

KLAMATH FALLS INTERAGENCY FIRE CENTER (KFIFC)

CREW MANAGEMENT

and

SINGLE RESOURCE PLAN

VER.2/11/97

A. Introduction.

The following plan is developed to facilitate Type II crew (twenty person hand crew) dispatches, crew module organization and single resource positions. It is intended to become a standard Forest guideline on the Winema National Forest to be used each fire season.

The purpose of this plan is to provide an organized method to fill resource orders, ensure that assignments are shared across the forest and to provide cross training and experience to all forest employees.

The plan is general enough to be updated when necessary to keep it accurate as procedures and terminology change. The operational period for this plan will run from May 1 through October 31 each year. This plan will remain in effect as written until such time it is deemed necessary to change for purposes of updating.

Klamath Falls Interagency Fire Center (referred to as fire center) is responsible to post and maintain a rotation schedule during the field season indicating which district is to receive the next assignment. When a district can not meet the request for resources the Fire Center will fill the request with resources available else where on the Forest.

A biannual refresher will be provided and strongly recommended for crew supervisors covering crew management topics relating to problems experienced the previous season. Topics will relate to fire management including but not restricted to:

Review Crew Management Plan Performance ratings Meals
Strategy and Tactics Safety Fire reports Performance Taskbooks Work/rest cycle
guidelines Travel
Sexual Harassment Mutual Respect Equipment Personnel time keeping
Equipment time keeping Injuries

This session will be designed to fit within a 4-8 hour time frame. The session will emphasize positive aspects experienced the previous season to encourage continued use.

B. Northwest Regular Crew Equipment Needs.

Total crew weight (20-person crew), including personal weight and gear, will not exceed 5,200 lbs. Each crew member will have a red fire pack and line gear weighing no more than 55 lbs. (fire pack 35 lbs & line gear 20 lbs). No items will be tied on the outside of packs for safety and handling reasons.

The following items will be mandatory for each crew member:

Personal red pack Sleeping bag Fire shirt, pants and gloves Line gear Wildland Fire hardhat with chin strap Jacket
Boots with 8" tops, laced and leather Canteen 1 qt. (4)
Headlamp with batteries Goggles
Individual first aid kit Bastard file with handle Food for 24 hours (rations or other)
Fire shelter
Fire time report (pre-headed) 1 per person

Each person will carry photo identification (drivers license, 1D card etc.) this is required for commercial air transportation.

Each crew member should also bring enough personal clothing for two weeks. Fire packs and individuals will be weighed at the Districts prior to dispatch. Weights will be included on the manifest and sent to the fire center.

In the event of changed assignment or personnel the crew supervisor is responsible to see that the fire center receives an updated corrected manifest as soon as possible. The crew supervisor must keep the fire center informed of crews location and status by calling the Klamath Falls Interagency Fire Center upon arrival at assignment location, on reassignment and on demobilization.

Other recommendations:

1. Each Crew Boss and Squad Boss will bring a portable Winema Net radio with extra batteries. At least one of these radios should have programmable capabilities. Serial numbers of radios taken will be recorded on the Resource Order Form and/or Manifest.
2. Squad bosses will be responsible for bringing a 10-person first aid kit (belt type) so that there is a minimum of three kits per crew.
3. When crews are traveling to an assignment by ground transportation, the crew boss will obtain tools (10 shovels, 10 pulaski's) properly boxed, and two chainsaws with kits. When traveling by air only chainsaws and kits, with prior approval. will be recommended. Dispatch will take the necessary actions to get approval to transport chainsaws by aircraft. All tools plus pertinent serial numbers should be put on the Resource Order Form and/or Manifest
4. All chainsaws and fuel containers must be purged prior to loading onto aircraft. Each saw kit will contain purge.
5. Saw Kits will meet Region 6 Fire Cache standards.

6. The Crew Boss should make arrangements to ensure meals are available and picked up before departure. The fire center will coordinate meals with the District Duty Officer and Crew Boss.

7. The fire center will order buses for each each assignment. The fire center will coordinate transportation with the District Duty Officers and the Crew Boss.

8. For buses of local hire, the crew supervisor will be responsible for time keeping of the bus driver and completion of a shift ticket on the bus for each operational period.

9. Districts are responsible to make sure that all mandatory equipment needs are met by all personnel.

10. All large knives and knives carried on a belt will be stored in packs when traveling by aircraft.

11. Do not carry fusees in line gear or personal packs when traveling by aircraft. One case of fusees may be taken when ground transportation is used.

