

2020-2025 Wildland Fire Operating Plan Agreement Miles City Interagency Dispatch Center

***Bureau of Land Management – Eastern Montana-Dakotas District,
Miles City Field Office, South Dakota Field Office, & North Dakota Field Office***

***Bureau of Indian Affairs – Rocky Mountain Region,
Northern Cheyenne Agency***

***U.S. Fish and Wildlife Service – Missouri Basin Region,
Charles M. Russell National Wildlife Refuge***

***U.S. Forest Service – Custer-Gallatin National Forest,
Ashland Ranger District & Sioux Ranger District***

***State of Montana, Department of Natural Resources & Conservation,
Eastern Land Office***

State of South Dakota, State Division of Wildland Fire

I. AUTHORITY

Authority for this Operating Plan Agreement is based on the Montana and South Dakota Interagency Cooperative Fire Management Agreements - USDA Forest Service #17-FI-11015600-010 and 16-FI-11020000-054, USDI Bureau of Land Management #L17FMA00001, USDI National Park Service Agreement #F1249170001, and USDI, Bureau of Indian Affairs #17P00FM0001/ #17C00440901.

This Operating Plan Agreement will be in effect upon final signatures received and continue until December 31, 2025. The operating plan may be revised prior to this time with updated signatures. Annual costs to be contributed by participating agencies to cover operating expenses according to contributing agency fiscal year requirements will be reviewed/updated annually and agreed to in the Annual Financial Plan (Attachment 2).

II. PURPOSE

The purpose of this Operating Plan Agreement is to provide coordination with funding and personnel between the above-named agencies for the operations of the Miles City Interagency Dispatch Center. Specifically:

- To outline details of implementing the Montana Interagency Cooperative Fire Management Agreement.
- To set forth agreed upon services to be provided to the participants by the Miles City Interagency Dispatch Center (MCC or “Dispatch”) and other shared personnel, facilities and resources associated with the operations of MCC.
- To identify cost share contributions for each agency for the use of MCC.

III. DISPATCH BOARD OF DIRECTORS

Each of the agencies/parties which are signatory to this Operating Plan Agreement shall appoint a representative to the Miles City Division Fire Management Group. Each agency retains responsibility for management and administrative duties regarding the programs, resources, personnel, facilities, and equipment that are under their jurisdictions.

The Miles City Interagency Dispatch Center will receive direction from the MCC Miles City Division Fire Management Group. As a functional entity of the Northern Rockies Coordination System, MCC will also receive some direction from the Northern Rockies Geographic Area Coordination Center located in Missoula, MT. The Northern Rockies Geographic Area Coordination Center receives direction from the Northern Rockies Coordinating Group's Board of Directors.

IV. DISPATCH CENTER SERVICES

Unless otherwise noted, the services are provided to all agencies that are members of the Miles City Interagency Dispatch Center.

A. Initial Attack/Extended Attack

1. Provide Initial Attack dispatching for **State of Montana**, Department of Natural Resources & Conservation, Eastern Land Office, and Southern Land Office; **State of South Dakota**, State Division of Wildland Fire; the USDI, **USFWS**-Missouri Basin Region, Charles M. Russell Refuge; USDA, **USFS**-Custer Gallatin National Forest, Ashland Ranger District and Sioux Ranger District; USDI, **BLM**-Montana & Dakotas, Eastern Montana/Dakotas District, Miles City Field Office, North Dakota Field Office, and South Dakota Field Office; and USDI, **BIA**-Rocky Mountain Region, Northern Cheyenne Agency.
2. Provide Extended Attack dispatching for **State of Montana**, Department of Natural Resources & Conservation, Eastern Land Office, and Southern Land Office; **State of South Dakota**, State Division of Wildland Fire; the USDI, **USFWS**-Missouri Basin Region, Charles M. Russell Refuge; USDA, **USFS**-Custer Gallatin National Forest, Ashland Ranger District and Sioux Ranger District; USDI, **BLM**-Montana & Dakotas, Eastern Montana/Dakotas District, Miles City Field Office, North Dakota Field Office, and South Dakota Field Office; and USDI, **BIA**-Rocky Mountain Region, Northern Cheyenne Agency.

B. Resource Coordination, Dispatching, and Administration

1. Coordinate the movement of suppression and prescribed fire resources throughout the Eastern Montana Fire Zone and place orders with the Northern Rockies Coordination Center (NRCC) for items unavailable within the neighborhood.
2. MCC will be responsible for organizing and dispatching Type 3 Incident Management Teams, including the DNRC Type 3 County Assist Team (CAT).
3. Coordinate with the Miles City Division Fire Management Group to determine priorities for resources in multiple fire situations.
4. Provide coordination and oversight for fixed wing and rotor wing resources.
5. Track status of resources including maintaining databases in WildCAD and IROC.
6. MCC will provide flight following for all units within the Zone.

