

# Food Unit Leader

## S-357



NFES 2292

**Student Workbook**  
**OCTOBER 2008**



## CERTIFICATION STATEMENT

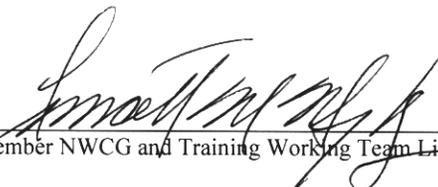
on behalf of the

### NATIONAL WILDFIRE COORDINATING GROUP

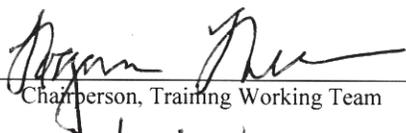
*The following training material attains the standards prescribed for courses developed under the interagency curriculum established and coordinated by the National Wildfire Coordinating Group. The instruction is certified for interagency use and is known as:*

Food Unit Leader, S-357  
Certified at Level I

This product is part of an established NWCWG curriculum. It meets the COURSE DEVELOPMENT AND FORMAT STANDARDS – Sixth Edition, 2003 and has received a technical review and a professional edit.

  
\_\_\_\_\_  
Member NWCWG and Training Working Team Liaison

Date 10/17/08

  
\_\_\_\_\_  
Chairperson, Training Working Team

Date 10/16/08

# Food Unit Leader

## S-357

### Student Workbook

#### OCTOBER 2008

#### NFES 2292

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E-mail: [nwgc\\_standards@nifc.blm.gov](mailto:nwgc_standards@nifc.blm.gov).

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ATTN: Great Basin Cache Supply Office, 3833 South Development Avenue, Boise, Idaho 83705.  
Order NFES 2292.

## **PREFACE**

Food Unit Leader, S-357, is a required training course in the National Wildfire Coordinating Group (NWCG), wildland and prescribed fire curriculum. This course was developed by an interagency group of experts with direction and guidance from the NWCG Training under authority of the NWCG. The primary participants in this development effort were:

**COLORADO STATE FOREST SERVICE**

**NATIONAL PARK SERVICE**  
Saguaro National Park

**UNITED STATES FOREST SERVICE**  
R1 Regional Office

Willamette National Forest, Middle Fork Ranger District

San Juan National Forest

The NWCG appreciates the efforts of these personnel, and all those who have contributed to the development of this training product.



# CONTENTS

PREFACE .....i

## INSTRUCTIONAL UNITS

Unit 0 – Introduction .....0.1

Unit 1 – Information About the Assignment..... 1.1

Unit 2 – Coordination, Collaboration, and Communication .....2.1

Unit 3 – General Information .....3.1

Unit 4 – Safe Food Handling.....4.1

Unit 5 – National Contract Administration .....5.1

    Lesson A – Descriptions .....5A.1

    Lesson B – Requirements ..... 5B.1

    Lesson C – Packaging, Inspecting, Performance ..... 5C.1

    Lesson D – Contract Administration .....5D.1

Unit 6 – Alternate Feeding Methods .....6.1

Unit 7 – Demobilization .....7.1



Food Unit Leader, S-357

Unit 0 – Introduction

OBJECTIVES:

During this unit the instructor will:

1. Introduce course coordinator and instructors.
2. Review course logistics.
3. Introduce the students.
4. Present course overview.
5. Discuss course expectations.
6. Review course references.



## I. INSTRUCTOR INTRODUCTIONS

## II. COURSE LOGISTICS

## III. STUDENT INTRODUCTIONS

Please present your:

- Name and organization
- Job title and normal duties
- Incident Command System (ICS) qualifications and most recent experience on an incident.

## IV. COURSE OVERVIEW

This course is designed to meet the required training needs of an incident Food Unit Leader (FDUL) as outlined in the Wildland Fire Qualifications System Guide (PMS 310-1) and the position task book developed for the position.

### A. Course Objectives

- Arrive at incident properly equipped, gather information to assess the assignment and begin initial planning activities of a food unit leader.
- Staff and organize the food unit to meet the needs of the incident.
- Coordinate with the logistics units and other sections to assist in accomplishing the overall objectives of the food unit.
- Identify food handling practices that could provide food borne pathogens opportunities to contaminate foods and cause food borne illnesses.
- Utilize the National Mobile Food Services Contract to ensure appetizing, well-balanced meals are provided to the government.

B. Instructional Methods

- Facilitation/short lectures with PowerPoint
- Discussion
- Exercises

C. Student Assessment

To successfully complete the course, students must:

- Participate in exercises
- Complete all quizzes
- Achieve 70% or higher on the final exam

D. Course Evaluation Form

Students are expected to complete a course evaluation form at the end of the course.

V. COURSE EXPECTATIONS

A. Student Expectations

**EXERCISE: Expectations**

Write your groups responses to the following question on a flip chart:

- What do you expect to gain from this course?

Present your expectations to the class.

## B. Instructor Expectations

Students will:

1. Have an interest in becoming a Food Unit Leader (FDUL).
2. Have completed their pre-course work.
3. Exhibit mutual cooperation with the group.
4. Be open-minded to accomplishments during the course presentation.
5. Actively participate in all training exercises presented in the course.
6. Return to class at stated times.
7. Use what is presented in the course to effectively perform the duties of a FDUL.

## VI. COURSE REFERENCES

### A. Fireline Handbook (FHB)

### B. Unit Leader Position Task Book (PTB)

The task book contains common tasks for all unit leaders and additional specific tasks for FDUL. In the current performance based system, trainees must complete the tasking in the PTB to become qualified as a FDUL.

### C. FDUL Field Guide

The Field Guide can also be used as a reference when on assignments.



## Food Unit Leader, S-357

### Unit 1 – Information about the Assignment

#### OBJECTIVES:

Upon completion of this unit, students will be able to:

1. List items of a FDUL kit and describe the purpose of the kit.
2. Explain the importance of the briefing by the logistics section chief and list topics to be covered by this briefing.
3. List items found in the Incident Action Plan (IAP) that affect the food unit.



## I. FOOD UNIT LEADER KIT

Kit should be assembled and prepared prior to receiving an assignment. Kit should contain critical items needed for functioning during the first 48 hours. Kit must be easily transportable and within agency weight limitation.

- Proof of incident qualifications (Red Card)
- Unit Leader PTB, PMS 311-34
- Fireline Handbook, PMS 410-1, NFES 0065
- National Mobile Food Services Contract ([www.fs.fed.us/fire/contracting](http://www.fs.fed.us/fire/contracting))
- Incident Response Pocket Guide, PMS 461, NFES 1077

National Mobile Food Services Contract forms:

- 1276 A, Interagency Mobile Food Services Daily Meal Order/Invoice, NFES 2052
- 1276 B, Interagency Mobile Food Services Daily Meal Order/Invoice Continuation, NFES 2053
- 1276 E, Interagency Mobile Food Services Performance Evaluation, NFES 0822
- 1276 H, Interagency Mobile Food Services Performance Evaluation, Continuation, NFES 2852

Miscellaneous documentation forms:

- ICS 213, General Message, NFES 1336
- ICS 214, Unit Log, NFES 1337
- ICS 226, Individual Performance Rating, NFES 2074
- SF 261, Crew Time Report, NFES 0891 or OF 288, Emergency Firefighter Time Report, NFES 0866 (or other agency specific time report forms)
- OF 297 Emergency Equipment Shift Ticket, NFES 0872
- Food Service Request (National Mobile Food Services Contract, National Mobilization Guide)
- Agency/local area specific forms (requisition forms, Emergency Equipment Rental Agreements [EERA])

Miscellaneous Items (optional):

- Assorted pens
- Pencils
- Markers/highlighters
- Thumbtacks
- String tags
- Pads of paper
- Clipboard
- Masking/strapping tape

- Duct tape
- Envelopes
- Surveyor flagging
- File system supplies
- Hole punch
- Utility knife
- Calculator
- Counter, handheld
- Thermometers (food and freezer temperature)
- Flashlight (extra batteries)
- Alarm clock
- Camera
- Calendar
- Tape measure
- Insect repellent
- Local area maps, road atlas
- Laptop computer
- No Smoking signs, NFES 0177 (or in Incident Base Sign Kit, NFES 1031)

## II. MOBILIZATION AND ARRIVAL AT THE INCIDENT

- A. Upon activation gather information to assess the incident assignment:
  - 1. Establish situation awareness pertinent to your assignment, i.e., current situation.
  - 2. Reporting location
  - 3. Expected duration of assignment
  - 4. Contact phone number
  - 5. Travel instructions
  - 6. Anything else?
  
- B. Upon arrival at the incident and throughout the assignment:
  - 1. Arrive at the incident and check in.
  - 2. Establish and maintain a positive interpersonal and interagency working relationship.
  - 3. Provide for safety and welfare of assigned personnel.

### III. BRIEFING FROM LOGISTICS SECTION CHIEF

- A. Local administrative guidelines
- B. Expectations and section operating procedures
- C. Workspace (kitchen, eating area, handwashing area)
- D. Work schedules (serving times, operational periods)
- E. Logistical information (eating, sleeping, shower hours)
- F. Ordering process
- G. Support services
- H. Equipment, supplies, transportation
- I. Safety hazards
- J. Planning meeting information

Will you attend the planning meetings or will the information be brought back by the logistics section chief?

- K. Resources assigned and ordered for the incident and the food unit
- L. Assigned Contracting Officer's Technical Representative (COTR)
- M. Assigned Mobile Food Services unit contractor, if applicable
- N. Any other information (meal counts)?

#### IV. SUPPLIES, MATERIALS, PERSONNEL, AND DOCUMENTATION

##### A. Supplies and Materials

Order supplies and materials using established ordering procedures.

- Maintain quantities of forms, supplies, and materials at a level to prevent shortage of any basic needed items.
- Acquire two-way radio if needed (logistic net).
- Evaluate food unit resources throughout the incident and order, cancel, and release as appropriate.

##### B. Extra Food Unit Personnel

- Refrigerator manager
- Meal counter
- Supplemental manager

##### C. ICS 213, General Message Form

- Actions taken; for example, the second notice to the contractor on a health and safety issue (such as a loose hand rail).
- Agreements made; for example, the numbers of meals ordered.
- Acceptance of orders; for example, receipt of lunches ordered.

##### D. ICS 214, Unit Log

- Completed and submitted daily
- Significant activities or events
- Issues

## V. INCIDENT ACTION PLAN

- A. Operational period schedule (time frames)
- B. Divisions
- C. Numbers of personnel
- D. Resource locations (camps, drop points, staging areas, numbers, hot cans)
- E. Incident map
- F. Communications Plan (ICS 205)
- G. Transportation Plan
- H. Medical Plan (ICS 206)
- I. Air Operations Summary (ICS 220)
- J. Safety concerns/hazards
- K. Weather

From the initial call, to reading the IAP, the FDUL is gathering information to formulate a plan for the food unit operation.

## **EXERCISE: Incident Action Plan**

Use the Twins Fire IAP on pages 1.11 – 1.26 to answer the following questions. Choose a spokesperson and be prepared to present your solutions in 15 minutes.

1. How many feeding locations are identified?
2. What method of feeding will be used at each site identified?
3. What is the total number of personnel of the incident (estimation)?
4. What time will you need to start serving breakfast?
5. List three people you will coordinate with during this operational period that will be most important to successfully accomplish your job as FDUL (include position and name).
6. What time do you anticipate closing down the kitchen for the night?

# **Twins Fire Incident Action Plan**

**July 16, 20xx  
0600 - 1800**

<b>INCIDENT OBJECTIVES</b>	1. Incident Name <b>TWINS</b>	2. Date <b>JULY 15, 20XX</b>	3. Time <b>2300</b>
4. Operational Period <b>JULY 16, 20XX      0600 TO 1800</b>			
5. General Control Objectives for the Incident (include alternatives) <b>Management Objectives :</b> <b>PROVIDE FOR COMPREHENSIVE MEDIA AND COMMUNITY INFORMATION PROGRAMS THROUGHOUT THE INCIDENT.</b> <b>CONDUCT ALL MANAGEMENT ACTIVITIES IN A COST EFFECTIVE MANNER.</b> <b>ENSURE ALL DOCUMENTATION IS ACCURATE AND FILED APPROPRIATELY.</b>  <b>Operational Objectives :</b> <b>PROVIDE FOR FIREFIGHTER AND PUBLIC SAFETY AT ALL TIMES.</b> <b>CONTAIN THE INCIDENT NORTH OF TWIN PEAK, EAST OF ROARING RIVER, SOUTH OF TWIN LAKE, AND WEST OF MUD ROAD.</b> <b>ENSURE SUPPRESSION ACTIONS ARE CONSISTENT WITH LOCAL MANAGEMENT PLANS.</b> <b>PROVIDE PROTECTION FOR ENVIRONMENTALLY SENSITIVE AREAS.</b>			
6. Weather Forecast for Period <b>TEMP 85-95 DEGREES</b> <b>RH 15-18%</b> <b>DEW POINT 40-50%</b> <b>WINDS SOUTH TO SOUTHWEST 10-15 WITH GUSTS TO 20</b> <b>POSSIBILITY OF AFTERNOON THUNDERSTORMS WITH LITTLE RAIN EXPECTED.</b>			
7. General Safety Message <b>BE ALERT AT ALL TIMES AND ENSURE LCES IS FOLLOWED. MAINTAIN PERSONNEL ACCOUNTABILITY AT ALL TIMES.</b> <b>BE ALERT FOR CHANGING WEATHER CONDITIONS AND THE POSSIBILITY OF SUDDEN AND ERATIC FIRE BEHAVIOR.</b> <b>SPOTTING POTENTIAL WILL BE HIGH DURING THE AFTERNOON. ENSURE ALL PERSONNEL STAY WELL HYDRATED THROUGHOUT THE OPERATIONAL PERIOD.</b>			
<b>8. Attachments (mark if attached)</b>			
<input checked="" type="checkbox"/> <b>Organization List - ICS 203</b> <input checked="" type="checkbox"/> <b>Medical Plan - ICS 206</b> <input checked="" type="checkbox"/> <b>(Other) WEATHER FORECAS</b> <input checked="" type="checkbox"/> <b>Div. Assignment Lists - ICS 204</b> <input checked="" type="checkbox"/> <b>Incident Map</b> <input checked="" type="checkbox"/> <b>SAFETY MESSAGE</b> <input checked="" type="checkbox"/> <b>Communications Plan - ICS 205</b> <input type="checkbox"/> <b>Traffic Plan</b> <input checked="" type="checkbox"/> <b>AIR OPS SUMMARY</b>			
9. Prepared by (Planning Section Chief) <b>B. WATERBURY</b>		10. Approved by (Incident Commander) <b>H. HUGHES</b>	

