

R3 FALL IA SUPPORT

District Support Packet

NC-NCS-230037

Fiori Time Code: G/T/F 1434



November 9, 2023

November 9, 2023

Operational Period Day 0700-1900 hrs.

Operational Period Night 1900-0700 hrs.



INCIDENT OBJECTIVES	1. INCIDENT NAME 2023 R-3 Fall IA Support	2. DATE PREPARED 11/8/23	3. TIME PREPARED 1700
4. OPERATIONAL PERIOD (DATE/TIME) November 9, 2023 Day 0700-1900 / Night 1900-0700			
5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES) <ul style="list-style-type: none"> 1. Provide for safety of our firefighters, assigned resources and public through adequate work rest ratios, risk assessments, hazard mitigation and information dissemination. 2. Assist North Carolina Forest Service Mountain Region in planning, resource tracking, and financial tracking of the 2023 R3 Fall IA Support resources. 3. Manage fires in cost effective manner. Maintain accurate cost estimates of the incident and provide daily updates through morning reports and afternoon situation reports. 			
6. WEATHER FORECAST FOR OPERATIONAL PERIOD Districts should provide updated weather forecast to resources			
7. GENERAL SAFETY MESSAGE <u>HYDRATION/HEAT STRESS</u>- drink often and drink a lot, before you get thirsty. 4:1 water to sports drinks.			
8. ATTACHMENTS (✓ IF ATTACHED) <ul style="list-style-type: none"> <input checked="" type="checkbox"/> ORGANIZATION LIST (ICS 203) <input checked="" type="checkbox"/> MEDICAL PLAN (ICS 206) <input checked="" type="checkbox"/> SAFETY MESSAGE <input checked="" type="checkbox"/> ASSIGNMENT LIST (ICS 204) <input type="checkbox"/> INCIDENT MAP <input checked="" type="checkbox"/> PHONE LIST <input type="checkbox"/> COMMUNICATIONS PLAN (ICS 205) <input type="checkbox"/> TRAVEL MAP <input type="checkbox"/> 			
9. PREPARED BY (RESOURCE UNIT LEADER) Lisa Hartrick	10. APPROVED BY (INCIDENT COMMANDER) Kevin Harvell		

ORGANIZATION ASSIGNMENT LIST		9. Operations Section	
1. Incident Name R3 Fall IA Support		Ops Day	David LaFon / Dwayne Vigil(t) / Brian Rogers (t)
		Ops Night	Rob Davis
2. Date 11/8/23		3. Time 1700	
4. Operational Period: November 9, 2023 Day 0700-1900 Night 1900-0700		a. Branch I Days	
		Branch Director	
		Division/Group	District 1 Trent Duncan
		Division/Group	District 2 Duane Truslow
		Division/Group	District 9 Ruthie Edwards
		Division/Group	District 12 Matt Barker
5. Command and General Staff			
Incident Commander	Kevin Harvell	Division/Group	
Deputy IC		Division/Group	
Safety Officers	Robbie Perry / Greg Riggs Chad Brandon(t)	b. Branch II Night	
Information Officers	Carrie McCullen / Philip Jackson	Branch Director	
Liaison Officers	Jason Guidry / James Kimes	Division/Group	
		Division/Group	
		Division/Group	
6. Agency Representatives			
Agency	Name	Division/Group	
NCFS	Michael Cheek	Division/Group	
		c. Branch III	
		Branch Director	
		Division/Group	
7. Planning Section			
Chief	Dennis Register	Division/Group	
Deputy		Division/Group	
Resources Unit	Austin Harriett	d. Branch IV	
Resource Unit			
Situation Unit	Richard Cockerham	Branch Director	
Documentation	Robin Roberson	Division/Group	
Demobilization Unit	Lisa Hartrick	Division/Group	
Fire Behavior Analyst		Division/Group	
Field Observers		Division/Group	
GIS	Matthew Bishop / Matthew Haunsperger / Aaron Chamblee(t)	Division/Group	
Status Check-in	John Willis	e. Other Groups	
8. Logistics Section		UAS Group	
Chief	Jeremiah Greene/Jamie Logan	f. Air Operations Branch	
Deputy		THSP / Air OPS	Jonathan Ross
Supply Unit	Patrick Raynor	Air Attack Supervisor	
Facilities Unit	Derek Arney	Air Support Supervisor	
Ground Support Unit	Frankie Britt	Helicopter Coordinator	
Communications Unit	Jimmy Meadows Jr.	Air Tanker Coordinator	
Communication Tech	Bruce Scott	Helibase Managers	
Radio Operator	Robin Weber(t)	10. Finance Section	
Equipment Manager	Wayne Pugh	Chief	Ron Meyers / Bridgit Gallagher(t)
Ordering Manager	Jason Wade(t)	Deputy	
Food Unit	Clyde Leggins	Time Unit	
Medical Unit	Stewart Niemyer	Time Unit	Renee Strickland
Receiving & Dist		Cost Unit	Bridgit Gallagher
Security Unit		Equipment Time Recorder	Jeana McDuffie
Mechanics		Personel Time Recorder	Kristi Wilson
Driver		Compensation / Claims Unit	
Driver		Computer Specialist	
		Prepared by (Resource Unit Leader) Austin Harriett	