C. Intelligence

1. Gather, develop, and disseminate daily situation and status, weather indices and information. Fulfill all regular MCC reporting requirements to NRCC and other entities.
2. Provide a central information source for prescribed fire, fire closures, etc.
3. Receive data for spot weather forecasts and submit to National Weather Service (NWS) – Billings or Glasgow. Disseminate forecasts to requesting units.
4. Monitor and update weather station outputs. Enter daily weather station indices into WIMS. Notify station managers of problems.
5. Collect 209s and submit to NRCC.

D. Aviation

1. Coordinate and assist federal Aviation Officers with mission planning, operations, and risk assessment.
2. Provide flight following for all federal agencies, and the State and Counties when requested.
3. Coordinate administrative aircraft for the Eastern Montana-Dakotas District, Miles City Field Office and South Dakota Field Office.

E. Prescribed Fire

1. Provide staffing to support prescribed fire operations.
2. Make prescribed fire notifications of other agencies, dispatch centers, etc. as requested.
3. As requested, locate and identify contingency resources for prescribed burns. Track status of contingency resources and notify burn bosses of any changes in status or availability.
4. Accepts and fills resources orders for non-local resources on prescribed fire projects.

F. Reports

1. Develop and distribute the Miles City Interagency Dispatch Center Annual Report.
2. Provide information as necessary for units to complete fire reports and entry into InFORM or other applicable reporting programs.
3. Participate in the workload analysis to determine agencies share of the operating cost for MCC. Provide outputs to units as requested.

G. Fire Planning

1. Develop and distribute an Initial Attack Response Plan.

2. MCC will prepare and annually update the Miles City Interagency Dispatch Center's Annual Operating Plan, a separate document which contains plans for extended dispatch, initial attack procedures and other general daily operations procedures.

H. All-Hazard

1. Provide basic dispatch services for all-hazard incidents as requested or identified in established plans.

I. Fire Resource List

1. Fire Personnel - A comprehensive list of fire personnel within the Eastern Montana Fire Zone can be found in the IROC, WildCAD, IQS and IQCS data bases.
2. Equipment/Caches - A comprehensive list of fire equipment and caches within the Eastern Montana Fire Zone can be found in the Miles City Dispatch Service and Supply Plan.

J. Dispatch Coordination

1. MCC will provide for a dispatch/coordination program through joint interagency use of fire resources within the zone of influence. This includes the signatory agencies to this operating plan as well as the following counties: Big Horn, Carter, Custer, Dawson, Fallon, Garfield, McCone, Powder River, Prairie, Richland, Rosebud, Wibaux Counties in Montana and Harding County, South Dakota.
2. Implement the closest forces concept when dispatching initial attack resources.
3. Use the Inter-GACC Neighborhood Plan to improve the efficiency and cost effectiveness of firefighting efforts by increasing the availability and mobility of firefighting resources to include fixed wing aircraft, helicopters, engines, hand crews and overhead beyond Geographical boundaries.

This plan provides MCC the authority to directly utilize the resources of adjoining Dispatch Centers across GACC boundaries. The Centers are Great Plains Dispatch in Rapid City, South Dakota and Casper Dispatch in Wyoming. Utilization of these plans are particularly valuable during preparedness levels 3, 4 and 5 when resources may not be able to commit to a 14 day assignment but can assist neighbors for a negotiated shorter period of time.

K. Wildfire Suppression Procedures

1. Eastern Montana Fire Zone-Miles City Division Annual Operating Plan.
2. Miles City Interagency Dispatch Center Annual Operating Plan.
3. Eastern Montana Fire Zone-Miles City Division Fire Danger Analysis & Initial Attack Response Plan.

L. Aviation Procedures

1. Eastern Montana Fire Zone-Miles City Division Annual Operating Plan.
2. Miles City Interagency Dispatch Center Annual Operating Plan.
3. Eastern Montana Fire Zone-Miles City Division Fire Danger Analysis & Initial Attack Response Plan.

M. Dispatch Organization, Delegation, and Staff Duties

The MCC organization chart is located in Attachment 1.

The Center Manager and Assistant Center Managers are delegated the authority to coordinate the use and movement of wildland fire and prescribed fire resources within the guidance of this document on behalf of the signatories and the agencies and resources for which they are responsible. This includes administration of personnel responsibilities for daily supervision needs and the organization of dispatch processes to comply with mobilization guides and emergency related response services. This delegation is pursuant to Red Book standards (Chapter 19).

The following is a description of the basic duties of each position:

Dispatch Center Manager (GS-0455-11)

The FTE and funding comes from the Bureau of Land Management. The position is permanent full-time.

Duties: Manages MCC daily operations and directs personnel in accomplishing the mission, services and organization as described in mobilization guides and annual operating plans.