ICS 202

ORGANIZATION ASSIGNMENT LIST			9. Operations Section		
<b>1. Incident Name</b>			<b>Op's Chief</b>		
TWINS			J. ROBERTSON		
<b>2. Date</b>			<b>Deputy</b>		
JULY 15, 20XX		<b>3. Time</b>	H. WOOD		
		2300	<b>a. Branch I</b>		
<b>4. Operational Period</b>			Branch Director		
JULY 16, 20XX 0600-1800			Deputy		
<b>Position</b>		<b>Name</b>		Division/Group	
<b>5. Incident Commander and Command Staff</b>			A A. JACKSON		
Incident Commander		H. HUGHES		Division/Group	
Deputy		L. BROWN		B I. TYSON	
Safety Officer		C. WHITLOCK		Division/Group	
Information Officer		B. KENNEDY		C A. HERSHEY	
Liaison Officer		H. CROFT		Division/Group	
<b>6. Agency Representative</b>			D T. UNDERWOOD		
Agency		Name		Division/Group	
STATE		J. CARSON		E R. ALLEN	
COUNTY SHERIFF		J. WEBB		Staging Area	
				PEAK R. STEWART	
<b>7. Planning/Intelligence Section</b>			<b>b. Branch II</b>		
<b>Plans/Intel Chief</b>		B. LATAPIE		Branch Director	
<b>Deputy</b>		R. HUSTON		Deputy	
Resources Unit		R. WHITE		Division/Group	
Situation Unit		D. SMITH		Division/Group	
Documentation Unit		R. DEVLIN		Division/Group	
Demobilization Unit		L. DEVON		Division/Group	
<b>Technical Specialists</b>		D. LOUDER		Division/Group	
Human Resources		H. STERN		Staging Area	
Training		B. TERRY			
GIS		J. HALL			
<b>Fire Behavior</b>		B. WALKER			
<b>WX</b>		J. STEELE			
<b>8. Logistics Section</b>			<b>c. Branch III</b>		
<b>Logistics Chief</b>		E. RYAN		Branch Director	
<b>Deputy</b>		S. LUNDGREN		Deputy	
Supply Unit		G. COOKE		Division/Group	
Facilities Unit		L. ABERNATHY		Division/Group	
Ground Support Unit		W. THOMPSON		Division/Group	
Communications Unit		D. CLARK		Division/Group	
Medical Unit		P. RHINEHART		Division/Group	
Food Unit		P. HADDAD		Staging Area	
			<b>d. Air Operations Branch</b>		
			Air Operations Branch Director		
			M. DUDELY		
			Air Tactical Supervisor		
			W. MONROE		
			Air Support Supervisor		
			B. DELMONTE		
			Helicopter Coordinator		
			H. STREN		
			Air Tanker Coordinator		
			J. FORD		
<b>10. Finance/Administration Section</b>					
<b>Finance/Admin. Chief</b>			E. IBISON		
<b>Deputy</b>			L. HOLDER		
Time Unit			B. LINDQUIST		
Procurement Unit			N. DUDDY		
Compensation/Claims Unit			B. RIGGS		
Cost Unit			K. SLATER		
Prepared by (Resource Unit Leader)					

DIVISION ASSIGNMENT LIST		1. Branch		2. Division/Group			
		-		A			
3. Incident Name TWINS		4. Operational Period Date: JULY 16 Time: 0600-1800					
5. Operations Personnel							
Operations Chief	J.ROBERTSON	Division/Group Supervisor	A. JACKSON				
Branch Director	NA	Air Attack Supervisor No.	W. MONROE				
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off Pt/Time	Pick Up Pt/Time		
REDMOND HOTSHOTS	A.JONES	20	N	DP1/0600	DP1/1800		
SAN CARLOS 2	P.GOMEZ	18	Y	DP2/0600	DP2/1800		
SAN CARLOS 3	S.SUAREZ	18	Y	DP2/0600	DP2/1800		
ASOF	G.RHINEHART	1	N	DP2/0600	DP2/1800		
7. Control Operations REDMOND HOTSHOTS TO CONSTRUCT 3 FT HANDLINE FROM DP1 TO DP2 AND BEGIN MOPPING UP TO 50 FT INSIDE THE LINE. SAN CARLOS 2 AND 3 TO CONSTRUCT 3 FT HANDLINE FROM DP2 TO THE ROARING RIVER AND ANCHOR LINE. BEGIN MOPPING UP 50 FT INSIDE THE BURN.							
8. Special Instructions BE ALERT FOR SPOT FIRES AND ENSURE ESCAPE ROUTES ARE CLEARLY MARKED AND KNOWN. ENSURE THAT ALL PERSONNEL STAY WELL HYDRATED. BE ALERT FOR SIGNS OF HEAT STRESS. FOLLOW PROCEDURES IDENTIFIED IN THE MEDICAL PLAN IN THE EVENT OF A MEDICAL EMERGENCY.  ALL CREWS SHOULD PICK UP LUNCHES AND WATER PRIOR TO DEPARTING BASE. HANDTOOLS WILL BE AVAILABLE FOR THE SAN CARLOS CREWS AT DP2.							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command	158.150	King NIFC	1	Logistics	158.225	King NIFC	4
Tactical Div/Group	172.000	King NIFC	6	Air to Ground	170.125	King NIFC	3
Prepared by (Resource Unit Leader) R. WHITE		Approved by (Planning Section Chief) B. LATAPIE		Date 7/15/20XX		Time 2300	

ICS 204

NFES 1328

<b>DIVISION ASSIGNMENT LIST</b>		1. Branch -		2. Division/Group B			
3. Incident Name TWINS		4. Operational Period Date: JULY 16 Time: 0600-1800					
5. Operations Personnel							
Operations Chief	J. ROBERTSON	Division/Group Supervisor	I. TYSON				
Branch Director	NA	Air Attack Supervisor No.	W. MONROE				
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off Pt/Time	Pick Up Pt/Time		
WARM SPRINGS HS	G. COOKE	20	N	HELIBASE/0600	TWIN SPIKE CAMP		
REDDING HS	T. HATCHER	20	N	HELIBASE/0600	TWIN SPIKE CAMP		
LAGUNA HS	D. BALDRIDGE	20	N	HELIBASE/0600	TWIN SPIKE CAMP		
ASOF	H. LEWIS	1	N	HELIBASE/0600	TWIN SPIKE CAMP		
7. Control Operations CREWS TO CONSTRUCT 3 FT HANDLINE FROM HELISPOT 1 TO TWIN SPIKE CAMP. CREWS TO SPIKE OUT FOR TWO DAYS AND CONTINUE LINE CONSTRUCTION AND MOP-UP FROM SPIKE CAMP ALONG THE TWINS PEAK RIDGE TOWARDS ROARING RIVER.							
8. Special Instructions BE AWARE OF THE POSSIBILITY OF AFTERNOON THUNDERSTORMS. CREWS TO BRING DAY PACKS AND PLAN TO SPIKE OUT FOR 2 DAYS. PERSONAL GEAR WILL BE DROPPED OFF AT HELIBASE AND WILL BE DELIVERED TO SPIKE CAMP IN THE AFTERNOON. LUNCHES AND MEALS WILL BE DELIVERED TO SPIKE CAMP. CREWS SHOULD FLY-IN MRE'S IN CASE AIR OPS ARE SUSPENDED DURING THUNDERSTORMS.							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command	158.150	King NIFC	1	Logistics	158.225	King NIFC	4
Tactical Div/Group	172.150	King NIFC	7	Air to Ground	170.125	King NIFC	3
Prepared by (Resource Unit Leader) R. WHITE		Approved by (Planning Section Chief) B. LATAPIE		Date 7/15		Time 2300	

ICS 204

NFES 1328

<b>DIVISION ASSIGNMENT LIST</b>		1. Branch -		2. Division/Group C			
3. Incident Name TWINS		4. Operational Period Date: JULY 16 Time: 0600-1800					
5. Operations Personnel							
Operations Chief	J. ROBERTSON	Division/Group Supervisor	A. HERSHEY				
Branch Director	NA	Air Attack Supervisor No.	W. MONROE				
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off Pt/Time	Pick Up Pt/Time		
ENGINE STRIKE TEAM 4	G.TAFT	16	N	DP7/0600	DP7/1800		
WATERTENDER 6	G.FORD	1	N	DP7/0600	DP7/1800		
SAN CARLOS 4	P.SMITH	18	Y	DP7/0600	DP7/1800		
SAN CARLOS 5	P.HERNANDEZ	18	Y	DP7/0600	DP7/1800		
ASOF	C.HURT	1	N	DP7/0600	DP7/1800		
7. Control Operations ENGINE STRIKE TEAM TO PREP MUD ROAD SOUTH OF TWIN LAKE FOR BURN-OUT OPERATION. WATERTENDER TO SUPPORT ENGINES. CREWS TO PREP AREA FOR BURN-OUT AND CONDUCT BURNOUT OPERATIONS AS DIRECTED BY DIVS.							
8. Special Instructions ENGINE STRIKE TEAM 4 = MHF-101, MHF-102, MHF-103, MHF-104, MHF-105							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command	158.150	King NIFC	1	Logistics	158.225	King NIFC	4
Tactical Div/Group	172.175	King NIFC	8	Air to Ground	170.125	King NIFC	3
Prepared by (Resource Unit Leader) R. WHITE		Approved by (Planning Section Chief) B. LATAPIE		Date 7/15		Time 2300	

ICS 204

NFES 1328

<b>DIVISION ASSIGNMENT LIST</b>		1. Branch -		2. Division/Group D			
3. Incident Name TWINS		4. Operational Period Date: JULY 16 Time: 0600-1800					
5. Operations Personnel							
Operations Chief	J. ROBERTSON	Division/Group Supervisor		T. UNDERWOOD			
Branch Director	NA	Air Attack Supervisor No.		W. MONROE			
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off Pt/Time	Pick Up Pt/Time		
WWF ENGINE 250	R.HAWKINS	4	N	DP8/0600	DP8/1800		
WWF ENGINE 251	B.LUND	4	N	DP8/0600	DP8/1800		
WATERTENDER 8	C.GRIPP	1	N	DP8/0600	DP8/1800		
PATRICK CREW 5	D.JACKSON	18	N	DP8/0600	DP8/1800		
PATRICK CREW 6	S.SCHMIDT	18	N	DP8/0600	DP8/1800		
7. Control Operations ENGINES AND CREWS TO PREP AND BURNOUT MUD ROAD FROM THE D/C JUNCTIONS TOWARDS THE D/E JUNCTION. COORDINATE BURN-OUT OPERATIONS WITH DIV C. REQUEST AIR SUPPORT AS NEEDED TO KEEP FIRE ON EAST SIDE OF MUD ROAD.							
8. Special Instructions ALL CREWS TO PICK UP WATER AND LUNCHES PRIOR TO LEAVING CAMP.  BE AWARE OF THE AFTERNOON THUNDERSTORM THREAT.  FOLLOW EMERGENCY MEDICAL PROCEDURES AS OUTLINED ON MEDICAL PLAN.							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command	158.150	King NIFC	1	Logistics	158.225	King NIFC	4
Tactical Div/Group	172.200	King NIFC	9	Air to Ground	170.225	King NIFC	3
Prepared by (Resource Unit Leader) R. WHITE		Approved by (Planning Section Chief) B. LATAPIE		Date 7/15		Time 2300	

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<b>DIVISION ASSIGNMENT LIST</b>		1. Branch -		2. Division/Group E			
3. Incident Name TWINS		4. Operational Period Date: JULY 16 Time: 0600-1800					
5. Operations Personnel							
Operations Chief	J. ROBERTSON	Division/Group Supervisor	R. ALLEN				
Branch Director	NA	Air Attack Supervisor No.	W. MONROE				
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator	Leader	Number Persons	Trans. Needed	Drop Off Pt/Time	Pick Up Pt/Time		
WWF ENGINE 255	R.BARNETT	4	N	DP9/0600	DP9/1800		
WWF ENGINE 257	B.HOGG	4	N	DP9/0600	DP9/1800		
WATERTENDER 10	C.DANIELS	1	N	DP9/0600	DP9/1800		
PATRICK CREW 7	A.HYDE	18	N	DP9/0600	DP9/1800		
PATRICK CREW 8	H.ALLUM	18	N	DP9/0600	DP9/1800		
7. Control Operations ENGINES AND CREWS TO PREP AND BURNOUT MUD ROAD FROM THE D/E JUNCTIONS TOWARDS THE E/A JUNCTION. COORDINATE BURN-OUT OPERATIONS WITH DIV D. REQUEST AIR SUPPORT AS NEEDED TO KEEP FIRE ON EAST SIDE OF MUD ROAD.							
8. Special Instructions ALL CREWS TO PICK UP WATER AND LUNCHES PRIOR TO LEAVING CAMP.  BE AWARE OF THE AFTERNOON THUNDERSTORM THREAT. FOLLOW EMERGENCY MEDICAL PROCEDURES AS OUTLINED ON MEDICAL PLAN.							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command	158.150	King NIFC	1	Logistics	158.225	King NIFC	4
Tactical Div/Group	172.225	King NIFC	10	Air to Ground	170.225	King NIFC	3
Prepared by (Resource Unit Leader) R. WHITE		Approved by (Planning Section Chief) B. LATAPIE		Date 7/15		Time 2300	

ICS 204

NFES 1328

<b>DIVISION ASSIGNMENT LIST</b>		1. Branch -		2. Division/Group PEAK STAGING			
3. Incident Name TWINS		4. Operational Period Date: JULY 16 Time: 0600-1800					
5. Operations Personnel							
Operations Chief		J. ROBERTSON		Division/Group Supervisor		R. STEWART	
Branch Director		NA		Air Attack Supervisor No.		W. MONROE	
6. Resources Assigned this Period							
Strike Team/Task Force/ Resource Designator		Leader		Number Persons	Trans. Needed	Drop Off Pt/Time	Pick Up Pt/Time
WWF ENGINE 260		R.ANDRNG		4	N	PEAK STAGING	PEAK STAGING
WWF ENGINE 261		J.SWANKE		4	N	PEAK STAGING	PEAK STAGING
WATERTENDER 12		E.DANIELS		1	N	PEAK STAGING	PEAK STAGING
NORTH TREE CREW 6		M.TWAIN		18	N	PEAK STAGING	PEAK STAGING
NORTH TREE CREW 7		H.FINN		18	N	PEAK STAGING	PEAK STAGING
7. Control Operations ENGINES AND CREWS TO MAINTAIN 2 MINUTE GET-AWAY STATUS AND BE PREPARED TO ASSIST WITH PREP AND BURNOUT ALONG MUD ROAD. COORDINATE RESPONSE WITH DIVS D AND E.							
8. Special Instructions ALL CREWS TO PICK UP WATER AND LUNCHES PRIOR TO LEAVING CAMP.  BE AWARE OF THE AFTERNOON THUNDERSTORM THREAT. FOLLOW MEDICAL PROCEDURES AS OUTLINED IN MEDICAL PLAN.							
9. Division/Group Communication Summary							
Function	Frequency	System	Channel	Function	Frequency	System	Channel
Command	158.150	King NIFC	1	Logistics	158.225	King NIFC	4
Tactical Div/Group	BY DIVS	King NIFC		Air to Ground	170.225	King NIFC	3
Prepared by (Resource Unit Leader) R. WHITE		Approved by (Planning Section Chief) B. LATAPIE			Date 7/15		Time 2300

