National Wildfire Prevention Handbook 2012

90 IAM 1.4C (6) - H

INDIAN COUNTRY

WILDFIRE PREVENTION

Bureau of Indian Affairs

Making the Best Use of This Handbook

This Handbook was designed to provide detailed guidance and clarification to the Bureau of Indian Affairs (BIA concerning prevention planning, implementation, evaluation, reporting policies and procedures. It is designed to facilitate the development, evaluation, tracking and reporting of both Tribal and BIA Wildfire Prevention Programs (Prevention) throughout Indian Country. It contains references to other BIA Handbooks which are incorporated throughout as necessary for efficiency and to reinforce policy common among other programs.

The majority of BIA's Prevention efforts takes place at the Agency and/or Tribal level, and specifically are the responsibility of each Agency Superintendent. This Handbook contains policy and guidance for conducting wildfire prevention activities at both funded programs and locations where prevention is a collateral duty.

This 2012 Handbook represents a major revision and supersedes all previous versions of 90 IAM 1.4C(6)-H. The BIA National Wildfire Prevention Handbook contains five chapters and a large appendix section:

- Chapter 1. Responsibilities
- Chapter 2. Planning
- Chapter 3. Funding
- Chapter 4. Prevention Activity Guidance
- Chapter 5. Accountability

These chapters are followed by seven appendices, providing additional information and support for the subject matter.   A Prevention Resources Disk is available which contains electronic copies of all tables, templates and documents that are discussed in this handbook. In addition, this handbook and Prevention Resources Disk are available on the BIA TrustNet website.

The Wildfire Prevention Program and its requirements within the Department of the Interior (DOI) Bureau of Indian Affairs (BIA) are constantly evolving. This handbook represents the fourth version of the BIA's wildfire prevention program guidance for Indian Country.

Keeping with the BIA's commitment to develop a well-functioning fire management program, the Bureau seeks to continually improve this program throughout Indian Country. This handbook will continue to be updated as new guidance and policies are developed. Please route all comments and suggestions to the WUI/Prevention Specialists in your Region.

Table of Contents

Introduction

The wildfire prevention program is managed within the Wildland Fire and Aviation Management Program. The mission of the wildfire prevention program is to reduce the frequency of human caused wildfires across Indian Country.

Human caused fires are the greatest cause of wildfires in Indian Country. Statistics show that this problem has continued to increase in recent years. As a result, in 2002 the BIA initiated a prevention program to deal with these human caused fires.

Preventing wildfires is everyone's responsibility, from the casual user of natural resources to Agency Administrators, from tribal leaders to the land managers. It is a basic element of our fiduciary responsibility; a responsibility independent of funding considerations.

Wildfire prevention must be "proactive." To be successful it is first necessary to understand the primary fire causes and their underlying issues. Through education, enforcement, engineering and administrative actions it is possible to reduce human caused wildfires

Policies
The BIA has established a policy to prevent human caused wildfires. This policy is spelled out in the following documents:

* Part 130 DM, Bureau of Indian Affairs
* Part 620 DM, Wildland Fire Management
* Part 90 IAM Chapters 1, 2 and 4 1/19/06 Wildland Fire Management – Policies and Responsibilities
* 53 IAM 7-H release #87 2/17/2006 Indian Forest Management Handbook – Forest Trespass

Authorities
Statutes and regulations which authorize 53 IAM 7, 90 IAM and Part 620 DM are:

Statutes
* PL 93-638 Title I Indian Self Determination and Education Assistance Act of 1975
* PL 100-472 Indian Self-Determination Acts Amendments of 1988 Title II & III
* PL 101-630 National Indian Forest Resource Management Act
* PL 103-413 Tribal Self-Governance Act of 1994
* 88 Stat. 1535, 15 Federal Fire Prevention and Control Act of October 29, 1974 U.S.C. 2201

Regulations
* 25 CFR §163.28 (b) Fire Management Measures and Guidance
* 25 CFR §163.29 Trespass

Chapter 1- Responsibilities

1.1 What are the responsibilities of BIA Management for Prevention?

Leadership and oversight for implementing the wildfire prevention program begin at the tribal and agency levels and continues up through the regional and national levels. Oversight is necessary to assure that established policy and procedures are followed and determine deficiencies and provisions for corrective action(s).

This section defines the prevention and education responsibilities of leaders located at each administrative level of government as defined in the policy documents listed above. Their leadership and oversight are fundamental to the success of the Wildfire Prevention Program.

Administrative and Supervisory Personnel

Deputy Bureau Director, Office of Trust Services:

- Implements the policies and recommendations in the Federal Wildland Fire Management Policy and associated amendments.
- Provides for the coordination of wildland fire management activities with other federal, state and non-government fire protection agencies.

Chief, Division of Forestry and Fire Management:

- Provides overall direction to the wildland fire management program.

Bureau of Indian Affairs (BIA) Director, National Interagency Fire Center (NIFC):
- Implements policy in the 10-Year Comprehensive Strategy (2001) and assists in the execution of the Associated Implementation Plan.
- Provides policy and procedural guidance to Regional Directors to achieve wildland fire prevention and education objectives.
- Reviews and evaluates regional prevention programs to ensure that all regions meet national standards.
- Establishes minimum standards for Wildland Fire Prevention Plans, operational implementation, evaluation and fiscal reporting.
- Develops policies and standards for firefighter safety, equipment and training for the prevention, investigation, suppression and use of wildland fires on Indian trust and restricted lands.
- Implements national fire programs including prevention.
- Reviews funding requests from regions for wildfire prevention.

Regional Directors:

- Ensure that activities and/or plans reflect a commitment to firefighter and public safety and the reduction of property loss.
- Negotiate cooperative agreements, self-determination contract and self-governance compacts with tribes for wildland fire management programs as needed.
- Oversee wildland fire prevention management programs within the region.
- Develop Regional directives for standards and additional procedural policy, as needed, for wildland fire prevention planning, operational implementation, evaluation and fiscal accountability.
- Submit funding requests to the Director Branch of Fire Management for tribal and agency wildfire prevention programs.
- Direct regional movement of fire management personnel and equipment to meet emergency needs.
- Integrate wildland fire prevention program evaluations into fire readiness review conducted at tribal and agency locations.

Superintendents, unless excepted by Regional Directive:

- Ensure that WFPP are developed, approved and implemented based on approved land use or fire management plans.
- Ensure that the prerequisite prevention plan requirements for a burn permit system, law enforcement standard operating procedures, program support and fire investigations are current.
- Assign personnel to wildfire prevention activities according to qualifications and demonstrated ability.
- Develop, update, and maintain the agency wildland fire prevention plan. Request assistance through appropriate interagency channels when the fire situation exceeds the capabilities of the agency's resources.
- Have financial responsibility, accountability and oversight for all wildland fire management programs.

Prevention Program Supervisor:

(The person responsible for daily supervision of the prevention program personnel.)

- Ensures that the fire prevention program is effective and meets both short term and long term goals.
- Develops and reviews fire prevention plans.
- Makes work assignments to ensure that the WFPP is implemented and that annual targets are met.

- Works with other agencies in the development of delivery of cooperative fire prevention programs and training.

Prevention Personnel

The BIA has established a three tiered program: National, Regional and Agency/Tribal.

Deputy Fire Use and Fuels:

At the National Level BIA-NIFC provides overall leadership and direction through the Deputy Fire Use and Fuels position. The responsibilities of this position include:

- Providing leadership to overall program implementation.
- Supporting and coordinating national level initiatives.
- Developing policy.
- Providing fiscal management for the wildfire prevention program.

Regional WUI/Prevention Specialist:

At the Regional Level program management is assigned to the WUI/Prevention Specialist. There are six WUI/Prevention Specialists nation-wide. The geographic assignments of these positions are as shown in Table 1.

