*

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 an item 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 technicians to repair cache items. If necessary, the cache will send a retrieval team to pick up supplies or equipment not being used. The incident can order a Cache Demobilization Specialist through normal dispatch channels to help with returns.

Incident Replacement

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

Incident replacement requisition

Prior to release, 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), page 90, 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. Supply Unit Leader (SUPL) approves replacement requests by each unit, based on engine accountability sheet or other fire equipment inventory documents.

The SUPL also determines if there are equipment and supplies available at the incident to be used for replacement. If they are unavailable at the incident, the SUPL 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

Only the incident's agency administrator or authorized representative can 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

RESOURCE	AGENCY	LOCATION	REMARKS	NUMBER
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

KIT, Mobile Cache Support Van

CACHE ITEM: 008621

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 Ib 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/l0 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, *wlcase* 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 Ib (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 l:Fire Supplies & Part 2: Publications (2009)	2	BK	
000390	KIT - Finance Section	1	KT	

Cache Item: 008621 KIT, Mobile Cache Support Van – p 2				
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	

Cache Item: 008621 KIT, Mobile Cache Support Van – p 3				
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	

Chapter 50

Aircraft

Agency Aircraft Policies

MN DNR certification

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

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

Before any federal personnel/employee can board any military, National Guard, Canadian or state-owned or 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. Aircraft should meet NASF Cooperators Aviation Standards for Interagency Fire. DNR Helicopter contracts meet the USFS/DOI Interagency Fire Helicopter 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, or helitorch).

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 have 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. Helicopter standards are identified in the *GLFFC Helicopter Standards* Guide.

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, to include:

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 aviation resources 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 various locations and tanker bases in Minnesota, including the Minnesota Interagency Fire Center (MIFC). There are two separate dispatch offices located in this building.

The Aviation Desk ("Air Desk" or "Fire Center") is the primary dispatch office for all MNICS aircraft, except the USFS Beavers based in Ely and is staffed with NWCG qualified aircraft dispatchers when there are USFS and/or DOI tactical aircraft available in the State.

The Aviation Desk provides daily updates of MNICS aircraft available to MNICS agencies for suppression use. They monitor the following frequencies for flight following and as a source for information for pilots:

- MIFC Air Net, VHF-FM 172.375 151.3700 (N) tone 136.5
- "FRST A/G" on the ARMER (800MHz)
- National Flight Following 168.6500 (N) Tx tone 110.9
- Air Guard – 168.625 (N) Tx tone 110.9

Forest Dispatch - The USFS dispatch office for the Superior National Forest is "Superior Dispatch" and the Chippewa National Forest is "Chippewa Dispatch". They are responsible for dispatching all ground resources and the Beavers. They request tactical aviation resource needs from the Aviation Desk

Forest Dispatch monitors the following radio frequencies:

- Superior Net 170.5250 (N) no tone
- Chippewa Net 173.7750 (N) no tone
- National Flight Following 168.6500 (N) Tx tone 110.9
- Air Guard – 168.625 (N) Tx tone 110.9

MNICS - All MNICS fire suppression aviation assets are shared by interagency partners and are mobilized with the "closest resource" concept.

A Prioritizer / Decision Maker (PDM) for aviation assets will be identified each day and available to the Aviation Desk. This person will make priority decisions for all tactical aircraft in the state, except for the Beavers and the Red Lake Agency helicopter. Oversight will be provided by interagency partners when appropriate. *See qualifications and matrix below.*

MNICS Aviation Prioritizer / Decision Maker

Matrix and Recommended Qualifications

State Planning Level	Activity / Conditions	Primary PDM	Secondary PDM
II	**Low - < 1 request/day**	**Lead Aviation Dispatcher**	**None**
III & IV	**Moderate - 1-3 requests/day** • **Winds < 10, RH > 30%**	**Lead Aviation Dispatcher**	**Agency Fire/Aviation Manager Available at MIFC or On Call**
III & IV	**High - 3-5 requests/day** • **Winds 10-15, RH < 30%**	**Lead Aviation Dispatcher or Scheduled PDM at MIFC**	**Agency Fire/Aviation Manager at MIFC**
III & IV	**Very High - > 5 requests /day** • **Winds > 15, RH < 20%**	**Scheduled PDM at Aviation Desk**	**Agency Fire/Aviation Manager at MIFC**
V	**Extreme** • **IMT Activated** • **Winds > 20, RH < 20%**	**Scheduled PDM at Aviation Desk**	**Secondary PDM Identified & Available at MIFC**

Recommended minimum qualifications for the PDM are ICT3, ATGS or ASGS (Trainees may be utilized). Individuals without these qualifications must be approved as PDM's by agencies represented on the MNICS Task Force.

The MNICS PDM will determine statewide aviation priorities. Initial attack will be priority over large fire support. Priorities will be based on the following criteria:

1. Life
2. SAR/emergencies (As requested and per agency policy)
3. Structures
4. Property
5. Timber fires
6. Brush and grass fires
7. Wilderness fires

Tanker Bases - Aviation dispatchers or aircraft base radio operators (ABRO) are available in Bemidji, Brainerd, Hibbing, Warroad, Princeton and Ely. Reload bases are sometimes established and usually have dispatch capabilities. Tanker Bases monitor the following radio frequencies:

- 120.125 for initial contact
- DNR – Fire Air Net
- Ely – Superior (Forest) Net
- National Flight Following 168.6500 (N) Tx tone 110.9
- Air Guard

Helibases - Helicopters are staffed with initial attack crews that are dispatched from a tanker base or the Aviation Desk.

Requests for Tactical Aircraft

Requests for aircraft from MNICS partners are made in a variety of ways, depending on the agency. MNICS Dispatch will make the commit notifications to all appropriate parties.

USFS - All requests for tactical aircraft will be made from I.C.'s to Forest Dispatch. Requests will be relayed from Forest Dispatch to the Aviation Desk. The Beavers will be dispatched by Superior Dispatch.

Minnesota Agencies / BIA – Red Lake DNR, Bois Forte Forestry, and Grand Portage have dispatch centers that will make the aircraft orders directly to their respective Tanker Bases. All other BIA/tribal fire programs will order through their respective dispatch centers.

FWS & NPS - Requests are made from IC's through their respective dispatcher to the Aviation Desk.

DNR – Requests for aircraft are made from the Area dispatcher directly to the closest DNR or DNR/BIA tanker base or the Aviation Desk. This does not include the USFS Tanker Base in Ely. If needed, the Aviation Desk will request Forest Service assets.

HSEM- All requests will be placed to the Aviation Desk. These requests usually are made by the State Duty Officer.

Coordination & Dispatching Aircraft

If requests are made directly to a tanker base and the needed resources are not available the tanker base or helibase the dispatcher will forward the request to the Aviation Desk so the closest resource can be mobilized. When a tanker base mobilizes an aircraft they immediately inform the Aviation Desk so the PDM is aware of the activity. Aircraft are also tracked via AFF and WildCAD.

The Aviation Desk has dispatch authority for all aviation resources based in Ely, except the Beavers.

Daily planning calls at 1630 during Planning Level III and above include MNICS Partners so aviation assets can be properly located and coordinated statewide. Agency FMO's and DNR Regional Fire Team Leaders should route their input to their appropriate Aviation Officer/Manager.

National Type I, II & III Air Tankers – The Aviation Desk will first notify the Eastern Area Coordination Center Aviation desk whenever there is a request for a National Type I, II or III air Tanker before one is dispatched or committed to a local incident. They will also ensure that a Tactical Aircraft Request form has been completely filled out and faxed or emailed to EACC. MNICS Dispatch or the Aviation Desk will create the resource order in ROSS. All national resources will be dispatched by the Air Desk.

Communications
Aircraft operating on MNICS incidents will 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 will normally have a VHF-FM communications system operating in the 150 to 174 MHz frequency range.

Automated Flight Following (AFF)
Contracted and agency aircraft are equipped with Automated Flight Following (AFF) The requirement for AFF on Cooperator agency aircraft, including Canadian, National Guard and State Patrol airplanes and helicopters, is waived since they are not equipped with AFF. AFF is the primary method of flight following for all tactical aircraft except for the agencies listed above and DNR detection aircraft.

If the AFF system fails during flight or the aircraft is not capable of AFF, the aircraft will flight follow with 15 minute radio check-in's on the pre-determined frequency. When within the Fire Traffic Area (FTA) aircraft may flight follow with the ATGS, HLCO or locally rather than with the Tanker Base or MIFC Aviation Desk.

Ordering Interagency Aircraft

Aviation resources in Minnesota
There are some unique aviation resources available in Minnesota from various interagency partners for fire suppression. Resources include contracted aircraft:

- Fire Boss' (water scoopers)
- SEATs
- Air Attack platforms
- Type III helicopters
- Type I helicopter (USFS)

Cooperator aircraft:

- Minnesota National Guard (MNARNG) Type 1 helicopters (Blackhawks and Chinooks)
- MN State Patrol Type III helicopters
- Canadian CL-415 & CL-215's, Bird Dogs (Air Attack), and Type II and III Helicopters may also be available.

Cooperator aircraft are sometimes requested for initial response to fires in federal jurisdiction due to the proximity, mobilization time and availability of similar contracted aircraft in Minnesota. They must be pre-approved for use and are mobilized 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 an order for a Type 1 helicopter is being filled for a Federal fire 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 MNARNG aircraft could then be released from the incident.

Tactical Aircraft

Air Attack

MNICS agencies use single engine and twin-engine fixed wing aircraft for air attack platforms. An Air Tactical Group Supervisor will be used (or on order) any time four or more aircraft (fixed and/or rotary wing) are operating over a fire.

On DNR fires, if one is available, an Air Tactical Group Supervisor should be ordered for all fires that have requested air tankers.

During complex aviation operations, Air Tactical Group Supervisors (ATGS) will manage overall operations and Lead planes may be utilized to supervise air tankers or other fixed wing operations.

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.

There are several local ATGS available in Minnesota. Their knowledge of local conditions and operating procedures, to include, geography, fuels, fire behavior and infested and waters of special concern is of great value for initial attack operations. They will assist with briefing incoming ATGS.

If there are two ATGS co-located at a tanker base missions will be rotated by every other request to keep flights distributed. ASMs will not be in a normal rotation for initial attack since their primary function is providing support to support for large airtankers or they could be mobilized to a higher priority in the Region or Nationwide.

Lead Planes

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

Type I, II and III Air Tankers will normally be based at one of the four primary tanker bases in Minnesota. 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.

- Type I, II and III Air Tankers from the National USFS Contract will have pilots that may or may not be initial attack qualified.
- Three single engine Type 4 Beaver aircraft (SUF) based at the Ely Seaplane Base with initial attack qualified pilots.
- Single engine air tankers (SEATS) and Fire Boss' will normally be interagency carded.
- Contracted CL-415s are interagency carded and may be based at airports, other than tanker bases, such as Grand Rapids.
- Canadian tankers are authorized for use through various agreements.

Military Aircraft

All National Guard aircraft will be requested through MIFC. Radios in National Guard military aircraft are generally equipped with VHF-AM and VHF-FM radios 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 or equivalent 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.

Helicopter Coordinator

A Helicopter Coordinator (HLCO) should be considered when National Guard Type 1 helicopters are operating on incidents. HLCO's are also valuable on large, extended attack fires.

Air Tanker Base Data

General Information

There are four permanent tanker bases and two 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. 120.125. The Ramp frequency for all tanker bases is VHF-AM 120.125.

Canada / Minnesota 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 operations for initial attack and extended attack, with most of this work being performed by their CL-215's, CL-415's and "Bird Dog" aircraft.

Manitoba

Minnesota DNR Forestry has written forest fire protection agreements with Manitoba for their CL-215, CL-415 and Bird Dog aircraft.

1. Radio Frequency - monitored by both tankers and Bird Dog 122.925/air-to-air.
2. If contact cannot be made 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 tanker support from Manitoba, contact MIFC, with the information on the Tactical Aircraft Request Form.
4. Type II or III Helicopters from Manitoba may be obtained through MIFC CWN Contract helicopters are provided through the Great Lakes Forest Fire Compact (GLFFC) and are not pre-approved for use on federal incidents.

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 contact cannot be made 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 Tactical Aircraft Request Form.
4. Type II or III Helicopters may be obtained through MIFC from the Ontario Ministry of Natural Resources. Ministry-owned or CWN helicopters are provided through GLFFC and are not pre-approved for use on federal incidents.

Minnesota

Minnesota DNR Forestry as written operating plans with Ontario and Manitoba for sharing aircraft for initial attack or pre-positioning aircraft.

Air Tanker Bases in Minnesota

*gallons

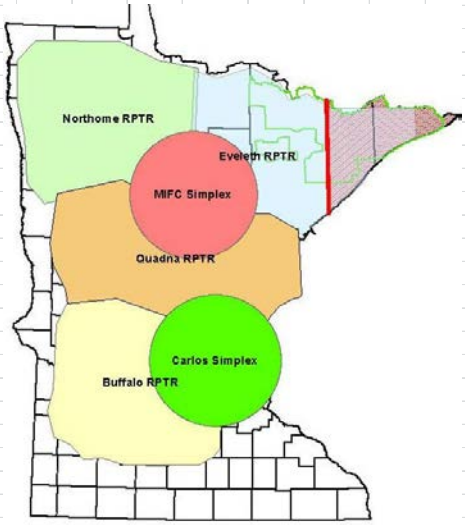
Base Name	Runway Length	Storage Capacity Retardant*	Storage Capacity Water*	FBO Phone	Tanker Base Phone	Fuel Type Available	Administrator
Hibbing Tanker Base	6758' 3075’	20,000	20,000	218-263-4353	218-262-7334 FAX-262-7327	100 LL JET A	MNDNR MIFC
Ely Tanker Base	5600'	10,000	10,000	218-365-5600	218-365-4831	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 Tanker Base	3900’	3,000 1,500	10,000	none	218-244-2365 FAX-389-2172	100 LL JET A	MNDNR MIFC
Warroad Tanker Base	5400’	3,000	10,000	218-386-9431	218-386-3492 FAX-386-1141	100 LL JET A	MNDNR MIFC
Grand Rapids (scooper base)	5747 3000	0	0	218-326-1226		100LL Jet A	MNICS

MNDNR Fire Air Net

MN DNR FIRE AIR NET

Simplex & Repeater Zones

Revised 1/1/2016



Location	Rx	Tone	Tx	Tone	N/D
MIFC Simplex	151.3700	136.5	151.3700	136.5	N
Carlos Simplex	151.3700	100.0	151.3700	100.0	N
Quadna Repeater	151.3700	136.5	156.1350	110.9	N
Eveleth Repeater	151.3700	136.5	156.1350	103.5	N
Northome Repeater	151.3700	136.5	156.1350	127.3	N
Buffalo Repeater	151.3700	100.0	156.1350	136.5	N

Approximate coverage shown on map based on 2,500' MSL

MN DNR FIRE AIR NET

Communications Procedures

For best results adhere to the following guidelines:

MIFC SIMPLEX
When operating within approximately 50 nautical miles of Grand Rapids (GPZ), please remain on MIFC SIMPLEX

CARLOS SIMPLEX
When operating within approximately 50 nautical miles of Carlos Avery Wildlife Management Area (Forest Lake - 25D) please remain on CARLOS SIMPLEX Rx & Tx tone 100.0

QUADNA Repeater
When operating in Central MN, use QUADNA

EVELETH Repeater
When operating in Northeastern MN, use EVELETH
East of St. Louis County line (red) will likely be Superior Net or Identified before dispatch

NORTHOME Repeater
When operating in Northwestern MN, use NORTHOME

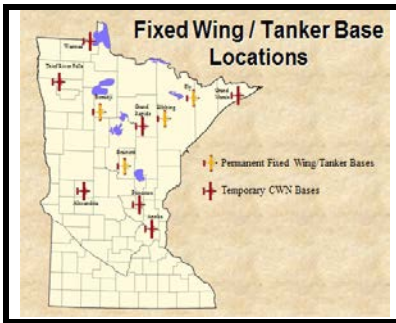
BUFFALO Repeater
When operating in Southwestern MN, use BUFFALO
Rx tone 100.0

Always announce the frequency you are on:
- MIFC SIMPLEX, CARLOS SIMPLEX, QUADNA, etc.
- Use the listed call sign for the frequency

The MIFC Aviation Desk also monitors FRST A/G on the ARMER (800 MHz) Radio System

Revised 1/1/2016

Minnesota Aerial Fire Suppression Aircraft Water Scoopers

	Fire Boss	CL-215	CL-415
			
Water Dropping Capacity	799 Gal	1,400 Gal	1,600 Gal
Foam Capabilities	24 loads – Maximum	20 Loads	N/A (Current Contract)
Gel Capabilities	Load at Tanker Base	N/A	N/A
Retardant Capabilities	Load at Tanker Base	N/A	N/A
Drop Height	60-100 ft. above canopy	100-200’ above Canopy	100-200’ above Canopy
Load Release	Two Clamshell Doors – Computer Controlled Constant Flow – Salvo, String, or Split Drops – Coverage Level 1-6	Two Doors –Computer Controlled, Single Operation, Sequence or Salvo	Four Doors – Computer Controlled, Single Operation, Sequence or Salvo
Type of Fuel	Jet A	100LL	Jet A
Fuel Burn/hour	600 lbs/90 gal	1000lbs/225 gal.	1500lbs/350 gal.
Min Runway Length	3,000 gravel	5,000 feet	3,500 feet
Water Scooping Distance (Touch down to lift off)	2,000 feet	2,000 feet	2,000 feet
Total Pickup distance to clear 50 foot obstacle	5,668 feet	5,280 feet	4,400 feet
Min. Scooping Water Depth	4 ft.	8 ft	8 ft
Headwind Limitations	40 mph	None	None
Crosswind	20 knots	22 knots	22 knots
Fuel Cycle	3 hours	4 hours	4 hours
Normal Cruise Speed	140 knots	150 knots	170 knots
Max. Cruise Speed	155 knots	164 knots	187 knots

Tanker Operations Safety

Tanker operations are potentially dangerous. The entire load can be released in seconds. From drop heights of 100-200 feet, this force can have a devastating effect on tree crowns and shallow rooted tree species. It is essential that all line personnel stay clear of the drop zones.

Buffers around the drop zone must be maintained to provide a safe working environment for ground personnel.

These minimum standards should be followed:

- **200’** laterally for personnel & equipment
- **300’** in front of or behind canopied equipment
- **500’** in front of or behind unprotected personnel

MNDNR and MNICS Radio Frequencies

MN DNR FORESTRY AVIATION PROGRAM				
MN DNR RADIO FREQUENCY CARD				
	Page 1	Updated 1-1-2016		
CH	AREA / DESIGNATOR	FREQUENCY	TONE	N/D
1	DNR TAC 1	151.4750	156.7	N
2	MINICS TAC 2	170.4750		N
3	VFIRE23 (*FIRE MUTUAL AID*)	154.2950	Tx156.7	N
4	DNR AIR/GROUND 1	151.3400	110.9	N
5	DNR AIR/GROUND 2	159.3000	110.9	N
6	MINICS AIR/GROUND 1 (A/G 70)	167.9500		N
7	MINICS AIR/GROUND 2 (A/G 28)	170.0000		N
8	MIFC SIMPLEX- *Air Net*	151.3700	136.5	N
9	QUADNA REPEATER* Rx	151.3700	136.5	N
	Central MN Air Net Tx	156.1350	110.9	N
10	EVELETH REPEATER* Rx	151.3700	136.5	N
	Northeast MN Air Net Tx	156.1350	103.5	N
11	NORTHOME REPEATER* Rx	151.3700	136.5	N
	Northwest MN Air Net Tx	156.1350	127.3	N
12	BUFFALO REPEATER* Rx	151.3700	100.0	N
	Southern MN Air Net Tx	156.1350	136.5	N
13	CARLOS SIMPLEX - *Air Net*	151.3700	100.0	N
14	HELIBASE DECK / RAMP	159.2400	100.0	N
15	WARROAD (*Wannaska*)	151.3850	127.3	N
16	BAUDETTE	151.3250	127.3	N
17	BEMIDJI	151.2650	136.5	N
18	PARK RAPIDS	151.3850	136.5	N
19	BACKUS	151.1750	146.2	N
20	LITTLEFORK	151.1750	127.3	N
21	TOWER	151.2650	103.5	N
22	TWO HARBORS	151.1750	103.5	N
23	CLOQUET	154.4300	103.5	N
24	HIBBING (*Eveleth*)	151.3250	103.5	N
25	DEER RIVER (*Grand Rapids*)	151.3850	110.9	N
26	AITKIN	151.2650	110.9	N
27	SANDSTONE	151.3850	146.2	N
28	LITTLE FALLS	151.4000	156.7	N
29	CAMBRIDGE	151.3250	146.2	N
30	ROCHESTER	151.2650	127.3	N
	AIR GUARD	168.625	Tx110.9	N
TRANSPONDER 1255		LIGHTS ON		
All are Simplex unless designated with Repeater*				
Note: Channel 3 - (VFIRE 23) & AIR GUARD - Tone on Tx Only				

MN DNR FORESTRY AVIATION PROGRAM				
AM (Victor) & MNICS RADIO FREQUENCY CARD				
	Page 2	Updated 1-1-2016		
CH	AREA / DESIGNATOR	SIMPLEX	TONE	N/D
31	USFS - SUPERIOR NET	170.5250		N
32	USFS - SUPERIOR TAC 1	169.1250		N
33	USFS AIR/GROUND (A/G 19)	168.1250		N
34	USFS - CHIPPEWA NET	173.7750		N
35	USFS - CHIPPEWA TAC 1	171.5500		N
36	USFS - NAT'L FLIGHT FOLLOW	168.6500	Tx110.9	N
37	USFS - NAT'L TAC 1	168.0500		N
38	USFS - NAT'L TAC 2	168.2000		N
39	USFS - NAT'L TAC 3	168.6000		N
40	BIA - STATEWIDE	172.4250		N
41	BIA – RED LAKE	166.2750	Tx114.8	N
42	BIA - NETT LAKE	172.4250	Tx100.0	N
43	BIA - NETT LAKE* Rx	172.4250		N
	Nett Lake Repeater Tx	171.7250	100.0	N
44	VOYAGEURS NP ANALOG	166.9000		N
45	VOYAGEURS NP DIGITAL	166.9000	$100	D
46	VLAW31 (*MINSEF*)	155.4750	Tx 156.7	N
47	VMED28 (*EMS*)	155.3400	Tx 156.7	N
48	MNCOMM (*MIMS*)	155.3700	Tx 156.7	N
49	V-CALL 10	155.7525	Tx 156.7	N
50	V-TAC 11	151.1375	Tx 156.7	N
51	V-TAC 12	154.4525	Tx 156.7	N
52	V-TAC 13	158.7375	Tx 156.7	N
53	V-TAC 14	159.4725	Tx 156.7	N

ARMER (800MHz)
MIFC AVIATION DESK MONITORS "FRST A/G"
STATE PATROL DISPATCHER MONITORS "MSP CALL"

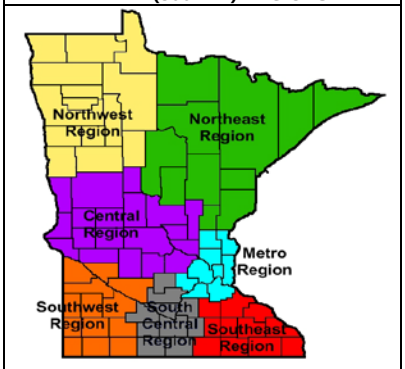
VHF-AM (VICTOR) FREQUENCIES	
PRIMARY INITIAL ATTACK - A/A & A/G	122.925
ALPHA - INITIAL ATTACK - AIR/AIR	124.650
BRAVO - INITIAL ATTACK AIR/AIR	119.950
CHARLIE - INITIAL ATTACK AIR/AIR	119.850
MNICS - AIR/AIR - ALL RISK FREQUENCY	123.025
TANKER BASE OPERATIONS-AIR/GRND / RAMP	120.125
TRANSPONDER 1255	LIGHTS ON
All are Simplex unless designated with Repeater* / Note: Channel 45 is digital	
Note: Channels 36, 41, 42, 46-53 - Tone on Tx Only	

Basic DNR Forestry Armer 800 MHz Fleet Map

1/1/2016	BASIC DNR FORESTRY ARMER (800MHz) FLEET MAP												
ZONE A		ZONE B		ZONE C		ZONE D		ZONE E		ZONE F		ZONE G
DNR FORESTRY		METRO IC ZONE		CENTRAL IC ZONE		NORTHEAST IC ZONE		NORTHWEST CO / IC-ZONE		SOUTHEAST IC ZONE		SO CENTRAL IC ZONE
DNR FRST	1	MSP CALL	1	CM CALL	1	NE-CALL	1	NW-CALL	1	SE-CALL	1	SR CALL
FRST ADM	2	ME TAC 1	2	CM 2	2	NE-2	2	NW 2	2	SE-2	2	SR-2
FRST NW 3	3	ME TAC 2	3	CM 3	3	NE-3	3	NW 3	3	SE-3	3	SR-3
FRST NE 3	4	ME TAC 3	4	CM 4	4	NE-4	4	NW 4	4	SE-4	4	SR-4
FRST SC 3	5	ME TAC 4	5	CM 5	5	NE-5	5	NW 5	5	SE-5	5	SR-5
FRST CAMB	6	ME TAC 5	6	CM 6	6	NE-6	6	NW 6	6	SE-6	6	SR-6
C. Ripley-Fire	7	ME TAC 6	7	CM 7	7	NE-7	7	NW 7	7	SE-7	7	SR-7
Ripley-Range	8	ME TAC 7	8	CM 8	8	NE-8	8	NW 8	8	SE-8	8	SR-8
DRO-1	9	ME TAC 8	9	CM 9	9	NE-9	9	NW 9	9	SE-9	9	SR-9
DRO-2	10	STAC 1	10	CM 10	10	NE-10	10	NW 10	10	SE-10	10	SR-10
DRO-3	11	8CALL90	11	CM 11	11	NE-11	11	NW 11	11	SE-11	11	SR-11
DRO-4	12	FRST CAMB	12	CM 12	12	NE-12	12	NW 12	12	SE-12	12	SR-12
FSOA1	13	FRST SC 1	13	FRST SC 1	13	FRST NE 1	13	FRST NW 1	13	FRST SC 1	13	FRST SC 1
DYN RGP	14	FRST SC 2	14	FRST SC 2	14	FRST NE 2	14	FRST NW 2	14	FRST SC 2	14	FRST SC 2
SEMTAC	15	FRST SC 3	15	FRST SC 3	15	FRST NE 3	15	FRST NW 3	15	FRST SC 3	15	FRST SC 3
FRST A/G	16	FRST A/G	16	FRST A/G	16	FRST A/G	16	FRST A/G	16	FRST A/G	16	FRST A/G

ZONE H		ZONE I		ZONE J	
SOUTHWEST IC ZONE		STATEWIDE INTEROP		CONVENTIONAL INTEROP	
SW-CALL1	1	STAC1	1	8CALL90	1
SW-2	2	STAC2	2	8TAC91	2
SW-3	3	STAC3	3	8TAC92	3
SW-4	4	STAC4	4	8TAC93	4
SW-5	5	STAC5	5	8TAC94	5
SW-6	6	STAC6	6	8CALL90D	6
SW-7	7	STAC7	7	8TAC91D	7
SW-8	8	STAC8	8	8TAC92D	8
SW-9	9	STAC9	9	8TAC93D	9
SW-10	10	STAC10	10	8TAC94D	10
SW-11	11	STAC11	11	8SOA1	11
SW-12	12	STAC12	12	8SOA2	12
FRST SC 1	13	FSOA1	13	8SOA3	13
FRST SC 2	14	FSOA2	14	8SOA4	14
FRST SC 3	15	DNR FRST	15	FSOA1	15
FRST A/G	16	FRST A/G	16	FSOA2	16

ARMER (800MHz) REGIONS



HAILING TALKGROUP	TRUNKED TALKGROUPS	SIMPLEX (NON-TRUNKED) TALKGROUPS
NATIONWIDE ANALOG CONVENTIONAL CHANNELS		"D" - DIRECT or SIMPLEX CHANNELS

CUSTOMIZED TALKGROUPS						
ZONE K		ZONE L		ZONE M		ZONE N
DNR FRST	1	DNR FRST	1	DNR FRST	1	DNR FRST
FRST ADM	2	FRST ADM	2	FRST ADM	2	FRST ADM
	3		3		3	
	4		4		4	
	5		5		5	
	6		6		6	
	7		7		7	
	8		8		8	
	9		9		9	
	10		10		10	
	11		11		11	
	12		12		12	
	13		13		13	
	14		14		14	
	15		15		15	
	16		16		16	

PROCEDURES
MAKE INITIAL CONTACT WITH COUNTY DISPATCHER ON PRIMARY IC ZONE (HAILING) TALKGROUP TO NOTIFY THEM THAT YOU ARE RESPONDING
"_____ COUNTY - DNR (RESOURCE) _____ ON _____ CALL"
"DNR IS RESPONDING TO THE_____ INCIDENT,
REQUESTING THE ASSIGNED TALKGROUP"
COUNTY DISPATCHER WILL NOTIFY YOU OF THE ASSIGNED TALKGROUP FOR THE INCIDENT
IF THE TALKGROUP ASSIGNED TO THE INCIDENT IS ON YOUR FLEET MAP AND PROGRAMMED INTO YOUR RADIO, USE IT FOR INCIDENT COMMUNICATIONS
IF THE TALKGROUP ASSIGNED TO THE INCIDENT IS NOT AVAILABLE ON YOUR RADIO, REQUEST AN IC ZONE TALKGROUP FROM THE DISPATCHER

ZONE DESCRIPTIONS	
ZONE A	DNR FORESTRY, CAMP RIPLEY & DISASTER RELIEF TALKGROUPS
ZONES B-C-D-E-F-G-H	IC ZONE TALKGROUPS - ASSIGNED BY COUNTY DISPATCHERS
ZONE I-J	STATEWIDE INTEROPERABILITY ZONES
ZONES K-L-M-N	CUSTOMIZED BY AREA / REGION / MIFC

INFORMATION	
DRO-1	RED CROSS
DRO-2	SALVATION ARMY
DRO-3	DISASTER RELIEF
DRO-4	DISASTER RELIEF
SEMTAC	EMERGENCY MANAGEMENT
DYN RGP	RADIO REGROUP
MIFC AVIATION DESK MONITORS "FRST A/G"	
STATE PATROL DISPATCHER MONITORS "MSP CALL"	

GLFFC Radio Frequencies

MN DNR FORESTRY AVIATION PROGRAM				
GLFFC RADIO FREQUENCY CARD				
Page 1		*Revised 1/1/2016*		
CH	AREA / DESIGNATOR	FREQUENCY	TONE	N/W
WISCONSIN FM FREQUENCIES				
54	WISCONSIN - RED	151.4300	Tx136.5	N
55	WISCONSIN - BROWN	151.4000	Tx146.2	N
56	WISCONSIN - PURPLE	151.1600	Tx 71.9	N
57	WISC. AIR/GROUND	170.4750	156.7	N
58	WISC. FG BLUE (MUT-AID)	154.2950	Tx 85.4	N
59	WISCONSIN* Rx	151.1450	156.7	N
	Cumberland (Aircraft) Tx	159.2250	85.4	N
60	WISCONSIN* Rx	151.3550	103.5	N
	Brule (Aircraft) Tx	159.3300	192.8	N
61	WISCONSIN* Rx	151.3550	136.5	N
	Black River Falls (Aircraft) Tx	159.3300	85.4	N
62	WISCONSIN* Rx	151.2050	156.7	N
	Park Falls (Aircraft) Tx	159.2550	110.9	N
63	WISCONSIN* Rx	151.1450	146.2	N
	Wisconsin Rapids (Aircraft) Tx	159.2250	151.4	N
64	USFS AIR/GROUND (A/G 19)	168.1250		N
65	USFS AIR/GROUND (A/G 51)	168.3125		N
66	USFS AIR/GROUND (A/G 16)	169.1750		N
WISCONSIN VHF-AM (VICTOR) FREQUENCIES				
PRIMARY INITIAL ATTACK - A/A & A/G			122.925	
SECONDARY - INITIAL ATTACK - A/A & A/G			122.850	
WISCONSIN PHONE CONTACTS				
BRULE DISPATCH			715-372-5686	
CUMBERLAND DISPATCH			715-822-3154	
ONTARIO LOW BAND FM FREQUENCIES				
1	FT. FRANCES	46.62	110.9	LB
3	KENORA	46.68	110.9	LB
5	DRYDEN REGION	46.72	110.9	LB
8	ATIKOKAN	46.82	110.9	LB
15	THUNDER BAY	46.54	110.9	LB
ONTARIO VHF-AM (VICTOR) FREQUENCIES				
BORDER INITIAL ATTACK A/A			122.925	
DRYDEN INITIAL ATTACK A/A			122.650	
THUNDER BAY INITIAL ATTACK A/A			122.250	
KENORA INITIAL ATTACK A/A			130.350	
ONTARIO PHONE CONTACTS				
WEST REGION DUTY OFFICER			807-937-7240	
WEST REGION AIRCRAFT MANAGEMENT OFFICER			807-937-7218	
All Frequencies are Simplex unless designated with Repeater*				

MN DNR FORESTRY AVIATION PROGRAM				
GLFFC RADIO FREQUENCY CARD				
Page 2		*Revised 1/1/2016*		
CH	AREA / DESIGNATOR	FREQUENCY	TONE	N/W
MICHIGAN FM FREQUENCIES				
67	AIR/GROUND UP	171.5750		N
68	AIR/GROUND LP	171.4250		N
69	MI DNR TAC 1	151.3250		N
70	MI DNR TAC 2	159.2700		N
71	MI DNR TAC 3	159.3450		N
73	VFIRE23	154.2950	Tx156.7	N
74	USFS AIR/GROUND (A/G 66)	166.6750		N
75	USFS AIR/GROUND (A/G 28)	170.0000		N
76	USFS AIR/GROUND (A/G 70)	167.9500		N
MICHIGAN 800 MHz				
State of Michigan uses 800 MHz - Can Use Zone J (Conventional Interop)				
8CALL90, 8TAC91, 8TAC92, 8TAC93, 8TAC94 & "D" talkgroups for Simplex				
MICHIGAN VHF-AM (VICTOR) FREQUENCIES				
PRIMARY INITIAL ATTACK - A/A & A/G			122.925	
MICHIGAN PHONE CONTACTS				
LOWER PENINSULA			989-275-5151	
UPPER PENINSULA			906-249-1497	
MANITOBA FM FREQUENCIES				
77	MANITOBA* Regional DO Rx	163.6500		W
	Lac du Bonnet Fire Centre (4) Tx	164.8800		W
78	MANITOBA* Rx	164.1600		W
	Steinbach (5) Tx	163.1700		W
79	MANITOBA* Rx	163.8900		W
	Sprague (1) Tx	164.8200		W
80	MANITOBA* Rx	163.8300		W
	Jessica Lake (3) Tx	164.6100		W
81	FIRE COMMISSIONER TAC	158.5500		W
82	A/G (12) Primary	163.6650		W
83	A/G (14) North	163.0200		W
MANITOBA VHF-AM (VICTOR) FREQUENCIES				
BORDER FIRES - PRIMARY INITIAL ATTACK A/A			122.925	
BIRD DOG #191			122.650	
BIRD DOG #192			122.250	
BIRD DOG #193			122.050	
BIRD DOG #198			122.850	
MANITOBA PHONE CONTACTS				
EASTERN REGION DUTY OFFICER			204-345-1418	
PROVINCIAL DUTY OFFICER - WINNIPEG			204-945-5252	
All frequencies are Simplex unless designated with Repeater*				

Chapter 60

Predictive Services

Reporting

Intelligence Reports

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

Minnesota 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 (EACC) for inclusion in the Geographic Area Report. The EACC report then rolls up into the National Incident Management Situation Report (IMSR).

Inputting data: Agencies should provide data by submitting a Minnesota Daily Interagency Situation Report (*page 63*) to MIFC intelligence by 0900 each morning via fax 218-327-4528 or email at mifcintell.dnr@state.mn.us . See the Eastern Area Mobilization Guide (EAMG), for reporting guidelines.

Wildfire Situation Update

The Wildfire Situation Update is a Minnesota Department of Natural Resources (DNR) report that shows current DNR fire activity and preparedness levels across the state. Fire statistics for MNICS cooperators are also included. See www.mnics.org For Members (Staffing / Planning Levels / Dispatch).

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 are due by 0745. Those that come in after 0745 will be included in the Wildfire Situation Update.

Retrieving reports: The public Wildfire Situation Update is posted on the DNR Fire website: www.dnr.state.mn.us/forestry/fire/wildfirereports_tools.html. The agency-only report is on the DNR intranet.

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 active military air operations area usage (MOA/MTR military operating area / military training route). This report is posted on the DNR Intranet. The Air Desk will fax or email 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 provided to 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 (Monthly Fire Weather / Fire Danger Outlook)

MIFC produces the Potential Assessment Report (Fire Potential/Fire Danger Outlook) each month. Information to be considered for inclusion in the report should be submitted on the form available on *page 109* or on the EACC website at http://gacc.nifc.gov/eacc/predictive_services/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:

Agency	Time	To
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 65.* Prescribed burns can be entered into the Prescribed Burns Database located at: https://webapps11.dnr.state.mn.us//fire_reporting/prescribed_burns/new

Prescribed Fire Dispatch Protocols

Most ordering of prescribed fire resources is 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 ordering. 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 National Wildfire Coordinating Group (NWCG) 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 (if the complexity level requires a division supervisor 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 expenses, overtime and per diem only, or none of the above.

