

**2004**

**ANNUAL FIRE OPERATING PLAN**

among the

**WILDFIRE PROTECTION AGENCIES**

within

**GILPIN COUNTY, COLORADO**

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**ATTACHMENTS LIST**

<b>ATTACHMENT 1</b>	Agreement for Cooperative Wildfire Protection in Gilpin County
<b>ATTACHMENT 2</b>	Colorado Interagency Cooperative Fire Management Agreement
<b>ATTACHMENT 3</b>	Emergency Fund Contract Agreement For Forest And Watershed Fire Control
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<b>ATTACHMENT 5</b>	Gilpin County Mutual Aid Agreement

**GILPIN COUNTY ANNUAL OPERATING PLAN - 2004**

The Annual Operating Plan (AOP) is a working document compiled each year by wildfire agencies participating in the Plan, and shall be attached to and considered a part of the **Interagency Cooperative Fire Management Agreement** (see Clause #12 of the Agreement).

1. PLAN APPROVAL

The parties below agree to the procedures contained in this Annual Fire Operating Plan to be effective on the dates shown through **May 1, 2005**.

\_\_\_\_\_ COLORADO STATE FOREST SERVICE  
DATE

BY

\_\_\_\_\_ GILPIN COUNTY SHERIFF'S DEPARTMENT  
DATE

BY

\_\_\_\_\_ BOARD OF COUNTY COMMISSIONERS, GILPIN COUNTY  
DATE

BY

\_\_\_\_\_ FOREST SERVICE, USDA  
DATE

BY

**NOTE:** Informational copies of this Annual Operating Plan shall be sent by the Colorado State Forest Service (CSFS) to the USDA Forest Service, Arapaho-Roosevelt National Forest Clear Creek Ranger District, Boulder Ranger District, and the Ft Collins Interagency Dispatch Center; the USDI Bureau of Land Management, Royal Gorge Field Office and Golden Gate Canyon State Park. The Gilpin County Sheriff shall send informational copies of this Annual Operating Plan to all Fire Departments within Gilpin County.

**2. IDENTIFICATION OF THE JURISDICTIONS/PARTICIPANTS TO THE PLAN**

The following participants in this AOP agree to coordinate their wildfire protection activities as outlined herein:

**Colorado State Forest Service  
Gilpin County Board of County Commissioners  
Gilpin County Sheriff  
USDA, Forest Service, Arapaho & Roosevelt National Forests**

**3. AUTHORITY FOR THE PLAN -**

This plan fulfills **Section D.1** for the "**Agreement for Cooperative Wildfire Protection**" signed May 1, 1989 between Gilpin County and the State Board of Agriculture, and hereby becomes part of this Agreement (**See Attachment 1 of this AOP**)

This plan also fulfills **Paragraph 8 and Exhibit B** for the "**Interagency Cooperative Fire Management Agreement**" among the U.S. Department of Interior: Bureau of Land Management, National Park Service, Bureau of Indian Affairs, Fish and Wildlife Service; U.S. Department of Agriculture: Forest Service; and the State of Colorado: Colorado State Forest Service, and hereby becomes part of that agreement as an Attachment. (**See Attachment 2 of this AOP**)

This plan fulfills Article I.2. of the "**Emergency Fund Contract for Forest and Watershed Fire Control**" between the State of Colorado and Gilpin County and becomes Attachment B of that agreement. (**See Attachment 3 of this AOP**)

**4. PURPOSE OF THE PLAN**

The purpose of this Annual Fire Operating Plan (AOP) is to set forth standard operating procedures, agreed policies, and responsibilities to implement cooperative wildfire management on all lands within Gilpin County.

## 5. DEFINITIONS AND DESCRIPTIONS

### A. Fire Management Responsibilities

Each jurisdictional agency (including the Federal government) has ultimate responsibility for wildland fire protection on its own lands. Fire protection zones within the county have been established as shown on the included map (Exhibit C).

These zones are normally for initial attack purposes only, but an assisting agency (or fire department) may, at times, take initial attack action on fires located on lands under another's jurisdiction. The primary criteria for this type of initial attack is that **the agency which is in the best position at the time the fire is reported will take the most rapid and effective action to respond.**

As mutually agreed between them, the County and fire protection districts are responsible to suppress wildfires on all private and State Lands. Private will be considered to mean all non-governmental owned lands. The County's responsibilities are limited to those set forth in Section 30-10-513 and 30-10-513.5 C.R.S. Within Gilpin County, both State School Lands and State agency-owned lands exist. State School Lands exist in the vicinity of Smith Hill Road and Highway 119, and Tolland Road. State Agency-owned lands include Golden Gate Canyon State Park. These lands are shown more specifically on the included map (Exhibit A).

Local CSFS personnel will respond as needed and available to wildfires on State lands when called by Gilpin County. This activity is to offset suppression costs incurred by the County on State Land. Such response will be at no cost to the County, except as provided for by other agreements. CSFS personnel will respond to these requests to provide overhead (management) and Unified Command support functions.

### B. Mutual Aid Dispatch Areas by Dispatch Levels

All dispatches will be made based on the closest forces capable of responding to the incident.

### C. Mutual Aid Move-up and Cover Facilities

Move-up and cover facilities have not been predetermined; however, the mechanism is in place for fire protection districts, municipal departments and volunteer fire departments to cover each other through the Gilpin County "Gilpin County Mutual Aid Agreement" signed by participant fire departments in 1996 (Attachment 5).

### D. Special Management Considerations

Suppression within areas designated by USFS as Prescription Fire Strategy, as designated on the maps included as EXHIBITS A or B or by the appropriate agency, will not be conducted without direct orders from the jurisdictional federal official. **The USFS must be notified as soon as practical of all fires on or threatening National Forest lands.**

Use of mechanized, earthmoving equipment such as bulldozers, graders, etc., will not be

permitted on the following lands without the expressed approval of the appropriate agencies (shown in parentheses):

- all federal lands (USFS or BLM)
- Golden Gate Canyon State Park (Park Manager or Gilpin Co. SO)

**E. Responsibility for Non-Wildland Fire Emergencies**

Non-wildland fire emergencies are the responsibility of the jurisdictional agency, whether this be fire protection district, municipality, county, state or federal.

**F. Repair of Wildfire Suppression Damage**

Repair of wildfire suppression damage is the responsibility of the jurisdictional agency, unless otherwise agreed to by the unified command at the time of fire close out.

NOTE: The State Emergency Fire Fund (EFF) is not a rehabilitation fund. Fire rehabilitation may be authorized by the CSFS Line Officer only when this is part of the suppression action.

**6. FIRE MANAGEMENT RESOURCE LIST**

Fire fighting resources in Gilpin are developing and subject to frequent change. Contact the appropriate agency as shown in item E for current information desired for items "A" through "D" below.

- A. Kind (by ICS type)**
- B. Location**
- C. Anticipated Availability Period**
- D. Staffing Levels**
  
- E. Contact Points and Names**

**Federal Agency Resources** (not including Military) - Fort Collins Interagency Dispatch Center (hereafter referred to as **FTC** in this plan), (970) 498-1348, (970)-490-5291 (Pager). FTC maintains a list of resources currently available through the Interagency Dispatch System.

**Gilpin County Resources** (with the exception of those listed below) - Gilpin County Sheriff's Communications Office (303) 582-5511, or 303-582-5500.

**CSFS Fire Resources** - Boulder District Fire Duty Officer: Office (303) 823-5774, Pager (303) 441-3851 #5980 (group page).

**7. PROTECTION AREAS**

**A. Jurisdictional Agency, Protection Unit, County boundary, Area of Responsibility and Other Plan Needs.**

The Arapaho-Roosevelt National Forest maps (EXHIBIT B), and the Gilpin County Fire District Map (EXHIBIT C) are used to show jurisdictional boundaries for the purpose of this plan. The Gilpin County Sheriff shall assume charge or assist in controlling wildfires on all state and private lands within Gilpin County. Federal agencies are ultimately responsible for fire control on their lands within Gilpin County.

**1. SPECIAL MANAGEMENT AREAS (CSFS)**

There are no special management areas in Gilpin County requiring CSFS involvement.

**2. USDA FOREST SERVICE LANDS: ARAPAHO-ROOSEVELT NATIONAL FOREST**

Within Gilpin County, the Boulder Ranger District and Clear Creek Ranger Districts, Arapaho-Roosevelt National Forest, will perform initial attack on all fires clearly within or threatening National Forest Lands. The lands within the Boulder Ranger District includes roughly the northern one-third of Gilpin County. The remainder of Gilpin County's National Forest land falls within the Clear Creek Ranger District. To dispatch initial attack resources, contact Fort Collins Dispatch Center (**FTC**) at (970) 498-1348. For a secondary option call the Clear Creek Ranger District at (303) 567-3000; or the Boulder Ranger District at (303) 541-2500; 303-441-3851 #5961 (pager), or #5962 (pager).

**3. USDI BUREAU OF LAND MANAGEMENT LANDS**

When a wildfire occurs on **Bureau of Land Management (BLM)** lands in Gilpin County, the USDA Forest Service (through the Clear Creek Ranger District, Arapaho-Roosevelt National Forest) will conduct initial attack under a Memorandum of Understanding (MOU) between these two agencies. To dispatch initial attack resources, contact Fort Collins Dispatch Center (**FTC**) at (970) 498-1348. For a secondary option call the Clear Creek Ranger District at (303) 567-3000; 303-956-0577 (cell); or the Boulder Ranger District at (303) 541-2500; 303-441-3851 #5961 (pager), or #5962 (pager)

BLM lands in Gilpin County are primarily found in the southern half of the county and in proximity to National Forest lands within the Clear Creek Ranger District. Some BLM parcels also occur around Golden Gate Canyon State Park and are shown on the Gilpin County Land Ownership map, EXHIBIT A.

