Managing Preparedness Options

The following worksheet assists Fire Planning Units (FPUs) build preparedness options.

- Preparedness Workbook

Data Requirements for Managing Preparedness Options

Enter the following information into Fire Program Analysis (FPA) before managing preparedness options:

- FPU/FMU/FWAs as entered in **Set Up FPU >FPU Attributes**, **Set Up FPU > FPU Agencies**, **Set Up FPU > Define Team** screens.
- Resources as entered into the **Input Data > Define Resources** screen.
- Prevention programs as entered into the **Alternatives > Preparedness > Prevention Program** screen.

In This Chapter

This chapter discusses:

FPA User Guide
Managing Preparedness Options

Use this page to create, view, edit, copy, and delete one or more preparedness options. A preparedness option represents the sum of the Initial Response (IR) organization and prevention program costs. Fire Planners enter IR organization costs into this screen. IR organization costs include:

- Leadership,

- Support,

- Facilities,

- Operations & Management, and

- New vehicles and/or facilities.

FPUs can select **Reports > Output Reports** to review an IR organization and any resources and locations associated with a preparedness option.

Things to Consider Before Entering Preparedness Options

FPUs can use only one resource version per option.

- Speak with your FPU partners about how your plans can work together; is there a better way to achieve your goals?

  - Refer to your Fire Management (FMP) and/or Land Management Plans (LMP) for information.

  - Refer to FPA National and Interagency Guidance provided to FPUs to determine how to effectively build options and apply guidelines to FMP/LMP.

- When building options for increasing or decreasing budgets, consider:

  - Local and national standards,

  - The ratio of leadership to fire resources,

  - The minimum staffing required for meeting the agency mission and assuring basic safe operations.

Building Preparedness Options Process Overview

FPA creates and populates an FPUs .Current Preparedness Option with the fire resources and dispatch locations your FPU entered in the previous year's analysis. Each FPU needs to build multiple preparedness options as part of the final budget analysis they submit for FPA. The .Current preparedness option is built using the baseline preparedness budget provided to each FPU at the beginning of the analysis year. FPUs create additional preparedness options using both increased and decreased budgets.

FPUs should follow the directions below to name and build the preparedness options necessary to complete their FPA analysis. Refer to the *FPA User Guide* for more detailed explanations of each step.
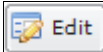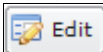
Get started by clicking **Alternatives > Preparedness > Preparedness Options** in the navigation panel.

From the Preparedness Options Summary table:

1. Create a backup to the **.Current** option by copying **.Current** and naming the new option **.backup**. Do not make any edits to the .backup option. Refer to *Naming Conventions for FPA Options and Analyses* for further information about naming preparedness options.

2. Create an option named .validation to use in your IRS validation run.

   - Click [Edit].

   - Copy the **.Current** option and name the new option **.validation**.

   - Open the drop-down list under **Prevention Program** and select **.Current**. This includes the .Current prevention program in the .validation preparedness option.

   - Leave the **0%** under **Target Delta**.

   - Save the **.validation** option.

3. Edit the .Current option.

   - Click [Edit].

   - Open the drop-down list under **Prevention Program** and select a prevention program to include in the .Current preparedness option. Instructions on building prevention programs are included in the Prevention Program chapter of the *FPA User Guide*. The .Current prevention program is system generated and represents your FPU's historic prevention program. You may choose the .Current program or omit this step until additional prevention programs are available to select.

   - Enter your total baseline preparedness budget for all agencies in the **Total Partner Budget** column for the .Current option. The fire budget leads for each agency have provided these baseline preparedness budget numbers for each agency unit within your FPU.

   - **Save** the **.Current** option. This option represents the initial response organization and prevention program funded with your FPU's baseline preparedness budget.

4. Create additional preparedness options using both increased and decreased budgets.

   - Click [Edit].

   - Copy the **.Current** option and name the new option based on its budget level.
     - a 10% increase in budget would be named: **Plus10%**
     - a 10% decrease in budget would be named: **Minus10%**

   - Open the drop-down list under **Prevention Program** and select a prevention program to include in the .Current preparedness option. Instructions on building prevention programs are included in the Prevention Program chapter of the *FPA User Guide*. The .Current prevention program is system generated and represents your FPU's historic

prevention program. You may choose the .Current program or omit this step until additional prevention programs are available to select.

- Enter the **Target Delta** percentage.

    - A 10% increase in budget is entered as **10%.**

    - A 10% decrease in budget is entered as **-10%.**

- [Save] the new option.