DIVISION ASSIGNMENT LIST		1. BRANCH		2. Division/Group District 1			
3. Incident Name 2023 R3 Fall IA Support		4. Operational Period Date: 11/9/23 Time: 0700-1900					
5. Operations Personnel							
Operations Chief		Division/Group Supervisor		Trent Duncan			
Branch Director							
6. Resources Assigned This Period							
Strike Team/Task Force/ Resource Designator	Leader	Last Shift	EMT	Number Persons	Trans Needed	Drop Off PT / Time	Pick Up Pt / Time
ICT4 3-61	M. Frye O-21	11/16		1			
ICT4(t) 11-20	G. Johnson O-19	11/16		1			
ICT5 4-71	K. Toomer O-20	11/16		1			
ICT5 5-21	P. Pennington O-22	11/16		1			
Ops Officer	Paul Mowrey O-67	11/20		1			
7. Control Operations Assist with Initial Attack of new starts and mop up existing fires within District.							
8. Special Instructions							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command		NCFS		Logistics		NCFS	
Tactical Div/Group		NCFS		Air to Ground		NCFS	
Prepared By (Resource Unit Leader) Lisa Hartrick		Approved By (Planning Sect. Ch.) Dennis Register		Date 11/8/23		Time 1900	

DIVISION ASSIGNMENT LIST		1. BRANCH		2. Division/Group District 2			
3. Incident Name 2023 R3 Fall IA Support		4. Operational Period Date: 11/9/23 Time: 0700-1900					
5. Operations Personnel							
Operations Chief		Division/Group Supervisor		Duane Truslow			
Branch Director							
6. Resources Assigned This Period							
Strike Team/Task Force/ Resource Designator	Leader	Last Shift	EMT	Number Persons	Trans Needed	Drop Off PT / Time	Pick Up Pt / Time
DIVS w/ICT4 8-41	Raymond "Rex" Strickland O-12	11/16		1			
TFLD w/ICT4 6-60	Robert "Robby" Freeman O-13	11/15		1			
ICT4 3-4	Will Bell O-14	11/15		1			
Ops Officer R1-31	Billy Barnette O-15	11/16		1			
7. Control Operations Continue to safely perform mop up duties as assigned in Burke County. Be prepared to shift over to IA support as needed in Burke and surrounding counties.							
8. Special Instructions							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command		NCFS		Logistics		NCFS	
Tactical Div/Group		NCFS		Air to Ground		NCFS	
Prepared By (Resource Unit Leader)		Approved By (Planning Sect. Ch.)		Date		Time	
Lisa Hartrick		Dennis Register		11/8/23		1900	