**B. Fire Protection Facilities**

The locations of Fire Protection facilities are shown in a map developed by Gilpin County, utilizing GIS capabilities, and designated as EXHIBIT C.

**C. Direct Protection Areas**

•Not Applicable in Gilpin County.

**D. Mutual Aid Dispatch Areas**

Mutual Aid Dispatch will occur as requested by the responding agencies as covered by the Gilpin County Mutual Aid Agreement signed in 1996 (Attachment 5).

**E. Special Management Consideration Areas**

Suppression within areas designated by USFS as Prescription Fire Strategy, as designated on the maps included as EXHIBITS A or B or by the appropriate agency, will not be conducted without direct orders from the jurisdictional federal official. The USFS must be notified as soon as practical of all fires on or threatening National Forest lands.

**F. Date Effective**

Fire district boundaries and station locations shown in Exhibit A are current as of 2004. Gilpin County's Geographic Information Systems department will update these maps, as needed, for inclusion in this AOP. The USDA Forest Service will annually provide copies of the most current National Forest maps and land ownership patterns for inclusion in this AOP.

**8. FIRE READINESS -**

**A. Fire Planning**

1. PRESUPPRESSION ANALYSIS PLANS

Pre-attack plans are being developed on a case-by-case basis for individual subdivisions within Gilpin County. The CSFS and responsible fire departments work cooperatively to prepare and update these plans as appropriate. These plans are on file with the fire departments and CSFS.

2. TRIGGER POINTS FOR INCREASE/DECREASE BY ACTION CLASS

Fire Danger Ratings - Fort Collins Interagency Dispatch Center obtains daily forest fire danger ratings and manning class predictions. Fire danger and weather information can be obtained through the following Internet Website:

<http://www.fs.fed.us/arnf/fire/fire.html>

Cooperators without Internet access can request this information be faxed to them by contacting Ft Collins Dispatch Center at (970)-498-1348; the Sheriff's Office; and CSFS-Boulder District. Gilpin County falls within the Colorado Fire Weather Zone 215.

The USFS Arapaho-Roosevelt National Forest transmits fire Danger Ratings over its direct radio channel at approximately 4:00 pm daily. Fire Weather Forecasts are broadcast at approximately 10:00 am daily. The availability of the Single Engine Air Tanker and other wildland resources (see Section 10) are broadcast at approximately 10:00 am daily.

For the purposes of informing the public, Staffing (or *Action* classes) will be translated to adjective classes as follows:

Staffing Class I	=	Low
Staffing Class II	=	Moderate
Staffing Class III	=	High
Staffing Class IV	=	Very High
Staffing Class V	=	Extreme
Red Flag Alert	=	Red Flag Alert

a. FIRE DANGER RATINGS AND EXPECTED FIRE BEHAVIOR:

\* LOW - Fires do not start readily from most accidental causes, though many lightning fires may start in some areas during low-danger periods. Fires that do start generally spread slowly, and there is little tendency to "spot". They often do not burn clean, but spread in irregular fingers.

\* MODERATE - Fires can start from most accidental causes, but the number of starts is generally low. The rate of spread of fires is moderate; heavy concentrations of fuel will burn hot, and there may be some spotting. Control of fires under these conditions usually presents no special problems.

\* HIGH - Fires will start easily from most causes. Fires will burn hot, spread rapidly, and will spot readily. Control of fires may become difficult, unless there is aggressive initial attack while they are small.

\* VERY HIGH - Fires start easily from most causes. Fires will develop fast and can be spread rapidly with considerable spotting. Direct attack on the head of the fire may not be possible. Control may be difficult if initial attack is not successful.

\* EXTREME - Fires start easily from all causes and may be started by unusual or unexpected causes. Fires burn intensely and spread rapidly. Direct attack is rarely possible except when fires are still small. The running heads of large fires are usually uncontrollable while the extreme danger period lasts and most effective control work must be confined to the flanks of the fires and to well-planned strategy.

\* RED FLAG WARNING-the National Weather Service issues this warning when short-term weather conditions are predicted that will cause erratic fire behavior. These conditions include very low humidity, high winds, and "dry" lightning activity. Initial attack may require additional or air support under these conditions. "Fire Weather Watches" that are also issued by the National Weather Service may precede Red Flag Warnings.

3. PREVENTION PLANS

The Colorado State Forest Service is available to assist Gilpin County and individual fire departments in developing wildfire prevention and mitigation measures. CSFS can dedicate professional staff as "Mitigation Coordinators" to these tasks if funding can be provided from local sources. These positions are often used to develop an annual public education plan for wildfire mitigation and prevention, as well as coordination of these activities with local fire departments.

4. PRESCRIBED FIRE PLANS

The USFS, BLM, CSFS and all other land management agencies (and fire departments) agree to cooperate in the development and implementation of prescribed burning programs and projects. Agencies and fire departments conducting prescribed fire activities will report their prescribed fire activities to the Sheriff's office communications, Fort Collins Dispatch Center, the fire protection district within which the fire is

occurring, and to each other.

In addition, the Sheriff will maintain a record of all controlled burning activities occurring on private lands. Each agency or department will be responsible for obtaining any burn permit necessary at the county, state, or federal levels for their individual burns. Fire departments should also inform the CSFS if they will be conducting prescribed burn activities.

Wildfires resulting from escaped prescribed fires ignited by a party to this Agreement on lands it manages, shall be the responsibility of that party. The party responsible for the prescribed fire will reimburse other parties to this Agreement consistent with the terms and conditions contained herein, for costs incurred in suppression of such fires.

If parties to this Agreement conduct a cooperative prescribed fire, details covering cost sharing, reimbursement, and responsibility for suppression costs, should it escape, shall be agreed upon and documented in the burn plan. Burn plans will be prepared according to **CSFS Form # 170 - Prescribed Burn Plan** (Exhibit J), or a cooperating agency's equivalent format.

A party may take appropriate suppression action when lands under its protection are involved in or threatened by the escaped fire. Such suppression action may be taken on its own initiative or at the request of the responsible party. A party may take appropriate suppression action, at the request of the responsible party, when lands under its protection jurisdiction are not involved in or threatened by the wildfire.

## **B. Wildfire Training Needs and Coordination**

Each agency shall be responsible for the training of its own personnel; however, cooperating agencies will advise each other of planned training sessions and issue invitations to participate. All agencies and fire departments are encouraged to utilize all available avenues for wildland fire training, be it from federal, state, or local agencies.

Safety of personnel involved in an incident is critical. Therefore, it is the stated goal of the participating agencies in this Annual Operating Plan to have all personnel that may be involved in suppressing wildland fires meet the following minimum standard: training in the accepted standard wildland curriculum of Basic Wildland Fire Operations (S-130), Basic Wildland Fire Behavior (S-190), and for those firefighters previously red-carded, an annual 8 hour wildland fire refresher class. An annual passing grade level at the "Arduous" physical fitness level is required.

**Each agency will be responsible for providing personal protective gear for their personnel;** however, cooperating agencies may assist by supplying specific equipment needs for an individual incident. It is understood that suppression forces operating on **Federal lands** must be equipped with personal protective equipment (**PPE**), and be **Red Carded**, as specified in the current Federal policy (such as FSM 5130.3 and 5135.1).

1. REGIONAL WILDLAND FIRE TRAINING

Wildland fire training is available at the local, regional and state levels. The CSFS and USFS assist counties and local fire departments in planning and executing wildland fire training. The CSFS-Boulder District will be responsible for approving all Red Cards to be issued to Gilpin County wildland firefighters, and ensuring NWCG standards are met for S- and I- series classes offered by Gilpin County or local fire departments.

**C. Inspection Schedules for Fire Equipment**

All CSFS State Agreement engines and equipment, subject to interagency dispatch, will be inspected annually to ensure use and road worthiness by the Boulder District. Federal agencies will inspect VFD, FPD, municipal department and county engines prior to their use on wildland incidents under their jurisdiction.

9. **WILDFIRE SUPPRESSION PROCEDURES -**

A. **ICS Use**

**The Incident Command System (ICS) will be utilized on all fires.** ICS is a standardized method of managing emergency incidents. It manages small, routine daily incidents as well as large, complex, multi-jurisdictional disasters. It is based upon:

- **A common organizational structure**
- **Common terminology**
- **Common operating procedures**
- **Known qualifications of emergency personnel**

Because ICS reduces confusion and uncertainty in the early phases of an incident, it increases the efficiency and effectiveness of fire protection and suppression actions.

With ICS, transition from a routine incident to a major emergency is orderly and requires a minimum of adjustment for any agency. In its largest application, it may include several thousand people without compromising effective supervision. ICS does not infringe on the routine, daily responsibilities or authority given each agency by statute. But, if a transfer of authority is necessary as conditions change, ICS eases the transition since organizational structure and lines of authority are clearly identified. Because the potential always exists that a fire may escape initial attack and grow to the point that the IMG, or a state or federal management team may be needed, Gilpin County plans to use ICS to ease the transfer of authority and control of the incident. A full ICS incident organizational chart is shown page 13.