ICS 204

NFES 1328

INCIDENT RADIO COMMUNICATIONS PLAN		Incident Name TWIN			Date/Time Prepared 7/15 2300		Operational Period Date/Time 7/16 0600-1800				
Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq	N or W	RX Tone/NAC	TX Freq	N or W	Tx Tone/NAC	Mode A, D or M	Remarks
1	COMMAND	1	COM REPEAT	158.150		110	158.175		110	A	TWIN PEAK REPEATER
2	AIR/AIR	2	AIR	116.150		-	116.150		-	A	DIRECT
3	AIR/GROUND	3	AIR	170.125		-	170.125		-	A	DIRECT
4	LOGISTICS	4	LOGISTICS	158.225		-	158.225		-	A	DIRECT
5	OPERATIONS	5	OPS REPEAT	158.250		105	158.275		105	A	TWIN PEAK REPEATER
6	DIVS A	6	TACTICAL	172.000		-	172.000		-	A	DIRECT
7	DIVS B	7	TACTICAL	172.150		-	172.150		-	A	DIRECT
8	DIVS C	8	TACTICAL	172.175		-	172.175		-	A	DIRECT
9	DIVS D	9	TACTICAL	172.200		-	172.200		-	A	DIRECT
10	DIVS E	10	TACTICAL	172.225		-	172.225		-	A	DIRECT
11											
12											
13											
14											
15											
16											
Prepared by (Communications Unit) D.CLARK						Incident Location DNF County DESCHUTES		State OR		Latitude -- N Longitude -- W	

The convention calls for frequency lists to show four digits after the decimal place, followed by either an "N" or a "W", depending on whether the frequency is narrow or wide band. Mode refers to either "A" or "D" indicating analog or digital (e.g. Project 25) or "M" indicating mixed mode. All channels are shown as if programmed in a control station, mobile, or portable radio. Repeater and base stations must be programmed with the Rx and Tx reversed.

<b>MEDICAL PLAN</b>	1. INCIDENT NAME <b>TWINS</b>	2. DATE PREPARED <b>7/15</b>	3. TIME PREPARED <b>2300</b>	4. OPERATIONAL PERIOD <b>7/16 0600-1800</b>		
<b>5. INCIDENT MEDICAL AID STATION</b>						
MEDICAL AID STATIONS	LOCATION					PARA MEDICS? YES
TWINS BASE	MEDICAL UNIT, TWIN BASE					<input checked="" type="checkbox"/>
PEAK STAGING	PEAK STAGING AREA					<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
<b>6. TRANSPORTATION</b>						
<b>A. AMBULANCE SERVICES</b>						
NAME	ADDRESS	PHONE	PARA MEDICS? YES			
AMR	125 S. REDMOND ROAD, BEND, OR	541-555-1234	<input checked="" type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
			<input type="checkbox"/>			
<b>B. INCIDENT AMBULANCES</b>						
NAME	LOCATION					PARA MEDICS? YES
AMR	MEDICAL UNIT, TWIN BASE					<input checked="" type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>
<b>7. HOSPITALS</b>						
NAME	ADDRESS	PHONE	TRAVEL TIME	TRAUMA CENTER? YES	HELIPAD ? YES	BURN CENTER? YES
BEND GENERAL	225 S. REDMOND	541-555-5215	30 MIN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
REDMOND MEMORIAL	180 N. DESCHUTES	541-555-5300	45 MIN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
				<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. MEDICAL EMERGENCY PROCEDURES</b>						
<p>IN THE EVENT OF A MEDICAL EMERGENCY, CONTACT NEAREST AID STATIONS FOR ASSISTANCE. NOTIFY DIRECT SUPERVISOR. SUPERVISOR TO NOTIFY ICP AND MEDICAL UNIT. MEDICAL UNIT WILL REPEND NEAREST ALS UNIT AND CONTACT AIR OPS. ICP WILL NOTIFY OPERATIONS, SAFETY, AND FINANCE.</p>						
9. PREPARED BY (MEDICAL UNIT LEADER) <b>P. RHINEHART</b>				10. REVIEWED BY (SAFETY OFFICER) <b>C. WHITLOCK</b>		



# WEATHER FORECAST

Discussion: Strong possibility exists for afternoon thunderstorms in the area of Twin Peak Ridge. Possibility of dry lightning later in the afternoon with limited precipitation. Expect strong downdrafts in the area of the thunderstorm. Humidities will be low with little recovery during the evening.

Today:

Temperature: 85-95  
Relative Humidity: 15-18%  
Winds: South to Southwest  
Wind Speed: 10-15 mph with gusts to 25

Tonight:

Temperature: 75-80  
Relative Humidity: 20-25%  
Winds: South to Southwest  
Wind Speed: Light and variable, except in the area of thunderstorms

Tomorrow: Little change expected for the next 3 days. Decreasing possibility of afternoon thunderstorms. Winds will remain from the south-southwest and will be light and variable.

# GENERAL SAFETY MESSAGE

WITH THE WARM AND DRY CONDITIONS, PERSONNEL MAY QUICKLY EXPERIENCE HEAT STRESS AND/OR STROKE. ALL PERSONNEL MUST BE ALERT TO THE SIGNS AND ENSURE THAT THEY STAY WELL HYDRATED THROUGHOUT THE OPERATIONAL PERIOD. RECOMMEND THAT ELECTROLITE REPLACEMENTS BE USED AT A 50/50 RATIO WITH WATER.

DURING THE AFTERNOONS, THERE IS A POSSIBILITY OF THUNDERSTORMS WITH THE POTENTIAL FOR DRY LIGHTNING. ALL PERSONNEL MUST STAY VIGILANT FOR THIS AND SEEK THE APPROPRIATE SHELTER IF THE STORMS APPROACH. ANTICIPATE STRONG DOWNDRAFTS FOR THE THUNDERHEADS AND ERRATIC FIRE BEHAVIOR. ENSURE THAT ALL ESCAPE ROUTES AND SAFETY ZONES ARE PROPERLY MARKED AND KNOWN.

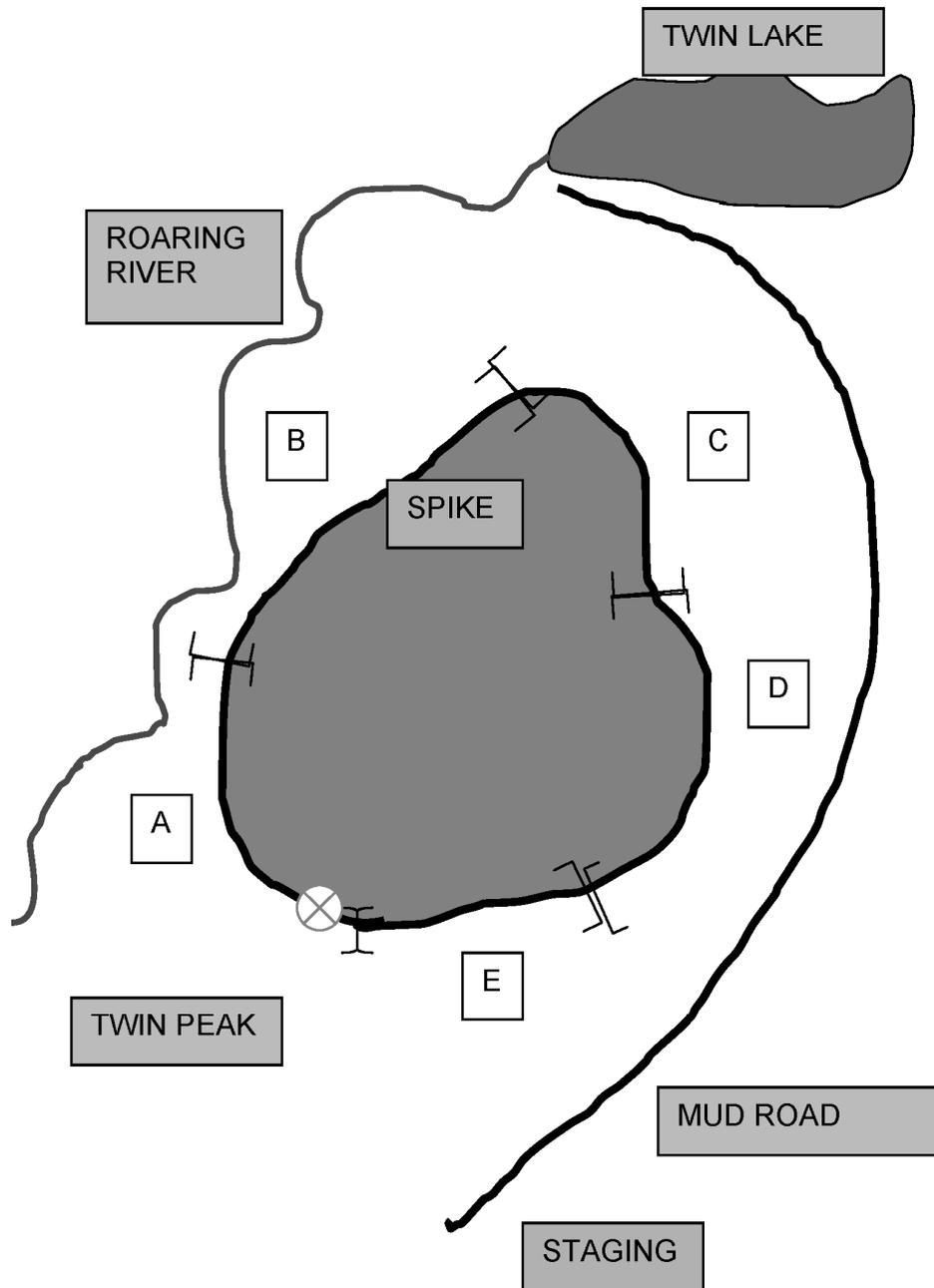
WE CAN ANTICIPATE THAT THIS INCIDENT WILL GO ON FOR SOME TIME, SO SUPERVISORS SHOULD CONTINUALLY INSPECT THEIR PERSONNEL FOR FATIGUE AND ENSURE THAT THEY REST AND EAT PROPERLY.

MEDICAL UNIT HAS BEEN ESTABLISHED AND VITAMINS ARE AVAILABLE FOR ALL RESPONDERS. ENSURE THAT MINOR MEDICAL ISSUES ARE DEALT WITH IMMEDIATELY.

ALL DRIVERS WILL DRIVE WITH THEIR HEADLIGHTS ON AT ALL TIMES AND ENSURE THAT SEATBELTS ARE WORN BY ALL OCCUPANTS. KEEP WINDSHIELDS CLEAN AND INSPECT VEHICLES BEFORE DRIVING.

# TWINS FIRE

7/16 0600-1800





## Food Unit Leader, S-357

### Unit 2 – Coordination, Collaboration, and Communication

#### OBJECTIVES:

Upon completion of this unit, students will be able to:

1. Describe how to organize and supervise the Food Unit.
2. Identify the appropriate ICS unit or section to coordinate with.
3. Describe the process used for determining critical resource information.



## I. ORGANIZE/SUPERVISE FOOD UNIT

A. Brief and keep staff informed and updated. Ensure expectations are communicated and understood.

- Refrigeration manager
- Camp crew personnel

Unit staff could include personnel to manage the refrigeration unit and dispense supplementals.

B. Ensure safety standards and procedures are met for personnel working in the food unit.

- Mitigate potentially hazardous situations.
- Conduct safety briefings with assigned personnel.
- Ensure work/rest guidelines are met.

C. Coordinate unit schedules and feeding timeframes.

D. Assign and monitor work assignments.

E. Review and approve time reports.

F. Develop teamwork to maintain positive interpersonal relationships.

G. Evaluate performance of food unit personnel and complete personnel performance rating per agency policy.

H. Brief relief personnel (personnel timing out or transfer of command).

I. Food unit staff roles and responsibilities.

## II. COORDINATION WITH OTHER FUNCTIONAL AREAS

### A. Logistics Section Chief

1. Discuss schedules and changes.
2. Discuss transporting food to isolated camps or meeting timeframes.
3. Discuss information during the planning process that could affect the food unit.
4. Discuss specific agency restrictions that could affect food procurement or ordering (when working with state, county, or municipal organizations).
5. Participate in logistics section planning activities, such as the planning meetings (if deemed necessary by the logistics section chief).

### B. Facilities Unit Leader

1. Determine space and facilities needed for kitchen and feeding area setup (make sure to plan for expansion).
2. Coordinate handwashing facilities locations and placement of portable toilets so they are not too close to the kitchen or eating area.
3. Develop and coordinate a schedule for removal of garbage, gray water, recycling, equipment maintenance and servicing.
4. Develop schedule for potable water.
5. Plan for disposal of HazMat (grease).
6. Develop a schedule for dust abatement around the food unit.
7. Make adjustments to eliminate bottlenecks in foot traffic flow.

8. Initiate and establish security for food unit.
9. Control areas of congregation in the food area (information board and condiments being located in the same area).

C. Ground Support Unit Leader

1. Anticipate transportation (ground) for food service. Give as much lead time as possible.
2. If equipment is going to be used that is not on contract, request assistance for inspection.
3. Schedule for fueling and servicing of equipment in the food unit where the government is responsible.
4. Ensure contractor is properly charged for services received (fuel, maintenance).

D. Supply Unit Leader

Establish initial and standing orders as determined by agency protocol:

1. Obtain required agency forms used for placing orders and proper documentation.
2. Obtain time schedules for placing orders.
3. Determine turnaround time (could be critical to your operation).
4. Coordinate with receiving and distribution and ordering manager.
5. Designate who is to receive and inventory orders. When making supplemental orders for the food unit through the supply unit, discuss with the receiving and distribution manager who will be responsible to sign and inventory the receipt of supplies.

E. Communications Unit Leader

1. How are messages delivered?
2. Who receives messages?
3. How does camp communication work?
4. Know restrictions on communication systems which could cause delays in ordering supplies from sources.

F. Medical Unit Leader

It is critical for the FDUL and the medical unit leader to communicate. Food handlers cannot continue to work in the food unit with a communicable disease.