- Continue copying and setting-up all the required options for the analysis.

5. From the **Preparedness Options - By Agency** table, enter the overhead costs for each preparedness option.

    - Click [Edit].

    - Enter the Leadership Costs, Support Costs, Facilities O&M Costs, and Vehicle & Facilities Capital Costs for each agency unit in your FPU.

    - All costs entered should reflect the actual cost-to-government for each agency.

    - FPA populates the costs of production resources and the cost of prevention programs on the screen.

    - **Save** all edits you've made to the options

6. From the **Resource Assignment Per Preparedness Option** table, choose the production resources for each preparedness option you have created.

    - Click [Edit].

    - Double-click on each resource and then select the version of the resource to include in each option using the drop-down list.

    - [Save] all edits to the options.

7. FPA combines the total costs of all production resources with the overhead costs for each preparedness option to create a total cost for each of the preparedness options you have created. This total displays for each option in the **Total Partner Budget Spent** column of the **Preparedness Options Summary** table.

8. **Total Partner Budget Spent** value should not be greater than the **Total Partner Budget** value for each preparedness option.

Managing Preparedness Options from the Summary Table

1. Click **Alternatives > Preparedness > Preparedness Options**.

Displays the Preparedness Options Summary table.

Views: Summary Resources Costs Personnel All						
Option Name ▲	Prevention Program	Total Partner Budget	Total Partner Budget Spent	Target Delta	Budget Spent Delta	
.Current	Base	296,000	297,000	0%	0.3%
Decrease	Base	222,000	162,000	-25%	-27%
Increase	Base	370,000	423,250	25%	14.4%

Edit

2. From the Views line, click one of these five views.

Summary View.

Views: Summary Resources Costs Personnel All						
Option Name ▲	Prevention Program	Total Partner Budget	Total Partner Budget Spent	Target Delta	Budget Spent Delta	
.Current	Base	296,000	297,000	0%	0.3%
Decrease	Base	222,000	162,000	-25%	-27%
Increase	Base	370,000	423,250	25%	14.4%

Edit

Column Title Definitions

- **Option Name**: Displays the name of each preparedness option. Refer to the *Naming Conventions for FPA Options and Analyses* technical paper to determine how to name your preparedness options.

- **Prevention Program**: Displays the prevention program associated with the preparedness option. You can select available prevention programs from the drop-down list.

- **Total Partner Budget**: Displays the total budget for the FPU. This is the sum total of all partner agency budgets.

  - FPUs manually enter the total partner budget for the .Current option based on agency provided numbers.

  - The total partner budget for all other options is system calculated based on the Target Delta entered for the option and the value entered for the .Current total partner budget.

- **Total Partner Budget Spent**: Displays the total dollar amount spent by partner agencies for this preparedness option.

- **Target Delta**: Displays the desired delta (budget change) of each preparedness option. This displays the percent increase or decrease relative to the total partner budget entered in the .Current Preparedness Option. A negative number (-10) reflects a 10% decrease from the .Current budget and a positive number (10) reflects a 10% increase from the .Current budget. The Target Delta values are available for each analysis year in the Interagency Guidance located at the **Welcome > Notices** screen in the FPA application**.**

- **Budget Spent Delta**: Displays the percent of the total partner budget already spent by partner agencies on this option. Budget Spent Delta = [(Total Partner Budget Spent – Total Partner Budget) ÷ Total Partner Budget] × 100. A positive value (5%) indicates the FPU has overspent its budget by 5%. A negative value (-5%) indicates the FPU has under spent its budget by 5%.

Resources View

Option Name	Prevention Program	Resource Count	Aircraft Count	Crew Count	Equipment Count
.Current	Base	7	0	0	7
Decrease	Base	4	0	0	4
Increase	Base	8	0	0	8

Column Title Definitions

- **Option Name**: Displays the name of each preparedness option. Refer to the Naming Conventions for FPA Options and Analyses technical paper to determine how to name your preparedness options.

- **Prevention Program**: Displays the prevention program associated with the preparedness option. You can select available prevention programs from the drop-down list.

- **Resource Count**: Displays the number of resources associated with each preparedness option.

- **Aircraft Count**: Displays the number of aircraft associated with each preparedness option.

- **Crew Count**: Displays the number of crew associated with each preparedness option.

- **Equipment Count**: Displays the number of equipment associated with each preparedness option.