While there is no Standard Position Description for the WUI/Prevention Specialists, all of them are responsible to:

- Provide technical assistance for regional prevention needs and priorities.
- Evaluate fire occurrence and collaboratively determine regional prevention needs and priorities.
- Develop and/or review of Wildfire Prevention Plans (WFPP).
- Provide Agency/Regional program budget preparation, oversight and review.
- Develop, or provide guidance in the development of Community Wildfire Protection Plans (CWPP).
- Ensure WFPP's and/or CWPP's accomplishments are entered into NFPORS appropriately.
- Provide oversight to prevention programs.
- Provide guidance to perform home assessments and demonstration projects.
- Encourage and coordinate "FIREWISE Communities" workshops, principles and concepts in tribal communities.
- Coordinate, conduct and/or support fire investigations and associated activities in Indian Country with appropriate law enforcement.
- Provide oversight and leadership in fire trespass cases.

- Review and prioritize Community Assistance project proposals to ensure highest priority project proposals are entered into NFPORS and forwarded to BIA NIFC for approval.
- Provide oversight and guidance for Smokey Bear program activities.
- Coordinate and encourage the use of the "WeTip" Program.
- Encourage and support coordination and collaboration of local wildfire prevention and education initiatives with cooperators.
- Coordinate with the Regional Fuels program staff regarding wildland urban interface (WUI) issues or concerns.
- Coordinate, support and facilitate the implementation of Juvenile Firesetter Intervention programs.
- Coordinate wildfire prevention and investigation training.
- Participate and/or coordinate prevention readiness and/or program reviews.
- Provide BIA Office of Justice Services District Commanders with periodic fire occurrence updates.

Table 1 – WUI/Prevention Specialist Geographic Assignments

REGIONAL ASSIGNMENTS	LOCATION OF WUI/PREVENTION SPECIALIST
Alaska and Northwest Regions	Northwest Regional Office – Portland, OR
Western, Pacific Region	Pacific Regional Office – Sacramento, CA
Navajo and Southwest Regions	Southwest Regional Office – Albuquerque, NM
Rocky Mountain and Great Plains Regions	Rocky Mountain Regional Office – Billings, MT
Southern Plains and Eastern Oklahoma Regions	Oklahoma Fire Center – Oklahoma City, OK
Midwest and Eastern Regions	Midwest Regional Office – Bloomington, MN

Contact information for the WUI/Prevention Specialists may be found in the Chapter 5 of the Bluebook.

Prevention Specialist, Officer and Technician:

The third tier of the BIA wildfire prevention program is at the Local Level. This level provides the foundation for the success of the program and is where Prevention program implementation occurs.

- Develop or assist in the development of Wildfire Prevention Plans (WFPP).
- Implement WFPP's.
- Track accomplishments.
- Monitor fire danger, fire occurrence and cause trends.
- Request assistance for large events or surges in human caused wildfires.
- Identify "teachable moments" and deliver appropriate prevention messages.

Chapter 2 - Planning

2.1 How do I get and keep a Wildfire Prevention Program?

As stated earlier it is everyone's responsibility to prevent wildfires, whether at a location with a funded program or not. Many effective activities can be conducted at no cost or with a small amount of supplemental funding. At those locations where a funded program is not possible, a Community Wildfire Protection Plan (CWPP) may be useful to identify risks, hazards and values as well as identify alternate funding sources. Information on the CWPP may be found in the BIA's Fuels Business Management Handbook. However, at locations where wildfires often threaten lives and property, a funded prevention program may still be necessary.

The first step in deciding to develop a funded prevention program is to answer the following questions:

1. **Is there a human caused fire problem?**
2. **Is the number of human caused fire problem significant enough to justify funding a program?**
3. **Can a fire prevention program be effective at reducing these wildfires?**

If the answer to each of these questions is "yes," then proceed with Chapter 2.

If the answer to any of these questions is "no," then proceed on to Chapters 3 and 4 for guidance in conducting prevention activities.

The Wildfire Prevention Plan (WFPP) is required for the annual funding of a prevention program. It is the guiding document for the BIA agencies and Tribal wildfire prevention efforts. The WFPP must be an integrated element of the fire management program and directed toward ignitions which pose the greatest potential to cause damage or loss. To be eligible for funding a WFPP must meet the standards provided in this handbook.

Most WFPPs currently in place have an intended life span of 5 years. Any new or revised WFPPS will have a 10 year life span. Review the WFPP annually to ensure that objectives are valid and are currently being met, that planned actions are effectively addressing the identified problem and that accomplishments are being tracked. If priorities or objectives change before the end of this 10 year period, revise the WFPP to reflect the shift in priorities or objectives. The WFPP can be updated yearly or at any time a significant change occurs that could possibly affect the tribal/agency wildfire prevention program.   All WFPP revisions affecting program budget, workload, salary grade, expertise level, effectiveness or number of personnel must repeat the review and approval process.

The WFPP must be developed collaboratively in accordance with the agency/tribal overall fire management goals as described in their Fire Management Plan (FMP). The minimum parties to the collaboration include are identified in Table 2 (below). The BIA recognizes that communication, cooperation, collaboration and partnering with tribal governments, communities, state and other federal agencies are essential for success. There are numerous examples of federal plans, policies, strategies etc. that direct agencies to communicate more effectively and collaborate with existing efforts on a national, regional and local level. The collaborative process must be described in the Introduction to the WFPP (Section I.C). This description is required for the WFPP to be certified as equivalent to a Community Wildfire Protection Plan (CWPP).

The Healthy Forest Restoration Act states that three entities must mutually agree to the final contents of a CWPP. Table 2 illustrates the equivalency between CWPP and WFPP entities.

Table 2 - CWPP WFPP Collaboration Comparison

	CWPP	**WFPP**
Applicable Local Government	County or City Government (tribes may choose to participate)	Tribal Government and/or BIA Agency
Fire Department	Local Fire Department(s) (tribal fire departments may also be included)	The local fire suppression entity (tribal fire department, BIA agency fire management, VFD etc.)
Forest/Land Management	The state entity responsible for forest management (tribal forest management plans may be used for priority setting)	Federal or Tribal Land Management Agency

The benefits of having a CWPP or Equivalent WFPP are numerous. In addition to improved coordination between fuels treatments and prevention actions, there is increased support for both efforts developed through the collaborative process. Fuels treatments at locations with a CWPP/Equivalent WFPP have a better chance of being funded. And lastly, Community Assistance funding becomes more available to locations with a CWPP/Equivalent WFPP.

The WFPP must define prevention program objectives which are specific to that unit's human caused fire problem. It must have measurable results and be tiered to an approved fire or resource management plan.

The BIA-NIFC currently encourages the use of the Risk Assessment Mitigation Strategies or RAMS software (version 2.0.10) to develop the WFPP. RAMS is useful in developing the risk assessments for the planning unit and evaluating the effectiveness of prevention strategies. A copy of RAMS may be found on the Prevention Resources Disk. In the event that a local unit chooses to develop the WFPP without using RAMS, the alternate process must be approved by their Regional WUI/Prevention Specialist.

An approved WFPP serves two purposes:

- It provides justification and fiscally sound measures upon which funding is based.
- It provides direction to guide implementation. The WFPP is comprised of two major sections:
    - The analysis section
    - The implementation section

2.2 Is There a standard WFPP outline?

A Standard WFPP outline has been adopted by the BIA. It is included in Appendix B. If this outline is followed, the plan will meet the national standard. The following section of the handbook uses the Standard WFPP Outline to describe the business rules and required program components at each step in the outline. It details the policies and process for developing a WFPP. A WFPP prepared according to the Standard Outline is equivalent to a Community Wildfire Protection Plan (CWPP).

The Standard WFPP Outline

Cover Page

At a minimum, this page must include the name of the planning unit, the type of plan (this should nearly always be "Wildfire Prevention Plan"), the time period the plan covers and the date of completion. Optional elements include the approval date, the author, any tribal/agency seals or logo and appropriate artwork or photography.

Signature Page

Once a WFPP has been prepared (either new or revised) it must undergo a review and approval process to be considered for funding. The signature page documents each step of the process. The minimum signatures required for approval are:

Role/Action   Authorized Signature

Preparer: The principal author

Local Agency/Tribal Concurrence: Agency Administrator or
                                                               Appropriate Tribal Official

Reviewed for Policy Compliance   Regional WUI/Prevention Specialist*

Recommended for Approval   Regional Forester or
                                                               Natural Resource Branch Chief

Approval   Regional Director

* This signature is not required when the preparer is also the WUI/Prevention Specialist.