1. Be informed of any sickness that could be the result of the food.
2. Be informed of any sickness of personnel involved in handling or serving food.
3. Use the medical unit staff expertise in sanitation.

G. Operations Section

1. Keep informed of changes in crew schedules regarding returning or leaving camp.
2. Obtain feedback on performance of food services.

H. Air Operations

1. Timeframes for helicopter use in transporting food to outlying areas. This should be done prior to the start of the operational period.
2. Packing requirements for transport to remote locations.

## **EXERCISE: Close Kitchen Before 2230**

What if crews will be coming in after 2230 due to a burnout operation and you want to close the kitchen at 2200? What might be your options?

### **I. Planning Section**

1. Keep informed of changes in personnel locations/numbers; adjust number of meals ordered as necessary.
2. Make adjustments to feeding schedules as necessary.
3. Keep informed of demobilization schedules.

### **J. Finance/Administration Section**

1. Submit all required reports for rental equipment or contract problems (personnel time, shift tickets).
2. Submit invoices for operating the kitchen unit (1276A/B, fuel tickets).
3. Keep finance informed of any issues that could affect payments to the vendor.

### **K. Safety Officer**

1. Solicit assistance for identifying safety hazards in the kitchen/serving/eating area.
2. Identify HazMat concerns (grease).

### III. CRITICAL RESOURCE INFORMATION REGARDING MEAL COUNTS AND DISTRIBUTION

One of the most difficult tasks for the FDUL is to obtain correct numbers to feed. The importance of this is emphasized in Unit 5, National Contract Administration.

#### A. Contacts for Numbers of Personnel on Incident

The following is not an all inclusive list, but a guideline of contacts regarding meal count numbers.

1. Logistics Section Chief
  - Ordering manager
2. Operations Section Chief
  - Air operations branch director
3. Planning Section
  - Resources unit leader
  - I-Suite report
  - ICS 209, Incident Status Summary
  - Locator card file (T-Card)

#### B. Contacts Prior to Closing Kitchen

Final check to ensure that all crews are off the line and in camp prior to shutting the kitchen down after the morning/evening meal.

Use the IAP as a tool and validate all information.

1. Operations section
2. Logistics section
3. Planning section
4. Air operations section

## **EXERCISE: Coordination, Collaboration, Communication**

### Scenario:

Homer Hanky Fire has been burning for 3 days; it has gone from 100 acres to 1,000 acres. A Type 2 Team from Oregon came in at 1600 July 17. The mobile food services contractor showed up to serve the first meal at 1800 on July 17.

The camp population for breakfast on July 18 was 500 people. At the planning meeting at 0800 July 18, the operations section chief talked about setting up two remote camps for July 19. An additional 10 crews have been ordered for 1800 on July 18.

The logistics section chief advises the FDUL to start planning for the two isolated fly-in remote camps for the 19, which will facilitate the 10 additional crews equaling to approximately 200 people for the 2 camps. Security noted that black bear sightings were reported.

### Question:

Who will the FDUL coordinate and communicate with regarding meal counts and managing food services? List the units/sections the FDUL would interact with and the items to be discussed.



Food Unit Leader, S-357

Unit 3 – General Information

OBJECTIVES:

Upon completion of this unit, students will be able to:

1. Describe actions necessary by the FDUL for a successful hot can operation.
2. Discuss procedures for staffing and operating a refrigeration unit.
3. Discuss the location of handwashing station and portable toilets to improve the sanitation of the food unit.
4. Discuss the considerations for recycling and HazMat.



## I. HOT CANS

Used when there is a need for meals to be served in remote locations. These containers are one-time use only and cannot be reused for delivering food.

### A. Ordering

1. Coordinate with the supply unit to ensure proper amount of hot cans are available or ordered. Rule of thumb: 20 containers per meal per 100 persons.
2. Coordinate with the supply unit to determine turnaround times (total time of order to the time of delivery).
3. Order hot can openers (or paint can openers) from cache.
4. Strapping tape, markers, labels, flagging.
5. Order ice chest for cold beverage transport.

### B. Organizing

1. Disbursement procedures
  - a. Color coding
  - b. Signs
  - c. Hot can manager (large hot can operations)
  - d. One driver per drop point
  - e. Label each box
  - f. Pallets per drop point
  - g. Check lists per drop point
  - h. Scales

2. Required components to follow up on:

- a. Serving utensils
- b. Condiments
- c. Paper plates
- d. Flatware
- e. Coffee (number of gallons needed)
- f. Cups

3. Transportation

Coordinate with ground support:

- a. Who (assign driver)
- b. What (appropriate vehicle such as box van, 4x4, etc.)
- c. When (pick up and delivery timeframes)
- d. Where
  - Drop point
  - Staging area
  - Helibase
  - Remote camp

4. Timeframes for caterer

- a. Multiple meal per drop point (hot can dinners and cold can breakfast or hot can breakfast and sack lunches).
- b. Date and time needed for pick up.

5. Other considerations that you may coordinate with your logistic section:
  - a. Drinking water (cubitainers, bottled water)
  - b. Supplementals
  - c. Strapping tape
  - d. Garbage bags
  - e. Food handling gloves
6. Helibase/para-cargo
  - a. Special packaging requirements

These requirements will come from the helibase personnel. **Communicate!**
  - b. Timeframes

## II. REFRIGERATION UNIT

The facilities unit leader manages the servicing schedule of the refrigeration storage unit.

Management of storage and distribution of lunches and supplementals:

- A. Order/Schedule Personnel
- B. Order a Thermometer for the Refrigeration Unit
  1. Document/monitor temperature on log.
  2. 41° or less.
  3. Three times a day.

C. Establish Distribution Procedures for Lunches

1. Separate vegetarian from meat lunches.
2. Monitor “consume by” date.
3. Monitor and manage inventory.
4. Dispose of perishable foods from outdated lunches; keep non-perishable items.

D. Supplementals

1. Ice

Rule of thumb: 2 pounds per person per day.

2. Water

- a. 3 to 5 gallons per person, per day.

- b. Cubitainers hold 5 gallons.

Water without chlorine can last 30 days, but most water has chlorine, so cubitainer can last 60 days if unopened.

3. Sport drinks

E. Re-supply Procedures

1. Sanitation procedures (bleach use).
2. Ordering, rotating inventory, monitoring and distributing.
3. No glass containers.
4. Plan for recycling.

F. Pallets for Storage

Store lunches and supplementals on pallets.

G. Stairs for the Refrigeration Unit

Work with facilities to provide stairs if not provided with the unit.

III. SANITATION

A. Location of Portable Toilets

Coordinate with facilities unit leader to:

1. Ensure portable toilets are dedicated exclusively for the mobile food services unit.
2. Ensure location of camp portable toilet is away from the eating area; close enough for easy access, but avoid placing upwind of eating area.
3. Schedule servicing during non-serving times.

B. Location of Handwashing Stations

Coordinate with facilities unit leader.

IV. RECYCLING AND HAZMAT

- Consider used hot cans for grease disposal.
- All recyclable materials on an incident are property of the host agency.
- Coordinate recycling effort with facilities unit and host agency.



Food Unit Leader, S-357

Unit 4 – Safe Food Handling

OBJECTIVE:

Upon completion of this unit, students will be able to:

- Describe safe food handling procedures.



## I. FOOD SAFETY

### A. Food-borne illness

A food-borne illness often shows itself as flu-like symptoms such as nausea, vomiting, diarrhea, or fever. Many people may not recognize the illness is caused by bacteria or other pathogens on food.

### B. Hazardous foods include:

- Milk and milk products
- Shellfish and crustacean
- Fish
- Eggs and egg products
- Beef, pork, lamb, and poultry
- Salad dressings
- Garlic-in-oil mixtures
- Sprouts and raw seeds
- Sliced melons
- Baked or boiled potatoes
- Butter and margarine
- Tofu
- Soy-protein products
- Cooked rice
- Cooked beans or other heat-treated plant foods

### C. Foods can become unsafe:

#### 1. Time-temperature abuse

- Bacteria multiplies rapidly over time doubling in number in as little as 20 minutes, most rapidly between the temperatures of 41°F and 140°F. This range of temperatures is often called the “Danger Zone.”
- The USDA Meat and Poultry Hotline advise consumers to never leave food out of refrigeration over two hours. If the temperature is above 90°F, food should not be left out more than one hour.

2. Cross-contamination

Cross-contamination is the transfer of harmful bacteria to food from other foods, cutting boards, utensils, etc., if they are not handled properly. This is especially true when handling raw meat, poultry, and seafood.

D. Prevention of food-borne illness:

1. Limit contamination by handling food wisely.
2. Inhibit growth by storing foods at the proper temperatures.
3. Kill bacteria by thoroughly cooking foods.

II. PROPER PERSONAL HYGIENE

- Hand washing
- Gloves
- Other hygiene concerns

III. RECEIVING AND STORAGE

A. Reject a Delivery

1. Broken boxes, leaky packages, or swollen or dented cans.
2. Large ice crystals on the food or box.
3. Signs of pests.
4. Dry foods that are wet or damp.
5. Food that has passed its expiration date.

## B. Thermometer Calibration and Use

Testing food temperature is the responsibility of the kitchen manager; however, the FDUL needs to know proper procedures.

Temperatures need to be checked at the beginning of each meal period and periodically throughout the meal (check temperature logs).

1. Thermometers should be calibrated regularly to make sure that the readings are correct.
  - a. Wash, rinse, sanitize, and air dry thermometers before and after each use to prevent cross contamination.
  - b. Wait at least fifteen seconds from the time the thermometer needle stops moving before reading the temperature.
2. How to use the thermometer for:
  - a. Meat  
  
Insert thermometer directly into thickest part of the product.
  - b. Packaged food  
  
Insert stem or probe between two packages being careful not to puncture them.
  - c. Milk/liquids  
  
Insert probe until at least 2” (5cm) is submerged. Don’t let thermometer touch the side or bottom of the container.
  - d. Bulk milk/liquids  
  
Fold the bag over the stem of thermometer or probe.

- e. Steam tables and salad bars
  - Check prior to and during serving times.
  - Check the food in the center of pan; do not touch bottom or side of pan.
  - Clean thermometer before checking the food in the next pan.

C. Proper Food Storage

1. Store raw foods (uncooked beef, poultry, pork) below cooked and ready-to-eat foods.
2. Practice “First In-First Out” method of stock rotation. Store food so that the oldest product gets used first.
3. Label and date all stored food. Stored food should be kept in clean containers.
4. Store food six inches off the floor and away from walls.
5. Keep storage areas dry and clean.
6. Never store chemicals near food.
7. Consult with your manager regarding the proper storage temperature for various foods.
8. Regularly check the temperature of food stored in refrigerators and freezers.

## IV. PREPARING, COOKING, AND SERVING

### A. Thawing Foods

1. Store in the refrigerator at 41°F or below.
2. Completely submerge food under running water (70°F or below).
3. Cooking as part of the process.
4. Microwave, then cook immediately.

### B. Cooking Temperature

Foods shall be cooked to heat all parts of the food to a temperature and time as follows:

1. Poultry (whole and ground) at 165°F for 15 seconds.
2. Ground beef at 155°F for 15 seconds.
3. Pork at 145°F for 15 seconds.
4. Fish at 145°F for 15 seconds.

### C. Hot and Cold Food Holding

If food is not held at the proper temperature, microorganisms present in the food can grow and make someone ill.

1. Keep food out of the temperature danger zone while being held for service.
  - Hold cold food at 41°F or lower
  - Hold hot food at 140°F or higher
2. Four hours is the total time food can be out of a temperature controlled environment (including transport, preparation time, etc.).

## D. Serving, Cooling, and Reheating

### 1. Serving

- a. Use proper methods of handling utensils and serving food.
- b. Hands should not be used to serve food.

### 2. Cooling

Cooling shall be accomplished in accordance with the FDA Food Code time and temperature criteria.

Use one or more of the following methods based on the type of food being cooled:

- a. Placing the food in shallow pans.
- b. Separating the food into smaller or thinner portions.
- c. Using rapid cooling equipment.
- d. Stirring the food in a container placed in an ice water bath.
- e. Adding ice as an ingredient or for cooling food shall be made from drinking water.

### 3. Reheating

Food that will be hot-held shall be reheated so all parts of the food reach a temperature of at least 165° F for 15 seconds.

If the food has not reached that temperature within two hours you should discard it. Never use hot-holding equipment to reheat food. Only use equipment that has been designed for reheating.

## V. CLEANING AND SANITIZING

### A. The Difference Between Cleaning and Sanitizing

1. Cleaning removes food and other types of soil from a surface such as a countertop or plate.
2. Sanitizing reduces the number of microorganisms on the surface to safe levels.
3. Cleaning and sanitizing must be a two-step process. Surfaces must first be cleaned and rinsed before being sanitized.

### B. Ensure Sanitizers are Effective

1. Proper water temperature.
2. Correct amount (concentration) of sanitizer.
3. Item stays in contact with the sanitizer for the proper amount of time.

### C. Cleaning and Sanitizing in a Three-Compartment Sink

1. Clean and sanitize each sink and drainboard.
2. To clean and sanitize in a three-compartment sink:
  - a. Rinse, scrape, or soak all items.
  - b. Wash items in the first sink with hot water and detergent.

Replace the water when the suds are gone or the water is dirty.

- c. Rinse items in the second sink.

Replace the water when it becomes cloudy or dirty.

- d. Immerse items in the third sink.

Check the time and temperature requirements for the sanitizer you are using and use a test strip to check concentration.

- e. Air-dry all items.

#### D. Storage of Cleaning Supplies

1. Cleaning supplies and tools can contaminate food and equipment if not stored properly.
2. Store cleaning supplies away from food and utensils.
3. Cleaning supply containers should be properly labeled.

## VI. CONCLUSION

FDULs are not required to know the FDA Food Code inside and out, but it is important to know some of the basics in this reference and realize that food handlers must conform to these rules.

The National Mobile Food Services Contract specifies that the contractor must have a current copy of the FDA Food Code issued by the U.S. Department of Health and Human Services.

Food Unit Leader, S-357

Unit 5 – National Contract Administration

OBJECTIVES:

Upon completion of this unit, students will be able to:

1. Differentiate between government and contractor furnished equipment, supplies, personnel and services.
2. Describe the contract serving, temperature, and equipment requirements.
3. Given a scenario, correctly fill out 1276A/B, Daily Meal Order/Invoice.



## I. INTRODUCTION

Unit 5 is divided into four lessons that illustrate the effective use of the National Mobile Food Services Contract.

A contract is a written legal instrument that the government uses to acquire products and services.

Only individuals delegated by the contracting officer have the authority to administer contracts for the government.

As a FDUL, you will be designated specific authority to administer the contract. It is important to review and understand your delegation of authority.