Assistant Center Manager (GS- 0455-09)

The FTE comes from the Bureau of Land Management. The position is permanent full-time.

Duties: Initial attack dispatching and acting center manager. Has primary responsibilities for overseeing initial attack operations, logistics, intelligence and aviation operations. Provides expertise in use and maintenance of key dispatch systems.

Assistant Center Manager (DNRC)

The FTE comes from the State of Montana. The position is permanent full-time.

Duties: Initial attack dispatching and acting center manager. Has primary responsibilities for overseeing initial attack operations, logistics, intelligence and aviation operations. Provides expertise in use and maintenance of key dispatch systems.

Lead IA Dispatcher (GS- 0455-07)

The FTE and funding comes from the Bureau of Land Management. The position is permanent full-time.

Duties: Initial attack dispatching, maintaining IT dispatch systems, WildCAD and IROC databases, fire and weather intelligence systems.

Dispatcher (GS- 0455-05)

The FTE and funding comes from the Bureau of Land Management. The position is a permanent full-time career seasonal (CSE) with a guaranteed employment of 13 pay periods.

Duties: Assists with initial attack dispatching, intelligence gathering and distribution, database management and other dispatch center operations.

Dispatcher (GS- 2151-05) – 3 Positions

The FTE and funding comes from the Bureau of Land Management. The position is a seasonal temporary employee and has employment not to exceed 1,039 hours.

Duties: Assists with initial attack dispatching, intelligence gathering and distribution, database management and other dispatch center operations.

N. Dispatch Annual After Action Review

The MCC Center Manager will ensure an After-Action Review (AAR) of the season's operations and the services provided by the Miles City Interagency Dispatch Center occurs. As part of the AAR, a written summary will be prepared that identifies the operational successes and problems as well as action items that are needed to resolve issues. This summary may be in the form of meeting notes.

V. FACILITIES

The Miles City Interagency Dispatch Center is owned by the BLM and located in Miles City, Montana. The Center is occupied by BLM & DNRC employees.

The facility has data network capabilities for the BLM, DNRC & USFS.

VI. RESOURCES

In addition to the shared personnel and services located at Miles City Interagency Dispatch Center, there are other resources and personnel shared by agencies in the Eastern Montana Fire Zone.

- Eastern Montana Fire Zone-Miles City Division Annual Operating Plan.

VII. ANNUAL BUDGET AND COST SHARE RESPONSIBILITIES

Direction for sharing personnel, resources and facilities are described under the Montana Interagency Cooperative Fire Management Agreement, Item #22, which states:

“Interagency funding, staffing, and utilization of resources and facilities will be pursued when an interagency approach is appropriate and cost effective. Shared staffing and funding will be commensurate with each Party’s use of resources, will be agreed to and shall be documented in a Supplemental Fire Project Agreement or included in operating plans, and will be subject to the availability of appropriations.”

An annual financial plan for Miles City Interagency Dispatch Center will be developed and reviewed each federal fiscal year (October 1st – September 30th). Each agency is expected to cover its obligation under the Annual Financial Plan of this Operating Plan Agreement if funding is available. If funding is not available for one agency to pay its obligated amount under this Operating Plan Agreement, the remaining agency/agencies will need to divide equally the remaining costs or agree upon who will cover the remaining costs. The participating agencies will meet after the start of the federal fiscal year and review the financial plan and determine costs to each agency. The annual financial plan will only be valid once all parties to this Operating Plan Agreement have signed the annual financial plan.

Attachment 2: Financial Plan provides a summary of shared resources, personnel and facilities and the contribution that each agency has agreed to make towards covering these costs for the

current year. These costs were based on a combination of estimated shares of the services that each agency would receive and outputs from the Workload Analysis that analyzes dispatch services over the last 10 years.

A. General Provisions

Each agency shall make direct settlement from its funds for all liabilities it incurs under this Operating Plan Agreement. Parties to this Operating Plan Agreement are not obligated to make expenditures of funds under terms of this Operating Plan Agreement unless such funds are available or appropriated by the Congress of the United States, or Legislature of the State of Montana.

Any signatory agency may vacate this Operating Plan Agreement by one-year prior written notice to all other signatory agencies. The remaining signatory agencies may continue the provisions of this Operating Plan Agreement.

Changes or modifications of this Operating Plan Agreement may be initiated by any signatory agency. The changes or modifications shall not become an authorized part of this Operating Plan Agreement until all parties agree to the changes or modifications, the changes or modifications are put in the form of an amendment to this Operating Plan Agreement, and the amendment incorporating the changes or modifications is signed by all agencies.

Annual Interagency Payment and Collection System (IPAC) billings will be processed prior to the end of the federal fiscal year (September 30) to the other agencies by the Bureau of Land Management or if to the MT DNRC and SDWF, prior to the end of the state fiscal year (June 30).