Incident Command System positions on large or complex incidents may be filled with resources from outside Gilpin County. The Fort Collins Interagency Dispatch Center maintains lists of local cadres of trained personnel available from various agencies in the northern Front Range.

1. **UNIFIED COMMAND**

The cooperating agencies for this Plan will utilize a Unified Command structure on all incidents where more than one agency or jurisdiction is involved. The Unified Command structure will include one representative from each agency or jurisdiction responsible for the incident or the lands involved.

**2. ICS INCIDENT ORGANIZATIONAL CHART**

3. CICS FIRES MODES

In Colorado, ICS mode numbers are used to describe the degree of mobilization occurring in response to fire situations. Dispatchers and/or on-scene commanders are responsible to announce various modes as they see a situation change.

**Fire modes** are a numerical classification system of ranging from 0 to 4, used to quickly describe an incident and predetermine necessary dispatch and support actions. Size and complexity of each incident determines its mode class. The principal jurisdictional agency has responsibility for identifying each incident's mode. Incident Commanders will ensure that modes are communicated to the Sheriff's Dispatch and assisting and cooperating agencies.

**Fire modes:**

- Describe suppression activities so needed support can be activated;
- Guide central dispatchers to take action or make choices outlined for each mode;
- Identify key changes in a situation;
- Describe the entire county (or counties) situation for multiple fires/incidents.

5. GILPIN COUNTY FIRE MODES

**Mode O:** Routine fire operations within city or town boundaries, or a routine structural response within a rural fire protection district. The preplanned fire agency response is adequate; there is no significant impact on local resources, and no back-up alerting of State or Federal resources is required.

**Mode 1:** Routine wildland emergency response. No significant impact on local resources. No alerting of back-up elements is necessary. Normally involves only one agency but may require minimum cooperation or support from another response agency. The supervisor of the initial elements of the principal responding agency will normally act as Incident Commander (IC) in accordance with that agency's normal procedures. The IC should establish a command post so communications and coordination between the IC and assisting or cooperating agencies can be established. Requirements for additional resources are channeled through the IC. **The Emergency Operations Center (EOC) is not opened, nor is the IMG notified.**

**Mode 2:** Routine wildland emergency that exceeds the capacities of on-scene personnel and equipment, involves multiple response agencies, and requires mutual aid support and preliminary alerting of County and State resources. The ICS is implemented and the Principal Response Agency will designate the IC, who will establish an Incident Command Post (ICP). **Decision made whether or not to open the EOC.** Requirements for additional resources are channeled through the IC, to the EOC, if it is opened, or to each individual agency. **Incident Management Group (IMG) notified of potential need. CSFS FDO notified of potential need.**

**Mode 3:** Magnitude of the incident exceeds the capabilities of routinely available mutual aid and requires **full mobilization of county resources**. Principal Response Agency designates IC. **ICP is opened. EOC is opened. IMG activated. CSFS FDO is activated. CSFS State Office is notified of potential Emergency Fire Fund Fire situation**, and information for the EFF ANALYSIS FORM, CSFS FORM #108A, is collected. (See this form in Appendix G.) **CSFS Line Officer notified of potential need.**

**Mode 4:** **Situation exceeds available county resources** and requires substantial mobilization of out-of-county, State and/or Federal resources. **ICP and EOC open. ICS is fully implemented. IMG operational, with possible transition to a State or Federal Incident Management Team. CSFS State Office is notified of imminent Emergency Fire Fund request;** EFF Analysis Form information is provided. **CSFS Line Officer requested.**

**B. Detection**

FTC should coordinate aerial detection flights. All agencies will cooperate in taking smoke reports from any source and obtaining as much information as possible from the reporting party and passing it along to the appropriate jurisdictional agency.

**C. Local Mobilization Guide**

The Clear Creek Ranger District and Boulder Ranger District, Arapaho-Roosevelt National Forest, and Fort Collins Dispatch maintain contractor lists for services. These information sources may be useful to the county for obtaining government and private sector wildland fire resources.

The Gilpin County Sheriff's Department maintains a contractor's list for services (through the Emergency Operations Plan). This officer should be contacted for aid in obtaining a variety of emergency resources. The coordinator may be contacted through the Gilpin County Sheriff's Communications Office (303-582-5511).

**D. Notification Of Wildfires**

The responsible jurisdiction must be notified of wildfires on or threatening their lands as soon as possible after the arrival of initial attack forces. **Notification of the jurisdictional agency will be made by the Dispatch Center handling the initial attack fire forces.**

1. WILDFIRE CAUSE AND ORIGIN

Although an assisting agency may have a wildfire extinguished upon arrival of the jurisdictional agency's forces, the jurisdictional agency should discuss the fire with the assisting agency to aid in the investigation and take steps to:

\*Preserve the point of origin

\*Preserve all clues that may relate to the cause

\*Note all traffic leaving the area as they arrive, to include vehicle descriptions and license numbers

**E. Mutual Aid Dispatch Areas**

Fire protection zones have been established within Gilpin County as shown in Exhibit A. These zones are normally for initial attack purposes only, but an assisting agency may, at times, take initial attack action on fires located on lands under another agency's jurisdiction. The primary criteria for this type of initial attack, is that the agency which is in the best position at the time the fire is reported to take the most rapid and effective action, will respond.

Within Gilpin County, there are areas of intermingled Federal and private lands. Within this area of intermingled lands, plus any lands within **one mile** of the accepted Federal land boundary, the responding agency will inform the appropriate jurisdictional agency of reported fires. A representative of that agency will respond to fires threatening their lands, or as requested by the initial attack agency. This zone will be called the **Federal Response Zone**.

Unless it is clearly and mutually understood that one agency will promptly attack and follow through on all necessary actions within a specific area, it shall be agreed in policy that all attack agencies shall send forces promptly to start suppression action on all fires within the **Federal Response Zone**. It shall be the responsibility of the agency making the initial attack to notify other agencies if their lands are involved or threatened.

Each agency will make its manpower and equipment available upon request to the other agencies for fires **not** meeting the **Federal Response Zone** fire protection criteria. For such fires, the jurisdictional agency will reimburse the assisting agency for costs. It is understood, however, that no agency will be required or expected to commit its forces to assisting another agency to the extent of jeopardizing the security of its own lands.

In the event that initial attack agencies are engaged in a fire upon or near common suppression zone boundaries, the ranking officers of each agency shall convene during the first burning period to mutually agree upon the fire control strategy and appoint an Incident Commander. If it is resolved that the fire area is entirely confined to one or the other's area of responsibility, then the ranking officer of the jurisdictional agency shall assume the responsibility of appointing an Incident Commander.

It shall be the responsibility of the jurisdictional agency to acquire and dispatch any needed

replacements to relieve initial attack crews of assisting agencies at the earliest practical time after their arrival on the fire.

Once all assisting and jurisdictional crews have a fire controlled, it shall be mutually agreed as to what additional mop-up and patrol is necessary, and when the assisting agencies will leave the fire.

For fires within the **Federal Response Zone**, each agency will assume responsibility for its own expenses during the first twelve (12) hours, **unless other payment arrangements are agreed upon by the suppression agencies for a particular fire**. If after being notified, the jurisdictional agency does not respond to the fire, then the assisting agency will be reimbursed for **all** costs incurred for suppressing the fire.

**F. Initial Attack Dispatch Levels and Their Determination**

The following wildland response guide will be used to determine minimum reimbursement to a cooperating agency prior to the arrival of the benefitting agency. Reimbursement may be adjusted upward according to site specific fire conditions after consultation among participating agencies.

ACTION CLASS	INITIAL RESPONSE - ENGINES	INITIAL RESPONSE - FIREFIGHTERS
I	1 engine	3 persons with tools
II	1 engine	3 persons with tools
III	1 engine	5 persons with tools
IV	1 engine	8 persons with tools
V	2 engines; or 1 engine and 1 water tender	12 persons with tools

Initial response agencies should dispatch those forces it deems appropriate for the place and conditions of the fire. Response forces should be further adjusted from the scene as warranted. Actual reimbursement will consider values at risk, actual fire behavior, and the proficiency of the firefighting force.

It is understood that suppression forces operating on **Federal lands** shall meet minimum Federal Standards for personal protective equipment (PPE) and training (ref. USFS Health & Safety Code and NWCG Standards). All incident personnel shall be qualified and equipped according to NWCG standards for the position they are assigned to. All personnel not meeting these standards (during the initial attack period or into extended attack periods) will clear the incident once: the jurisdictional Federal agency takes control of the incident; properly qualified personnel are available as replacements; or the Incident Commander determines that the personnel cannot be utilized in an appropriate fashion on the incident, per **current wildland fire Federal policy (such as 5130.3 and 5135.1)**.

**G. Dispatching and Resource Order Process**

All requests for, and dispatches of, resources should utilize both local and interagency mobilization guides.

Assistance requests for Gilpin County wildland fire resources will be made by local cooperators through the County Sheriff's office. Requests for fire resources coming from outside the county will be made through the CSFS - Boulder District, with the notification of and approval by the Board of County Commissioners, unless inter-county agreements are already in existence.

County requests for Federal fire forces **other than local initial attack resources** will be made by those persons authorized (see Section 9.G.1). Such requests will be routed through the Fort Collins Interagency Dispatch Center (FTC). The CSFS-Boulder Fire Duty Officer needs to be notified of such requests.

Requests for State Agency assistance, **other than CSFS-Boulder District support**, will be made through the Colorado State Forest Service.

When CSFS and USFS local forces are involved in suppression activities on State and private lands in Gilpin County they will notify FTC. CSFS forces will also notify their State Office Fire Duty Officer.