## II. REVIEW PRE-COURSE WORK



Food Unit Leader, S-357

Unit 5 – National Contract Administration

Lesson A – Descriptions

OBJECTIVES:

Upon completion of this lesson, students will be able to:

1. Identify specific information in the unit summaries.
2. Identify the descriptions/specifications of the contract.
3. Differentiate between government and contractor furnished supplies and services.
4. Identify the procedures for ordering, relocating, reducing, releasing, reassigning, and canceling.



- I. IDENTIFICATION OF SPECIFIC INFORMATION IN THE UNIT SUMMARY
  - A. Contractor's contact information
  - B. Contract number
  - C. Designated Dispatch Point (DDP)
  - D. Mandatory availability dates
  - E. Kitchen unit – equipment type and identification numbers, such as Vehicle Identification Number (VIN)
  - F. Other equipment types and identification numbers
  - G. Maximum dispatch acceptance meals/period
  - H. Meal type
  - I. Rates per meal
  - J. Key personnel/alternates
  - K. Handwashing unit rates
  - L. Mileage rate
  - M. The government may order supplemental foods and beverages, additional refrigeration storage space, and additional tents/seating.

## II. DESCRIPTION/SPECIFICATIONS/WORK STATEMENT, SECTION C

### A. General Requirements

The intent of this contract is to provide appetizing, well-balanced hot meals and sack lunches.

### B. National Mobile Food Services contractors are used when:

#### 1. Ordering requirement

When the use of a National Mobile Food Services Unit is needed, the government is obligated to purchase such quantities as may be needed from the National Mobile Food Services contractor(s) any time minimum contract requirements are met.

#### 2. Government furnished combination hot food/drink containers.

The government, at its option, may order hot meals and cold breakfast to be prepared and placed in government furnished cans.

#### 3. Supplementals

The government, at its option, and by mutual consent of the contractor, may also order supplemental foods and beverages, additional refrigeration storage space, and additional tents/seating.

The NWCG Supplemental Food Policy is on pages 5A.11 – 5A.12 and online at:

[www.fs.fed.us/logistics/logistics/food/documents/nwgsupplementalfood.doc](http://www.fs.fed.us/logistics/logistics/food/documents/nwgsupplementalfood.doc)

#### 4. Demobilization

C. Government-Furnished Property

1. Hot cans
2. Containers for grease disposal
3. Additional furnished property

D. Government-Furnished Services

1. Coordinate waste products disposal with facilities unit leader.
2. Dust abatement methods
  - a. Wood chips (in some areas it is required to remove all wood chips when they are no longer needed)
  - b. Water tenders
  - c. Bladder bags
  - d. Flooring
3. Potable water
  - a. The government shall deliver potable water to the National Mobile Food Services Unit, as needed, after the first 200 gallons required to be furnished by the contractor is used.
  - b. Government options for supplying potable water to the kitchen.
    - Contract potable water truck
    - Municipal water source
    - Shower unit potable water

4. Refrigeration

Order through supply and coordinate with facilities.

5. Meal count

a. Meal counter

b. Number of meals shall be recorded on the 1276 A/B

6. Health authority notification

A government representative may notify local health authorities.

7. Fuel tender

The government shall allow the contractor to use a government fuel tender when available.

The cost of government supplied fuel must be shown and deducted on the Daily Meal Order/Invoice form (1276 A/B).

8. Government escort

When it is difficult for a contractor to locate an incident, the government will give the contractor directions from the nearest town, to a designated site that can be easily found such as a ranger station, district office, fork in the road, etc.

From that site, the government will provide an escort to the incident. It is the contractor's responsibility to determine which route to take to get to the nearest town.

E. Contractor Furnished Equipment, Supplies, and Personnel

The contractor shall furnish the following:

1. All labor, equipment, supplies, and food to perform the full realm of mobile kitchen services.
2. Eating utensils
  - a. Incident camp, remote camp serving utensils.
  - b. If the utensils provided are not disposable, do not let them charge you for them.
3. Hot/cold food thermometers
4. Test strips (for checking dishwashing sanitizing solution)
5. Tents
6. Tables and seating
7. Refrigeration unit
8. Potable water
  - a. Minimum of 200 gallons.
  - b. Potable water storage needs to be clearly marked.
9. Living accommodations for contractor's personnel.

As a FDUL, you need to know where the kitchen manager will be staying.

10. Recycling

Be sure and coordinate this with the facilities unit leader as soon as possible. All recyclable materials on an incident are property of the host agency.

11. Current copy of the FDA Food Code.

F. Contractor Responsibilities

1. Containment of grease products

FDUL needs to coordinate disposal with facilities unit leader. This is HazMat.

2. Operational equipment

If equipment is broken while en route to the fire it is the contractor's responsibility to repair it.

3. Refrigeration unit temperatures

- a. Maintain a log book of minimum and maximum temperatures inside all refrigerator units.
- b. The log book shall be made accessible to the government and health authorities at all times.

4. Contractors employees:

- a. Appropriate appearance
- b. Free of communicable diseases

5. The Food Service Unit Manager shall be responsible for training all employees in food preparation, handling, packaging, food serving, and cleanup requirements. Designated managers are listed in the unit summary as key personnel and should always be on site.
6. NO alcohol beverages or controlled substances are taken to the incident. No tobacco products in the immediate area of National Mobile Food Services Units or inside the serving/eating areas.
7. Insect control in all areas within the Mobile Food Services area where food is stored, prepared, served or eaten.
8. Current copies of the contract including all modifications, all previously completed performance evaluations and all payment forms required with each mobile food services unit at all times.
9. All food shall be prepared and cooked inside enclosed systems.

### III. ORDERING, RELOCATING, REDUCING, RELEASING, REASSIGNING AND CANCELING PROCEDURES, SECTION C

#### A. Actions Regarding Placing Orders for National Mobile Food Services Unit

The FDUL will probably not be involved in ordering a National Mobile Food Services Unit.

1. Contact the ordering manager for information concerning the actual time the National Mobile Food Services Unit was ordered, estimated time of arrival, and the number of meals ordered.
2. Release and/or reassignment

All reassignments of the National Mobile Food Services Unit will be done by the appropriate coordination center.

B. Procedure and Times for Ordering Meals and Lunches

Only the FDUL or the Contract Officer Representative (COR) is authorized to place an order for meals and sack lunches.

1. Documented on 1276 A/B.
2. Six hours lead time for orders.

C. Ordering/Canceling Supplemental Foods Beverages, Ice, Refrigeration Space, Tents, and Seating.

The contractor may not have the supplemental items listed in the unit summary on site.

D. Canceling and Reducing a Hot Meal Order

Cancellation or reduction in hot meal orders must be submitted four hours in advance of serving time.

E. Sack Lunch Cancellation/Reduction

Must be made as soon as practical after an order has been placed.

F. Relocating a National Mobile Food Services Unit at an Incident.

Relocating fees are paid for moving within the incident/complex.

**EXERCISE: Twins Fire**

Read the scenario and answer the questions on pages 5A.13 – 5A.14 in your Student Workbook.

# **NATIONAL WILDFIRE**

*COORDINATING GROUP*

**National Interagency Fire Center**

**3833 South Development Avenue**

**Boise, Idaho 83705**

March 25, 2003

Memorandum

To: NWCG Members  
GACC Chairs

From: NWCG Chair /s/ J L Stires

Subject: Supplemental Food Policy

In response to many concerns regarding the escalating cost of large fires, the NWCG tasked the Incident Business Practices and Safety and Health Working Teams with reviewing and making recommendations on supplemental food policy. Their findings and recommendations were discussed at the 86<sup>th</sup> NWCG Meeting held in Boise, Idaho during the week of January 27, 2003. NWCG approved the supplemental food policy as specified in the attached supplemental food policy dated March 10, 2003.

Absent a more restrictive agency or geographic area policy, the following supplemental foods may be provided:

- 1) Fruit **OR** dried fruit **OR** fruit juice and vegetables. Fruits and vegetables should be in-season, available locally and reasonably priced to avoid excessive costs and difficulty in procurement.
- 2) Liquid supplements in the form of sports drinks or mixes that provide electrolytes and meet the carbohydrate solution mixes recommended in *Feeding the Wildland Firefighter*\*. Bottled water may be provided.

In addition to the fruit and liquid supplements, candy bars and energy bars may be provided to supplement those included in sack lunches. The objective is to provide for an average of 1000 kilocalories of solid supplements per firefighter per day.

- Any supplemental foods provided will require IC justification AND concurrence from the Agency Administrator. The only acceptable justification for providing supplemental foods is to meet the expanded nutritional needs of firefighters performing prolonged or arduous work. Supplemental foods are not authorized for mobilization centers, staging areas or personnel not engaged in work on the incident. “Incident Base and Camp meals” provide adequate dietary needs for most work situations.\*
- No other supplemental food or drinks shall be authorized. Purchasing jerky products, chips, gum, soda-pop, “designer drinks” and so-called “energy” drinks (containing caffeine, guarana, ephedra, and other stimulants), etc. are not allowed under this policy. Special or cultural dietary needs will be met through the National Mobile Food Contract or catered meals and not through this policy.

\*From: Sharkey, Brian, et al., *Feeding the Wildland Firefighter*, Fire Tech Tips, July 2002. (<http://www.fs.fed.us/t-d/pubs/>)

## **Twins Fire Exercise**

The Twins Fire currently has 1500 personnel. The fire jumped the line on July 14 and went from 12,000 acres to 14,000 acres. Operations ordered an additional 20 crews to help suppress the fire. An additional 100 overhead have been ordered. The crews and overhead will be in camp at 0600 on July 15. Yum-Yum Catering is the National Mobile Food Services Unit assigned. The logistics section chief came by during dinner hour on July 15 and noticed the long lines. The logistics section chief is concerned about the long dinner lines.

What are some thoughts and options that are going through your mind?

If an additional Mobile Food Services Unit is ordered for this incident, where in the contract does it state the options available to the contractor?

With all of the extra people in camp, you find that the Forest Service's rented refrigerated van is maxed out and there is no room for any more lunches. What are two options you can consider? Where in the contract is this located for one of the options?

You notice it is really dark in the eating area, so you ask the contractor to put up more lighting and he tells you it is the government's responsibility. Where in the contract does it state who is responsible for lighting in the eating area?

July 20, the fire no longer needs both kitchens, one will need to be released. Which one will be released first and how did you determine that? Does it make any difference if they are both National Mobile Food Services Units or if one is a Call-When-Needed (CWN) Unit?

**Lesson 5A Quiz - General Requirements, Ordering, Relocating  
Section C1 and C2**

Answer all questions. Cite the National Mobile Food Services Contract reference with your answers (more than one clause may apply).

1. The mobile food services unit is able to obtain appetizing, well balanced:
- A. Breakfasts
  - B. Sack Lunches
  - C. Dinners
  - D. Hot Can Meals
  - E. All of the Above
  - F. A and C only

Contract Ref. \_\_\_\_\_

2. The government is obligated to order a national caterer for wildland fire when the number of people to be fed is at or above \_\_\_\_ persons per meal and the headcount is estimated to remain at those numbers, or greater, for at least 72 hours.
- A. 300
  - B. 600
  - C. 450
  - D. 150

Contract Ref. \_\_\_\_\_

3. The government, at its option and by mutual consent of the contractor, may also order supplemental foods and beverages.
- A. True
  - B. False

Contract Ref. \_\_\_\_\_

4. It is the government's responsibility to furnish all potable water to the kitchen.
- A. True
  - B. False

Contract Ref. \_\_\_\_\_

5. Whose responsibility is the storage of sack lunches after the government has taken delivery?
- A. Contractor
  - B. Government

Contract Ref. \_\_\_\_\_

6. The government is responsible for:
- A. Waste pickup and disposal
  - B. Removal of gray water for kitchen
  - C. Potable water for the first meal
  - D. Dust control in dining tent
  - E. Lights for the eating area
  - F. Government escort when needed
  - G. Meal count
  - H. Thermometer for monitoring food temperatures
  - I. Tents for the eating area
  - J. All of the above
  - K. A, B, F, and G only

Contract Ref. \_\_\_\_\_

7. Once the FDUL has accepted sack lunches from the contractor, if the government has no refrigeration unit, the FDUL can require the contractor to store the lunches.
- A. True
  - B. False

Contract Ref. \_\_\_\_\_

8. Whose responsibility is it to provide a tent for the eating area to accommodate a minimum of 200 persons? Tables and seating for a minimum of 200?
- A. Contractor, Contractor
  - B. Government, Government
  - C. Contractor, Government
  - D. Government, Contractor

Contract Ref. \_\_\_\_\_

9. Who is responsible for lighting for the serving area? Lighting for the eating area?
- A. Contractor, Contractor
  - B. Government, Government
  - C. Contractor, Government
  - D. Government, Contractor

Contract Ref. \_\_\_\_\_

10. The contractor is responsible for \_\_\_\_\_ gallons potable water storage and \_\_\_\_\_ gallons gray water storage.
- A. 100, 200
  - B. 200, 500
  - C. 300, 500
  - D. 400, 400
  - E. 500, 800

Contract Ref. \_\_\_\_\_

11. Alcoholic beverages and controlled substances are prohibited; however, smoking is allowed by contractor's employees at anytime.
- A. True
  - B. False

Contract Ref. \_\_\_\_\_

12. Each mobile food service manager is required to have a food service manager's certificate.
- A. True
  - B. False

Contract Ref. \_\_\_\_\_

13. Who is responsible for providing a small weighting scale for spot-checking minimum weight requirements?
- A. Contractor
  - B. Government

Contract Ref. \_\_\_\_\_

14. Once an incident begins demobilization, the contractor is obligated to stay as long as needed.

- A. True
- B. False

Contract Ref. \_\_\_\_\_

15. Who is responsible for furnishing a current copy of the FDA Food Code?

- A. Contractor
- B. Government

Contract Ref. \_\_\_\_\_

16. All National Mobile Food Services are dispatched through National Interagency Coordination Center throughout the contiguous Western United States.

- A. True
- B. False

Contract Ref. \_\_\_\_\_

17. If the government moves a mobile food service unit to another incident, is the contractor entitled to a relocation fee?

- A. Yes
- B. No

Contract Ref. \_\_\_\_\_

18. Is a contractor allowed to voluntarily bring an additional refrigerated vehicle to an incident?

- A. Yes
- B. No

Contract Ref. \_\_\_\_\_

19. Cancellations for mobile food service units may be made any time prior to any meals being served or released at any time after serving has begun.

- A. True
- B. False

Contract Ref. \_\_\_\_\_

20. The government can legally use additional handwashing units or refrigerated vehicles not previously under contract if offered by the contractor when:

- A. The facilities unit leader approves the use.
- B. The vehicle is inspected and approved by the ground support unit leader.
- C. The Food Unit Leader approves the use.
- D. None of the above.