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

Prescribed fire availability: Each year agencies will 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.

Burning Restrictions

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, the U.S. Forest Service (Chippewa and Superior National Forests), the National Park Service, Voyageur's National Park, the U.S. Fish & Wildlife Service, and Bureau of Indian Affairs 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 (See class information at right) 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
State 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
State 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
State- 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 use of fireworks allowed outside of municipalities.
7. No welding, acetylene torches or other devices with open flame allowed in forest areas except under special permits.
8. 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
State 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
State Planning Level: 5

Remote Automated Weather Stations (RAWS)



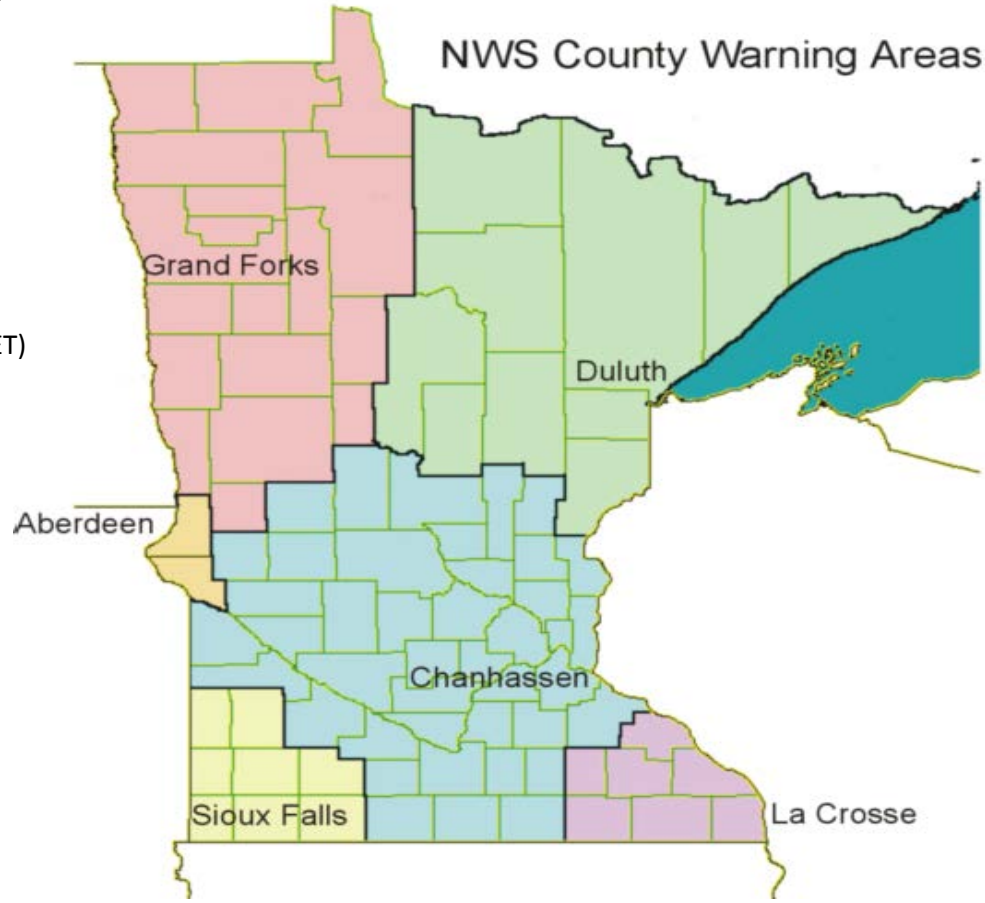
National Weather Service

There are six National Weather Service (NWS) offices that provide fire weather forecasts in Minnesota. See www.weather.gov

Twin Cities, MN (Chanhassen)
NWS Forecast Office
952-361-6671
Fire Weather Program Leader
Mike Griesinger
michael.griesinger@noaa.gov

Duluth, MN
NWS Forecast Office
218-729-6697
Fire Weather Focal Point (IMET)
Amanda Graning
amanda.graning@noaa.gov

Grand Forks, ND
NWS Forecast Office
701-795-5198
Fire Weather Program Leader
Al Voelker
al.voelker@noaa.gov



LaCrosse, WI
NWS Forecast Office
608-784-8275
Fire Weather Program Leader
John Wetenkamp
john.wetenkamp@noaa.gov

Sioux Falls, SD
NWS Forecast Office
605-330-4246
Fire Weather Program Leader
Mike Fuhs
michael.fuhs@noaa.gov

Aberdeen, SD
NWS Forecast Office
605-225-5547
Fire Weather Program Leader
Travis Tarver
travis.tarver@noaa.gov

Chapter 70

Directory

Minnesota Interagency Fire Center
MN-MFC

402 11th Street SE Grand Rapids, MN 55744	Fire phone: **218-327-4558**
Dispatch FAX: 218-327-4528 General Email: mifcdispatch.DNR@state.mn.us mifcintell.DNR@state.mn.us mifcairdesk.DNR@state.mn.us	Night or 24-hour phone: **218-327-4558** *After hours: Main line connects to duty officer on call.*
	Duty officers: Rebekah Luedtke, Tasha Woodwick, BJ Glesener, Christi Powers

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

NAME/TITLE	CITY	EMAIL	WORK	PERSONAL
Luedtke, Rebekah MIFC Coordinator	Grand Rapids	rebekah.luedtke@state.mn.us	W: 218-322-2738	C: 218-410-0238
Woodwick, Natasha MIFC Assistant Coordinator/ BIA & Tribal Dispatcher	Grand Rapids	natasha.woodwick@bia.gov	W: 218-322-2743 C:218-821-9741	C: 218-821-9741
Guith, Ken MIFC Lead Dispatcher	Grand Rapids	kguith@fs.fed.us mifcdispatch.dnr@state.mn.us	W: 218-322-2748 C: 218-244-2358	C: 218-259-9141
Powers, Christi MIFC Information Off.	Grand Rapids	christi.powers@state.mn.us	W: 218-322-2739 C:	C:
Bruss, Linda MIFC Aviation Lead Disp.	Grand Rapids	linda.bruss@state.mn.us mifcairdesk.DNR@state.mn.us	W: 218-327-4582	C: 320-260-2089
Glesener, William Predictive Services Cord.	Grand Rapids	bill.glesener@state.mn.us	W: 218-322-2709 C: 218-360-1813	
Vacant MIFC DNR Aviation Disp.	Grand Rapids		W: 218-327-4582	
Humphrey, Ginger MIFC DNR Aviation Disp.	Grand Rapids	ginger.humphrey@state.mn.us	W: 218-327-4582	
Nygaard, Diane Intelligence Lead	Grand Rapids	diane.nygaard@state.mn.us mifcintell.DNR@state.mn.us	W: 218-322-2745	H: 218-327-9181 C: 218-360-3338
Stoffel, Ron Wildfire Suppression Supervisor	Grand Rapids	ronald.stoffel@state.mn.us	W: 218-322-2682 C: 218-244-1091	H: 218-327-7283 PC: 218-755-6909
Schuster, Bill Wildfire Aviation Supv.	Grand Rapids	bill.schuster@state.mn.us	W: 218-322-2722 C: 218-244-5286	
Coughlin, Pat Radio Shop Technician	Grand Rapids	pat.coughlin@state.mn.us	W: 218-322-2696 P: 218-755-6400	H: 218-885-2226 C: 218-244-5300

Minnesota DNR Division of Forestry
MN-MNS

Central Office, 500 Lafayette Road, St. Paul, MN 55155 MIFC, 402 11th Street SE, Grand Rapids, MN 55744	**651-259-5282** **218-327-4558**
St. Paul FAX: 651-296-5954 MIFC FAX: 218-327-4528	Email: *See below*

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

NAME/TITLE	CITY	EMAIL	WORK	PERSONAL
Schmid, Craig Forestry Section Manager	St. Paul	craig.schmid@state.mn.us	W: 651-259-5276 C: 218-244-0341	
Stoffel, Ron Wildfire Suppression Supv.	Grand Rapids	ronald.stoffel@state.mn.us	W: 218-322-2682 C: 218-244-1091	H: 218-327-7283 P: 218-755-6909
Luedtke, Rebekah MIFC Coordinator	Grand Rapids	rebekah.luedtke@state.mn.us	W: 218-322-2738	C: 218-410-0238
Schuster, Bill Wildfire Aviation Supv.	Grand Rapids	bill.schuster@state.mn.us	W: 218-322-2723 C: 218-244-5286	H:
Woodwick, Matthew Assistant Wildfire Aviation Supv.	Grand Rapids	Matthew.woodwick@state.mn.us	W:218-322-2726 C: 218-403-0823	P:218-821-9741
Himanga, Larry Fire Admin. Supervisor	St. Paul	larry.himanga@state.mn.us	W: 651-259-5277	C: 651-380-9681
Johnson, Robby (Acting) Helicopter Ops Specialist	Grand Rapids	Robby.johnson@state.mn.us	W: 218-322-2723 C:	C:
Wannarka, Paul Fixed Wing Ops Spec	Grand Rapids	paul.wannarka@state.mn.us	W: 218-322-2728 C: 218-244-1941	C: 218-368-7733
Oland, Timothy Rural Fire Program Cord.	Grand Rapids	timothy.oland@state.mn.us	W: 218-322-2688	
Manley, Todd Fire Training & Cert. Cord.	Grand Rapids	todd.manley@state.mn.us	W: 218-322-2683	
Glesener, William Predictive Services Cord.	Grand Rapids	Bill.glesener@state.mn.us	W: 218-322-2709 C: 218-360-1813	
Kaase, Tom Ground Support Ops	Grand Rapids	tom.kaase@state.mn.us	W: 218-322-2695 C: 218-244-0545	
Coughlin, Pat Radio Shop Tech	Grand Rapids	pat.coughlin@state.mn.us	W: 218-322-2696 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: 218-322-2764 C: 218-244-0571	
Ettl, Luke Pilot	Grand Rapids	luke.ettl@state.mn.us	W: 218-322-2727	C: 218-398-2084
Powers, Christi Information Officer	Grand Rapids	christi.powers@state.mn.us	W: 218-322-2739 C:	H: C:
Bruss, Linda MIFC Lead Aviation Disp.	Grand Rapids	linda.bruss@state.mn.us mifcairdesk.DNR@state.mn.us	W: 218-327-4582	C: 320-260-2089
Nygaard, Diane Intelligence Lead	Grand Rapids	diane.nygaard@state.mn.us mifcintell.DNR@state.mn.us	W: 218-322-2745	H: 218-327-9181 C: 218-360-3338

Northwest Region, DNR Forestry
MN-MNS

NW Region Forestry Office 2115 Birchmont Beach Rd NE Bemidji MN 56601-8571	Fire phone: **218-308-2361** **218-766-0551** (mobile)
FAX: 218-755-4417 Main office: 218-308-2378 (Carla Anderson) Region dispatch: 218-308-2361	Night or 24-hour phone / Regional duty officer Cell/pager: **218-766-0551**
Email: NWregion.fire.DNR@state.mn.us	Duty officers: Jon Drimel, Mike Locke, Harvey Tjader (alt)

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

NAME/TITLE – DUTY OFFICER	CITY	EMAIL	WORK	PERSONAL
Jon Drimel	Bemidji	Jon.drimel@state.mn.us	WC: 218-766-0551 W: 218-308-2381	C: 218-290-0177
Mike Bates	Bemidji	mike.bates@state.mn.us	WC: 218-766-0551 W: 218-308-2364	C: 218-260-0742
Mike Locke	Bemidji	mike.locke@stste.mn.us	WC: 218-766-0551 W: 218-308-2368	C: 218-368-2593
Elizabeth Bourquin	Bemidji	elizabeth.bourquin@state.mn.us	WC: 218-766-0551 W: 218-308-2361	C: 651-895-7067
Scott Burns	Blackduck	Scott.burns@state.mn.us	WC: 218-766-0551 W: 218-308-2362	C: 218-566-1505
Harvey Tjader (alt)	Bemidji	harvey.tjader@state.mn.us	WC: 218-766-0551 W: 218-308-2383	C: 218-407-7924
DNR Area Forestry Office	**City**	**Email for fire team leaders**	**WORK Phone / Cell/Pager/Fax**	**DUTY OFFICER Phone**
Joe Rucinski Bemidji Area Office 2220 Bemidji Ave N	Bemidji	Joe.rucinski@state.mn.us	W: 218-308-2067 F: 218-755-2049	C: 218-766-0708 P: 218-759-3800
Josh Donatell Warroad Area Office 804 Cherne Dr NW	Warroad	josh.Donatell@state.mn.us	W: 218-425-7793 F: 218-425-7797 F2: 218-386-1314	C: 218-425-3121
Wes Belanger 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
Joel Lemberg Backus Area Office 4391 State Hwy 87 NW Mailing address: PO Box 6	Backus	joel.lemberg@state.mn.us	W: 218-947-3232 F: 218-947-3525	C: 218-820-3141
Brad Witkin 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
MN-MNS

1201 East Hwy 2 Grand Rapids, MN 55744-3296	Fire phone: **218-999-7843** Night or 24-hour phone: **218-244-1059**
Main office: 218-999-7833 FAX: 218-327-4391	Duty officers: Jon Handrick, Paul Olson, Andrea Johnson

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

NE Region Duty Officers	**City**	**Email**	**WORK Phone**	**Personal**
Jon Handrick	Grand Rapids	jon.handrick@state.mn.us	WC: 218-244-1059 W: 218-328-8893	C: 218-324-1450
Paul Olson	Grand Rapids	paul.c.olson@state.mn.us	WC: 218-244-1059 W: 218-328-8937	H: 218-327-2596
Andrea Johnson	Grand Rapids	andrea.m.johnson@state.mn.us	WC: 218-244-1059 W: 218-328-8894	C: 218-326-0362
Ettl, Julie IA Dispatch Deer River Area	Grand Rapids	julianna.m.ettl@state.mn.us	W: 218-328-8902 #2: 218-328-8903	
DNR Area Forestry Fire Program Leader	**City**	**Email**	**WORK Dispatch (DP) Duty Officer (DO)**	**Fire Program Leader Phone**
Brian Pisarek Aitkin Area Office 1200 Minnesota Ave S.	Aitkin	brian.pisarek@state.mn.us	DP: 218-429-3017 DO: 218-429-3028	W: 218-429-3019 H: 218-927-6158 C: 218-838-0102
Patrick Wherley Cloquet Area Office 1604 S Hwy 33	Cloquet	patrick.wherley@state.mn.us	DSP: 218-878-5646 DO: 218-380-0673	W: 218-878-5646 C: 218-341-8540
Darren Neuman Deer River Area Office 403 Division St	Grand Rapids	darren.neuman@state.mn.us	DSP: 218-328-8902 DO: 218-244-3790	W: 218-328-8905 H: C:
Nate Eiting Hibbing Area Office 1208 E Howard St.	Eveleth	nate.eiting@state.mn.us	DSP: 218-735-3958 DO: 218-735-3953	W: 218-735-3959 C: 218-404-6156
Matt Wappler Littlefork Area Office 421 3rd Ave. Box 65	Littlefork	matt.wappler@state.mn.us	DSP: 218-278-6651 (DNR) DO: 218-244-2227 (Koochiching Co)	W:218-278-6651 WC: 218-244-2485 PC: 218-398-0895
Thor Pakosz Tower Area Office 650 Hwy 169 W.	Tower	thor.pakosz@state.mn.us	Tower: 218-753-2500 Orr: 218-757-3274 DO: 218-780-7537	W: 218-753-4500 PC: 218-780-4189
Aaron Mielke Two Harbors Area Office 1568 Hwy 2 N.	Two Harbors	aaron.mielke@state.mn.us	DSP: 218-834-1418 DO/P:	W: 218-387-3037 H: 218-387-2627 C: 218-370-8699

Central Region, DNR Forestry
MN-MNS

1200 Warner Road St. Paul, MN 55106	Fire phone: **651-259-5782** (Warner Rd) **763-689-7100 x230** (Cambridge)
FAX: 651-772-7563 (Warner Rd) 763-689-7120 (Cambridge)	Region Duty Officer: **651-259-5742** transfers call to Duty Officer
	Duty Officers: Mark Wurdeman, Pam O'Leary, Jean Mouelle, Michelle Martin, Brian Schwingle, Paul DuBuque

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

NAME/TITLE – Duty Officers	CITY	EMAIL	WORK	PERSONAL
Mark Wurdeman	Cambridge	mark.wurdeman@state.mn.us	DO: 651-259-5742 W: 763-689-7100 x230	C: 612-636-4690
Pam O'Leary	St. Paul	pam.oleary@state.mn.us	DO: 651-259-5742 W1: 651-259-5782 W:2 612-259-5830	C: 612-390-9818
Jean Mouelle	St. Paul	jean.mouelle@state.mn.us	DO: 651-259-5742 W: 651-259-5783	C: 763-360-5991
Michelle Martin	St. Paul	michelle.martin@state.mn.us	DO: 651-259-5742 W: 651-259-5836	C: 248-763-1921
Brian Schwingle	St. Paul	brian.schwingle@state.mn.us	DO: 651-259-5742 W: 651-259-5821	C:
Paul DuBuque	St. Paul	Paul.dubuque@state.mn.us	DO: 651-259-5742 W: 651-259-5294	C:
Area Forestry Office	**City**	**Email**	**Work Phone**	**Cell / Pager**
John Korzeniowski Jason Kern Peter Willis Little Falls Area Office 16543 Haven Road Little Falls, MN 56345	Little Falls	john.korzeniowski@state.mn.us jason.kern@state.mn.us peter.willis@state.mn.us	O: 320-616-2459 F: 320-616-2473 DO: 320-616-2496 O: 320-616-2450 x 233 O: 320-616-2450 x 230 O: 320-532-3137	C:
Lisa Wagner Cambridge Area Office 800 Oak Savanna Lane Cambridge, MN 55008	Cambridge	lisa.wagner@state.mn.us	O: 763-689-7100 Disp: 763-689-7116 F: 763-689-7120 O: 763-689-7100 x 299	ADO: C: 763-689-7107
Jim Edgar Doug Rau Kurt Hinz Lewiston Area Office Box 279 Lewiston, MN 55952	Lewiston	jim.edgar@state.mn.us doug.rau@state.mn.us kurt.hinz@state.mn.us	O: 507-522-5060 F: 507-523-2951 O: 507-765-2740 O: 507522-5062 O: 507-522-5064	C:
Jeremy Fauskee Sandstone Area Office 613 Hwy 23 S Sandstone, MN 55072	Sandstone	jeremy.fauskee@state.mn.us	DSP: 320-245-6789 DO/C: 612-390-2203 W: 320-245-6789	C: 612-616-2581

US Forest Service
Chippewa National Forest
MN-CPF
Superior National Forest
MN-SUF

MIFC 402 SE 11th ST Grand Rapids, MN 55744	**Chippewa National Forest** 200 Ash Avenue Cass Lake, MN 56633 **Superior National Forest** 8901 Grand Ave Place Duluth, MN 55805-1122	Night or 24-hour phone: **218-327-4175**
FAX: 218-327-4528 Attention: CPF Dispatch Attention: SUF Dispatch		Email: mnfsdispatch@gmail.com

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

NAME/TITLE	CITY	EMAIL	WORK	PERSONAL
Fifarek, Tracy Initial Attack Center Mgr.	Grand Rapids	tfifarek@fs.fed.us	W: 218-322-2756	C: 928-853-7966
Kingsley, Ryan IA Assistant Center Mgr.	Grand Rapids	rmkingsley@fs.fed.us	W: 218-327-4175	C: 218-398-7219
Schmidt, Elizabeth IA Dispatcher	Grand Rapids	easchmidt02@fs.fed.us	W: 218-322-2752	C: 208-451-6712
Heavirland, Rob Aviation Officer	Grand Rapids	rheavirland@fs.fed.us	W: 218-322-2715 C: 218-343-7995	
Marcoe, Thad (Acting) CPF FFMO	Grand Rapids	tmarcoe@fs.fed.us	W: 218-327-4436	
Vacant (Acting) SUF FFMO	Grand Rapids		W: 218-327-4436	
Jenkins, Brian Fuels Specialist	Grand Rapids	bsjenkins@fs.fed.us	W: 218-322-2686 C: 218-244-1764	H: 218-245-1004
Wise, Brian Fire Cache Manager	Grand Rapids	bwise@fs.fed.us	W: 218-322-2763	C: 218-368-8238
Lenz, Darla – Supervisor **Chippewa National Forest**	Cass Lake	dlenz@fs.fed.us	W: 218-335-8631 C: 218-556-5564	
Halter, Brenda – Supervisor **Superior National Forest**	Duluth	bhalter@fs.fed.us	W: 218-626-4302 C: 218-349-7914	C: 212-760-2716

US Forest Service
NE Area State & Private Forestry

11 Campus Blvd. – Suite 200 Newtown Square, PA 19073	Fire phone: **610-557-4152**
FAX: 610-557-4154	

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

NAME/TITLE	CITY	EMAIL	WORK	PERSONAL
Martin, Owen Dir of Fire Management	Newtown Square, PA	omartin01@fs.fed.us	W: 610-557-4180	H: 610-447-5746 C: 610-742-7551
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
Owens, Winnie FEPP & VFA Manager	Newtown Square, PA	wowens@fs.fed.us	W: 610-557-4141	H: 610-352-7434 C: 610-742-7619
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
Zimmerman, Dan Aviation Officer	Newtown Square, PA	dzimmerman@fs.fed.us	W: 610-557-4147	H: 610-608-3907 C: 610-742-7860
Dillon, Matthew Training Officer	Newtown Square, PA	matthewdillon@fs.fed.us	W: 610-557-4143	C: 610-420-9911
Williams, Sandra Emergency Prep Spec	Warren, PA	swilliams04@fs.fed.us	814-728-6159	C: 610-717-6997

Bureau of Indian Affairs, Midwest Regional Office
MN-MRA

Norman Pointe II 5600 West American Blvd, Suite 500 Bloomington, MN 55347	Fire phone: **612-725-4500/612-713-4400** Night or 24-hour phone: **218-327-4558** MIFC Duty Officer
FAX: 612-713-4401	Duty officers: Tom Remus, Marty Cassellius, Jeremy Bennett,

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

NAME/TITLE	CITY	EMAIL	WORK	PERSONAL
Remus, Tom Region FMO	Grand Rapids	tom.remus@bia.gov	W: 218-322-2693 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
Anderson, Matthew Regional Forester	Bloomington	matt.anderson@bia.gov	W: 612-725-4521 C: 612-787-6768	
Basina, Cristine Administrative Officer	Bloomington	cristine.basina@bia.gov	W: 612-725-4525 C: 612-713-4400	
Bennett, Jeremy Prevention Forester	Bloomington	jeremy.bennett@bia.gov	W: 715-526-7075 W: 715-526-7077	C: 715-787-4573 C: 612-965-3645
Vacant GIS Forester	Bloomington		W: 612-725-4524	
Pooler, Paul Fire Ecologist	Bemidji	paul.pooler@bia.gov	W: 218-751-2011x457 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

Bureau of Indian Affairs, Minnesota Agency
MN-MNA

Room 418, Federal Building 522 Minnesota Ave. NW Bemidji, MN 56601-3062	Fire phone: **218-751-2011**
FAX: 218-751-4367	Night or 24-hour phone: **218-327-4558** MIFC Duty Officer

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

NAME/TITLE	CITY	EMAIL	WORK	PERSONAL
Peterson, Greg MN Agency FMO	Bemidji	greg.peterson@bia.gov	W: 218-751-2011 x408 C: 218-820-1744	H: 218-224-2160 C: 800-939-1744 o/s
Woodwick, Natasha MIFC Ass't Coordinator/ BIA & Tribal Dispatcher	Grand Rapids	Natasha.woodwick@bia.gov	W: 218-322-2743 C: 218-821-9741	C: 218-821-9741
Lintelmann, Bob MN Agency Forester	Bemidji	robert.lintelmann@bia.gov	W: 218-751-2011 x406	H: 218-759-8584 C: 218-820-9636
Vacant Fuels Manager	Bemidji		W: 218-751-2011 x452 C:	H: C:
Gregerson, Melissa Administrative Assistant	Bemidji	melissa.gregerson@bia.gov	W: 218-751-2011 x407 C:	

White Earth Agency
MN-WEA

PO Box 37 Naytahwaush, MN 56566 Email: weforestry@whiteearth.com	Fire phone: **218-935-5967** Ask for Brad, David, Steve or Tim
	Night or 24-hour phone: **218-368-0325** cell for Brad Estey

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

NAME/TITLE	CITY	EMAIL	WORK	PERSONAL
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 Tech	Naytahwaush	dave.snetsinger@whiteearth-nsn.gov	W: 218-936-5757	H: 218-935-5905 C: 218-261-0503
Vacant 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 C: 218-368-0361
Warren, Timothy BIA/White Earth Tribal Forestry & Fire Tech.	Naytahwaush		W: 218-935-2917	C: 218-850-1040
Snetsinger, Terry White Earth Forestry Tech	Naytahwaush		218-935-5967	C: 218-261-1210
Vacant Forestry Fire Tech	Naytahwaush		W: 218-935-2917	

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 Email: wendizzle_97@hotmail.com	Duty officers: Gilbert Juarez, Wendy Pemberton, Greg Peterson

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

NAME/TITLE	CITY	EMAIL	WORK	PERSONAL
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
Vacant Fuels Manager	Bemidji		W: 218-751-2011 x452	H: C:
Reynolds, Michelle Prevention Technician	Red Lake	chelle_reynolds78@hotmail.com	W:218-679-3959	H: 218-679-2690 C: 218-308-5910
Beaulieu, Mike Prevention Specialist	Red Lake		218-679-3381	H: 218-679-3492 C: 218-766-0268

Mille Lacs Agency
MN-MLA

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

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

NAME/TITLE	CITY	EMAIL	WORK	PERSONAL
Staples, Dean Forester & Fire Supv	Mille Lacs	dean.staples@millelacsband.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	

Leech Lake Agency
MN-LLA

15756 State Hwy 371 W Cass Lake, MN 56633	Fire phone: **218-335-7440** or **218-335-7445**
FAX: 218-335-7430 or 218-335-7452	Night or 24-hour phone: **218-327-4558** MIFC Duty Officer

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

NAME/TITLE	CITY	EMAIL	WORK	PERSONAL
Bebeau, Duane Fire Management Officer	Cass Lake	dbebeau@lldrm.org	W: 218-335-7440 C: 218-259-1397	H: 218-246-9279
Gotchie, BJ Fire Prevention Technician	Cass Lake	robert.gotchie@llojibwe.org	W: 218-335-7439 C: 218-259-4340	
White, Eric Leech Lake Fire Technician	Cass Lake		W: 218-335-7440	
Karnes, Keith Leech Lake Forester	Cass Lake	forestry@lldrm.org	218-335-7418	H: 218-659-2119
Jordan, Margaret Administrative Assistant	Cass Lake	mjordan@lldrm.org	W: 218-335-7432	C: 218-760-8033

Bois Forte Agency
MN-BFA

2364 Indian Service Road 9 Nett Lake, MN 55772	Fire phone: **218-757-3177** (Dave Larson)
FAX: 218-757-3646	Night or 24-hour phone: **218-244-5004** (Dave Larson, cell) **218-327-4558** MIFC Duty Officer

. . . 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
Mehne, Alex Allotment Forester	Nett Lake	alex.mehne@boisforte-nsn.gov	218-757-3177 x2	
Hill, Lance Forest Technician	Nett Lake	lance.hill@boisforte-nsn.gov	218-757-3177 x3	C: 218-750-2011
Vacant Forest Technician	Nett Lake			
Buchholz, Noah Forest Technician	Nett Lake	noah.buchholz@boisforte-nsn.gov	218-757-3177 x5	C: 218-404-5586

Fond Du Lac Agency
MN-FDA

1720 Big Lake Road Cloquet, MN. 55720	Fire phone: **218-878-7116**
FAX: 218-878-7168 Email: firstlast@fdlrez.com	Night or 24-hour phone: **218-327-4558** MIFC Duty Officer

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

NAME/TITLE	CITY	EMAIL	WORK	PERSONAL
Petite, David Sr. Forestry Crew Supervisor	Fond du Lac	davepetite@fdlrez.com	218-878-8015	H: 218-576-5205
Whitebird, Erica Admin Assistant / Fire Prevention Coordinator	Fond du Lac	ericawhitebird@fdlrez.com	218-878-7116	
Olson, Steve Reservation Forester	Fond du Lac	stevenolson@fdlrez.com	218-878-7105	H: 218-879-1930 C: 218-591-1795
Goseyun, Matthew Assistant Forestry Crew Supervisor	Fond du Lac	matthewgoseyun@fdlrez.com	218-878-8015	C: 218-340-4992
Nelson, Christian Timber Sales Forester	Fond du Lac	christiannelson@fdlrez.com	218-878-7118	

Grand Portage Agency
MN-GPA

P.O. Box 428 27 Store Road Grand Portage, MN 55605	Fire phone: **218-475-2415** (Tim Miller)
FAX: 218-475-2615	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.

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

NAME/TITLE	CITY	EMAIL	WORK	PERSONAL
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. & Prevention	Grand Portage	erikc@boreal.org	W: 218-475-2415 x2035 Desk: 218-475-2035	H: 218-475-2373 C: 218-370-1414
Spry, Chad Fire Tech, Fire Crew Leader	Grand Portage	chads@boreal.org	W: 218-475-2415 x 2038 Desk: 218-475-2038	H: 218-475-2298 C: 218-370-9008
Spry, River Fire Tech	Grand Portage	rspry@grandportage.com	W: 218-475-2034 C: 218-387-4545	H: 218-600-1067

Voyageurs National Park
MN-VOP

360 Highway 11 East International Falls, MN 56649-8904	Fire phone: **218-283-6600**
Email: first_last@nps.gov	Night or 24-hour phone: Call numbers below or **218-327-4558** MIFC Duty Officer

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

NAME/TITLE	CITY	EMAIL	WORK	PERSONAL
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_weyenberg@nps.gov	W: 715-483-2285	H: 715-825-2208 C: 218-244-2563

St. Croix National Scenic Riverway
MN-SCP

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	PERSONAL
Jacobsen, Mat District Ranger	St. Croix Falls, WI	mat_jacobsen@nps.gov	W: 715-483-2260 F: 715-483-3288	C: 612-616-8567
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

US Fish & Wildlife Service
USFWS

Minnesota Zone Fire Management Office 5600 American Blvd. W., Suite 990 Bloomington, MN 55437	Fire phone: **612-713-5498**
FAX: 612-713-5287	Night or 24-hour phone: *See cell phone listings below.*

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

NAME/TITLE	CITY	EMAIL	WORK	PERSONAL
Seth Grimm West Zone FMO (MN)	Detroit Lakes	Seth_Grimm@fws.gov	W: 218-844-3401 F: 218-847-4156	C: 218-849-7864
Lantz, Don Zone WUI Specialist	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: 605-924-0046
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 DLR, TMR, HSR, GLR, RYR, NWR units	Detroit Lakes	Steve_Schumacher@fws.gov	W: 218-844-3410 F: 218-847-4156	H: 218-846-2566 C: 218-849-5775
Paulson, Dan FMO-MN Valley NWR	Bloomington		W: 952-858-0729 F: 612-725-3279	H: 952-361-6070 C: 515-423-4303
Vacant DFMO – Sherburne	Zimmerman		W: 763-389-3323 F: 763-398-3493	
Franco, Darrin FMS-Agassiz NWR (assist w/GLR, RYR)	Thief River Falls	Darrin_Franco@fws.gov	W: 218-449-4115 x206 F: 218-449-3241	H: 701-330-0892 C: 218-689-5417
Angelo, Dan FMO-Morris WMD/ Big Stone NWR	Morris	Dan_Angelo@fws.gov	W: 320-589-4972 F: 320-589-2624	H: 320-273-2266 C: 320-304-0177
Larson, Kris FMO–Litchfield WMD	Litchfield	Kris_Larson@fws.gov	W: 320-693-2849 x117 F: 320-593-2552	H: 320-699-1438 C: 320-293-0790
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
Riggins, Jason Regional Fire Mgt. Coordinator	Bloomington	Jason_Riggins@fws.gov	W: 612-713-5366 F: 612-713-5287	
Langford, Russ Deputy Regional Fire Mgt. Spec.	Bloomington	Russ_Langford@fws.gov	W: 612-713-5498 F: 612-713-5287	C: 763-244-9844
Leach, Jim Refuge Supervisor, MN/WI	Bloomington	Jim_Leach@fws.gov	W: 612-713-5406	H: 651-450-7566

Homeland Security & Emergency Management
HSEM

HSEM Minnesota Department of Public Safety	Fire phone: **218-327-4496**
402 11th Street SE Grand Rapids, MN 55744	Night or 24-hour phone: MN State Duty Officer **800-422-0798**
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	PERSONAL
Reed, Kevin Homeland Security Branch Director	St. Paul	kevin.reed@state.mn.us	W: 651-201-7425 C: 651-398-0562	H: 507-684-3339 C: 673-222-3391
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 C: 218-259-2221	H: 218-327-2572

Great Lakes Forest Fire Compact
GLFFC

GREAT LAKES FOREST FIRE COMPACT	Fire phone: See below

NAME/TITLE	CITY	EMAIL	WORK	PERSONAL
Friesen, Gary	Manitoba	gary.friesen@gov.mb.ca	204-945-7779	204-945-7782
Fisher, Jim	Michigan	fisherj@michigan.gov	517-284-5866	
Stoffel, Ron	Minnesota	ronald.stoffel@state.mn.us	218-322-2682	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 80

Forms

Some of the most used forms and instructions are included in this section (see list below).
Forms are available in PDF and fillable formats at the following sites:

www.mnics.org
www.nifc.gov/nicc/logistics/coord_forms.htm

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Aircraft

Aircraft Flight Request / Schedule

Form 9400-1a

AIRCRAFT FLIGHT REQUEST/SCHEDULE

Change #

6. Aircraft Information

FAA N#

1. Initial request information

Initial Date/Time | To/From | Phone Number

Cost-Account/Management Code(s)

Billee Code (OAS A/C only)

Flight Schedule No. | PAX Seats

Make/Model

Color

Vendor

Phone No.

Pilot(s)

Check One: ☐ Point-to-Point Flight ☐ Mission Flight

Desired A/C Type: ☐ Helicopter ☐ Airplane

Mission Objectives/Special Needs:

2. Passenger/Cargo Information – Indicate Chief of Party with an asterisk (*)

NAME/TYPE OF CARGO	LBS OR CU FT	PROJECT ORDER/ REQUEST NO.	DEPT ARPT	DEST ARPT	RETURN TO

3. Flight Itinerary (For Mission-Type Flights, Provide Points of Departure/Arrival and Attach Map with Detailed Flight Route and Known Hazards Indicated)

DEPART WITH			DEPART FROM			ENROUTE	ARRIVE AT			DROP OFF			KEY POINTS	INFO RELAYED
DATE	No. Pax	Lbs.	Airport/Place	ETD	ATD	ETE	Airport/Place	ETA	ATA	No. Pax	Lbs.	Drop-Off Points, Refueling Stops, Flight Check-Ins, Pickup Points	To/From
						+							/
						+							/
						+							/
						+							/
						+							/
						+							/

4. Flight Following:
☐ FAA IFR
☐ Agency VFR with Check-In via radio every _____ minutes
☐ AFF capable
(RX-/TX – 168.350 Nat'l Flight Follow)
☐ FAA VFR

5. Method of Resource Tracking:
☐ Phone ☐ Radio
☐ To scheduling dispatcher @ _____ (Phone Number)
☐ Prior to takeoff ☐ Each stop enroute ☐ Arrival at destination

7. Administrative
Type of Payment Document:
☐ OAS-23
☐ FS 6500-122
Route document to:

8. Review (If applicable)
☐ Hazard Analysis Performed
☐ Dispatch/Aviation Checklist
☐ Other:

Frequencies:

To: _____ (Other Office) @ _____ (Phone Number)

9. Close-out

Closed by:
Date/Time:

Aircraft

Hazard Analysis and Dispatch / Aviation Manager Checklist

HAZARD ANALYSIS AND DISPATCH/AVIATION MANAGER CHECKLIST

I. MISSION FLIGHT HAZARD ANALYSIS (Fire flights exempt PROVIDED pre-approved plan is in place). The following potential hazards in the area of operation have been checked, have been identified on flight itinerary map, and will be reviewed with Pilot and Chief-of-Party prior to flight.

