

**NORTH DAKOTA INTERAGENCY DISPATCH CENTER
ANNUAL OPERATING PLAN
2002**

Cooperating Agencies

USDA Forest Service, Dakota Prairie Grasslands

USDI National Park Service, Midwest Region

USDI Bureau of Land Management, Montana State Office

USDI Bureau of Indian Affairs, Great Plains Regional Office

USDI Fish & Wildlife Service, Mountain-Prairie Region

State of North Dakota, North Dakota Forest Service

State of North Dakota, North Dakota Game and Fish Department

I. INTRODUCTION

The purpose of this Annual Operating Plan is to set forth agreed upon services, staffing and funding for the North Dakota Interagency Dispatch Center (NDC) by federal and state wildland fire management agencies within the North Dakota Zone.

The Center Manager has delegated authority from the cooperating land management agencies to mobilize resources throughout the Zone, Geographic Area and nation for incident support and/or presuppression needs as documented in the NDC, Northern Rockies and National Interagency Mobilization Guides.

II. PLAN REVIEW AND OPERATIONAL OVERSIGHT

The Board of Directors (BOD) will review the NDC Annual Operating Plan annually. Direction or guidance specific to an individual agency and/or revisions to the Annual Operating Plan will be approved by the BOD. The BOD is an interagency group consisting of a subgroup of the North Dakota Fire Council (NDFC) Executive Committee. The BOD includes the USDA Forest Service representative, U.S. Fish and Wildlife representative, National Park Service representative, Bureau of Indian Affairs representative, North Dakota Forest Service representative and the NDC Coordinator.

The BOD provides guidance for the NDC, and will also function as the North Dakota Zone Multi-Agency Coordination Group (MAC Group). The MAC Group will be responsible for making decisions regarding priority setting and resource allocation within

the ND Zone. A quorum for decision-making, including 4 of the 6 voting members, is required for vote approval by the BOD and MAC Group.

III. GENERAL

The North Dakota Interagency Dispatch Center is located at the J. Clark Salyer National Wildlife Refuge headquarters in Upham, North Dakota. The NDC will be administered by the FWS Zone Fire Management Officer for North Dakota, and will be staffed by a Dispatch Center Manager, a full time Lead Dispatcher, and a seasonal dispatch clerk/technician.

The North Dakota Interagency Dispatch Center serves as the North Dakota Zone focal point to provide logistical support and intelligence relative to anticipated and ongoing wildland fire activity for all state and federal cooperating wildland fire management agencies in the Zone.

IV. COOPERATORS:

Dakota Prairies National Grassland (USFS)
North Dakota Forest Service
North Dakota Firefighters Association
Bureau of Indian Affairs, Great Plains Regional Office
U.S. Fish & Wildlife Service
National Park Service
North Dakota Game & Fish Department

V. AUTHORITY:

This operating plan is authorized under:

Fire Protection Act of September 20, 1922 (42 Stat. 857; 16 U.S.C. 594)

Reciprocal Fire Protection Act of May 27, 1955 (69 Stat. 66, 67; 42 U.S.C. 1856, 1856a and b).

Agreement # FS--190-21 between the State of North Dakota and the Northern Region of the U.S. Forest Service

Agreement # 83-SIE-001 between the USDOJ (BLM, BIA, FWS, NPS) and the USDA (Forest Service)

Agreement # FS-01-82-005 (MT-217) between the BLM (MT, ND, SD) and the Northern Region of the Forest Service

Agreement #00-FI-11015600-024, Cooperative Fire Protection Agreement between the BLM, NPS, BIA, FWS, USFS and the State of North Dakota
NDC Agreement #IA-1540-00-0003 between the FWS and Theodore Roosevelt National Park

NDC Agreement #00-IA-110118-00-45 between the FWS and the Dakota Prairie Grasslands