Contract Ref. \_\_\_\_\_

21. After a unit has been released, it may remain on site or in the nearest town up to \_\_\_\_\_ hours in availability status.

- A. 10
- B. 12
- C. 24
- D. 36
- E. 48

Contract Ref. \_\_\_\_\_

22. Any cancellation or reduction in hot meals shall be made \_\_\_\_\_ hours in advance of serving time.

- A. 8
- B. 6
- C. 4
- D. 24

Contract Ref. \_\_\_\_\_



Food Unit Leader, S-357

Unit 5 – National Contract Administration

Lesson B – Requirements

OBJECTIVES:

Upon completion of this lesson, students will be able to:

1. Describe the minimum National Food Services Unit equipment requirements.
2. Describe the meal requirements.



## I. MINIMUM NATIONAL MOBILE FOOD SERVICE UNIT EQUIPMENT REQUIREMENTS

Each National Mobile Food Services Unit has been evaluated prior to bringing it on contract. However, due to wear and tear and upgrade of equipment, you need to be familiar with this section and look for any discrepancies that may occur.

### A. Serving Capabilities

Each National Mobile Food Services Unit must be capable of feeding 1,200 people at a rate of 350 per hour.

### B. General

Includes kitchen unit, equipment, pallets, etc.

### C. Steam Tables

Food thermometers are inserted into the foods to check for correct temperature, not the water under pans.

### D. One, 3-Compartment Metal Sink

### E. Handwashing Facilities

### F. Ventilation Equipment

1. Grease filters or screens must be readily available for cleaning; inspect to ensure the cleaning is being done.
2. Shall provide a reasonable condition of comfort to the employees.

G. Storage

Do not store cleaning supplies and insecticides with food supplies!

H. Sneeze Guards

I. Gray Water Storage

500 gallon container stenciled as to what it contains.

J. Refrigeration/Freezer Storage Units

1. Food Storage

a. FDA Food code

b. Pallets

c. Containers

d. Shelving

2. Refrigerator temperature (41° or lower)

3. Freezer temperature (0° or lower)

K. Potable Water Storage

1. Equipment necessary to store a minimum of 200 gallons of potable water (for kitchen use only) is required.

2. Stenciled as to what it contains.

L. Additional Safety Requirements

1. Petroleum spill pads.
2. Handrails and steps.
3. Contractor is responsible to meet current federal, state, local laws, and regulations safety code.

II. MEAL REQUIREMENTS

A. General

The contractor provides (meals):

1. The intent is to provide meals on an “as requested” basis, but does not require the kitchen to be open continuously 24 hours per day.
2. Minimum quantities
3. Special menu meals
4. Second helpings

B. Standard Menu Requirements

1. Breakfast (hot, hot can, cold can)
2. Sack lunch
3. Dinner (hot, hot can)

C. 24-Hour Service Bar

D. Menu Variety

Contractor weekly menus shall be approved by the COR or FDUL in advance.

E. Cooking Requirements

F. Serving Container Requirements

G. Quality Standards

The FDUL is not expected to be an expert on the grading of meats. It is the contractor's responsibility to provide documentation.

**EXERCISE: Twins Fire, continued (pages 5B.7 – 5B.11)**

1. In your groups, read the scenario and answer the questions.
2. Choose a spokesperson and be prepared to present your solutions in 30 minutes.

## **Twins Fire, continued**

It is July 20 on the Twins Fire and the personnel number has dropped to 350. One of the two kitchens has been released from the incident. Yum-Yum Catering will remain on the fire as the kitchen.

You meet with Noel Reyes the manager of Yum-Yum to discuss the dinner menu. While you are listening to him describe the dinner menu, you notice a Sysco trailer in the kitchen area. It is open and you see dry goods on wooden pallets inside. Is this acceptable?

Noel is going to serve an outdoor BBQ. Is this allowed?

Prior to serving the dinner meal you walk through the eating area. You see that the handwashing facilities are set up. You wash your hands prior to eating and notice there are no mirrors and the water is cold. Are mirrors required?

What is the required minimum temperature for the handwashing facility?

You are about to get salad at the salad bar and notice no barrier between you and the salad selections. What do you do?

During a routine inspection of the kitchen area you see oil leaking from a piece of stationary equipment onto the ground. Who is responsible and what measures should be taken?

During the dinner period you notice people taking plates out of the dining area. Is this allowed?

The resources unit leader tells you he has special dietary needs and will need special meals. What do you do?

The next morning you and Noel are going over the weekly menu that he has typed up. Is this form acceptable?

Since there are only 350 in camp Noel has decided to cook eggs to order for breakfast. How many eggs are required when fried or scrambled?

What are the minimum quality standards for fresh eggs?

Doing an inspection of a sack lunch you see that there is only one sandwich. What is the weight requirement if any?

Are processed cheese snacks allowed in sack lunches?

When the caterer serves lasagna for dinner, does it meet the minimum meat quantity?

Where can you find the minimum requirements for the self-service salad bar?

When sending hot can meals to a spike camp is salad included? How is it prepared? If so, what is included and what are the serving sizes?

Are cereal and milk available in the service bar 24 hours per day?

Can the caterer serve chop suey for dinner?

Where do you find acceptable hot cereal items?

Where do you find container requirement for salad dressings?

You need to check on quality standards for ground beef. Where are they located?  
Does it need to be choice?

During an inspection of the dry goods trailer you see cases of canned tuna.  
What are the requirements for tuna?

You also notice the date on the carton for jams and jellies has expired. What do you do?



**Lesson 5B Quiz - Equipment and Menu Requirements**

Section C3 and C4

*More than one clause may apply*

1. Steam tables must hold a minimum of \_\_\_\_\_ full-size hotel pans and maintain a minimum of \_\_\_\_\_.
- A. 2;132 °F
  - B. 4;140 °F
  - C. 6;154 °F

Contract Ref. \_\_\_\_\_

2. Handwashing facilities for contractor's personnel are required within and in proximity to all food preparation areas.
- A. True
  - B. False

Contract Ref. \_\_\_\_\_

3. Each National Mobile Food Services Unit shall have \_\_\_\_\_ 3-compartment metal sink(s).
- A. 1
  - B. 2
  - C. 3

Contract Ref. \_\_\_\_\_

4. Are sneeze guards required on the salad bar?
- A. Yes
  - B. No

Contract Ref. \_\_\_\_\_

5. The contractor is required to have a minimum of \_\_\_\_\_ gallons gray/potable water storage for the incident personnel handwashing facilities.
- A. 400
  - B. 1000
  - C. 300
  - D. 200

Contract Ref. \_\_\_\_\_

6. All refrigeration/freezer storage units will be equipped with a thermometer placed no farther than \_\_\_\_\_ feet from the entrance being used.
- A. 6
  - B. 8
  - C. 10
  - D. 12

Contract Ref. \_\_\_\_\_

7. Refrigeration and freezer storage units shall be \_\_\_\_\_ and \_\_\_\_\_ cubic feet of storage respectively.
- A. 800 and 800
  - B. 824 and 1000
  - C. 1000 and 1000
  - D. 1200 and 512

Contract Ref. \_\_\_\_\_

8. Each Mobile Food Services unit shall be capable of feeding \_\_\_\_\_ persons at the rate of \_\_\_\_\_ persons per hour.
- A. 800, 200
  - B. 1000, 300
  - C. 1200, 350
  - D. 1400, 400

Contract Ref. \_\_\_\_\_

9. Wooden pallets or shelves are permitted in the required refrigeration or freezer areas.
- A. True
  - B. False

Contract Ref. \_\_\_\_\_

10. Which is considered an additional meal?
- A. Second Helping with meat at breakfast
  - B. Second Helping with meat at dinner
  - C. Second Helping without meat at breakfast
  - D. Second Helping without meat at dinner
  - E. Second Helping at buffet lunch

Contract Ref. \_\_\_\_\_

11. Buffet lunches may be substituted for sack lunches at the incident site.
- A. True
  - B. False

Contract Ref. \_\_\_\_\_

12. Is the contractor required to serve the minimum amounts of food shown or just have the minimum amounts of food available?
- A. Served
  - B. Available

Contract Ref. \_\_\_\_\_

13. If approved by the FDUL can the contractor serve one submarine sandwich in place of entree one and two if the meat and cheese weigh 7oz?
- A. Yes
  - B. No

Contract Ref. \_\_\_\_\_

14. The second entree in a sack lunch shall contain starch and protein in a quantity equal to entree one.

- A. True
- B. False

Contract Ref. \_\_\_\_\_

15. Is the weight requirement for the different types of meat the same for lunch and dinner?

- A. Yes
- B. No

Contract Ref. \_\_\_\_\_

16. Are shell eggs allowed in hot can breakfast?

- A. Yes
- B. No

Contract Ref. \_\_\_\_\_

17. Apples and oranges are allowed in cold can breakfast.

- A. True
- B. False

Contract Ref. \_\_\_\_\_

18. Beans can be served instead of potatoes for breakfast.

- A. True
- B. False

Contract Ref. \_\_\_\_\_

19. Which of the following items are required 24 hours a day?

- A. Hot regular coffee
- B. Tea bags
- C. Hot water
- D. Hot chocolate
- E. Milk
- F. Iced tea
- G. All of the above
- H. A, B, C, D, and F
- I. A, B, C, and D

Contract Ref. \_\_\_\_\_

20. Contractor weekly menus shall be approved by the:

- A. COR
- B. COTR
- C. FDUL
- D. A or C
- E. B or C
- F. All of the above

Contract Ref. \_\_\_\_\_

21. All breakfast/dinner meat portion measurements are weighed as:

- A. Raw weight
- B. Cooked weight

Contract Ref. \_\_\_\_\_

22. Weekly menus shall be submitted at the contractor's convenience.

- A. True
- B. False

Contract Ref. \_\_\_\_\_

23. Are there minimum quality standards for the food used in preparing the meals?

- A. Yes
- B. No

Contract Ref. \_\_\_\_\_

Food Unit Leader, S357

Unit 5 – National Contract Administration

Lesson C – Packaging, Inspecting, Performance

OBJECTIVES:

Upon completion of this lesson, students will be able to:

1. Describe the requirements stated in the contract for proper packaging and marking.
2. Define the inspection and acceptance procedures for contractor provided services and equipment.
3. Describe the availability required of the contractor.
4. Describe what is required by the government to the contractor concerning performance evaluations.



## I. PACKAGING AND MARKING

### A. Sack Lunches - General

The government must be able to distinguish between vegetarian and regular sack lunches by the use of different colored bags.

### B. Equipment Marking

### C. Combination Hot/Food/Drink Containers (hot cans)

The hot can does not come with an opener; it has to be ordered separately.

### D. Food Labels

- Prime Grade
- Choice Grade
- Select Grade
- Yield Grade

## II. INSPECTION AND ACCEPTANCE, SECTION E

Just because an item is inspected once on an incident, does not mean it cannot be inspected again. When problems come up, discuss alternatives with the Contracting Officer (CO), such as ordering a COTR.

### A. Inspection of Services – Fixed Price

1. Contractor's inspection system.
2. The government's right to inspect and test all services.
3. Reduction to contract price: reduce the contract price to reflect the reduced value of the services performed.

B. Inspection During Use and Performance

1. The CO or designee may at any time during use, perform inspections on contractor equipment, supplies, and personnel. Deficiencies shall be documented.
2. Non-Compliance form

III. DELIVERIES OR PERFORMANCE, SECTION F

- Effective period of the contract
- Location
- Unavailability
- Contractor evaluations

A mobile food services unit performance evaluation is required prior to leaving the incident.

Keep daily notes of contractor's performance and discuss with contractor.

- Fresh food boxes

**EXERCISE: Twins Fire, continued (pages 5C.5 – 5C.9)**

1. In your group, read the scenario and answer the questions.
2. Choose a spokesperson and be prepared to present your solutions in 30 minutes.

## **Twins Fire, continued**

It is now July 25 on the Twins Fire. Additional crews have been ordered for rehabilitation of the fire, so you will need more sack lunches. You still have 10 boxes in the refrigeration unit, but they expire at midnight. You realize the caterer is stressed and you do not want to add more to the caterer's workload, so the facilities unit leader suggests changing the "consume by" date stamp. The caterer says he has some pre-prepared sandwiches that are frozen that he would like to use up. What do you do? What are the major points to consider when needing more lunches?

The order is submitted for more sack lunches. The caterer works his crew into overtime to get more lunches made. You decide it's time for a routine spot inspection in the lunch trailer and get immediately thrown out. The supervisor for the crew says they are stressed, in a hurry and that you are rude to try and interrupt their production. The only thing you wanted to do was check the weights of the sandwich meats, temperature logs, and cleanliness of crew and facility. You say it is your job and the supervisor argues that you are harassing them. What does the contract say?

As you continue with your spot inspection, you notice that equipment and services do not meet contract requirements, such as the temperature log does not have a current entry since assigned to this fire, the sandwich crew is not wearing gloves, and the handwash unit does not have hot water or soap available for employees. You also found 5 boxes have already been completed and the sandwich weight average (meat and cheese only) is 2.8 oz.

What do you do now? After all, they were only expecting a camp of 350 and now with the rehabilitation crews coming in, the number has gone up to 430. Would you take the sandwiches that do not meet specifications and give a reduction, or have them remake the sandwiches?

Hint: Use the Non-Compliance form on page 5C.11 to document these issues.

How do you complete the final evaluation of the contractor?

