

ALAMO REGULARS TYPE II IA HANDCREW OPERATING GUIDELINES

Home Dispatch Center

**TEXAS INTERAGENCY
COORDINATION
CENTER (TICC)**



Participants

U.S. Fish and Wildlife Service

(Aransas NWR, Balcones Canyonlands NWR, South Texas Refuge Complex, Texas Chenier Plain Refuge Complex, Texas Midcoast Refuge Complex,)



USDA Forest Service

(National Forests and Grasslands in Texas)



U.S. National Park Service

(Big Thicket National Preserve, Big Bend National Park)

Texas A&M Forest Service



The U.S. Fish and Wildlife Service, Texas A&M Forest Service, USDA Forest Service and the National Park Service agree to participate in an Interagency Type II IA Handcrew following the guidelines and components outlined in this document. (See pgs. 8-9) The crew name is: *Alamo Regulars Type II IA Handcrew*.

These Operating Guidelines will be reviewed annually by the Texas Interagency Handcrew Operations Committee (TIHOC) to ensure policy compliance with each agency. Each cooperating agency will have one representative member on this committee.

Defining “Interagency”

There are no lead agencies or organizations. All agencies and organizations participating on the Texas Interagency Type II IA Handcrew will receive equal consideration and representation no matter number, or qualifications of those firefighters involved.

Season of Operation

The crew could be available for dispatch early-July through late-September. The crew may be listed as unavailable by the participating Cooperators based on local preparedness levels.

Crew Typing

The crew will meet the standards for a Type II IA Handcrew at the time of dispatch. (See Table, pg. 8)

Availability

The crew will be listed as available for local, regional and national assignment on a 2-week rotation. If the crew does not accept an assignment during those two weeks, the next overhead roster will become available. The crew will not be removed from available status without the consensus of all agencies participating in crew components. Pre-season as well as ongoing evaluation should be made by each cooperating agency to ensure adequate resources are available for initial attack coverage on home units and for support of agency crew components. All agencies party to this agreement will be given an

opportunity to participate when any additional crews are made available.

Crew Roster

The overhead roster (CRWB, CRWB(t), 3 FFT1/ICT5, and (3) FFT1/ICT5(t)) will be in place before the crew goes up for availability. The overhead positions for each crew will be distributed as evenly as possible across agency lines during a preseason TIHOC meeting. Last minute adjustments can be made to the roster, due to unavailability, through your agency representative on the TIHOC or the assigned CRWB. All attempts should be made to commit overhead resources to their assigned availability period.

All other positions on the crew will be filled immediately prior to going available in ROSS. The TIHOC will coordinate with their respective agencies and TICC to fill the remaining roster.

The complete roster will be available to the assigned CRWB prior to availability.

Notification of Crew Order

Texas Interagency Coordination Center (TICC) will list the handcrew as available in ROSS. TICC will not always be able to provide a “Heads-up” notification of a potential resource order. Participating agencies will be expected to respond at the time of an order. TICC will notify the assigned CRWB by phone that a crew resource order has been received. The CRWB will then be responsible for contacting the entire crew with details of the resource order and commence mobilization. Every attempt will be made to follow the leadership rotation listed on the Crew Boss rotation schedule, but final decisions will be made by the TIHOC.

CREW STANDARDS

FALB, as a minimum, and will not have other assigned collateral duties.

Standard Crew Components

1. The following positions are considered to be the standard crew structure:
 - Crew Boss (CRWB).
 - Crew Boss Trainee (CRWB(t) optional).
 - 3 - FFT1/ICT5, (ICT5's are required for CRW2-IA standard).
 - 3 - Sawyers for CRW2-IA standard. **See Fallers/Sawyer section.**
 - Firefighters (the balance of the remaining 20), 60% of the crew must have one season of experience.
 - When possible, a minimum of 1 EMTB qualified firefighter.

Crew Bosses

CRWBs will be determined during the pre-season TIHOC meeting. The general CRWB rotation will be as listed on the TICC web page (<http://ticc.tamu.edu/>) under "Texas Interagency Crew Rotation". The rotation will be for two weeks starting at 0001 the first Sunday of each pay period. CRWBs will be required to find their own replacements if they are unable to fulfill the assigned rotation.

Crew Boss Trainees

Any time the crew is dispatched, an effort will be made to assign a CRWB(t). However if none are available this will not prohibit the dispatching of the crew on a fire assignment.

The CRWB and CRWB(t) may not accept other fire assignments when deployed with the crew.