NDC Agreement #A-00410-1-096 between the FWS and the BIA

VI. DUTIES AND RESPONSIBILITIES:

1. Coordinate intelligence gathering activities for cooperating agencies
2. Dispatch and track resources for cooperating agencies.
3. Assist in the mobilization of resources for other support activities such as prescribed fire.
4. Daily situation reports, fire occurrence, and other supportive communications will be forwarded to the Northern Rockies Coordination Center (NRC) on a daily basis or updated on a pre-arranged basis as changes occur during the established fire season. If lack of office coverage or status change requires more than "daily" reporting status, prior arrangements will be made by the NDC with NRC.
5. Resources listed as available in North Dakota on the Daily Situation Report will be requested from the NRC through NDC using the guidelines established in the National and Northern Rockies Mobilization Guides.
6. The NDC will distribute National, Geographic Area and local Daily Situation Reports, weather information, fire indices, etc. to cooperators as the information becomes available.
7. The NDC can commit resources within North Dakota as needed and will notify NRC when those resource become unavailable. NDC can commit resources from North Dakota within the Billings Dispatch Center (BDC) area using guidelines established in the BDC, NDC and NRC mobilization guides.
8. The NDC may coordinate directly with the Custer Interagency Dispatch Center (SD-CSC), Miles City Dispatch Center (MT-MCD), Lewistown Dispatch Center (MT-LED) and the Minnesota Interagency Fire Center (MN-MFC) in mobilization of crews and/or engine strike teams on an as-needed basis to facilitate implementation of the closest forces concept for initial attack needs.
10. All resources reported by NDC will be assigned to the Northern Rockies Area.
11. The NDC will assist in coordination of fire management training within the North Dakota zone.

VII. COSTS:

The costs for establishing and maintaining the NDC will be as agreed to by Agency Administrators. The NDC Coordinator shall provide an operating and support budget for the NDC to the council annually. These expenses will be shared between the agencies as determined by an agreed upon Workload Distribution Analysis process. The Workload Distribution Analysis and subsequent cost sharing, will be assessed, revised (if necessary), and approved no less than every five years. The following agencies provide monetary support to the NDC based upon this analysis:

Bureau of Land Management, Montana State Office
US Forest Service, Dakota Prairie National Grasslands
North Dakota Forest Service
North Dakota Game & Fish Department
Bureau of Indian Affairs, Great Plains Regional Office
U.S. Fish & Wildlife Service, Mountain-Prairie Region
National Park Service, Midwest Region

VIII. AGENCY APPROVALS

Cora Jones
Regional Director, Great Plains Region, BIA

Date

Matt Millenbach
State Director, Bureau of Land Management

Date

David Pieper
Supervisor, Dakota Prairie Grasslands

Date

Larry Kotchman
State Forester, North Dakota State Forest Service

Date

Ken McDermond
Acting Regional Director, Mountain Prairie Region, USFWS

Date

Noel Poe
Superintendent, Theodore Roosevelt National Park

Date

Appendix I

North Dakota Interagency Dispatch Center (NDC) Workload Distribution Analysis Process

The development of a fair and equitable process to determine actual dispatch operation workload per agency was required in order to assess supports costs to determine individual agency support funding required to operate the NDC during a normal fire year.

To develop this process, NDC personnel contacted a number of dispatch offices in the Northern Rockies, Northwest, and Rocky Mountain geographic areas, acquiring information on the processes these dispatch offices utilized including copies of their dispatch center annual operating plans, interagency cost sharing agreements, charters, and mobilization guides for fiscal year 1999. These processes, plans and guides were used to develop the formula for workload analysis and support funding requirements of the NDC. The primary dispatch centers that we utilized in this process were the Northern Rockies Coordination Center in Missoula, Montana, the Billings Dispatch Center in Billings, Montana, the Northwest Interagency Coordination Center in Portland Oregon, the Eastern Great Basin Coordination Center in Salt Lake City, Utah and the Colorado Interagency Dispatch State-Wide Annual Operating Plan covering the Pueblo, Ft. Collins, Craig, Grand Junction, Montrose and Durango dispatch centers in Colorado.

There were a variety of methods employed by these offices in determining an equitable workload and support distribution between their interagency cooperators depending upon their unique dispatch and coordination situation requirements. After review of the various processes, we decided upon a combination of processes that we felt would be fair to all the interagency partners while providing the best representation possible of the actual workload of the NDC.

Data for this breakdown comes from a compilation of dispatch data for 1998, 1999, and 2000, 2001 the four years that we had good and complete data on dispatch center operations. This support breakdown will be re-figured each year, adding the past year's data into the statistical analysis until we reach a total of five years of data. Once this point has been reached after the 2002 fire season, we will continue using a five year time period to figure workload distribution and support cost responsibility, adding the new year and dropping the oldest year out of the statistical analysis process each fall.

