

Nadina Fire Zone

Briefing Package



ZWCO 250-643-8015

NADINA FIRE ZONE MAILING ADDRESS

Nadina Fire Zone

#8 4TH Avenue, Burns

Lake, BC, V0J 1E0

Regional Demographics

For administration purposes, the Province of B.C. is divided into six regions or Fire Centre's. Fire Centre's are further divided into sub-regions called Zones. We are located in the Nadina (Burns Lake and Houston) Zone within the Northwest Fire Centre.



Northwest Fire Centre

The Northwest Fire Centre's area of protection is 25 million hectares and is broken into four separate fire zones: Nadina Zone, Bulkley Zone, Skeena Zone and Cassiar Zone. The Fire Centre occupies north-western B.C. and has zone offices in Houston, Telkwa, Terrace, Dease Lake, Hazelton and of course, here in Burns Lake.

The major forest eco-systems in the zone are lodgepole pine, spruce, balsam, areas of whitebark pine and areas of deciduous stands.

The Northwest Fire Centre has an Air Tanker base in Smithers. Adjacent Fire Centres also have Air Tanker bases located in Prince George and Williams Lake. With the advent of faster aircraft in the tanker fleet, the location of these tanker bases are quickly becoming less important.

Contact Information

[BC Wildfire Intranet](#) > [Fire Centres](#) > [Northwest Fire Centre](#) >

Contact and Address List

Dispatch

Email:

BCWS.NWFCDispatch@gov.bc.ca

Phone: 250-847-6633

Fax: 250-847-2737

Fire Reporting Centre: 1-800-663-5555

Fire Information: 1-888-336-7378

Burning Registration: 1-888-797-1717

Ventilation Forecast: 1-888-281-2992

Ventilation in Smithers area: 250-847-1689

Nadina Fire Zone

The Nadina Fire Zone encompasses the entire Nadina Forest District located in the eastern section of the Bulkley Valley and Lakes areas from Babine Lake (in the north) to Tweedsmuir Park (in the south) and from Endako (in the east) to Hungry Hill (in the west). The majority of the population lives around the two communities of Burns Lake and Houston.

The community of Burns Lake, which lies within the Lakes District, has an approximate population of 3,614 within the village. However, with limited resources in many of the neighboring communities Burns Lake supports closer to 10 000 people. Our zone touches on eight First Nations traditional territories. This includes the: Burns Lake Band, Cheslatta Carrier Nation, Community of Tachek (Tachet), Lake Babine Nation, Nee Tahi Buhn Indian Band, Skin Tyee Nation, Stellat'en First Nation and Wet'suwet'en First Nation. The major industries within the zone are logging, sawmill work, agriculture and tourism.

The community of Houston is approximately 80kms northwest of Burns Lake along Highway 16. The population is approximately 3200 people. The leading resource sectors are logging, mining, agriculture and tourism.

911 is the emergency number for all locations.

Contact Information

Burns Lake FAB	
#8- 4 th Ave., P.O Box 270, Burns Lake, BC V0J 1E0	
Duty Room/'NJCO	250-692-3190
Main Office	250-692-3190

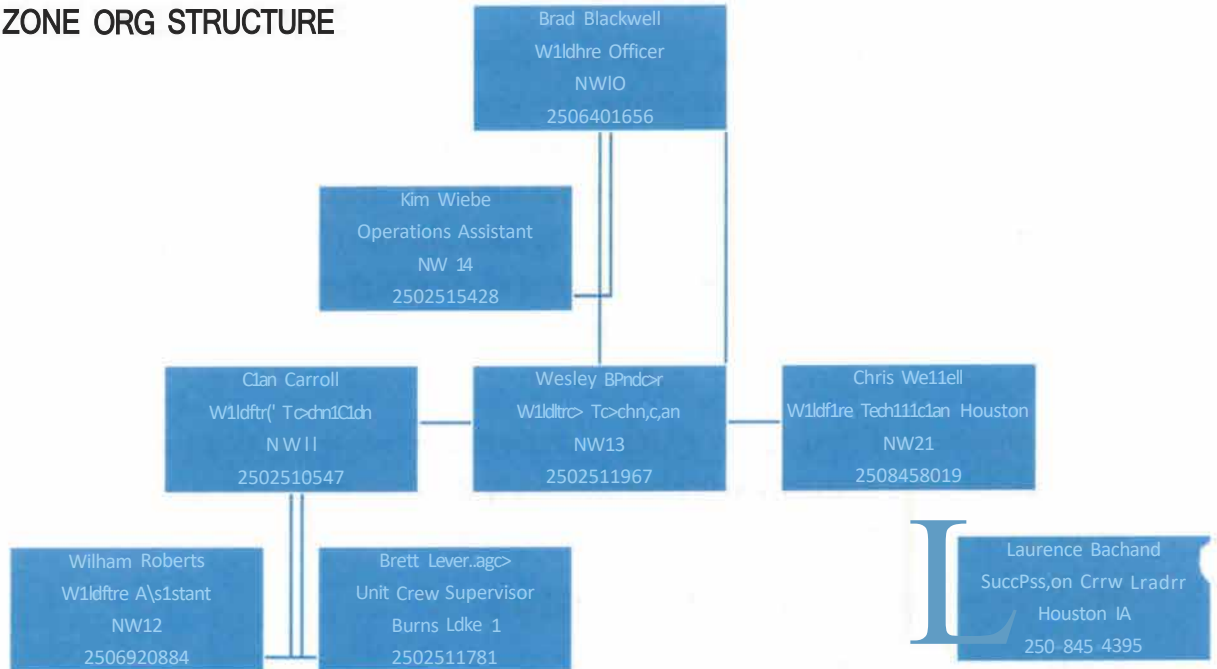
Houston -FAB	
2500 Bulter Ave, Houston, BC V0J 120	
FPT	250-845-7916
Crew Room	250-845-7489

Northwest Fire Centre	
3359 Victoria Dr., Bag 5000, Smithers, BC V0J 2N0	
24 Hour Fire Calls/Dispatch	250-847-6633

STAFF AND FACILITIES

The Nadina Zone staff consist of 1 Wildfire Officer (WO), 1 Operations Assistant (OA), 3 Wildfire Technician (WT), 1 Wildfire Assistant (WA), 1 Unit Crew Supervisor, 1 Succession Crew Leader, three 3- person Initial Attack (IA) Crews, one 20- person Unit Crew (Burns Lake).

NADINA ZONE ORG STRUCTURE



WEATHER STATIONS

WEATHER STATION	LATITUDE (N)	LONGITUDE (W)
Leo Creek	55° 04.91'	125° 28.644'
Pine Creek	54° 41.027'	127° 19.549'
Upper Fulton	55° 02.037'	126° 47.98'
Holy Cross 2	53° 56.158'	124° 46.603'
Moose Lake	53° 04.288'	125° 24.729'
North Babine	55° 08.071'	126° 12.436'
Storey DL	54° 48.393'	126° 08.570'
Houston (Dungate)	54° 23.634'	126° 37.054'
Augier Lake	54° 21.713'	125° 31.521'
McBride Lake	54° 04.484'	127° 23.965'
Nadina	53° 56.549'	126° 55.669'
Peden	53° 59.205'	126° 31.033'
Grassy Plains Hub	53° 56.723'	125° 52.564'
Parrott	54° 01.120'	126° 23.333'
East Ootsa	53° 30.146'	125° 46.759'
Burns Lake	54° 15.516'	125° 45.426'

Lookouts

Verdun	53 ° 52.279'	126 ° 0.726'
Old Fort	55 ° 04.98'	126 ° 22.02'

Fuel Caches (Jet A)

*Inquire with Fire Centre or Zone as to how many barrels are currently located at each site