Optional signatures may include the prevention technician(s), local unit or regional fuels specialist, fire management officer and an authorized law enforcement person.

The following business rules apply to the signature page to ensure consistency and that proper authorizations are recorded.

- The signature for local concurrence must be the Agency Superintendent, Deputy Superintendent (if authorized), tribal Fire Program Director, Tribal Natural Resource Director or principal tribal executive officer (Chief, Principal Chief, Chair etc.).
- Each WFPP will undergo a review and be concurred with by the Regional WUI/Prevention Specialist, unless this person was the preparer.
- The WFPP must be recommended for approval by the Regional Forester, Regional Natural Resources Officer or equivalent.
- The Regional Director, an authorized Deputy Regional Director or an authorized Acting Regional Director must approve the WFPP.
- Minor revisions and edits must be documented, but do not require a repeat of the approval process.
- Any revision affecting program budget, workload, salary grade, expertise level, effectiveness or number of personnel requires a new approval page.

Table of Contents
    The table of contents must include the page numbers and list the major headings. This section also includes any lists of tables, figures or appendices.

Executive Summary
    The Executive Summary summarizes the analysis, planning process and implantation recommendation for the plan. It is a short (one or two pages) introductory section, however it does not introduce any additional or new information. As a minimum it summarizes:

- History of prevention in the unit.
- Purpose of the plan.
- A description of the planning process used.
- A description of the plan's organization (such as Analysis and Implementation sections).
- Description of collaboration.
- The results of planning process – positions and budget.

I. Introduction

A. Purpose and Scope

Provide a short description of the purpose for the WFPP or revision. Include the planning process and whether or not RAMS was used. In the event that a local unit should choose to develop the WFPP without using RAMS, the selected process must be approved by the Regional WUI/Prevention Specialist. When an alternate (other than RAMS) process is used to conduct the analysis it is the responsibility of the WUI/Prevention Specialist to ensure that the process used produces outputs equivalent to RAMS. RAMS outputs include: local unit and community risk assessments; workload analysis; general, specific and community action summaries and effectiveness ratings for the selected prevention activities. These outputs are necessary to complete the WFPP.

Finally, name the jurisdiction(s) and describe the time period the WFPP covers. State what higher level plan this one is tiered to. Also state that the plan meets the BIA standard for CWPP equivalency (if it does).

B. Management Goals and Objectives

The goals come from the higher level plan identified in Purpose and Scope. These are just the goals that are prevention oriented or that have a prevention component. These should have the references to the original document.

The objectives for prevention relate directly to the goals. They must be "SMART" (Specific, Measureable, Attainable, Realistic and Time oriented). One of these objectives must establish a measurable target for the reduction of human caused wildfire. Another objective must be a tribal objective.

Additionally, for WFPP Revisions: Determine if the existing objectives are valid, if any new objectives are needed and if the new objectives are compatible with existing objectives. Describe and explain the reasons for any changes or new objectives.

C. Collaborative Process

Identify the collaborative partners that provided input in preparing this WFPP. At a minimum these must include the organization responsible for wildfire suppression on the unit (represented by an FMO, Fire Chief etc.), federal or tribal land management organization and a representative of tribal government or a Bureau of Indian Affairs line officer for the unit. Additionally, the preparer of the WFPP must coordinate with their designated Regional WUI/Prevention Specialist, regional and/or local unit fuels staff, fire planner and any cooperating agencies.

II. Situational Analysis

This section documents the process and analysis that was used to prepare the plan and select the best option to implement the prevention strategy.

A. Description of Unit

Describe the unit using descriptions from the Fire, Forest or Integrated Resource Management Plan. Include geographic boundaries, management unit boundaries, vegetation types and the FPA Fire Planning Unit(s) designation(s). Include the total acreage in the planning unit by ownership category. The sources for this information may include: local unit fire management plan, BIA/Tribal Reality Office or other fire protection data. Maps are useful in displaying the planning unit boundaries.

B. Description of the Fire History

Summarize the fire occurrence by cause for the planning unit over the previous ten years. If ten years of usable data is not available, then a five year period may be used. The official source of this date is DOI's Wildland Fire Management Information System (WFMI). The use of data from other sources must be justified and documented in the WFPP and must be approved by the Deputy Director of Fire Use and Fuels in advance.

WFMI fire report summary data for "Completed" fire reports may only include the following fire and protection types for prevention planning:

o   Fire Type = Suppressed Fire (1)

- Protection Type – BIA – Trust Lands, BIA Protection (1)

- Protection Type – BIA – Trust Lands, Other Federal Agency Protection (2)

- Protection Type – BIA – Trust Lands, Non-Federal Agency Protection (3)

- Protection Type – BIA – Trust Lands, Limited Action (4)

- Protection Type – BIA – Other Lands, BIA Protection (Threat to Trust Lands) (5)

- Protection Type – BIA – Other Lands, BIA Protection per Agreement/MOU/Contract (6)

o   Fire Type = Natural Outs (2)

- Protection Type – BIA – Trust Lands, BIA Protection (1)

- Protection Type – BIA – Trust Lands, Other Federal Agency Protection (2)

- Protection Type – BIA – Trust Lands, Non-Federal Agency Protection (3)

- Protection Type – BIA – Other Lands, BIA Protection (Threat to Trust lands) (5)

- Protection Type – BIA – Other Lands, BIA Protection per Agreement/MOU/Contract (6)

The results of this analysis are displayed in this section in Table 1 – Historical Fire Cause Analysis. **Table 1 is a required table.** An example of this table is found in Appendix C. A graphical presentation of the fire occurrence data is useful to illustrate the primary cause categories.

This chapter must identify the primary human cause(s) for wildfire.

Additionally for WFPP Revisions: Describe any changes in fire occurrence and in the primary cause category.

C. History of Prevention Efforts

Briefly describe the history of fire prevention at this location in narrative form.

Additionally for WFPP Revisions: Briefly describe previous plans. Provide a summary for the result of the most recent prevention program review including all significant findings. Also discuss the status and effectiveness of each of the "Policy Required" program elements. Discuss the average annual accomplishments for each category of actions. Compare the average actual to the average planned accomplishments, identifying areas of significant under or over achievement. Discuss any factors that influenced accomplishments during the previous planning cycle.

D. Prevention Strategy

Based on the Fire History analysis, use the NWCG 1572 – <u>Wildfire Prevention Strategies</u> to identify the most effective strategy for reducing fires from the primary human-cause(s) and describe that strategy in this section.

Additionally for WFPP Revisions: Describe the strategy used in the previous plan and then discuss its effectiveness. Discuss how the previous prevention strategy relates to the current situation and identified primary cause. Include any changes being made to better address a changed situation or primary cause(s).

E. FMU Assessment

Describe the planning unit and any planning compartments (FMUs) in terms used in the Fire Planning Analysis (FPA). Maps are useful to illustrate the FMUs. **Table 2 - Fire Management Unit Summary (formerly Compartment Assessment Summary) is a required table** and is located in this section. This table displays the composite risk assessment of the fire management planning units. It is used in prioritizing the planned prevention actions. This is one of the required tables generated by RAMS. The RAMS report is located under the "Reports" heading of the menu bar. An example of this table is found in Appendix C.

Extensive knowledge of the risks, hazards and values within the planning unit is needed to complete this section. The sources for this information may include: any previous risk assessments, maps, personal observations of the FMO or fire program manager, natural resource officer, tribal representative or any other resource officer at the local unit.

Additionally for WFPP Revisions: Discuss any changes made to the FMUs and any changes in their risk assessment.

F. Community Assessment

Identify all of the communities covered in this plan and rank their risk. These must include all of the Communities at Risk as listed in the Federal Register on August 17, 2001 (Volume 66 Number 160) that are in the vicinity of Trust Lands. Additional communities that are not on the Federal Register list must also be included in the Risk Assessment, if they are in the vicinity of Trust Lands. It is important to seek local and tribal input when identifying the communities included in the risk assessment. RAMS generates this ranking. The RAMS ranking may be adjusted based on local knowledge. A map is useful to display the locations of the communities.

