

CEDAR CITY INTERAGENCY FIRE CENTER 2003 ANNUAL OPERATING PLAN

Reference Agreement No.

I. Purpose and Direction

This Annual Operating Plan is developed as provided in the Cedar City Interagency Fire Center Agreement. The purpose of this Annual Operating Plan (AOP) is to set forth agreed upon services to be provided to the BLM, USFS, NPS, and STATE wildland fire management agencies by the Cedar City Interagency Fire Center (CCIFC); and responsibilities of each of these agencies participating in operation of CCIFC

The Color Country Interagency Fire Managers will set policy and provide steering to the CCIFC. Direct supervision of center employees will be accomplished by the employing agency.

This AOP will be approved annually as part of the Color Country Fire Management area AOP with appropriate signatures.

II. Participants

Participants of this AOP consist of the following:

USDI, Bureau of Land Management, Cedar City District
USDI, National Park Service, Zion & Bryce Canyon National Parks
USDA, Forest Service, Dixie National Forest
USDI, Bureau of Land Management, Arizona Strip Field Office
USDI Southern Paiute Field Station
State of Utah, Division of Forestry, Fire, and State Lands

III. Services

A. The Cedar City Interagency Fire Center will conduct, but not limited to the following activities:

1. Develop and implement a system for maintaining cost-effective and timely dispatching, coordination, and support response procedures to wildland fire and other incident management actions within the Color Country Interagency Fire Management Area (CCIFMA). This will be accomplished through planning, situation monitoring, and expediting resource orders between all federal, state, and county, wildland fire management providers within the CCIFMA, between CCIFC and adjacent fire center zone areas and their respective fire centers; and

between CCIFC and Eastern Great Basin Coordination Center (EGBCC).

2. CCIFC will establish standard procedures, which guide the interagency dispatching, coordination, and support activities for wildland fire and other incident management activities within the CCIFMA. These procedures will be described in the CCIFC mobilization guide which will be prepared by the CCIFC Center Manager and staff and approved by the participating agencies lead fire management representatives. This guide is intended to facilitate interagency dispatch coordination ensuring that the most cost-effective incident support services are provided. This guide will be designed to accommodate amendments as needed, but will be retained as current material until amended.

B. Normal dispatch operations

1. The Dixie National Forest or Cedar City BLM will provide a permanent position as Fire Center Manager. The most qualified candidate from either agency will fill the Center Manager position. This position will direct overall Center Operations, supervises Assistant Center Manager, dispatch staff, coordinate administrative activities, and ensure agencies are served as stated in this agreement. Either the BLM or Dixie National Forest will provide a permanent position as Assistant Center Manager; this position will be filled by the agency that has not filled the Center Manager position. The Assistant Center Manager will fulfill other requirements needed to administer the overall dispatching/logistic system as determined by the Center Manager and this operating plan. Each agency will retain supervisory responsibilities for dispatchers assigned to the center. The Center Manager will determine a duty schedule to staff the center including after hours and on weekends during the period June 1 to September 30 or otherwise as needed throughout the year depending on incident activity.
2. Each agency will make all decisions related to fire management in their area of responsibility. The center manager will refer actions needing clarification to appropriate fire management personnel or agency administrators.
3. Personnel on temporary duty at the center will remain under the general supervision of the parent agency but will receive specific direction from the center manager or subordinate supervisors during the assignment.
4. From early June through late August, the Dixie National Forest, Cedar City BLM, and the State of Utah will each provide a seasonal dispatcher to the center. The center manager will develop a work schedule to provide double coverage each day during the burning period. The Cedar City BLM will provide a career seasonal initial response aviation dispatcher to meet aviation dispatch needs.
5. As needed by Incident Commanders or agency representatives, dispatchers will remain on duty until relieved.
6. The Fire Center will identify, position and utilize established incident resources to

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meet anticipated and existing fire protection and all-risk management needs through the use of closest available resources. Response by the closest available resource may be fire size-up, initial response or any given desired action as described by the jurisdictional agency.

C. *Initial Response**

1. The South Zone of the Color Country Fire Management Area will provide *initial response dispatching for areas protected by the South Zone (see Color Country AOP for protection responsibilities areas)..
2. Zion National Park will provide initial response dispatching to areas protected by Zion National Park (see Color Country AOP for protection responsibilities areas).
3. The Cedar City Interagency Dispatch Center (CCIFC) will serve as the initial response dispatch office for fires under the protection of the East and West Zones of the Color Country Fire Management area (see Color Country AOP for protection responsibilities areas).
4. Contact must be made with CCIFC upon initial response action of any zone dispatch center within the Color Country Fire Management area.
5. When the local agency dispatch has exceeded their capability, additional support from CCIFC or an expanded dispatch will be activated.
6. Any Engine, Aircraft, overhead status change and/or fire occurrence will be reported to CCIFC.

*Initial response = appropriate response determined by agency policy within the first operational period.

D. *Resource Availability Procedure*

1. All initial response dispatch offices will facilitate the statusing of resources in the Resource Ordering and Status System (ROSS) year long.
2. All initial response dispatch offices will status in ROSS any change of status of engines, aircraft and fax fire statistics to CCIFC Daily, Memorial Day through November 1st.

E. Local area resource coordination

1. At preparedness levels III and above, the CCIFC manager will initiate conference calls with the Color Country Mac Group once a week or as needed to coordinate resources and potential severity operations.