**200x NATIONAL MOBILE FOOD SERVICES UNIT SUMMARY (Revised per Modification NIFC-10)**

Contractor's Contact Information	Contract Number	Designated Dispatch Points (DDPs) Mandatory Availability Dates	Kitchen Unit	Max. Dispatch Acceptance Meals/Period	Meal Type	Rate per Meal
<p>Yum-Yum Catering 1234 North Hwy Somewhere, AZ 85000</p> <p>Noel Reyes (000) 555-6789 (000) 555-0012 (000) 555-0123 Fax</p> <p><b>Handwashing Unit: \$804.10/day</b> 10 Sinks</p> <p><b>Mileage Rate: \$21.48/mile</b> <b>Relocation Fee: \$1,000.00</b> <b>Optional Refrigeration</b> <b>Storage Space Rate: \$2.14/sq.ft.</b> <b>Additional Tents and Seating</b> <b>Rate/60 persons: \$418.14/day</b></p>	<p><b>AZ-1234-A-01-5678</b></p> <p><u><b>Key Personnel:</b></u> Noel Reyes Johnny Jones Fred Mertz Mica Goldstein</p> <p><u><b>Alternates</b></u></p>	<p><u><b>Somewhere, AZ – Unit 1</b></u> 05/01-06/30 1234 North Hwy Somewhere, AZ 85000</p> <p><u><b>Elsewhere, NV – Unit 1</b></u> 07/01 – 11/15 5678 Sagebrush Road Elsewhere, NV 89000</p>	1	3000	<p>Breakfast Cold Can Breakfast Sack Lunch Dinner</p>	<p>\$10.00 \$11.04 \$13.91 \$19.55</p>
Kitchen Unit	Equipment Type and Unit ID No.	Vehicle Identification No. (VIN)	Vehicle Identification No. (VIN)	Other Equipment Types and Unit ID No.	Vehicle Identification No. (VIN)	
1	<p>Kitchen Trailer – K-1 Tractor – T-1 Refrigeration Unit – R-1 Handwashing Unit – part of SB-1</p>	<p>ABCDEF12345HIJKL MNOPQRS67890TUVVWX YZABCDE12345FGHIJ KLMNOPQ9876RSTUV</p>		<p>Service Trailer – S-1 Salad Bar – SB-1 24-Hour Service Bar – B-1 Sack Lunch Preparation – SL-1 Refrigeration/Freezer – R-1 Dry Goods Trailer – D-1 Freightliner Van – FV-1 Pump Truck – P-1 Maintenance Trailer – M-1 Cargo Trailer – C-1 Bobtail – BT-1 Tractor – T2-1 Pickup – PUI-1</p>	<p>SEVIC678910TRAIL SALAD000001ABCDEF 24HOUR12345GHIJKL SACLUN98765MNOPQR REFER345678STUVWX DRY246810GOODSXYZ FREIGH55555ABCDEF PUMP123456TRUC987 MAINT111222TRAIL CARGO9876543EFGI TENDER333444BOBTL TRACTO676789HIJKL PICKUP9999333BR549</p>	

**SCHEDULE B – CONTINUED (Revised per Modification NIFC-10)**  
**SUPPLEMENTAL FOODS AND BEVERAGES, ADDITIONAL REFRIGERATION**  
**STORAGE SPACE AND ADDITIONAL TENTS/SEATING**  
(OPTIONAL, See Sections C 2.4.1, C2.5.1, C2.6.1)

Contractor: Yum-Yum Catering

Supplemental Food Item	Unit	Unit Price
<b>Beverages</b>		
Fruit Juices (48/case) (5-6 oz. each)	case	\$27.16
Milk (48/case) (8 oz. each)	case	\$24.66
Bottled Sports Type Drink, i.e. Gaterade, Powerade	ounce	-
Brewed Coffee (outside of dining area)	Gallon	\$8.89
Hot Chocolate (outside of dining area)	Gallon	\$9.31
Tea, Iced or Hot (outside of dining area)	Gallon	\$8.15
Bottled Water (commercially available)	Ounce	\$.07
<b>Prepackaged Snack Items (commercially available)</b>		
Trail Mix	Ounce	\$.69
Granola Bars	Ounce	\$.52
Salted Peanuts	Ounce	\$.84
Salted Mixed Nuts	Ounce	\$.84
Yogurt	Ounce	\$.15
<b>Fruit</b>		
Fresh Apples (minimum size 100 count)	Case	\$36.81
Fresh Oranges (minimum size 88 count)	Case	\$26.29
Fresh Whole Bananas	Pound	\$.92
Dried Apricots (prepackaged, commercially available)	Ounce	-
Dried Prunes (prepackaged, commercially available)	Ounce	-
Dried Banana Chips (prepackaged, commercially available)	Ounce	\$1.05
<b>Other Items</b>		
Soup for 25 persons	Gallon	\$17.88
Stew for 25 persons	Gallon	\$20.99
Dinner Rolls (wheat and/or white)	Each	\$.27
Ice	Pound	\$.37
Ground Coffee	Pound	\$7.31
<b>Additional Refrigeration Storage Space Rate/Sq. Ft.</b>	<b>Additional Tents &amp; Seating Rate/60 Persons/Day</b>	
<b>\$2.14</b>	<b>\$418.14</b>	

USDA-FOREST SERVICE		CONTRACT NUMBER:
<p style="text-align: center;"><b>WORK ORDER AND NOTICE OF NONCOMPLIANCE</b> (Reference FSH 6309.11)</p>		PROJECT:
		NAME AND ADDRESS OF CONTRACTOR:
<input type="checkbox"/> <b>WORK ORDER</b> <input type="checkbox"/> <b>NOTICE OF NONCOMPLIANCE</b>		
WORK ORDER or NOTICE NO:	DATE ISSUED	

You are directed to perform the following work in connection with contract with no adjustment in contract time or price(s):

You are advised that the following work being performed or material being supplied or installed does not conform to the contract requirements and may result in rejection.

---

This work is included in the contract as referenced below:

SIGNATURE	TITLE
-----------	-------

ACKNOWLEDGEMENT -- PLEASE ACKNOWLEDGE RECEIPT OF THIS NOTICE BY RETURNING \_\_\_\_\_ COPIES SIGNED IN THE SPACE BELOW:

Date \_\_\_\_\_ (mm/dd/yyyy) \_\_\_\_\_ Contractor



**Lesson 5C Quiz - Packaging and Inspection**

Section D and E

*More than one clause may apply*

1. Lunches provided by the contractor should be:
- A. Bagged in heavy duty paper sacks to protect the lunch
  - B. Packed 10 lunches to a carton
  - C. Be able to distinguish between vegetarian and regular sack lunches
  - D. All of the above

Contract Ref. \_\_\_\_\_

2. Sack lunches containing fresh sandwiches must be marked “consume by” (to be filled in at incident). The rule is generally \_\_\_\_\_ hours.
- A. 48
  - B. 36
  - C. 24
  - D. 12

Contract Ref. \_\_\_\_\_

3. All bladder bags used shall have the size and use stenciled on them in a conspicuous place with letters no less than 4 inches in height.
- A. True
  - B. False

Contract Ref. \_\_\_\_\_

4. The serving time for hot cans is normally within \_\_\_\_\_ hours of filling, unless otherwise approved by the COR or FDUL.
- A. 10
  - B. 4
  - C. 24
  - D. 2

Contract Ref. \_\_\_\_\_

5. Which of the following labels meet the quality standard for meat and poultry?
- A. USDA Choice beef
  - B. USDA Choice pork
  - C. USDA Top Quality
  - D. USDA Grade A poultry
  - E. Canadian Prime Quality
  - F. A and D
  - G. B and D
  - H. All of the above

Contract Ref. \_\_\_\_\_

6. If meals or services do not meet contract requirements, a reduction in price may be taken by the Food Unit Leader.
- A. True
  - B. False

Contract Ref. \_\_\_\_\_

7. Who shall make the final determinations on any unresolved disputes or erroneous payments?
- A. Contracting Officer Representative
  - B. Finance Section Chief
  - C. Contracting Officer
  - D. Incident Command
  - E. All of the above

Contract Ref. \_\_\_\_\_

Food Unit Leader, S-357

Unit 5 – National Contract Administration

Lesson D – Contract Administration

OBJECTIVES:

Upon completion of this lesson, students will be able to:

1. Describe the elements contained in the contract administration data section that is in the National Mobile Food Services Contract.
2. Identify special contract requirements.
3. Describe who is primarily responsible for administering the portion of the contract containing the Federal Acquisition Regulation (FAR) clauses for this contract.



I. CONTRACT ADMINISTRATION DATA, SECTION G

A. Mileage

Mileage rates are listed in Section B.

B. Meals

1. General

2. Minimum guarantee

3. Payment beginning with fourth meal period will include all meals served, including the first three.

4. Sack lunches

C. Supplemental Foods and Beverages

D. Relocation Fee

E. Equipment - Usage

1. Payment for half-day usage.

2. Coordinate with facilities on who is keeping equipment time shift tickets.

F. Miscellaneous Charges and Credits

- Sales/Use/Privilege Tax

This is not state sales tax paid by the contractor for goods or services. This applies to taxes paid on income earned by the contractor under this contract.

G. Payment Procedures

## II. SPECIAL CONTRACT REQUIREMENTS, SECTION H

- Permits and responsibilities
- Key personnel

## III. CONTRACT CLAUSES, SECTION I

The government shall not be liable for damages to contractor equipment or personnel provided under this contract except for damages caused by government personnel acting within the scope of their official duties.

This portion of the contract is used primarily by the contracting officer or contracting officer representative.

## IV. LIST OF DOCUMENTS, EXHIBITS, AND OTHER ATTACHMENTS, SECTION J

### A. Food Service Request form

The ordering unit (dispatch) will fill this out, not the FDUL.

### B. Interagency Mobile Food Services Performance Evaluation (Form 1276-E)

### C. Wage Determinations

### D. Designations

1. Designation of Contracting Officer's Representative
2. Designation of Contracting Officer's Technical Representative
3. Designation of Inspector

- E. Contractor Weekly Menus
- F. Potable Water Standards
- G. Daily Meal Order/Invoice-Mobile Food Services (Form 1276-A)
- H. Daily Meal Order/Invoice-Mobile Food Services, Continuation Sheet (Form 1276-B)
- I. Fresh Food Boxes

**EXERCISE: Payment Problems (pages 5D.7 – 5D.11)**

1. In your groups, read the scenarios and answer the questions.
2. Choose a spokesperson and be prepared to present your solutions in 30 minutes.



## Payment Problems Exercise

1. You are doing the paperwork for the third day of the Homer Hanky Fire; breakfast has already been served, sack lunches handed out, and supper is being prepared for the second day. Yum-Yum Catering is the contractor. Meals ordered for the first day of the fire were: breakfast - 500; lunches - 500; and dinner - 700. The actual number of meals served is as follows: breakfast - 430; handed out approximately 460 sack lunches to the responders; and dinner - served 500. Mileage to the incident was 185 miles and they showed up with an additional refrigerated storage unit (unit number R-1), which you decided to use. Fifteen gallons of coffee were delivered to the ICP and 10 gallons to the helibase. Fill out the 1276 A/B.
2. The Homer Hanky Fire continued to grow to over 40,000 acres. An additional caterer was ordered as the fire personnel to be fed were now 3,000 and expected to increase. Firefighter Food Catering was dispatched to the incident you were assigned to. Six hundred meals were ordered for dinner to be served at 1600 hours, 600 sack lunches, and 800 meals were ordered for breakfast from this caterer. En route to the fire, the order was canceled. They had traveled 97 miles by the time they reached notification of being canceled. What would Firefighter Food Catering be paid?
3. Yum-Yum Catering needed to be demobilized due to personnel shortages in their staff. A new kitchen unit was dispatched to the Homer Hanky Fire and has arrived. Mileage was 156. Meals ordered on food service request were: 600 dinner meals, 600 breakfast, and 600 sack lunches. It started raining shortly after they arrived at the incident; 510 were served for dinner, 420 were served for breakfast (600 lunches were received by the government) 480 lunches were handed out. Demobilization for kitchen is scheduled for 1000 the same day. Fill out the appropriate paperwork.

**200x NATIONAL MOBILE FOOD SERVICES UNIT SUMMARY (Revised per Modification NIFC-10)**

Contractor's Contact Information	Contract Number	Designated Dispatch Points (DDPs) Mandatory Availability Dates	Kitchen Unit	Max. Dispatch Acceptance Meals/Period	Meal Type	Rate per Meal
Yum-Yum Catering 1234 North Hwy Somewhere, AZ 85000  Noel Reyes (000) 555-6789 (000) 555-0012 (000) 555-0123 Fax  <b>Handwashing Unit: \$804.10/day</b> 10 Sinks  <b>Mileage Rate: \$21.48/mile</b> <b>Relocation Fee: \$1,000.00</b> <b>Optional Refrigeration</b> <b>Storage Space Rate: \$2.14/sq.ft.</b> <b>Additional Tents and Seating</b> <b>Rate/60 persons: \$418.14/day</b>	AZ-1234-A-01-5678  <u><b>Key Personnel:</b></u> Noel Reyes Johnny Jones Fred Mertz Mica Goldstein  <u><b>Alternates</b></u>	<u><b>Somewhere, AZ – Unit 1</b></u> 05/01-06/30 1234 North Hwy Somewhere, AZ 85000  <u><b>Elsewhere, NV – Unit 1</b></u> 07/01 – 11/15 5678 Sagebrush Road Elsewhere, NV 89000	1	3000	Breakfast Cold Can Breakfast Sack Lunch Dinner	\$10.00 \$11.04  \$13.91 \$19.55
Kitchen Unit	Equipment Type and Unit ID No.	Vehicle Identification No. (VIN)	Other Equipment Types and Unit ID No.	Vehicle Identification No. (VIN)	Vehicle Identification No. (VIN)	
1	Kitchen Trailer – K-1 Tractor – T-1 Refrigeration Unit – R-1 Handwashing Unit – part of SB-1	ABCDEFG12345HIJKL MNOPQRS67890TUVWXY ZABCDEFGHI12345FGHIJ KLMNOPQ09876RSTUV	Service Trailer – S-1 Salad Bar – SB-1 24-Hour Service Bar – B-1 Sack Lunch Preparation – SL-1 Refrigeration/Freezer – R-1 Dry Goods Trailer – D-1 Freightliner Van – FV-1 Pump Truck – P-1 Maintenance Trailer – M-1 Cargo Trailer – C-1 Bobtail – BT-1 Tractor – T2-1 Pickup – PU1-1		SEVIC678910TRAIL SALAD00001ABCDEF 24HOUR12345GHIJKL SACLUN98765MNOPQR REFER345678STUVWX DRY246810GOODSXYZ FREIGH55555ABCDEF PUMPI23456TRUC987 MAINT111222TRAIL CARGOT9876543EFGI TENDER333444BOBTL TRACTO676789HIJKL PICKUP9999333BR549	

**SCHEDULE B – CONTINUED (Revised per Modification NIFC-10)**

**SUPPLEMENTAL FOODS AND BEVERAGES, ADDITIONAL REFRIGERATION  
STORAGE SPACE AND ADDITIONAL TENTS/SEATING**

(OPTIONAL, See Sections C 2.4.1, C2.5.1, C2.6.1)