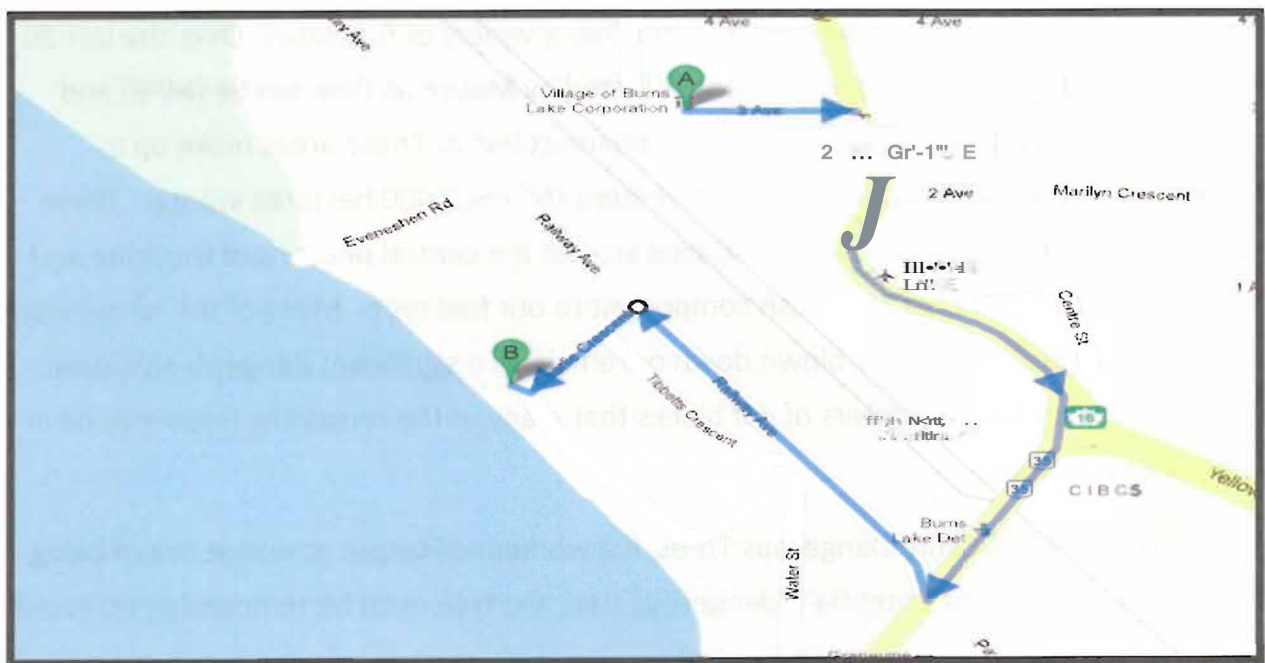
Primary

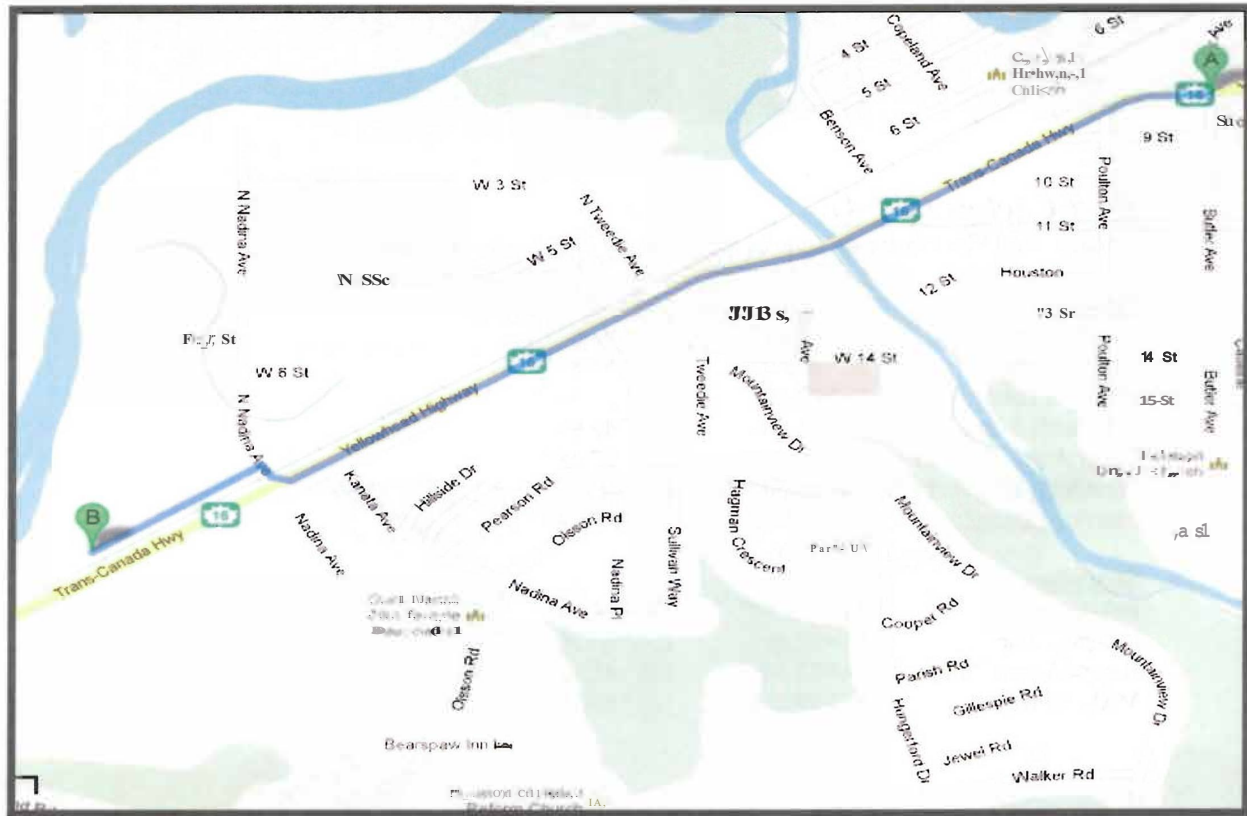
Forestry Bay	53 ° 48.827'	126 ° 05.879'
Tahtsa Barge	53 ° 43.699'	126 ° 55.83'
McBride Lake	54 ° 02.777'	127 ° 2 1.44 1'
Westland- Bums Lake	54 ° 13.660'	125 ° 45.99'
Baker Airport (Bulk)	54 ° 22.960'	125 ° 57.484'
Westland- Houston	54 ° 23.400'	126 ° 4 1.00'
Morrison Camp	55 ° 07.648'	126 ° 17.569'

Secondary

Babine Mill	54 ° 11.140'	125 ° 29.49'
Babine Camp	54 ° 52.60'	126 ° 04.20'
Babine North Camp	54 ° 38.34'	125 ° 45.12'
Michelle Bay	54 ° 49.259'	126 ° 09.306'

AIR CARRIER LOCATIONS-NADINA





Fuel Type and Danger Trees

The Nadina Zone covers a large area and thus has a variety of fuel types. Over the last 20 years much of the Nadina Zone has been affected by Mountain Pine Beetle (MPB) and consequently been subjected to accelerated harvest levels. These areas make up a considerable part of the zone, consisting of more than 500,000 hectares in total. These accelerated harvest levels are concentrated around the central portions of the zone and have created a significant S1 - slash component to our fuel type. Many of the remaining MPB attack trees have either blown down or remain as a significant danger tree hazard. Be cognizant on the perimeters of cut blocks that many of the remaining trees may be in very poor condition.

As per OSWS #1, Wildfire Dangerous Trees, if a worker will be put at undue risk of being injured by a suspect or potentially dangerous tree, the tree must be removed or assessed

by a certified Danger Tree Assessor who applies established practice to manage the risk to worker safety.

Grey Stage of the Mountain Pine Beetle Attack

As the red stage of MPB attack is characterized by a quick moving fire front that does not consume much more than needles and smaller branch material, the grey stands support fire that tends to consume more branch material into actually consuming the boles of the tree. The consumption of this larger material causes the fire to be "hotter" (higher fire intensity) and reside on the landscape longer. With over 20 million ha affected provincially by the Mountain Pine Beetle, the future of much of BC's forest will be somewhere in the transition between grey and old grey attack MPB killed stands.