Table 3 – The Community Assessment Summary is a required table. It shows the ranking produced by RAMS. It is used in prioritizing planned community actions. The assessment summary table is found in RAMS under the "Reports" heading of the menu bar. An example of this is found in Appendix C.

Additionally for WFPP Revisions: Compare the previous plan's list of communities to the Revision's communities. Explain any additions or deletions to the list and discuss the reasons for any changes in the risk rankings.

G. Fuels Assessment

Describe the vegetation types, fuel types, fuel management projects, fuel treatment methods and fuels management objectives. These descriptions should come from the Fire Management Plan. Identify the areas that are prioritized for treatments. Maps are useful in displaying the prioritized areas. The fuels module in RAMS is not used for this process.

Additionally for WFPP Revisions: Discuss any changes to the fuels, any new fuels treatment project areas and any changes in fuels treatment methods or objectives. Also, identify and discuss any changes to the areas prioritized for treatments.

The prevention planner must engage the fuels management staff when completing this section.

H. Fiscal Analysis

Identify and describe the planning options considered. Provide an analysis of the workload, effectiveness and benefit-cost ratio for each option. Identify the selected position level(s) and proposed budget. Explain the process used to conduct each analysis. Three required tables support this narrative.

1.   **Prevention Options**

Identify the options considered in developing the plan. These must include:

a) The historical option (pre-prevention program).
b) The proposed planned option.
c) An option for a minimum increase of 20% in actions.
d) An option for a minimum of a 20% decrease in actions.
e) An option for the previous plan (required for revisions).
f) An option for the average accomplishments (required for revisions).

Options c) and d) (20% plus and 20% minus) are needed for prevention data entry in FPA.

Additionally for WFPP Revisions: If an additional position is being requested, an option including the general, specific and community actions of the additional person must also be included.

2. **Workload Analysis**

Discuss the number of hours required to implement each option and define the number of full and part time positions needed. **Use 1800 hours as the annual hourly basis for each person.**

Table 4 – Prevention Workload Analysis is a required table – This table summarizes the total person hours required to implement each option annually. It uses the summary of the total person hours (by category) for the community, general and specific actions. RAMS will generate a report for category summaries for specific and general actions. The RAMS summary is found under the "Reports/Prevention/Category Summary" heading of the menu bar in RAMS. RAMS does not include community action workload hours in this report. The workload hours for community actions must be manually added to the general and specific action workload hours to obtain a total program workload. The community action workload hours are obtained from "Reports/Prevention/Community Actions" in RAMS. An example of Table 4 is found in Appendix C.

Provide an analysis of the appropriate expertise level(s) needed to deliver the program. Identify the standard position description that matches the expertise level needed. This analysis is a required element. It is presented in narrative format. The following business rules are established for this analysis.

a. The selection of the Position Descriptions (PD) used to hire the staff must be consistent with the WFPP. For example, if the WFPP was developed for a GS – 9 Specialist, the program **may not be staffed** with a GS-4,5,6 or GS 6, 7 Technician. Likewise, if the WFPP specifies a GS – 7 Technician, it **may not be filled** with a GS-9 Specialist. In both cases, the WFPP would need to be revised to accommodate the use of a PD for a different GS and expertise level. Career ladder positions that incorporate the plan approved grade are acceptable.

b. When two or more positions are funded at a single unit location, one of these must be filled at the Officer or Specialist Level in the leadership role.

c. No more than three (3) positions may be funded at any location in a BIA funded prevention program.

d. Complexity may be a factor in selecting the appropriate PD, however, it should not be the only factor. The skill level required to implement the actions planned in the WFPP, combined with the overall skill level needed to coordinate the program, must be considered. Use the following guidelines to determine the correct PD and expertise level.

   i. Prevention Technician – Implements a prevention plan designed by others, providing minimal input into the planning process. This position may be the only position at a location or part of a team assigned to the location. This position commonly reports directly to the FMO, Assistant FMO, Fire Program Manager or other management staff as determined by the local unit. The position commonly requires daily technical guidance and direction from the supervisor. It is typically used at a low complexity unit. The maximum GS Grade Level for this position is GS-7.

   ii. Prevention Officer - Implements a prevention plan designed by others, providing significant input into the planning process. It may be the only position at a location or the leader of a two-person team assigned to the location. It may supervise another prevention employee. This position commonly reports directly to the FMO or Assistant FMO. It independently carries out assignments without specific instruction. It is typically used at a moderate complexity unit. The maximum GS Grade Level for this position is GS-9.

   iii. Prevention Specialist (GS-9) – This position develops a prevention plan with assistance from a higher level specialist. It implements (or supervises the implementation of) the plan. It may be the only

position at a location or the leader of a two-person team assigned to the location. It may supervise another prevention employee. This position commonly reports directly to the FMO or Assistant FMO. It is typically used at a moderate complexity unit. The maximum GS Grade Level for this position is GS-9.

iv. Prevention Specialist (GS-11) – This position develops and supervises the implementation of a prevention plan. It is the leader of a team assigned to the location and supervises other prevention employees. This position commonly reports directly to the FMO or Assistant FMO. It is typically used at a high complexity unit. The maximum GS Grade Level for this position is GS-11.

There are currently six standard position descriptions (SPDs) approved for staffing prevention programs. There are three Department of Interior SPDs and three Bureau of Indian Affairs SPDs. These are:

Expertise Level	**DOI SPD**	**BIA SPD**
Prevention Technician 4/5/6	DOI027 (GS-6/7)	F319-BIA (GS-
Prevention Officer 7/8/9	-------	F320-BIA (GS-
Prevention Specialist 9/11	DOI029 (GS-7/9)	F321-BIA (GS-
Prevention Specialist	DOI028 (GS-11)	---------

Copies of these SPDs are included on the resources disk for reference, however the most recent copy should always be obtained from the servicing Human Resources office.

Additionally for WFPP Revisions: Compare options and describe differences in the proposed, current and historical options. Explain any changes in the workload requiring an increase or decrease in staff and/or expertise levels to implement the program.

3. **Effectiveness Analysis**

Generate effectiveness percentages for each option considered. Explain the process used to determine effectiveness. The effectiveness for each option is used to determine the benefit-cost ratio. The effectiveness percentage will determine the "benefits" for the benefits-cost ratio. Every planning option must have its effectiveness compared to the historical (pre-prevention) option. The results are presented in Table 5 – Effectiveness Table. **Table 5 is a required table.**

For Table 5, effectiveness is defined as "the predicted reduction in human caused fires." RAMS generates the outputs needed to develop this table by selecting the Reports "drop down" on the menu bar and drilling down through Prevention – Benefits-Fire Frequencies and selecting the prevention option to evaluate. The frequencies generated in the resulting report are subtracted from one and then converted into percentages (see Appendix C for an example of this process). These percentages are then placed in Table 5. An example of Table 5 is also found in Appendix C.

Additionally for WFPP Revisions: Compare the effectiveness percentages from the previous plan to the actual changes in fire occurrence to document the impacts of program implementation.

4. Budget Development

Explain the budget developed to implement the planned option. Two tables are required. The personnel costs, the program support costs, plus the indirect costs from this section provide the "costs" in the benefit-cost analysis. The following business rules are adopted for the budget development in the WFPP:

1. All programs will use the OPM pay tables to develop the proposed budget. The salaries will come from the full performance level for the expertise level of the planned position(s). Each position will be planned at step-5.
2. Employee Benefit Compensation (EBC) must be included at a rate of 40% over salary for each position.
3. Use the OPM table for the Rest of the US (RUS) unless a locality pay table is approved for use at the location.
4. Support costs are planned at a base level of $10,000 for one position, $12,500 for two positions and $15,000 for three positions.
5. Indirect Costs (IDC) for Compact and 638-contract programs must be included. Use the IDC rate for the tribe that is in effect at the time the plan was developed.

