



## BOISE INTERAGENCY DISPATCH CENTER SUPPLY ORDERS SOP

### **PURPOSE:**

Establish Standard Operating Procedures for Dispatch and Expanded Dispatch to create and fill supply requests in the ROSS System.

### **APPROVAL REQUIREMENTS:**

Boise Interagency Dispatch Center will process any supply resource orders for Boise District BLM, Boise National Forest and Southwest Area Idaho Department of Lands related incidents. On a case by case basis when there is large or multiple fire incidents, a block of S numbers may be given to a team or individual. This will be approved by the Center Manager or Assistant Center Manager.

For any supply resource order request from fire personnel on an initial attack incident for either meals or hotels, it can be processed without further approval as long as it meets agency standards.

Any other S number request needs to have written approval. An Incident Replacement Requisition needs to be filled out and signed by the appropriate approving official. ***Approval to charge supplies to an incident is required prior to purchasing.*** Supply numbers will only be given for fire supplies or vehicle maintenance/damage caused on the fire.

The following are approvers for each agency:

- BLM Your approving official, generally-FOS (Fire Operations Supervisor GS-09) or their supervisor.
- USFS GS-09 or above (AFMO, Helitack Supervisor, Hot Shot Superintendent, FMO)
- IDL Fire Resource Supervisor or Asst Fire Resource Supervisor

For non-local or outside resources an incident replacement form needs to be approved and signed by the Incident Commander or agency Duty Officer.

The Incident Replacement Requisition can be either be the standard form or the modified version created by dispatch. Attached are both forms.

With either form the following information needs to be given:

- Incident Order Number
- Incident Name
- Fire Code
- Name of individual purchasing and their home unit/station, contact phone and fax number
- Authorized by/Approver Name, Title and Signature
- If ordering from the Great Basin Cache (GBK), going to pick up or where to have delivered
- Date and Time Requested
- NFES Number (For GBK orders only)
- Quantity/Number of items
- Item Description
- Vendor for local purchase items

These forms are to be given to dispatch and they will process the items in ROSS. Once the S# are assigned the resource orders will be printed and given to the requesting individual.

Unless the supply order is an immediate need, dispatch might need time to process especially if there are numerous items. Requesting individuals should expect to return to dispatch to get their resource order or have it faxed or emailed to them.