When looking at ROS in grey attack stands, it is important to determine the understory component.

Importance of Understory Structure



Lush green herbaceous
understory (lower Fire risk)



Absent understory (Possibly
surface fire only)



Conifer understory (fast rate
of spread, higher spotting
potential, higher intensity)

Fire Behaviour Assessment

- Increased spotting distance due to the increase of sending agents (loose, sloughing bark) and increase in fire intensity
- The FBP fuel type C-3 will give you a fairly good rate of spread indication up to the mid range of high hazard values and then pass this point C-2 will be a better indicator of rate of spread.
- The FBP fuel type MB (60%DF) may be a better indicator of head fire intensity
- Fire intensity will increase as the trees start to fall down and become more involved in the lower fuel stratum.

*Remember that no one fuel type in the FBP system/Red Book does a perfect job in predicting the fire behaviour in the MPB stands and that you need to be very aware of the potential for quick transition from surface/torching to fully involved Crown fire, and higher fire intensity due to more fuel being consumed. Bottom line is MPB fires are faster and more intense than typical C3 fires.

Hazard: Grey and Dead Pine Stands



BlowDown:

In *green* areas, grey trees are at a risk to fall in any wind conditions. In the burn, a loss of organics, root decay, openness of stands, and increased ground vibration make the trees more susceptible to blow down.



Decay: When walking in the *green*, be aware of the condition of trees around you. Grey and Dead stands have a higher percentage of decay, which may be anywhere in the bole of the tree or root system. In the black, be aware that this rot will likely have burnt up and produce extra hazard to workers.



Unstable Tops:

Even in *green* stands, grey and dead trees are showing decadence in the top 1/3 of the tree. If a helipad is near these areas ensure a good OTA has been completed. In the burn, the tops of trees are burning out which creates more risk to ground crews who may not notice that they are at risk of falling.

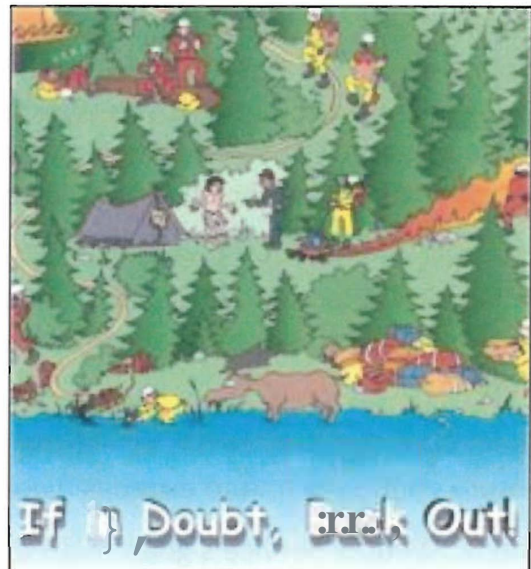


SAFETY

The number one goal of the BCWS is safety, both of our employees and of the public we help to protect.

When there is extreme fire behaviour potential, it is essential that all parties understand that wildfire is both a natural and vital process of the ecosystem- sometimes all we can do is step back and watch in awe.

For those reasons, it is technically incorrect to say we "fight" forest fires. All wildland fire fighting organizations truly only have the ability to manage wildfire.



No fire is worth any fire fighter's life, or the life of anyone else. Remember that safety begins with you.

LACES

Lookouts - Anchor Point- Communications - Escape Routes - Safety Zones

Incident Commanders are expected to establish LACES on all fires and communicate this to fire crews and confirm this with Fire Centre Dispatch.

Accident Response Codes

- **Code 10-50** means that you are being dispatched to a potential accident scene. Aircraft may or may not be involved. You are to assume that all persons involved are alive, injured and burned.
- **Code 10-45** may be transmitted to confirm death or fatality.
- In assessing the scene, always ensure the safety of yourself, crew and public.
- Names of persons involved are not to be relayed over the radio.
- If dealing with an aircraft accident, do not refer to the air carrier name or the aircraft registration over the radio.

Covid 19

The COVID-19 (coronavirus) situation remains dynamic in British Columbia and elsewhere around the world, but the BC Wildfire Service (BCWS) is continually adapting in response to the changing conditions. The organization is implementing appropriate measures to protect its employees, while ensuring that it remains prepared to deal with whatever the upcoming flood and fire seasons may bring, in the interest of public safety.

We must continue our preparations for the coming freshet and wildfire seasons. We have a first responder mandate to address natural hazards (first and foremost, those related to wildfire) and we support the government's emergency response efforts in many other ways.

The BC Wildfire Service's goals related to COVID-19 include:

- keeping staff members informed
- reducing the risk of staff exposure to COVID-19
- maintaining a supportive, healthy and resilient workforce
- adapting our operations and our response to risk, as necessary

Working from home

- **When feasible, and approved by the Wildfire Officer, staff will work from home.**
All response staff will be available 0800-1600 (or as per Prep Plan)
- **Staff members will submit weekly work plans (email) to their supervisor(s) each Monday**
- **Where applicable, and ONLY for work purposes, staff may securely keep a government vehicle at home, to avoid coming into office for field work and response.**

Check ins

- **Crew Leaders and Crew Supervisors will dial in to the NWFC Prep calls:**
Monday and Thursday 0900 1-877-353-9184 ID 080903
- **ZWCO will check in with rostered crews after each prep call to confirm roster and zone priorities**
- **Supervisors will check in with remaining staff after each prep call to confirm work priorities**

Response

- **Staff will be available from 0800-1600 each day OR as per preparedness requirements approved by the ZWCO**
- **Staff will be placed on a weekly rotation and identified as 1st, 2nd and 3rd up**
- **Each crew will ensure they are fire ready:**

From home:

- **Trucks and equipment are fire ready and secured at a designated location**
- **Crew leaders/supervisors are responsible for contacting crew members and arranging muster points**

- **Crew is mobile within 30 minutes**

From base:

- **Trucks and equipment are fire ready**
- **Crew leaders/crew supervisors are responsible for contacting crew members**
- **Crews are mobile from base within 30 minutes of being dispatched**

Field work

- Staff will continue with field work based on priorities and weather/road conditions
- Staff will discuss priorities and field objectives with supervisors and ZWCO after the Monday prep call.

COVID-19 Summary Safety Plan Nadina Fire Zone – Burns Lake & Houston

General Precautions

- ❖ Maintain 2-metre physical distance. Practice Social Responsibility!
- ❖ Regularly wash your hands.
- ❖ Use clean-in and clean-out practices where applicable.
- ❖ Utilize COVID-19 PPE (face coverings/ masks, hand sanitizers, disinfectants, etc.). Masks mandatory in public spaces and high traffic areas.
- ❖ Follow workplace assessments and sanitization plans for disinfecting high traffic touch areas.

COVID-19 Reporting, Testing and Daily Health

- ❖ Monitor your wellness DAILY.
- ❖ If you feel sick, contact your supervisor and DO NOT come to work
 - o Complete the self-assessment and follow the recommendations
 - o Update your supervisor on your status

Facility Use – Burns Lake & Houston

- ❖ Participate in COVID-19 workplace orientation for each site
- ❖ Conform to all workplace protocols as per the workplace assessment tool
- ❖ Masks to remain on while working inside facilities within 2m distancing
- ❖ Limit interaction with regular working staff at each site, practice 2m distancing
- ❖ Utilize hand sanitizing before entering and exiting facilities
- ❖ Practice clean-in and out at workstations
- ❖ Adhere to facility/room maximum capacity limits; posted throughout the worksite
- ❖ Utilize outside space to host meetings
- ❖ Restrict access to non-essential workers (Government offices remain closed to the public)
- ❖ Respect shared workspaces (Houston and Decker compound) and inform other users of workplace updates/protocols

Vehicles

- ❖ Assign vehicles to individuals and or crews
- ❖ Travelling with more than one employee, use of face covering / mask mandatory.
- ❖ If possible, do not eat in vehicles.
- ❖ Disinfect vehicle high touch areas before/after use. Utilize hand sanitizer prior to vehicle re-entry after e.g. refueling, ATM etc.