On wildfires for which Gilpin County assumes charges or assists in suppression, CSFS will provide technical assistance to the County in suppression, logistics, planning, and other necessary duties, including fire weather forecast information and interpretation, upon the County's request. Such requests should be made through the Sheriff's Dispatch to the CSFS-Boulder Fire Duty Officer.

1. **PERSONS AUTHORIZED TO ORDER REIMBURSABLE FIRE SUPPRESSION RESOURCES ON BEHALF OF GILPIN COUNTY** (in order of priority, based upon immediate availability)

- **Sheriff Bruce Hartman**
- **Under Sheriff Jon Bayne**
- **Chairman, Board of Gilpin County Commissioners**
- **CSFS Personnel appointed by the Sheriff and serving as Boulder District Fire Duty Officer or Fire Coordinators on active fires within the County.**

Requests for State Agency assistance, including requests for CSFS engines on loan to county VFD's or fire protection districts, will be made through the CSFS-Boulder District Fire Duty Officer.

**H. Reinforcements and Support**

Traffic control will be coordinated by the Gilpin County Sheriff, to expedite the routing of vehicles and personnel to and from major fires and to exclude unauthorized personnel from the fire area.

It will be the responsibility of the agency upon whose land the fire originates to initiate law enforcement action. When initial attack is made by other than the jurisdictional agency, the assisting agency will immediately gather and preserve information and evidence pertaining to the cause of the fire for the jurisdictional agency.

In the case of any restrictions on burning or public movements because of extreme fire danger, either by Governor's proclamation or by local issue, the county will be responsible for enforcement on all non-federal lands, and may assist on other lands at the request of the appropriate agency.

**I. Move-up and Cover Locations and Procedures -**

Mutual Aid Dispatch will occur as requested by the responding agencies as covered by the "Intergovernmental Agreement for Mutual Aid Between Fire Departments" signed in 1996 (Attachment 5).

**J. Interagency procurement, loaning, sharing, or exchanging and maintenance of facilities, equipment, and support services**

Non-federal participants in this plan may purchase fire suppression supplies from GSA through CSFS. Any other loaning, sharing, exchanging, or maintenance of facilities, equipment, or support services will be considered on a case by case basis and must be mutually agreed upon by the concerned parties.

**K. Interagency Sharing of Communications Systems and Frequencies**

All agencies signing this agreement authorize use of their radio frequencies (**see Exhibit H**) by other agency personnel **for emergency purposes only**, except as shown on the radio frequency list, or in any other agreements. The **County Fire Communications Plan** will be listed in **Exhibit H**.

**L. Wildland Fire Situation Analysis**

Federal agencies are required to complete a Wildland Fire Situation Analysis (WFSa) on all wildfires on federal land that escape initial attack to determine the appropriate response. This procedure requires federal agency unit administrator participation. All agencies involved in initial attack on federal land will assist in the completion of the WFSa.

CSFS requires an Emergency Fire Fund (EFF) Analysis Form (CSFS #108A - attached as EXHIBIT G) to be prepared on non-federal fires that have the potential to exceed county control capabilities. The Sheriff should use this form to help determine if a fire might be eligible for EFF.

**M. State Emergency Fire Fund (EFF)**

The Emergency Fire Fund (EFF) may be used to assist counties with whom the Colorado State Forest Service has signed an "**Emergency Fund Contract Agreement for Watershed Fire Control**", and who have paid their latest annual assessment. The fund will be used only for approved wildfire suppression and control activities. **The State Forester, or his representative, is the only person authorized to approve and implement the fund.**

1. INTENT OF EFF

**Gilpin County** is a current participant in the EFF Agreement with CSFS. As a participant to this agreement, the State agrees to come to the aid of **Gilpin County** should suppression resource needs exceed the county's capabilities.

When EFF is implemented, CSFS assumes responsibility and authority for all suppression activity until the fire is returned to county responsibility; however, the county must maintain a minimum level of participation in suppression activities after EFF is implemented, as outlined in section 9.M.6.

2. FUNDING OF EFF

The EFF is funded by an annual assessment of member counties. It is based upon a formula that considers the number of forested acres protected and the valuation of private lands within the county.

3. ROLES UNDER EFF

a. CSFS District Forester

The CSFS District Forester: acts for the State Forester in the absence of an assigned Incident Line Officer; assists the County Sheriff in completing the EFF Analysis Form (CSFS No. 108A) for each shift; prepares the CSFS Fire Funding Request (CSFS No. 164); and assures that the Incident Line Officer is aware of local situations and procedures.

b. Gilpin County Sheriff

The County Sheriff: prepares the EFF Analysis Form (CSFS No. 108A) for potential EFF fires; signs Assumption of Fire Control Duty Form (CSFS No. 168) for fires that the State Forester approves for EFF; and serves as the County's representative on the Unified Command group.

- c. County Agencies and Fire Resources  
Other agencies will provide the Sheriff with personnel and equipment necessary to meet the minimum county resource commitment.

4. UNIFIED COMMAND

All EFF fires will utilize a Unified Command consisting of, at a minimum, the Gilpin County Sheriff (or designated representative) and CSFS Line Officer. If land administered by another agency is threatened or involved, that agency will provide a representative to the Unified Command.

5. EFF ACTIVATION

EFF can only be implemented upon the request of Gilpin County, and upon mutual agreement of both the County and CSFS. The local CSFS District Forester, or his representative, must recommend EFF implementation to the Colorado State Forester. Therefore, it is imperative that Gilpin County notifies the CSFS-Boulder District Fire Duty Officer immediately should a wildfire incident occur which has the potential to exceed county capabilities. This will allow time for a CSFS representative to travel to the incident.

Before requesting EFF implementation, the County must first complete the CSFS EFF Analysis Form, No. 108A. This will assist the CSFS representative to complete the CSFS Fire Funding Request form, No. 164. When the CSFS No. 108A and 164 are completed, the District Forester will contact the State Fire Duty Officer (FDO) or Fire Division Staff and relay the information collected. The District Forester will also make his recommendation on whether or not the situation warrants implementation of the fund.

When the information and the District Forester's recommendation are received at the State Office, the Fire Division Supervisor will be contacted, if available. If the Division Supervisor is not available, the first available Fire Division Staff member will be contacted by the FDO. If a Fire Division Staff member is not available, the FDO will take the implementation request directly to the State Forester.

The State Forester may give his decision directly to the requesting District Forester, or it may be relayed through the Fire Division or FDO. This decision will be documented in writing on the CSFS 164, or attachments as necessary.

Upon approval of EFF implementation, the State Forester will assign a CSFS Line Officer to the incident.

6. MINIMUM COUNTY COMMITMENT

**When a fire is approved for EFF implementation within Gilpin County, the following minimum fire suppression forces will be maintained, as much as it is possible, throughout the duration of the incident:**

- Those forces from the Fire Protection District within which the incident is occurring, while still providing a minimal level of response for other, new incidents within that district.
- Those mutual aid forces that are normally used by the Fire Protection District within which the incident is occurring, without jeopardizing the ability of the assisting agencies to mount a reasonable response within their own jurisdiction (see Attachment 5 - **Gilpin County Mutual Aid Agreement**).
- Law enforcement and traffic control through the Sheriff's Department.
- Other county-owned equipment as may be available and as mutually agreed upon between the county and the CSFS Line Officer, given the specific conditions and needs of the incident.

7. EFF DEACTIVATION

CSFS will transfer control of an EFF fire back to Gilpin County and/or the applicable fire protection district when: fire spread is contained; the Line Officer's objectives have been met; and a written plan has been for the next operational period.

- a. Mop-up and patrol  
The county and/or the applicable fire protection district will be responsible for mop-up and patrol, after control of an EFF fire has been transferred back to the county from CSFS, according to an extended incident action plan (that includes the next operational period).
- b. Reclamation  
The EFF can pay for water barring and reseeding control lines. All other reclamation work must be funded by the landowner or other sources.

**N. Dispatch Centers or Other Incident Support Facilities**

The Fort Collins Interagency Dispatch Center (FTC) will be the point of contact for all Gilpin County fires threatening or involving federal (USDA Forest Service or USDI Bureau of Land Management) lands. In addition, the Gilpin County Sheriff's Office dispatch is the contact point if CSFS assistance is requested for threatening fires on state and private property. The initial attack Incident Commander should advise the local dispatcher as to which agency is to be notified.

Requests or orders for resources from outside Gilpin County will be routed from the Gilpin County Sheriff's Department through Fort Collins Interagency Dispatch Center, as covered by the procedures within Section G - Dispatching and Resource Order Process.

The Fort Collins Dispatch Center may be contacted at the following telephone numbers:

Business: (970) 498-1348, (970)-498-1040, (970)-498-1042

The Gilpin County Sheriff's Office Dispatch may be contacted at the following telephone numbers:

Business: (303) 582-5511, (303)-582-5500

Emergency: 911

**O. Post-incident Action Analysis**

Analysis of incidents will be conducted at a level commensurate with the complexity of the incident.

**P. Out-of-Jurisdiction Assignments**

1. STANDARDS

Prior to dispatch out of the local jurisdictional / mutual aid areas (Gilpin County private and state lands), all wildland resources will meet minimum NWCG Standards for the type of resource requested. Equipment and personnel will not be dispatched outside of Gilpin County without some prior agreement as to compensation. All wildland resources working on Federal lands beyond the initial attack period (either within or outside of Gilpin County) will meet NWCG standards and be Red Carded for the type of resource requested or assigned to the fire.