- ☐ Military training Routes (MTRs) or Special-Use Airspace (MOAs, Restricted Areas, etc)
- ☐ Areas of high-density air traffic (airports); Commercial or other aircraft
- ☐ Wires/transmission lines; wires along rivers or streams or across canyons
- ☐ Weather factors; wind, thunderstorms, etc.
- ☐ Towers and bridges
- ☐ Other aerial obstructions
- ☐ Pilot flight time/duty day limitations and daylight/darkness factors

  SUNRISE _____

  SUNSET _____
- ☐ Limited flight following communications
- ☐ High elevations, temperatures, and weights:

  MAX LANDING ELEV (MSL) _____

  MIN FLIGHT ALTITUDE AGL _____
- ☐ Transport of hazardous materials
- ☐ Other:

II. DISPATCHER/AVIATION MANAGEMENT CHECKLIST

- ☐ Pilot and aircraft carding checked with source list and vendor, carding meets requirements
  - ☐ Or, necessary approvals have been obtained for use of uncarded cooperator, military, or other government agency aircraft and pilots
- ☐ Check with vendor that an aircraft with sufficient capability to perform mission safely has been scheduled
- ☐ Qualified Aircraft Chief-of-Party has been assigned to the flight (noted on reverse)
- ☐ All DOI passengers have received required aircraft safety training
  - ☐ Or, Aviation Manager will present detailed safety briefing prior to departure
- ☐ Bureau Aircraft Chief-of-Party will be furnished with Chief-of-Party/Pilot checklist and is aware of its use
- ☐ Means of flight following and resource tracking requirements have been identified
- ☐ Flight following has been arranged with another unit if flight crosses jurisdictional boundaries and communications cannot be maintained
- ☐ Flight hazard maps have been supplied to Chief-of-Party for non-fire low-level missions
- ☐ Procedures for deconfliction of Military Training Routes and Special-Use Airspace have been taken
- ☐ Chief-of-Party is aware of PPE requirements
- ☐ Cost analysis has been completed and is attached
- ☐ Other/Remarks:

NOTE: Reference Handbook 9420 for approval(s) required

A. _____
(Chief-of-Party Signature)

B. _____
(Dispatcher or Aviation Manager Signature Required)

C. If Non-fire, one-time (non-recurring), special-use mission, signature of Line Manager is Required **

_____ _____
(Line Manager Signature) (Date)

D. This Flight is Approved By:

_____ _____
(Authorized Signature) (Date)

**For recurring Special-Use Missions, signature is required on Special-Use Air Safety Plan, and not required here.

Aircraft

Infrared Aircraft Scanner

INFRARED AIRCRAFT SCANNER ORDER

Incident/Project#: **FireCode#:** **A#**

Incident Name:		Date/Time:	
Ordering Unit:		Telephone #:	
Local Dispatch:		Telephone #:	
GACC:		Telephone #:	
National IR Coord:		Telephone #:	(208) 387-5381
		FAX #	
		Cell #	(208) 859-4475
Regional IR Coor:		Telephone #:	( )
		FAX #:	( )
		Cell #	( )
IR Interpreter Ordered:	☐ YES ☐ NO	Telephone #	( )
IR Interpreter Assigned:		Cell #	( )
Location: Motel		Motel #	( )
Office or ICP		FAX #	( )
SITL Name and Location:		Telephone #:	( )

Incident Elevation (AVG):	Feet MSL	Approximate Size:	Acres
Weather Over The Incident:			
Delivery Point:		Alt. Delivery Pt:	
Delivery type:	☐ Land Aircraft	☐ Air Drop	☐ Scanned file (give email address or ftp site in box below)
Delivery time:			
Delivery point weather:			

Radio Frequencies

Local admin. Unit	Tx: Mhz	Tone:	Rx: Mhz	Tone:	
Alternative Freq	Tx: Mhz	Tone:	Rx: Mhz	Tone:	
Air Tactical Group Supervisor	Tx: Mhz	Tone:	Rx: Mhz	Tone:	

Incident Location from 2 VORs: **(Degrees)** **(nautical miles)**

VOR:		**Azimuth:**		**Distance:**	
VOR:		**Azimuth:**		**Distance:**	

Mission Objective and Description:

LATITUDE/LONGITUDE INFORMATION NEEDED FOR EACH MISSION

Mapping Block

NORTH		
SOUTH		
EAST		
WEST		

north
west east
south

Aircraft

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**

Aircraft

Temporary Flight Restriction

REQUEST FOR A TEMPORARY FLIGHT RESTRICTION

DATE: _____ TIME: _____	FAA ARTCC requires phone notification. ARTCC _____ FAA PHONE:_____FAX:_____
Resource Order Number: _____ Request Number: A -_____	DISPATCH OFFICE _____ PERSON REQUESTING TFR: _____ 24 HR. PHONE (No Toll Free #s) _____

Circular Degrees Minutes Seconds Only – use zero's for seconds if unavailable

LAT/LONG of Center Point (US NOTAM OFFICE FORMAT ddmmssN/dddmmssW)	RADIUS (NM) (5 NM is standard)
N/ W	

Polygon (List perimeter points in clockwise order). For NES Input: Use the same NAVAID if possible for each point. List nearest NAVAID (distance < 50 NM) - do not use NDB or T-VOR. (For lat/long - Degrees Minutes Seconds only)

Point #	Lat/Long format ddmmssN/dddmmssW		Point #	Lat/Long format ddmmssN/dddmmssW	
1	N	W	5	N	W
2	N	W	6	N	W
3	N	W	7	N	W
4	N	W	8	N	W

NOTAM # of TFR being replaced_____

Altitude (MSL: Only) _____

24 hours a day? _____ or Daytime Operational Hours: (UTC) _____to _____

Incident TFR Duration:_____ to _____ (Estimate – 2 months out is ok)

Format: YYMMDDhhmm to YYMMDDhhmm

Geographic Location of Incident (NM from nearest well known location recognizable to general aviation or local town, state)

_____

Agency in Charge _____ Incident Name _____

24 hour phone number (No toll Free #s) _____ VHF-AM Air to Air Frequency _____

This will affect the following Special-Use Airspace: (MOA, RA, WA, PA, AA):_____

This will affect the following Military Training Routes:					
Route	SEGMENT(S)	SCHEDULING ACTIVITY	Route	SEGMENT(S)	SCHEDULING ACTIVITY

NOTAM # _____ Time Issued _____ Date _____/_____/_____

Date/Time TFR Canceled: _____ By: _____ Replaced by _____

Feb 2015
Approved by the Interagency Airspace Subcommittee

Aircraft

Temporary Tower Request

Federal Wildland Fire Temporary Tower Request Form

Note: this form should be used in conjunction with the checklists located in Chapter 11 of the Interagency Airspace Coordination Guide [www.fs.fed.us/r6/fire/aviation/airspace]. Please forward this form with the Resource Order Form to the appropriate FAA Point of Contact (POC).

1. General Information:

Incident Name *(Expect up to 72 hours for delivery and/or setup)*

Delivery Location

Requested Operational Hours

Duration of Assignment

---

2. Financial Information:

Resource Order Number *(Incident Project Number)*

Request Number

Financial Code

Jurisdictional (Paying) Agency

POC Name

Phone

POC E-mail

---

3. Justification:

Number of Fire Aircraft currently working at the Airport/Helibase

[Fire Aircraft] Hourly Operations *(Number of Landings/Take-Offs)*

Daily Operations

Statement of Justification

Example: *Three large fixed wing air tankers in addition to normal traffic flows for more than two days may trigger an order for a portable FAA tower and controllers.*

Crews

Crew Performance Rating

CREW PERFORMANCE RATING (instructions on back)					
1. Crew Name and Designator	2. Incident Name and Number		3. Location of Incident		
4. Crew Home Unit and Address	5. Dates Assigned to Incident		6. Number of Operational Periods (Shifts) _____ No. of Shifts Constructing Hotline ___		
7. Evaluation Criteria					
Crew Type: (check one) IHC/T1___ T2IA___ T2___Engine___Helitack___ Other___ Agency Crew ____ Contract Crew _____ Contract Number _____ **Rating Factors** (not all criteria apply to all crews)	Superior	Satisfactory	Needs Improvement	Not Applicable	
LEADERSHIP (CREW OVERHEAD) PERFORMANCE					
Communications (Inter- and Intra-crew)					
Coordination, Supervision, and Finance/Administration					
Risk Management and Decision Making					
Training and Mentoring					
Crew Conduct (Fireline / Camp or Off Fireline)	/	/	/	/	
Work and Tasks Completed as Assigned (Quantity and Quality of Work)					
TACTICS					
Safety Practices					
Line Construction / Hotline Construction or Direct Attack	/	/	/	/	
Lookouts and Scouting					
Fire Weather and Fire Behavior Observations					
Chainsaw Operations and Felling Trees Operations					
Spot Fire Attack					
Mop Up					
Spot Grid Organization					
Portable Pump and Hose Lay Setup and Operations					
SPECIALIZED OPERATIONS					
Initial Attack Organization					
Firing and Holding Organization					
Wildland Urban Interface (WUI) Operations					
Map, Compass, and GPS Navigation					
Incident Within an Incident					
AVIATION OPERATIONS					
Safe Operations Around Aviation Assets					
Helispot Specifications and Construction					
Directing Aviation Assets and Drops by Radio					
Longline and Sling Load Operations					
Coordination with Aerial Supervision and Air Resources					
MISCELLANEOUS					
Physical Condition					
Other (specify)					
All Hazard Incident (specify incident type and assignment in Remarks section)					
Remarks (use separate sheet if necessary and attach)					
8. Crew Supervisor (*printed name*)	**Crew Supervisor** (*signature*)	☐ **This rating has been discussed with me.**	**Date**		
9. Rated by (*printed name*)	**Rated by** (*signature*)		**Date**		
Position on Incident	**Home Unit Identifier and Phone Number**				

ICS WF 224 (1/14) NFES 002718

Dispatch

Assignment Extension

Resource Extension Request Form

RESOURCE and INCIDENT INFORMATION:

Resource Name:_____

Incident Name:_____Incident #: _____Request #: _____

Position on Incident:_____

Home Unit Supervisor:_____email:_____fax #_____

EXTENSION INFORMATION:

Prior to any extension consider the health, readiness and capability of the resource. The health and safety of incident personnel and resources will not be compromised under any circumstances.

Length of Extension and last work day:

Justification (Select from the list below):

☐ Life and property are imminently threatened,

☐ Suppression objectives are close to being met, or

☐ Replacement resources are unavailable or have not yet arrived.

REQUESTED BY* :

Incident Supervisor: _____ Incident Position: _____

APPROVED BY* :

1) Resource or Resource Supervisor: _____

2) Incident Commander or Deputy: _____

3) Host GACC Coordinator on Duty: _____

4) Home Unit Supervisor: _____

5) Sending GACC (excluding single-resource Overhead): _____

6) NICC (only if National Resource): _____

*Signatures should be gathered in the order they are numbered above

January 2013

Dispatch

Crew Manifest

Passenger / Crew and Cargo Manifest – TEST FORM

Crew Name: **Flight Manager Name & Phone:**

Ordering Unit:	Incident / Project Name:		Incident / Project Number:	
Carrier Name or Vehicle List Make / Model / License:	Departure Location:	ETD	Arrival Location:	ETA

Report To:	If Delayed, Contact:

	Passenger / Cargo Name (Include contact numbers for leaders – CRWB, Asst. CRWB, CRWB-T, etc.)	M/F	Passenger Weight	Cargo Weight	Position / AD Class (e.g. FFT2/AD-C)	Home Unit / Jetport
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						
23.						
Number of Passengers on Page:		Passenger / Cargo Weight:			Total Weight:	

Signature of Authorized Representative:	Date:

Send comments to wieacc@fs.fed.us by November 1, 2014 05/14

Dispatch

Incident Replacement Requisition Order Form

INCIDENT REPLACEMENT REQUISITION ORDER FORM

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 REQUIRED
REQUESTED METHOD OF DELIVERY	

REQUEST NUMBER	NFES NO.	QUANTITY	U/I	ITEM DESCRIPTION PAGE OF

Dispatch

Mobile Food & Shower Request Form

MOBILE FOOD & SHOWER SERVICE REQUEST FORM

Incident Name:_____ Financial Code:_____

Resource Order #:_____ Food Service Request E#:_____

Shower Unit Request E#:_____

I. FOOD SERVICE: Requested Date, Time, Meal Types, and Number of Meals

1. Date of first meal:_____ Time of first meal:_____

2. Estimated number for the first three meals:

1st meal:_____	[ ] Hot Breakfast	[ ] Sack Lunch	[ ] Dinner
2nd meal:_____	[ ] Hot Breakfast	[ ] Sack Lunch	[ ] Dinner
3rd meal:_____	[ ] Hot Breakfast	[ ] Sack Lunch	[ ] Dinner

This Block for National Interagency Coordination Center Use Only.

Actual agreed upon Date/Time first meals are to be served: Date:_____ Time:_____

(Minimum guaranteed payment is based on these estimates, see Section G.2.2):

1st meal:_____	[ ] Hot Breakfast	[ ] Sack Lunches	[ ] Dinner
2nd meal:_____	[ ] Hot Breakfast	[ ] Sack Lunches	[ ] Dinner
3rd meal:_____	[ ] Hot Breakfast	[ ] Sack Lunches	[ ] Dinner

II. Location

Reporting location:_____

Contact person at the Incident:_____

III. Additional Information

Spike Camps: Yes _____ No _____ Unknown _____

Estimated Duration of Incident_____ Estimated Personnel at Peak_____

Dispatch Contact:_____ Telephone Number:_____

IV. SHOWER SERVICE: Requested Date and Time Mobile Shower Unit is needed

Date Requested_____ Time Requested_____

Mobile Shower Unit type ordered: Large (12+ stalls) [___] Small (4-11 stalls) [___]

This Block for National Interagency Coordination Center Use Only.

Actual agreed upon Date/Time Mobile Shower Unit to be operational: Date:_____ Time:_____

National Interagency Coordination Center – 208-387-5400

Dispatch

Passenger and Cargo Manifest

STANDARD FORM 245 (6/77) Prescribed by USDA FSM 5716 USDI MP9400.518	PASSENGER AND CARGO MANIFEST	NO. OF PASSENGERS ON THIS PAGE _____	PAGE ____ OF ____
ORDERING UNIT	PROJECT NAME	PROJECT NO.	
NAME OF CARRIER	MODE OF TRANS & ID NO.	PILOT OR DRIVER	
CHIEF OF PARTY	REPORT TO:	IF DELAYED CONTACT	

DEPARTURE		INTERMEDIATE STOPS			DESTINATION	
PLACE	ETD	ETA	PLACE	ETD	ETA	PLACE

	PASSENGER AND/OR CARGO NAME	M/F	PASSENGER WEIGHT	CARGO WEIGHT	DUTY ASSIGNMENT IF APPLICABLE	HOME UNIT
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						
17.						
18.						
19.						
20.						
21.						
22.						

SIGNATURE OF AUTHORIZED REPRESENTATIVE	DATE

CHIEF OF PARTY COPY

Dispatch

Preparedness / Detail Request

PREPAREDNESS/DETAIL REQUEST

ATTACHMENT TO RESOURCE ORDER NUMBER:_____ REQUEST NUMBER: _____

1. POSITION(S): _____ NUMBER OF PERSONS REQUESTED: _____
2. MINIMUM "RED CARD" RATING: _____
3. EMPLOYMENT STATUS : ☐ REGULAR FEDERAL AGENCY ☐ A.D. OTHER: _____
4. AGENCY UNIFORM: ☐ YES ☐ NO FIRE RESISTANT CLOTHING: ☐ YES ☐ NO
5. DRIVERS LICENSE NEEDED: ☐ YES ☐ NO ENDORSEMENT: _____
6. GOVERNMENT VEHICLE: ☐ YES ☐ NO TYPE: _____
7. PRIVATE VEHICLES AUTHORIZED: ☐ YES ☐ NO NUMBER: _____
8. RADIOS NEEDED: ☐ YES ☐ NO TYPE: _____ NUMBER: _____
9. REQUESTING UNIT'S ELECTRONIC TECHNICIAN'S NAME: _____
   TELEPHONE: _____
10. LENGTH OF DETAIL: _____ THROUGH: _____
11. ESTABLISHED WORKWEEK: _____
    HOURS OF DUTY: _____
    OVERTIME AUTHORIZED: ☐ YES ☐ NO.
    AUTHORIZATION NUMBER: _____
12. PERSONNEL MAY BE ROTATED: ☐ YES ☐ NO HOW OFTEN: _____
    ROTATION PAID BY: _____
13. BASE SALARY PAID BY: _____
    TRAVEL PAID BY: _____ PER DIEM PAID BY: _____
14. EQUIPMENT USE MILEAGE PAID BY: _____
15. REQUESTING UNIT'S ELECTRONIC ADDRESS: _____
16. REQUESTING UNIT'S ESTIMATED TOTAL COST: _____
17. REQUESTING UNIT'S PERSONNEL OFFICER: _____
    TELEPHONE: _____
18. REQUESTING UNIT'S B & F OFFICER: _____
    TELEPHONE: _____
19. TEMPORARY DUTY STATION: _____
    ADDRESS / PO BOX: _____
    TELEPHONE: _____
20. GOVERNMENT LODGING: ☐ YES ☐ NO MESS HALL: ☐ YES ☐ NO.
    GOVERNMENT COOKING FACILITIES ONLY: ☐ YES ☐ NO
    COMMERCIAL LODGING: ☐ YES ☐ NO. RATE: _____ MEALS: ☐ YES ☐ NO.
21. NEAREST COMMERCIAL AIRLINE CITY: _____
22. REMARKS: _____

Dispatch

Resource Order Completion Instructions / 1

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.

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.

Dispatch

Resource Order Completion Instructions / 2

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 – Thee 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.

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.

Dispatch

Resource Order Completion Instructions / 3

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.

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.

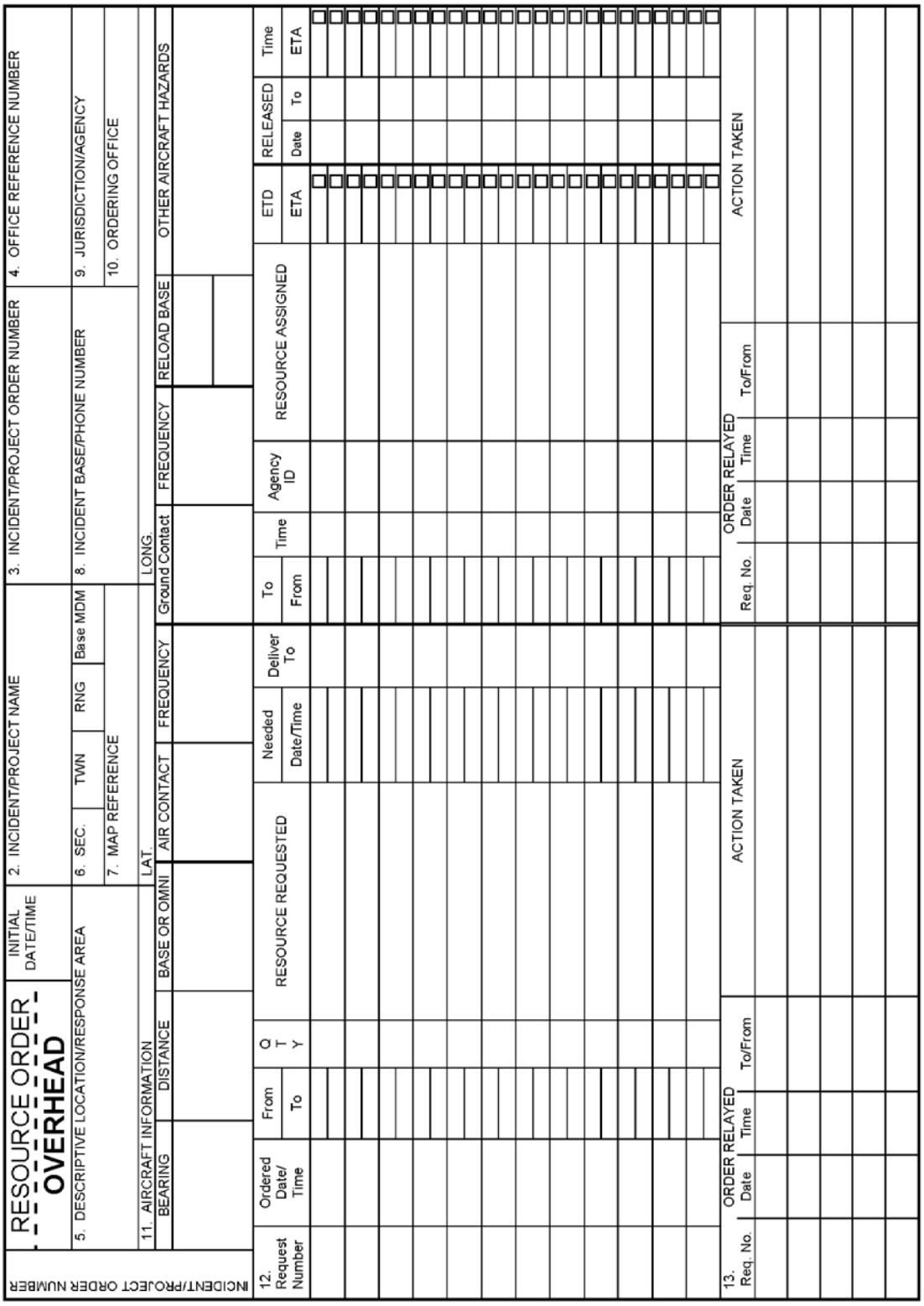
Travel information is documented in Block #13 at the time it is received.

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.

Dispatch

Resource Order – Overhead



Dispatch

Resource Order – Overhead / 2

13. Req. No.	ORDER RELAYED Date	Time	To/From	ACTION TAKEN	Req. No.	ORDER RELAYED Date	Time	To/From	ACTION TAKEN

Request Number	REMARKS

2. INCIDENT/PROJECT NAME	3. INCIDENT PROJECT ORDER NO.	ESTIMATED COST	ORDER COMPLETED BY INITIALS	DATE	TIME

Resource Order – Overhead.doc/Jaz C Page 2 ICS 259-13 (7/87) NFES 2213

Emergencies/Safety

Emergency Release Form

EMERGENCY RELEASE / MESSAGE FORM

NAME _____ CREW/ENGINE NAME _____

CURRENT ORDER # _____ CURRENT REQUEST # _____ CURRENT INCIDENT _____

ORIGINAL ORDER # _____ ORIGINAL REQUEST # _____ ORIGINAL INCIDENT _____

EMERGENCY MESSAGE / REASON FOR RELEASE _____

FLIGHT ITINERARY

DEPARTURE				ARRIVAL			
DATE	TIME	AIRPORT	FLIGHT/AIRCRAFT #	DATE	TIME	AIRPORT	FLIGHT/AIRCRAFT #

DOCUMENTATION

DATE	TIME	TO / FROM	ACTION TAKEN

Emergencies/Safety

Medical Plan / 1

MEDICAL PLAN (ICS 206)

1. Incident/Project Name	2. Operational Period
	Date/Time

3. Ambulance Services

Name	Complete Address	Phone & EMS Frequency	Advanced Life Support (ALS) Yes	No

4. Air Ambulance Services

Name	Phone	Type of Aircraft & Capability

5. Hospitals

Name Complete Address	GPS Datum – WGS 84 Coordinate Standard Degrees Decimal Minutes DD° MM.MMM' N - Lat DD° MM.MMM' W - Long		Travel Time Air	Gnd	Phone	Helipad Yes	No	Level of Care Facility
	Lat:					☐	☐	
	Long:							
	VHF:							
	Lat:					☐	☐	
	Long:							
	VHF:							
	Lat:					☐	☐	
	Long:							
	VHF:							
	Lat:					☐	☐	
	Long:							
	VHF:							

6. Division | Branch | Group	Area Location Capability	
	EMS Responders & Capability:	
	Equipment Available on Scene:	
	Medical Emergency Channel:	
	ETA for Ambulance to Scene:	
	Air:	
	Ground:	
	Approved Helispot:	
	Lat:	
	Long:	
	EMS Responders & Capability:	
	Equipment Available on Scene:	
	Medical Emergency Channel:	
	ETA for Ambulance to Scene:	
	Air:	
	Ground:	
	Approved Helispot:	
	Lat:	
	Long:	

Emergencies/Safety

Medical Plan / 2

MEDICAL PLAN (ICS 206)

7. Name & Location	Remote Camp Location(s)			
	Point of Contact:			
	EMS Responders & Capability:			
	Equipment Available on Scene:			
	Medical Emergency Channel:			
	ETA for Ambulance to Scene:			
	Air:			
	Ground:			
	Approved Helispot:			
	Lat:			
	Long:			
	Point of Contact:			
	EMS Responders & Capability:			
	Equipment Available on Scene:			
	Medical Emergency Channel:			
	ETA for Ambulance to Scene:			
	Air:			
	Ground:			
	Approved Helispot:			
	Lat:			
	Long:			
8. Prepared By (Medical Unit Leader)		9. Date/Time	10. Reviewed By (Safety Officer)	11. Date/Time

Emergencies/Safety

Wildland Fire Fatality and Entrapment Initial Report / 1

Wildland Fire Fatality and Entrapment Initial Report

Complete this report for fire-related entrapment and/or fatalities. Timely reporting of wildland-related entrapments or fatalities is necessary for the rapid dissemination of accurate information to the fire management community. It will also allow fire safety and equipment specialists to quickly respond to these events as appropriate. This initial report does not replace agency reporting or investigative responsibilities, policies, or procedures. Immediately notify the National Interagency Coordination Center (NICC) Coordinator on Duty (COD) by phone, and then submit this written report to NICC within 24 hours—even if some data are missing—to the address given below.

NICC—National Interagency Fire Center
3833 South Development Ave.
Boise, ID 83705

Phone: 208–387–5400
Fax: 208–387–5414
Coordinator on Duty email: COD@blm.gov

Submitted by:	Position:
Agency:	Location:
Phone:	E-mail:

General Information		
• Date of event:		Time:
• Number of personnel involved:		
• Number of:	Injuries:	Fatalities:
• Fire name, location, agency, etc.:		

Fatalities			
Type of accident:			
☐ Aircraft	☐ Vehicle	☐ Natural (lightning, drowning, etc.)	
☐ Smoke	☐ Medical (heart, stroke, heat, etc.)	☐ Entrapment	☐ Struck by falling object
Where fatality/entrapment occurred:			
☐ Fire site	☐ In transit		
☐ Incident base	☐ Other		
Note: In the event of fatality(s), do not release name(s) until next of kin are notified.			
Employing agency:			
Unit name:			
Address:			
For further information, contact:			
Phone:			

Emergencies/Safety

Wildland Fire Fatality and Entrapment Initial Report / 2

2. Fire-Related Information

- Fuel Model:
- Incident management type at time of the incident/accident: (circle one) 1 2 3 4 5
- Temperature: RH: Wind: Mph
- Topography: Urban/wildland intermix? ☐ Yes ☐ No
- Slope: %
- Fire size at the time of the incident/accident: acres
- Cause of fire: ☐ Natural ☐ Incendiary ☐ Accidental ☐ Unknown

3. Entrapment Information

A situation where personnel are unexpectedly caught in a fire-behavior-related, life-threatening position where escape routes or safety zones are absent, inadequate, or have been compromised. An entrapment may or may not include deployment of a fire shelter. Note: Engine and dozer burnovers also constitute entrapments.

- Brief description of the accident:

Entrapment Description

- Person trapped ☐ With shelter ☐ Without shelter
- Burns/smoke injuries while in shelter ☐ Yes ☐ No
- Burns/smoke injuries while escaping entrapment ☐ Yes ☐ No
- Burns/smoke injuries incurred while fighting fire ☐ Yes ☐ No
- Fire shelter performed satisfactorily ☐ Yes ☐ No
- Fire shelter was available, but not used ☐ Yes ☐ No

Personal Protective Equipment Used

- Fire shelter ☐ Yes ☐ No
- Gloves ☐ Yes ☐ No
- Protective pants ☐ Yes ☐ No
- Boots ☐ Yes ☐ No
- Protective shirt ☐ Yes ☐ No
- Goggles ☐ Yes ☐ No
- Face/neck protection ☐ Yes ☐ No
- Hardhat ☐ Yes ☐ No

PMS 405-1 (08/2014) page 2 of 2

Incident Management Teams

Agency Administrator's Briefing to Incident Management Team / 1

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

Incident Management Teams

Agency Administrator's Briefing to Incident Management Team / 2

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

Incident Management Teams

Agency Administrator's Briefing to Incident Management Team / 3

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

Incident Management Teams

Agency Administrator's Briefing to Incident Management Team / 4

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)

Incident Management Teams

Local Incident Commander Briefing / 1

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)

Incident Management Teams

Local Incident Commander Briefing / 2

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

Incident Management Teams

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

Intelligence

Incident Status Summary (ICS 209) /1

Updated 3/1/2016

INCIDENT STATUS SUMMARY (ICS 209)

***1. Incident Name:**			***2. Incident Number:**	
***3. Report Version** (check one box on left): O Initial O Update O Final Rpt # (if used):	***4. Incident Commander(s) & Agency or Organization:**		**5. Incident Management Organization:**	***6. Incident Start Date/Time:** Date: Time: Time Zone:
7. Current Incident Size or Area Involved (use unit label – e.g., "Acres", Square Miles"):	**8a. Percent (%) Contained or Completed:** **b. Total % of Perimeter that will be Contained or Completed**	***9. Incident Type:** ***Cause:** ***Strategy:** %	**10. Incident Complexity Level:**	***11. For Time Period:** From Date/Time: To Date/Time:

Monitor	
Confine	
Point Zone Protection	
Full Suppression	

Approval & Routing Information

***12. Prepared By:** Print Name: _____ ICS Position: _____ Date/Time Prepared: _____	***14. Date/Time Submitted:** **Time Zone:**
***13. Approved By:** Print Name: _____ ICS Position: _____ Signature: _____	***15. Primary Location, Organization, or Agency Sent To:**

Incident Location Information

***16. State:**	***17. County/Parish/Borough:**	**18. City:**
19. Unit or Other:	**20. Incident Jurisdiction:**	***21. Incident Location Ownership** (if different than jurisdiction):
***22. Latitude** (indicate format): **Longitude** (indicate format):	**23. US National Grid Reference:**	**24. Legal Description** (township, section, range):
***25. Short Location or Area Description** (list all affected areas or a reference point):		**26. UTM Coordinates:**
27. Note any geospatial data available (indicate data format, content, and collection time information and labels):		

Incident Summary

***28. Observed Fire Behavior or Significant Events for the Time Period Reported** (describe fire behavior using accepted terminology. For non-fire incidents, describe significant events related to the materials or other causal agents):				
29. Primary Fuel Model, Materials, or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc):				
30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.):	A. Structural Summary	B. # Threatened (up to 72 hrs)	C. # Damaged	D. # Destroyed
	E. Single Residences			
	F. Multiple Residences			
	G. Mixed Commercial / Residential			
	H. Nonresidential Commercial Property			
	I. Other Minor Structures			
ICS 209, Page 1 of ____	** Required when applicable.*			

Intelligence

Incident Status Summary (ICS 209) /2

Additional Incident Decision Support Information

31. Public Status Summary:	A. # This Reporting Period	B. Total # to Date	32. Responder Status Summary:	A. # This Reporting Period	B. Total # to Date
C. *Indicate Number of Civilians (Public) Below:*			C. *Indicate Number of Responders Below:*		
D. Fatalities			D. Fatalities		
E. With Injuries/Illness			E. With Injuries/Illness		
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue		
G. Missing (note if estimated)			G. Missing		
H. Evacuated (note if estimated)			H. Evacuated		
I. Sheltering in Place (note if estimated)			I. Sheltering in Place		
J. In Temporary Shelters (note if est.)			J. In Temporary Shelters		
K. Have Received Mass Immunizations			K. Have Received Immunizations		
L. Require Immunizations (note if est.)			L. Require Immunizations		
M. In Quarantine			M. In Quarantine		
N. Total # Civilians (Public) Affected:			*N. Total # Responders Affected:*		

33. Life, Safety, and Health Status/Threat Remarks:	*34. Life, Safety, and Health Threat Management:	Check if Active
	A. No Likely Threat	O
	B. Potential Future Threat	O
	C. Mass Notifications in Progress	O
	D. Mass Notifications Completed	O
	E. No Evacuation(s) Imminent	O
	F. Planning for Evacuation	O
	G. Planning for Shelter-in-Place	O
35. **Weather Concerns** (synopsis of current and predicted weather; discuss related factors that may cause concern):	H. Evacuation(s) in Progress	O
	I. Shelter-in-Place in Progress	O
	J. Repopulation in Progress	O
	K. Mass Immunization in Progress	O
	L. Mass Immunization Complete	O
	M. Quarantine in Progress	O
	N. Area Restriction in Effect	O
		O
		O
		O

*36. **Projected Incident Activity, Potential, Movement, Escalation, or Spread** and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes:

12 hours:

24 hours:

48 hours:

72 hours:

37. **Strategic Objectives** (define planned end-state for incident):

ICS 209, Page 2 of ____	* *Required when applicable.*

Intelligence

Incident Status Summary (ICS 209) /3

Additional Incident Decision Support Information (continued)

***38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond.** Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts. **12 hours:** **24 hours:** **48 hours:** **72 hours:**
39. Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order: **12 hours:** **24 hours:** **48 hours:** **72 hours:**
40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to: 1) critical resource needs identified above, 2) the Incident Action Plan and management objectives and targets, 3) anticipated results. **Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.**
41. Planned Actions for Next Operational Period:
42. Projected Final Incident Size/Area (use unit label – e.g., "Acres", "Square Miles"):
43. Anticipated Incident Containment or Completion Date:
44. Projected Significant Resource Demobilization Start Date:
***45. Estimated Incident Costs to Date:**
46. Projected Final Incident Cost Estimate:
47. Remarks (or continuation of any blocks above – list block number in notation):
ICS 209, Page 3 of ___ | ** Required when applicable.*

Intelligence

Incident Status Summary (ICS 209) /4

Incident Resource Commitment Summary

48. Agency or Organization:	49. **Resources** (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box):																	50. Additional Personnel not assigned to a resource:	51 Total Personnel (include those associated with resources – e.g., aircraft or engines- and individual overhead):
52. Total Resources:																			

53. Additional Cooperating and Assisting Organizations Not Listed Above:

ICS 209, Page ____of ____ | * *Required when applicable.*

Intelligence

Incident Status Summary (ICS 209) /5

Incident Resource Commitment Summary

48. Agency or Organization:	49. Resources (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box):	50. # of Personnel not assigned to a resource:	51. Total Personnel (includes those associated with resources – e.g., aircraft or engines –*and* individual overhead):
52. Total Resources			

53. Additional Cooperating and Assisting Organizations Not Listed Above:

Intelligence

Incident Status Summary (ICS 209) /6

Block Number	Block Title	Instructions
*1	**Incident Name:**	**REQUIRED BLOCK.** • Enter the full name assigned to the incident. • Check spelling of the full incident name. • For an incident that is a Complex, use the word "Complex" at the end of the incident name. • If the name changes, explain in Remarks, Block 47. • Do not use the same incident name for different incidents in the same calendar year on the same unit. ("Smith" and "Smith 2" are acceptable.) • Contact the GACC Intelligence Coordinator for any Incident Name changes.

*2	**Incident Number:**	**REQUIRED BLOCK.**
		• Enter the local incident identifier.
		• Wildfires are generally by protecting unit.
		• Examples include:
		  ○ A computer-aided dispatch (CAD) number.
		  ○ An accounting number.
		  ○ A county number.
		  ○ A disaster declaration number.
		  ○ A combination of the State, unit/agency ID, and a dispatch system number.
		  ○ A mission number.
		  ○ Any other unique number assigned to the incident and derived by means other than those above.
		• Make sure the number entered is correct.
		• Unit identifiers must exist in the database to be valid for entry in this program.
		• Do not use the same incident number for two different incidents in the same calendar year.
		• Subordinate incident numbers associated with host jurisdictions or agencies and incident numbers assigned by agencies represented in Unified Command should be listed, or indicated in Remarks, Block 47.
		• Contact the GACC Intelligence Coordinator for any Incident Number changes.

*3	**Report Version** (check one box):	**REQUIRED BLOCK.** • This indicates the current version of the ICS 209 form being submitted. • If only one ICS 209 will be submitted (for an incident lasting one day), check "Final".

Intelligence

Incident Status Summary (ICS 209) /7

Block Number	Block Title	Instructions
	☐ Initial	Check "Initial" if this is the first ICS 209 for this incident.
	☐ Update	Check "Update" if this is a subsequent report for the same incident.
	☐ Final	• Check "Final" if this is the last ICS 209 to be submitted for this incident (usually when the incident has been declared contained, controlled and/or when the incident requires only minor support that can be supplied by the organization having jurisdiction). • An incident being merged into a complex should be marked as "Final" on its last ICS 209. The name and incident number of the complex should be indicated in Remarks, Block 47. • Selecting/completing a "Final" ICS 209 does not prevent the submission of another "Final" in the future.
*4	**Incident Commander(s) & Agency or Organization:**	REQUIRED BLOCK. • Enter the last name of the Incident Commander. • If the incident is under a Unified Command, list all primary Incident Commanders by last name separated by a slash. Denote the organizations in Remarks, Block 47. (For example: Lennon / Hendrix)
5	**Incident Management Organization:**	Indicate the incident management organization for the incident, which may be a Type 1, 2, or 3 Incident Management Team (IMT), a Unified Command, a Unified Command with an IMT, etc.
*6	**Incident Start Date/Time:**	REQUIRED BLOCK. This is always the start date and time of the incident (not the report date and time or operational period).
	Date:	Enter the start date (month/day/year).
	Time:	Enter the start time (using 24-hour clock time) or validate IRWIN input.
	Time Zone:	Choose appropriate time zone of the incident. (e.g., EDT, PST)
7	**Current Incident Size or Area Involved** (use unit label – e.g., "Acres", "Square Miles"):	• Enter the appropriate incident descriptive size and area involved (acres, number of buildings, square miles, hectares, square kilometers, etc.). • Enter the total area involved for incident Complexes in this block, and list each sub-incident and size in Remarks, Block 47. • Indicate that the size is an estimate if a more specific figure is not available. • If the incident involves more than one jurisdiction or a mixed ownership, agencies/organizations may require listing a size breakdown by organization, or including this information in Remarks, Block 47. • ****The ICS 209 program only accepts acres, hectares, square miles and square kilometers. Convert other area measurements to one of these when submitting an electronic ICS 209 report.****
8	**A. Percent (%) Contained or**	• Enter the incident's percentage containment or completion achieved as of the end of the reporting period. ○ 100% represents full attainment of the incident's current operational

Intelligence

Incident Status Summary (ICS 209) /8

Block Number	Block Title	Instructions
	Completed:	objectives. ○ For wildfires managed under a full suppression strategy, this is usually expressed as the percentage of the managed fire perimeter that has been contained. ○ For non-wildfire incidents complete only if relevant to the incident.
	B. Total Percentage (%) of Perimeter that will be Contained or Completed:	• Enter the percentage of the total perimeter that is to be contained or completed by management actions under the current strategy. ○ For example, if 20% of a fire's perimeter is effectively bounded by natural barriers, enter 80% here to signify that only 80% of the perimeter will ultimately have containment line constructed around it. **Do NOT use this field to represent the perimeter remaining to be contained.**
		Example: The management strategy for a wildfire calls for full suppression via active perimeter control on 90% of the fire's edge (10% of the perimeter is in a Wilderness Area, where no fireline will be constructed). At the end of this reporting period, about one-fourth of the intended fireline has been constructed and is holding. Under this scenario, enter 90% in Percent (%) To Be Contained or Completed and 25% in Percent (%) Contained or Completed.
*9	**Incident Type:**	**REQUIRED BLOCK.** Select a general definition of the incident in this block by using the drop-down menu.
	Incident Description:	Allows more detailed description of the incident. (For example: If Incident Type is "Biological Outbreak," description might say "Swine flu epidemic.")
	Cause:	**REQUIRED BLOCK.** Select the cause (Human, Lightning/Natural, Other, Unknown) from the drop-down list. • For incidents caused by natural events, use "Lightning/Natural" for the cause description. Additional information can be provided in the Remarks block. • If cause is undetermined, use "Unknown".