Table 6 - Budget Annual Summary Table is a required table that illustrates the costs of program implementation. The salary, EBC and support costs for each position are included. If one-time "start-up" costs are needed, these are included in Table 6 but are excluded from the benefits-cost analysis. IDC must be shown in the table as an annual recurring cost and included in the benefit-cost analysis. An example of Table 6 is found in Appendix C.

The preparer must also include a table in the budget section which lists the proposed or anticipated program support items. This table is usually generated to inform the manager of where the support funding should be used. The items in this table are limited to the items authorized in Chapter 3.D.1.b. This is Table 7. **Table 7 is a required table.** An example of Table 7 is found in Appendix C.

Additionally for WFPP Revisions: Compare budget from previous WFPP to budget proposed in revision and explain any changes.

5. Benefit-Cost Analysis

Discuss how the selected alternative is the most cost effective program option when compared to the historical and alternative options. The effectiveness of each option can be derived from RAMS. **Table 8 - Benefit-Cost Tables is a required table** when developing a new WFPP or when the revision of a WFPP changes the number of positions in the prevention program or changes the GS/Tribal pay grade of the current positions identified in the WFPP.

It is BIA policy that the benefit-cost analysis must demonstrate a minimum benefit-cost ratio of one to one (1:1) to receive prevention program funding.

Table 8 has been standardized for use across the nation. An example of Table 8 is found in Appendix C. A copy is included on the Prevention Resources Disk. The inputs required for this table are:

1. The Region, Agency/Tribe and the name of the FMU.
2. The overall number of human caused wildfires over the previous 10 years.
3. The number acres burned in human caused wildfires over the previous 10 years.
4. For each planning option considered (except for the "historical" and Average Accomplishments options) include :

    - Option name
    - Staffing per the workload analysis
    - Total recurring funding required
    - The average predicted effectiveness

The costs included in the benefit-cost ratio must include the annual personnel (salary and a standardized benefits allowance), recurring support and indirect costs (if applicable) for the option being considered.

The benefits for the analysis are the predicted suppression cost savings that will result by implementing the option being considered. These benefits are the result of multiplying the average annual suppression costs by the predicted effectiveness of the option.

Additionally for WFPP Revisions: Summarize the benefit-cost analysis from the previous plan and the changes taking place (if any) with this revision. Complete a new cost-benefit analysis using Table 8 if the revision plans any change in the pay grade or the number of the personnel needed to implement the plan. **Tables 8 is NOT required for revisions** if human caused wildfire occurrence trends are down <u>and</u> no change in costs due to increased personnel, expertise level or pay rates are planned. Simply state that Table 8 is not required. However a discussion of why the selected option is the most effective and efficient is still required. For the remaining tables continue numbering them as if Table 8 were included for consistency with the standard outline.

III. Implementation Plan

The implementation portion of the WFPP describes the planned actions and additional guidance needed for implementation.

A. Program Policy Requirements

The program mission of the wildfire prevention program within the BIA is to reduce human-caused wildfires. As a result, the BIA requires WFPPs to include specific proven effective wildfire prevention measures, called the "Policy Required Elements," to secure long term funding. The current status of each of these elements and any changes needed must be discussed in the Implementation Section of the WFPP. The Policy Required Elements are:

1. <u>Documented Program Support</u> – The purpose of obtaining program support is to ensure that the tribes, BIA Agency Administrators and fire managers agree upon the direction of the prevention program. Document tribal support for wildfire prevention. Acceptable forms of documentation include a copy of the approval or signature page of the wildland fire management plan, a tribal resolution supporting a prevention program, a letter from the Chief or Chair supporting the program, tribal approval of the wildland fire management plan or tribal approval of the WFPP. Failure to comply with this requirement will result in probationary, withheld or discontinued funding. Copies of the tribal support documents must be included in Appendices A and B.

2. <u>Documented Fire Investigation Policies and Procedures</u> – BIA policy is to investigate all wildfires. The purpose for investigating all wildfires occurrences is to determine the specific cause and origin, to determine if a fire trespass has occurred, to determine if suppression cost recovery is appropriate and to determine if the prevention strategy identified in the WFPP is the appropriate strategy.

   Describe how wildfire investigations will be conducted locally. The BIA Fire Investigation Handbook describes Bureau policy and procedure for conducting wildfire investigations and documenting all fire occurrences. The Wildfire Investigation Handbook supersedes all conflicting investigation policy and procedures identified in current WFPP's. Failure to comply with this requirement will result in probationary, withheld or discontinued funding. Attach a copy of the full policy and procedure for investigating wildfires in Appendix G.

3. <u>Documented Standard Operating Procedure for investigating wildfires</u> – The purpose of the Standard Operating Procedure (SOP) is to define the roles and responsibilities of fire investigators and law enforcement when investigating wildfires.   The SOP also improves the working relationships between law enforcement and fire management personnel when investigating wildfires.

   Further information and details regarding SOP's are provided in the BIA Fire Investigation Handbook. A copy of the SOP must be included in Appendix C. Failure to comply with this requirement will result in probationary, withheld or discontinued funding.

4. <u>Documented Burn Permit System</u> – A burn permit system is required to regulate open burning under unsafe conditions (including air quality and associated health related issues stemming from emissions) and to reduce the incidence of false alarms.

   A burn permit must not be issued in place of a prescribed fire plan. A prescribed fire plan is required whenever the use of fire is identified as a management action in any land management document (Natural Resource Plan, Forest Management Plan, Range Management Plan, Fire Management Plan etc.) for lands under the jurisdiction of the BIA. Burn permits may be used to authorize open burning for the purpose of cultural activities, weed control in small areas, prevention or control of disease or pests, heating for warmth of field workers as well as disposal of domestic debris including leaves, trees, limbs and grass within an individual's home site boundary. Recreational bonfires may also be authorized under a burn permit. Burn permits may not be issued for the disposal of household waste, automobile tires or any other such items that would pose a threat or concern from an environmental standpoint.

Burn permits are not required for prescribed fire conducted in accordance with a prescribed fire plan to meet silvicultural, range improvement, wildlife or other critical habitat enhancement, or hazard reduction objectives otherwise covered in a burn plan.

The permit system must identify the procedures that permittees are required to follow as well as any applicable tribal codes and ordinances. The burn permit system may provide information on open season burning and information and points of contact for air quality and smoke management operations. The use of the burn permit system is mandatory during the established fire season.

The adoption of the burn permit system must be made known to the tribal population and the department/office responsible for managing and enforcing it. Consequences for violations of burn permit system must also be clearly displayed on the permit, or posted clearly for the public to observe. Document the status of the burn permit system and include a copy in Appendix F. If a burn permit system is not in place, a draft must be included in Appendix F. A burn permit system must be adopted at these locations within 12 months of approval of the WFPP. Failure to comply with this requirement will result in probationary, withheld or discontinued funding. The permit system must identify the procedures that permittees are required to follow as well as any applicable tribal codes and ordinances.

5. Administrative Requirements – Describe and document any restrictions or business rules that apply to the implementation of the plan. Examples are:

- Requiring the plan to be implemented as written.
- Requiring that supporting plans are developed.
- Requiring the local unit to devote a position to implement the plan.
- Restrictions on the use of funding.

Additionally for WFPP Revisions: Describe any changes needed in the "Policy Required" items and establish deadlines for these changes.

B. General Actions Descriptions

General actions are implemented over the entire planning unit. They are general in nature. Most increase awareness or provide information to the public about preventing unwanted human caused fires. Summarize the general actions for each year in Table 9 - The General Actions Table. RAMS will generate this summary in two-year increments by selecting Reports from the menu bar and selecting General Actions. These outputs are then transferred manually into Table 9. **Table 9 is a required table.** The definitions for these actions are found in the BIA's Prevention

Accomplishment Reporting Guide. A template for Table 9 and the Accomplishment Reporting Guide are included on the Prevention Resources Disk. The General Action labels in Table 9 are inadequate to convey what is planned for each activity, therefore include a short statement further describing each planned activity in the general actions section. An example of Table 9 is found in Appendix C.