2. PROCEDURES

Requests for local resources by jurisdictions outside the FTC service area will be made through FTC. Any agencies that receive direct requests from jurisdictions within the FTC area will notify FTC of the request and their response to it. FTC will track the movement and assignment of County resources both within and outside of the dispatch area.

**10. AVIATION PROCEDURES**

**Requests for any and all aircraft use will come with the necessary information shown on the Aircraft Request Form, Exhibit F-1.**

**A. Aviation Map and Narrative**

Federal agencies have mapped aviation issues in their fire management action plans. Gilpin County and CSFS have not developed such a map. Items 10.A.1-6. (listed below) will be addressed in the future development of such a map.

1. HAZARDS
2. SENSITIVE ZONES (urban-interface, aquatic, wilderness, etc.)
3. HELISPOTS, DIP SITES
4. AUTOMATIC DISPATCH ZONES (tied to preparedness planning)
5. DETECTION ROUTES
6. FOAM/RETARDANT RESTRICTION AREAS

**B. Flight Following/Frequency Management**

Note: There is a frequency plan developed for Colorado that identifies frequencies for specific areas of Colorado. This plan is located at each dispatch center.

FTC will follow flight for aircraft ordered through them. If radio communication problems develop, FTC will coordinate with adjacent dispatch centers to provide flight following.

**C. Call When Needed (CWN) Aircraft, Tactical and Support Aircraft.**

1. LOCAL RESOURCES  
Gilpin County does not have any local aircraft resources on contract at this time.

## 2. STATE RESOURCES

The Colorado State Forest Service sponsors a Single Engine Air Tanker (SEAT) for use on wildland fires by the Counties participating in the Emergency Fire Fund program. Funding for use of the SEAT is based upon criteria as set forth in the **Wildfire Emergency Response Fund [WERF]** (Attachment 4).

- a. Authorization for Resource Orders  
Prior to County use, designated County officials will approve the order or authorize the use of the SEAT aircraft or retardants. In Gilpin County the following people (**in order of priority and availability**) have authority to request the use of aircraft or retardants:

- **Sheriff Bruce Hartman**
- **Under Sheriff Jon Bayne**
- **Chairman, Board of Gilpin County Commissioners**
- **CSFS Personnel appointed by the Sheriff and serving as Boulder District Fire Duty Officer or Fire Coordinators on active fires within the County.**

After receiving approval for aircraft use from one of the people above, dispatchers may place the aircraft order through Fort Collins Dispatch Center on behalf of that person. Such orders should be followed by immediate notification to the CSFS-Boulder District Fire Duty Officer.

For emergency, non-routine use under the **Wildfire Emergency Response Fund [WERF]** (Attachment 4), requests for aircraft may be made directly by these individuals to the Fort Collins Interagency Dispatch Center, followed by immediate notification to the CSFS-Boulder District Fire Duty Officer. Request for any and all aircraft use will come with the necessary information shown on the Aircraft Request Form, Exhibit F-1.

Gilpin County is required to notify the CSFS-Boulder FDO immediately upon ordering any aircraft through FTC, as this *may* obligate county funds under the **WERF**. Unless specified otherwise, such aircraft orders from the county shall be considered a request for any appropriate state funding assistance under the **WERF**. FTC will immediately notify the CSFS-Boulder FDO whenever a county orders aircraft assistance.

## 3. FEDERAL RESOURCES

Routine requests by cooperators for Air Drops, Helicopters, or Helitack Crews will be made through the Colorado State Forest Service to the US Forest Service, Fort Collins Interagency Dispatch Center (FTC). Air Attack will be delivered, when possible as a modular unit, with the following components supplied as needed for the specific incident:

- **Air Attack Boss and Aircraft**
- **Air to Ground Communication**
- **Helicopter Manager**
- **Air Service Manager of Helispots**
- **Lead Plane**

- **Air Tanker**
- **Necessary Support, Supplies, and Materials**

Use of all types of aircraft and retardant will be made only when prior approval for use on each fire has been obtained from the responsible official of the jurisdictional agency. Reimbursement for aircraft and retardant use will be at the current rate, except when aircraft use falls under the **Wildfire Emergency Response Fund**.

- a. Authorization for Resource Orders  
Prior to County use, designated County officials must approve the order or authorize the use of Federal aircraft or retardants. In Gilpin County the following people (**in order of priority and availability**) have authority to request the use of aircraft or retardants:

- **Sheriff Bruce Hartman**
- **Under Sheriff Jon Bayne**
- **Chairman, Board of Gilpin County Commissioners**
- **CSFS Personnel appointed by the Sheriff and serving as Boulder District Fire Duty Officer or Fire Coordinators on active fires within the County.**

After receiving approval for aircraft use from one of the people above, dispatchers may place the aircraft order through Fort Collins Dispatch Center on behalf of that person. Such orders should be followed by immediate notification to the CSFS-Boulder Fire Duty Officer.

For emergency, non-routine use under the **Wildfire Emergency Response Fund**, requests for aircraft may be made directly by these individuals to the Fort Collins Interagency Dispatch Center (FTC), followed by immediate notification to the CSFS-Boulder Fire Duty Officer. Request for any and all aircraft use will come with the necessary information shown on the Aircraft Request Form, Exhibit F-1.

Gilpin County is required to notify the CSFS-Boulder FDO immediately upon ordering any aircraft through FTC, as this may obligate county funds under the **WERF**. Unless specified otherwise, such aircraft orders from the county shall be considered a request for any appropriate state funding assistance under the **WERF**. FTC will immediately notify the CSFS-Boulder FDO whenever a county orders aircraft assistance.

4. NATIONAL GUARD RESOURCES

**If other aircraft resources are unavailable**, National Guard helicopters based at the Buckley Air National Guard Base may be available. Aircraft normally are dispatched in pairs, and may also come with a backup ship. Ground support will be provided. Aircraft and pilots should be "carded" by the appropriate authorities (see also Section 10.H). Cost to the using agency will apply, and may vary from incident to incident.

To request these aircraft, gather the necessary information shown on the **Aircraft Request Form, Exhibit F-1**, and call it and the specific equipment and mission request to the Fort Collins Dispatch Center. **The request should clearly specify that the resources being requested are specifically for a State- or County-responsibility fire.** The CSFS-Boulder Fire Duty Officer should also be immediately notified of any such request.

**D. Fixed Wing Base Management**

See the SEAT Dispatch Guide, Exhibit F-2.

**E. Single-Engine Airtanker Bases**

See the SEAT Dispatch Guide, Exhibit F-2.

**F. Leadplane/Air Attack Activation**

The determination to use a leadplane or air attack on an incident will be made by the interagency dispatch center that aviation resources are ordered through.

**G. Aviation Requests And Operations**

1. INITIAL ATTACK

Aircraft availability for initial attack should be confirmed with Fort Collins Dispatch Center or the Gilpin County Sheriff's Dispatch as conditions warrant. Some aircraft are on national contracts. It should be realized that if ordered, aircraft may come from out of state, which may greatly increase the cost and their time of arrival to the fire.

2. BOUNDARY FIRES

Aircraft use on fires located along jurisdictional boundaries will be the responsibility of the ordering agency if pre-approval or consultation with all affected agencies has not occurred at the time of the resource order.

3. URBAN/WILDLAND INTERFACE FIRES

Fire suppression aircraft usage in or near residential areas must be approved by the jurisdictional agency prior to usage.

4. **AIR SPACE RESTRICTIONS**  
The Incident Commander may request an air space restriction through FTC to the Federal Aviation Authority (FAA) if non-fire aircraft may pose a hazard for fire air operations.
5. **INCIDENTS INVOLVING MULTIPLE AIR RESOURCES**  
Aircraft control on complex incidents, especially those involving multiple air resources, should be coordinated through the Northern (Fort Collins) Interagency Dispatch Center and on the incident by the appropriate (and qualified) air operations personnel.
6. **QUALIFICATIONS AND RESTRICTIONS ON AIR RESOURCE USE**  
Aircraft being used on Federal lands, or in association with Federal or interagency resources, must be certified, also known as “carded”, per Unit 10, Section H of this AOP.

#### **H. Aircraft Inspection Schedules**

Federal fire suppression aircraft are inspected annually by either the U.S. Forest Service or the Office of Aircraft Service and certified for their capabilities.

## 11. FIRE PREVENTION

### A. General Cooperative Activities

The following fire activities need to be coordinated between agencies:

1. FIRE DANGER:

News releases about fire danger and prescribed burning will be coordinated, and when practical, issued by the Sheriff or County Public Information Office as a joint release by the cooperating agencies to newspaper, radio and television media. This effort will reduce public confusion on the subject, and direct attention to fire danger for all elevations and ownerships.

Red Flag and other fire weather or operational advisories will be called into the Sheriff's Dispatch Office by the CSFS-Boulder Fire Duty Officer, who will in turn be responsible for notification of those fire departments for which they dispatch.

2. FIRE PREVENTION:

Distribution of Cooperative Forest Fire Prevention material (Smokey Bear material) and school contacts will also be coordinated, as much as practical, between the USFS, CSFS, and local fire departments to prevent duplication of effort.