Intelligence

Incident Status Summary (ICS-209)
When to Report Wildland Fire Incidents with an ICS-209

ICS-209: When to Report Wildland Fire Incidents

All wildland fires are managed under one or more strategies, which may vary over time. To accurately report significant fires that are not *fully suppressed'* on the ICS-209 form requires a new approach to how fires are reported.

The minimum national requirements for submitting an ICS-209 haven't changed. An ICS-209 is required for any fire under a full suppression management strategy that exceeds 100 acres in timber (fuel models 8-13), 300 acres in grass and brush (fuel models 1-7), or has a Type 1 or 2 incident management team assigned. *(Geographic Areas and agencies may have more stringent reporting requirements.)* Wildland fires being managed under multiple strategies may, or may not, require an ICS-209 to be submitted daily, depending on the size and complexity of the incident. The attached decision matrix and this document provide the basic guidelines for when an incident should submit an ICS-209 report.

When an emerging or ongoing fire meets the minimum large fire criteria outlined above (and in the National Interagency Mobilization Guide), the management strategy or strategies employed at the time will dictate the frequency of ICS-209 reporting. An initiallCS-209 should always be done when a fire meets national large fire criteria. After that, the frequency of ICS-209 reporting will vary with the strategies employed. Below are examples of when an ICS-209 report should be submitted.

Example 1.
A full suppression fire meeting large fire criteria should submit an ICS-209 daily until containment is achieved. A final ICS-209 should be completed at containment (a *second* final ICS-209 may also be done when the fire is controlled).

Example 2.
A fire managed under multiple strategies with a Type 1 or 2 incident management team assigned should submit an ICS-209 daily until containment is achieved, or the team is released.

Example 3.
A fire managed under multiple strategies with a commitment of national resources exceeding 72 hours should submit an ICS-209 daily until the number of resources declines below the minimum level outlined in the matrix.

Example 4.
A complex of fires managed under multiple strategies should submit an ICS-209 report daily until containment is achieved for all fires within the complex. If the complex is dissolved, ICS-209 reports for individual fires should be submitted based on the other criteria in the matrix.

Example 5.Example 5.
A single large fire, or complex of fires, experiences a significant event or change should submit an ICS-209 report daily until the event or change has passed, diminished, or no longer affecting the incident. Significant events include severe weather events, large increase in resources - especially national resources, large acreage growth, or impacting high value resources.

Example 6:
A large fire managed under multiple strategies that does *not* have a significant number of resources, or national resources

Intelligence

When to Report Wildland Fire Incidents with an ICS-209

assigned (see **definitions** below), and is not experiencing large acreage gains, should submit an initial ICS-209. After that, the fire shall be reported weekly on the Geographic Area spreadsheet until the fire is contained. A final ICS-209 shall be completed at full containment.

Management strategies include the following:

- Monitor
- Confine
- Point Zone Protection
- Full Suppression

Definitions:
Significant number of resources is defined as non-local resources that are required to manage an incident that exceed the capacity of the local unit.
Significant commitment of national resources is defined as one or more Type 1 crews, one or more fixed wing or rotor wing aircraft.

Monitor is the systematic process of observing, collecting and recording of fire-related data, particularly with regards to fuels, topography, weather, fire behavior, fire effects, smoke, and fire location. This may be done onsite, from a nearby or distant vantage point in person or using a sensor, or through remote sensing (aircraft or satellite).

Confine is to restrict a wildfire to a defined area, using a combination of natural and constructed barriers that will stop the spread of the fire under the prevailing and forecasted weather conditions until out. This means, "some action is or has been taken" (line construction, bucket drops, etc.) to suppress portions of the fire perimeter.

Point or Zone Protection involves protecting specific points from the fire while not actively trying to line the entire fire edge. Points being protected may be communities, individual homes, communication sites, areas of high resource value, etc.

Full Suppression implies a strategy to "put the fire out," as efficiently and effectively as possible, while providing for firefighter and public safety. To complete a fireline around a fire to halt fire spread, and cool down all hot spots that are immediate threat to control line or outside the perimeter, until the lines can reasonably be expected to hold under foreseeable conditions. Synonymous with "Full Perimeter Containment" and "Control."

Intelligence

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: _____

AVAILABLE	INSTATE	OUTSTATE	COMMITTED	INSTATE	OUTSTATE
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

Intelligence

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).

Intelligence

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: 218-327-4592 Email:

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 90 – Cooperation

MNICS Interagency Agreements

With Whom	*Title of Agreement*	*Purpose*	*Related To*
USFWS & DNR	Coop Agreement - USDOI 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.
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 border agreement	MNICS, MIFC, NIFC-CIFFC
US & CANADA	Canada/US Reciprocal Forest Firefighting 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 border agreement	MNICS, MIFC, NIFC, CIFFC, GLFFC
ONT MNR, US, & DNR	Fire Aviation Operations Plan	Operating plan for fire aviation 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	Cooperative 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

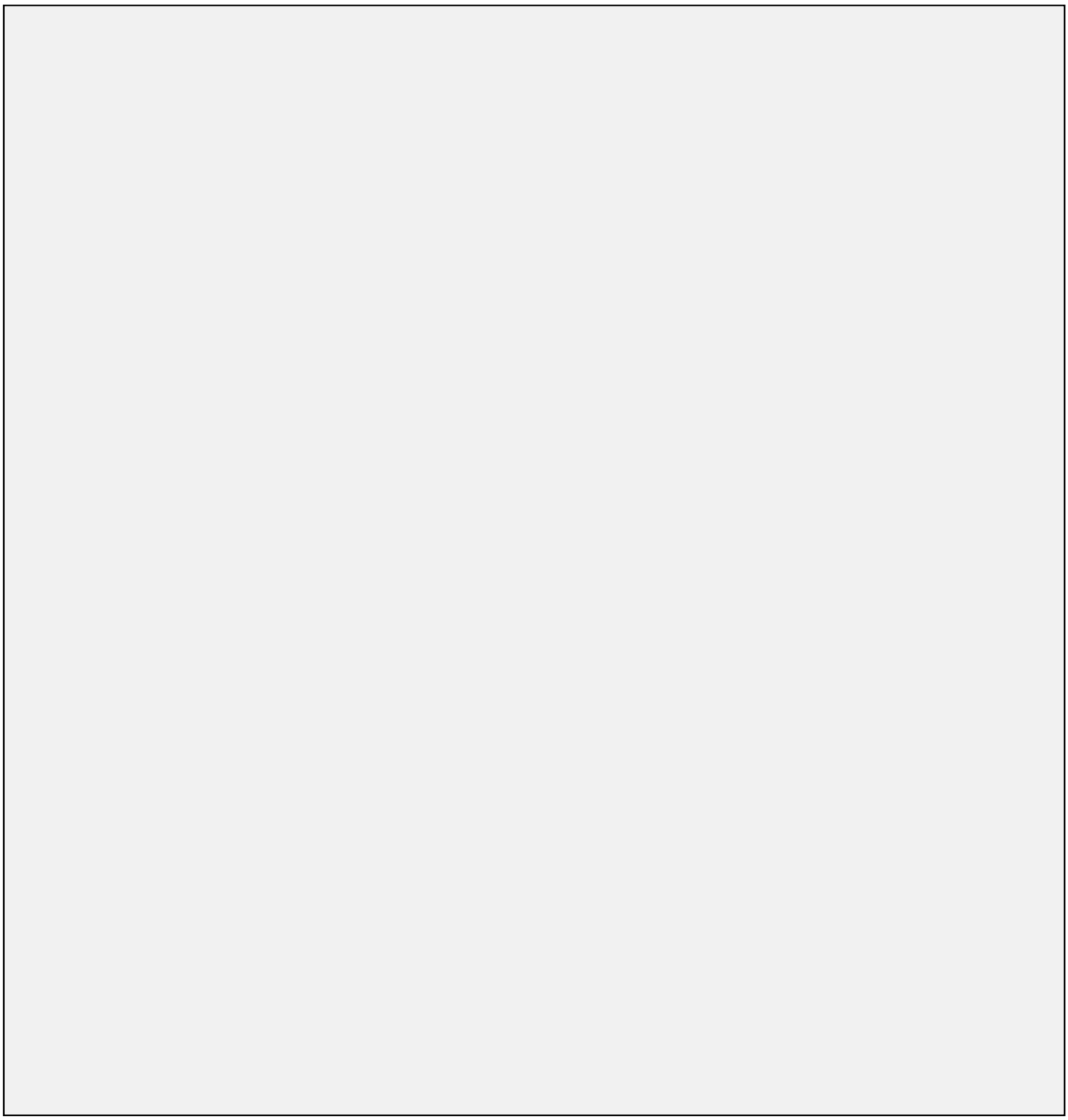
Questions about agreements should be directed to Tom Fasteland at the Minnesota Interagency Fire Center, 218-322-2738.

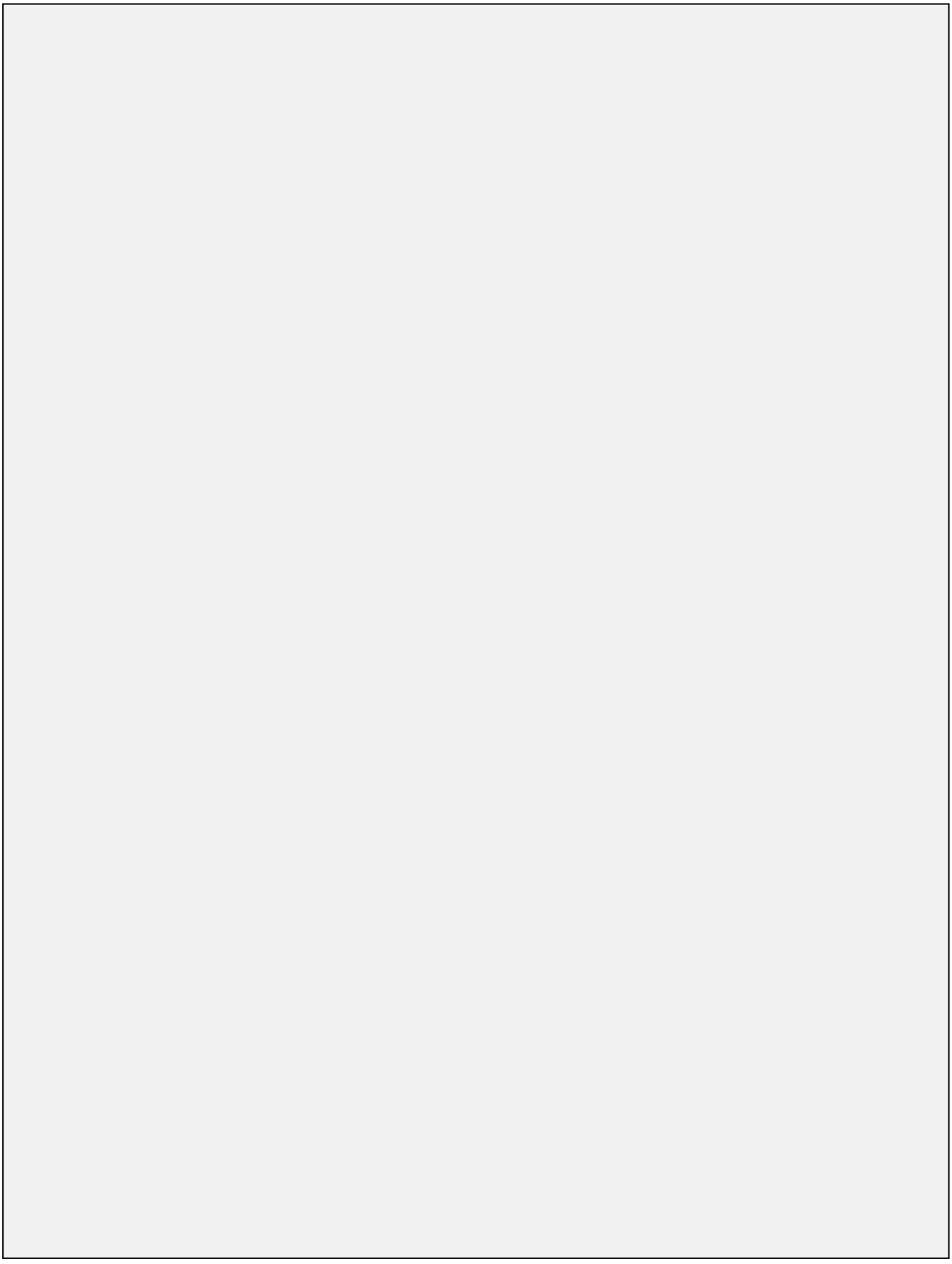
MNICS Cooperative Agreement

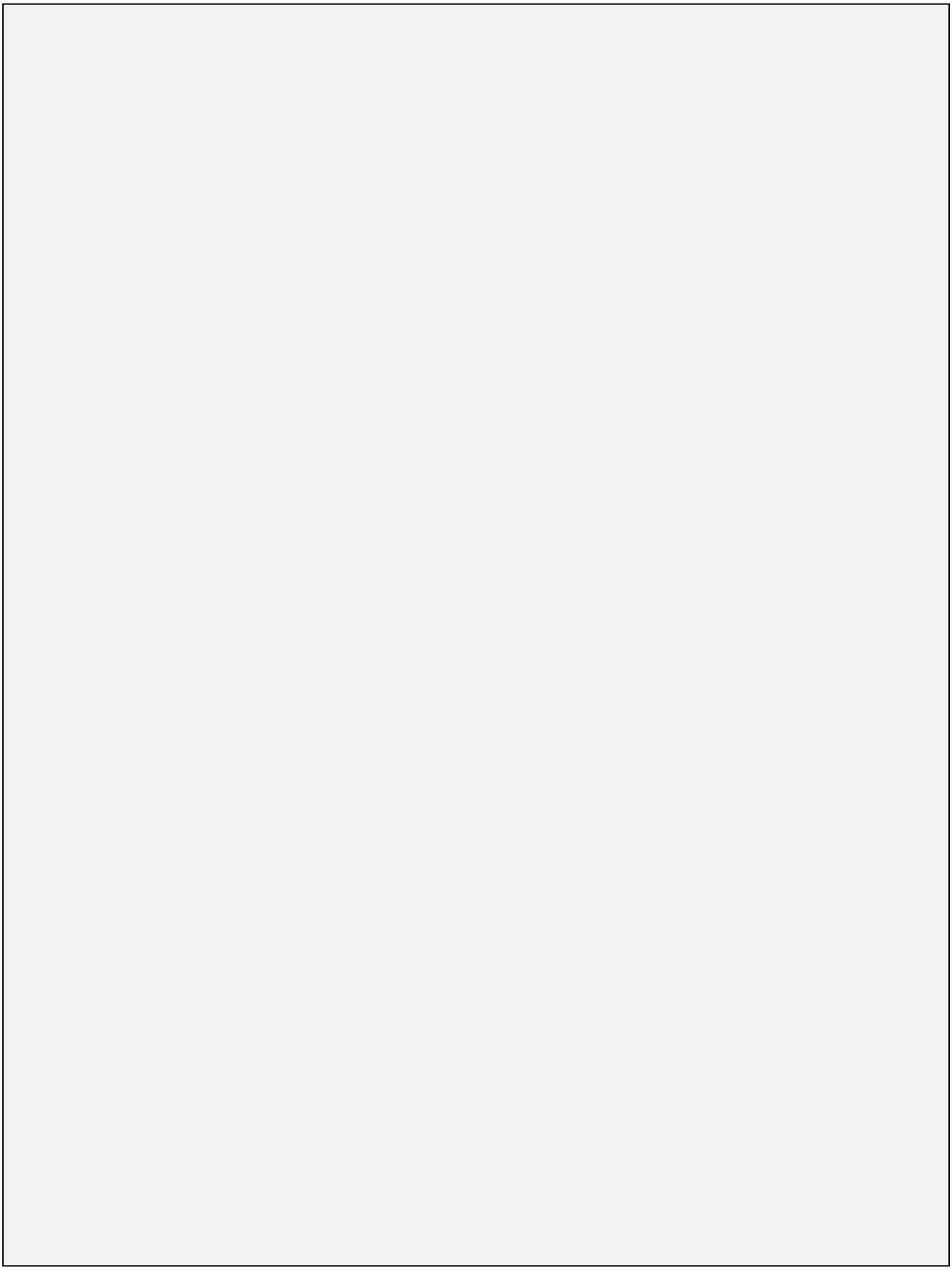
This is the agreement in effect at the time of publication of the 2015 Mobilization Guide. This is a portion of the actual agreement which does not include the following:

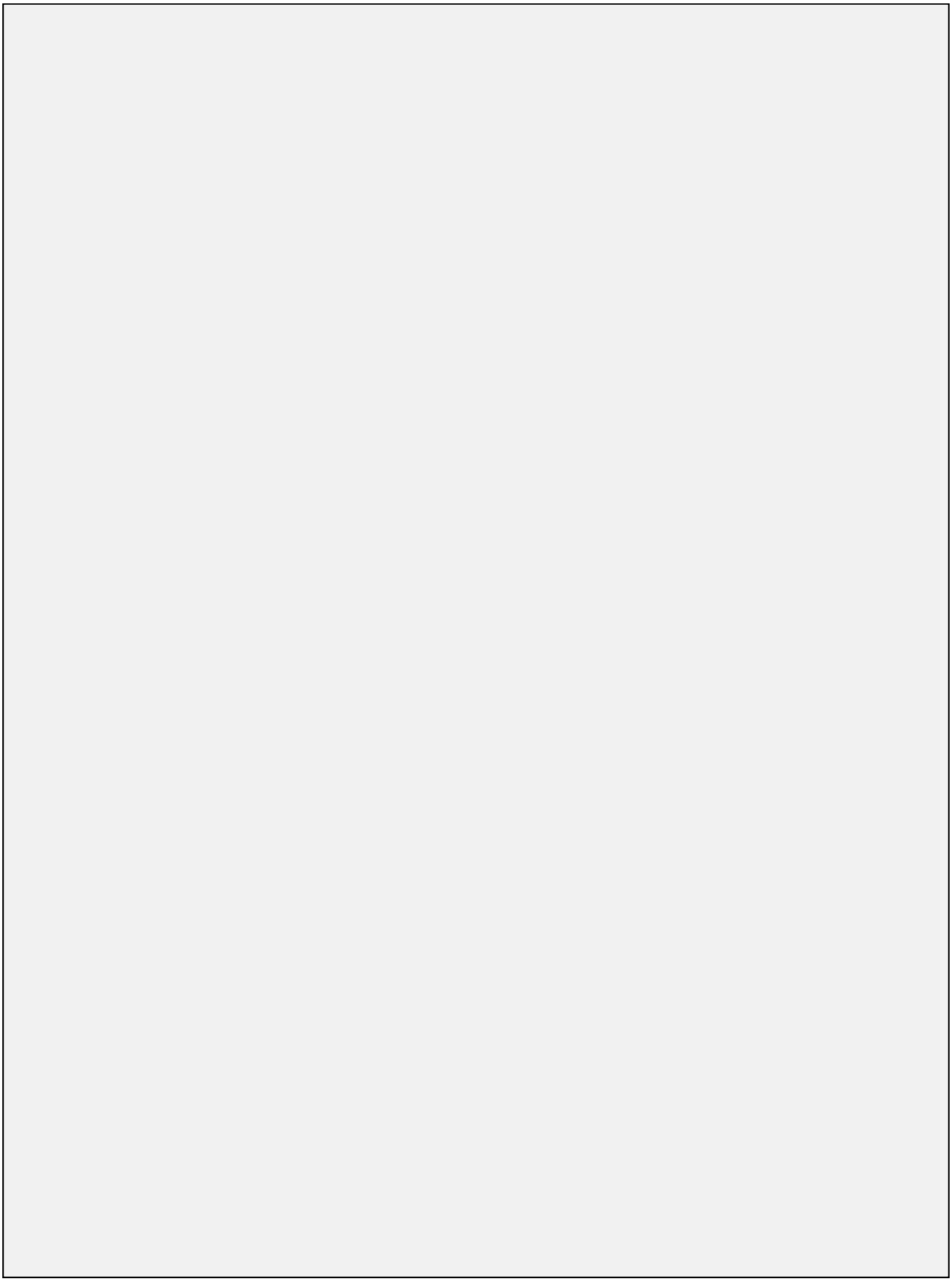
- *Table of Contents*
- *Signature page*
- *Exhibit A –Glossary of Terms*
- *Exhibit B—Principal Contacts,.*
- *Exhibit I – Glossary of Terms for Stanford Act Response*

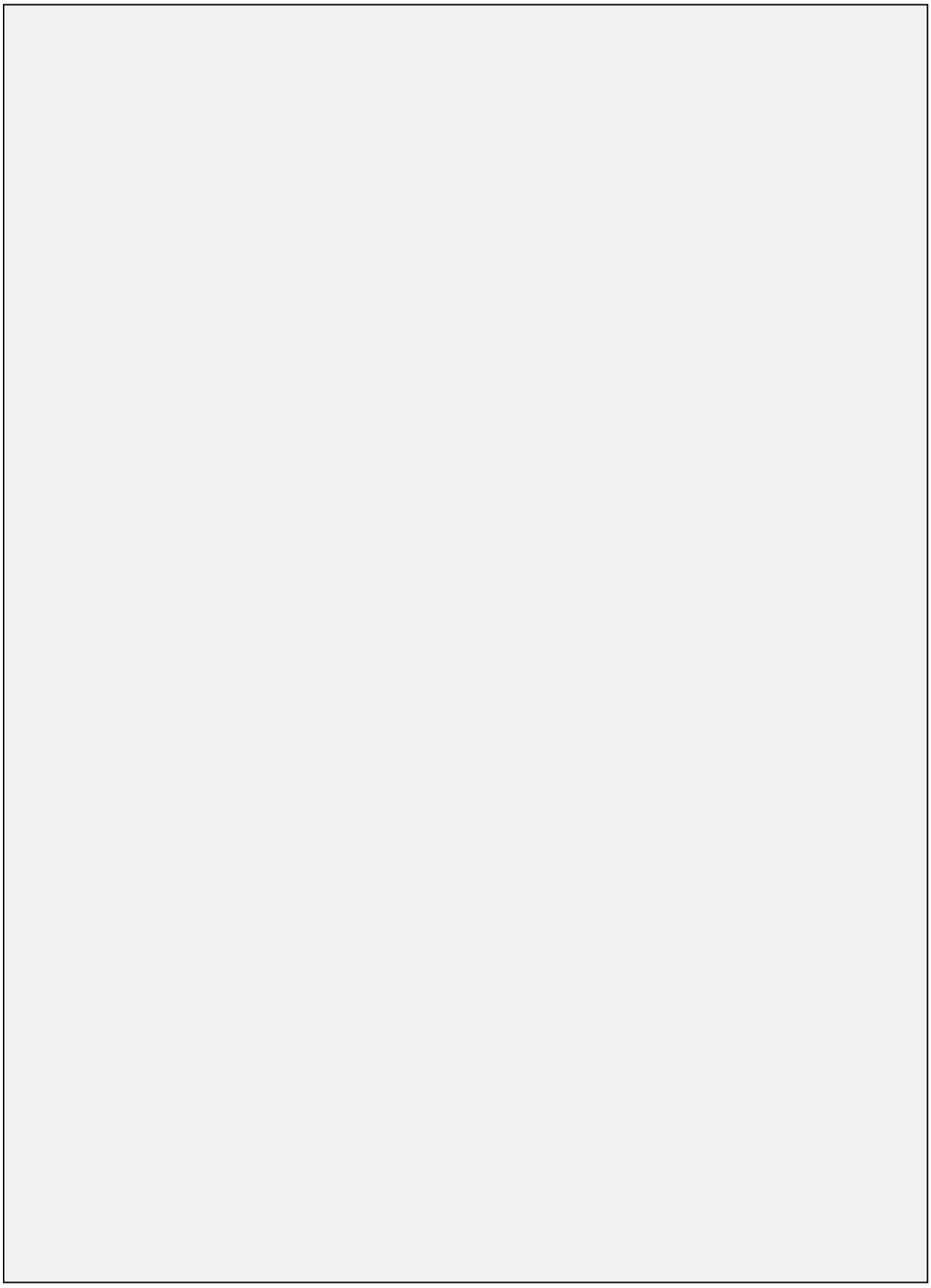
Page numbers in this reproduction are different from the actual agreement..
For the latest agreement, go to www.mnics.org