Costs View

Option Name	Total Cost	Resource Annual Cost	Prevention Program ...	Leadership Cost	Support Cost	Contract Cost	Facilities O&M Cost
.Current	297,000	296,000	1,000	0	0	0	0
Decrease	162,000	161,000	1,000	0	0	0	0
Increase	423,250	316,000	1,000	84,000	22,250	0	0

Column Title Definitions

- **Option Name**: Displays the name of each preparedness option. Refer to the Naming Conventions for FPA Options and Analyses technical paper to determine how to name your preparedness options.

- **Total Cost:** Displays the total cost (IR organization and prevention program) for each preparedness option. Capital costs for new vehicles or facilities are not included in this total. FPA tracks capital costs separately under "Vehicle and Facilities" costs.

- **Resource Annual Cost:** Displays the annual resource costs for each preparedness option.

- **Prevention Program**: Displays the prevention program associated with the preparedness option. The drop-down list displays available prevention programs FPUs can select.

- **Leadership Cost**: Displays costs associated with fire leadership, planning, budgeting, and implementation for each preparedness option.

- **Support Cost**: Displays activities costs required to support fireline production for each preparedness option. Examples include timekeepers, fire clerks, dispatchers, fire cache personnel, and overhead costs paid at the local level such as rent, utilities, and leases.

- **Facilities O&M Cost:** Displays the costs for facilities Operating and Maintenance (O&M) for each preparedness option.

- **Vehicle & Facilities Cost:** Displays the capital costs for any new vehicles or facilities required for each preparedness option. The capital cost are not part of (and do not count against) the preparedness option budget. FPA tracks these costs separately from the total preparedness option cost.

Personnel View

	Option Name ▲	Prevention Program	Producer FTEs	Producer Positions	Prevention FTEs	Leadership FTEs	Leadership Positions	Support FTEs
	.Current	Base	0.0	10.0	0.01	0.0	0.0	0.0
	Decrease	Base	0.0	6.0	0.01	0.0	0.0	0.0
	Increase	Base	0.0	10.0	0.01	0.0	0.0	0.0

Column Title Definitions

- **Option Name**: Displays the name of each preparedness option. Refer to the <u>Naming Conventions for FPA Options and Analyses</u> technical paper to determine how to name your preparedness options.

- **Prevention Program**: Displays the prevention program associated with the preparedness option. The drop-down list displays available prevention programs FPUs can select.

- **Producer FTEs**: Displays the number of Full Time Equivalent (FTEs) required on fire resources for each preparedness option.

- **Producer Positions**: Displays the number of positions needed for fire resources for each preparedness option.

- **Prevention FTEs**: Displays the number of Full Time Equivalent (FTEs) required for each prevention program in the preparedness option.

- **Leadership FTEs**: Displays the number of Full Time Equivalent (FTEs) required for leadership in each preparedness option.

- **Leadership Positions:** Displays the number of leadership positions needed in each preparedness option.

- **Support FTEs**: Displays the number of Full Time Equivalent (FTEs) required for each support position in the preparedness option.

- **Support Positions**: Displays the number of positions needed for support in each preparedness option.

All View
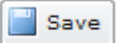
Column Title and Row Definitions

See descriptions provided for each view.
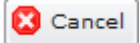
Adding a New Preparedness Option from the Preparedness Options-Summary Edit Box

1. Click **Alternatives > Preparedness > Preparedness Options**.
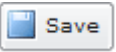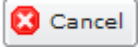
   Displays the Preparedness Options Summary table.

2. Click ⟦Edit⟧ from the selected view of the Preparedness Options Summary table.

3. Click ⟦New⟧ to add another preparedness option.

4. Enter new information into one or more of the black bordered boxes. Boxes shaded pink are mandatory fields and must have entries.

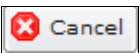5. Click ⟦Save⟧ to save the new preparedness option information and update the database.

   Users return to the view currently selected in the Preparedness Options Summary table.

   Click ⟦Cancel⟧ to return to the Preparedness Options Summary table. No database updates occur.

Editing an Existing Preparedness Option from the Preparedness Options-Summary Edit Box

1. Click **Alternatives > Preparedness > Preparedness Options.**

    Displays the Preparedness Options Summary table**.**

2. Click [Edit] on the selected view of the Summary table.

    FPA grays out all other tables or navigational tools until editing is complete.

    Displays the Preparedness Options Summary edit box.

3. Accept the displayed value, or enter the modified information into one or more of the black bordered boxes.

4. Click [Save] to save the new preparedness option information and update the database.

    Users return to the view currently selected in the Preparedness Options Summary table.