3. FIRE RESTRICTIONS:

When contemplating a closure to open burning or lifting of fire bans, all agencies or fire departments will advise its cooperators of the situation and consider joint action(s) as needed. In all cases, cooperating agencies should utilize the guidelines in Section 11.D.1 when considering these actions.

a. Local Restrictions

Agencies or fire departments wanting to place or remove restrictions upon fire use within their jurisdictions within Gilpin County will consult with all adjacent agencies or departments, county sheriff and forest level offices, and the CSFS-Boulder District concerning fire danger. Where appropriate, joint announcements concerning fire restrictions or appropriate fire uses will be made to reduce confusion on the part of the public.

b. County-wide Restrictions

The Gilpin County Sheriff, USFS (Clear Creek and Boulder Ranger Districts, Arapaho-Roosevelt National Forest), and CSFS-Boulder District will jointly consider placing or removing countywide restrictions. If a closure will affect multiple ownership lands, the Sheriff will issue a joint press release and all other agencies involved. The Gilpin County Sheriff will notify the Gilpin County Sheriff's Office Dispatch and Blackhawk Fire Department Dispatch Office of such a closure, who will disseminate this information by radio to all Gilpin County personnel. **Note:** The Gilpin County Sheriff must request a countywide fire ban through the Board of County Commissioners.

c. Area/Region/Forest-wide Restrictions

Wildland agencies have agreed, at the State and Regional levels, that restrictions should be decided by each Interagency Dispatch Center's Board of Directors. The CSFS-Boulder District office will represent county-level agencies and cooperators by providing current information on fire danger and activity within Gilpin County to the Fort Collins Interagency Dispatch Center. The Gilpin County Sheriff will notify the Gilpin County Sheriff's Office Dispatch and Blackhawk Fire Department Dispatch Office of such a closure, who will disseminate this information by radio to all Gilpin County personnel.

d. State-wide Restrictions

Wildland agencies have agreed, at the State and Regional levels, that restrictions should be decided by each Interagency Dispatch Center's Board of Directors. The CSFS-Boulder District office will represent county-level agencies and cooperators by providing current information on fire danger and activity within Gilpin County to the Fort Collins Interagency Dispatch Center. FTC will communicate dispatch area-wide fire danger information to the Rocky Mountain Area Dispatch Center, phone number (303)-275-5700. The Gilpin County Sheriff will notify the Gilpin County Sheriff's Office Dispatch and Blackhawk Fire Department Dispatch Office of such a closure, who will disseminate this information by radio to all Gilpin County personnel.

e. Seasonal Restrictions

Agencies or fire departments wanting to place or remove seasonal restrictions upon fire use within their jurisdictions within Gilpin County will consult with all adjacent agencies or departments, county and forest level offices, and the CSFS-Boulder District concerning fire danger and appropriate fire use. Where appropriate, joint announcements concerning fire restrictions or approved fire uses will be made by all affected agencies to reduce confusion on the part of the public.

4. FIRE PERMITS:

Each agency shall issue and control burning permits on lands within **its responsibility and authority**. When such permits are issued for lands within the protection **boundary** of a cooperator, the cooperator shall be informed of the time and location that the permit is issued for.

5. FIRE WEATHER REPORTS:

Because of the renewed awareness of the importance of having current fire weather forecasts to help ensure personnel safety, each agency is encouraged to obtain forecasts from the **National Weather Service, Fire Weather Forecasters**. Each agency shall be responsible for gathering fire weather information and requesting spot weather forecasts for their individual fire incidents, but may request assistance in gathering or transmitting such information from any of the other fire agencies. Requests will be routed through the

Fort Collins Interagency Dispatch Center for transmission to the National Weather Service Fire Weather Forecaster. County agencies and fire departments will submit these requests to FTC through the Gilpin County Sheriff's Dispatch office.

**B. Information and Education**

1. FIRE DANGER INFORMATION

a. Fire Weather Station Locations

Fire weather and danger rating information is made available as described in Section 8.A.2.

b. Data Sharing and Methods

Information relative to fire weather and fire danger ratings will be shared as described in Section 8.A.2. Special fire weather events and warnings will be broadcasted to all fire agencies as they are received from the National Weather Service or FTC.

c. Fire Danger Dissemination

Fire danger ratings can be obtained daily from FTC as described in Section 8.A.2.

d. Fire Prevention Signs

Signs are located throughout the county and are updated by the local agencies, based upon the local fire danger rating. The Colorado Department of Transportation's (CDOT) programmable Highway Information Signs located on I-70 can be used for advisories during periods of Very High or Extreme fire danger. The **CSFS-Golden Fire Duty Officer** will contact CDOT to initiate these advisory messages.

2. JOINT OR SINGLE AGENCY PRESS RELEASES

News releases on fire danger or prescribed burning activities will be coordinated, and when practical, issued jointly to newspaper, radio and television media by the cooperating agencies in this AOP. This effort will reduce public confusion on the subject, and direct attention to fire danger at all elevations and ownerships. Press releases will use the most current fire danger ratings and fire weather forecasts, as detailed elsewhere in this AOP.

3. **SMOKEY BEAR PROGRAM**  
See Section 11.A.2.
4. **“LET’S TALK FIRE” PROGRAMS**  
Programs on fire prevention activities may be available through the Colorado State Forest Service, U.S. Forest Service, and local fire departments, upon request.
5. **RED FLAG WARNINGS**  
Red Flag warnings (and Fire Weather watches) issued by the National Weather Service Forecast Office will be communicated by the cooperating agencies as covered in Section 11.A.1.
6. **FIREWISE COMMUNITY PROGRAM**  
CSFS supports the Firewise Communities program, a national educational effort to develop wildfire mitigation programs within local communities and subdivisions. CSFS will work through the Gilpin County Sheriff’s Department to coordinate education and organizational efforts about the Firewise Communities program with local communities and subdivisions. Communities are generally defined as a distinct location having local authority that can act on behalf of the community.  
To become a Firewise Community/USA, a community must meet the following

standards:

- sponsoring a local Firewise task force
- maintain a plan that identifies local solutions to the wildland/urban interface
- invest \$2.00 annually per capita in local Firewise projects
- observe a Firewise Communities/USA day each spring, dedicated to the program
- submit an annual report to CSFS, documenting local achievements

**C. Engineering**

1. **LAND USE PLANNING (URBAN/WILDLAND INTERFACE)**  
The Colorado State Forest Service is available to review land use plans for local counties as required under state statute. CSFS-Boulder District will work with Gilpin County and the local fire departments to prepare a wildfire hazard review on all proposed subdivisions and land development. Implementation of the recommended wildfire hazard mitigation procedures is determined by the Board of County Commissioners prior to subdivision approval.
2. **DEFENSIBLE SPACE AND FUELS TREATMENT**  
Private landowners and other agencies contract with the Colorado State Forest Service to mark defensible spaces and fuel breaks for wildfire mitigation. CSFS also contracts for prescribed burning activities.

The USFS develops wildfire mitigation areas and fuels treatment according to National Forest Plans that direct the long-term (10 year) management of natural resources on these lands.

The Colorado State Forest Service is available to assist local counties such as Gilpin County in the development of regulations, statutes, or voluntary programs to promote wildfire mitigation. Examples of such efforts include regulations **by Boulder, Jefferson and Clear Creek Counties** that require defensible spaces be developed for new construction and additions greater than 400 square feet in size within the wildland zone (greater than 6400' in Jefferson County). CSFS-Boulder and Golden Districts work with applicants for building permits to develop these defensible spaces.

**D. Enforcement**

Traffic control will be coordinated by the county sheriff to expedite the routing of vehicles and personnel to and from major fires and to exclude unauthorized personnel from the fire area.

It will be the responsibility of the agency upon whose land the fire originates to take law enforcement action. When initial attack is made by other than the jurisdictional agency, the assisting agency will immediately gather and preserve information and evidence pertaining to the cause of the fire for the jurisdictional agency.

In the case of any restrictions on burning or public movements because of extreme fire danger, either by Governor's proclamation or by local issue, the county will be responsible for enforcement on all non-federal lands, and may assist on other lands at the request of the appropriate agency.

Creation, implementation, and termination of fire restrictions will be covered as described in the, as shown in the Northern Front Range Fire Restriction and Fire Closure Criteria in Exhibit I.

**E. Fire Investigations**

Investigation shall be made on all fires to determine cause, responsible party, time of ignition, and all other pertinent information relating to the cause of the fire. Agreements may exist between the County Sheriff (or police authorities) and the jurisdictional agencies that apply to investigation and enforcement.

1. Fire Cause and Origin

Although an assisting agency may have a fire extinguished upon arrival of the jurisdictional agency's forces, the jurisdictional agency should discuss the fire with the assisting agency to aid in the investigation and take steps to:

\*preserve the point of origin

\*preserve all clues that may relate to the cause

\*note all traffic leaving the area as they arrive, to include vehicle descriptions and license numbers

## **F. Incident Reports**

The jurisdictional agency will prepare the statistical incident report. Information for this report will be provided by the initial attack agency if other than the jurisdictional agency. An incident report will accompany all reimbursement requests. The jurisdictional agency will make all incident reports available to the CSFS Boulder District Office.

The Gilpin County Sheriff's Office provides incident report information to CSFS-Boulder, on an as-requested basis, for fire activities dispatched through them. Other Fire Protection Districts who dispatch independently, and who have wildland responsibilities, will provide similar information to CSFS-Boulder.