C. Specific Actions Descriptions

Specific actions are those activities that target specific fire causes in a localized area (compartment, Fire Management Unit etc.). Specific actions are more focused than general actions and their effect is easier to see and quantify. Summarize the specific actions for each year in Table 10 - The Specific Actions Table. RAMS will generate this summary in two-year increments by selecting Reports from the menu bar and selecting Specific Actions. These outputs are then transferred manually into Table 10.**Table 10 is a required table.** The definitions for these actions are also found in the BIA's Prevention Accomplishment Reporting Guide. A template for Table 10 is included on the Prevention Resources Disk. The Specific Action labels in Table 10 are inadequate to convey what is planned for each activity, therefore include a short statement further describing each planned activity in the specific actions section. An example of Table 10 is found in Appendix C.

D. Community Actions Descriptions

Community actions are those activities implemented in an individual community. They focus on raising community awareness, reducing structural ignitability and building partnerships. Note that community actions are in addition to and should not duplicate the workload planned for general and specific actions. RAMS does not include the community action hours in the total workload hours, as a result they must be manually added to the workload for each option. Community actions are useful to specify a program of work for communities in the WFPP. Summarize the community actions for each year in Table 11 - The Community Actions Table. RAMS will generate this summary in two-year increments by selecting Reports from the menu bar and selecting Community Actions. These outputs are then transferred manually into Table 11. **Table 11 is a required table.** The definitions for these actions are also found in the BIA's Prevention Accomplishment Reporting Guide. A template for Table 11 is included on the Prevention Resources Disk. The Community Action labels in Table 11 are inadequate to convey what is planned for each activity, therefore include a short statement further describing each planned activity in the community actions section. An example of Table 11 is found in Appendix C.

E. Structural Ignitability Mitigation Options

Describe the specific key messages, methods of delivery and any other activities planned to reduce structural ignitability. Base these actions on Table 12 – Structural Ignitability Table. Table 12 lists the seven most common vulnerabilities for structures from wildfire. The information is gathered during the Community Assessments as an overall rating of compliance with Firewise standards for each vulnerability. These ratings can be estimated or measured. The ratings are then combined for the entire unit and displayed as percentages of compliance in Table 12. **Table 12 is a required table.** Treatment of structural ignitability is required for the WFPP to be certified as equivalent to a Community Wildfire Protection Plan (CWPP). An example of Table 12 is found in Appendix C.

F. Prioritized Hazardous Fuels Reduction Areas

Describe the treatment methods and areas prioritized for hazardous fuels treatments. Prioritized areas may consist of compartments, identified WUI areas, communities or any other geographically defined area. According to the Healthy Forest Restoration Act (HFRA), protection of at-risk communities, watersheds or projects that implement community wildfire protection plans must be prioritized for fuel treatments. A map is a useful tool to illustrate these. **The prevention personnel and the local unit/regional fuels staff must work together to develop and implement this section.**

G. Annual Planning Calendar

The annual planning calendar provides guidance for scheduling and planning implementation of the prevention actions. The calendar should provide a monthly schedule for the fire prevention personnel to accomplish the general, specific and community actions. Discuss the Annual Planning Calendar here and include it in Appendix O.   A template for the Annual Planning Calendar is provided on the Prevention Resources Disk.

H. Supporting Plans

Describe each of the supporting plans required to implement the program. Discuss any special considerations that need to be included in each. At a minimum, the following supporting plans will be required.

1. Sign Plan
2. Patrol Plan
3. Communications Plan
4. Preparedness/Readiness Plan

Other plans may be required to successfully implement the WFPP and may be required at the discretion of the planner. These include a Volunteer Use Plan, Restriction/Closure Plan or Inspection Plan.

I. Accountability

Describe the various methods the unit will use to document activities, report accomplishments and maintain accountability. Additional details on accomplishment reporting policy are found in Chapter 5 and the BIA's Prevention Accomplishment Reporting Guide (on the Prevention Resources Disk).

J. Supporting Appendices

The WFPP Appendices may be provided electronically or on paper. At the end of the WFPP describe the contents of the Appendices. The standard list of Appendices is:

A. Documentation of program support
B. Documentation of tribal support
C. LEO SOP
D. RAMS MDB file on CD and/or printouts including tables
E. Preparedness Plan
F. Burn Permit System
G. INVF Policies and Procedures
H. Community Assistance Information
I. Smokey Bear Guidelines
J. Accomplishment Reporting Forms
K. Inspection Forms
L. Communications Plan
M. Patrol Plan
N. Sign Plan
O. Annual Planning Calendar
P. Recommended Position Description
Q. Electronic Copies of WFPP in Word processing format and Portable Document Format (PDF).

Additional appendices may be added by the planner after these if they are needed. When paper copies are provided of these appendices, provide the RAMS Database File on a disk in electronic format.

2.3 My plan is written, how do I get it approved?

Once the WFPP is complete it must undergo a review and approval process. The minimum required steps in the review are:

The Regional WUI/Prevention Specialist reviews the WFPP for completeness, policy compliance, numerical consistency and logical errors. Once the issues identified in this review have been resolved, the review is documented on the signature page. The WFPP is then submitted to another Regional WUI/Prevention Specialist for an independent peer review.

The Peer Review uses the Formal Plan Review Checklist provided in Appendix D. In the peer review, the reviewer is to certify that all of the required elements for a BIA WFPP are present, comply with established standards and are written in clear, concise language. Punctuation, usage or spelling errors so numerous or serious that they impact the communication of ideas are subject to review and must be corrected. However, it should be noted that the purpose of this review is not to correct minor punctuation, spelling or usage errors. The primary purpose is only to certify policy compliance. The original copy of the certifying checklist must accompany the copy of the plan sent to NIFC. It is the responsibility of the original reviewer to ensure the peer reviewer's changes are addressed.

The Line Officer at the unit must sign the plan as concurring with it. It is then sent to the Regional Forester.

The Regional Forester reviews the WFPP and recommends it for approval to the Regional Director. Only edits requiring changes to the program budget, workload, salary grade, expertise level, effectiveness or number of personnel necessitate repeating the review process. This recommendation for approval is documented by the Regional Forester's signature on the signature page.

The Regional Director, an authorized Deputy Regional Director or an authorized Acting Regional Director approves the WFPP by signing the signature page.

Once approved, make four* complete paper copies of the WFPP. These are distributed as follows.

Home Unit   **one copy**
Regional Office   **one copy**
Regional WUI/Prevention Specialist   **one copy**
BIA-NIFC   **one copy**

*In those Regions where the WUI/Prevention Specialist is housed in the Regional Office only three copies of the WFPP are needed.

2.4 My WFPP is approved, how do I get funding to implement it?

Once the Regional Director approves the WFPP, funding must be formally requested. The Regional Director also requests funding for the program.

- To request funding the Regional Director must submit a copy of the WFPP along with a formal funding request to BIA-NIFC. Do not send original WFPP's to BIA-NIFC.
- The amount requested for the first year must be for a specific amount as supported in the WFPP. Funding for the remainder of the WFPP lifespan is assumed to be automatic unless a shorter time period is specified.
- Conditional (temporary) funding of a WFPP for a developmental period of one year may be approved. During that one year period any policy requirements that were in draft form must be adopted. The plan must clearly identify action steps to complete the policy requirements during the first year.   At the end of this one year period, the local unit must document to BIA-NIFC through the Region that all policy requirements are met. Once all policy requirements are met then the prevention program may become eligible for long term funding.
- An example of a funding request is provided in Appendix C.

2.5 Is my WFPP equivalent to a Community Wildfire Protection Plan?

The Bureau of Indian Affairs considers Wildfire Prevention Plans that meet the following standard an equivalent document to a Community Wildfire Protection Plan (CWPP). To accomplish this, it is essential that the fuels and prevention staff work together to develop the WFPP. Plans developed or revised using the "Standard Outline" will meet this standard.   The following requirements are based upon the Healthy Forest Restoration Act (HFRA).