DIVISION ASSIGNMENT LIST		1. BRANCH		2. Division/Group District 9			
3. Incident Name 2023 R3 Fall IA Support		4. Operational Period Date: 11/9/23 Time: 0700-1900					
5. Operations Personnel							
Operations Chief		Division/Group Supervisor		Ruthie Edwards			
Branch Director							
Can 6. Resources Assigned This Period							
Strike Team/Task Force/ Resource Designator	Leader	Last Shift	EMT	Number Persons	Trans Needed	Drop Off PT / Time	Pick Up Pt / Time
ICT4 3-16	Matt Parker O-4	11/10		1			
ICT5 6-52	Casey Corbett O-5	11/12		1			
FFEO 13-66	Jon van Riper O-6	11/12		1			
HEQB 7-24	Jack Keller O-7	11/12		1			
FFT1 13-74	Landise Cuthrell O-8	11/12		1			
FFT1 5-82	Justin McLemore O-9	11/12		1			
ICT3 13-1	John Cook O-72	11/19		1			
ICT4	Blake Arnold O-75	11/21		1			
7. Control Operations Assist with Initial Attack of new starts and mop up existing fires within the District.							
8. Special Instructions							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command		NCFS		Logistics		NCFS	
Tactical Div/Group		NCFS		Air to Ground		NCFS	
Prepared By (Resource Unit Leader)		Approved By (Planning Sect. Ch.)		Date		Time	
Lisa Hartrick		Dennis Register		11/8/23		1900	

Ordering, Check-in, Demob, and Finance Procedures

- Districts will call Region 3 and ask for Severity Ordering to place all resource and supply orders.
 - Severity ORDM will generate Request Number and will submit through expanded/R3 to go up to CO
- Assigned resources will travel to the District that ordered them.
- Upon arrival, resources will complete the following:
 - NC-211 NCFs Check-in Sheet and email, along with Resource Orders to ncfs.imt.plans@ncagr.gov
 - District Mechanics and/or FFEOs will perform an equipment inspection on all equipment on the OF-296 Inspection form and email a copy to frankie.britt@ncagr.gov
- All resources being released from a fire will need to be submitted to R3 Ops for reassignment/area of staging.
 - District Ops should update Severity Resources daily by emailing ncfs.imt.plans@ncagr.gov daily by 1000 hours.
- LODGING
 - District Office will arrange lodging as needed for resources.
 - District Office Manager will add information to lodging tracking spreadsheet daily.
 - Rooms will be paid for by Buying Team.
 - Resources will CHECK OUT from the hotel when they leave but are not responsible for invoices.
- SUPPLIES
 - Severity ORDM will generate S# for supplies and submit to Buying Team for fulfillment.
 - Supply orders will be filled by a local BUYM who is assigned to the Buying Team.
 - BUYM will deliver all documentation related to purchases to the Buying Team.
- Finance
 - Submit CTRs and Shift Tickets Daily
 - See attached document for daily procedures
 - Paid-out costs will be submitted daily to CO-Ops by IMT Finance

- Resources that are preparing to demob from the District or a large fire should notify Demob Unit Leader Lisa Hartrick and Finance 3 days prior to their scheduled demob date.
 - 1st working day is the day following travel to the incident/assigned district, regardless of distance traveled.
 - Unless an extension is granted through the proper channels, resources will have a 14-day assignment.
 - Resources will be required to RON on their last working day and travel home the next day, unless their home is within 2-hours driving time from assigned District Office.
 - The Demob Unit Leader will email the resource the ICS 221, Demobilization Check out form.
 - A District representative will sign off on Facilities, Ground Support, and Supply; indicating that they have checked out of hotels, had their equipment inspected, and returned any supplies issued by the District.
 - A District representative will indicate an ETD from the District and an ETA to their home unit.
 - The following documents will be emailed to ncfs.imt.plans@ncagr.gov
 - ICS 221, Demobilization Check out form
 - A copy of the evaluation for the resource
 - The following documents will be emailed to ncfs.imt.finance@ncagr.gov
 - All remaining CTRs and Equipment Shift Tickets
 - Completed Equipment inspection forms, OF-296
 - Finance will email the resource their final documentation package.

2023 R-3 IA Support Finance Information for Districts and Incoming Resources

Submit CTRs and Shift Tickets **DAILY**

Paper copies can be left at the district office to be picked up by a team member or emailed to: ncfs.imt.finance@ncagr.gov

- Include the **Fire Name** and **District** you are assigned to in the remarks section of all CTRs and STs.
- Include dollar amount of fuel purchased in *Box 14 Remarks* on the shift ticket.
- Please show travel time on your documents and include **TRAVEL** in remarks.
- Legibly complete your CTRs and Equipment Shift Tickets using the examples below.
- Make sure you use your legal name (not a nickname) on ALL documentation.
- Only one day per CTR/Equipment Shift Ticket.
- Make sure your incident supervisor signs your tickets before submitting them to finance.