    Click [Cancel] to return to the Preparedness Options Summary table. No database updates occur.

Copying a Preparedness Option from the Preparedness Options Summary Edit Box

1. Select **Alternatives > Preparedness > Preparedness Options**.

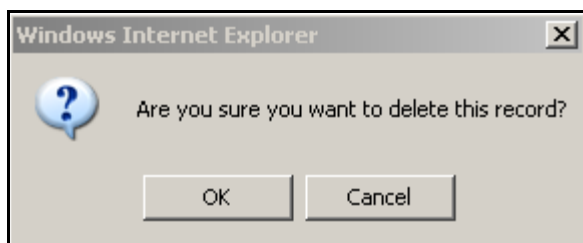   Displays the Preparedness Options Summary table.

2. Click [Edit] from the selected view of the Summary table.

    FPA grays out all other tables or navigational tools until editing is complete.

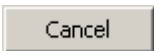   Displays the Preparedness Options Summary edit box for the selected view.

3. Click [icon] next to the option you want to copy.

    A new line displays with the copied option name followed by the word copy in parenthesis. For example, .Current(copy).

4. Enter a new option name and other information bordered by a black box as required.

5. Click [Save] to save the new preparedness option information and update the database.

    Users return to the view currently selected in the Preparedness Options Summary table

    Click [Cancel] to return to the Preparedness Options Summary table. No database updates occur.

Deleting a Preparedness Option from the Preparedness Options-Summary Edit Box

1. Click **Alternatives > Preparedness > Preparedness Options.**

   Displays the Preparedness Options Summary table.

2. Click [Edit] from the selected view of the Summary table.

   FPA grays out all other tables or navigational tools until editing is complete.

   Displays the Preparedness Options Summary edit box for the selected view.

3. Click [X] to the far left of the preparedness option you wish to delete.

   The Delete Confirmation box displays:

4. Click [OK] to continue the deletion.

   Users return to the view currently selected in the Preparedness Options Summary table.

   Click [Cancel] to cancel the delete action and return to the appropriate view edit table.

Editing Preparedness Options - By Agency

1. Click **Alternatives > Preparedness > Preparedness Options**.

   Displays the Preparedness Options – By Agency table for all FPU partners and participants.

2. Expand the drop-down list next to **Select an Option**, and select one of the displayed preparedness options.

3. From the Views line, click one of these four views:

   Costs View

Column Title Definitions

- **Unit ID**: Unit ID for the owning agency unit.

- **Role**: Defines the Unit ID as a partner, participant or cooperator as entered in the **Set Up FPU** > **FPU Agencies** screen.

- **Total Cost**: Displays the total Initial Response (IR) organization cost for each partner or participant. This cost displays for each preparedness option and includes costs for line-producing resources and overhead.

- **Leadership Cost**: Displays the costs associated with fire leadership, planning, budgeting, and implementation for each preparedness option by Unit ID.

- **Support Cost**: Displays the costs for activities required to support fireline production for each preparedness option. Examples include timekeepers, fire clerks, dispatchers,

fire cache personnel, and overhead costs paid at the local level such as rent, utilities, and lease by Unit ID.

- **Facilities O&M Cost:** Displays the costs for facilities Operating and Maintenance (O&M) for each preparedness option by Unit ID.

- **Vehicle & Facilities Capital Costs:** Displays the capital costs for any new vehicles or facilities required for each preparedness option by Unit ID. Capital costs are not part of (and do not count against) the preparedness option budget. FPA tracks these costs separately from the total preparedness option cost.

- **Resource Annual Costs**: Displays the annual costs of resources for each preparedness option by Unit ID. This value is auto-populated based on the resources you include in each option in the **Resource Assignment per Preparedness Option Table.**

- **Resource Capital Costs**: Displays the resource capital costs of new fire resources for this option by Unit ID.

- **Prevention Costs**: Displays the prevention program costs associated with each agency unit for each preparedness option.

Row Definitions

- **Partner Totals:** The system updates and displays the total Partner costs. This number populates the Total Partner Budget Spent field for each option in the **Preparedness Options – Summary** table.

- **Totals**: The system updates and displays total Partner and Participant costs.

Resources View

Column Title Definitions

- **Unit ID**: Unit ID for the owning agency unit.

- **Role**: Defines the Unit ID as a participant or partner as entered in the **Set Up FPU** > **FPU Agencies** screen.