The workload distribution process was split into two elements, REPORTING workload, and DISPATCH OPERATIONS workload. Definitions of these elements and their associated analysis processes follow:

1.) **REPORTING WORKLOAD:**

This includes weekly and daily contacts of interagency cooperators, acquiring fire situation and resource availability information, compiling this information into Zone reports, and submitting these reports up through the dispatch organization by fax, e-mail (Dispatch Messaging System {DMS}) and through direct input into the National Fire Situation Reporting process on FAMWEB on the Internet. This reporting element also includes behind the scenes support of the interagency fire organization including maintenance of the NDC web page, coordination of training, distribution of fire related information, miscellaneous fire support to cooperators by e-mail, fax and phone, and other intrinsic elements of the dispatch and coordination process.

This element was weighted at 50% of the overall workload for the NDC operation. In order to place a percentage value on this element, we simply counted the number of units that we dealt with on a daily basis per agency and divided this number into the whole. For instance, we have 22 interagency units that are actively involved in fire management in North Dakota. Nine of these are U.S. Fish and Wildlife Service units. 9 divided by 22 equals .409, or roughly 41% of the reporting element workload can be attributed to the FWS. Since the reporting element is weighted as 50% of the overall weighting, this amounts to 20.5% of the overall cost to run the NDC. Table 1 depicts the breakdown of the Reporting element by agency:

TABLE 1 - REPORTING WORKLOAD PER AGENCY

	NPS	USFS	FWS	BIA	NDS	BLM
Number of Stations:	3	4	9	3	2	1
% of Total Stations	13.6	18.2	41.0	13.6	9.1	4.5
Reporting Element Weighted Value	50%	50%	50%	50%	50%	50%
% of Total Workload	6.8%	9.1%	20.5%	6.8%	4.5%	2.3%

2.) **DISPATCH OPERATIONS WORKLOAD:**

Dispatching operations includes both the number of resource orders processed and the number of individuals and equipment that were dispatched. This element comprises the other 50% of NDC operations and was further delineated into two separate sub-elements; Dispatch Requests, or the number of resource orders processed in support of incidents, and Resources Dispatched, determined by the total number of people days. Dispatch Requests were weighted as 75% of the whole of this element and represents the actual support benefit given to the agency requesting assistance. Resources Dispatched accounts for the other 25% of this element and represents the workload required to dispatch these resources and the intrinsic benefit to the sending unit for this work, both from a monetary, and an experience and qualifications perspective. The breakdown of this element is as follows:

A.) **Dispatch Requests:**

The total number of incidents that resource orders were processed through the NDC for support. This takes into account all incidents including wildfire suppression, emergency suppression, severity, project support and prescribed burning details. This element accounts for the value the receiving unit is acquiring from our dispatch efforts in support of their incidents. We felt that this was the primary benefit of the NDC dispatching operation, and should therefore be weighted at 75% of this element (37.5% of the total weighting). This workload is directly attributed to the requesting unit agency, regardless of the location of that unit. Keep in mind that the majority of this type of workload comes from outside of the North Dakota Zone. Data used in this element comes directly from the resource orders filled by the NDC in 1998, 1999, 2000 and 2001.

B.) **Resources Dispatched:**

Resources Dispatched is counted in people days in the statistical analysis and is a

representation of the number of employees that were dispatched by the NDC from each agency, and their length of assignment, counted in total people days (people days is the number of individuals dispatched multiplied by the number of days on the assignment.). This sub-element was developed to put a value on the benefit to the home unit acquired through interagency dispatch operations. This value may be primarily financial to some agencies, or it may be more of an experience and qualifications benefit providing needed experience and fire management career advancement opportunities to other agencies. Our position is that by sending personnel on interagency dispatches, all home units benefit by improving the experience and qualifications of their employees, and may also result in a financial benefit to the sending unit either in salary savings or by providing AD employment to bring in dollars to the local community. We also recognize that there are numerous other intrinsic benefits to the sending unit including morale improvement, teamwork development, and increased safety and operational efficiency on local incidents in the future.

We felt that although this was a benefit, the weighting should be significantly lower than assigned to the Dispatch Requests sub-element. It seemed reasonable to assume that the requesting unit was benefiting much more from the dispatch than the sending unit. Thus this sub-element accounts for only 25% of the Dispatch Operations Workload element weighting (12.5% of the total weighting).

Appendix II
North Dakota Interagency Dispatch Center (NDC)
Workload Distribution
FY-2002/2003

Table 1 depicts the breakdown of the Dispatch Operations Workload by agency, and includes totals from 1998, 1999, 2000 and 2001.