- ___Collaboration___: A CWPP must be collaboratively developed by tribal, local and state government representatives in consultation with federal agencies and other interested parties. The partners involved in the collaborative process are documented in "I.C. Collaborative Process" of the Standard Outline.

- ___Prioritized Fuel Reduction___: A CWPP must identify and prioritize areas for hazardous fuel reduction treatments and recommend the types and methods of treatment that will protect one or more at-risk communities and essential

infrastructure. The BIA WFPP accomplishes this by assessing community risk, prioritizing communities and discussing appropriate fuels treatment methods for their protection. This discussion and identification of the priority areas for fuels treatments is documented in "III. F. Prioritized Hazardous Fuels Reduction Areas" of the Standard Outline. Fuels and prevention personnel must work together to accomplish this.

- ***Treatment of Structural Ignitability:*** A CWPP must recommend measures that homeowners and communities can take to reduce the ignitability of structures throughout the area addressed by the plan. The BIA WFPP accomplishes this by identifying the factors that contribute to the ignition of structures and summarizing them in Table 12 - Structural Ignitability Table. The information in Table 12 forms the basis for the selection of mitigation measures and messages used in the WFPP. These are documented in "III.E.   Structural Ignitability Mitigation Options" of the Standard Outline.

Chapter 3 - Funding

3.1 How do I obtain funding for Wildfire Prevention?

The first priority for prevention funding is to implement approved WFPPs. The second priority is to provide supplemental funds to conduct prevention activities that are not included in a funded WFPP. Any tribe or Agency may request supplemental funding, even those where a funded WFPP could not be justified. Likewise, any Tribe or Agency may request Long or Short Term Severity funds to conduct prevention activities during times of special need. Finally, tribes have the option of funding prevention activities using tribal funds.

There are wildfire prevention program policies and requirements that must be met before programmatic funding can be distributed to a tribe or agency. These policies and requirements are necessary to effectively distribute funding to tribes and agencies with the greatest need.

A unit must take several steps before a WFPP will be considered for funding. These include:

1. Someone in leadership or management at the tribe (Chairman, Natural Resource Program Manager, FMO etc.) or agency (Superintendent, Forest Manager, FMO etc.) must recognize the need and take responsibility to do something about reducing their human-caused fires.
2. The local line officer must submit a letter to the Regional Director requesting assistance in developing a strategy to reduce human caused fires.
3. The local unit must develop a WFPP that meets all policy, guidelines and business rules contained in this handbook.
4. The WFPP must be approved by the Regional Director to be considered.
5. A copy of the entire approved WFPP along with a letter from the Regional Director requesting funding for the program must be sent to the BIA Fire Director at NIFC. No funding will be distributed to programs undergoing revisions or new programs without an official request from the respective regional director.

The following terminology is used to describe the various funding status used for WFPPs

Funded	The WFPP is fully funded with no conditions.
Partially Funded	The WFPP is only partially funded, but with no conditions.
Conditionally Funded	The WFPP is funded for a short period with the condition that specific elements are developed.
Probationary Funded	The WFPP is funded for a short period with the condition that specific issues/concerns identified in a program review are resolved.
Withheld	Funding is temporarily withheld, but held in reserve due to a vacancy.
Unfunded	The WFPP is not funded and no funding is reserved.

3.2 We completed our plan (or revision), the Regional Director submitted it to NIFC, now what?

Each new WFPP is submitted to BIA-NIFC for review and evaluation to ensure program policy compliance. BIA-NIFC strategically evaluates new funding requests and distributes funds to those Regions with the highest priority tribes and agencies as budget allows. To accomplish this BIA-NIFC has developed a process that relies on a National Wildfire Prevention Risk assessment to prioritize need. The Risk Assessment establishes six criteria:

- Wildfire Occurrence
- Wildland/Urban Interface
- Values at Risk
- Burnable Vegetation
- Reservation Boundaries
- Wildfire Potential

The risk assessment will produce a list of reservations ranked from high to low priority. This ranking will be used to prioritize new funding requests. Regions may submit funding requests, along with their approved new WFPP's up to *July 15th each year*. All requests will be complied in August of each FY and ranked in order of priority according to the risk assessment outputs. New WFPP's must establish a minimum workload of 1800 hours in General, Specific and Community Actions to be considered for programmatic funding. WFPPs with a workload of less than 1800 hours but more than 900 hours (1/2 FTE) may be conditionally funded pending documented results. **Units with smaller workloads may still request supplemental funding to purchase prevention materials and signs.**

New WFPPs have a greater chance of being considered for funding if they:

- Demonstrate cost effectiveness and are competitive with planned costs for other tribes and agencies having similar wildfire prevention issues and complexity.
- Establish a minimum workload of 1800 hours in General, Specific and Community Actions.
- Demonstrate they can reduce the incidence of human caused fires.
- Follow the standard WFPP Outline described in Chapter 2.
- Continued funding is not guaranteed for existing programs, however priority consideration will be given to those established programs.

3.3 How do I request continued funding for a revised WFPP?

Regional WUI/Prevention Specialist evaluate the current funded programs through program reviews. Requests for continued funding of revised WFPPs may be submitted to BIA NIFC up to *September 15th.* A program review summary must be submitted with the request to continue funding. At a minimum, the review will determine if:

- The current funded program is demonstrating success at reducing human caused fires.
- The Agency/tribe is utilizing the funding appropriately.
- Annual accomplishment reporting requirements are being met.
- All required elements are in place and functioning properly.
- Management is providing the appropriate level of supervision and support to the program.
- The program is implementing the approved WFPP.

An unfavorable program review will result in probationary funding of the prevention program. Failure to resolve the issues within 1 year will result in the program being unfunded.

Unfunded programs must initiate a new formal funding request to regain their funding. This request will be considered a "New" request and will be subjected to the protocols for all new requests. In some cases, re-instated funding may not be available.

3.4 What is the source of the funding and what can it be spent on?

There are several funding sources that may be used to support a comprehensive wildfire prevention program. All BIA approved wildfire prevention programs are funded from the 92T00 program code. 92T00 funding is solely for the development, implementation and support of wildfire prevention programs and this funding may not be used to supplement any preparedness program shortfalls.

The following business rules and policies for prevention program funding have been adopted:

- Prevention program funding must be used to implement the approved WFPP. Failing to implement the approved WFPP will result in probationary funding or a program becoming unfunded (e.g. using prevention funded personnel to augment the suppression organization.)

- Prevention funding is released to the field unit level only for occupied prevention positions.

- When a vacancy is filled after the start of a fiscal year, the funding will be pro-rated for the balance of the fiscal year.

- Prevention program funding (92T00) is designated to implement and support approved prevention programs. A minimum of 80% of the funded programs staff duties must be spent implementing the WFPP, participating on prevention teams or participating in fire investigations. This does not mean that 20% of the staff duties may be spent on other work. The WFPP establishes the approved annual workload for each fiscal year.

- The formula for determining the annual percentage of time a position spends in prevention duties is: 2087 hrs (Standard FTE) minus the hourly sum of all paid holidays, any annual and sick leave taken, administrative meetings, administrative training and any non-prevention duties (including fire suppression, suppression training, suppression equipment maintenance, crew support, dispatch support and fuels program work that is not described in the WFPP). The remainder is then divided by 2087 to produce a decimal that must be multiplied by 100 to produce a percentage. The formula is illustrated below.

$$100\ [(2087 - (80+a+b+c))/2087] = X$$

Or simplified as...

$$[2007 - (a+b+c)].0479 = X$$

Where:

2087 = Possible base hours in a year [Standard federal FTE = $(365.25/7) \times 40 = 2087$]

80 = 10 paid federal holidays @ 8 hrs ea.
a = Hours of Annual and Sick Leave Taken
b = hours in administrative training, meetings and incidental non-prevention duties
c = "Base 8" hours in fire suppression, suppression training, dispatch, crew support and any fuels activities that are not part of the WFPP.
X = Percentage of Time performing prevention duties.

Personnel funded under the 92T00 prevention program <u>may not lapse</u> base salary when on wildland fire assignments using FIRECODE or when performing hazardous fuels reduction work.