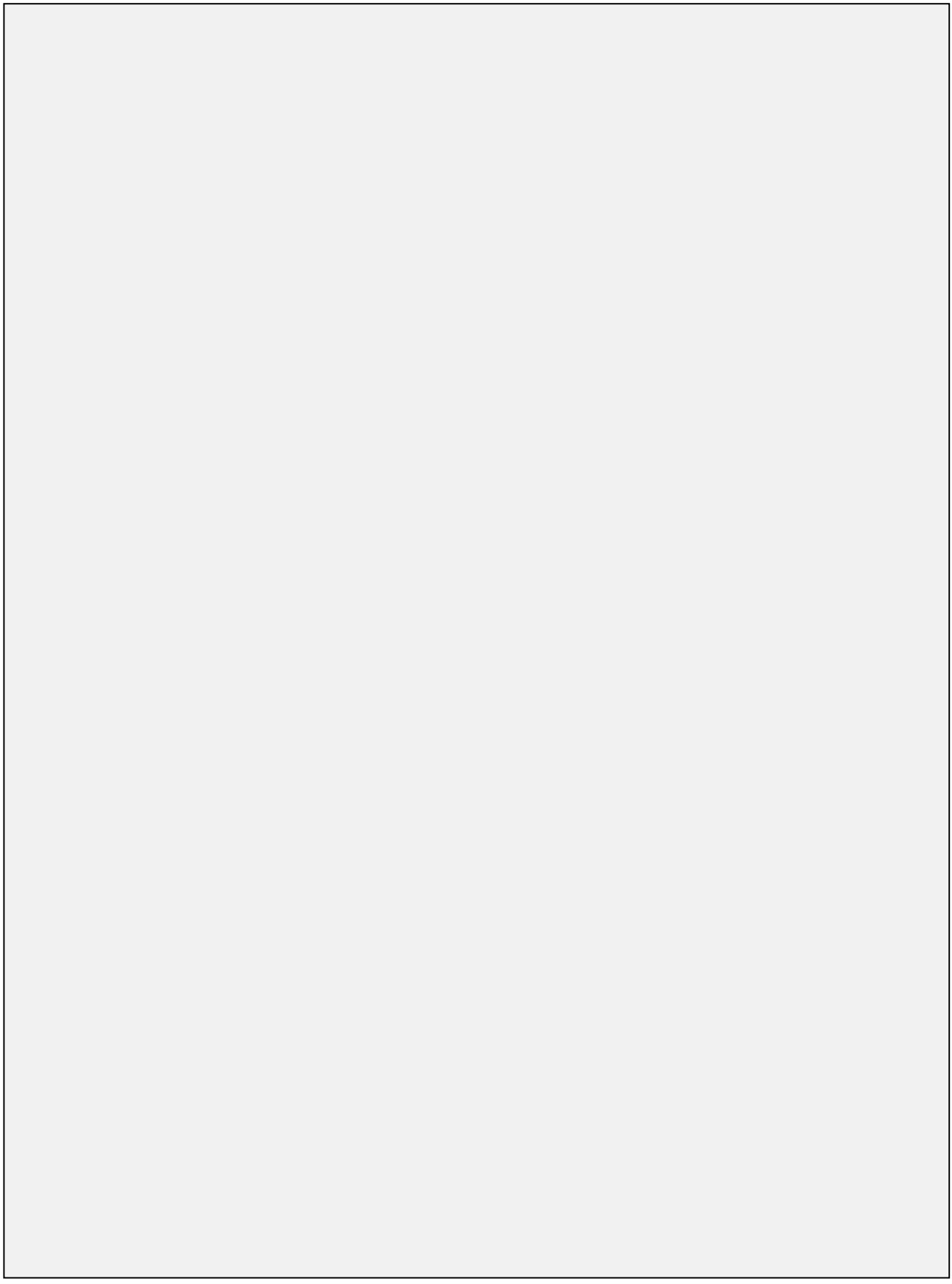


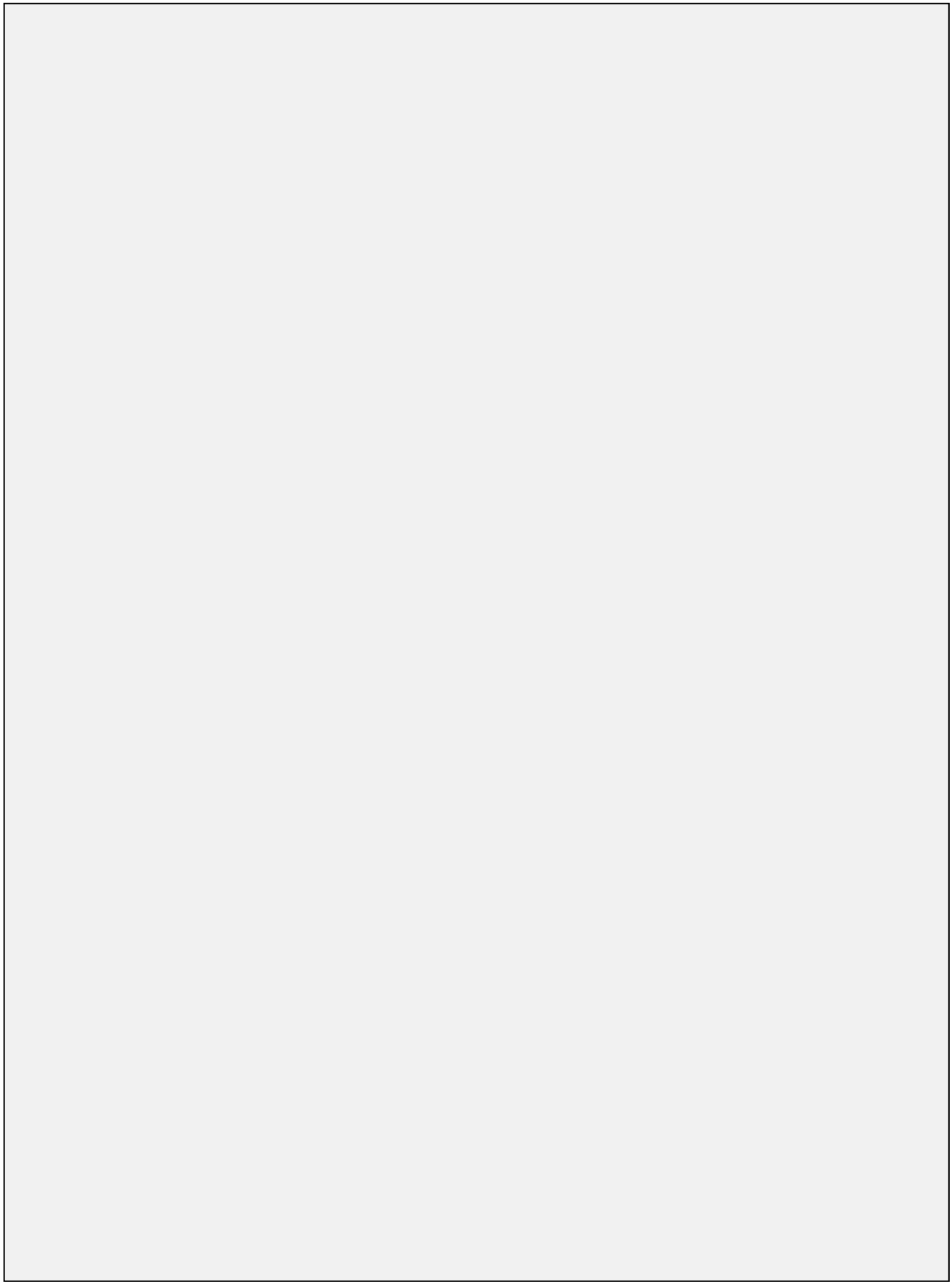


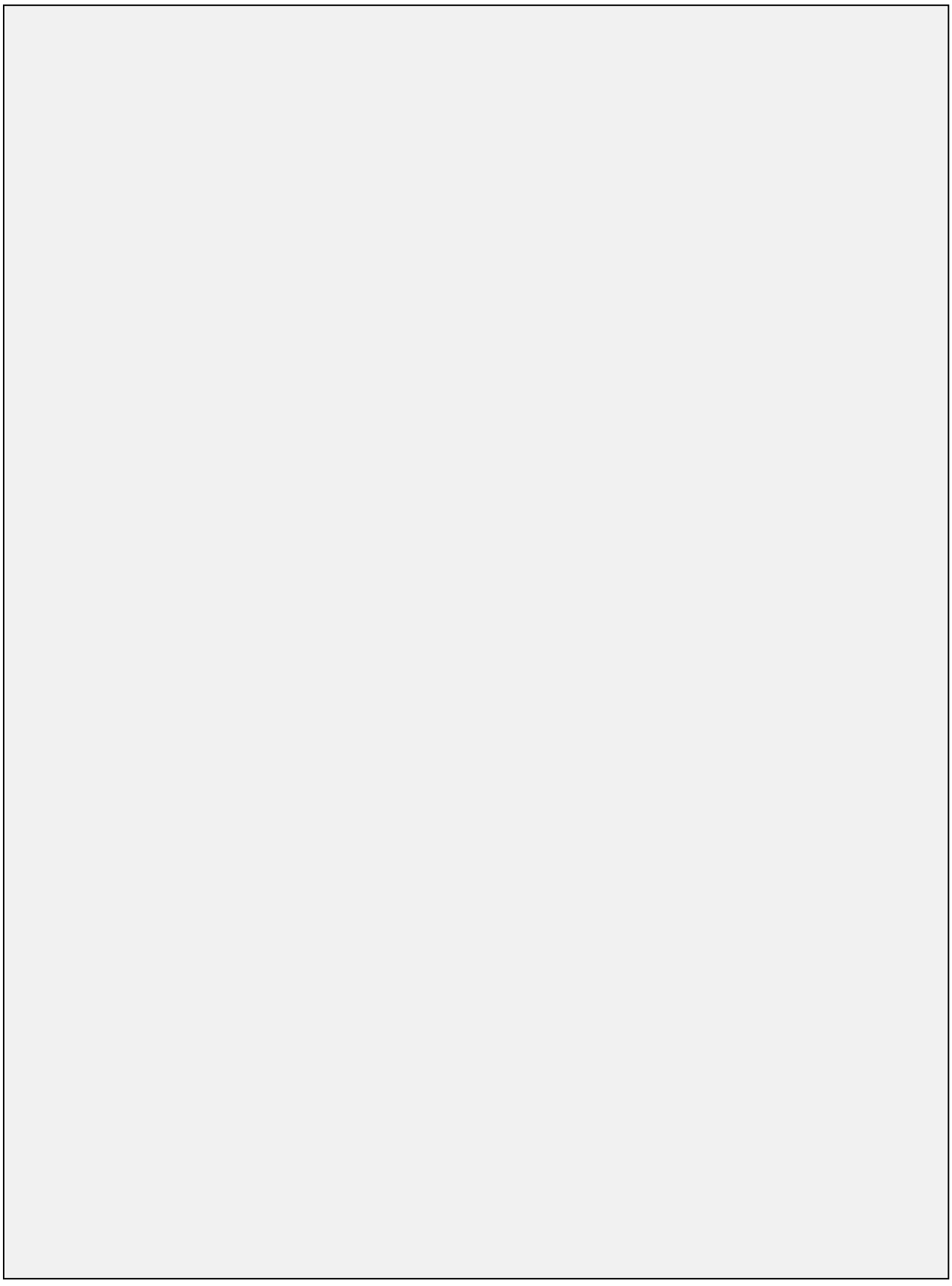


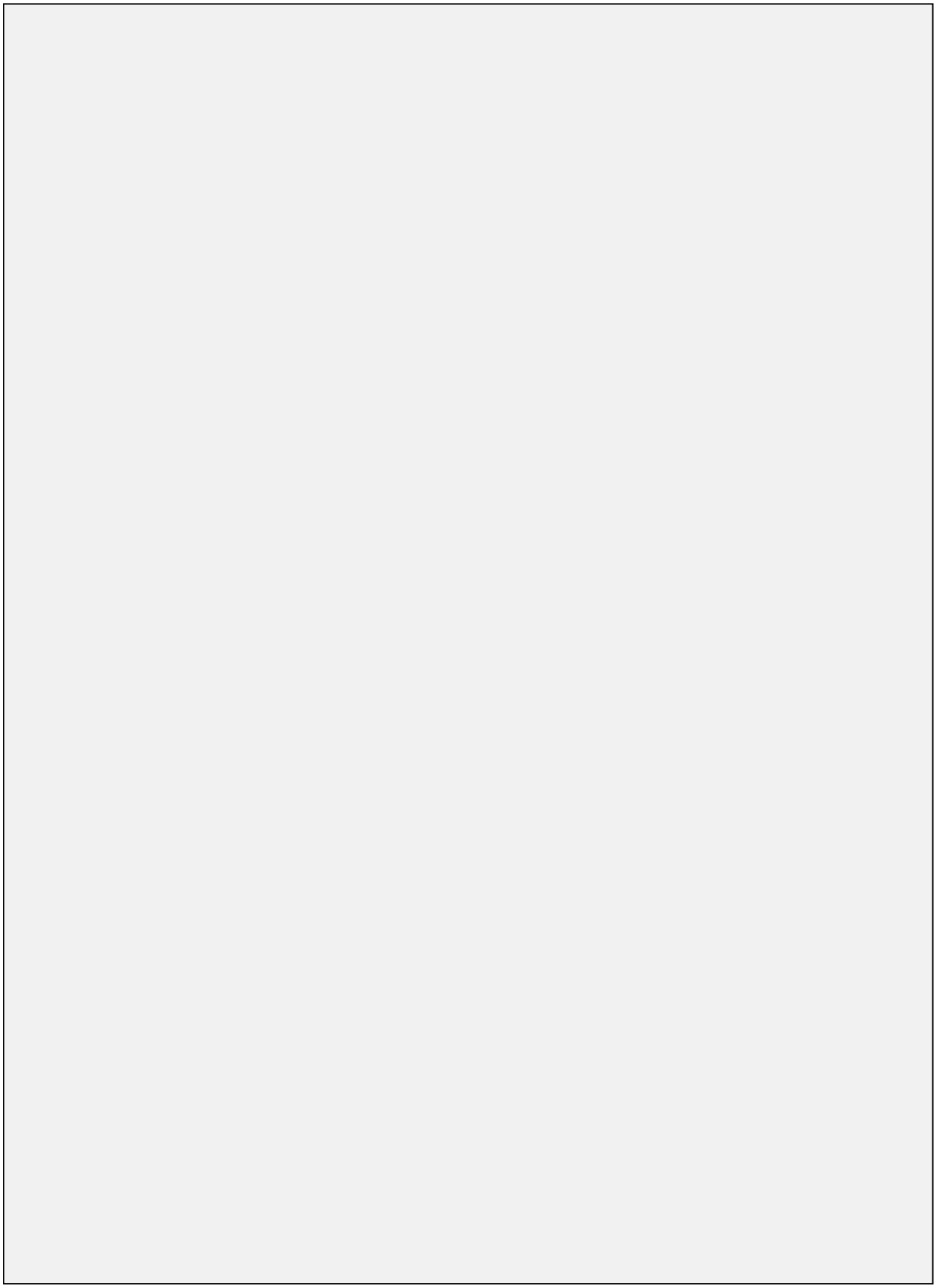


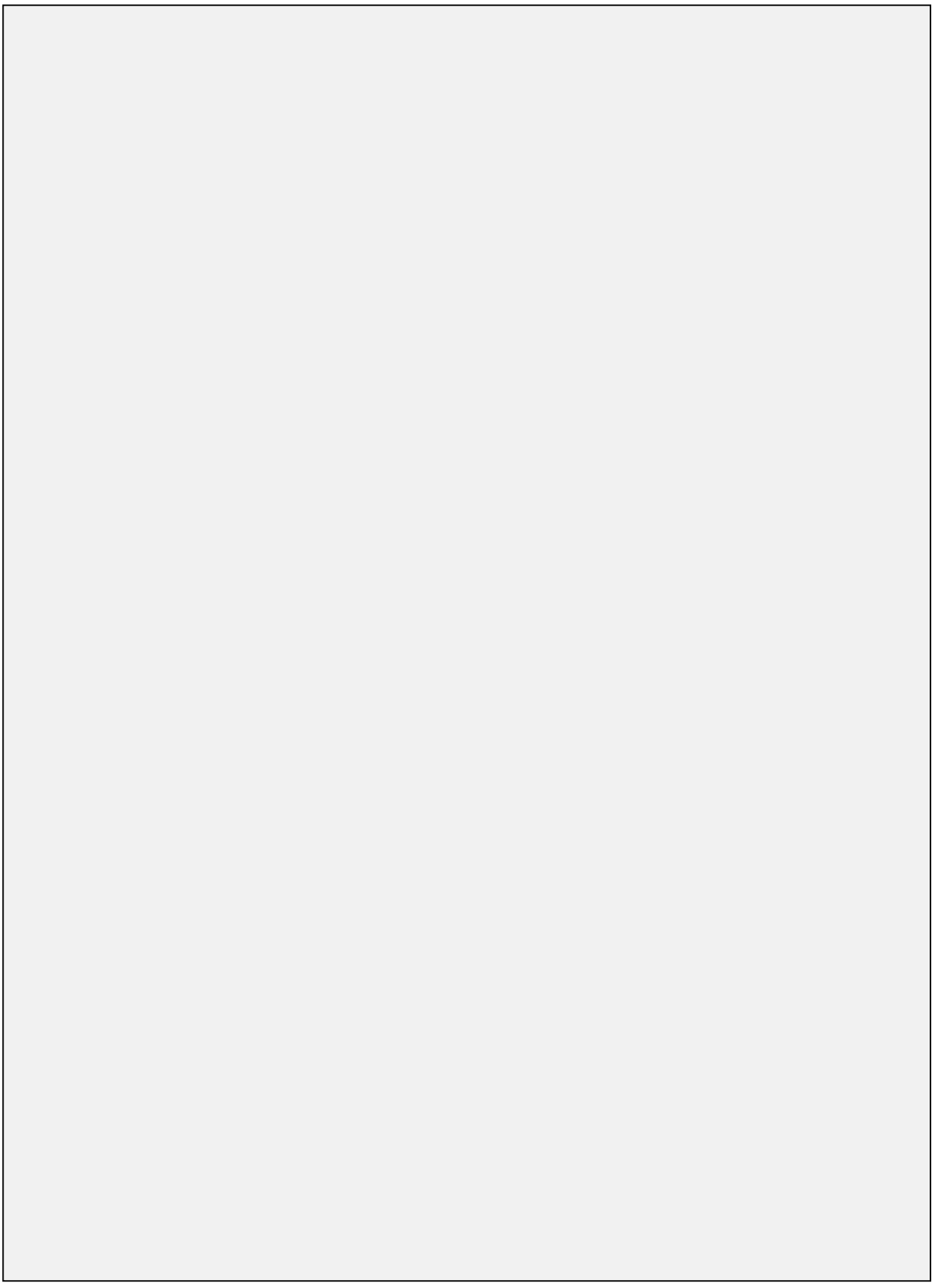


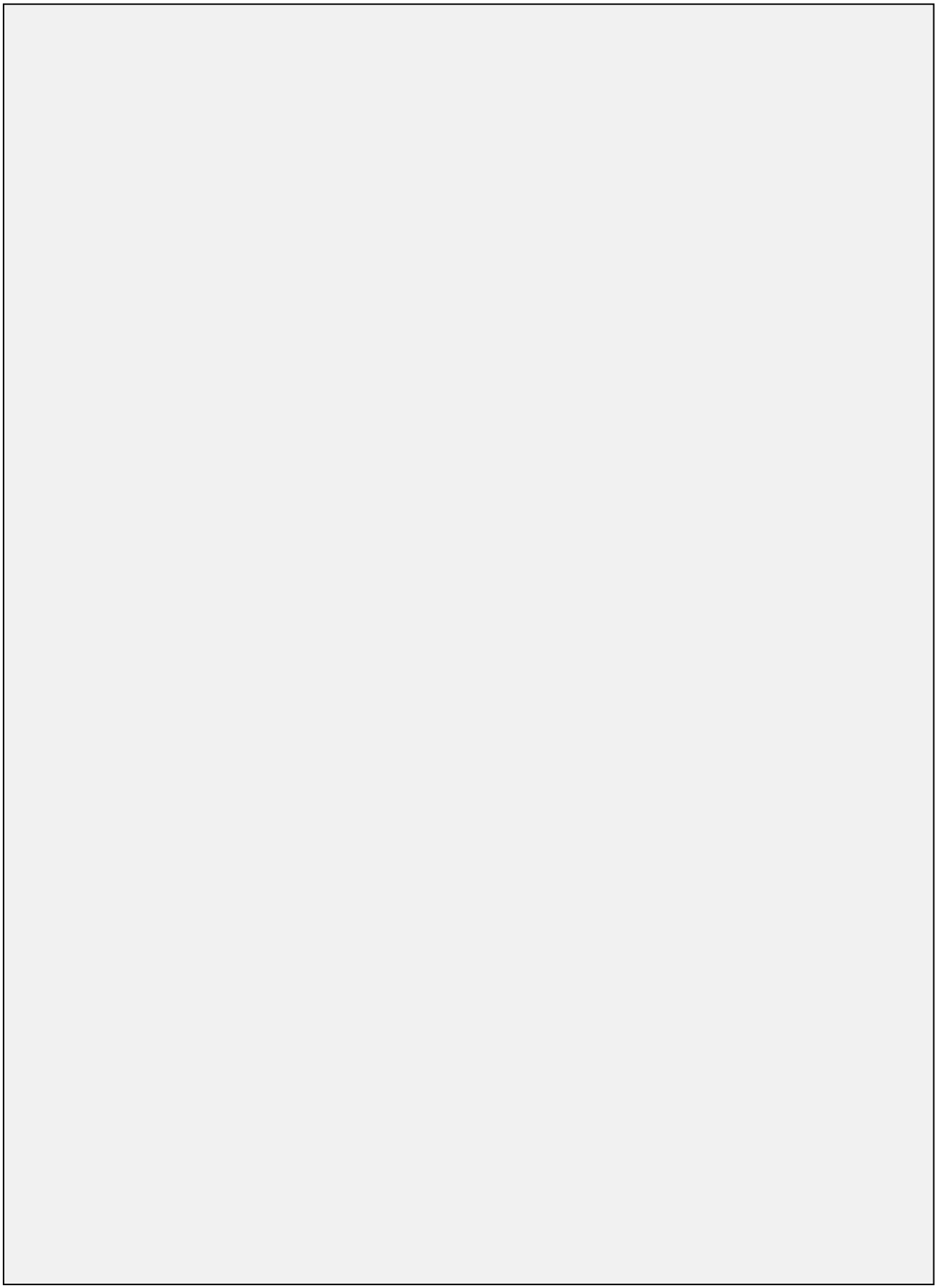


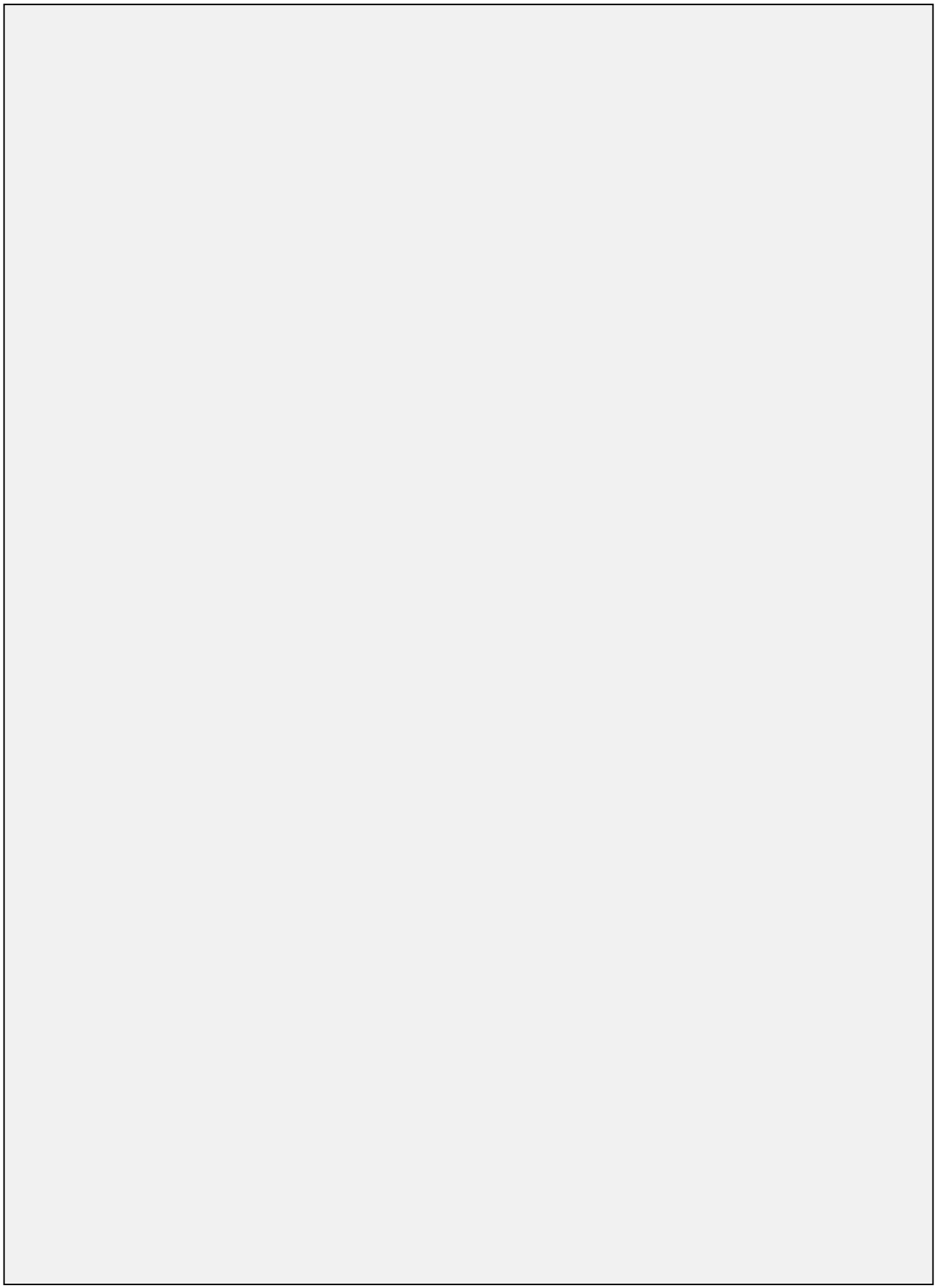


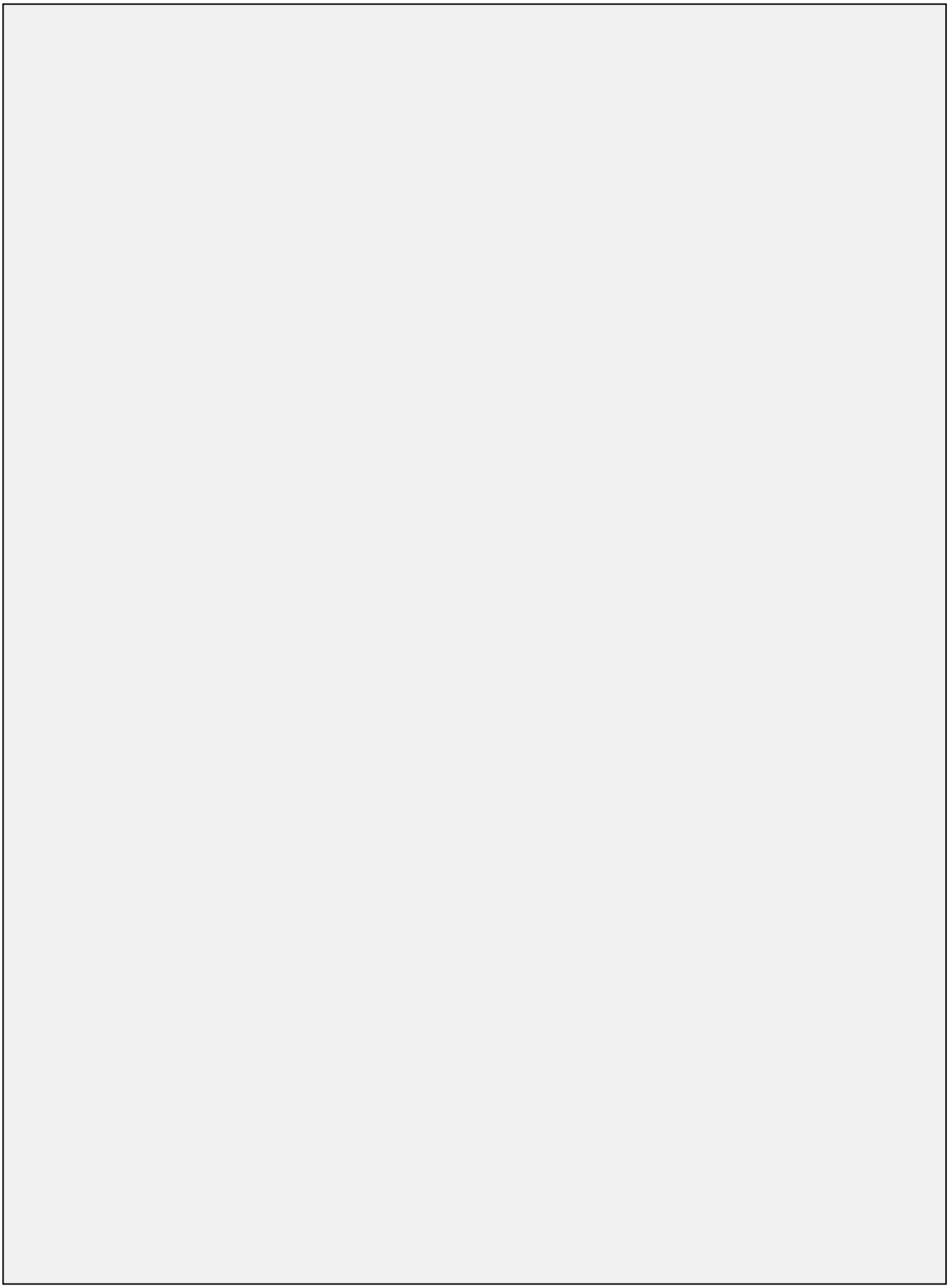


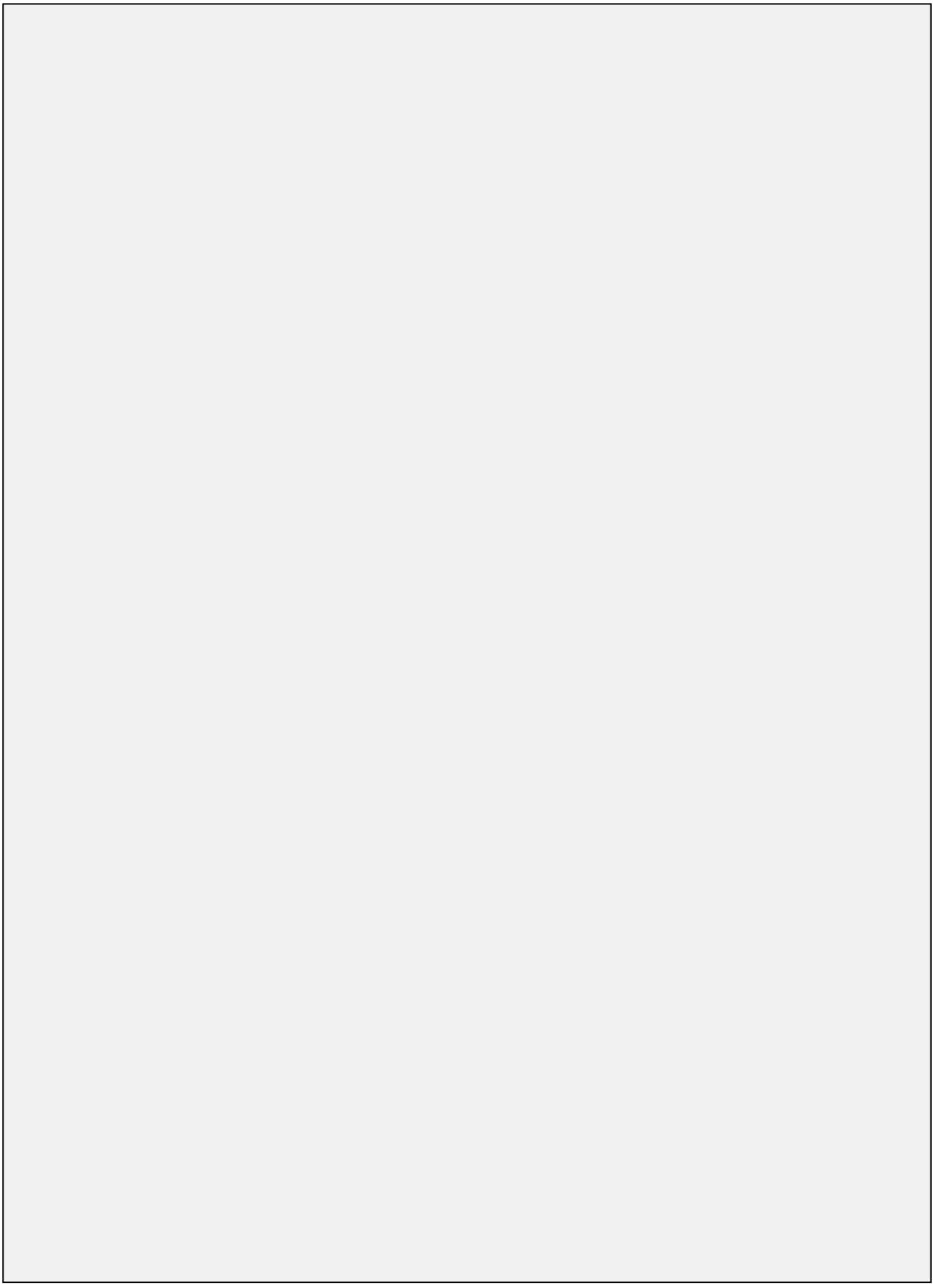


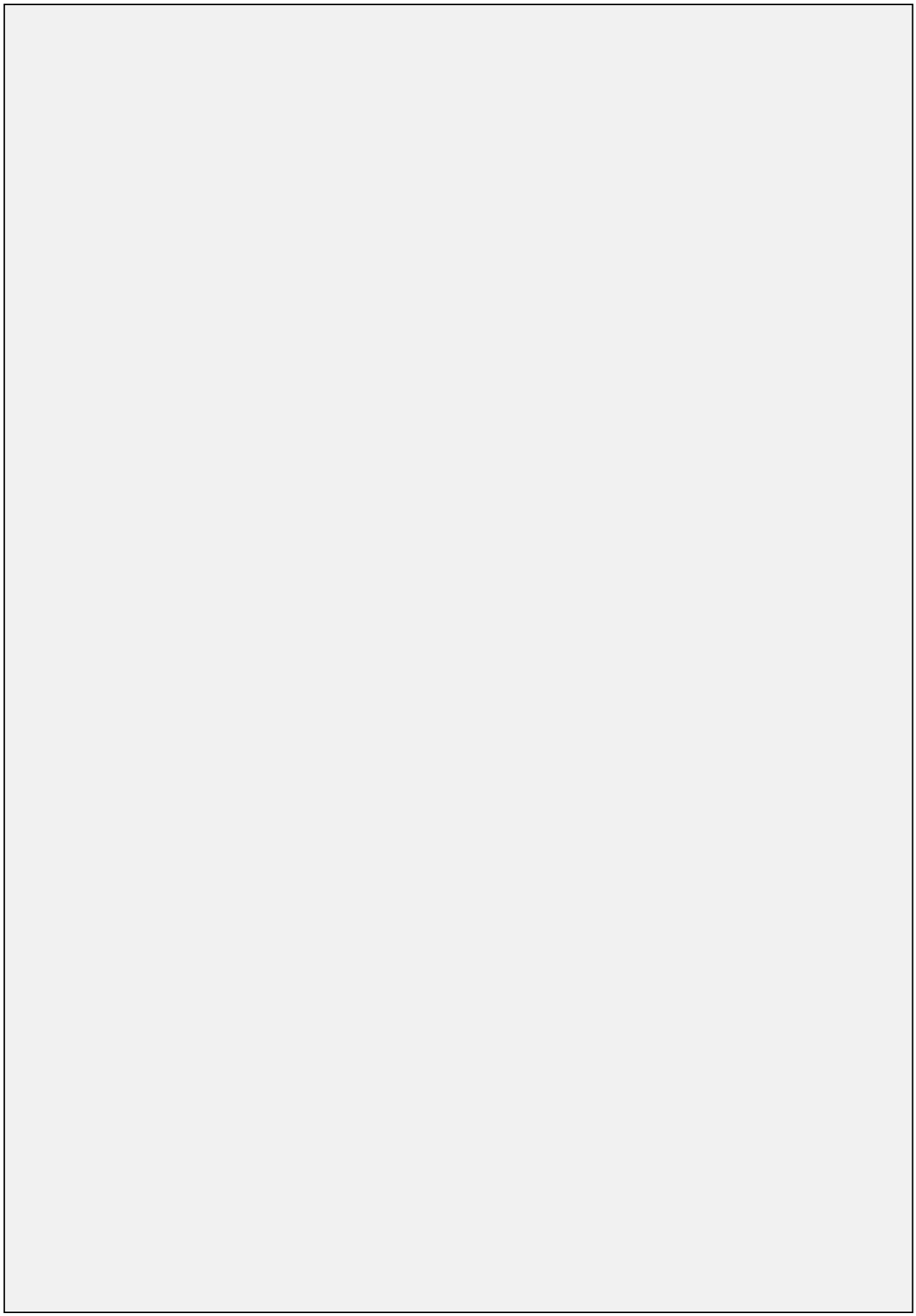


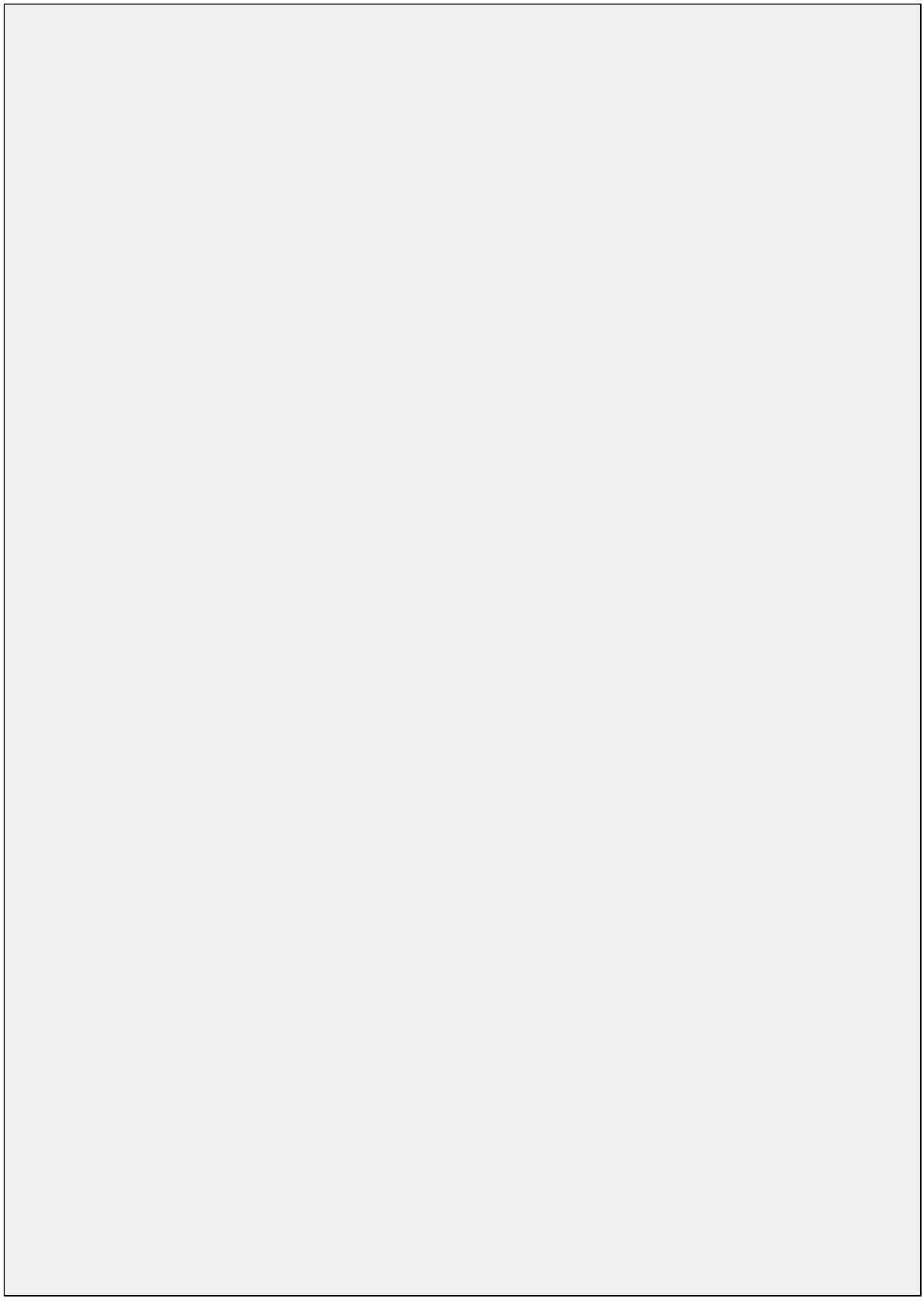


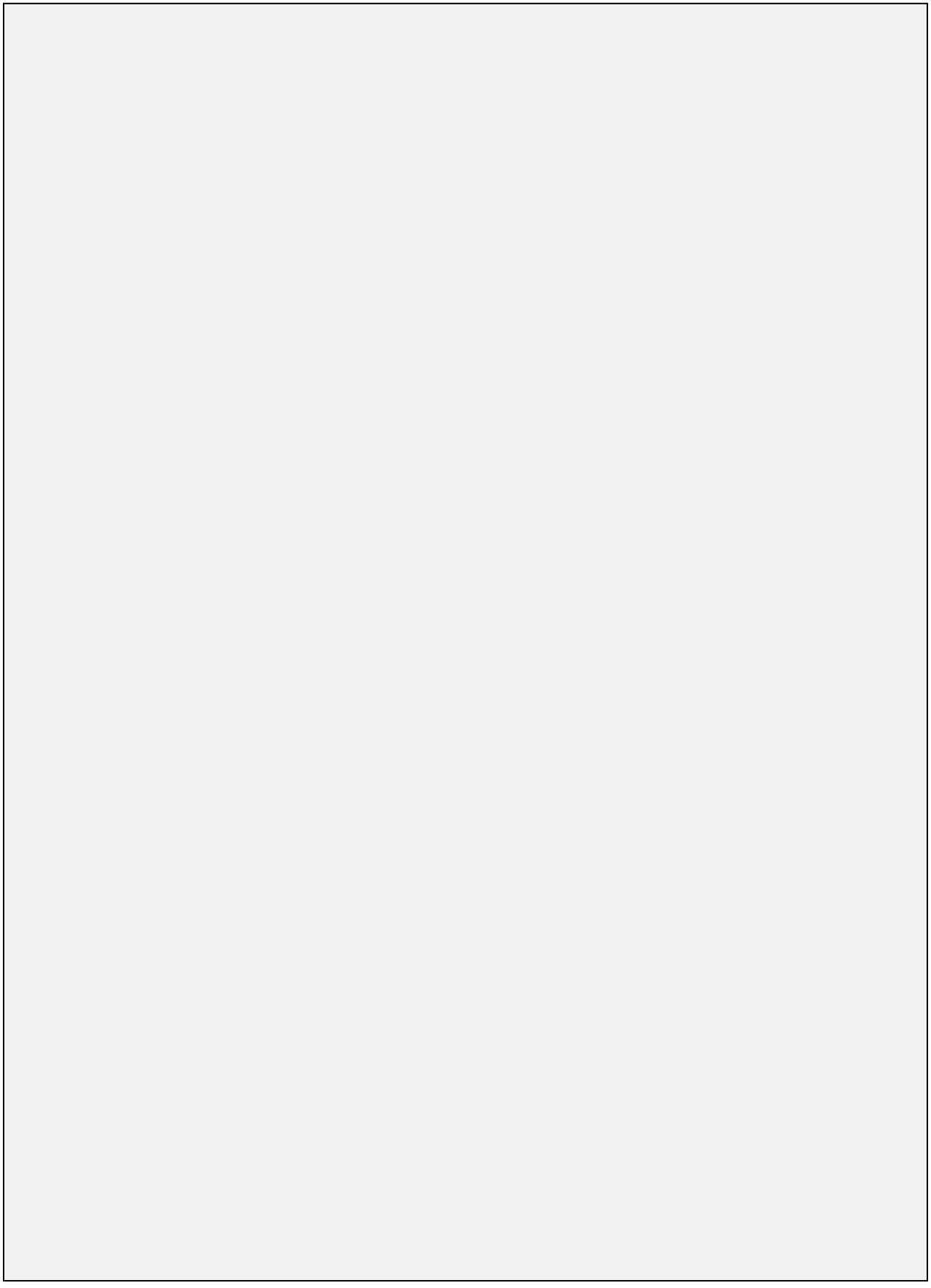


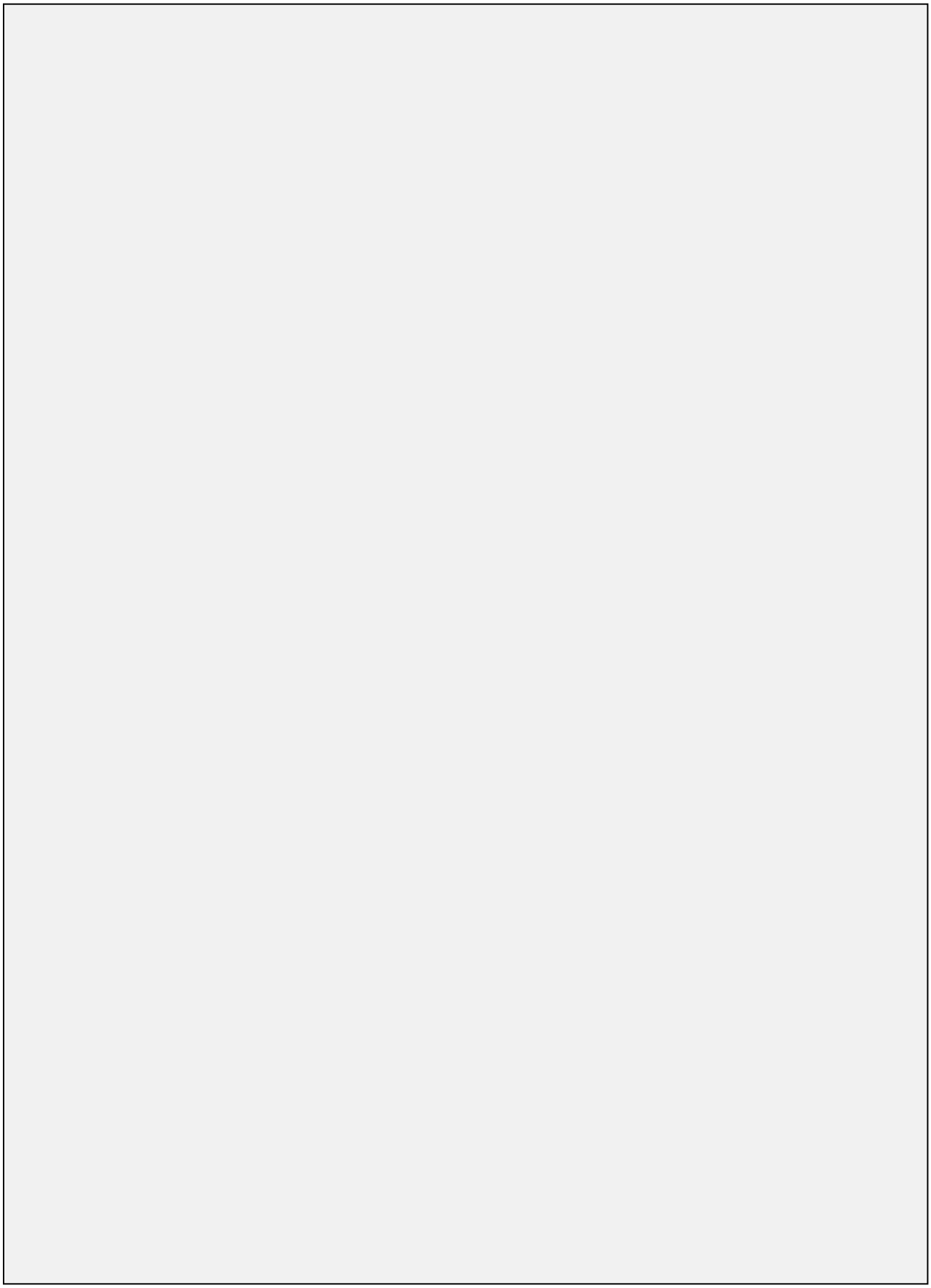


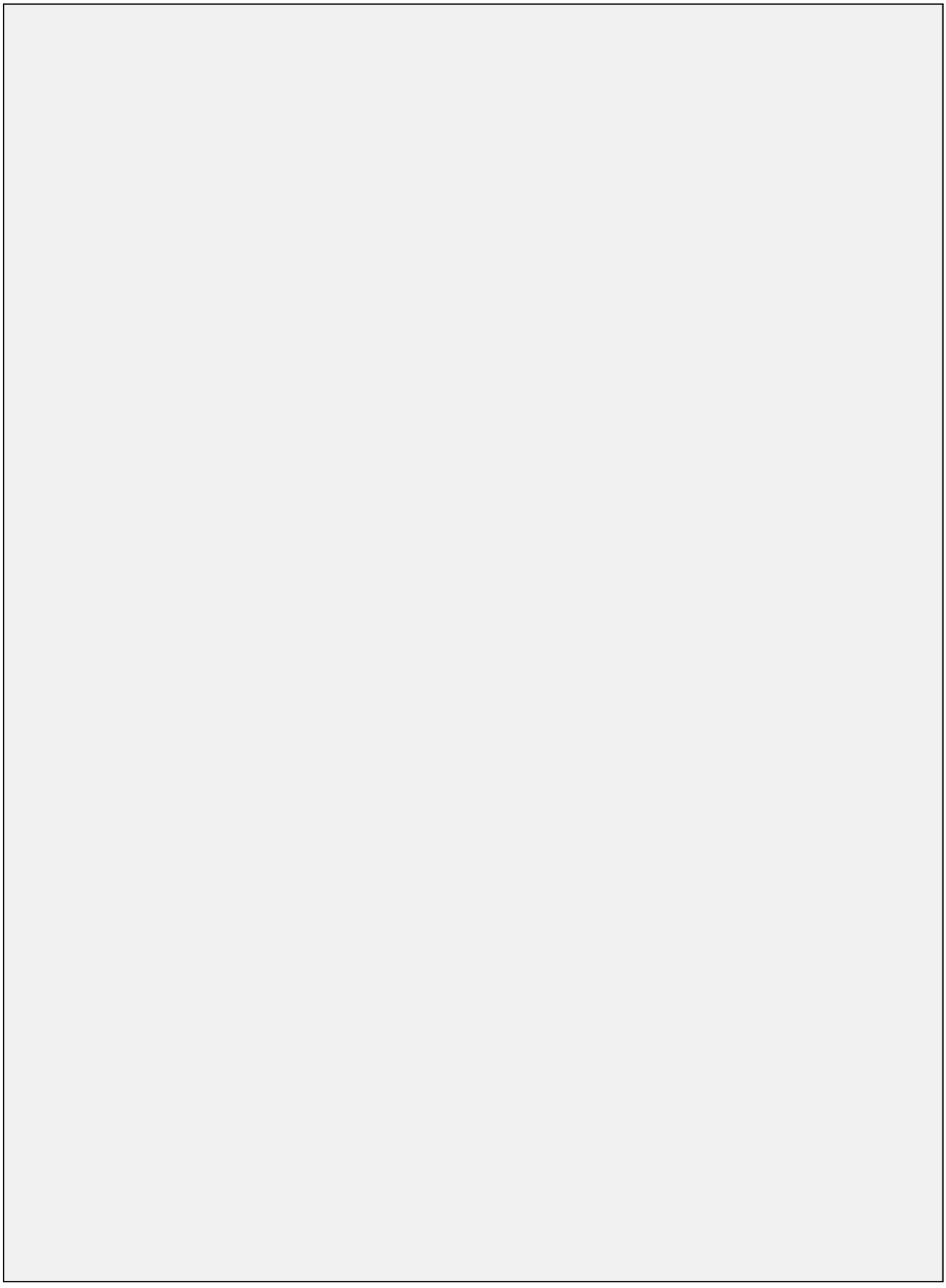


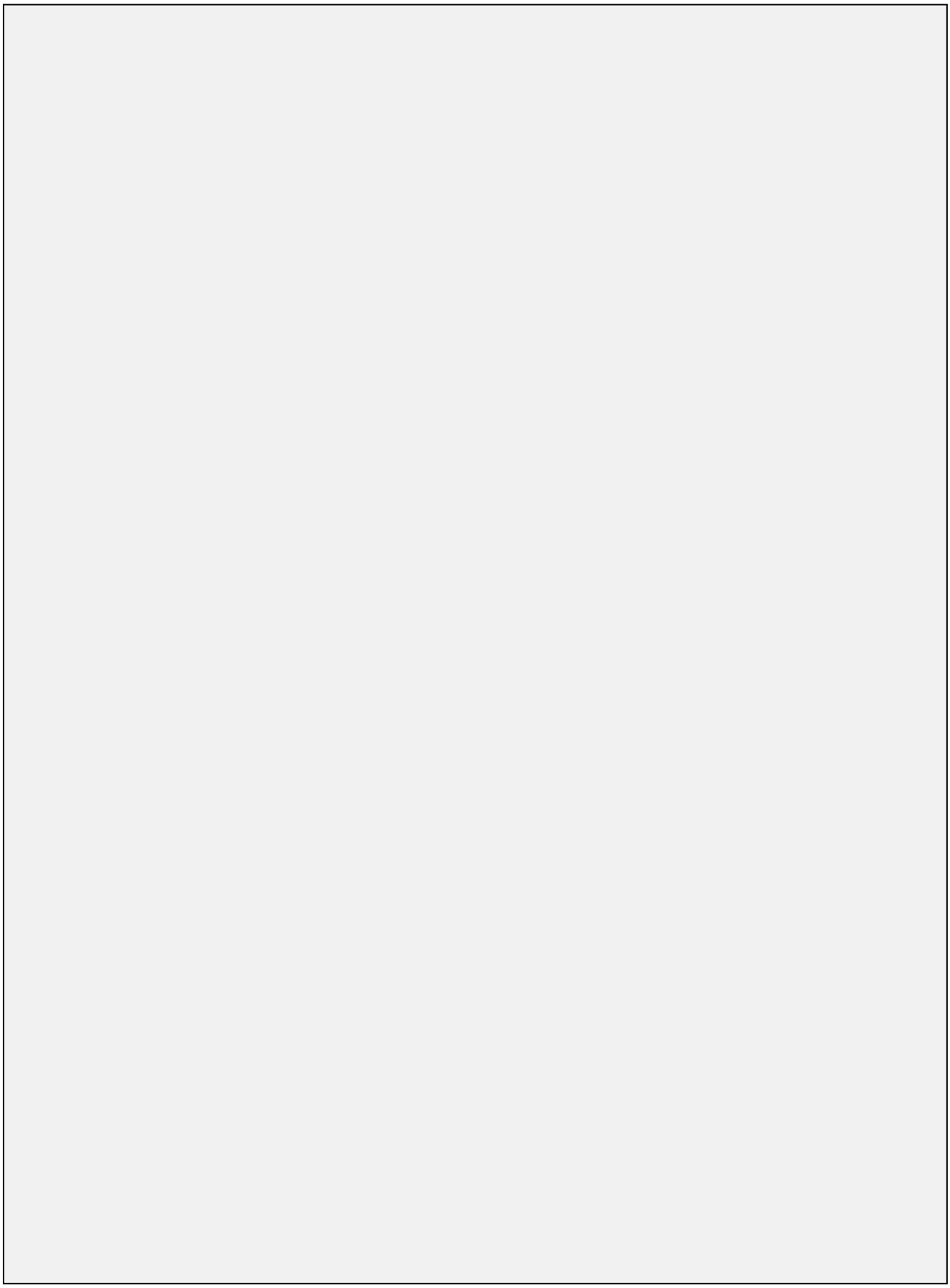


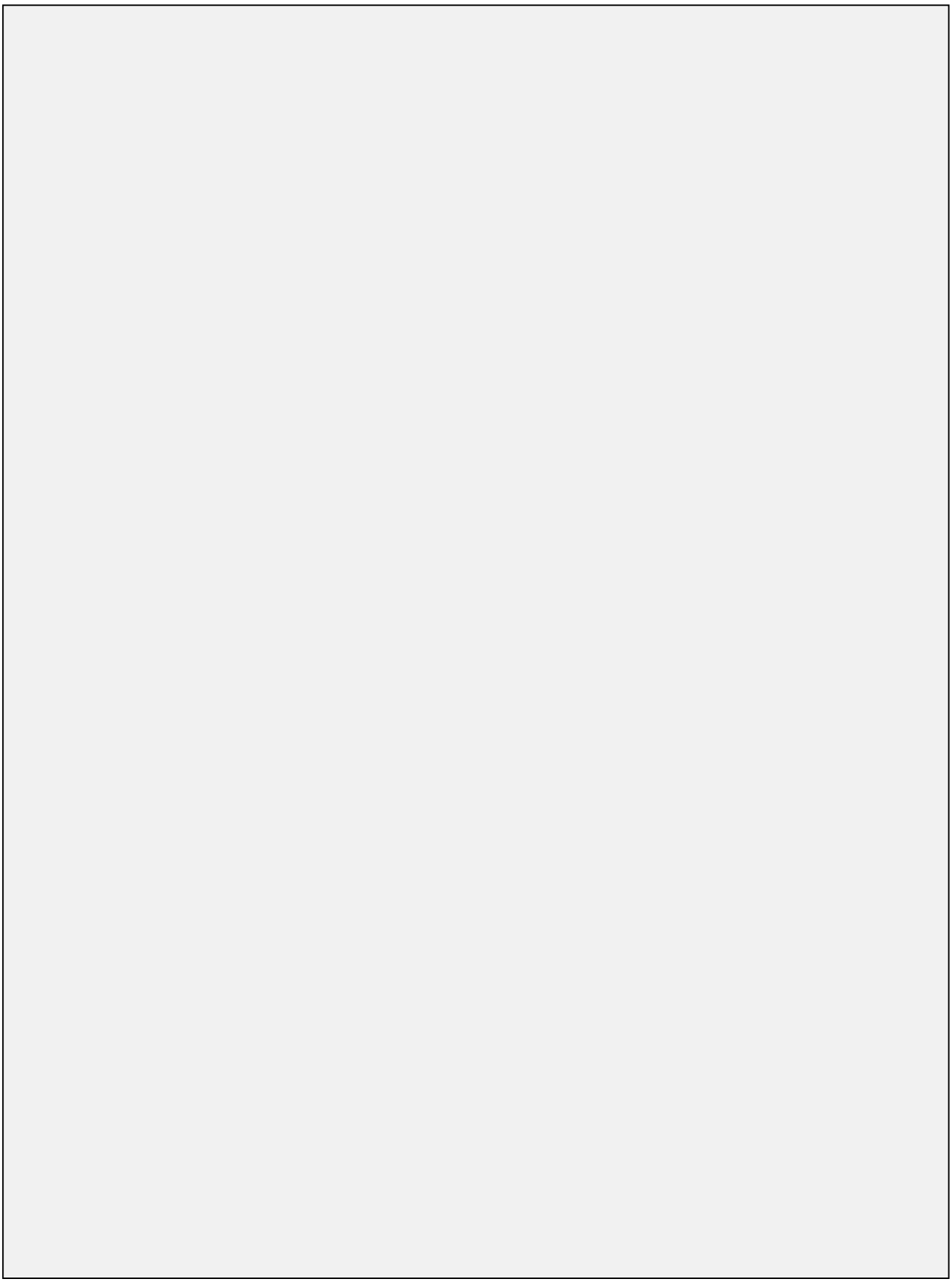


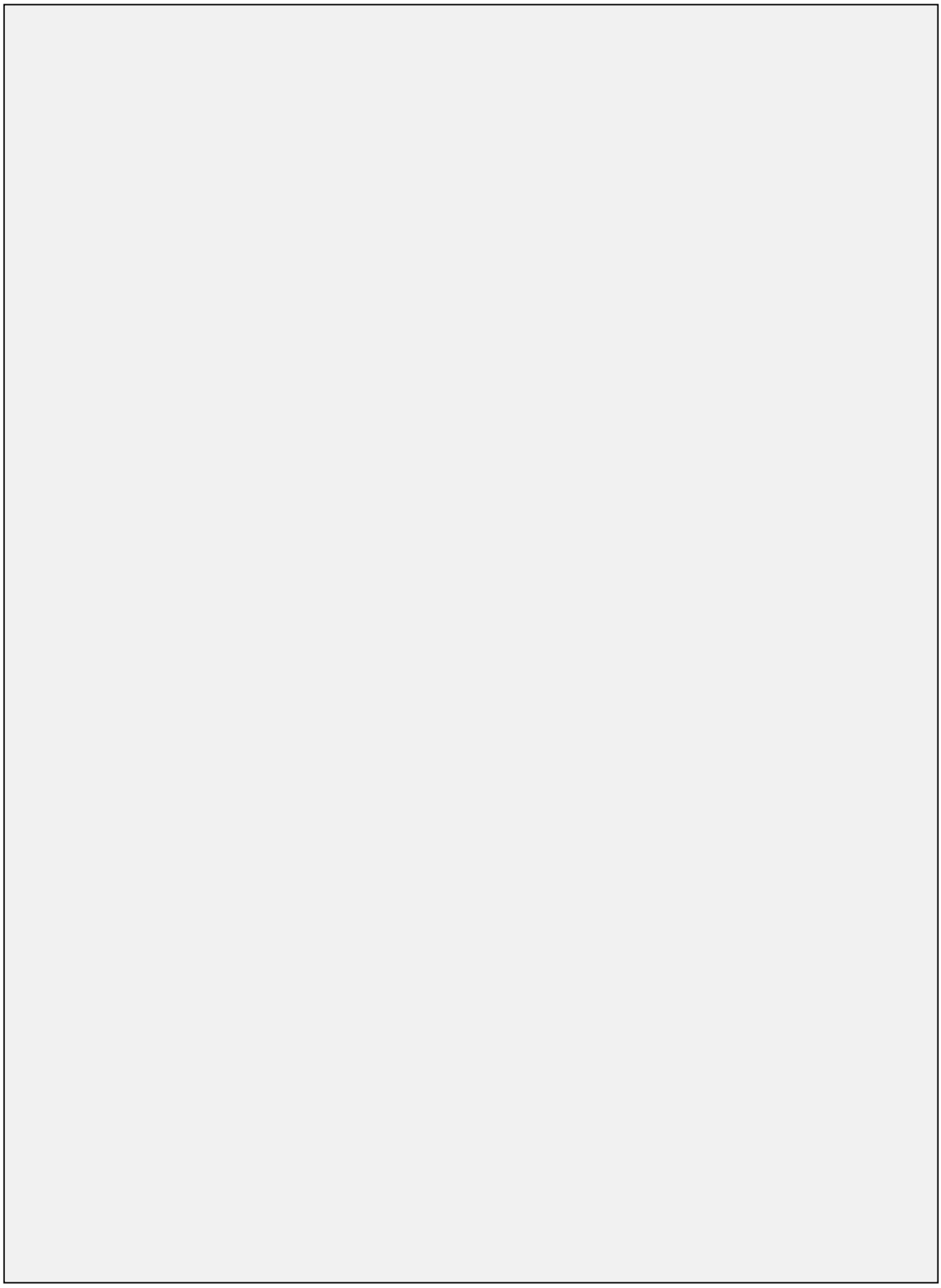


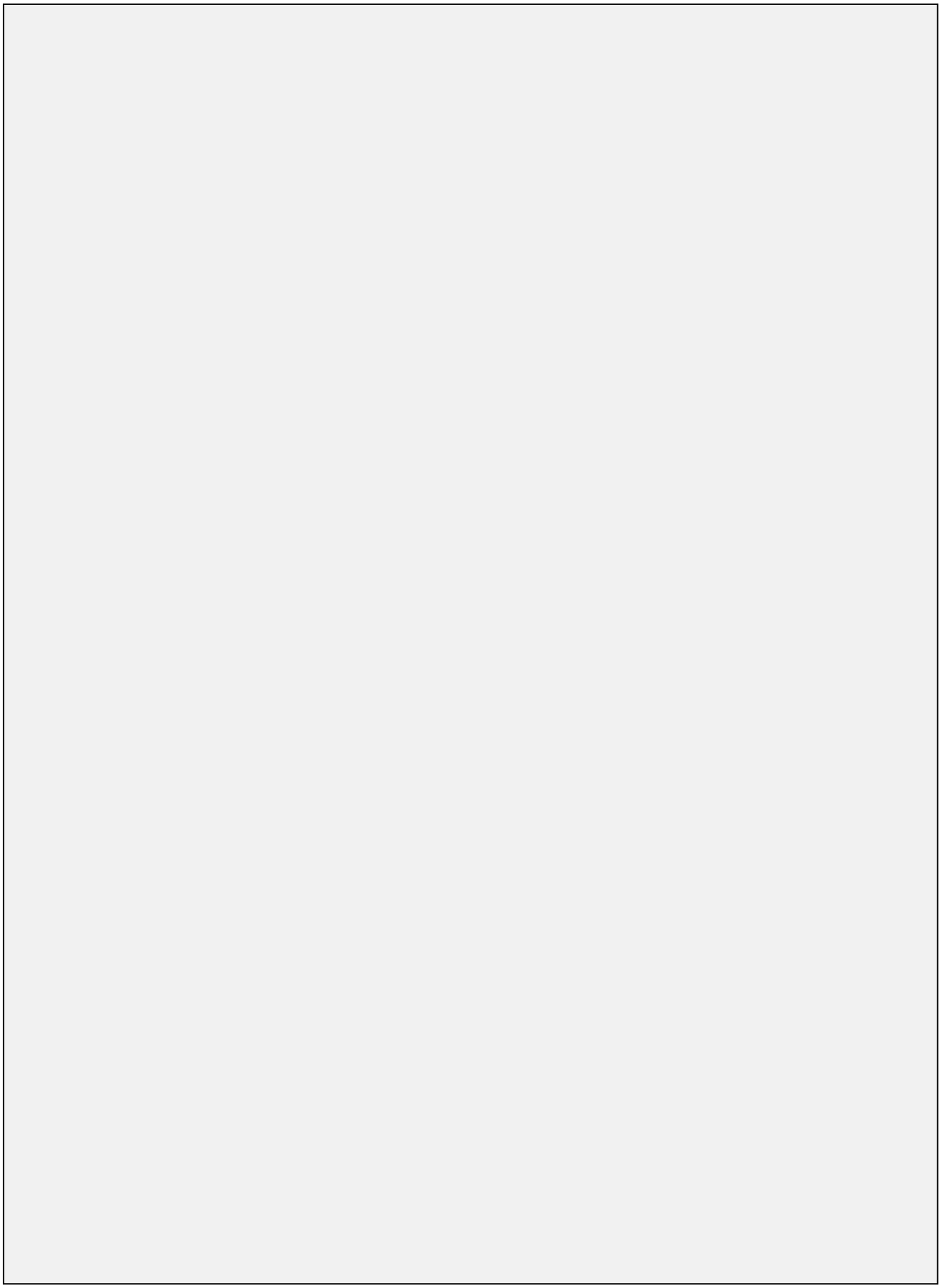


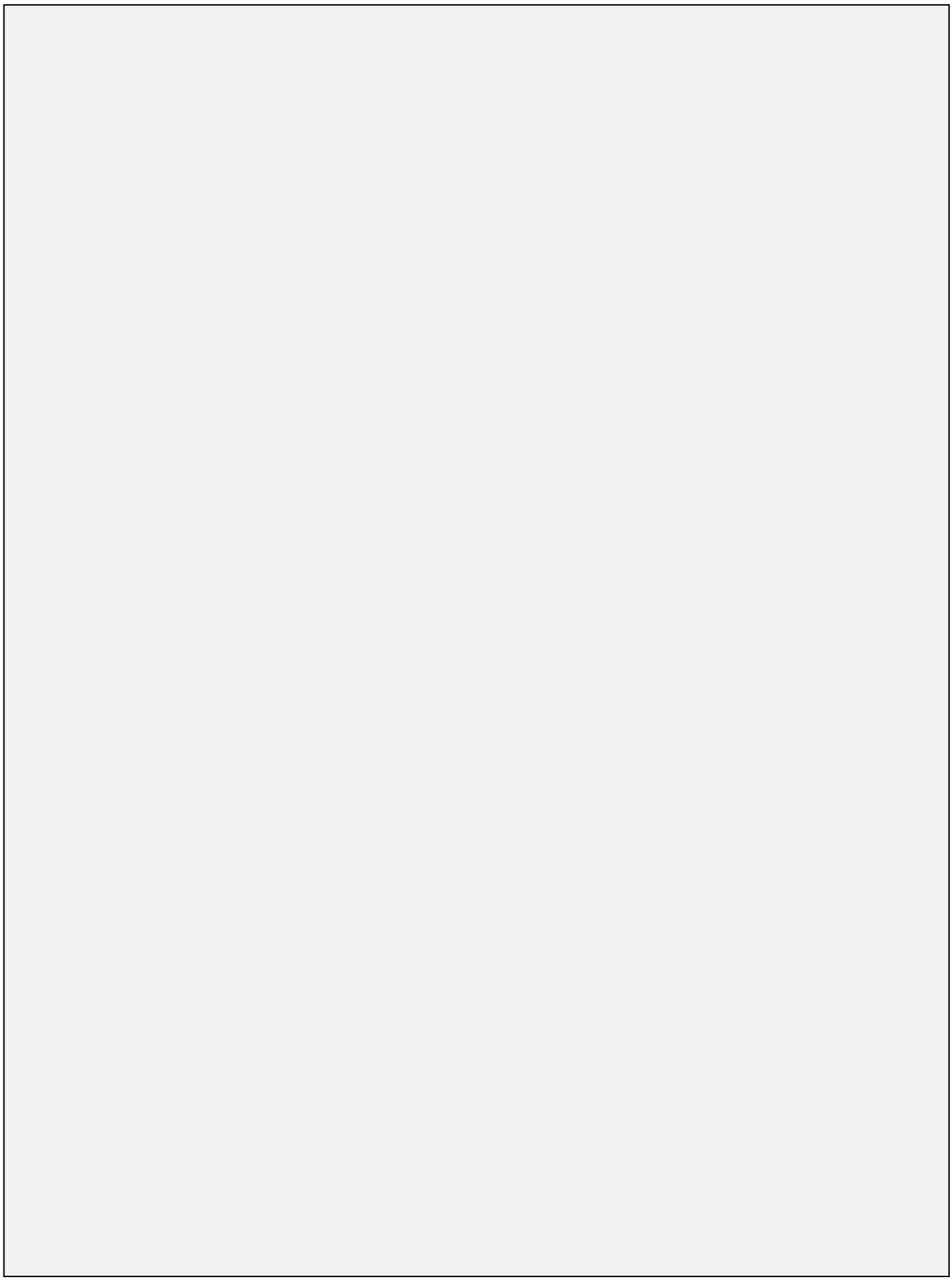


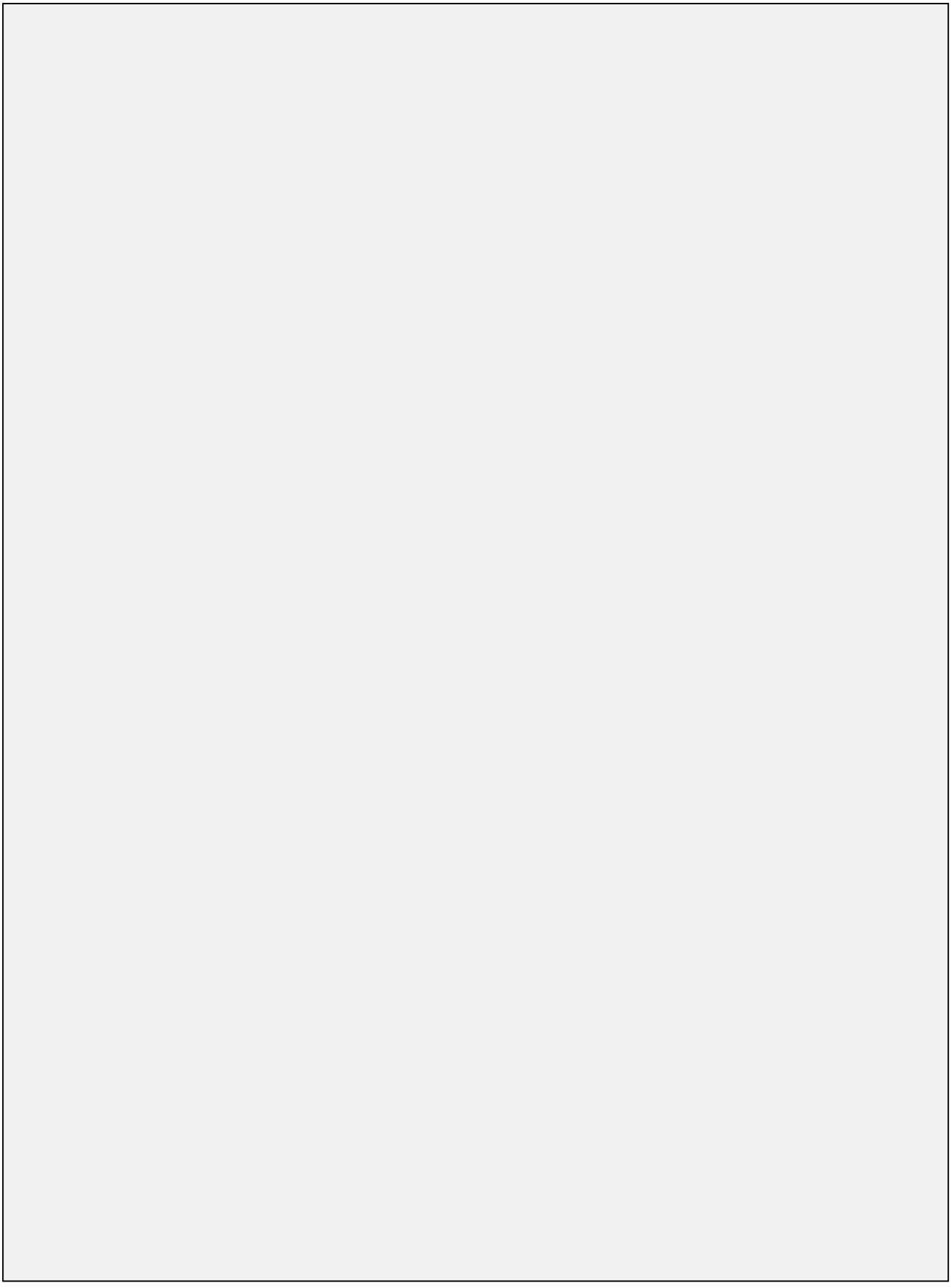


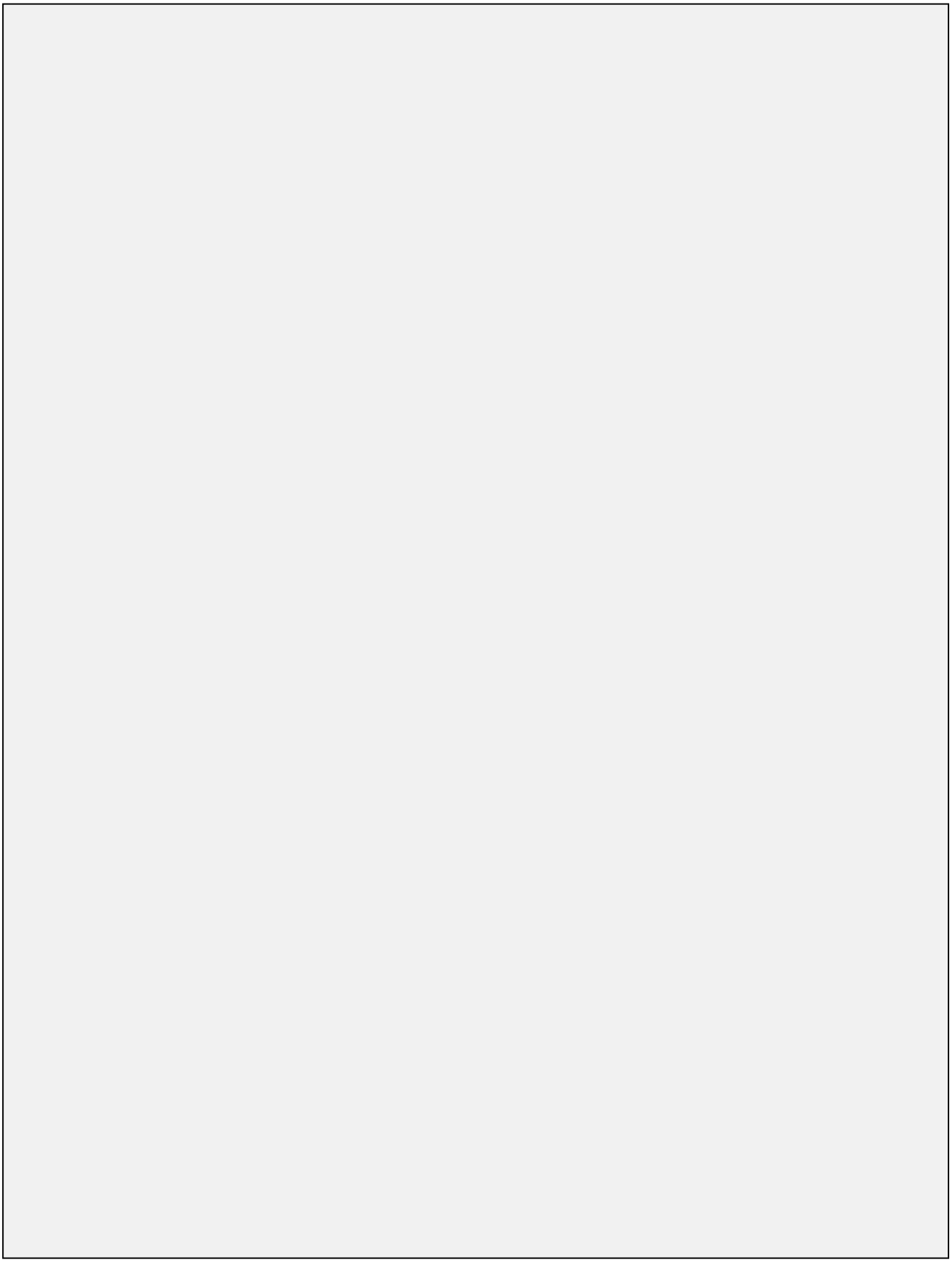


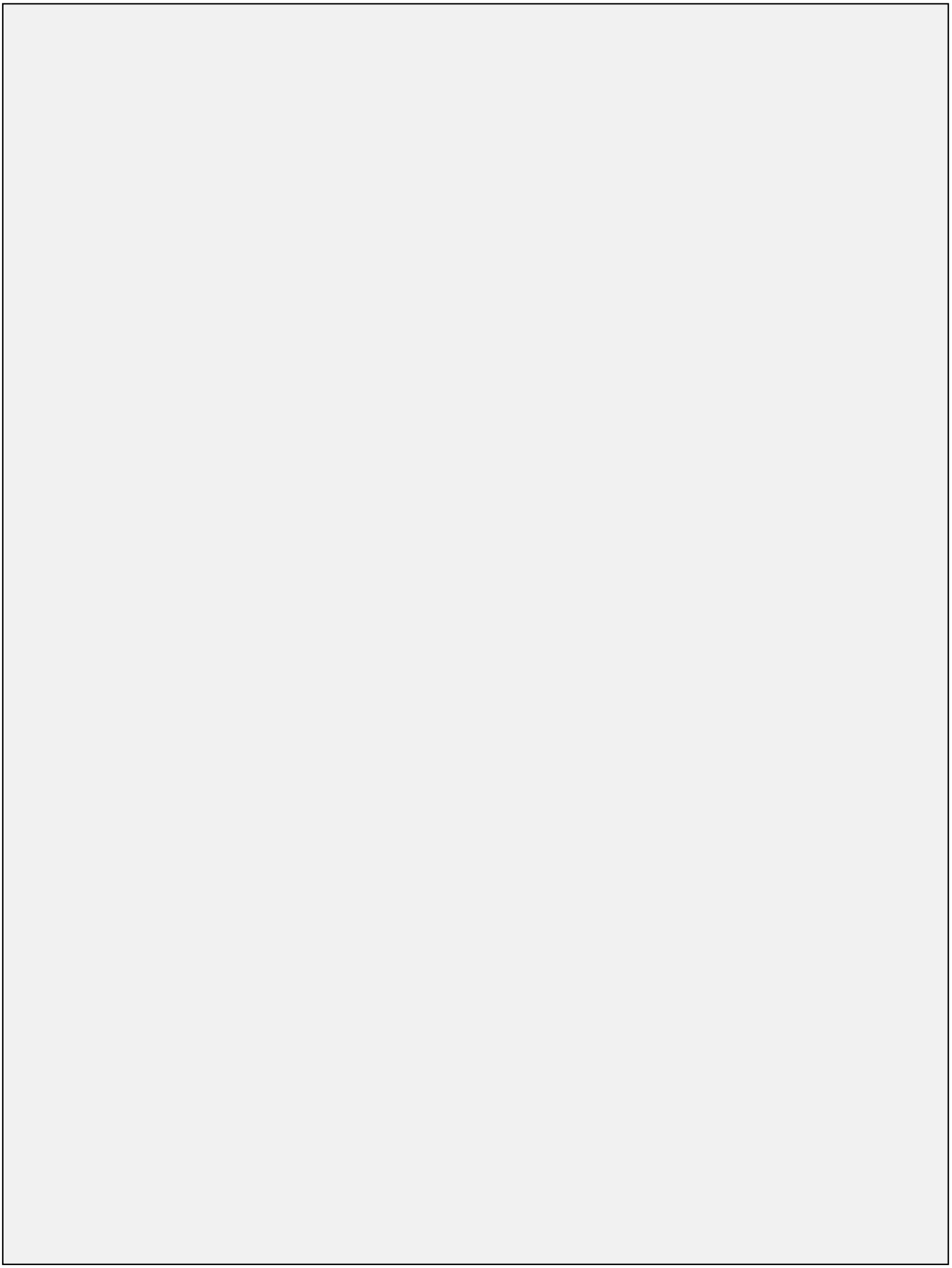


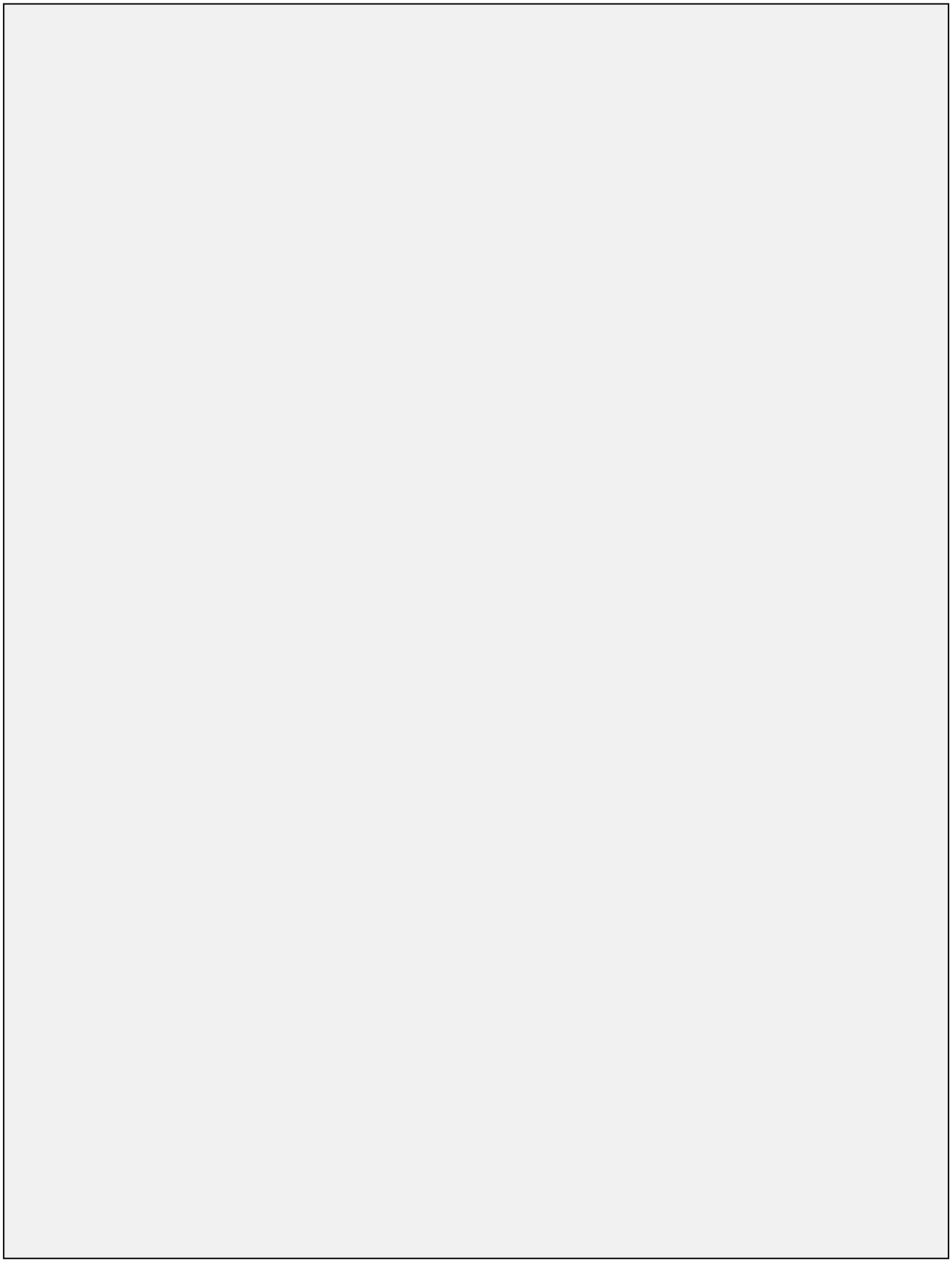


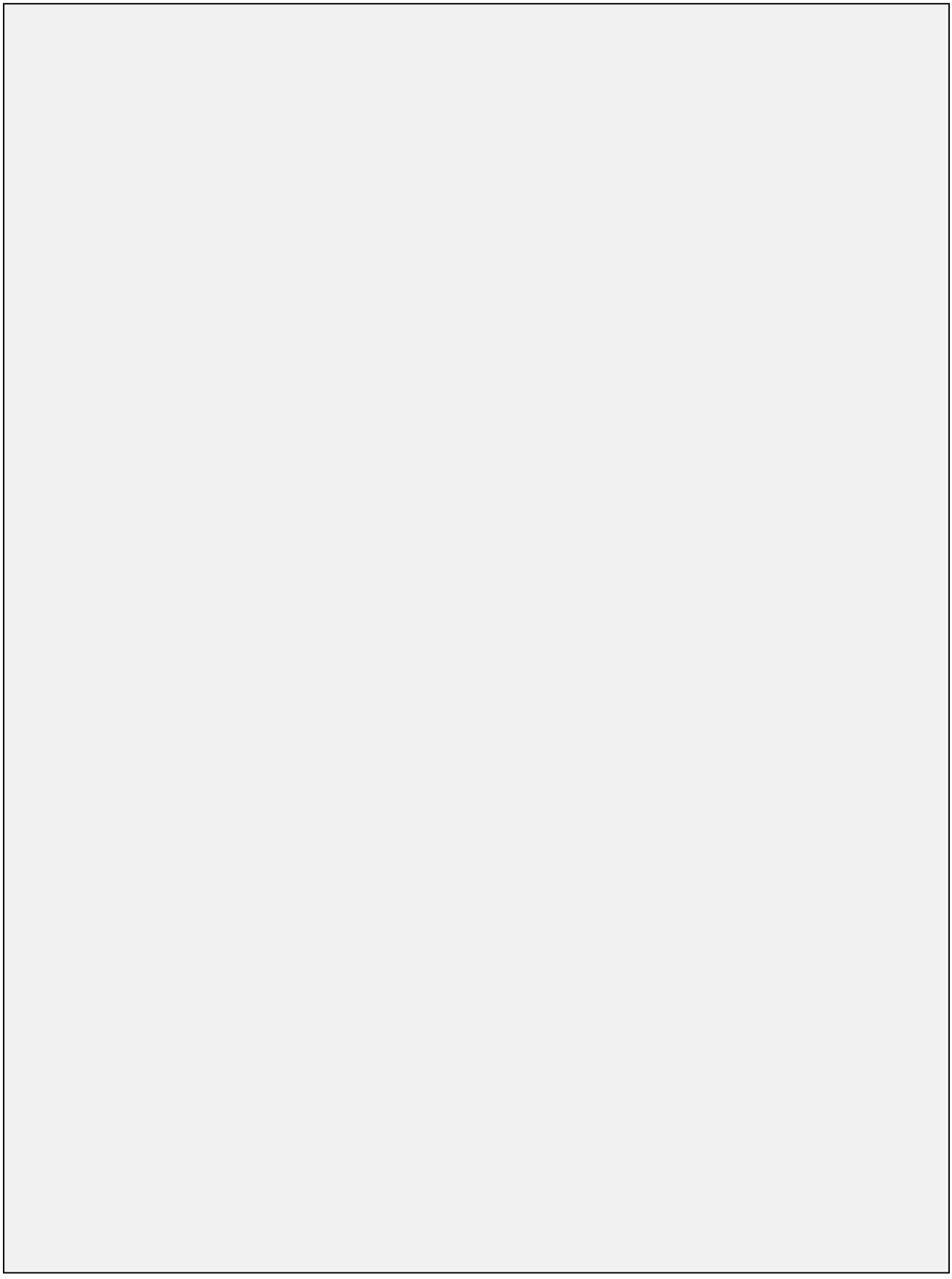


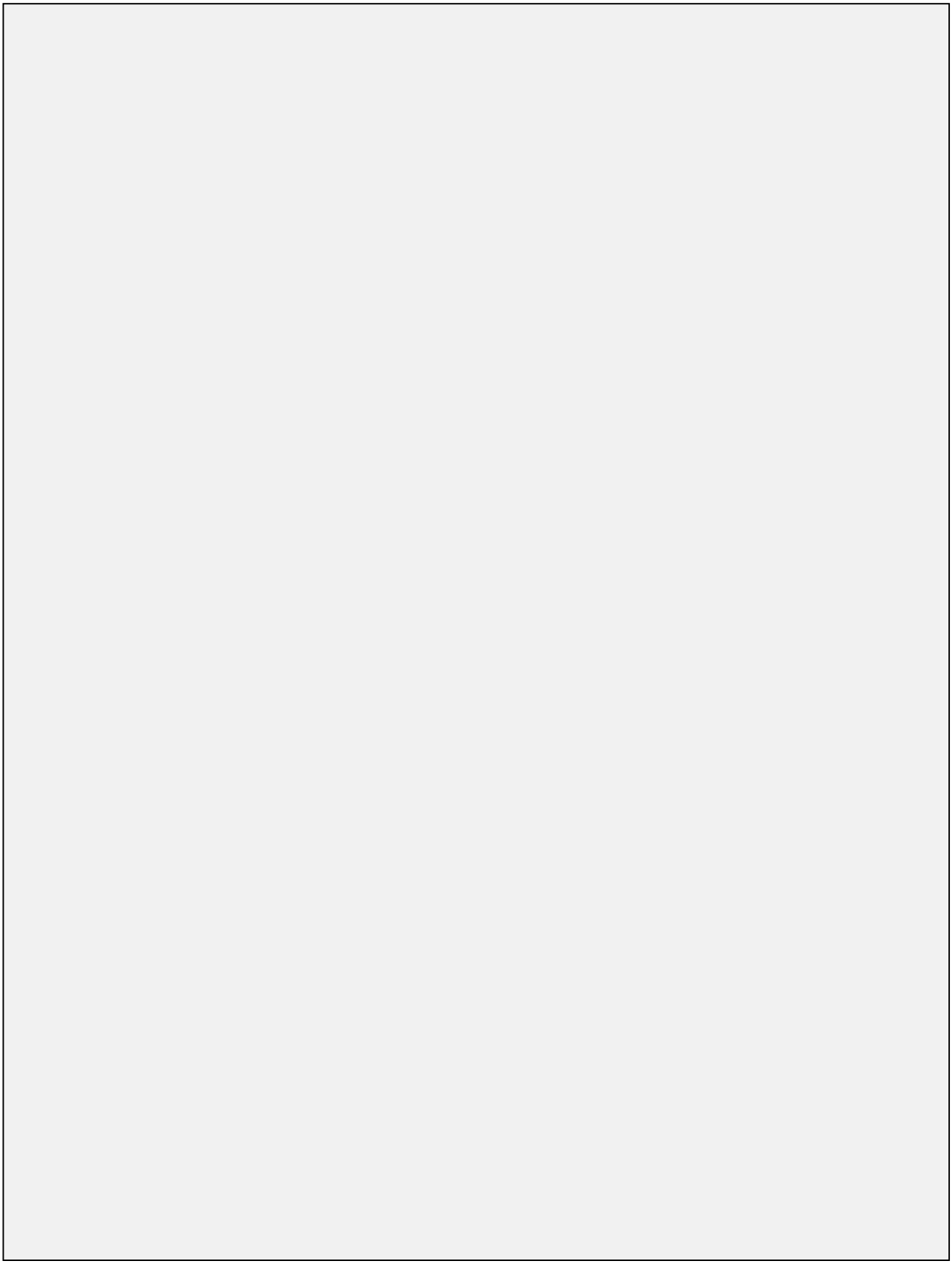


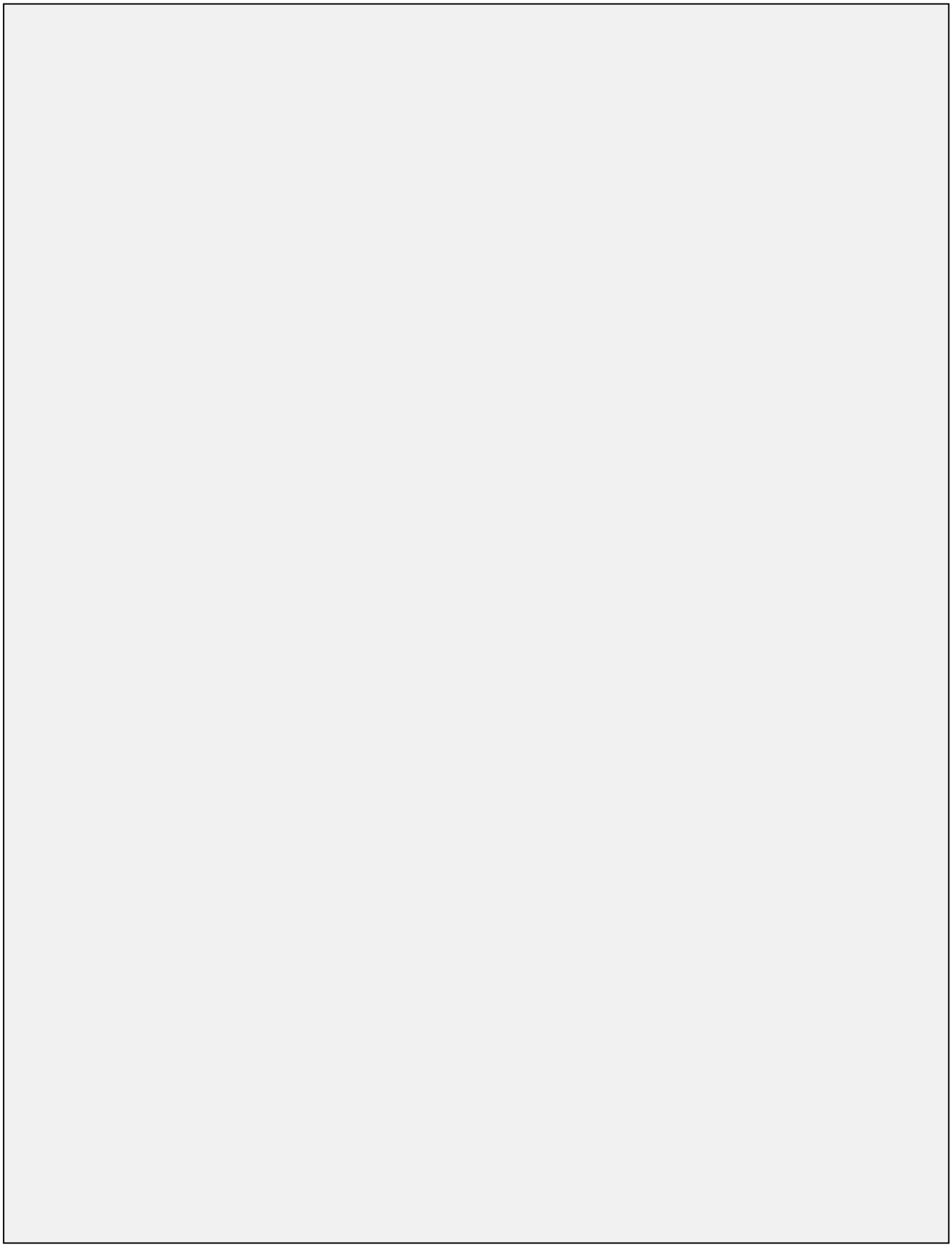


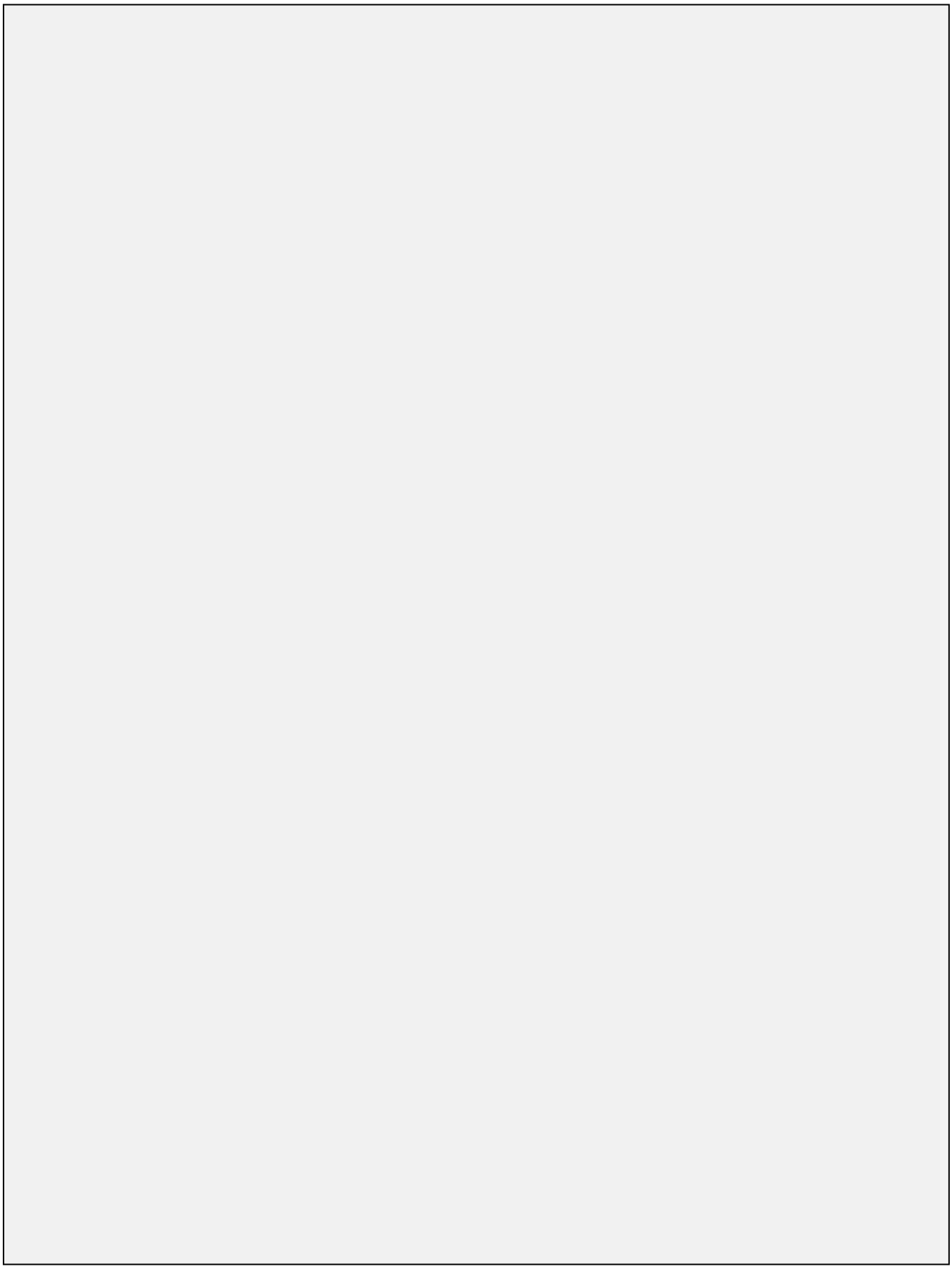


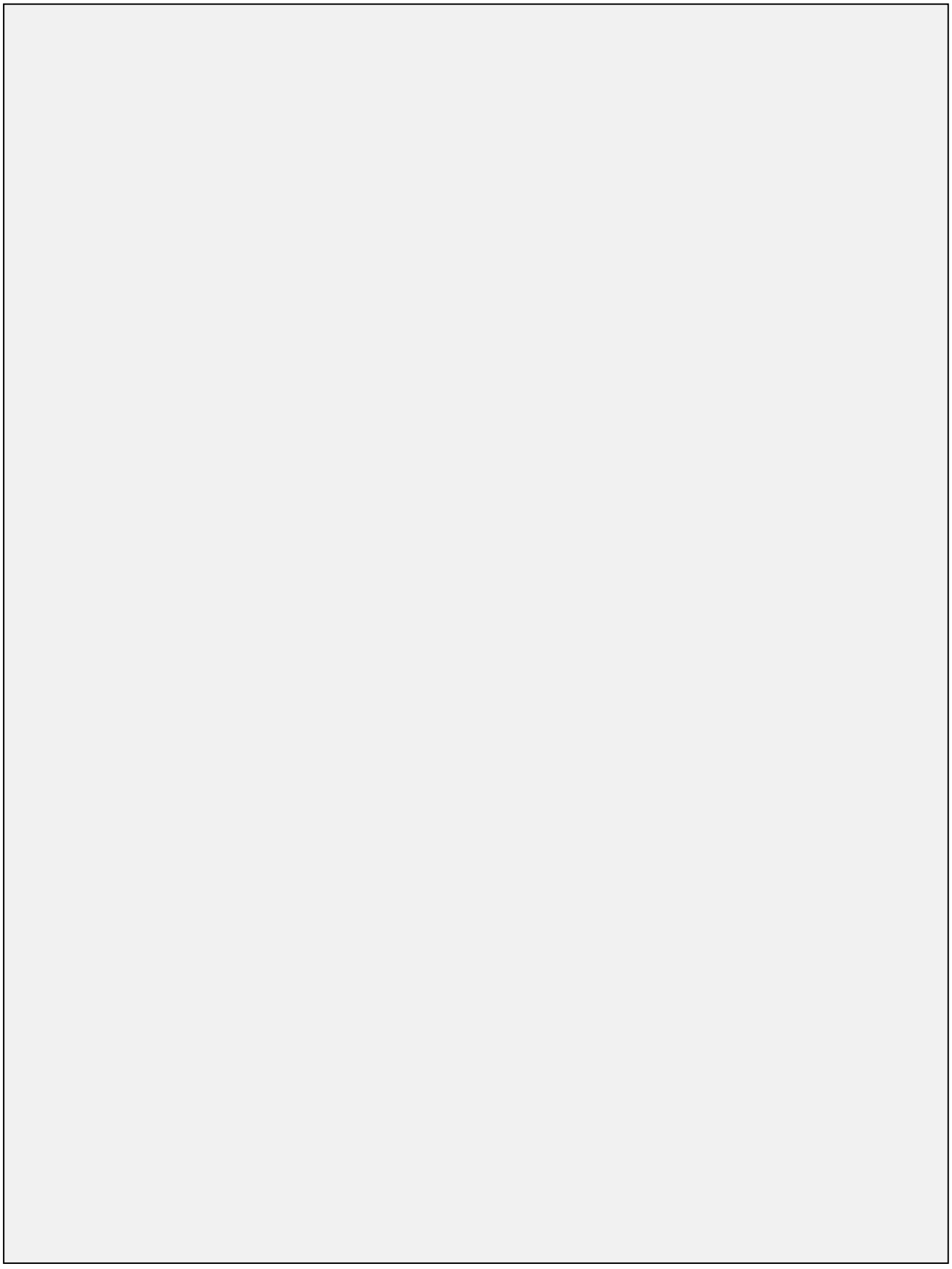


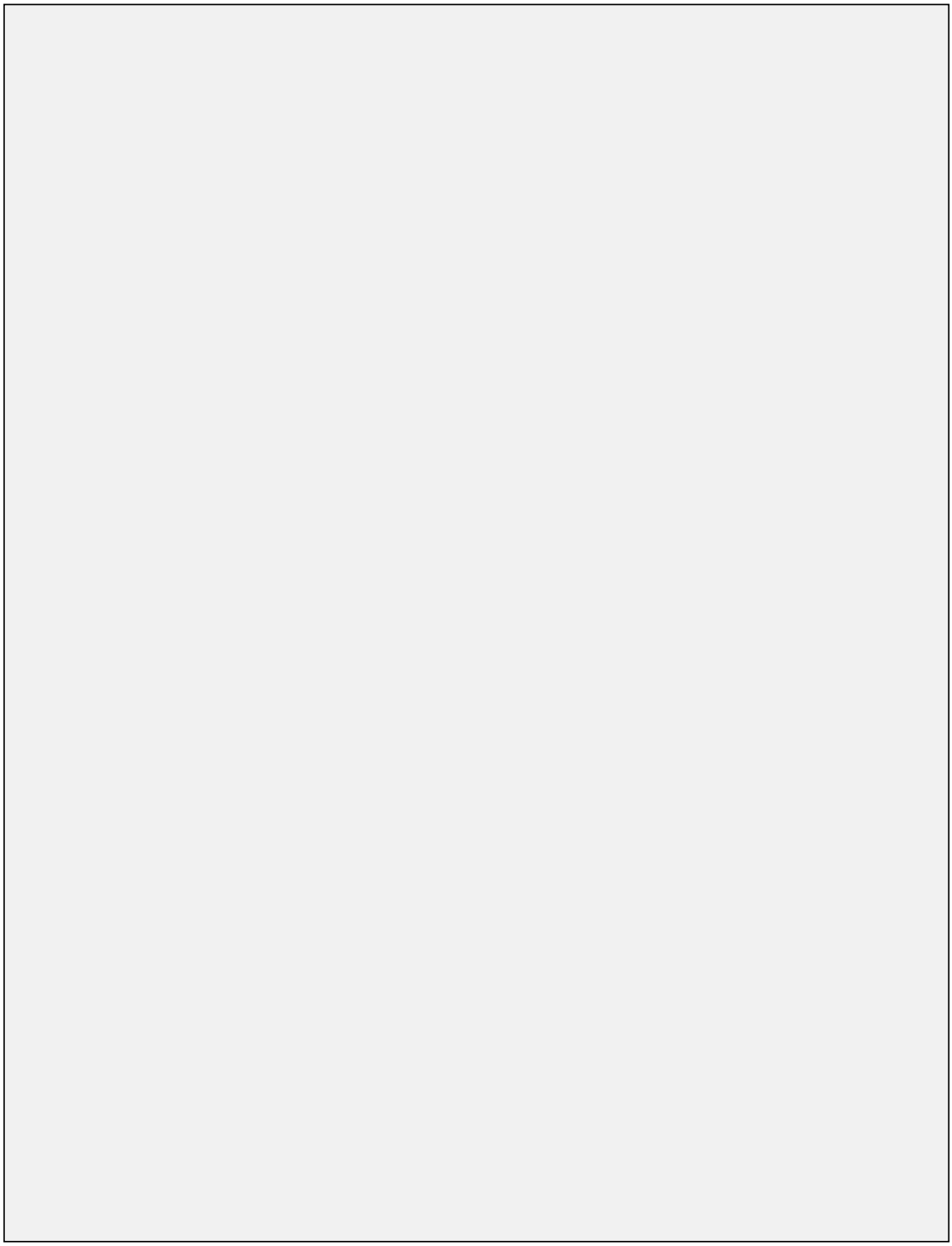


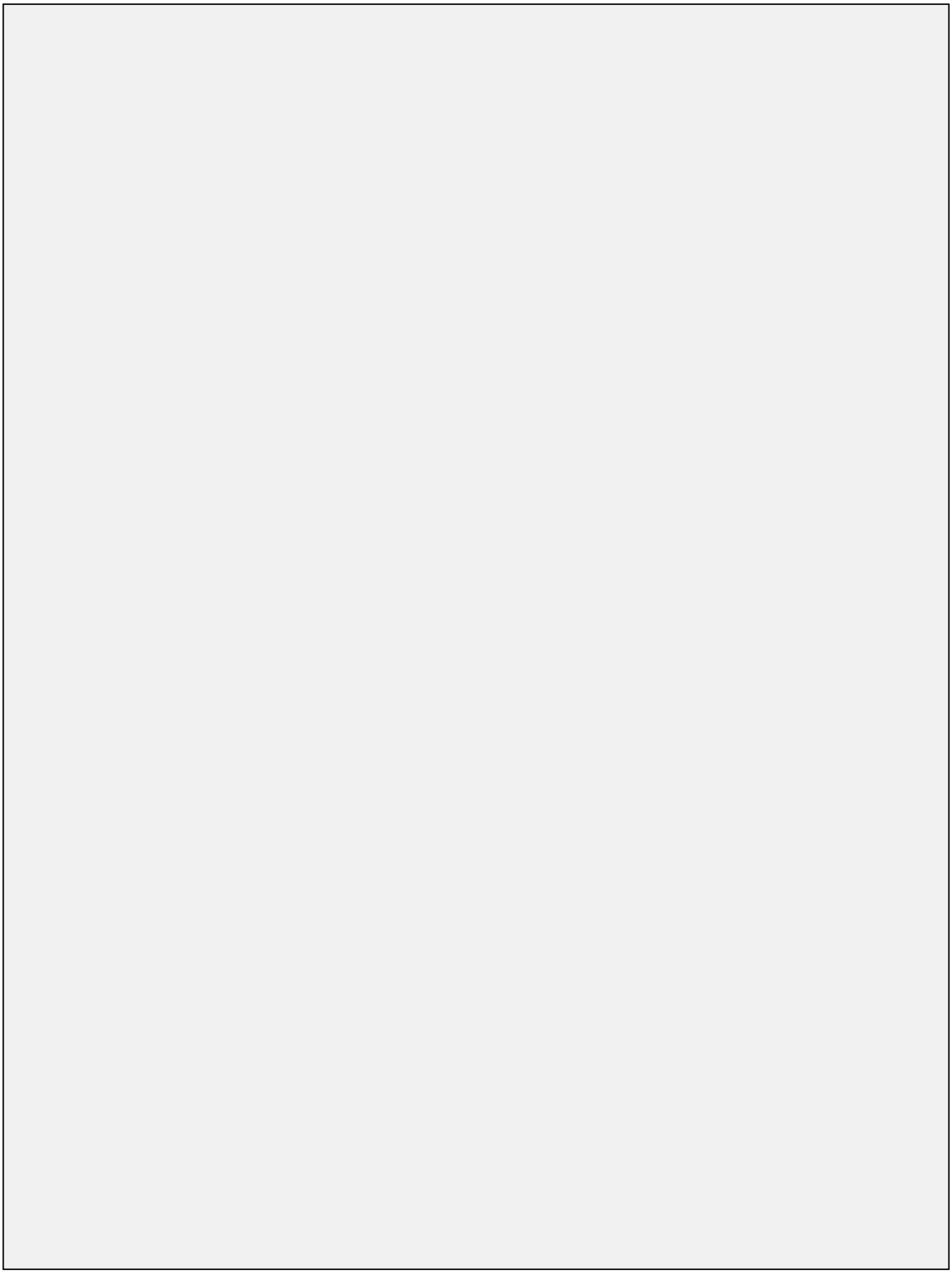


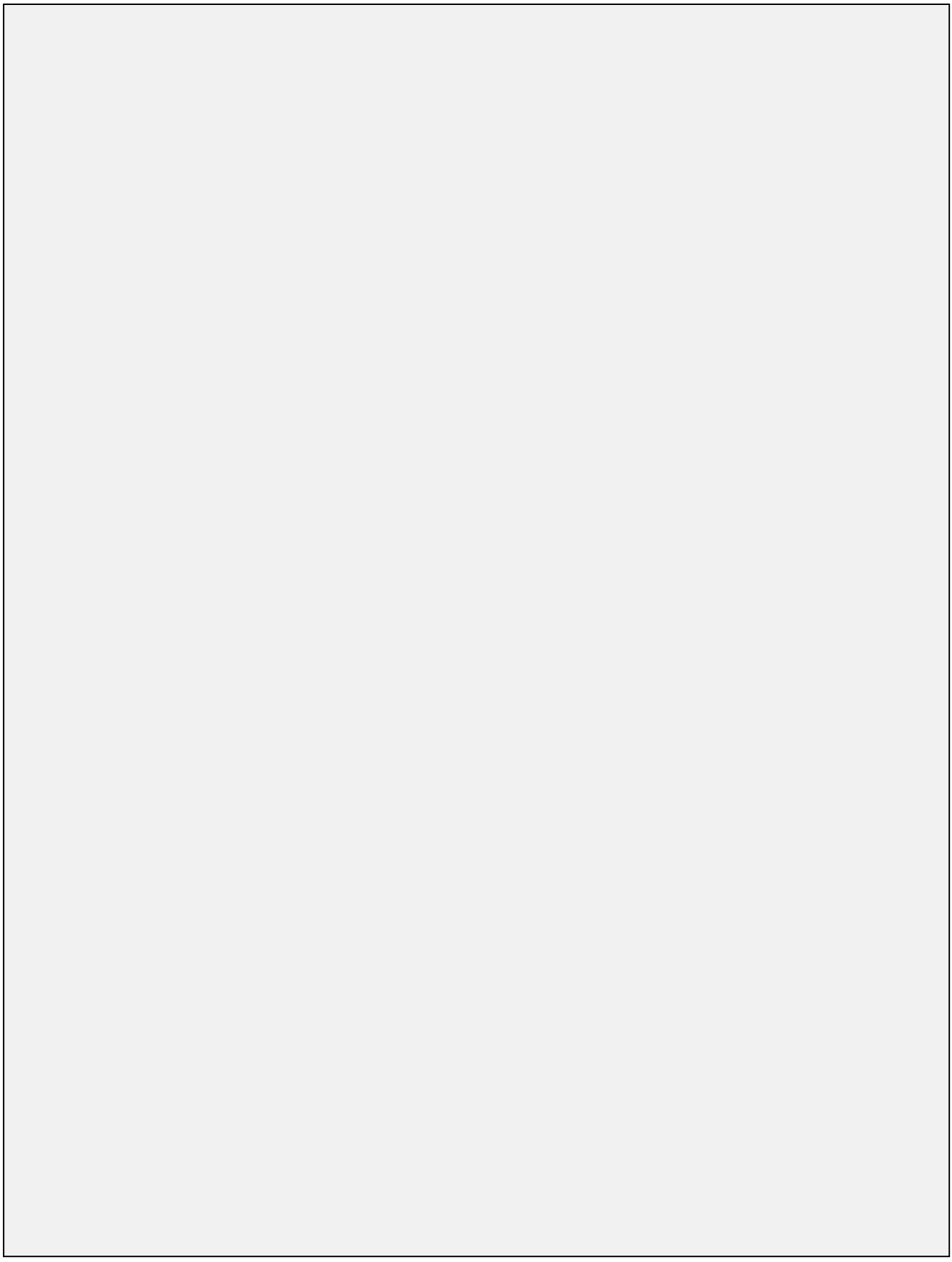




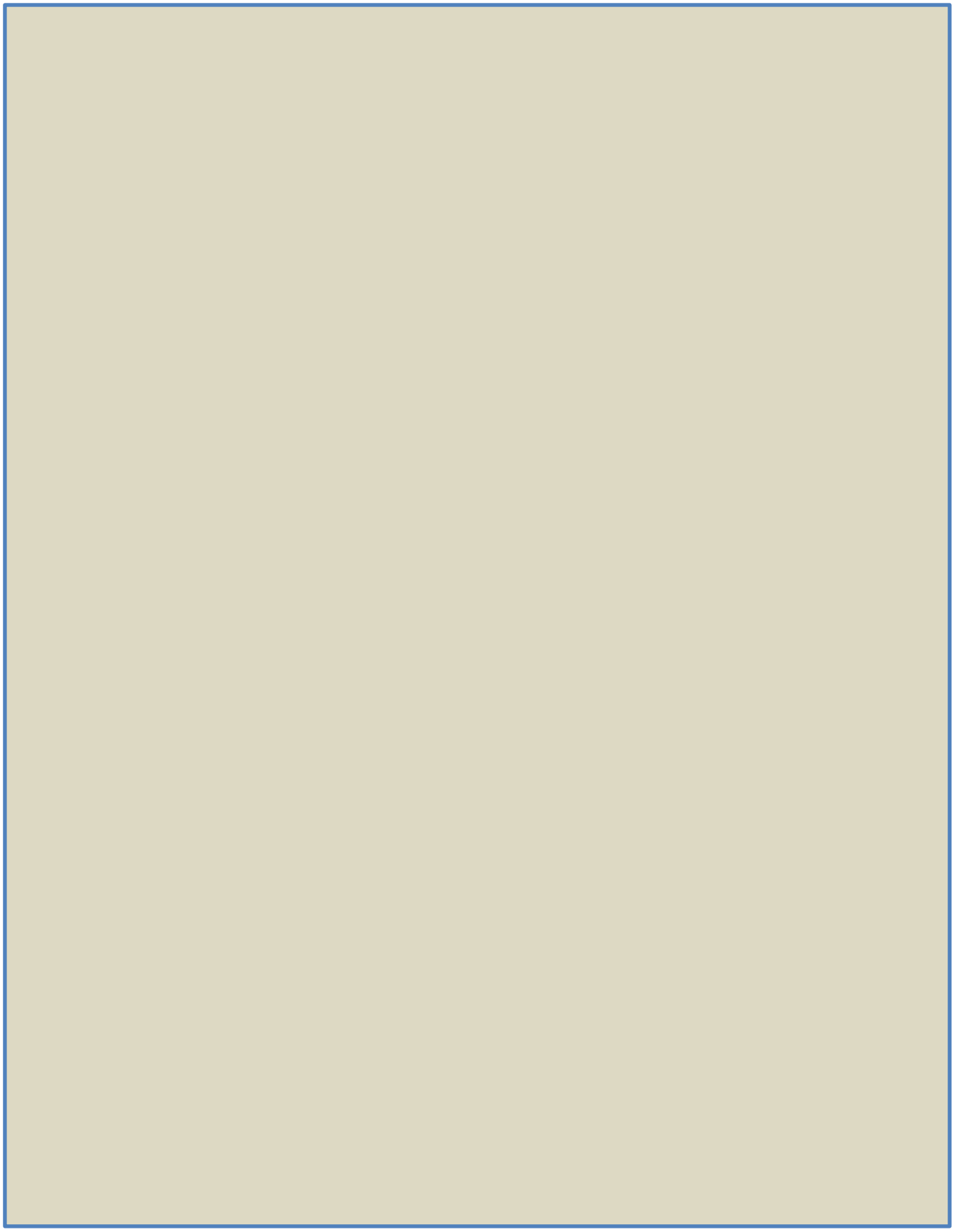


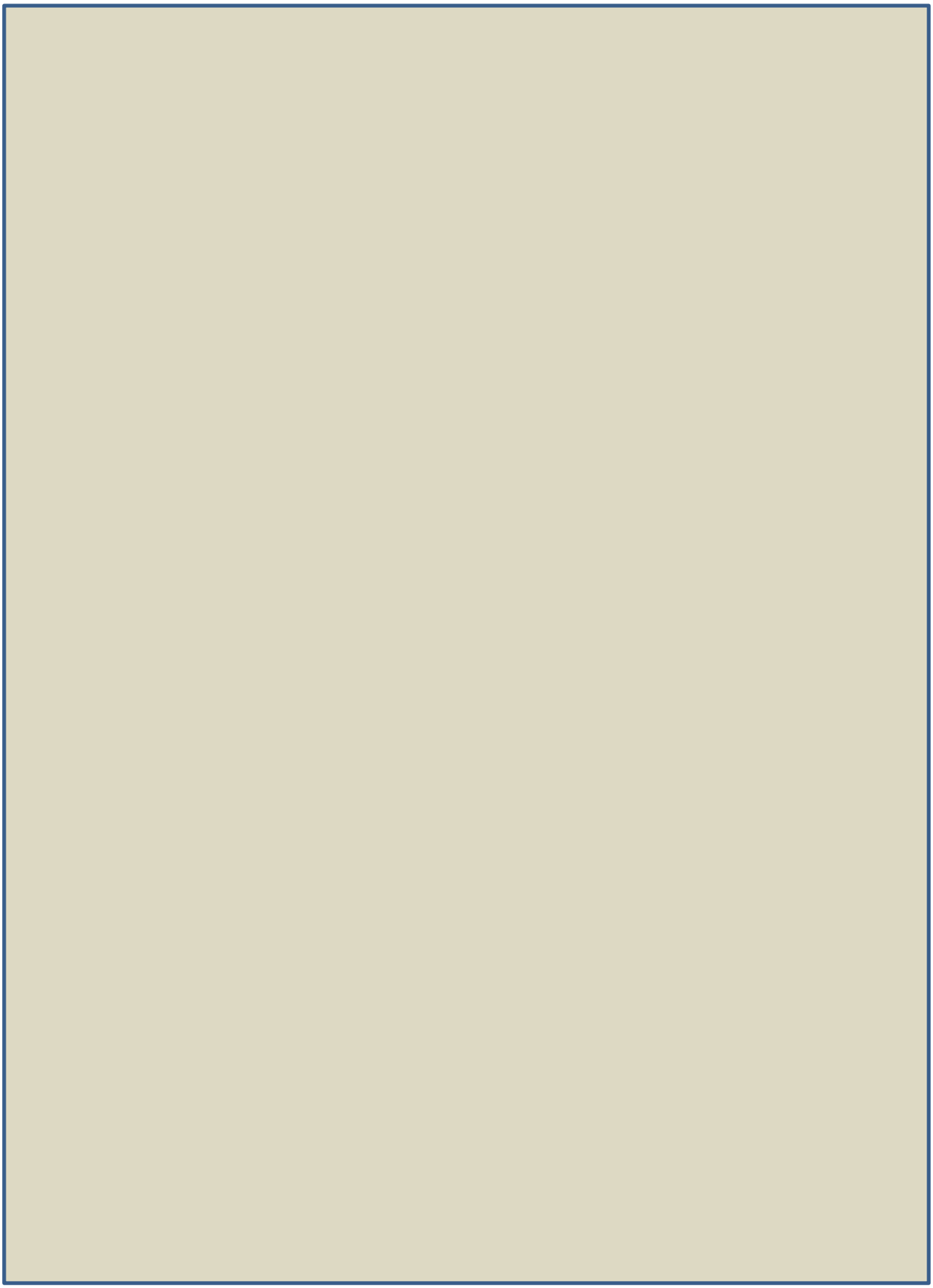


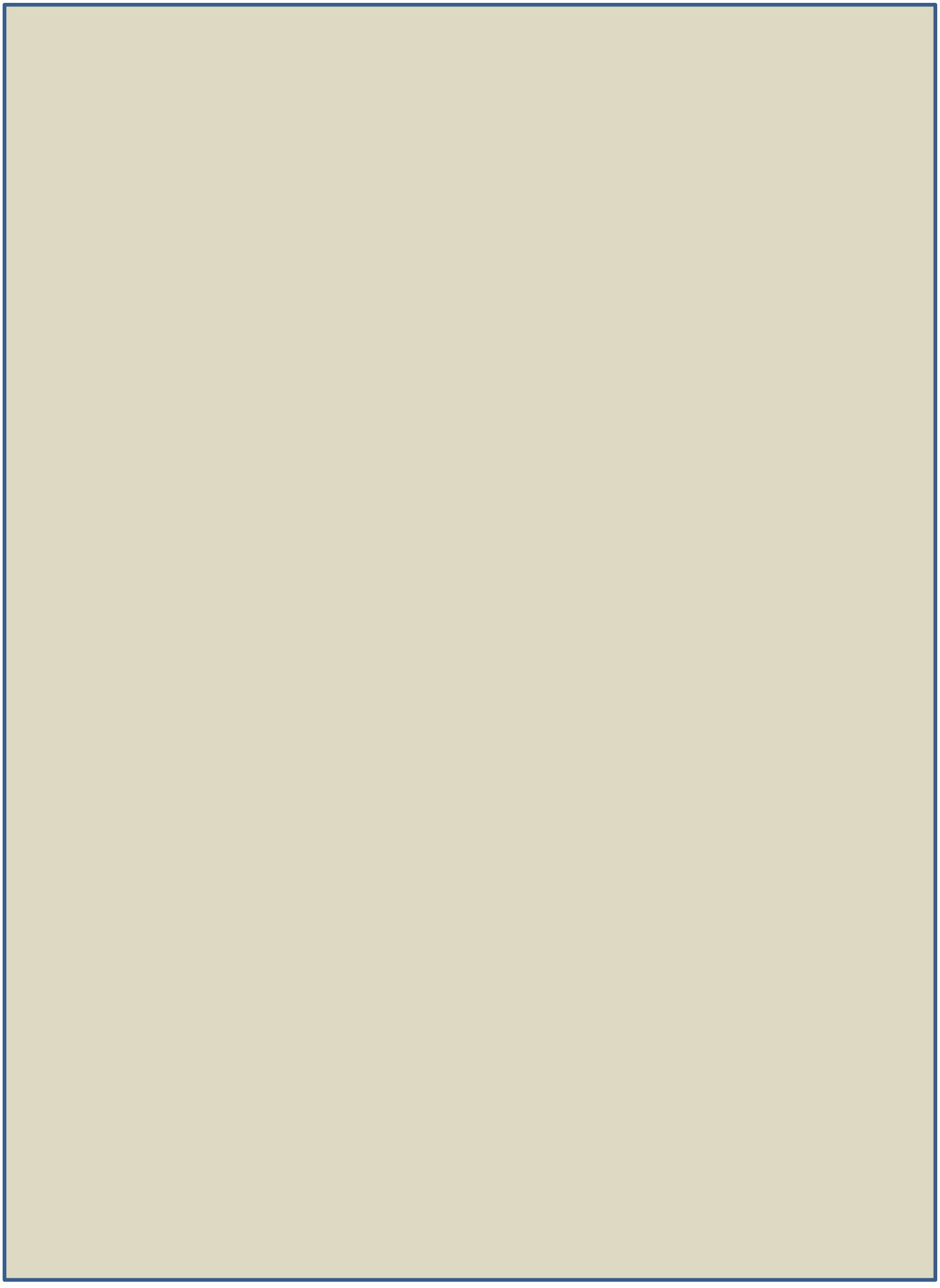


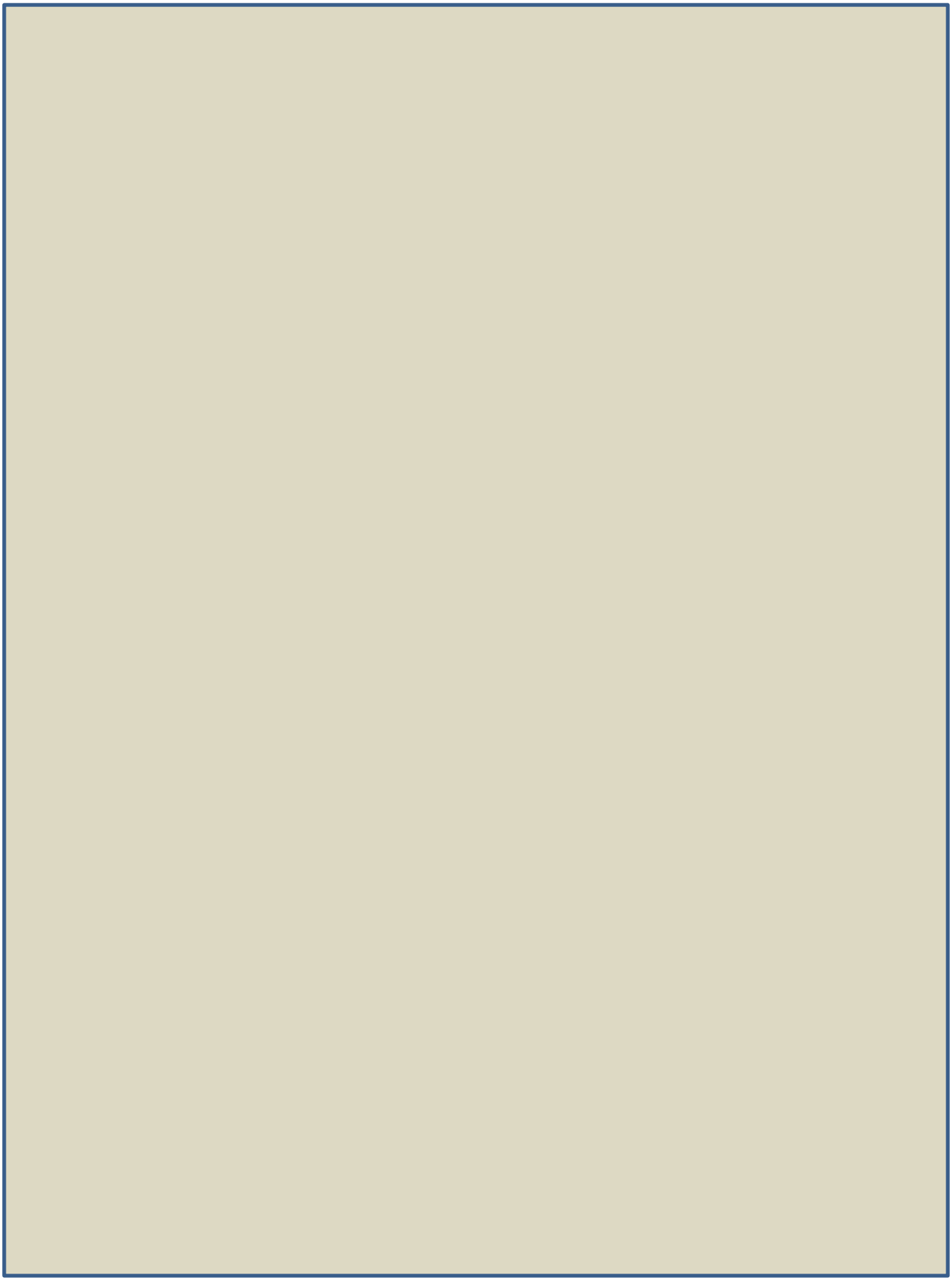


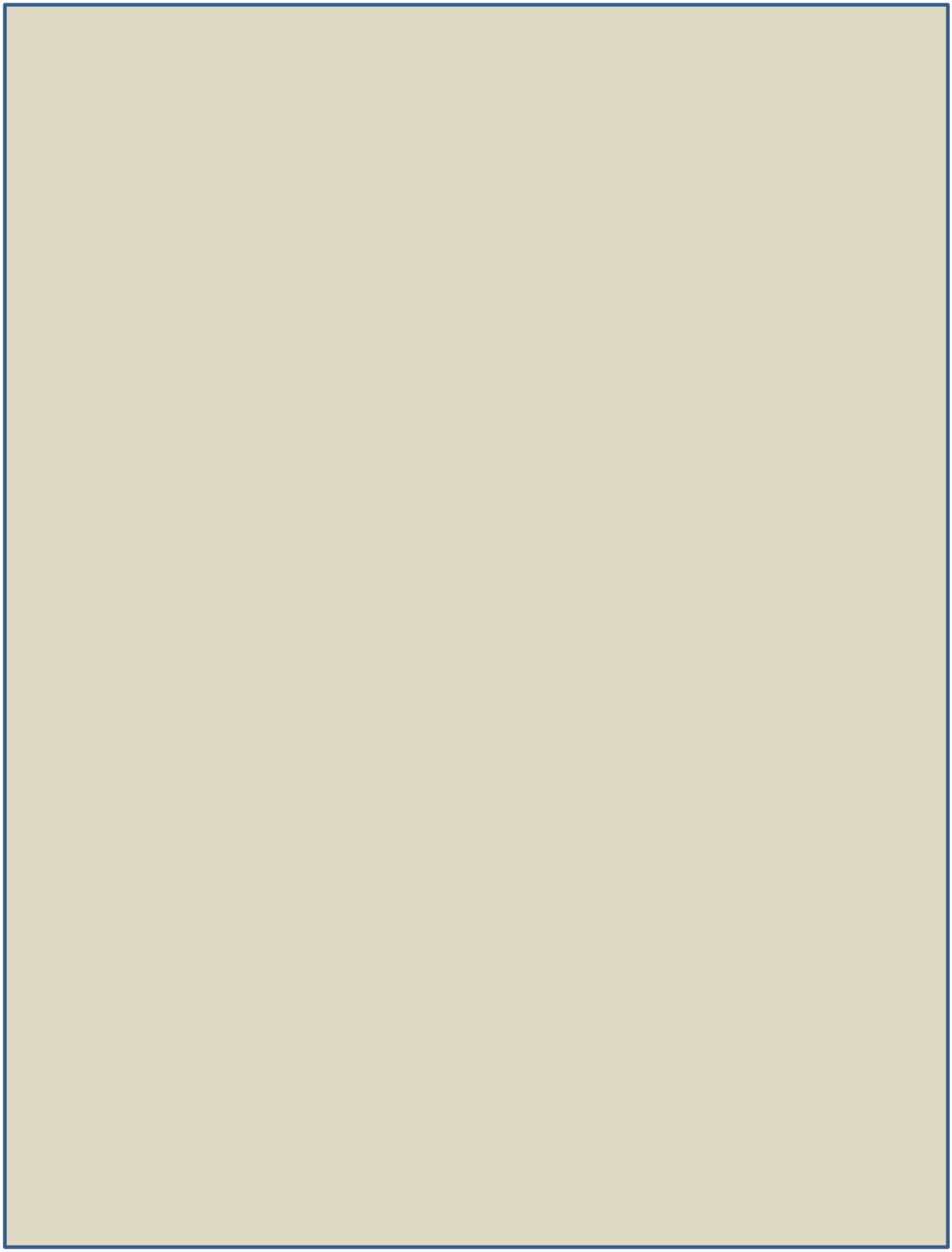
MNICS/MIFC Financial/Operating Plan











CHAPTER 100
COMMUNICATIONS

2016 Minnesota Interagency Radio Frequency List

Use/Locations			Receive	Tone	Transmit	Tone
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
Air/Ground 2			159.300	110.9	159.300	110.9
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			151.370*	100.0	151.370	100.0
Buffalo Rpt			151.370*	100.0	156.135	136.5
2016	***PLANS***					
Initial Attack	**(ALPHA)**	**FM**	**170.000***		**170.000**	
AM/FM Plans		**AM**	**124.650**		**124.650**	
	(BRAVO)	**FM**	**167.950***		**167.950**	
		AM	**119.950**		**119.950**	
	(CHARLIE)	**AM**	**119.850**		**119.850**	
Agassiz NWR						
Agassiz NWR Simplex			171.750*	127.3	171.750	127.3
Agassiz Rpt (Mixed)			171.750*	127.3/$100	172.450	127.3/$100
Backus Simplex			151.175*	146.2	151.175	146.2
Leader Rpt			151.175*	146.2	159.465	146.2
Whipholt Rpt			151.175*	146.2	159.465	100.0
Borden Lake Rpt			151.175*	146.2	159.465	192.8
Emily Rpt			151.175*	146.2	159.465	151.4
Baudette Smplx			151.325*	127.3	151.325	127.3
Roosevelt Rpt (Baudette)			151.325*	127.3	159.315	146.2
Border Rpt (Baudette)			151.325*	127.3	159.315	82.5
Bemidji 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	59.270	103.5
Leech Lake Rpt			151.265*	136.5	159.270	192.8
Trail Rpt			151.265*	136.5	159.270	146.2
Hines Rpt			151.265*	136.5	159.270	123.0
Saum Rpt			151.265*	136.5	159.270	151.4
Big Stone NWR Simplex			164.625*	127.3	164.625	127.3
Big Stone Rpt Analog			164.625*	127.3	172.500	127.3

NOTE* - ALL CHANNELS NARROWBAND

Use/Locations	Receive	Tone	Transmit	Tone
Bois Forte Reservation Simplex	172.425*		172.425	
Boise Forte Rpt	172.425*		171.725	100.0
Cambridge Simplex	151.325*	146.2	151.325	146.2
Almelund Rpt	151.325*	146.2	159.315	100.0
Arden Hills Rpt	151.325*	146.2	159.315	156.7
Chippewa Forest Net (USFS)	173.775*		173.775	open
North Rpt – Max	173.775*		164.125	110.9
South Rpt – Whipholt	173.775*		164.125	103.5
East Rpt - Marcell	173.775*		164.125	127.3
Airguard	168.625*		168.625	110.9
Cloquet Simplex	154.430*	103.5	154.430	103.5
Arrowhead Rpt	154.430*	103.5	159.3675	167.9
Line 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
Hovland Rpt.	151.175*	103.5	159.465	114.8
Detroit Lakes WMD Simplex	164.625*	127.3	164.625	127.3
Detroit Lakes Rpt	164.625*	127.3	163.150	127.3
Detroit Lakes Tac	171.650*		171.650	
Tamarac NWR	166.6375*		166.6375	
Fergus Falls WMD Simplex	164.625*	103.5	164.625	103.5
Fergus Falls Rpt (Mixed)	164.625*	103.5/$100	163.150	103.5/$100
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
Deer River 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	151.385*	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

NOTE* - ALL CHANNELS NARROWBAND

Use/Locations	Receive	Tone	Transmit	Tone
Hill City/Aitkin Simplex	151.265*	110.9	151.265	110.9
Quadna Rpt	151.265*	110.9	159.270	110.9
White Pine Rpt	151.265*	110.9	159.270	167.9
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
German Hill Rpt	151.400*	156.7	159.375	123.0
Leech Lake Reservation	172.425*		172.425	
Leech Lake Rpt	172.425*		171.725	88.5
Little Fork Simplex	151.175*	127.3	151.175	127.3
Little Fork Rpt	151.175*	127.3	159.465	127.3
Loman Rpt	151.175*	127.3	159.465	110.9
Margie Rpt	151.175*	127.3	159.465	167.9
Mn. Valley NWR Simplex (Mixed)	171.750*	127.3/$125	171.750	127.3/$125
Minnesota Valley Rpt **(Mixed)**	171.750*	127.3/$125	171.450	127.3/$125
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
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 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
Red Lake Fire Rpt	166.275*	114.8	159.4125	114.8
Rice Lake NWR Simplex (Mixed)	171.750*	127.3/$096	171.750	127.3/$096
Rice Lake Rpt **(Mixed)**	171.750*	127.3/$096	171.450	127.3/$096
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

NOTE* - ALL CHANNELS NARROWBAND

Use/Locations	Receive	Tone	Transmit	Tone
Sandstone Simplex	151.385*	146.2	151.385	146.2
Askov Rpt	151.385*	146.2	159.435	94.8
Sherburne/Crane Meadows NWR				
Sherburne Rpt Analog	171.750*	141.3	172.450	141.3
Crane Meadows Simplex	171.750*	127.3	171.750	127.3
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	$100
Superior Forest Net (USFS)	170.525*		170.525	