FFT1's and ICT5's (Squad Leaders)

Each crew will have (3) FFT1/ICT5 as Squad Bosses. Squad Bosses will be identified and documented on the crew manifest by TICC. FFT1/ICT5(t) will also be assigned, if available.

Fallers/Sawyers

A minimum of (3) red card qualified faller/sawyers will be assigned to each crew. One will be carded as

Emergency Medical Technician (EMT)

Every effort will be made to include a certified EMTB with each crew when possible, but this is not a required component.

Crew Manifests

The following information will be provided to TICC for the Crew Manifest: Name, Position, Gender, Agency & Home Unit, Personal Weight, and Gear Weight.

MOBILIZATION

Mobilization Time

All overhead and crewmembers are expected to be ready to depart from their home unit within 2 hours once they have been notified of a crew dispatch.

Mobilization Method

Listed by priority is the preferred means of travel, dependent on the destination, date and time needed, and other logistical concerns at the time of dispatch.

In Texas (or 400 mile radius)

- 1) By agency owned (4X4 preferred) (Crew Buggy/6-Packs)
- 2) By leased bus or vans

In Southern Region (SACC)

- 2) By agency owned (4X4 preferred) (Crew Buggy/6-Packs)
- 2) By leased bus or vans

Out-Of-Region

To be determined by receiving unit/Incident

Agency Vehicles & Equipment

Agency vehicles and associated equipment will be provided by all participating agencies across the state, subject availability upon dispatch. The CRWB will be responsible for contacting the units to ensure availability and secure a complement of vehicles.

Contact information for these units will be given to the CRWB prior to standing up the crew.

Agency Vehicle Configuration Options

Options A.) or B.) are preferred

A. (4) Crew cab trucks (4x4 & camper shell preferred)

(1) Regular cab truck (Command vehicle) (4x4 & camper shell preferred)

B. (1) Leased bus

(1) Regular cab truck (4x4 & camper shell preferred)

Required Equipment on Agency Vehicles

Each agency unit providing a vehicle to the crew should fully outfit their respective vehicles with the following items. If the unit cannot supply all required items, a unit representative should inform the CRWB as soon as possible so he/she can make arrangements with other units to complete the list of requirements.

- 2 Pulaskis
- 2 McLeods/Rhinos/Roque Hoes
- 2 leaf rakes/mower blade rakes
- 1 combi tool
- 1 shovel
- 2 drip torches (empty)
- 1 box fuses
- 2 boxes of MREs
- 2 cubies of water (or equivalent quantity)
- 1 chainsaw (Stihl 362-440 range or equivalent) (Preferable bar length 28"-36")
- Chainsaw kit (Extra chain, sprocket wrench, wedges, bar oil, gas mix, chaps, etc)

Designated Departure Point

Crew traveling by vehicle:

The crew will assemble all of its members at the Texas Interagency Coordination Center in Lufkin, TX (936-875-4786). Individual agencies may coordinate their components at other assembly points before all agencies assemble at the designated departure point. All components are expected to arrive at the departure point fire ready and ready to travel. To maximize efficiency of assembling and dispatching the crew, other logistical options may be available for those resources located a great distance from the

departure point. These logistic needs can be addressed and approved at the discretion of the assigned CRWB, in accordance with the affected resources agency policy.

Crew traveling by air:

The assembly point for the crew will be determined by the CRWB and TICC. In most circumstances, the crew will assemble in an airport (i.e. IAH – Houston) and fly as a crew to the incident.

Designated Disbanding Point

The crew will disband all of its members at either TICC or the airport, depending on mode of travel, upon return from any fire assignment. It is expected that the Crew Boss and Crew Boss Trainee will hold a formal After Action Review (AAR) with the crew. No individuals will be allowed to depart from the disbanding point if they are unable to return to their designated duty station before 2200hrs, motel rooms will be secured for those individuals for the night and then allowed to return home the following day. Each unit will designate a Chief of Party (COP) who will be responsible for notifying dispatch of their travel plans and ETA and ATA.

OPERATING GUIDELINES

Standard Crew Equipment Requirements

Tools and Equipment: If traveling by ground, the participating agencies will provide vehicles (six-pack trucks) hand tools, chainsaws and all other necessary field supplies to outfit the crew.

Radios: Each agency will furnish its overhead personnel (CRWB, CRWB(t), and Squad Bosses) with programmable radios. A minimum of (8) radios should be taken on each dispatch to insure good inter-crew communications. These radios should be field-programmable.