CREW TIME REPORT									
1) CREW NAME		2) CREW NUMBER			3) FIRE NUMBER				
NCFS		2023 R-3 IA Support			NC-NCS-230037				
REMARKS NO	NAME OF EMPLOYEE	CLASSIFICATION	DATE		MILITARY TIME		MILITARY TIME		
			ON	OFF	ON	OFF	ON	OFF	ON
T	Chester Von Wiggins	DIVS	0700	1130					
			1130	1230					
			1300	1700					

11) REMARKS
T= Travel
Fire Name: Roadrunner Fire
District 1 (Use District you are assigned to that day)

12) OFFICER-IN-CHARGE Signature: Bridgit Gallagher
13) TITLE (Officer-in-Charge): FSCC(T)
14) NAME (Person Posting to Emergency Time Report):
15) DATE:

EMERGENCY EQUIPMENT SHIFT TICKET									
NOTE: The responsible Government Officer will update this form each day or shift and make initial and final equipment inspections.									
1) AGREEMENT NUMBER		3) INCIDENT OR PROJECT NAME		4) INCIDENT NUMBER		5) OPERATOR (name)		2) CONTRACTOR (name)	
2023 R-3 IA Support		NC-NCS-230037		NC-NCS-230037		VonWiggins, Chester		NCFS	
6) EQUIPMENT MAKE		7) EQUIPMENT MODEL		8) OPERATOR FURNISHED BY		9) OPERATOR FURNISHED BY		10) GOVERNMENT (dry)	
Ford		F-350		CONTRACTOR		CONTRACTOR		CONTRACTOR (dry)	
9) SERIAL NUMBER		10) LICENSE NUMBER		11) OPERATING SUPPLIES FURNISHED BY		12) REMARKS (released, down time and cause, problems, etc.)		13) DATE SIGNED	
768936350		PK-1234		CONTRACTOR (wet)		District 1 (Use District you are assigned to that day)		11/6/23	
12) DATE (MO/DAY/YR)		13) EQUIPMENT USE		14) HOURS/DAY'S/MIL EST. (circle one)		15) EQUIPMENT STATUS		16) INVOICE POSTED BY (Recorder's initials)	
11/6/23		START STOP WORK SPECIAL		2000 2030		T=Travel to Incident Fuel Cost \$95.00 Roadrunner Fire		17) CONTRACTOR'S OR AUTHORIZED AGENT'S SIGNATURE	
		0800 1200		4		District 1 (Use District you are assigned to that day)		18) GOVERNMENT OFFICER'S SIGNATURE	
		2000 2030		.5		19) DATE SIGNED		19) DATE SIGNED	
						11/6/23		11/6/23	

*Resource is responsible for turning in all documentation to finance
** Any finance questions can be emailed to ncfs.imt.finance@ncagr.gov

(NC-211A, 2/4/05) **NCDNR Incident Management Check-in Sheet**

Instructions Section 1: Single Resources, Crewboss, Strike Team Leaders, & Task Force Leaders fill in blanks and circle items. Place Crews, Strike Teams, or Task Force personnel on back manifest only.

Incident #: _____

Incident Name: _____

Request # _____ Assignment (Kind/Position): _____ Trainee: Y / N
Task Book: Y / N

Contracted Resource? Yes / No _____ Other Qualifications: _____ Trainee: Y / N
Task Book: Y / N

Name (Last,First): _____ Trainee: Y / N
Task Book: Y / N

Name of Crew/ST/TF _____ Trainee: Y / N
Task Book: Y / N

Agency Name: _____ Mobilization Date: _____

Are You A? (check one) Single Resource Strike Team Task Force Your last day off? Date: _____