Buyck	170.525*		164.1375	123.0
Chisholm	170.525*		164.1375	156.7
Devilfish	170.525*		164.1375	131.8
Elephant Lake	170.525*		164.1375	167.9
Fernberg	170.525*		164.1375	100.0
Gunflint	170.525*		164.1375	110.9
Honeymoon	170.525*		164.1375	103.5
Idington	170.525*		164.1375	146.2
Isabella	170.525*		164.1375	136.5
Lookout	170.525*		164.1375	151.4
Meander	170.525*		164.1375	127.3
Mt. Weber	170.525*		164.1375	141.3
Midtrail	170.525*		164.1375	107.2
Wales	170.525*		164.1375	114.8
New Site - Mobile	170.525*		164.1375	162.2
Airguard	168.625*		168.625	110.9
Flight Following	168.650*		168.650	110.9
Warroad Simplex	151.385*	127.3	151.385	127.3
Juneberry 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
Winner Silo 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	
White Earth Rpt.	172.425*		171.725	103.5
Windom WMD				
Simplex (Mixed)	170.075*	127.3/$200	170.075	127.3/$200
Windom Rpt (Mixed)	170.075*	127.3/$200	166.375	127.3/$200
Voyagers Nat. Park {Digital} NAC codes:		hex	NAC codes:	hex
Simplex Digital	166.900*	$100	166.900	$100
Islandview / Makooda Rpt	166.900*	$100	166.300	$200
Sullivan Bay Rpt.	166.800*	$300	166.300	$200

Sulivan Bay IS 166.800 on Rx

NOTE* - ALL CHANNELS NARROWBAND

MNICS Communications Plan

Wideband / Narrowband / Digital Transition

All entities, government and business, are programmed to analog narrowband or digital narrowband frequencies and are compliant with the FCC for operation.

All Forest (DNR or Federal) radios are narrowband compliant on a per channel basis & are programmed as narrowband analog or digital.

The MN DNR completed switching all of the Forestry radios to narrowband in 2009, and is replacing radios with P25 digital compliant units for future P25 digital migration.

Grand Portage National Park and St. Croix Park National Park switched to the Digital mode of operation in 2011. St. Croix has also joined (2014) into the Wisconsin VHF trunking system or WISCOM for many park operations, they are also using their VHF digital system in addition to WISCOM.

Isle Royal National Park is using the Digital mode for communications as follows:
Tx/Rx on 169.675 – NAC on $100 for their "net" or simplex mode.
Rpt.Tx on 170.350 – NAC on $400, Rx on 169.675 – NAC on $100.
These folks are dispatched thru the Cuyahoga Valley National Park in Cuva, Ohio, through a Radio/Ip link to Houghton Mi, across the lake to Isle Royal Island. The telephone number for dispatch is (440)546-5945.

For any questions, call MIFC radio shop.

Pat Coughlin	MNDNR	218-322-2696
Kevin Throop	ISO/USFS	218-322-2712

Purpose

This Communications Plan is designed to give the 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, what frequencies are involved and recommendations to how to communicate between various 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 in operation now. The equipment now available that is capable of functioning in multi-agency environment is as follows:

Minnesota DNR

Most mobile and handheld radios are 240/400 channels; DMH/GMH, DPH/GPH digital/analog radios. MNICS frequencies and other interagency frequencies have been programmed to facilitate interagency communication. MIFC has two Communications trailers that may be used on any incidents.

The Department of Public Safety – State Patrol Van has the capability of being programmed to operate on all of the MNICS Agencies' frequencies. Their primary mode of communication is now on the ARMER 800 Mhz system.

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 analog/digital capable and are authorized to have MNDNR frequencies installed.

Chippewa National Forest

All Chippewa National Forest vehicles have B/K or Midland synthesized radios. The MNICS Cooperators' frequencies have been installed. All of the radios are analog and digital capable.

National Park Service

Mobile radios have MNICS Cooperators' frequencies installed. All hand held radios are programmable. All radios are digital-narrow/wideband analog capable also.

US Fish and Wildlife Service

The FWS uses narrowband digital radios that are interagency compatible. Repeaters are set up in the mixed mode but use varies per station (See Frequency listings). Some stations have a portable 800 mhz radio for local interagency (F.D.s) or cooperator use.

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 being used, (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 consisting of over 330 king programmable handheld radios and 90 King mobile radios, ICOM A-6 portables are available; we also have nine SAT phones for remote areas.

Four Daniels Command repeaters are set up with Minnesota State I.C. frequencies, and two Command repeaters with the UHF link are set up on the 171/172 mhz State licensed frequencies.

Two communications trailer are set up, 2 crank-up towers – one 50 foot, the other is a 100 foot unit are parked with the trailers.
The 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 and is close to 98 % done in the outstate areas. To keep in contact with the various local Fire Depts. & other county agencies, the Fire Center has procured a small cache (52) of these portables for use. We have been using the Motorola model XTS-2500 portables to work with any of the entities that have migrated onto this system. The new model replacing the XTS line will be the APX 4000 portable – new since 2015.

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 still several steps that will remain common:

- 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)
- Resources with different communication capabilities must be coordinated with the Incident Commander.
- 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. If several steps are taken on incidents that may involve other agencies, the radio capabilities that we now have can be optimized.