Meals and Water: Unless traveling by air, the crew will be dispatched with rations and water sufficient for two meal periods. The crew is expected to arrive at the assembly point fed and self sufficient for a minimum of six hours. No special arrangements will be made to feed crew members who do not comply. Before being demobed from an incident, the CRWB should make meal and/or lodging arrangements with

incident personnel, for the time the crew is in travel status. At a minimum, the crew should be double lunched.

First Aid Kits: A 20-Person first aid kit, at a minimum, will be sent with each crew dispatched. (If available, EMTB will be responsible for the first aid kit).

Crew Boss & Crew Boss Trainee Responsibilities

The CRWB is responsible for the management, organization and safety of the crew from the time of dispatch until the return of the crewmembers back to their duty station. Though the crew is interagency in nature, the CRWB regardless of agency affiliation is in command of the crew. Tactical decisions as well as administrative issues are the responsibility of the CRWB. Upon notification by TICC of a crew assignment, the CRWB will need to coordinate with the dispatch center regarding mobilization of the crew and obtaining the necessary information (resource order number, date, time and location to report) required to perform the CRWB function.

Crew Briefing

It is mandatory that the CRWB, and/or CRWB(t) present a briefing to the crew prior to departure which includes:

- Details of the assignment.
- Logistics including transportation method and travel plans.
- Crew organization and squad assignments.
- Review supplies, line gear and equipment.
- Collection of Task Books to be evaluated.
- Confirmation that Red Cards and photo ID's are in possession by all.
- Review health and welfare issues.

Evaluations

The CRWB is responsible for completing an evaluation of the CRWB(t) and FFT1/ICT5(t), and ensuring a crew evaluation is received from their fireline supervisor before leaving the incident. At a minimum, all individuals in a trainee position on the crew will receive a performance evaluation from their designated trainer. **These evaluations will be** Alamo Regulars Handcrew Ops Guide

submitted to TICC upon return to Texas and forwarded to the appropriate unit(s).

Time Sheets

The CRWB is responsible for submitting completed, signed documents for their crew during the dispatch. Each crew member will be responsible for taking their own time sheet back to their home unit. The accuracy of the firefighter time sheet upon completion is the responsibility of the firefighter with problems resolved by the CRWB before departing the incident or before disassembly of the crew upon return.

Disciplinary Action Procedures

If any inappropriate behavior occurs while the crew is mobilized, it is the responsibility of the CRWB to take immediate steps to insure that the actions cease. If the behavior is serious enough to warrant an individual's demobilization or legal actions, TICC must be notified along with the appropriate personnel on the incident. TICC will then notify the involved cooperative agency. Specific details of the actions must be documented accordingly.

Time Report Processing and Pay

Emergency Firefighter Time Report

1. Be certain that each person has a time report and that it is posted each day. The local timekeeper **MUST** sign these reports prior to your departure from the incident. Make sure the Firecode meets the requirements of the represented agencies.
2. Regular government and TFS employees shall return with their Emergency Firefighter Time Report (EFTR) and submit this document to their home unit timekeeper for processing as soon as possible.
3. Other cooperators should also process their firefighter time through normal procedures, at their home unit.

Motels, Restaurants, Car Rentals

All personnel will follow their respective agencies policy for travel. All crewmembers should be self-

sufficient. This means all personnel should be able to cover their own lodging and meals, if needed. Both regular government employees and ADs should bring back receipts and submit them through normal reimbursement channels. If an individual is unable to cover their own expenses, the CRWB must have purchase/crew authority for the individual to join the crew.

The CRWB should have purchase/crew authority for the crew, if at all possible. This will alleviate individual crewmembers from having to be self-sufficient. With some agencies, this can be obtained through a temporary authority upgrade of the CRWB travel/purchase card. This authority would authorize the CRWB to pay for hotel rooms, meals and incidental expenses for the entire crew, as needed.

Should a car rental be needed, make every effort to have the benefiting unit rent the vehicle for you and then submit any gas slips to the finance section prior to returning home. No benefiting unit can REQUIRE you to rent a vehicle at your own expense. Regular government employees can submit such bills on their per diem and charge the cost to the fire management code. All personnel will need to bring documentation (Resource Order Form) for the benefiting unit as to the reason why the car rental was needed and that it was an authorized expense if they should bring a bill home for payment.