- **Vehicle & Facilities Costs:** Displays the capital costs for any new vehicles or facilities required for each preparedness option by Unit ID. Capital costs are not part of (and do not count against) the preparedness option budget. FPA tracks these costs separately from the total preparedness option cost.

- **Resource Annual Costs**: Displays the annual costs of resources for each preparedness option by Unit ID. This value is auto-populated based on the resources you include in each option in the **Resource Assignment per Preparedness Option Table.**

- **Resource Capital Costs**: Displays the resource capital costs of new fire resources for this option by Unit ID.

- **Prevention Costs**: Displays the costs of a prevention program for each preparedness option by Unit ID.

- **Resource Count**: Displays the number of resources associated with each preparedness option.

Row Definitions

- **Partner Totals:** The system updates and displays the total Partner resource costs and counts for each option.

- **Totals**: The system updates and displays total Partner and Participant resource costs and counts for each option.

Personnel View

Unit ID	Role	Total FTEs	Total Positions	Leadership FTEs	Leadership Positions	Support FTEs	Sup
IAWTR	partner	0.00	0.00	0.00	0.00	0.00	
IANSR	partner	3.00	3.00	0.00	0.00	0.00	
IADAR	partner	0.00	0.00	0.00	0.00	0.00	
IAUSR	partner	0.00	0.00	0.00	0.00	0.00	
IAPLR	partner	3.00	3.00	0.00	0.00	0.00	
IADSR	partner	0.00	0.00	0.00	0.00	0.00	
Partner Totals		8.00	8.00	0.00	0.00	0.00	
Totals		8.00	8.00	0.00	0.00	0.00	

Views: Costs Resources **Personnel** All

Edit

Column Title Definitions

- **Unit ID**: Unit ID for the owning agency unit.

- **Role**: Defines the Unit ID as a participant or partner as entered in the **Set Up FPU** > **FPU Agencies** screen.

- **Total FTEs**: System-calculated sum of the Leadership, Support, Producer, and Prevention FTEs for each preparedness option by Unit ID.

- **Total Positions**: System-calculated sum of the Leadership, Support, and Producer positions for each preparedness option by Unit ID.

- **Leadership FTEs**: Displays the number of Full Time Equivalent (FTEs) required for leadership in each preparedness option by Unit ID.

- **Leadership Positions:** Displays the number of leadership positions needed in each preparedness option by Unit ID.

- **Support FTEs**: Displays the number of Full Time Equivalent (FTEs) required for support in each preparedness option by Unit ID.

- **Support Positions**: Displays the number of support positions needed in each preparedness option by Unit ID.

- **Producer FTEs**: Displays the number of Full Time Equivalent (FTEs) required for producers in each preparedness option by Unit ID.

- **Producer Positions**: Displays the number of producer positions needed in each preparedness option by Unit ID.

- **Prevention FTEs**: Displays the number of Full Time Equivalent (FTEs) required for prevention in each preparedness option by Unit ID.

Row Definitions

- **Partner Totals**: The system updates and displays the Partner totals for positions and FTEs for each option. These numbers populate the Personnel View for each option in the **Preparedness Options – Summary** table.

- **Totals**: The system updates and displays total Partner and Participant positions and FTEs for each option.

All for the All View

Preparedness Options - By Agency

Select an option: Increase

Views: Costs Resources Personnel **All**

Unit ID	Role	Total Cost	Leadership Costs	Support Costs	Contract Costs	Facilities O&M Costs	Vehicle & Facilities C...	Suppression
WIGLA	participant	0	0	0	0	0	0	
WITPR	participant	0	0	0	0	0	0	
WISCR	partner	57,500	5,000	7,500	0	0	0	
WINCR	partner	223,750	48,000	9,750	0	0	0	
WILPR	partner	97,000	31,000	5,000	0	0	0	
WILCR	participant	0	0	0	0	0	0	
Partner Totals		423,250	84,000	22,250	0	0	0	
Totals		423,250	84,000	22,250	0	0	0	

Edit

Column Title and Row Definitions

See descriptions provided for each view.

4. For each table view, click [Edit] to open the edit dialog box for the selected view. The edit boxes for each view are:

Costs View

Resources View

Personnel View

All View

Column Title and Row Definitions

See descriptions provided for each view.

Editing a Preparedness Option from the Preparedness Options – By Agency Edit Box

1. Click **Alternatives > Preparedness > Preparedness Options > Preparedness Options - By Agency.**

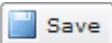   Displays the Preparedness Options – By Agency table for all FPU partners and participants.

