

CASCADE BACKCOUNTRY SKI PATROL

Snoqualmie / Blewett Pass Corridor Operations Procedures

OVERVIEW: CBSP winter backcountry operations and training within the Snoqualmie and Blewett Pass Corridor are supported through the use of a pre-positioned equipment “cashe” and an overnight “bunkhouse” facility. The Cache is located at the Snoqualmie Pass Fire Station and The Bunk house is located in the Cle Elum Ranger station compound. The following are descriptions, procedures, and rules for access and use of this CBSP maintained resource.

LOCATION AND ACCESS:

Cache -

- **The Cache** - is located at the Snoqualmie Summit Fire Station right across the street from Snoqualmie West Ski Area. The address is 69802 Hwy 906 Snoqualmie Pass, WA 98068-0099.
- **Parking** - Park on the east side of the lot do not block any doors. Parking is short duration only do not leave cars in lot while touring. You may park in the overnight lot at West/ Hyak or Central. Day parking is allowed on the street.
- **Enter** - the door on the east side of the south facing building. You will need to enter the code into the door lock before it will open. The code has been sent by separate email. Do not walk upstairs except to use the Bathroom. After entering the front door angle left and walk the hall. The cache is located in the room at the end of the hall on the west side.
- **Wall locker** is accessible by key that is located in the realtor box attached to locker.

Bunk House:

- **Location** – Cle Elum Ranger Station 803 W 2nd St. Cle Elum, WA 98922 (509) 852-1100. Take I – 90 exit 84 go north across from the Safeway.
- **Park** - outside of the gated compound in the employee parking are. CBSP identification left in the car would be appreciated.
- **Bunk house** – Walk west through the gated compound approximately 150 feet. The bunkhouse will be located west of the maintenance buildings on the south side of the compound. There is a realtor box next to the door. Insert the code (given by separate email) to open box. Use key to open door.
- **Bunk house rules** – See next Page

Cle Elum Ranger District
Bunkhouse Occupancy Policy and Agreement

Housekeeping Rules

All Forest Service Bunkhouse occupants **MUST** work together to provide for a clean and healthy housing situation. **RESPECT** is key!!

Kitchen:

1. Dishes will be washed after each use and stored in cupboards.
2. Countertops, tables and sinks will be cleared and cleaned after each use.
3. Floors are to be swept daily and mopped (minimum of once per week) as needed.
4. Stove top will be cleaned after each meal and the oven cleaned as needed.
5. Foods stored in cupboards and refrigerator must be disposed of once no longer edible.
6. Refrigerator is to be kept neat and clean.
7. Personal food items not to be shared will be labeled.
8. Garbage is to be kept in sacks or wastebaskets and emptied in the dumpster daily.

Living & Dining Room:

1. Floors are to be swept daily and mopped as needed and rug vacuumed once a week.
2. Furniture is to be kept clean and uncluttered.
3. Shared spaces are to be kept clean and neat.
4. Personal items are to be removed to assigned space daily.
5. Reading materials are to be stacked neatly.
6. Tables and shelves are to be kept clean and organized.
7. Furniture is to be dusted weekly.

Sleeping Quarters (Assigned Spaces):

1. Rooms or sleeping cubicles will be kept neat and clean.
2. Floors will be swept daily and mopped as needed.
3. Beds are to be made daily.
4. Clothes, personal gear and equipment to be kept in an orderly fashion so as to maintain safe, unrestricted ingress and egress.

Bathroom:

1. Counters and sinks will be cleaned following each use.
2. Urinals and toilets will be kept clean.
3. Floors will be swept daily and mopped as needed.
4. Showers and tubs will be cleaned following each use.
5. Bathroom kept neat and orderly.
6. Personal toiletries kept in assigned space only.

USDA Forest Service
Cle Elum Ranger District
Bunkhouse Occupancy Policy and Agreement

Name: _____

Bunkhouse: [] Cle Elum Compound [] Liberty

The following items constitute the Policy and Agreement for bunkhouse occupancy on the Cle Elum Ranger District, Okanogan & Wenatchee National Forests.

The Forest Service Agrees:

1. To provide occupants a well-maintained facility assuring basic, safe and secure accommodations.
2. To respect the occupant's right to be secure in their person and property
3. To provide the occupant with orientation concerning rules and regulations.
4. To provide a Housing Coordinator and a Maintenance Coordinator.
5. To provide basic needs for furniture, appliances, kitchen supplies and utensils. All fire extinguishers and smoke alarms, garbage dumpsters and lawn maintenance is provided.

The Occupant Agrees:

1. The only Forest Service employees, volunteers or other authorized personnel will occupy the Forest Service Bunkhouse.
2. To complete a USDA- Forest Service Quarters Assignment Agreement and abide by it's General Terms and Conditions.