PERSONAL EQUIPMENT

Required Equipment

Each crew member is expected to come equipped with line gear, personal gear pack, tent and sleeping bag ready for fire line assignment up to 14 days (Excluding travel). Minimum required line equipment is as follows:

- 1 "Red Card" and photo ID
- 1 personal fire pack (red bag)
- 1 field pack web gear
- 1 hard hat w/chin strap
- 2 pair leather gloves
- 2 pair nomex pants w/ belt
- 2 Nomex shirts
- 4 1 qt canteens
- 2 pair safety glasses (shaded and clear)
- 1 pair ear plugs

- 1 pair lace-up, leather boots, 8 inch tops, lug, slip-resistant soles
- 1 individual first aid kit
- 1 fire shelter
- 1 headlamp w/batteries
- 2 meals (MRE type)
- 1 sleeping bag
- 1 tent

Recommended additional equipment

- bandannas
- socks
- underwear and T-shirts 100% cotton (2 weeks)
- jacket/sweater & cap (natural fibers)
- rain gear
- space blanket
- tennis shoes
- footwear for showers
- toilet kit
- travelers check or cash (\$50.00)
- personal prescription drugs, extra glasses
- pocket notebook, pen/pencil
- knife/multi-tool
- compass

Line gear and personal equipment must meet the following guidelines:

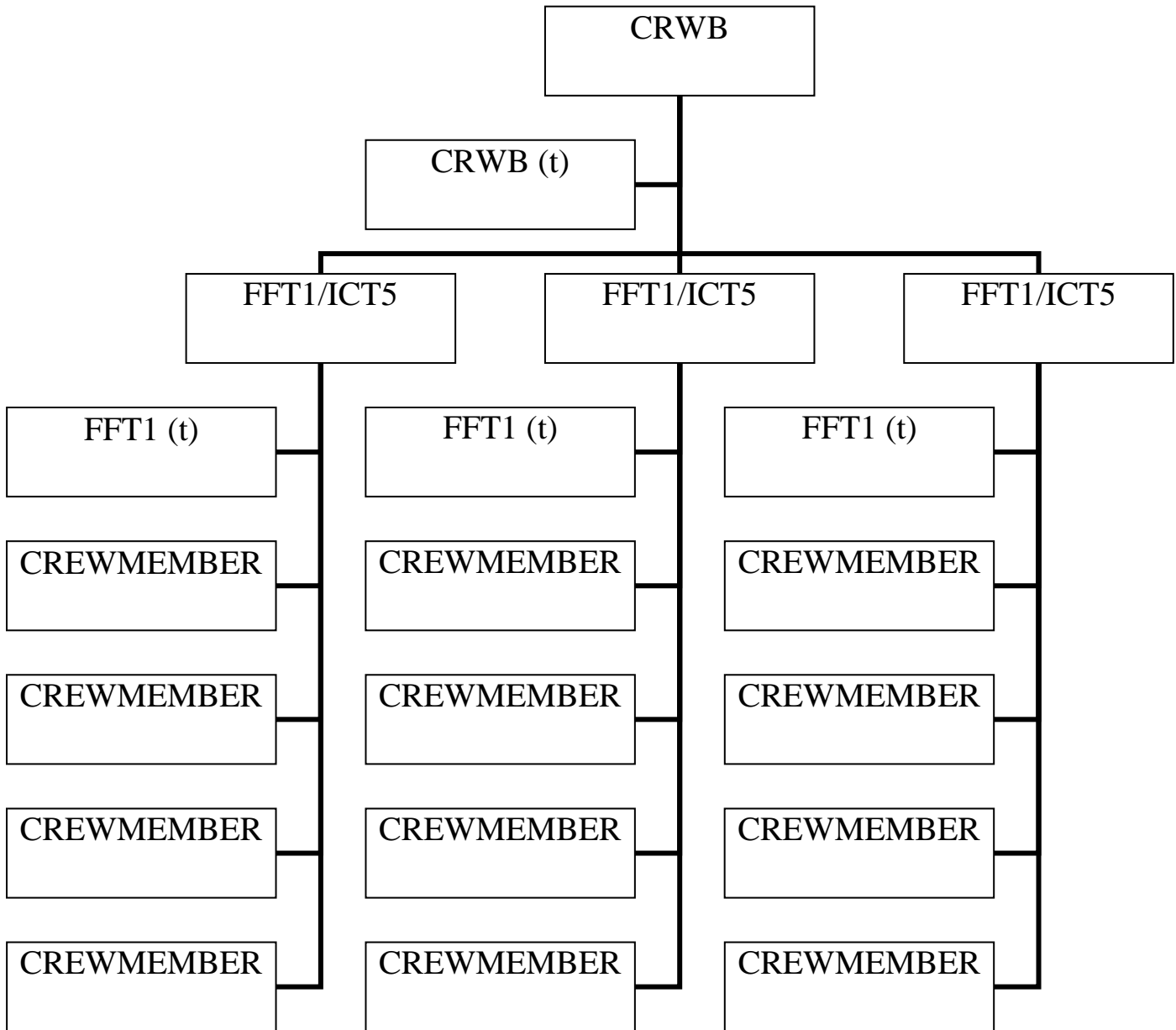
- Maximum weight for line gear and personal bag is **65 lbs.** (*National Interagency Mob Guide, March 2012*).
- No items are to be attached to the outside of packs
- Fire clothing and boots will be worn from point of departure to assignment and return travel to demob point.