Use of Shared Equipment (ATV, Chainsaws, Pumps)

- ❖ Cleaning and disinfect equipment high touch areas before and after use.

Use of Aircraft Refer to provincial [FLYING-SAFETY-BULLETIN](#) for more details

- ❖ Prior to booking flight ensure flight and passengers are deemed essential.
- ❖ All passengers must wear face coverings and where necessary utilize other PPE (gloves, glasses).
- ❖ Obtain air carrier use orientation including COVID-19 protocols

Community in and around

- ❖ Be mindful of your conduct – conform to other provincial/regional/local protocols
- ❖ Limit number of staff entering businesses for work related inquiries.

Field Work

- ❖ Adhere to safety check-in procedures, standard COVID-19 pre-cautions & operational protocols.
- ❖ Maintain your work units, limit interactions with other work pods
- ❖ Limit stops and public interactions while travelling to and from worksites.

First Aid Attendants Refer to Work Safe BC [Occupational-First-Aid-Attendant-COVID-19-Protocol](#)

- ❖ Integrate COVID-19 signs & symptoms into priority action approach

For Additional Information; <https://intranet.gov.bc.ca/bcws/covid-19updates>

RADIO CALLING FOREST ROAD PROCEDURE #2

(1b I. 2010- Print Ctor; t fonst It t m'III Group)

a.u.://1111.f.f.w.g.bc.gldpg

These procedures apply to all best roads, the Prince George Forest 51 Oestnd.
Remember, roads are radio assisted not radio controlled drive accordingly.
DRIVE DEFENSIVELY - EXPECT THE UNEXPECTED

Known Hazards

- | | |
|-------------------------------------|--------------------------|
| 1. LOS1ngnaotyctW11x--; | s Umecearyraclochclner |
| 2. Losnnaotohtf'Wbde9io=lon | 6. Uaingtfewronvhq1Jency |
| 3. Meetu,ooncomrg vehcte a mdlo | 7. "Wdn;lavet" calls |
| 4. Not following calling procedures | 8. Being 6s.tracted |

1. -up- is defined as incre3SWlg numbers. -oowH' is defined as decreas3J numbers.
2. LOGOOO Trucks call -UP" or - foJowed by the kilometre, position (i.e. i>oNN 241•)
3. All vehldes ot than k>gg:n(J trucks roost identify themselves; pick-up, low-bed, fuel truck, grader, etc. (i.e. "pd-up OO'lvN 59", -grader UP 122"). Also, loaded logging trucks travetno ., the "UP" d'rection should identify themselves as such (i.e. "UP with a load 2"6").
4. Dual-Call Road calling protocol (use on m- .ieo roads Of Wheel Width;t) :
 - DOWN vehldes call every 0 0 0 km
 - UP vehldes call every EVEN km
5. SlifOle-Cell Road calling protocol used on posted -Single-Cell roads):
 - DOWN YCheoes call every 0 0 0 km
 - UP wide loads, fuel trucks and loaded loQolng trucks travetno ., the IJP dtredlon call every EVEN km
 - Otllle UP vehicles cal only "muSt cal" signs
6. Must call situations for both UP and DOWN vehicles are:
 - When enterng a new road system.
 - At posted must call signs.
 - Whenever there is a road frequency/channel - << when learno a road.
 - Whenever you are stopng and parking on the road. and 39ain when you resume.
 - Whenc'wer you encounter a vehicle travetno wUloul a radio.
7. Convoy
 - The lead vehicle is responsible for calling for all vehicles Wthe comoy
 - It is the responsibility of the vehicle joIRno << leaving the comoy to norm and 10 re:reconfirmat on from the le3d vehicle
 - can be no more than 1 km knO
 - A vehicle more than 1 km behrd the lead vehicle is no longer part of that coovcr, and must call their own posiOOn.
8. Ne;er pass any vehicle notdyng them on the radio and receMnQ the "OK"
9. A'Old distracbons wllle monitoring the road ctuvlel;
 - No InleC8SSarY rado chatter
 - Avoid NOIS8 distracbons i.e. AM/FM radios, phoneS, lro\$IC pb)'ltrs. p,JSSenOeSS
 - Sby or des9l...:fed ch.lnnef at all times while h2VOnO

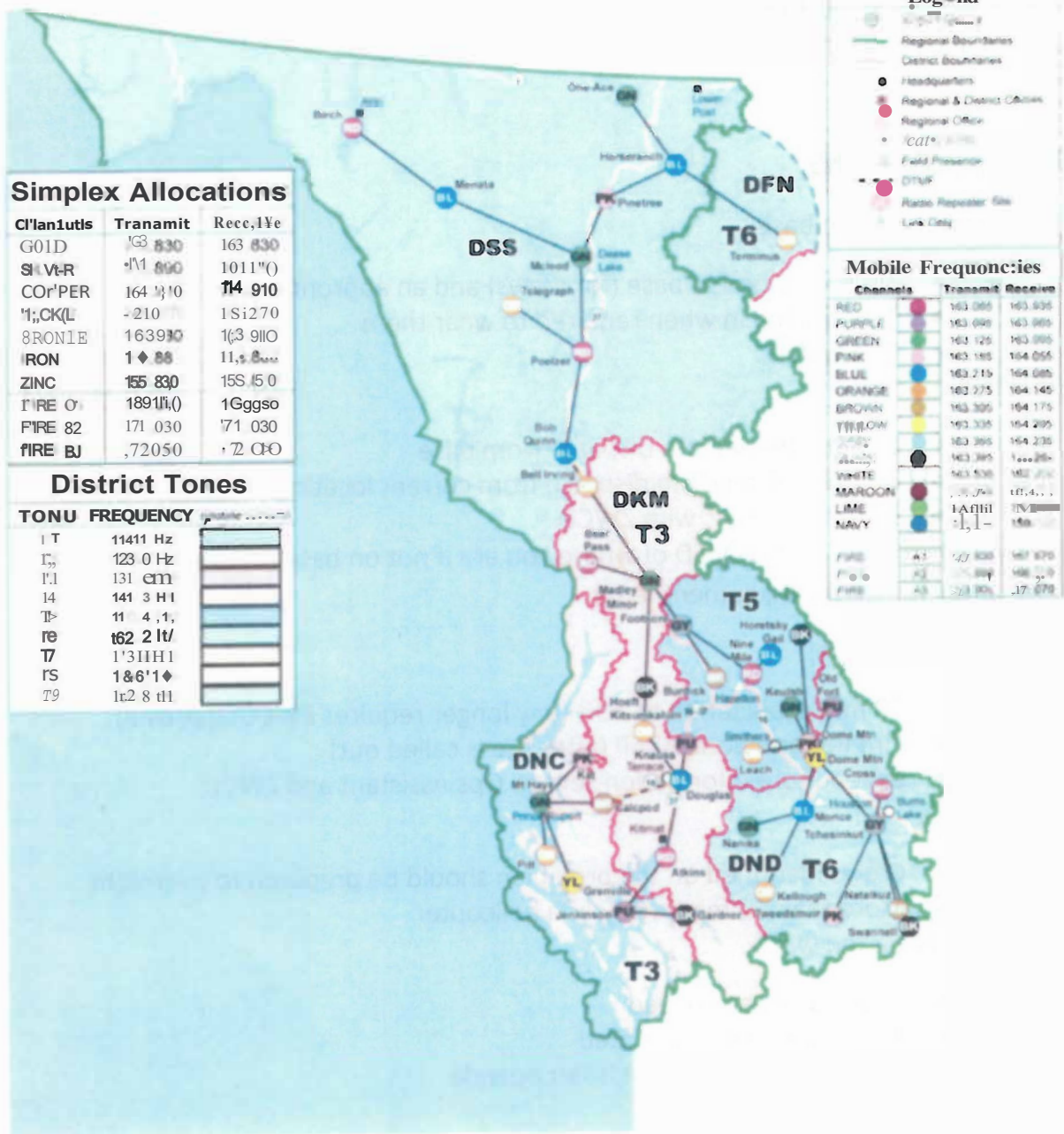
Follow the "3 C's": Courtesy Common Sense Concentration

Participating committee members:



Northwest Fire Centre

Ministry of Forests, Lands, and Natural Resource Operations
NRS Radio Operations



NADINA ZONE WIRELESS CONNECTION

Option 1) Choose Dogwood, this is the free and open system that does not require a password.