1. If the Minnesota DNR places their mobile radios into the scan mode and scans their tactical frequency.
2. If the Minnesota DNR puts their mobile and portable radios in the monitor mode.
3. (Disable CTCSS).
4. 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. All 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. Utilize a radio cache system (NIFC, R9, and State) as soon as possible.

2. Utilize 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 or to reach MIFC aviation dispatch, the frequency 151.370 on both transmit/receive {Simplex} with the tone on 136.5hz should be used. (See charts for repeater frequencies).

The Minnesota DNR and the Superior National Service 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. A second Air/Ground frequency to be used is 159.300 (tone on 110.9 Tx/Rx). 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 168.125 (Air/Ground), Forest Simplex (170.525) or NIFC Tactical frequencies.

All Other Agencies

Since the other agencies, for the most part, only have radios capable of communicating on their own frequencies, air operations should be conducted on the agencies 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. 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. Having the proper M.O.U.s' for other agency frequency use (authorization) for programming into radios helps in this as the scan function is built into these units.

5. 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 portable radios.

Agency and 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)
	151.370	Flight Following (toned 136.5)
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
	168.125	Air-to-Ground
	168.200	Tactical 2
	169.125	Tactical 1
Chippewa National Forest	164.825	Forest Net
	164.125+	Forest Repeat*
	168.125	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 unless noted as digital)

Use/Locations	Receive	Tone	Transmit	Tone
USFWS - FTAC 1	168.350	107.2	168.350	107.2
Agassiz NWR Simplex	171.750	127.3	171.750	127.3
Agassiz RPTR (Mixed)	171.750	127.3/$100	172.450	127.3/$100
Big Stone NWR Simplex	164.625	127.3	164.625	127.3
Big Stone RPTR	164.625	127.3	172.500	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
Detroit Lakes Tac	171.650		171.650	
Tamarac NWR Simplex	166.6375		166.6375	
Fergus Falls WMD Simplex	164.625	103.5	164.625	103.5
Fergus Falls RPTR (Mixed)	164.625	103.5/$100	163.150	103.5/$100
Litchfield WMD Simplex	171.750	127.3	171.750	127.3
Burbank RPTR (Digital)	171.750	$07D	172.450	$07D
Cedar Mill RPTR (Digital)	171.750	$096	172.450	$096
Mn. Valley NWR Simplex (Mixed)	171.750	127.3/$125	171.750	127.3/$125
Minnesota Valley RPTR **(Mixed)**	171.750	127.3/$125	172.450	127.3/$125
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	141.3	171.750	141.3
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 (Mixed)	171.750	127.3/$096	171.750	127.3/$096
Rice Lake RPTR (Mixed)	171.750	127.3/$096	172.450	127.3/$096
Windom WMD Simplex (Mixed)	170.075	127.3/$200	170.075	127.3/$200
Windom RPTR (Mixed)	170.075	127.3/$200	166.375	127.3/$200

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.

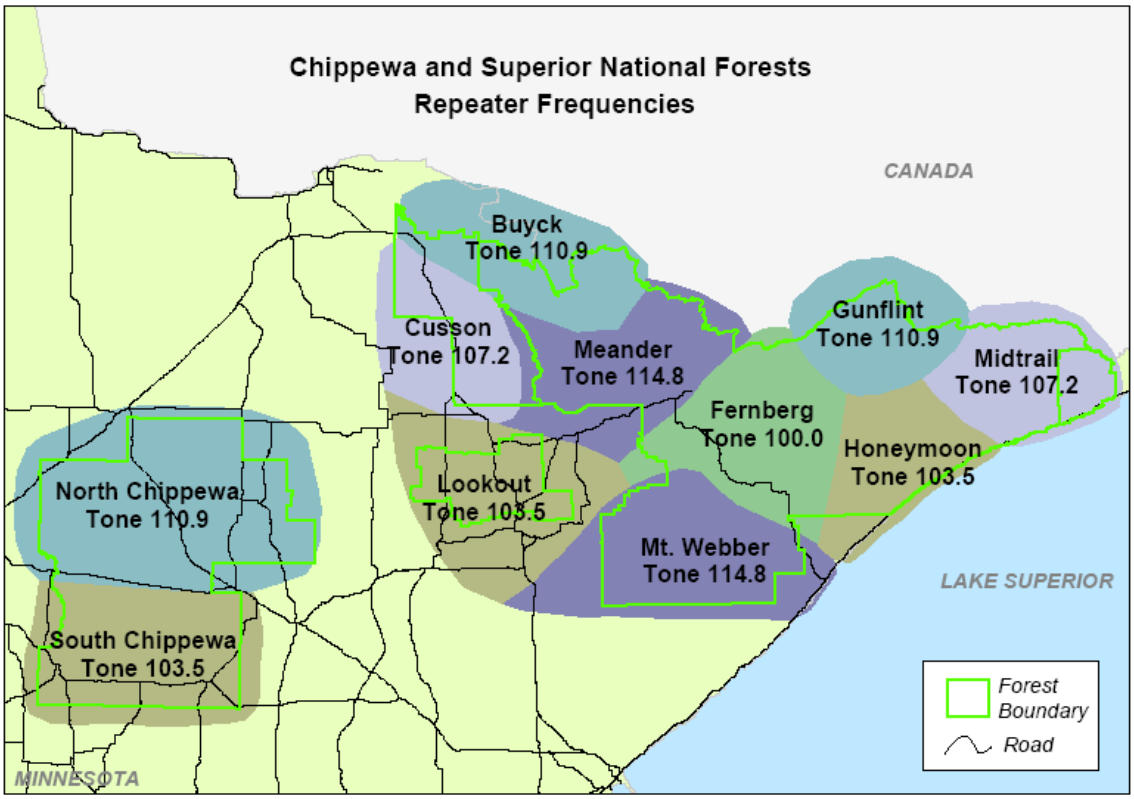
There are three basic frequencies located in Forest Dispatch and they are the following:

Channel	Function	Transmit	Receive	Tone
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	168.125	168.125	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.

** Refer to Minnesota Division of Forestry Radio Repeater Coverage Map, page 165.



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	173.775	open	173.775
2	Forest Repeater	164.125	110.9	173.775 North*
		164.125	103.5	173.775 South*
		164.125	127.3	173.775 East*
3	Flight Following	168.650	110.9	168.650
4	Air Guard	168.625	110.9	168.625
5	Air-to-Ground	168.125		168.125

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.

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 wide/narrowband operation.

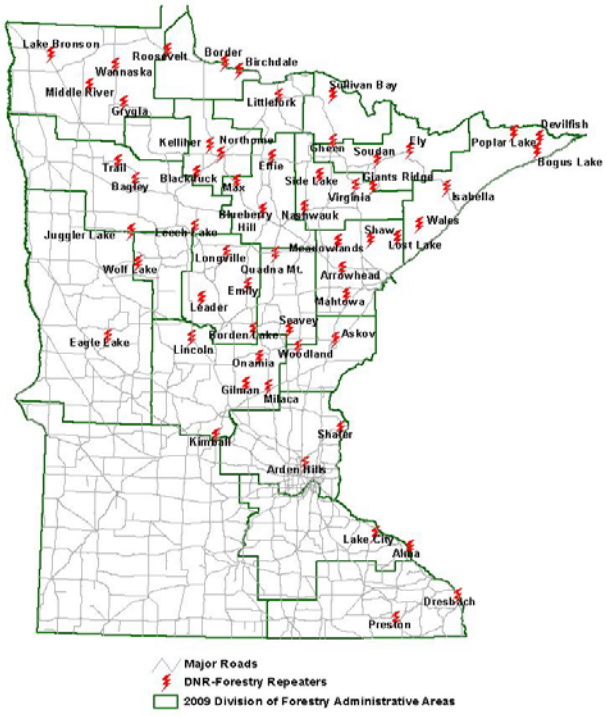
Interoperation with Itasca County, which uses the 800 MHz trunked system is achieved on any of the four frequencies set up for use within the county and are as follows:

Narrowband

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 – (V-Fire 23); 154.295 Tx & Rx, 156.7 on Tx & Rx
Minnsef – (V-Law 31); 155.475 Tx & Rx, 156.7 on Tx & Rx

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. In addition, 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. The tone of 156.7 is programmed on 151.475 (DNR Tac 1) both Tx & Rx; no tones for the 170.475 frequency.

The frequency 151.340 is dedicated as initial attack Air-to-Ground. The tone of 110.9 hz is programmed for the Tx & Rx DNR Air/Ground. A second Air/Ground frequency has been incorporated, this frequency set as 159.300mhz, toned 110.9 hz on both Tx/Rx .

The Division is also allowed to communicate with fire departments on Fire Mutual Aid (154.295) or now named V-FIRE 23 & the tone of 156.7 is used on Tx & Rx for this frequency.

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. 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, you must transmit on 151.415 MHz with a tone of 156.7 Hz. You should 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 in the proper buttons {Mon}. To be sure, include the tone.

We also have the five Nationwide Emergency Interoperable Frequencies on our list, these are as follows: **V-Call 10, V-Tac 11, 12, 13, 14.** These frequencies reside in the Forestry radio program, group 15 channels 1-5.

DNR Forestry Radio Frequency Listing

Mobiles & portables should be programmed per this listing

Use/Locations	Receive	Tone	Transmit	Tone
DNR Tac 1	151.475*	156.7	151.475	156.7