- BIA reimbursements to the Lead Agency in this Operating Plan Agreement (BLM) will be made utilizing a Form 1681-3, Inter-Agency/Intra-Agency Agreement Modification action referencing the Master Agreement numbers for BLM and BIA. FS reimbursements to the Lead Agency in this Operating Plan Agreement (BLM) will be made using the Forest Service reimbursable document, AD-672, to obligate funds.
- MT DNRC reimbursements to the Lead Agency in this Operating Plan Agreement (BLM) will be made in the form of a check or electronic payment and deposited by the BLM into a contributed fund account set up expressly for the purpose of funding DNRC's portion of the Miles City Interagency Dispatch Center.
- SDWF reimbursements to the Lead Agency in this Operating Plan Agreement (BLM) will be made in the form of a check and deposited into a contributed fund account set up expressly for the purpose of funding SD's portion of the Miles City Interagency Dispatch Center.

VIII. SIGNATURE PAGE

Approved by: SCOTT SCHUSTER Digitally signed by SCOTT SCHUSTER
Date: 2020.05.05 13:47:29 -06'00'
Forest Fire Staff Officer,
Custer-Gallatin National Forest, USFS

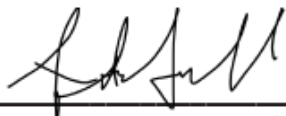
Date: _____

Approved by: ADAM WOLF Digitally signed by ADAM
WOLF
Date: 2020.04.26 08:17:54
-06'00'
Agency Fire Management Officer,
Northern Cheyenne Agency, BIA

Date: _____

Approved by: CRAIG HOWELLS Digitally signed by CRAIG HOWELLS
Date: 2020.05.01 13:46:12 -06'00'
District Fire Management Officer,
Eastern Montana-Dakotas District, BLM

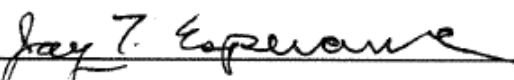
Date: _____

Approved by: 
Refuge Fire Management Officer,
Charles M. Russell National Wildlife Refuge, FWS

Date: 5/6/2020

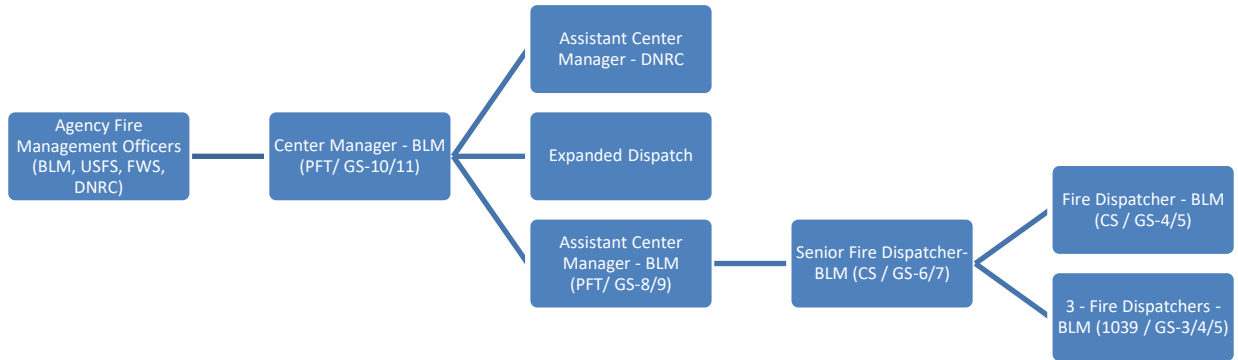
Approved by: 
Area Manager, Eastern Land Office
Department of Natural Resources & Conservation, State of Montana

Date: 5/15/20

Approved by: 
Division Chief,
Division of Wildland Fire, State of South Dakota

Date: 4/28/2020

Attachment 1 Miles City Interagency Dispatch Center Organizational Chart



Attachment 2
Miles City Interagency Dispatch Center Annual Financial Plan
for Federal FY 2020

Miles City Interagency Dispatch Center

Service/Communications:	\$20,500
Misc. Supplies:	\$15,000
Utilities:	\$ 8,300
Janitorial:	\$13,400
Vehicle:	\$ 3,000
Sub-Total:	\$60,200

From this Operating Plan Agreement, minimal operational funding required for the Miles City Interagency Dispatch Center will be as follows:

- The BLM will receive operational dollars from the BIA, FWS, MT DNRC, and SDWF.
- Operation funding is determined annually based on historical use and/or a figure agreed to by the lead Miles City Fire Management Group.

Cost breakdown by agency to be paid annually:

BLM:	\$37,100
BIA:	\$ 5,200
FWS:	\$ 5,200
MT DNRC:	\$12,200
SDWF:	\$ 500
Sub-Total:	\$60,200