F. Fire weather forecasts

1. CCIFC, Zion NP and South Zone dispatch offices will ensure the morning fire weather forecast appropriate for the area of initial attack responsibility will be broadcast and received. Initial response personnel will respond with location and confirm reception of the fire weather forecast. Spot weather forecasts will be requested through local dispatch offices. Any significant weather change from the morning fire weather report will be passed along to CCIFC

G. Prescribed Fire Operations

1. All projects will be coordinated at the local agency level. Cedar City will be informed of aircraft use on any project; time of ignition and time of extinguishment of prescribed fires.
2. Resource orders are required for local support for less than 24 hours between agencies. Resource orders can be sent between CCIFC, Zion NP and South Zone dispatch at the discretion of the requesting dispatch office. Assistance from Cedar City is available for all incidents, but must be requested with as much prior notification as possible. Non-wildland fire projects may require funding for Cedar City dispatch operations. Fire use operations will follow normal dispatch channels.
3. Prescribed fire information will be collected and disseminated by CCIFC.

H. Zion National Park Resource Ordering Procedure

1. When ZNP contacts south zone dispatch for any resource AZ strip will advise CCIFC.

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I. The BLM, USFS, BIA, NPS and STATE wildland fire management agencies in the CCIFMA will:

1. Provide CCIFC with a current list of agency incident management resources and their availability status thru ROSS.
2. Provide CCIFC with a pre-identified duty officer for each agency that will be in contact with CCIFC from Memorial Day through November 1st. If the pre-identified duty officer is unavailable, he/she will contact CCIFC with the replacement duty officer.
3. Advise CCIFC if restrictions must be placed on agency resources due to existing or anticipated fire activity within their jurisdictional area of responsibility.
4. Provide CCIFC with appropriate funding codes for all requested preposition of resources.

J. *CCIFC will operate on an annual budget supported and approved by the CCIFC Steering Committee. Specifics on the budget are as follows:*

1. The Fiscal Year Budget (Oct 1 - Sept 30) and each agency's agreed upon proportion of the cost are outlined in Appendix A. Individual agencies will retain funds for items such as personnel, salaries, benefits, travel, training, and services in kind. Funds retained by individual agencies will be outlined in letter format to the CCIFC Center Manager. The remaining operating funds to be provided by each agency will be transferred to the USDA, Dixie National Forest, via an established reimbursable or contributed fund account with each agency, as may be appropriate. The Center Manager will be responsible for these reimbursable and contributed funds and track their use. At the end of the fiscal year the center will rectify the budget with each agency based on the actual dollars expended.
2. Quarterly (Jan. 1, Apr. 1, Jul. 1, Sep. 1) the Center Manager will compute the total cost of the center, compare it to the fiscal year planned budget, and make adjustments as necessary for budget planning purposes.
3. The Center Manager will prepare and submit a proposed "Next Year's" fiscal year budget to the CCIFC Steering Committee for their approval prior to the

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spring Color Country Fire Management board meeting. The budget will outline planned expenditures by the major categories of personnel salaries, training, travel, awards, telephone service, cellular phone service, utilities, center equipment purchases and maintenance, cache equipment purchases and maintenance, ADP equipment purchases and maintenance, office supplies, vehicle fixed ownership rates and use fees, and other expenditures. The CCIFC Steering Committee will review, adjust, and approve the budget and assign agreed upon proportions of cost to each agency.

4. The CCIFMA board will meet to review and ascertain the CCIFC expenditures at the fall meeting. Adjustments for additional funds or reimbursement for individual agencies will be negotiated.
5. Agencies records shall be kept for three (3) years after final payment under terms of this agreement.

IV. Administration

The Cedar City Interagency Fire Center is an interagency effort therefore the following delegations and policies will apply:

1. The Center Manager or acting will sign time sheets, travel vouchers, and requisitions with full authority as an agency representative for each agency.
2. The Center Manager or acting will initiate and complete performance evaluations of employees within the office and forward them to their respective agencies for review and signature.
3. The CCIFMA board will jointly initiate and complete an evaluation of the Center Manager and then forward to the respective agency for review and signature.

V. Agency Officers

Agency officers delegated responsibility for carrying out this agreement are the Color Country Fire Manager Members. They include, the Cedar City BLM District Fire Management Officer, Dixie National Forest Fire Management Officer, Dixie National Forest East Zone Fire Management Officer, Southwest Area Manager for the State of Utah, Division of Forestry, Fire, and State Lands, Arizona Strip Fire Management Officer, Southwest Field Station Fire Management Officer and Zion National Park Fire Management Officer.

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**CEDAR CITY INTERAGENCY FIRE CENTER
FY 2003 BUDGET**

DIRECT COSTS BREAKDOWN BY AGENCY	BLM UT	USFS	STATE	NPS	BLM AZ	BIA
PERSONAL:						
Center Manager, PFT GS-11		48,900				
Asst. Center MGR, PFT GS-9	39,100					
IA/Aviation Disp., PFT GS-7	28,200					
IA Dispatcher, SEA GS-5	12,800					
IA Dispatcher, SEA		13,000				
IA Dispatcher, SEA			5,800			
Cache Manager, SEA						
Warehouseman, SEA		7,000				
EQUIPMENT/SUPPLIES						
Telephones & Data Lines	5,000	5,000				
Center Equipment	13,000	5,000		2,000		
Cache Equipment	4,000	5,000				
ADP Equipment	2,500	5,000				
Office Supplies	1,000	1,000				
Vehicle Costs	4,000	4,000				
Training/	2,000	2,000				
Travel/Per Diem	1,000	1,000				
DIRECT COSTS TOTAL \$220,500	112,600 52%	96,900 44%	5,800 3%	2,000 1%	0	0
INDIRECT COSTS						
Center Facilities		25,000				