Tac 2/MNICS	170.475*		170.475	
DNR A/G 1	151.340*	110.9	151.340	110.9
V-Fire 23 (Fire M/A)	154.295*	156.7	154.295	156.7
Statewide	151.415*	156.7	151.415	156.7
DNR A/G 2	159.300*	110.9	159.300	110.9
Bemidji 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
Hines Rpt	151.265*	136.5	159.270	123.0
Saum Rpt	151.265*	136.5	159.270	151.4
Warroad Simplex	151.385*	127.3	151.385	127.3
Juneberry 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
Winner Silo Rpt	151.385*	127.3	159.435	118.8
Middle River	151.385*	127.3	159.435	127.3
Baudette Simplex	151.325*	127.3	151.325	127.3
Roosevelt Rpt (Baudette)	151.325*	127.3	159.315	146.2
Border Rpt (Baudette)	151.325*	127.3	159.315	82.5
Park Rapids 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
Line 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 Rpt	151.175*	103.5	159.465	141.3
Hovland Rpt	151.175*	103.5	159.465	114.8

NOTE* - ALL CHANNELS NARROWBAND

Use/Locations	Receive	Tone	Transmit	Tone
Little Fork Simplex	151.175*	127.3	151.175	127.3
Little Fork Rpt	151.175*	127.3	159.465	127.3
Loman Rpt	151.175*	127.3	159.465	110.9
Margie Rpt	151.175*	127.3	159.465	167.9
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
Deer River Simplex	151.385*	110.9	151.385	110.9
Effie Rpt	151.385*	110.9	159.435	167.9
Deer River 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
Emily Rpt	151.175*	146.2	159.465	151.4
Borden Lake Rpt	151.175*	146.2	159.465	192.8
Aitkin Simplex	151.265*	110.9	151.265	110.9
Quadna Rpt	151.265*	110.9	159.270	110.9
White Pine Rpt	151.265*	110.9	159.270	167.9
Cambridge Simplex	151.325*	146.2	151.325	146.2
Almelund 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
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

NOTE* - ALL CHANNELS NARROWBAND

Use/Locations	Receive	Tone	Transmit	Tone
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
German Hill Rpt	151.400*	156.7	159.375	123.0
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	151.370*	100.0	151.370	100.0
Buffalo Rpt	151.370*	100.0	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-CALL10	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

NOTE* - ALL CHANNELS NARROWBAND

MNICS Communications System

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 I.C.S. 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. For use 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.

Bureau of Indian Affairs Communications System

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 receive on 172.425. The Tx PL tone is 100 for the Nett Lake area.

Nett Lake – Bois Forte Police (Law Enforcement Services) is dispatched by St. Louis Co. in Duluth, through the ARMER system. They also use dispatch with Koochiching County & Statewide Police Mutual Aid frequency or V-LAW 31.

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

White Earth Simplex frequency is 172.425. The repeater is 171.725, tone is 103.5.

Leech Lake Reservation has added a repeater frequency, 171.725, tone is 88.5.

Red Lake 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. They also have a repeater associated with this channel, the input on 159.4125 mhz with a PL tone on 114.8hz. to access it.

National Park Service Communications System

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, see NAC codes 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 Ojibaway Tower. The West End repeater, (F3) is located at Windigo. Operation is Digital.

Use/Location	Transmit	Receive	
F1	169.675/$100	169.675/$100	(Simplex)
F2	170.350/$400	169.675/$100	(Ojibaway)
F3	170.400/$300	169.675/$100	(Windigo)

St. Croix National Scenic Riverway Radio Communications System

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

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. Locations: 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 the complete system is using three VHF rpt sites; two satellite sites and 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

In 2014, the park also joined into the Wisconsin VHF trunked system or called WISCOM. They will retain their conventional VHF digital system using that when interoperation is needed.

Voyageurs National Park Radio Communications System

The current radio system at Voyageur's National Park operates on one repeat frequency as well as local frequencies.

For Isleview & Mukooda the NAC code is $200 (Dec 512) on Tx; the Rx is $100 (Dec 256). For the Sullivan Bay repeater, a NAC code of $200, (Dec 512) on Tx; the Rx is $300 (Dec 768).

The transmit frequency is the same on 166.300 mhz for all three repeaters.

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

The NAC code of $300, (Dec 768) and the Tx/Rx frequency of 166.800 for simplex is for the Sullivan Bay area.

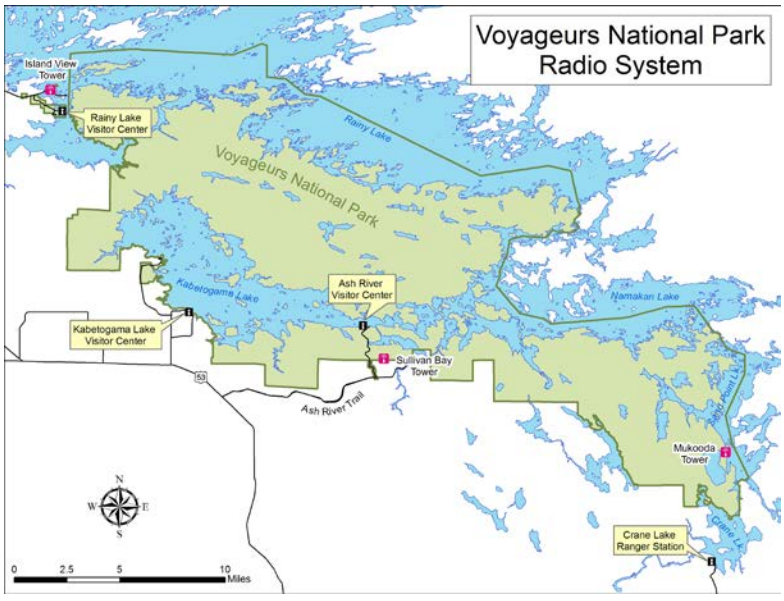
Sullivan bay uses a different receive frequency being 166.800 instead of 166.900.

This system will also accept the analog narrowband frequency with no CTCSS tones to access it (open squelch) and 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 Mukooda (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.

	Use/Location	Transmit	NAC	Receive	NAC
	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 {D256}
Makooda	East End Rpt	166.300	$200 {D512}	166.900	$100 {D256}

$100 denotes "Hex" 100 NAC Code, while D256 denotes "Decimal" NAC Code. The meaning in code language is same for both Hex ($) 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.



Appendix 1

National Park Service Motor Vehicle Driving Policy Memo

****ELECTRONIC COPY ONLY – NO HARD COPY TO FOLLOW****

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

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

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