## **12. FUEL MANAGEMENT AND PRESCRIBED FIRE CONSIDERATIONS**

The USFS, BLM, CSFS and all other land management agencies (and fire departments) agree to cooperate in the development and implementation of prescribed burning programs and projects. Agencies and fire departments conducting prescribed fire activities will report their prescribed fire activities to the Sheriff's office dispatch, Fort Collins Dispatch Center, the fire protection district within which the fire is occurring, and to each other. In addition, the Sheriff will maintain a record of all controlled burning activities occurring on private lands. Each agency or department will be responsible for obtaining any burn permit necessary at the county, state, or federal levels for their individual burns. Fire departments will also inform the CSFS if they will be conducting prescribed burn activities.

Wildfires resulting from escaped prescribed fires ignited by a party to this Agreement on lands it manages, shall be the responsibility of that party. The party responsible for the prescribed fire will reimburse other parties to this Agreement consistent with the terms and conditions contained herein, for costs incurred in suppression of such fires.

If parties to this Agreement conduct a cooperative prescribed fire, details covering cost sharing, reimbursement, and responsibility for suppression costs, should it escape, shall be agreed upon and documented in the burn plan. Burn plans will be prepared according to CSFS Form # 170 - Prescribed Burn Plan (Exhibit J), or a cooperating agency's equivalent format.

A party may take appropriate suppression action when lands under its protection are involved in or threatened by the escaped fire. Such suppression action may be taken on its own initiative or at the request of the responsible party. A party may take appropriate suppression action, at the request of the responsible party, when lands under its protection jurisdiction are not involved in or threatened by the fire.

### 13. COST REIMBURSEMENTS

Suppression costs will be determined on an operational period basis utilizing the Incident Action Plan (IAP). Sections 13.A and 13.B are included within the discussion of Wildfire Suppression (Section 13.E). Sections 13.C - 13.D will be addressed by the cooperating agencies as needed.

- A. **Non-Reimbursable Items**
- B. **Reimbursable Items**
- C. **Wildfire Prevention**
- D. **Wildfire Readiness**

#### E. **Wildfire Suppression**

This section covers all aspects of: Dispatching; Initial Attack; Mutual Aid; Reinforcements; Aviation; Cost-Share Plan; Out of Jurisdiction Assignments; Billing Procedures; and Resources Rates.

##### 1. SUPPRESSION ACTIVITIES

Any costs incurred by assisting agencies **beyond the initial attack period**, and which were requested by the jurisdictional agency, shall be considered eligible for reimbursement.

Also, an agency that provides a reasonable initial attack response in another agency's zone when the jurisdictional agency is unable to respond, may, at its discretion, request reimbursement from the jurisdictional agency. **Initial attack response guidelines are shown in section 9.F.**

The County Sheriff, his designated officer, or other agencies may request local state and federal agencies help with the understanding that the requesting agency may have to pay for suppression costs incurred by those agencies. Notification will clearly state whether the state or federal agency is to take over the command of the incident, or is to work with the existing command. The Sheriff will notify the Board of County Commissioners, or their designee, of such requests for assistance when it is anticipated that costs may be incurred.

When a wildfire occurs on lands of more than one agency and costs are incurred beyond the initial attack period, one of the following options may be used to determine reimbursable costs to the agencies involved:

- Each agency assumes its own costs as expended by it in the fire control effort.**
- Division of fire costs based upon ownership and acreage percentages.**
- Some other method mutually agreed upon by Agency Representatives. Such method will be agreed upon in writing as soon as possible after determining that multiple ownerships are involved.**

Responsibility for wildland fire suppression on private lands within a fire protection district (FPD) is shared jointly by the county and the FPD, and reimbursable costs shall be covered as mutually agreed upon by the county and district involved.

##### 2. REIMBURSEMENT PROCEDURES

Payment for all reimbursable costs on all reimbursable fires either to or by the county, fire protection districts, or volunteer fire departments, shall be coordinated, if necessary, through consultation with the local CSFS District Office. This is especially important for wildfires which go beyond the **twelve (12)** hour time period for initial attack within the Federal land response zone (see Section 9.E - Mutual Aid Dispatch Areas). Wildfires that go beyond the first burning period before being declared contained or controlled should also be looked at closely. Routine wildfires which can be extinguished or contained within the first burning period will be billed and paid as in the past (see sections 9.E and 9.F), or will be handled through the Gilpin County Mutual Aid Agreement (Attachment 5).

All CSFS reimbursements will have invoices sent to the CSFS District Office **within 30 days after incident resources are released**. The CSFS State Office will attempt to make payment as soon as possible after receiving the invoice. Invoices are required to have proper documentation supporting expenses before the process for payment can be completed.

### 3. RESOURCE USE RATES

#### a. Personnel

The salary and wages of regular fire personnel shall be at the actual cost to the assisting agency for work time from the time of departure until return to official station, including overtime. Casuals shall be paid at the current AD Firefighter rates, Exhibit D. It is suggested that **USDA/USDI Fire Time Sheets, Optional Form 288**, as revised, be used for reimbursement. (Special instructions for use of this form on non-Federal fires may exist. Check with the Time-Keeping Officer at the incident.)

#### b. Equipment

Unless other arrangements have been previously made, the assisting agency will be reimbursed by the jurisdictional agency for the use of agency-owned equipment at the current rate, Exhibit E. Such rates shall cover operation, repair, and depreciation. Reimbursement for hired equipment shall be at the actual cost of the equipment hired for the fire by the assisting agency. Approval for the use of heavy equipment, such as dozers, must be obtained from the jurisdictional agency. It is suggested that **USDA/USDI Emergency Equipment Use Invoice, Optional Form 286** as revised, be used for reimbursement requests. The local USFS Ranger District will be responsible for signing up any vehicles to be used on Federal lands prior to use on wildland incidents. Reimbursement will be made using the current year's use rate, Exhibit E, or other rates mutually agreed upon by the agencies involved.

#### c. Supplies and Material

The jurisdictional agency will reimburse the assisting agency for the actual costs of supplies and materials used for the fire effort. Complete requests on **Form SF 95; Claims for Damage, Injury Or Death**, as revised.

#### d. Reimbursement Verification

All reimbursements need approval by the billing agency representative before billing

submission. Each billing should have the incident name, date, and location noted. All requests for reimbursement should be accompanied by the agency incident report and submitted within 30 days following the incident. Contact the CSFS-Boulder District Office for processing procedures on extended attack fires.

e. Payment for CSFS State Agreement Vehicles

Payment for Colorado State Forest Service State Agreement Vehicles on loan to fire protection districts or assigned to the local CSFS District and which are used on federal or other reimbursable wildfires, **must** be made to Colorado State Forest Service.

These vehicles will be reimbursed at the rates established by the Cooperative Resource Rates Form (**CRRF, see Exhibit E**), prepared annually by CSFS. If a CRRF has not been prepared, these vehicles will be signed up with the local USFS Ranger District at the incident on Emergency Equipment Rental Agreement, Optional Form 294, as revised, at the current year's use rate, Exhibit E.

State Agreement vehicles located within the CSFS Boulder District and which may be used on wildfires in Gilpin County are shown at the end of Exhibit E.

All CSFS and cooperator engines subject to use for reimbursable fires will be inspected, both engine and equipment, at least once annually to ensure use and road worthiness.

**14. GENERAL PROCEDURES**

**A. Periodic Program Reviews**

Federal agencies, CSFS and Gilpin County review fire programs annually. Changes that affect interagency cooperation through this plan will be brought to the attention of all participants as they are made.

**B. Annual Updating of The Plan**

This operating plan must be reviewed annually. If no changes are made, a statement letter with signatures of all parties to this AOP will be distributed. It is the intent of the parties to this AOP to conduct the review on or before April 1st by participating agency representatives. The Colorado State Forest Service (CSFS) District Forester will be responsible for setting date, time and location of these meetings. The CSFS will also be responsible for providing letter updates to the primary participants.

The Gilpin County Sheriff will be responsible for preparing copies of the Annual Operating Plan for distribution to county fire agencies. The CSFS-Boulder District will be responsible for preparing copies of the AOP for distribution to the USFS, BLM, and CSFS-State Office.

This plan becomes effective on the date signed by the last agency and shall remain in effect until terminated in writing by the parties involved, or until this plan expires as described under Plan Approval (Section 1).

**C. Changes During Year (due to budget cuts or supplemental funding)**

In the event that any participant of this plan has a policy change that affect any part of this plan, those changes will be brought to the attention of the CSFS office in Boulder. CSFS will then distribute proposed changes to the plan to all other participants for their review and approval.

**D. Resolution of Disputes Procedure**

Any and all disputes will be resolved by a meeting of all cooperating agency representatives signatory to this agreement. When a dispute is determined to exist, CSFS District Office will call a meeting of all parties to resolve the problem.