C. Division, Task Force, Strike Team and NWR Fire Assignment Rotation

I Northwest Regular Type II Hand crews.

1. The following is the Winema National Forest rotation schedule for NWR crews and the included overhead positions, from May 1 through October 31. Rotation begins with Chemult District progressing to Chiloquin then Klamath. The fire center will go thru the rotation until the resource order is filled. The SO will be at the end of the rotation. Crew module will consist of a Crew Boss, Crew Boss Asst., and three Squad Bosses. Each District provides 3 Squad Boss on each assignment using the following formula:

During pre and post season the Oregon Department of Forestry will provide the names of individuals that will be available for hire as Administratively Determined (AD) employees to fill-in on crews as needed. These individuals will attend a firefighter safety refresher, be step tested, and issued gear prior to being hired.

Abbreviations

CB - Crew Boss CBa - Crew Boss Asst. CBt - Crew Boss Trainee SB - Squad Boss FF - Firefighter

Chemult Chiloquin Klamath

#1) CB,CBa,SB, 3 FF SB, 6FF SB, 6 FF #2) SB, 6 FF CB,CBa,SB, 3 FF SB, 6 FF

#3) SB, 6 FF SB, 6 FF CB,CBa,SB, 3 FF #4) repeat #1 through #3.

2. Crews comprised of AD personnel will have overhead consisting of a Crew Boss, Crew Boss Asst., and three Squad Bosses, all from the same district.

3. Division group supervisor, Task force leader and Strike team leader will be on single resource rotation through the sub units.
4. Districts will determine the method of rotation for their respective individuals.
5. The Crew Boss Trainee, for familiarity reasons, should be from the same District as the Crew Boss, whenever possible.
6. A Crew Boss Trainee is a person who has completed all the required classes but needs a training or qualifying assignment.
7. An Assistant Crew Boss may be substituted for a Crew Boss Trainee. An Assistant Crew Boss is a fully certified Crew Boss.
8. Once a crew is dispatched, assignment rotation and availability will dictate who goes on the next assignment. If the scheduled district is unable to fill the Crew Boss assignment, the assignment will rotate to the next district in line. When all districts are unable to fill the order totally, a composite order involving those district necessary to fill the order will be made.
9. A qualified Strike Team Leader-Crew will automatically be assigned when two crews are sent within the fire protection area. The fire center will request Strike Team Leader positions for assignments filled outside the fire protection area involving two crews.

II Single Resource Assignment Rotation

1. The following is the Winema National Forest rotation schedule for , Division Supervisors, Task Force Unit Leaders, and Strike Team Unit Leaders;

First Assignment -	Chemult
Second Assignment -	Chiloquin
Third Assignment -	Klamath
Fourth ,Assignment -	S.O
Fifth Assignment -	repeat rotation

1. Districts will determine the method of rotation for their respective individuals.
2. If the scheduled district is unable to fill the overhead assignment, the assignment will rotate to the next district in line.
3. Individual weight limitation for a single resource is a maximum of 55 lbs. of gear (35 lbs pack & 20 lbs line gear).
4. Each individual will have a completed Manifest and Resource Order. The manifest will contain the persons weight and their gear weight. The individual and gear will be weighted at the District before departure.
5. Each individual will bring a portable radio. The property number will be recorder on the Manifest.
6. Each individual will carry photo identification.

7. The individual will coordinate transportation needs with the District Duty Officer and Klamath Falls Interagency Fire Center. Vehicle numbers will be recorded on the Manifest.

8. The individual will keep the fire center informed of their status by calling them on arrival, reassignment and at time of demobilization.

D. Crew Boss Kit (Briefcase)

The following items should be included in the crew boss kit.

- Checklist of needed items
- Emergency Firefighter Time Report (OF 288) 2 per person, in folder. - Rental Equipment. Use record (OF 297)
- Phone numbers and addresses (Home Units, Dispatch Offices, etc)
- Passenger and Cargo Manifest (SF 245) - 4 copies carbon copy form - Crew time report book (SF 261)
- General Message forms (ICS 213) - Unit Log (ICS 214)
- CA-1, CA-2, and CA-16 - Resource Order Form
- A copy of the Crew Management Plan - Flagging
- Fireline Handbook - Small notebook (pocket size) - Pencils and Pens - Grease pencil
- Credit cards (Phone type) - Large envelopes
- Maps (travel routes) Ear Plugs
- Extra chin straps - Extra pair of safety goggles