Option 2) Choose BCNGN, which is used to access the Provincial Government Server System and requires IDIR ID as part of the password process.

BASE EXPECTATIONS

Dress Code while on base:

- Blues on when at base {for crews) and an appropriate T-shirt
- Reds tucked in when required to wear them
- No Sandals

Standby Expectation:

- 1st out - Immediate Dispatch from base
- 2nd out - Immediate dispatch from current location
- 3rd out - Discuss with ZWCO

ALWAYS KEEP ZWCO INFORMED of where you are if not on base {in town getting food, getting fuel for trucks/equipment, etc.)

Returning from a fire:

- 30 min expectation to refit {any longer requires ZWCO approval)
- Fire Reports done ASAP (after fire is called out)
- expenditure information sent to Ops Assistant and ZWCO

Overnighting

- Crews identified on the prep plan should be prepared to overnight
- More than 60 mins away or a helicopter

Locking up (if tasked with)

- All windows are closed
- All outside door are locked
- No valuable equipment is left outside
- All gates are locked
- Activate the alarm

All facilities in the Nadina Zone have a list of duties. If you have nothing to do, help keep our facilities functional by completing some tasks.

BURNS LAKE BASE

54° 13.800 x 125° 45.880

Courtesies

- All crew members and leaders will use the washrooms upstairs or in the locker area.
- Through traffic from the Crew side of the building to the compound are to use the exit on Government Street and the main gate.
- The Duty Room is off limits.

Office Location and Use:

Street Address: #8 - 4th Avenue, Burns Lake

Mail Address: Burns Lake Fire Base, Box 270, Burns Lake V0J 1E0

Mail Pickup and Delivery

Canada Post, one block east of the Fire Base, the mail key is hanging in the main office on the bottom of the vehicle sign out board. For delivery of large envelopes, or bigger call Purolator on their direct line 250-691-1194.

Stamps for postage, Purolator envelopes and waybills are in the top drawer of the map cabinet near the front entrance.

Keys

A set of keys will be issued upon arrival at the base.

The security alarm keypad is located at the back entrance of the office. You must use this door to enter and exit the building otherwise you will set off the alarm. The alarm code is the same as the base fax number.

Office Doors: The main key opens all the doors on the base.

Key 3303: Compound gates, lockup in the locker room and the gas shed.

Key 3644: Secure Storage, radio locker and filing cabinets.
{WO/WA and IA/UC leaders only}

- Key Lockup and Safe - the WO or designate has access
- The Deadbolt in the warehouse is a separate key, in most cases only the handle lock will be required. The warehouse can also be accessed via the crew locker rooms.

Telephones

The main office phone has three outgoing lines. The main line has a switchboard that can forward calls to the main workstations in the base. You must dial 9 to get out and 8 to dial long distance.

Each IA crew, Unit Crew, and officer is equipped with a cell phone. Radios are kept in the locked radio locker in the stationary storage room office using the 3644 master key.

NADINA ZONF (ZON,S 1 AND 2)		ZONE OFFICE: Burns LAKE OFFICE FAX: 250-92-3197 HOUSTON OFFICE FAX: 250-M-7694				
BLACKWELL, BRAD	ZONE W O	N W I O	250-692-3190	250-640-1656		
BENDER, WESLEY	W T • PREVENTION	N W 13	250-692-3190	250-251-1967	250-698-7737	
CARROLL, CIAN	WT	N W 11	250-692-3190	250-251-0547	250-567-3940	403-927-3432
ROBERTS, Will	W A	N W 12	250-692-3190	250-692-0884	250-698-7380	403-927-3430
SOLECKI, MATT	SCL	N W 13	250-692-3190	250-643-0757		403-927-3431
WIEBE, KIM	OPS ASSISTANT	N W 14	250-692-3190	250-251-5428	250-692-6227	
WERREIL, CHRIS- HOUSTON	W T	N W 21	250-845-7916	250-845-8019	250-917-9678	403-927-3435
BACHAND, LAURENCE- HOUSTON	CS	N W 23	250-845-7916	250-551-7456		

Stationary and Forms

The forms and map cabinet are in the main office. The Stationary Storage room is in the back of the building near the locker rooms. If multiple copies are required, the Nadina Forest District Office photocopier is located at 183 W Highway 16, Burns Lake. Any additional stationary and forms can be obtained through reception at the Fire Center.

Computer Use

To log on:

Press Ctrl +Alt+ Del and a logon and password prompt appears

Enter your IDIR account ID and password

If you need an IDIR account phone support systems 250-387-7000

Adding the 'G' drive

1. Click the Windows icon at the bottom left of your screen.
2. Click Computer.
3. Open "Map Network Drive".
4. Type in <\\sfp.idir.bcgov\S165\S65007>
5. Should be there©

Adding the printer

The first time you work reception and plan to login under your personal profile, you will likely need to add the network printer. Adding this printer will allow you to print a SOSS summary if a building evacuation occurs. Here is how to do it:

1. Left Click on the Windows icon on the bottom left of your computer screen.
2. Click "Devices and Printers".
3. Click "Add Printer".
4. Click "Add a Network, Wireless, or Bluetooth printer".
5. Click "Select a Printer".
6. Click "The Printer that I want isn't listed".
7. The "Find a printer by name or TCP/IP address" will appear and give you three options:
 - a. "Find a printer in the directory based on location of feature"
 - b. "Select a shared printer by name"
 - c. "Add a printer using a TCP/IP address or hostname"
8. Click "Select a shared printer by name".
9. In the text box that appears below your selection, type: [G orilla Pullprint](#) (Both are the same printers, but one features Postscript)

Duty Room

Contains:

- Fire Management Plans
- Pre-Org
- Emergency response manual
- Base station (radio)
- Computer
- Duty Binders
- Prevention and detection, policy, MSDS, and all other important binders
- Industry Pre-org

Note: These files should not be removed from the Duty Room. For any problems with the above supplies, call the NWFC dispatcher@ 250 - 847 - 6633.

First Aid

- One Medivac Kit is in the First Aid closet located in the crew assembling area. It contains a chainsaw (without fuel) for helipad use
- One Level 3 First Aid Kit in the Burns Lake Unit Crew ETV. It is on site with the crew daily.

Warehouse & Equipment

To order equipment, please complete a FS 17 for all equipment leaving the base and leave it in the IMIS and Warehouse binder in the Duty Room. Also contact the Wildfire Assistant in the zone to order from the Prince George fire Depot (PGFEWH) in IMIS. If you do not have IMIS authorisation, contact Kelly Johnson at the Prince George fire Depot. (250) 614-1572, and he can arrange for orders to be made via e-mail or fax.

HOUSTON BASE

54° 24.100 x 126° 38.490

Courtesies

- Entry to the compound is either through the main gate or through the personnel door on the Butler Avenue.
- The district side of the four bay garage is off limits to crew members unless authorized.
- Crew ready room is to be used for crew marshalling
- No loitering in the crew office area.
- The main gate is to be locked when there is nobody on base.