2. Expand the drop-down list next to **Select an Option**, and select one of the displayed preparedness options.
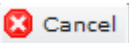
3. Click ![Edit].

   FPA grays out all other tables or navigational tools until editing is complete.

   Displays the Preparedness Options – By Agency edit box.

4. Accept the displayed value, or enter the modified information into one or more of the black bordered boxes. The system updates and displays the new **Partner Totals** and **Totals** as you move from field to field.

5. Click ![Save] to save the modified preparedness option information and update the database.

   Users return to the view currently selected in the Preparedness Options - By Agency table.

   Click ![Cancel] to return to the Preparedness Options - By Agency table. No database updates occur.

Resource Assignment Per Preparedness Option

1. Click **Alternatives > Preparedness > Preparedness Options > Resource Assignment Per Preparedness Option**.

   Displays the Resource Assignment Per Preparedness Option table.

   This table identifies which resource versions are included in each preparedness option. FPA suggests that FPUs start by identifying all resources present in the .Current option and then add additional resources to options with higher budgets and remove resources from options with lower budgets.

Column Title Definitions

- **Owning Team**: The team name that owns the resource.

- **Resource Name**: The name of the resource as entered into the **Input Data > Define Resources** screen.

- **.Current**: The name of a preparedness option.

- **Increase**: The name of a preparedness option.

- **Decrease**: The name of a preparedness option.

2. Clicking on any resource row in this table populates the table below it (**Resource Versions**) with information about this resource. It also displays multiple versions of this resource if created by the FPU planner. This information is very useful in determining which version of a resource to include in each option.

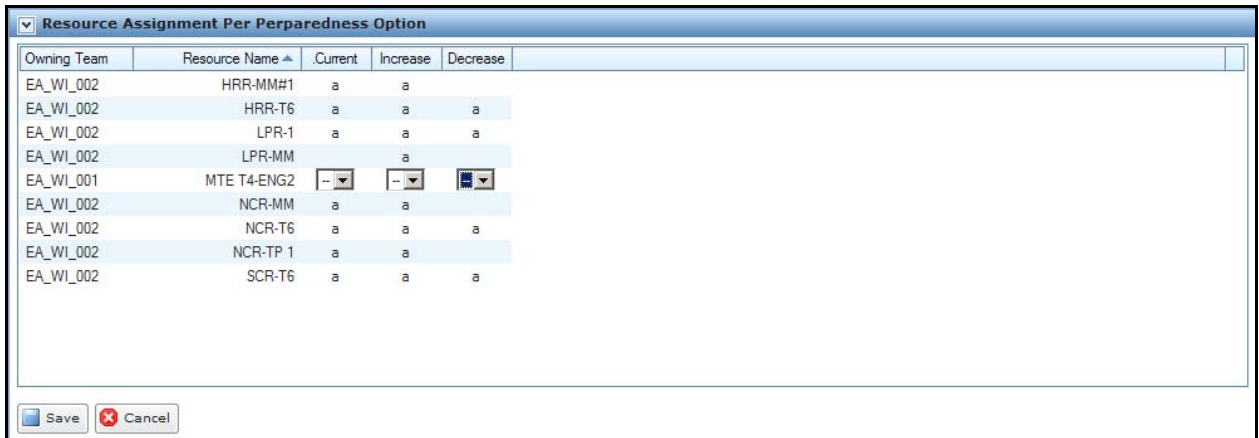## Editing a Preparedness Option from the Resource Assignment Per Preparedness Option Edit Box

1. Click **Alternatives > Preparedness > Resource Assignment Per Preparedness Option**.

   Displays the Resource Assignment Per Preparedness Option table.

2. Click ![Edit].

   FPA grays out all other tables or navigational tools until editing is complete.

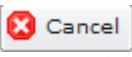   Displays the Resource Assignment Per Preparedness Option edit table.

3. Click on the row that displays the correct resource name. The row highlights with a blue background.

4. Click in the option column(s) to display the drop-down list for version values associated with the hightlight resource.

5. Use the drop-down list to select the letter of the resource version you wish to include in each preparedness option, or select the dash (-) to exclude the resource from an option. Only one version of a resource can be used in the same option.

6. Click ![Save] to save the modified information and update the database.

   Users return to the view currently selected in the Resource Assignment Per Preparedness Option table.

   Click ![Cancel] to return to the Resource Assignment Per Preparedness Option table. No database updates occur.