Check-in Date: _____ Call Sign: _____

Check-in Time: _____ Cell Phone Number: _____

Total # of Personnel: _____ Pager Number: _____

Unit Id (Usually NC-NCS) _____ Emergency Contact Name: _____

Demob NCDNR Unit: _____ Demob City: _____ Emergency Contact Phone: _____

Demob State: _____ Home- Address: _____

Jetport (Only if flying): _____ City: _____ ST NC Zip 28504

Travel Method:	Air/Rental	Air	AOV	Bus	For Plan Use Only:	Posted	T-Card	Red Card
	Passenger	POV	Rental					

Instructions Section 2: Provide Call Sign, Tag #, and/or Serial # for all applicable equipment

VEHICLE	CALL SIGN / TAG #	Check one <input type="checkbox"/>	TPL-TRACTOR PLOW <input type="checkbox"/>	DOZ-DOZER <input type="checkbox"/>	CALL SIGN
PU-Pick Up	_____	Type 1 (Komatsu DP65, TD-15C, TD-15E, TD-15F)			_____
AUTO-Car/Sedan	_____	Type 2 (D6D, 1450 Case, Fiat 10, D5H, TD-12, TD-12XP, JD750C)			_____
SUV - Sport Util	_____	Type 3 (1150 Case B, 1150 Case E, JD700)			_____
VAN - Van	_____	Type 4 (TD-9, D4H, D5C, Fiat 8, JD650, Leibher 711, 850 Case)			_____
MISC-Radio En. Van	_____	Type 5 (TD-8, JD450)			_____
MEC-Mech. Truck	_____	Type 6 (TD-6, JD350, D-3)			_____
TRUCKS	CALL SIGN / TAG #	MISCELLANEOUS EQUIP.	SERIAL# / CALL SIGN	MISC-TRACK VEH.	CALL SIGN
LOWB-Hauling Unit	_____	CS-Chainsaw	_____	Flex-Tracs/Nodwell	_____
STK-Stake body truck	_____	FORK-Forklift	_____	Full-Tracs	_____
TDMP -Dump Truck	_____	MISC-Incident Trailer	_____	AIRCRAFT	TAIL #
TOW-Wrecker	_____	TRAC-Wheeled Tractor	_____	AA- PA-18	_____
MISC-Bridge Truck	_____	MISC-Portable Bridge	_____	AA-C-182 TRANS	_____
ENG-ENGINES	CALL SIGN / TAG #	MISC-Air Compressor	_____	AA-C-185 TRANS	_____
Type 1 - 1000 GPM	_____	FBT-Boat	_____	AA-C-L19 Patrol	_____
Type 2 - 500 GPM	_____	ATV-ATV	_____	AT- CL-215	_____
Type 3 - 120 GPM	_____	GRD-Motor Grader	_____	AA-DHC-2 Utility	_____
Type 4 - 70 GPM	_____	PP- PUMPS	SERIAL #	LP- T-34	_____
Type 5 - 50 GPM	_____	1" - 2.5" Dia Discharge (MarkIII, Homelite F250)	_____	AT-M-18	_____
Type 6 - 50 GPM	_____	3" - 4" Dia Discharge	_____	LP- PA-31	_____
Type 7 - 20 GPM	_____	6" Irrigation	_____	HEL- UH-1 IA	_____
WAT-WATERTENDER	CALL SIGN / TAG #	Self Contained Volume Lift	_____	HEL- AS350-B3	_____
Type 1 (5,000 Gallon)	_____	Volume Lift	_____		
Type 2 (2,700 Gallon)	_____	GEN-GENERATOR	SERIAL #	OTHER EQUIP.	UNIT ID
Type 3 (1,200 Gallon)	_____	25 KW and below	_____		
		26 KW and above	_____		

(NC-211B, 9/1/04) **NCDFR Incident Management Manifest Sheet**

Request #: _____

Instructions Crews, Strike Teams, Task Force, or Groups fill in blanks. Reference equipment types on Check-in Sheet (NC-211A) to complete manifest

Incident Name: _____

Unit Name: _____

Leader's Name: _____

PERSONNEL

#	Name (Last, First)	Position Code	Call Sign	Home Unit	Home City	Last Day Off
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

EQUIPMENT

#	Kind Code	Equip. Description (Call Sign & Make/Model)	Tag #, Tail # or Serial #	Operator's Name (Last,First)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