3. Forest Service Bunkhouses are designated as co-ed occupancy.

✓ Not applicable for CBSP

4. That the occupant will be charged the current bunkhouse rate on a per person/per day basis for assigned space (bunk, bed, room). Personal gear left in the assigned space will constitute occupancy. Current rate is \$4.55 per day for Cle Elum & \$4.50 per day for Liberty.

5. To secure individual personal property. The Forest Service is not responsible for loss or damage to personal property on the premises.

6. To notify the Housing Coordinator in case of maintenance needs such as plumbing, electrical, appliance or other broken or malfunctioning equipment or furnishings. Housing Coordinator Nora Robbins can be reached at 509-852-1021 during business hours (7:00-3:30) Monday thru Friday). After hours emergency contact: Housing Coordinator Nora Robbins (509) 962-5116 (home); or (509) 929-3799 (cell).

7. To participate in housekeeping of the shared spaces as well as individual assigned space. Inability to share these responsibilities may justify removal from Forest Service Bunkhouses. **See attached Housekeeping Rules.**

8. To abide by quiet hours of 10:00 PM to 7:00 AM daily. Television and music will be turned down, at all times, so as not to disturb others.

9. That there will be **NO SMOKING** in the Forest Service Bunkhouses or any of the administrative buildings at either the Cle Elum compound or Liberty.

10. Not to tamper with smoke alarms or fire extinguishers. Deliberate damage or deactivation **WILL** result in appropriate disciplinary action which may include removal from Forest Service Bunkhouse and billing to recoup damages

11. To utilize only designated sleeping areas for overnight use. Other rooms are not authorized for overnight use due to safety concerns related to egress.

12. To abide by **ALL** State and Federal laws pertaining to alcohol and drugs while occupying Forest Service Bunkhouses. Persons 21 years of age or older may store/use alcoholic beverages for personal use but may not provide them to occupants who are not of age. Illegal use of alcohol and/or drugs will constitute grounds for removal from Forest Service Bunkhouses and appropriate disciplinary action. Illegal use of alcohol and/or drugs will also result in notification of law enforcement.

13. That no personal firearms (handguns, shotguns, or rifles) or other weapons are authorized inside Forest Service Bunkhouses. Weapons may be kept in locked personal vehicles. Misuse of weapons **WILL** result in appropriate disciplinary action.

14. That no flammable, explosive (including fireworks) or hazardous materials are permitted in Forest Service Bunkhouses at any time.

15. That dumpsters are provided for household garbage only. Materials requiring special disposal needs such as auto batteries, tires and waste oil are to be disposed of at the occupant's expense.

16. To bring no pets of other animals into Forest Service Bunkhouses or onto the premises.

17. That sexual harassment, or similar inappropriate behavior, in Forest Service Bunkhouses **WILL** result in appropriate disciplinary action.

18. That violence, physical and verbal harassment, or similar inappropriate behavior **WILL** result in appropriate disciplinary action.

19. That complaints related to Items 17 and 18 above must be delivered in writing in a timely fashion to the District Ranger, Supervisor or Housing Coordinator. This information will be used for official purposes only. Complaints will be investigated and appropriate action taken and documented.

20. To provided advance notice to the Housing Coordinator when vacating the premises in order to allow for appropriate personnel actions and final inspection. Occupant must vacate the

USFS OPERATIONS STAFF AND CBSP COORDINATION; During the winter months the Cle Elum USFS Ranger Station is staffed from 8:00 am to about 4:30 pm on weekdays. Snow rangers will be active on the weekends. Radio communication will remain active Through Wenatchee from 8-4:30 unless they are notified of an event that will require commo.

SIGN IN-OUT AND EQUIPMENT ACCOUNTABILITY: Sign-in for duty day credit and state mission tracking is per the CBSP on-line/call-in based process that is being used for the first time this year. The sign-in binder that has been used in the past is in the locker and will continue to be used for equipment check-in and return with the same form that we have used in the past. The Sno / Blewett Pass Corridor Operations Coordinator will cross check those sign-in sheets with the online process per CBSP procedures currently being used.

RADIO BATTERY CHARGING; At this time there is a strip plug with three radio battery chargers. There is power outlet on the wall to the left of the first locker that is available for battery charger use. As of December 16th 2008 all 8 of the batteries were fully charged and ready for use. . You may check radios with battery and extra batteries that are going to the field by seating them in the charger if time allows. Upon your return to the cache' please place any low charge batteries in the batteries to be charged bin and remove any that were left to charge earlier in the day from the chargers. Re-package charged batteries in the zip-lock bags and lock up the chargers and radios in the first locker before departing the storeroom.

Radio Procedures : Is the same as previous years if using CBSP Frequencies. See operations book in cache for these procedures. Erik has programed in the Cle Elum Ranger District Frequencies with repeaters in Bank 5 of the Radios. You will be able to scroll though all of the repeaters in Bank 5

Our call sign while using the Forest service frequencies is : "3 CASCADE Lastname". with the name of the repeater used on the first call out.

Example -

Call out - " 3 CASCADE Willy, 3 CASCADE Paulsen on Thorp".

