

2010
MEMORANDUM OF UNDERSTANDING

Redmond Mobilization Center (RMC) Operating Plan

between

Redmond Air Center (RAC)

and

Central Oregon (COIDC) Interagency Dispatch Center

and

Central Oregon Fire Management Services (COFMS)

and

Northwest Coordination Center (NWCC)

AUTHORITY

The authority for this operating plan is identified within this Memorandum of Understanding between the above cited signatories. The MOU requires operational plans to define incident support services by cooperating agencies within the Pacific Northwest Geographic area, Central Oregon Fire Management Services (COFMS) area and other areas where incident support service obligations exist.

PURPOSE

The function of the Redmond Mobilization Center (RMC) is to provide coordinated logistical support of resources to include crews, equipment, and overhead traveling to or from the Central Oregon area in response to requests for emergency personnel. When activated, the RMC organization will provide support services as requested for the mobilization or demobilization of personnel through the RMC facility. The purpose of this plan is to identify activation, operating, and support functions and responsibilities.

OBJECTIVES

- Develop preseason preparedness and post season close out actions.
- Establish the activation/deactivation & temporary stand down process.
- Identify two activation levels for Redmond Mobilization Center (RMC) operations.
- Identify Northwest Coordination Center (NWC), responsibilities.
- Identify Central Oregon Interagency Dispatch Center (COIDC) responsibilities.
- Identify Redmond Air Center responsibilities (RAC).
- Identify responsibilities of the Redmond Mobilization Center Manager
- Identify responsibilities of the Redmond Mobilization Center (RMC).

Preseason/post season actions

The NWC will determine when to open, close or temporarily 'stand down' the mobilization center. The COIDC will initiate or close out the resource order prior to and following the seasonal activation of the center. COIDC will dispatch the RMC resources. The RMC Manager will order or release, through COIDC, all overhead, equipment and supplies needed to support the RMC operations, document all actions and finalize all finance packets.

Activation Process

The NWCC will call for the activation of the RMC for the purpose of staging resources such as Incident Management Teams, Type 1 and 2 Crews and engines for use within the Pacific Northwest geographic area. COIDC may activate the RMC to support mobilizations or staging of resources for incidents within the COIDC's area of operations.

The RMC Manager will be notified, who will then order through COIDC agreed upon mob staff personnel. Working in concert with Redmond Air Center staff, the mobilization center business office and staging area camp will be set up. COIDC will initiate and close out all resource orders at the start and end of the mobilization season. Deactivation of the mob center will be determined by NWCC.

Redmond Mobilization Center Activation Levels:

Level I. - The mobilization of resources through the RMC facility that involve a limited number of resources for a short duration of stay and requiring a limited amount of logistical support, such as type I crews.

Level II. - Mobilization operations involving a larger number of resources for an extended period of time and requiring a greater level of logistical support or a combination of activities occurring simultaneously such as hosting an Incident Management Team, staging initial attack support resources and camping/supporting mobilized resources in transit. This level of complexity will be negotiated between NWCC, COIDC, and the RMC Manager.

NWCC Responsibilities:

Once the decision has been made to activate the RMC, NWCC will contact COIDC a minimum of 8 hours prior to the actual needed time for **initial** activation of the RMC for all Level I and Level II mobilization activities. A courtesy call will be made to the RMC Manager (RAC Administrative Officer), by COIDC, to inform her/him of the activation.

NWCC will notify COIDC and COIDC will notify the RMC Manager a minimum of 4 hours prior to the needed time when re-activating the center following a temporary mid season 'stand down' period and provide COIDC and the RMC Manager with specific information (i.e.: flight strip) detailing the number and type of personnel in transit, arrival/departure information, and support services required and expected duration of stay if known.

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The NWCC Coordinator will be the approving authority for all resource requests for NWCC staged resources from the mob center by COIDC or their 'neighbors'. NWCC requests for resources staged by NWCC will be placed with COIDC, and does not preclude COIDC from also using RMC to stage resources for their use within the COFMS area of operations.

All resources mobilized through RMC should arrive with all of their personal gear, PPE, and programmable radios to meet the minimum standards for their resource type (i.e.; 4 radios per type 2 crew). Crew transport drivers and other EERA operators will be issued essential PPE as needed and such supply issues documented on an AD-107 property transfer form which will be filed in their finance payment voucher packet. Issued durable supplies will be returned to the government at the end of the assignment in serviceable condition or the value of these items may be recovered by the government.