TABLE-1 - DISPATCH OPERATIONS WORKLOAD BY AGENCY

	NPS	USFS	FWS	BIA	NDS	BLM
1998 Percent of Workload by Agency	0.3	17.7	17.0	6.3	0.2	8.5
1999 Percent of Workload by Agency	2.8	21.0	7.8	10.6	0.1	7.7
2000 Percent of Workload by Agency	3.9	21.9	10.3	6.8	0.2	7.0
2001 Percent of Workload by Agency	1.9	21.3	4.9	12.0	0.2	9.6
4 Year Average Percent of Workload	2.2	20.5	10.0	8.9	0.2	8.2

TABLE 2 - TOTAL AVERAGE NDC WORKLOAD DISTRIBUTION
by Agency for the Period 1998/1999/2000/2001

	NPS	USFS	FWS	BIA	NDS	BLM
Reporting Workload by Agency (%)	6.8	9.1	20.5	6.8	4.5	2.3
Dispatching Workload by Agency (%)	2.2	20.5	10.0	8.9	0.2	8.2
Total Workload by Agency (%)	9.0	29.6	30.5	15.7	4.7	10.5

2001 WORKLOAD ANALYSIS

	BIA	BLM	FWS	NDS	NPS	USFS	Totals:
Number of Stations	3	1	9	2	3	4	22
% of Total Stations	13.6%	4.5%	40.9%	9.1%	13.6%	18.2%	100.0%
Element Weight Value	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%	50.0%
% of Workload Subtotal	6.8%	2.3%	20.5%	4.5%	6.8%	9.1%	50.0%
Number of Dispatch Requests	8	20	6	0	3	41	78
% of Total Requests	10.3%	25.6%	7.7%	0.0%	3.8%	52.6%	100.0%
Element Weight Value	37.5%	37.5%	37.5%	37.5%	37.5%	37.5%	37.5%
% of Workload Subtotal	3.8%	9.6%	2.9%	0.0%	1.4%	19.7%	37.5%
Number of People Days	3,380	0	839	62	185	669	5,135
% of Total People Days	65.8%	0.0%	16.3%	1.2%	3.6%	13.0%	100.0%
Element Weight Value	12.5%	12.5%	12.5%	12.5%	12.5%	12.5%	12.5%
% of Workload Subtotal	8.2%	0.0%	2.0%	0.2%	0.5%	1.6%	12.5%
2001 % Total Workload	18.9%	11.9%	25.4%	4.7%	8.7%	30.4%	100.0%
2000 % Total Workload	13.6%	9.2%	30.8%	4.7%	10.7%	31.0%	100.0%
1999 % Total Workload	17.4%	10.0%	28.3%	4.6%	9.6%	30.1%	100.0%
1998 % Total Workload	13.1%	10.8%	37.5%	4.7%	7.1%	26.8%	100.0%
4 Year Average Workload	15.7%	10.5%	30.5%	4.7%	9.0%	29.6%	100.0%

Appendix III
NORTH DAKOTA INTERAGENCY DISPATCH CENTER
FY-2001/2002 COST ANALYSIS

PERSONNEL COSTS:

Dispatch Center Manager, GS-09 for 26 Pay periods

Salary:	\$35,808
Benefits:	12,540
Travel/Training	<u>4,000</u>
Total Required	\$52,348

Lead Dispatcher, GS-06 for 26 Pay periods

Salary:	\$26,342
Benefits:	9,220
Travel/Training	<u>3,000</u>
Total Required	\$38,562

Seasonal Dispatcher, GS-05 for 13 Pay periods

Salary:	\$11,770
Benefits:	890
Travel/Training	<u>1,500</u>
Total Required	\$14,160

OPERATIONAL COSTS:

Computers:	\$5,000
Vehicles:	1,500
Supplies:	1,500
Utilities:	3,000
Misc. Costs:	3,000
MOB Guides:	<u>1,000</u>
Total Required:	\$15,000

TOTAL FUNDING REQUIRED:

GS-09	\$52,348
GS-06	38,562
GS-05	14,160
Operations:	<u>15,000</u>
Total Funding Required:	\$120,070

**Funding Support Breakdown by Agency
FY 2002/2003**

Agency	% Workload	Required Funding Level
BIA	15.7%	\$18,851
BLM	10.5%	\$12,607
FWS	30.5%	\$36,621
NDS	4.7%	\$5,643
NPS	9.0%	\$10,806
USFS	29.6%	\$35,541
TOTALS:	100.0%	\$120,070.00