Office Location and Use

Street Address: 2500 Butler Avenue, Houston, BC

Mail Address: Ministry of Forests, Northwest Fire Center, Bag 2000, Houston, BC, V0J 1Z0

Keys

A set of keys per crew will be issued upon arrival at the base. Spare sets are also located at the Fire Center in Smithers, the Burns Lake base, or at the MoF field office on 9th street.

Office Doors: The building key will open all doors in the compound except the secure storage and Base Managers office.

All vehicle keys are to be hung up on the key board located in the crew office when not in use.

Telephones

- The base has two business lines. One line is located in the crew office and one in the Base Manager's office. These lines are for business use only. Both lines are equipped with an answering service. There is also a call restricted phone for non-

business crew use located in the crew office.

- The base has one sat phone that will be located in the crew office.
- Spare radios are located in the secure storage room located next to the base warehouse.

Stationery and Forms

All stationery and forms are located in the filing cabinet located in the crew office. Additional forms may be printed off from the Ministry internet site or by contacting the Fire Center. Additional stationary may be obtained from the Fire Center.

Computer Use

The crew computer is located in the crew office and is connected to the net by ADSL. Use of the computer is governed by Ministry policy and to be used for business only.

Preparedness Information

The following information will be located in the bookcase located in the crew office:

- Fire Management Plans
- Pre-org
- Emergency Response Manual
- Duty Binder
- Policy Binder
- Industry Pre-org
- MSDS
- Other info binders

Other information may also be obtained from the electronic library located on the WMB internal website.

First Aid

There is one level 3 First Aid Kit located in the warehouse. The Base First Aid book is on the shelf in the crew office. For accidents or injuries requiring outside assistance, the emergency phone numbers are posted at the exits.

Warehouse and Equipment

The warehouse is located on the East side of the compound between the fuel storage building and the four bay garage. The Houston Base carries a minimal of extra

equipment, as there are two larger warehouses in Burns Lake and Telkwa.

If more equipment is required, an order must be filled out on a FS 464 and faxed to Fire Control for approval or transferred from either Burns Lake or Telkwa using a FS 17.

FINANCE & ADMINISTRATION

DEC

While working in the PG Zone, your costs will be DEC'd by either the ZWCO or Ops Assistant. However, if you are the IC of the fire it will be your responsibility to communicate DACR information by email to the Ops Assistant and ZWCO.

NWFCBCWS.@gov.bc.ca

Please ensure all expenditures for the fire are communicated to the ZWCO or Ops Assistant. If a purchase was made, attach a scanned copy of your receipt to your expenditure email and fill in the budget tracker [G:\!Publish\Zones\Nadina\Corp Services \Budget](#)

Fire Reports

ICs are responsible for all information required to complete the final Fire Report. Incoming crews must have fire reports done before leaving the zone.

Fuel

The Nadina Zone uses premium fuel purchased with a purchase card to restock the fuel shed or when buying large quantities of fuel for fires. Purchase cards are NOT to be used to fill up vehicles with fuel.

- Sign the bottom of the receipt and include your employee number
- Label the top of the receipt with the appropriate fire# or Project Code (71WG140)

Vehicle Operations and Maintenance

- **A valid Class 5 drivers' licence** must be held with no-new driver restrictions. Novice (N) drivers under the graduated licensing system will be given permission to drive Forest Service vehicles under emergency circumstances only.

- All drivers **must comply with the Motor Vehicle Act**, Regulations and the Workers Compensation Act, Occupational Health and Safety Regulations when operating a government vehicle during the course of their duties and should be familiar with regulations. All drivers must provide current drivers abstract to be on file.
- Every **supervisor must perform reasonable verification checks** prior to assigning vehicles. Each year employees should be given a thorough orientation of the fleet vehicles. This orientation should include the pre-trip inspection sheet. The following skills and knowledge should be tested as a requirement before vehicle operation:
 - o General vehicle familiarity, e.g.: 4wd, engine components, operating characteristics, read manual
 - o Driving technique: parking, backing up, operating in difficult road conditions, use of mirrors
 - o Jacking procedure and changing a tire
 - o Road radio use and protocols

**Deficiencies must be addressed through training or restrictions.
- The driver in charge of a Ministry vehicle, which is operated in violation of a law, a regulation, a bylaw, or an ordinance, **is responsible for payment of any fine** or fulfilment of any other penalty incurred. This includes parking and speeding tickets.
- **Pre-trip inspections must be conducted** by all vehicle users. This is a legal requirement for all employer supplied vehicles that carry three or more employees. The daily vehicle inspection must be documented and filed. The information must be produced upon request by a WorkSafeBC Officer. **A post-trip inspection is encouraged** to ensure all incidents are reported promptly and accurately to the supervisor. Inspection and standards are to be discussed with your supervisor.
- **Fuel purchases and mileage must be documented** in the vehicles log (blue) book. Each ARI card has a pin using the digits of the vehicle number. Not all stations require this, but those that do will require the pin as well as the mileage of the vehicle. Mileage for all VE units (IA SSO's/ETV/Ambulance) is recorded at the end of each month and reported to your supervisor.
 - o Last 4 digits backwards
- It is the crew's responsibility to for vehicle servicing every **5000km's** and plan accordingly. When the vehicles go in for service make sure you ask for **the GROUP 1 maintenance service** so they do an inspection and oil change! Give them the keys AND Blue book with ARI card so they have what they need for payment and documentation. You must document in the green vehicle fuel log book the date

and mileage this was done when you pick up the vehicle. This is the only record the zone has to confirm maintenance was completed.

- Daily usage is to be for work purposes only. Reasonable usage may be granted outside work hours at the supervisor's discretion only. Trucks are to be cleaned and organized at the end of each work day and washed at the end of each work week.
- **All accidents to must be reported** with the details and copy of the ARI Accident report form found in the vehicle log book. **VE units call ARI direct (1855 446 4274 Prompt 1)** with information and advise Nella Brown in NWFC. **For Rental trucks (RU) call Nello Brown (250-877-2571) directly with the info on the accident reRort. DO NOT CALL ARI for Rental RU trucks.**
- **ALL vehicle accident forms/photos need to be scanned and sent to NELLO and cc Brad Blackwell.** For VE units the accident report is also e-mailed to ARI. Please also file forms and photos electronically on the Bulkley G Drive:
G:\!Publish\Zones\Bulkley\Playbook\Vehicle Operations and Maintenance. Indicate Vehicle number and date when creating new file.
- **Repairs to Rental (RU)** vehicles must go through Nella Brown to get the approval and go ahead to have the work done and create a file number. He will advise if you require 3 quotes or you can take directly in to get fixed.
- **Repairs to VE units** reported to ARI will be advised by ARI to get a quote and/or quotes for repairs which you will then be told to send via email for approval prior to taking in to get fixed.
- **ALL Accidents and or Repairs need to be reported to Nello Brown** and CC him on any correspondence. He is there to help so if in question as to what should be done contact him or your supervisor for direction.
- Vehicle servicing, and purchases of batteries, tires, wipers, and fluids all go on the ARI fleet card from the fuel station or at time of maintenance. Do not use the purchase card. Ensure the provider takes the ARI card prior to agreeing to purchase.
- **ALL REPAIRS and SERVICING** you should give them the keys along with the Blue log book and ARI card, so they have what they need for payment and documentation. Some places may not know it is in the center console so hand it to them when you take the vehicle in.
- **IF** you think your vehicle is not running properly or that something is not feeling right advise your supervisor so we can address a possible serious issue and get it

corrected/fixed. **DO NOT IGNORE** it and just assume it's OK or we may end up paying for an expensive repair down the road!