Contractor: Yum-Yum Catering

Supplemental Food Item	Unit	Unit Price
<b>Beverages</b>		
Fruit Juices (48/case) (5-6 oz. each)	case	\$27.16
Milk (48/case) (8 oz. each)	case	\$24.66
Bottled Sports Type Drink, i.e. Gaterade, Powerade	ounce	-
Brewed Coffee (outside of dining area)	Gallon	\$8.89
Hot Chocolate (outside of dining area)	Gallon	\$9.31
Tea, Iced or Hot (outside of dining area)	Gallon	\$8.15
Bottled Water (commercially available)	Ounce	\$.07
<b>Prepackaged Snack Items</b> (commercially available)		
Trail Mix	Ounce	\$.69
Granola Bars	Ounce	\$.52
Salted Peanuts	Ounce	\$.84
Salted Mixed Nuts	Ounce	\$.84
Yogurt	Ounce	\$.15
<b>Fruit</b>		
Fresh Apples (minimum size 100 count)	Case	\$36.81
Fresh Oranges (minimum size 88 count)	Case	\$26.29
Fresh Whole Bananas	Pound	\$.92
Dried Apricots (prepackaged, commercially available)	Ounce	-
Dried Prunes (prepackaged, commercially available)	Ounce	-
Dried Banana Chips (prepackaged, commercially available)	Ounce	\$1.05
<b>Other Items</b>		
Soup for 25 persons	Gallon	\$17.88
Stew for 25 persons	Gallon	\$20.99
Dinner Rolls (wheat and/or white)	Each	\$.27
Ice	Pound	\$.37
Ground Coffee	Pound	\$7.31
<b>Additional Refrigeration Storage Space</b>	<b>Additional Tents &amp; Seating</b>	
<b>Rate/Sq. Ft.</b>	<b>Rate/60 Persons/Day</b>	
<b>\$2.14</b>	<b>\$418.14</b>	

**Note: Other items not specifically listed and priced above may not be negotiated on site by the Food Unit Leader. (See Sections G.6, G.3, and J.5C)**

**200x NATIONAL MOBILE FOOD SERVICES UNIT SUMMARY (Revised per Modification NIFC-10)**

Contractor's Contact Information	Contract Number	Designated Dispatch Points (DDPs) Mandatory Availability Dates	Kitchen Unit	Max. Dispatch Acceptance Meals/Period	Meal Type	Rate per Meal
Firefighter Food Catering 221 West Hwy Phoenix, AZ 85000  Fred Flintstone (000) 555-3333 (000) 555-4444 (000) 555-6161 Fax  <b>Handwashing Unit: \$804.10/day</b> <b>10 Sinks</b>  <b>Mileage Rate: \$21.48/mile</b> <b>Relocation Fee: \$1,000.00</b> <b>Optional Refrigeration</b> <b>Storage Space Rate: \$2.14/sq.ft.</b> <b>Additional Tents and Seating</b> <b>Rate/60 persons: \$418.14/day</b>	<b>AZ-0221-A-01-0000</b>  <b><u>Key Personnel:</u></b> Fred Flintstone Betty Crocker Adam West Cordell Walker  <u>Alternates</u>	<u>Tucson, AZ – Unit 1</u> 05/01-06/30 5678 East Hwy Tucson, AZ 85000  <u>Lost Wages, NV – Unit 1</u> 07/01 – 11/15 6301 Guzzler Road Lost Wages, NV 89000	1	3000	Breakfast Cold Can Breakfast Sack Lunch Dinner	\$10.00 \$11.04  \$13.91 \$19.55
Kitchen Unit	Equipment Type and Unit ID No.	Vehicle Identification No. (VIN)	Other Equipment Types and Unit ID No.	Vehicle Identification No. (VIN)	Vehicle Identification No. (VIN)	Vehicle Identification No. (VIN)
1	Kitchen Trailer – K-1 Tractor – T01-1 Refrigeration Unit – F-1 Handwashing Unit – part of SB-1	ABCDEFG12345HIJKL MNOPQRS67890TUVVWX YZABCDE12345FGHIJ KLMNOPQ09876RSTUV	Service Trailer – S-1 Salad Bar – SB-1 24-Hour Service Bar – B-1 Sack Lunch Preparation – L-1 Refrigeration/Freezer – R-1 Dry Goods Trailer – D-1 Freightliner Van – BB-1 Pump Truck – P-1 Maintenance Trailer – M-1 Cargo Trailer – C-1 GMC Bobtail – LB-1 Tractor – T02-1 Pickup – PU1-1			SEVIC123456TRAILLE SALAD000003ABCDEF 24HOUR78910GHIJKL SACLUN98733MNOPQR REFER377778STUVWX DRY246222GOODSXYZ FREIGH55678ABCDEF PUMPI23444TRUC987 MAINT110303TRAIL CARGOT3216543EFGI TENDER333454BOBTL TRACTO676999HIJKL PICKUP944433BR549

**SCHEDULE B – CONTINUED (Revised per Modification NIFC-10)**

**SUPPLEMENTAL FOODS AND BEVERAGES, ADDITIONAL REFRIGERATION  
STORAGE SPACE AND ADDITIONAL TENTS/SEATING**

(OPTIONAL, See Sections C 2.4.1, C2.5.1, C2.6.1)

Contractor: Yum-Yum Catering

Supplemental Food Item	Unit	Unit Price
<b>Beverages</b>		
Fruit Juices (48/case) (5-6 oz. each)	case	\$27.16
Milk (48/case) (8 oz. each)	case	\$24.66
Bottled Sports Type Drink, i.e. Gaterade, Powerade	ounce	-
Brewed Coffee (outside of dining area)	Gallon	\$8.89
Hot Chocolate (outside of dining area)	Gallon	\$9.31
Tea, Iced or Hot (outside of dining area)	Gallon	\$8.15
Bottled Water (commercially available)	Ounce	\$.07
<b>Prepackaged Snack Items (commercially available)</b>		
Trail Mix	Ounce	\$.69
Granola Bars	Ounce	\$.52
Salted Peanuts	Ounce	\$.84
Salted Mixed Nuts	Ounce	\$.84
Yogurt	Ounce	\$.15
<b>Fruit</b>		
Fresh Apples (minimum size 100 count)	Case	\$36.81
Fresh Oranges (minimum size 88 count)	Case	\$26.29
Fresh Whole Bananas	Pound	\$.92
Dried Apricots (prepackaged, commercially available)	Ounce	-
Dried Prunes (prepackaged, commercially available)	Ounce	-
Dried Banana Chips (prepackaged, commercially available)	Ounce	\$1.05
<b>Other Items</b>		
Soup for 25 persons	Gallon	\$17.88
Stew for 25 persons	Gallon	\$20.99
Dinner Rolls (wheat and/or white)	Each	\$.27
Ice	Pound	\$.37
Ground Coffee	Pound	\$7.31
<b>Additional Refrigeration Storage Space</b>	<b>Additional Tents &amp; Seating</b>	
<b>Rate/Sq. Ft.</b>	<b>Rate/60 Persons/Day</b>	
<b>\$2.14</b>	<b>\$418.14</b>	

**Note: Other items not specifically listed and priced above may not be negotiated on site by the Food Unit Leader. (See Sections G.6, G.3, and J.5C)**



**Lesson 5D Quiz - Performance, Payment and Forms**

**Section G and J**

*More than one clause may apply*

1. The government shall use Rand McNally Road Atlas, Microsoft Expedia Streets and Trips, or government odometer readings to verify reasonableness of any mileage billed.
- A. True
  - B. False

Contract Ref. \_\_\_\_\_

2. Mileage is computed by use of:
- A. Rand McNally Road Atlas
  - B. Verified written contractor odometer readings
  - C. A and B
  - D. None of the above

Contract Ref. \_\_\_\_\_

3. Is it necessary for the government to inventory and itemize all supplemental food and beverage items if they are ordered from the contractor?
- A. Yes
  - B. No

Contract Ref. \_\_\_\_\_

4. Does the minimum guarantee for the first three meals apply if the contractor's late arrival causes meals to be missed or a reduction in the number of meals served?
- A. Yes
  - B. No

Contract Ref. \_\_\_\_\_

5. Payment for the contractor's handwashing stations/units will be at the daily rate except at the beginning and ending of the use period when \_\_\_\_\_ will be paid for 8 hours or less of service.
- A. 25%
  - B. 50%
  - C. 75%
  - D. None

Contract Ref. \_\_\_\_\_

6. Does the Food Unit Leader have the authority to negotiate prices for supplemental food and beverage items not shown in the schedule of items?
- A. Yes
  - B. No

Contract Ref. \_\_\_\_\_

7. Does the Food Unit Leader have the authority to negotiate costs of lost or damaged (by government) contractor's equipment or supplies?
- A. Yes
  - B. No, only the CO has this authority

Contract Ref. \_\_\_\_\_

8. The contractor and Food Unit Leader must sign and print their names on the 1276-A invoice prior to submitting to the Albuquerque Service Center for payment.
- A. True
  - B. False

Contract Ref. \_\_\_\_\_

9. The Food Unit Leader is responsible for giving or sending the original invoices to:
- A. The National Interagency Coordination Center
  - B. The contractor
  - C. The Contracting Officer
  - D. The Finance Section Chief

Contract Ref. \_\_\_\_\_

10. The Food Unit Leader is responsible for giving or sending the blue fiscal copy of the invoice to:
- A. The Albuquerque Service Center
  - B. The contractor
  - C. The Contracting Officer
  - D. The Cost Unit Leader

Contract Ref. \_\_\_\_\_

11. Prior to leaving an incident, the Food Unit Leader is responsible for completing a Contractor Performance Evaluation form and sending it to the:
- A. The Albuquerque Service Center
  - B. The contractor's home office
  - C. The Director of Fire, Aviation and Air
  - D. The Contracting Officer

Contract Ref. \_\_\_\_\_

12. If the order for a contractor is cancelled en route before any meals are served, the contractor is guaranteed:
- A. Number of meals ordered for the first three meals plus mileage
  - B. Number of meals ordered for the first meal plus mileage
  - C. No guarantee

Contract Ref. \_\_\_\_\_

13. If the order for a contractor is cancelled after serving has begun and three or less meals have been served, the contractor is guaranteed:
- A. The number of meals ordered for the first three meals plus mileage
  - B. The actual number of meals served plus mileage
  - C. No guarantee

Contract Ref. \_\_\_\_\_

14. Once four or more meals have been served, the contractor will be paid for the first three meals plus the following:
- A. As a minimum, number of meals actually served or 85% of meal order, whichever is greater.
  - B. The number of complete sack lunches the government actually takes possession of or the number prepared prior to cancellation or reduction of an order (whichever is greater).
  - C. The number of sack lunches with frozen sandwiches government ordered less those that could remain frozen and the property of the contractor.
  - D. Actual number served for the first three meals.
  - E. No guarantee.
  - F. A, B, and C

Contract Ref. \_\_\_\_\_

15. If a contractor voluntarily brings an additional refrigerated vehicle and the government then decides to use it, what is the contractor entitled to?
- A. Usage/square foot
  - B. Usage plus mileage
  - C. Minimum 3 days usage

Contract Ref. \_\_\_\_\_

16. What option is available for payment of contractor's supplies or services not priced in the unit summary?
- A. Buying Team/Payment Team
  - B. Purchase card
  - C. Emergency Equipment Rental Agreement (EERA)
  - D. Cash
  - E. Trading goods for services
  - F. A, B and C
  - G. All the above

Contract Ref. \_\_\_\_\_

17. Food Unit Leader can approve, change orders and modification to accommodate the incident needs.

- A. True
- B. False

Contract Ref. \_\_\_\_\_

18. Potable water standards are found in sections:

- A. J
- B. H
- C. G
- D. B

Contract Ref. \_\_\_\_\_

19. When shall the contractor take a water sample for one microbiological test for a total quantity of coliform bacteria?

- A. At the earliest time that processing can be done unless timing would interfere with the laboratory processing time.
- B. Twenty-four hours into the first operational period.
- C. En route to the incident.
- D. On a half-empty tank.

Contract Ref. \_\_\_\_\_

Food Unit Leader, S-357

Unit 6 – Alternate Feeding Methods

OBJECTIVE:

Upon completion of this unit, students will be able to:

- Develop plans to ensure continuing food service when National Mobile Food Services Unit is not used.



## I. INTRODUCTION

Not all incidents will require or have the ability to use a National Mobile Food Services Unit. In these situations alternatives must be provided. This unit examines alternate methods of providing food for an incident.

## II. ALTERNATE METHODS OF PROVIDING FOOD FOR THE INCIDENT

- A. Analyze present situation to ensure nutritional needs are being met.
- B. Discuss options with the logistics section chief, buying team, or host purchasing agent.
  - 1. Local mobile kitchens
  - 2. Restaurants
  - 3. Other government facilities (Job Corps, schools, state and local agencies)
  - 4. Other purveyors (service clubs and organizations, Red Cross, Salvation Army)
  - 5. Meals Ready to Eat (MRE)
  - 6. Local guideline/agreements
    - a. Service and supply plan
    - b. Blanket Purchase Agreements (BPA)
    - c. Pre-season agreements (meal tickets)
    - d. Interagency Incident Business Management Handbook (IIBMH)

C. Factors to help determine which methods are appropriate.

1. Immediate need
2. Size of incident (personnel)
3. Ability to meet the requirements of the incident
4. Cost
5. Political considerations
6. Timeframes
  - a. Feeding schedule
  - b. Hours of operation
7. Appropriate feeding method
  - a. Buffet
  - b. Menu selection
  - c. Hot cans
  - d. Pick up and delivery
  - e. Sanitation

III. PROCUREMENT PROCEDURES

- A. Coordinate with host agency for appropriate procurement procedures.
- B. Coordinate with contracting, which may entail working with a local buying team, procurement unit, or contracting officer.
- C. May need to provide supplemental food items when nutritional requirements are not being met (fruit, dairy products, and vegetables).

The NWCG Supplemental Food Policy is on pages 5A.11 – 5A.12.

Food Unit Leader, S-357

Unit 7 – Demobilization

**OBJECTIVE:**

Upon completion of this unit, students will be able to:

- Describe the process for the demobilization of the food unit.



## I. DEMOBILIZATION

### A. National Mobile Food Services and Other Equipment

1. Coordinate release time with the logistics section chief.

Submit ICS 213, General Message to demobilization unit to release the kitchen.

2. Notify the National Mobile Food Services contractor.

Once the incident has begun to demobilize, the contractor is not obligated to stay beyond three days after the FDUL has determined that the number of meals to be served is below 100 people at the incident.

3. Ensure documentation is complete and submitted.

- a. Evaluations to the mobile food services contractor must be completed.

Keep logistics section chief in the loop.

- b. Invoicing must be completed.

Prior to leaving each incident, the mobile food services contractor shall certify on the last invoice that all miscellaneous charges and credits (1276A/B) have been accounted for and documented on the contractor's invoices.

- c. Food unit documentation package submitted.

4. Ensure gray water is pumped.
5. Ensure all hazardous waste is properly disposed of (kitchen grease, petroleum pads).
6. Ensure kitchen area is clean.
  - a. FDUL walk-through with kitchen manager.
  - b. Walk-through with facilities unit leader.

B. Release Food Unit Personnel

1. Coordinate release time with the logistics section.
2. Complete personnel performance evaluations, if applicable.

C. Transition to another FDUL

1. Transition briefing
2. Examples of documentation:
  - Individual Performance Evaluations (ICS 226)
  - Interagency Mobile Food Services Performance Evaluation (1276-E/H)
  - ICS 214, Unit Log
  - Narrative