**15. DIRECTORY OF PERSONNEL AND AUTHORIZED AGENCY REPRESENTATIVES**

**A. Bureau of Land Management**

**ROYAL GORGE FIELD OFFICE:** (719) 269-8500 FIRE (719) 269-8552  
ROY MASINTON, FIELD MANAGER (719) 275-3129 (home)

**B. Colorado State Forest Service**

**BOULDER DISTRICT**

<u>NAME</u>	<u>TITLE</u>	<u>OFFICE</u>	<u>HOME</u>	<u>CELL</u>
ALLEN OWEN	DISTRICT FORESTER	303-823-5774	303-258-7305	720-289-3572
WENDY McCARTNEY	FORESTER	303-823-5774	970-266-0283	970-222-8996
CORY SECHER	FORESTER	303-823-5774	720-494-7671	720-560-5317
BOB BUNDY	FORESTER	303-823-5774	303-775-2073	303-775-2073
BOULDER DISTRICT FAX #:		303 823-5768		
<b>FIRE/FDO PAGER NUMBER:</b>		<b>303-441-3851 #5980</b> (Group Page)		

**GOLDEN DISTRICT**

<u>NAME</u>	<u>TITLE</u>	<u>OFFICE</u>	<u>HOME</u>
ALLEN GALLAMORE	DISTRICT FORESTER	303-279-2011	303-972-9357
VAUGHN JONES	ASST DIST FORESTER	303-279-2011	303-697-4591
FIRE/FDO PAGER NUMBER:		303-855-0119	

**CSFS STATE OFFICE:** 970-491-6303; 970-222-2784 cell/pager;  
FOR AFTER HOURS FIRE EMERGENCY 1-970-491-6304 - Have CSU Dispatch contact State FDO

**C. USDA -FOREST SERVICE**

**FORT COLLINS INTERAGENCY DISPATCH CENTER: Mark Nelson, Dispatcher**  
970-498-1348 970-490-5291 (Nelson, Pager)  
970-498-1364 fax

**PUEBLO INTERAGENCY DISPATCH CENTER: Allyn Herrington, Dispatcher**  
719-553-1600, 719-553-1639 (Herrington, cell)  
719-553-1616 fax

**ARAPAHO-ROOSEVELT NATIONAL FOREST**

Supervisor's Office-Ft. Collins 970-498-1100  
Mike Foley-FMO 970-498-1245

**BOULDER RANGER DISTRICT:** 303- 541-2500  
South Zone FMO 303-441-3851 # 5961 (PAGER)  
South Zone AFMO 303-441-3851 #5962 (PAGER)  
Nederland Work Center 303-258-9193  
Nederland Bunk House 303-258-7916

**CLEAR CREEK RANGER DISTRICT:** 303-567-3000  
303-266-6741 (PAGER)  
303-567-3023 (WORK)  
Bunk House 303-567-0489

**SOUTH PLATTE RANGER DISTRICT:** 303-275-5610 OR 303-697-0414

**D. Bureau of Indian Affairs**  
No lands in Clear Creek, Gilpin, Jefferson or northern Park Counties.

**E. National Park Service**  
No lands in Clear Creek, Gilpin, Jefferson, or northern Park Counties.

**F. Fish and Wildlife Service**  
No lands in Clear Creek, Gilpin, Jefferson, or northern Park Counties.

**G. County Sheriff's:**

**BOULDER COUNTY-Joe Pelle, Sheriff**

Emergency Services Coordinator- Dave Booton  
303-441-3625 (Work), 303-818-7968 (cell)  
303-441-3851 #1590 pager

Emergency Services Coordinator-Marci Linton  
303-441-3646 (Work), 303-859-1775 (cell)  
303-441-3851 #574 pager

**CLEAR CREEK COUNTY-Don Krueger, Sheriff**

303-569-3232 (Ext 6) Local#  
303-534-5777 (Ext 6) Denver#

**GILPIN COUNTY-Bruce Hartman, Sheriff**

303-582-5500, 582-5511

**JEFFERSON COUNTY-**

303-277-0211(Dispatch)  
Tim McSherry-Critical Incident 303-271-5302, 303-559-7653 pager  
Response Director 303-271-5368 #5302 pager

**PARK COUNTY**

719-836-4123,-4121,-4122 (Fairplay Dispatch)  
303-980-1836 x 121 (Denver Dispatch)  
303-838-4949 (Bailey Dispatch)

**H. Wildland Fire Departments**

**HIGH COUNTRY FPD**

303-642-3588 office (Shelia Kambic, District Admin)  
ROGER DURHAM-CHIEF 303-891-8249 pager  
303-642-3186 home



The following items are to be addressed when utilizing the Cooperative Resource Rate Form (CRRF).

**A. Reimbursement/Conditions**

1. When called upon for an assignment, the cooperator agrees to a commitment for its resources (equipment or personnel) up to 14 days within the Rocky Mountain Area (CO, WY, KS, NE, SD) and up to 14 days, excluding travel, out-of-region. Any desire by personnel or their department to rotate manpower or equipment before the end of these agreed upon time periods without prior approval from the Incident will be at the department's or individual's expense.
2. Any equipment that does not pass a pre-use inspection performed by the Benefiting Agency, after arriving at an incident, will be rejected and the Cooperator will not be compensated for any time or mileage incurred.
3. Equipment use will be documented on an Emergency Equipment Shift Ticket (OF-297) or other document as specified in the Annual Operating Plan, and recorded on an Emergency Equipment Use Invoice (OF-286).
4. Personnel use will be documented on a Crew Time Report (SF-261) or other document as specified in the Annual Operating Plan, and recorded on a Emergency Firefighter Time Report.
5. Each department using the CRRF will provide workman's compensation insurance for all department personnel, whether manning the department's engine(s) or utilized as single resources.
6. Departments agree to consolidate all bills for their department and send to the benefiting agency or CSFS; whichever is applicable, within 30 days after the incident.
7. Cooperator will identify resources (personnel or engines), which can be made available but cannot be committed for a 14 day time period.
8. Departments that choose not to complete the CRRF as an attachment to the county AOP, will be required to complete the Emergency Equipment Rental Agreement (OF-294) at the time of an incident, and are restricted to the standard Rocky Mountain/Great Basin equipment rates for reimbursement.

**B. Engine equipping and staffing**

1. All equipment and staffing must be according to the current NWCG Fireline Handbook standards.
2. Each engine must be staffed by an individual who is knowledgeable about fire reimbursement procedures (as covered in the Fire Business Management class S-260).

**C. Equipment transportation**

1. The benefiting agency will pay the department at the guarantee rate for equipment being transported from point of hire to the site of work and return. Equipment and personnel rates during transit are recorded separately. The exceptions are:
2. When equipment is not in safe operable condition  
If the contractor withdraws equipment and/or operator(s) prior to being released by the Incident. Cooperator shall bear all costs of returning equipment and/or operator(s) to the point of hire.
3. If equipment cannot be repaired or replaced within 24 hours from the time of breakdown or personnel shift change.
  - d. If equipment cannot be repaired or replaced, personnel are entitled to their hourly rate for return to point of hire.

**Personnel transportation**

1. If equipment is transported to the incident, payment for the operators and engines are to be identified separately on the CRRF.
2. If personnel are utilized as single resources on an incident, transportation costs will be reimbursed to the Cooperator as specified on a CRRF for the equipment utilized. If the equipment is not covered by a CRRF attached to a county AOP, personnel will be required to complete the Emergency Equipment Rental Agreement at the time of an incident and are restricted to the standard Rocky Mountain/Great Basin equipment rates.

**e. State engines assigned to a department**

1. CSFS will pay the department \$50.00 per day for department owned equipment on State engines when engine is in work status.
2. Payment will be made to CSFS for State engines assigned to a department and staffed by the cooperator.
3. CSFS will reimburse department all documented costs for fuel and oil for State engines assigned to reimbursable incidents.
4. Department personnel manning State engines will be paid directly by benefiting agency when within AOP County.

**f. Travel expenses**

1. Benefiting agency will reimburse personnel for reasonable out-of-pocket travel expenses not paid by the Incident. Per Diem rates cannot exceed current benefiting agency rates. Receipts are required for lodging, and may be required for meals, depending on benefiting agency policy.

**g. Claims**

1. The Benefiting Agency may repair or replace lost or damaged equipment if such equipment is not covered by department insurance. Damage claims will be made directly with the Incident at the time they occurred and prior to demobilization. If such claims are not made with the incident, the damage must be reported to the benefiting agency when within the AOP County.

2. If the damage occurred on an incident outside the AOP county, departments will submit damage claims with CSFS if not done at the incident.
3. For all CSFS engines assigned to departments, the department will maintain in force liability insurance coverage for each vehicle in amounts equal to or greater than \$150,000 each person/\$400,000 any one occurrence, or such higher amount as may be specified in the Colorado Governmental Immunity Act, 1973 C.R.S., 24-10-101, et. Seq., as amended, for such acts as to which government immunity has been partially waived by statute or by resolution of the district, if any. Such insurance shall be obtained from a company licensed to do business in the state of Colorado or through statutorily approved self-insured program.
4. Liability insurance is recommended for all cooperator equipment.

**H. Resource Availability**

1. A process must be identified to keep the Interagency Dispatch Center (IADC) informed of Cooperative Resource availability. The Colorado State Emergency Resources Mobilization Plan developed by the Colorado State Fire Chief's Association directs availability information: from the departments to CSFS; from CSFS to the IADC.
2. In **Jefferson and Park Counties**, departments will directly notify Pueblo Dispatch Center of the availability of personnel and equipment listed on their CRRFs. Pueblo Dispatch Center will notify the CSFS-Golden FDO of any resource orders filled by these department resources.
3. In **Clear Creek and Gilpin Counties**, departments will directly notify Fort Collins Dispatch Center of the availability of personnel and equipment listed on their CRRFs. Fort Collins Dispatch Center will notify the CSFS-Boulder FDO of any resource orders filled by these department resources.

**I. Completed Cooperative Resource Rate Forms**

1. CSFS-Boulder District will forward copies of all completed CRRF's to CSFS Fire Division and Fort Collins Interagency Dispatch Center.
2. Copies of completed CRRF's forms will be included in the Gilpin County AOP (Exhibit E) and on file at the CSFS Boulder District Office.
3. CRRF's submitted after the county AOP's have been approved and updated will be distributed to the participating agencies as other updates to the AOP's are prepared according to Section 14. C., or on a monthly basis as appropriate.