- If you notice any windshield damage, please have it repaired. ie a rock chip can be repaired before it is a full crack
- **Roadside Assistance RU and VE:** Should you required roadside assistance there is an ARI card included in the operator's manual with the roadside assistance number **1855 446-4274**. You must have the following information: ARI vehicle number, ARI card in hand, VIN number, and known location.

eDiary

- All overtime must be approved by the appropriate supervisor.
- All ediaries must be submitted to your supervisor by the following Wednesday after the pay period ends
- eDiary location <https://apps.nrs.gov.bc.ca/pub/wfhr-ediaries/diaries>

ROE's & Budget Tracker

- After every purchase write the STOB on the receipt
 - o scan and email to yourself a copy of the receipts
 - o save it <G:\!Publish\Zones\Nadina\Corp Services\ROEs>
 - o Keep the actual receipt until the next fiscal year
- Enter every transaction into the budget tracker <G:\!Publish\Zones\Nadina\Corp Services\Budget>
- CWS will send out ROE emails by the 5th of every month and they must be submitted to fire center by the 20th of every month

COMMUNITY INFORMATION

Restaurants

Name	Location	Phone#	Contact
Alternative Grounds	Burns Lake	692-3303	8am-4pm - Breakfast/Lunch
A&W Canada	Burns Lake	692-0049	6am-10pm - Breakfast/ Lunch/ Dinner
Boer Mountain Coffee House	Burns Lake	692-3767	8am-4:30pm - Breakfast/ Lunch/ Dinner
China Moon Rest.	Burns Lake	692-7411	11am-8pm - Lunch/Dinner
Dragon Palace Rest	Burns Lake	692-7612	11am-7:30pm - Lunch/Dinner
The Office Pub & Grill	Burns Lake	692-0068	11 am-1 0pm - Lunch/Dinner
Pan Handle Rest	Burns Lake	692-3316	Lunch/Dinner

Real Canadian Wholesale	Burns Lake	692-1980	9am-9pm
San-Bar	Burns Lake	692-7538	Lunch
Save on Foods	Burns Lake	692-7134	8am-9pm
Subway	Burns Lake	692-4124	6am-9pm Breakfast/Lunch/Dinner
The Burns Lake Bruins Den	Burns Lake	691-1961	11 am-9pm - Lunch/Dinner
Tweedsmuir Hotel	Burns Lake	692-7771	5:30am-8pm Breakfast/Lunch/Dinner
Grassy Plains Country Store	Grassy Plains	694-3393	Lunches
A&WCanada	Houston	845-7555	5am-1 0pm - Breakfast/Lunch/Dinner
Brewstirs Cafe	Houston	845-2022	7am-6pm - Breakfast/Lunch/Dinner
Buy Low Foods	Houston	845-3598	8am-8pm
Canadian 2 for 1 Pizza	Houston	845-2413	8:30am-8pm - Lunch/Dinner
Curry House	Houston	845-3006	11 am-9pm - Lunch/Dinner
Elements Houston Restaurant	Houston	845-2910	10am-9pm - Breakfast/Lunch/Dinner
Happy Jacks Restaurant & Bar	Houston	778-642-3624	4pm-9:30pm - Dinner
Houston Food Market	Houston	845-2413	8:30am-9pm
Idylwild Inn	Houston	845-2296	9am-9pm - Breakfast/Lunch/Dinner
Lee's Garden	Houston	845-3400	11 am-9pm - Lunch/Dinner
Mr Sub	Houston	845-2413	9am-9pm - Breakfast/Lunch/Dinner
Pleasant Valley Restaurant	Houston	845-2232	6am-1 0pm - Breakfast/Lunch/Dinner
Subway	Houston	845-3611	6am-1 0pm - Breakfast/Lunch/Dinner
Takysie Lake Resort & Store	Takysie Lake	694-3403	9am-9pm - Breakfast/Lunch/Dinner
Country Grill	Topley	696-3257	8am-7pm - Breakfast/Lunch/Dinner
Grizzly Jim's General Store	Topley	696-3478	9am-7pm

Government Agencies & Crown Corporations

	Location	Phone#	Fax	Cell/Comments
BC Hydro	Any	1-888-769-3766		
RCMP	Burns Lake Houston Granisle	692-7171 845-2204 697-2333		
Service BC	Burns Lake Houston	692-2528 845-5828	692-2530 845-7424	
EMBC	Terrace Prince George	615-4800 612-4172	615-4817 612-4171	Emergency 1-800-663-3456
Village of Burns Lake	Burns Lake	692-7587	692-3059	
Village of Granisle	Granisle	697-2248	697-2306	
District of Houston	Houston	845-2238	845-3429	
Regional District of Bulkley Nechako • Debora Jones Middleton	Burns Lake	692-3195	692-3305	1-800-320-3339 Cell: 692-9411
Ministry of Transportation Marine Branch (Francois Lake Ferry)	Smithers Burns Lake Burns Lake	847-7403 692-7161 695-6491	847-7219 692-3419 695-6305	
Road Maintenance Contractor- LDM LDM	Burns Lake Houston	692-7766 845-7765	692-3930 845-7792	

Accommodations

Name	Address	City	Phone#	Comments
Beaver Point Resort	16278 Hwy 35	Burns Lake	695-6519	Cabins
Burns Lake Bed & Breakfast	335 BC-16	Burns Lake	692-0334	
Burns Lake Motor Inn	149 HWY 16	Burns Lake	692-7545	
Key-Oh Lodge	770 BC-16	Burns Lake	692-7797	#1 Choice in Burns Kitchenettes
Moosehorn Lodge	Uncha Lake	Southside	694-3730	Cabins
Noralee Resort	Colleymount Road Noralee	Francois Lake	695-6399	Cabins
Pondosy Bay Wilderness Resort	Pondosy Bay Fly only , Boat access	Tweedsmuir Park	694-3334 692-6842	Cabins/ Can supply meals
Sunshine Inn	940 Nash Road Highway 16	Burns Lake	692-7696	#2 Choice in Burns Kitchenettes
Takysie Lake Resort	Eakin Settlement Road	Takysie	694-3403	Cabins & Restaurant
Travelers Motel	714 McPhail Road Hwy16	Burns Lake	692-7471	#3 Choice in Burns Kitchenettes
Tweedsmuir Hotel	331 Hwy 16	Burns Lake	692-7771	5:30am-8pm restaurant
Wanakena Motel ltd.	Hwy 16 East	Burns Lake	692-3151	
Babine Lodge	Tepley Landing Road	Granisle	697-2310	Cabins
Babine Lake Resort	Babine Lake Road Donald Landing North of Burns Lake	Granisle	778-786-1159 C 692-0363	Near Pendleton Bay on Lake Babine
Granisle Resort	Hagen Street	Granisle	697-6322	
Bearspaw Suites	1977 Goold Road	Houston	845-4635	
Houston Motor Inn	2940 Highway 16	Houston	845-7112	
Knotty Pines Bed & Breakfast	6262 Hwy 16 East	Houston		

Pleasant Valley Motel	3030 Highway 16	Houston	845-2246	
Sunshine Inn	3451 11th Ave	Houston	845-7867	#1 Choice in Houston- Kitchenettes
Whispering Pines Motel	Hamlet Frontage Road	Topley	696-3353	Rooms/Cabins