If crews require meals or lunches when mobing or demobing through RMC, a minimum of 6 hours advance notification should be provided to insure adequate ordering and preparation time.

Central Oregon Interagency Dispatch Center Responsibilities:

Function as the 'host unit' for RMC to transfer or initiate the order to activate or deactivate the center in support of emergency operations a minimum of 8 hours prior to arrival time for initial activation or 4 hours before resource arrival time when reactivating the center in mid season.

Provide a vital communications link in the dispatch ordering channel, passing specific and timely information such as mobilized resource numbers, type, method of travel, arrival time, etc. between NWCC and the RMC. This information sharing is especially critical when creating an order for crews from outside the region at the request of NWCC which will be flying into the RAC ramp.

When mobilizing resources through the RMC, request sending units have their personnel fully equipped with personal items, PPE, mandatory essential equipment and double lunched. If resources require sack lunches or meals when arriving, or prior to departing RMC, 6 hours advance notice is requested.

For all contract resources ordered to stage or 'pass through' the RMC by COIDC whether on the RMC resource order or not, COIDC should place orders or make arrangements for CRNW's for crew inspections or equipment inspectors/mechanics for all contract or IBPA equipment inspections.

Order buses for transportation of crews ordered to RMC by COIDC. Order an Equipment Inspector for pre-use inspection of these transports. At the request of RMC, COIDC should establish the ROSS "Incident Management Team" role for key positions at the RMC.

Inform the RMC Manager of training opportunities for key agency personnel/positions to include ROSS training, CRNW workshop, D-310 support dispatcher, etc. AD's will be informed of training available to maintain their current incident qualifications.

Establish daily operating hours for staged and support mob center personnel if they vary outside the established 0800 am to 1900 pm normal operating schedule.

REDMOND AIR CENTER RESPONSIBILITIES:

Provide scheduling and administration for use of RAC facilities by resources such as in-transit IMT's, close-out meetings, parking of vehicles belonging to IMT's who fly out of the RAC ramp, etc.

Provide purchasing and procurement support to RMC for all logistical needs.

Provide technical support for the initial set up and maintenance of the office machines necessary to conduct RMC operations (Fax, photocopier, computers, and telephones).

Provide personnel to manage the aircraft ramp and supervise aviation operations at the Redmond Air Center ramp.

Provide tools and equipment in support of staging area grounds maintenance and improvements to the crew camping and staging parking areas.

Exercise AD hiring authority to hire AD employees for RMC support staff. Process and submit wage/salary payments and travel reimbursement payments to the Albuquerque Service Center for payment to the employees working at the center.

Provide oversight to the processing of accident/injury and OWCP claims and treatments for personnel moving through the mob center.

Help to provide training opportunities for AD employees to maintain their current qualifications and other key agency personnel and positions essential to conduct mobilization center operations.

REDMOND MOBILIZATION CENTER RESPONSIBILITIES:

Set up the mobilization business center as well as the staging area camp/parking and inspection areas at Redmond Air Center. Sign all access routes and order/schedule personnel to provide for gate staffing.

Recruit staff members required for initial activation and subsequent operation. Create and fill resource order requests for RMC support staff through COIDC and coordinate availability and concurrence with the candidate selected (see staffing/organization charts—appendices).

Coordinate with RAC administrative staff to solicit support for initial activation from procurement (porta-potties, wash stations, dumpsters, meals, etc.), Tech support (office machine set up), and aviation ramp management as needed.

COIDC will process orders for all mobilizing resources, cache, and local purchase supplies and document all orders in Ross.

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Provide all logistical support needs for resources mobilized through RMC (within the constraints of rules and regulations for mobilization centers), to include; check-in information, daily briefings, food, water, lodging, transportation, PPE, fire tools, timekeeping, and medical attention.

Coordinate arrival and departure of all mobed resources with aviation ramp management staff to move gear and personnel from the ramp gate to the staging area camp.

Coordinate and document all resource movement and reassignments in and out of the mob center and beyond.

Act as a clearing house to resolve issues concerning resource orders, timekeeping, and payments through ASC and crew/equipment contract administration and [IBPA's](#).

Provide a thorough cost accounting and year end close out report for the RMC's seasonal activities.

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SIGNATURE PAGE

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