Response - "3 Cascade Willey go ahead 3 Cascade Paulsen"

See next page for more detailed instructions.

BASIC FOREST SERVICE RADIO USE

Handheld Personal Portable

CHANNELS: Mountaintop repeaters enhance signals from remote locations. On the Cle Elum district, PEOH (channel 2) is the main repeater. To know if you are able to key a repeater, push the transmit button for a second, then release. If you hear a squelch tail (click-pssshh), you can use that repeater. Allow the squelch tail to clear before you transmit.

PEOH (channel 2) – Taneum, Ellensburg, Cle Elum, Roslyn area

MISSION (channel 1) – Manastash, Naneum, Blewett Pass (if Red Top doesn't work)

THORP (channel 5) – I-90 corridor beyond Easton, Cle Elum Valley past Cooper River

RED TOP (channel 6) – Teanaway, Highway 97/Swauk

Channel 3, PROJECT is used for intercrew communication. It works within line-of-sight. There will be no squelch tail on this channel.

MAKING A CALL: State the name of the person or station you are calling first, then your name and the repeater you are using: WENATCHEE, 3-DAVIS ON PEOH. If there is no response within 15 seconds, repeat. If you call three times and don't get an answer, say NO CONTACT, 3-DAVIS CLEAR. Try again in a few minutes. If there is an answer, it will go something like this: **WENATCHEE, GO AHEAD 3-DAVIS. I AM CHANGING LOCATION TO THE REECER SNO-PARK. WENATCHEE COPIES, KOC-284, 1530. 3-DAVIS CLEAR.**

Use clear text, and keep radio traffic brief and concise. Cle Elum district employees use 3 in front of their names to indicate to central dispatch where they are from. Central dispatch (CWICC) and Cle Elum sign off using their FCC call signs and the current time. County law enforcement and wildlife agents will occasionally use our repeaters, and many members of the public listen to scanners.

TROUBLESHOOTING:

First part of transmission cut off – Slow down and key the mike a second before speaking.

Weak or scratchy signal – This can be a problem with our narrowband frequencies. Try a different repeater if possible. Flip switch on top left of radio to HI and try again (this switch should be kept on LO to conserve battery unless more power is needed). Try a different location. Higher elevation usually helps. Sometimes another listener can relay a message.

Not hearing messages – check that you are scanning appropriate channels, and that the volume is turned up. Radios carried in packs can readjust themselves.

WHO'S WHO ON THE CLE ELUM WINTER CREW, 2008

Todd Stiles: Winter Recreation Coordinator, currently detailed to a special project; Will be working sporadically in the field; attending winter-related meetings. Snowmobiler, skier, FPO.

Dave Lent: Filling in behind Todd as Winter Crew Leader. Usually works at Wenatchee River District in Developed Recreation. Snowmobiler, skier, FPO.

Mikki Douglass: Motorized Snow Ranger, fourth season. Avid skate skier, ski-jourer with Maddie the Wonder Dog. FPO. Summer Lead ORV Ranger.

Robin Brooks: Motorized Snow Ranger, first season. Experienced skier and backcountry traveler. FPO. Summer Wilderness Ranger.

John Morrow: Ski trail maintenance crew leader and Snoqualmie Pass snowshoe walk leader. Liaison with volunteer groups. Many seasons. Fanatical backcountry skier. FPO. Summer Lead Wilderness Ranger.

Tiffany Greene: Ski/snowmobile trail maintenance crew, first season. Has volunteered as snow ranger. FPO. Summer Backcountry Trail Crew.

Mike Andler: Ski/snowmobile trail maintenance crew, first season. FPO. Summer ORV Trail Maintenance Crew.

Jen Beauvais: Snow Ranger specializing in skiing, fifth season. Attends races and Ski-for-Light events. FPO. Summer backcountry trail crew.

Jon Herman: All-Around Snow Ranger, fourth season. Skier and snowshoer. FPO. Graphic artist. Summer Backcountry Trail Crew Leader.

Deb Davis: All-Around Snow Ranger, fourth season. Skier and snowshoer. FPO. Visual communication specialty. Summer Backcountry Trail Assistant Crew Leader.

Kim Larned: Snoqualmie Pass snowshoe walk leader, specializing in nature interpretation. Many seasons. Public affairs and botanist. FPO.

Pete Larned: Salmon la Sac ski trail/relief snowmobile trail groomer. FPO. Timber Crew.

Pam Novitzky: Resource Assistant in Recreation.

Tim Foss: Lead Snow Groomer. FPO. Summer Trails and Wilderness Coordinator.

John Simon: Snow Groomer. FPO. Summer ORV Trail Maintenance Crew Lead.

Ross Sykes: Snow Groomer. FPO. Summer Engine Captain.

Jason Liberty: Snow Groomer. FPO. Summer Engine Captain.

Dave Fudacz: Snow Plow Operator. Summer Road Crew.

Steve Roberson: Law Enforcement Officer 731.