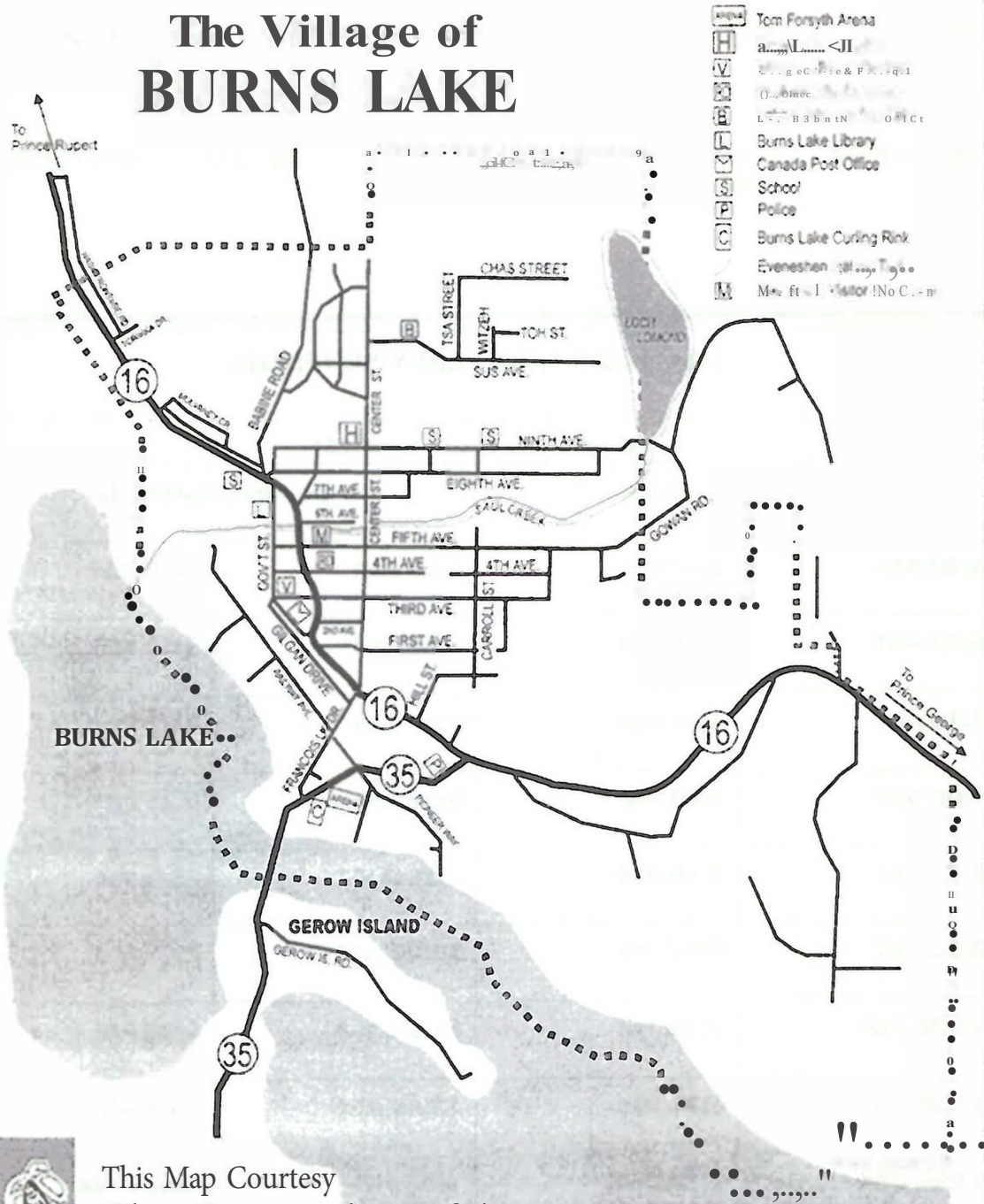
FRANCOIS LAKE FERRY SCHEDULE

All times are Pacific Time (PST)

Departs Southside		Departs Northside	
5:30AM	2:30 PM	5:55 AM	2:55 PM
6:20AM	3:20 PM	6:45 AM	3:45 PM
7:10AM	4:10 PM	7:35 AM	4:35 PM
8:00AM	5:00 PM	8:25 AM	5:25 PM
8:50AM	5:50 PM	9:15 AM	6:15 PM
9:40AM	6:40 PM	10:05 AM	7:05 PM
10:30AM	7:30 PM	11:00 AM	8:00 PM
11:30 AM	8:30 PM	12:01 AM	9:00PM
12:30 AM	9:30 PM	1:00 PM	10:00 PM
1:30 PM	10:30 PM	2:00 PM	11:00 PM

*school sailing (not applicabl July and Aueustl

The Village of BURNS LAKE



This Map Courtesy
The Corporation of the
Village of Burns Lake
P.O. Box 570, Burns Lake (250) 692-7587

Houston Emergency Services



Medical Aid: 250-845-344

3202 14th St, Houston BC

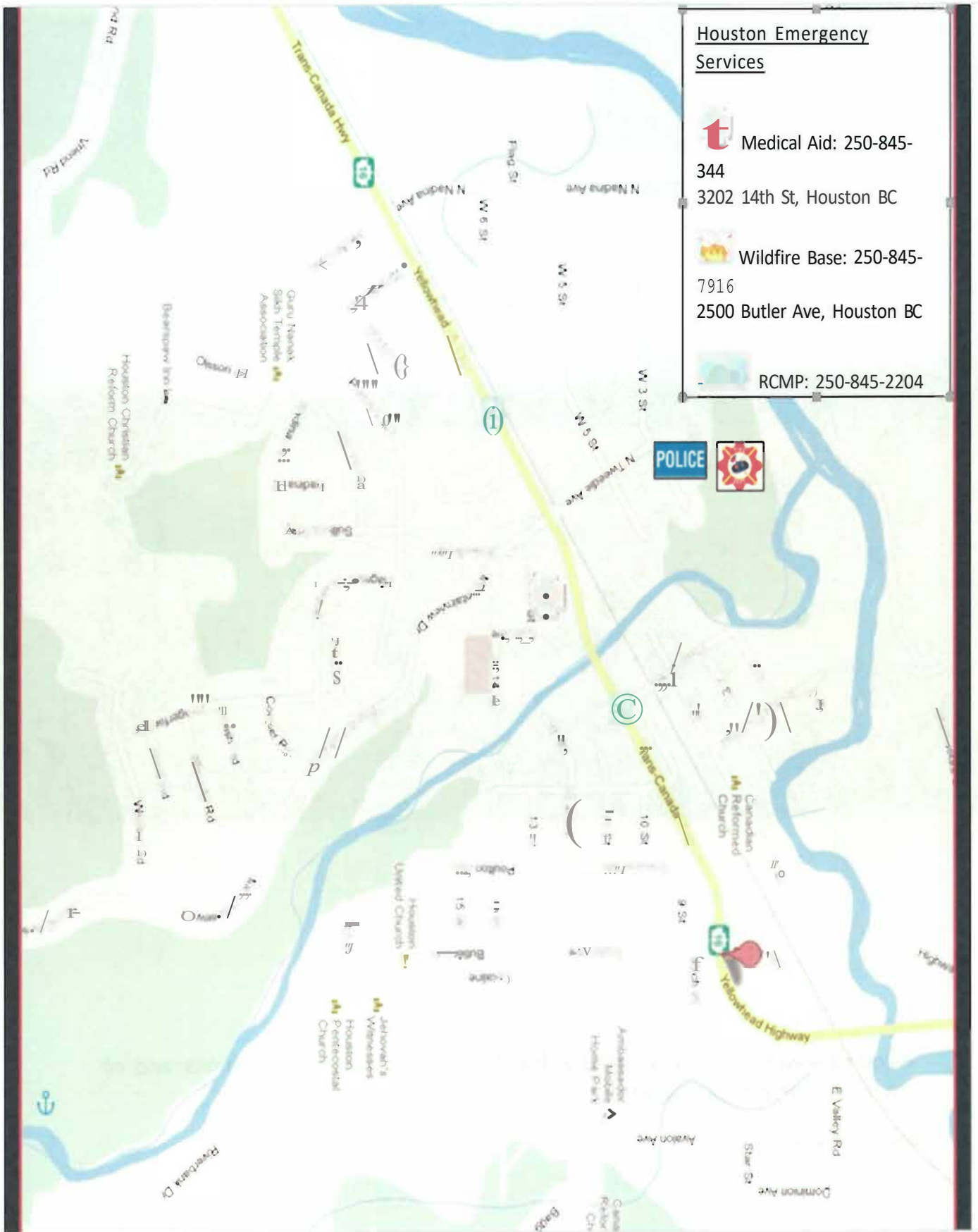


Wildfire Base: 250-845-7916

2500 Butler Ave, Houston BC



RCMP: 250-845-2204





"Wildfires area result of temperature conditions, of soil moisture conditions; and, of course, something has to start it"

John Hoidren