BRINGING PERSONAL EQUIPMENT ON AN ASSIGNMENT IS DONE SO AT YOUR OWN RISK. The incident will not pay for any damage caused to equipment not on a resource order. This includes, but is not limited to, cell phones, IPODS, cameras, and GPS units.

MINIMUM CREW STANDARDS FOR NATIONAL MOBILIZATION

Minimum Standards	Type 1	Type 2 with IA Capability	Type 2
Fireline Capability	Initial attack/can be broken up into squads, fire line construction, complex firing operations(backfire)	Initial attack/can be broken up into squads, fireline construction, firing to include burnout	Initial attack, fireline construction, firing as directed
Crew Size	18-20		
Leadership Qualifications	Permanent Supervision Supt: TFLD, ICT4,FIRB Asst Supt: STCR, ICT4 3 Squad Bosses: ICT5 2 Senior Firefighters: FFT1	Crew Boss: CRWB 3 Squad Bosses: ICT5	Crew Boss: CRWB 3 Squad Bosses: FFT1
Language Requirement	All senior leadership including Squad Bosses and higher must be able to read and interpret the language of the crew as well as English.		
Experience	80% 1 season	60% 1 season	20% 1 season
Full Time Organized Crew	Yes (work and train as a unit 40 hrs per week)	No	No
Communications	5 programmable radios	4 programmable radios	
Sawyers	3 agency qualified	3 agency qualified	None
Training	As required by the Interagency Hotshot Crew Guide or agency policy prior to assignment	Basic firefighter training and/or annual firefighter safety refresher prior to assignment	Basic firefighter training and/or annual firefighter safety refresher prior to assignment
Logistics	Crew level agency purchasing authority	No purchasing authority required, but preferable	No purchasing authority
Maximum Weight	5100 lbs		
Dispatch Availability	Available nationally	Available nationally	Variable
Production Factor	1.0	.8	.8
Transportation	Own transportation	Transportation needed	Transportation needed
Tools & Equipment	Fully equipped	Not equipped	Not equipped
Personal Gear	Arrives with: Crew First Aid kit, personal first aid kit, headlamp, 1 qt canteen, web gear, sleeping bag		
PPE	All standard designated fireline PPE		
Certification	Must be annually certified by the local host unit agency administrator or designee prior to being made available for assignment.	N/A	N/A

Crew Organizational Charts



NOTE: Additional qualifications needed for optimal crew organization

(1) FALB

(2) FALA

(1) EMTB (if possible)

Alamo Regulars Type II IA Crew Organization Chart Large Fire Configuration

CRWB-

CRWB(T)-

Foreman- ICT5

A Squad

FFT1/ ICT5

FFT2

FFT2

FFT2

FFT2

B Squad (Saws)

FFT1

FALB/Lead Saw

Lead Saw Swamper

FALB/ Second Saw

Second Saw Swamper

FALB/ Third Saw

Third Saw Swamper

C Squad

FFT1/ ICT5

FFT2

FFT2

FFT2

FFT2

Alamo Regulars Type II IA Crew Organization Chart

IA/ Severity Configuration

A Squad in 3 Trucks

CRWB

CRWB(T)

FFT1/ ICT5

Second Saw

Second Saw Swamper

FFT2

FFT2

FFT2

FFT2

FFT2

FFT2

FFT2

B Squad in 2 Trucks

Foreman

FFT1/ ICT5

FALB/Lead Saw

Lead Saw Swamper

FFT2

FFT2

FFT2

FFT2