1. Wildfire Prevention Plan Implementation (92T00): These funds may only be used for prevention position salaries and prevention program support. The source of the Prevention program funding is Preparedness, and therefore all policy guidance applied to preparedness funding also applies to prevention funding.

   • Prevention Positions: Funding for salaries shall be based on the actual employee's salary requirements, not to exceed the GS grade in the approved WFPP. Tribally managed programs under a P.L. 638 contract will be funded up to but not exceeding the GS equivalent identified in the approved WFPP. Tribally Compacted Programs will be funded at the mid-point for the GS Grade described in the WFPP. This funding may not be used to fund to support other natural resource or fire programs.

   • Prevention Program Support: Support funding for approved prevention program positions is authorized. This funding may only be utilized to provide position support necessary to implement a successful prevention program. This includes:

      ▪ Tuition for training which furthers the development of knowledge and skills required to be at the full performance level of the prevention staff
      ▪ Travel
      ▪ Educational materials
      ▪ Public events
      ▪ Public service announcements
      ▪ Prevention material development
      ▪ Prevention/investigation training materials
      ▪ Equipment that supports the position or program
      ▪ Office and field supplies and support (materials and equipment)
      ▪ Maintenance and upkeep of prevention signs
      ▪ Prevention program vehicle lease/use
      ▪ Other items which are directly related to the efficient implementation of the prevention program at the local unit. (must be approved by Regional/WUI Prevention Specialists)

   Each approved and funded wildfire prevention program is provided program support funding based on the availability of funding within the current fiscal year, the number of positions funded under the approved WFPP and program complexity.

2. Tribal Funding: A tribe may choose to fund a wildfire prevention program when Bureau funding is limited or not available, as well as to supplement the Bureau funding as needed.

3. Supplemental Accounts: The purpose of prevention supplemental funding is to provide for special projects not funded in an approved WFPP. Any Region, Tribe or Agency may request supplemental funding, whether or not a WFPP exists at that

location. These funds are non-reoccurring and are based on availability.
Supplemental funding may be provided at the Agency/Tribal, Regional and/or
National level. Supplemental funding to units without an approved WFPP may not
exceed $3,000 in a year. All supplemental requests must be initiated by the Agency
Administrator or appropriate tribal authority, supported by the regional office and
concurred with by the Regional WUI/Prevention Specialists. All requests must be
submitted to the Regional WUI/Prevention Specialist in the required format. An
electronic copy of the Prevention Supplemental Request Form is found on the
Prevention Resources Disk. The WUI/Prevention Specialists submit the prioritized
supplemental requests to BIA-NIFC by **May 1** to receive funding the following fiscal
year. Examples of authorized funding use include:

- Travel for training specific to wildfire prevention, education, mitigation and
  investigation for those programs currently not receiving prevention funding.
  This is limited to current BIA and/or Tribal employees.
- Prevention Team activities during non-emergency periods and when all other
  funding sources are unavailable. Support from supplemental funding for
  prevention teams will be limited by the availability of funding.
- Prevention/investigation specific training materials which benefits multiple tribes
  and agencies for those programs currently not receiving prevention funding.
- Purchase of support items such as fire investigation kits, prevention materials and
  educational materials for those programs currently not receiving prevention
  funding.
- The development and printing of educational materials such as brochures, flyers
  and banners to be used for special events where large numbers of visitors are
  expected.
- Additional Fire Danger Rating Signs.
- Initial non-recurring one time expenditures for "Startup" items.
- Prevention vehicles purchases.

The prevention supplemental funding **may not** be used for:

- Base pay of preparedness funded positions, including prevention programs
- Indirect Costs
- Suppression Equipment (unless justified and approved in a specific proposal with
  a demonstrated wildfire prevention benefit)
- Medical Claims
- Travel for regular government employees attending a non-prevention, education,
  mitigation or fire investigation training
- Any item and or service which is identified in the approved and funded
  prevention program
- Prevention promotional and/or educational materials (e.g. coffee mugs, Smokey
  Bear materials, key rings etc.)

A special note about supplemental funding: As new programs have been added, the amount of funding available for supplemental funding has grown smaller. Supplemental funding is competitively awarded to conduct prevention work. It is required that supplemental funds be expended according to the approved request. Deviations from the approved request up to $1,000 require specific written approval from the WUI/Prevention Specialist. Requests to deviate from the approved original proposal for $1,000 or more require specific written approval from the Deputy Fire Use and Fuels.

Spending supplemental funding on prohibited uses or on items not included in the approved request (without the written approvals described above), will result in ineligibility for supplemental funds for five years. If the unapproved deviation occurs at the Regional level, the entire Region will become ineligible for supplemental funding for five years.

Supplemental funds may be available on occasion to purchase vehicles for the Agency/tribal level prevention program. When prevention vehicle funds are provided, they may not be used to purchase vehicles for non-prevention program use. There are two types of vehicles approved for wildfire prevention funding. These are: ½ ton 4x4 pick-up with extended cab; or at locations where a trailer is commonly towed, a ¾ ton 4x4 pick-up with extended cab is allowed. Deviations from the approved vehicles will be considered the same as any other unapproved use of supplemental funding and will result in ineligibility for supplemental funds for five years.

If any questions arise regarding the appropriate use of prevention supplemental funds, the Regional WUI/Prevention Specialist or the National Office should be consulted.

4. Long Term Severity: The identification of prevention actions is essential during the development of a severity request. Severity requests are routinely done in regions experiencing, or predicted to experience, drought and severe fire danger. Severity funds may be used to fund prevention teams, augment patrols, develop and implement local prevention campaigns (e.g. community risk assessment and mitigation plans, community outreach and education, prevention materials and Firewise). These are not reoccurring funds. An electronic copy of the Severity Cost Estimation Worksheet is provided on the Prevention Resources Disk.

5. Short Term Severity: Short term severity are actions where local resources are employed under operations to supplement readiness capabilities as a direct result of short duration, increased risks and high fire danger on BIA Trust lands. BIA Agencies/Tribes may hire local Emergency Fire Fighters (EFFs) and other resources for the immediate time of the short duration high fire danger situation. A short term fire report must document the use of additional resources to meet the emergency

situation. The duration of hire should typically be less than a week when not directly committed to an incident. For further guidance consult the BIA Bluebook, Chapter 4.

3.5 What are the guidelines for P L. 638 Contracting and Compacting Prevention Programs?

Tribes have the opportunity to assume all or any portion of the wildfire prevention programs through P.L.93-638 contracts or compact. A 638 contract or compact does not affect the base distribution of wildfire prevention funding.

As required in all contract or compact requests, Tribes should submit a proposal to the appropriate BIA official which describes their desire to manage the wildfire prevention program via 638 contract or compact. The BIA official will ensure that the tribal proposal is adequately described in the proposal and ultimately in the contract or compact document or Annual Funding Agreement. A scope of work which describes how the wildfire prevention program will be implemented and delivered by the Tribe or tribal organization should, at a minimum, include language that refers to delivering the wildfire prevention program as described in the approved Wildfire Prevention Plan (WFPP). The appropriate BIA official must ensure the appropriate contract language is in place before funding is requested to BIA NIFC.

Upon completion of the appropriate contract/compact documents, the Region may then submit a request for wildfire prevention program funding on behalf of the tribe or tribal organization to BIA-NIFC. This request must be submitted by the Regional Director and must include appropriate information which provides documentation that the wildfire prevention program will be delivered by the tribe or tribal organization as written in the approved wildfire prevention plan.   Examples of appropriate information may include a copy of the scope of work from the 638 contract or compact for the wildfire prevention program or a copy of the annual funding agreement, both of which must identify the implementation of the wildfire prevention program as written in the approved wildfire prevention plan.

When the BIA provides technical assistance to a Tribe funded through a 638 Contract or Compact to implement a wildfire prevention program special considerations are required. In such cases the total cost of the BIA involvement must be predetermined and withheld from the funding that is provided to the tribe or tribal organization for the project. This funding should remain either at the Agency or Regional Office level as appropriate. This will provide a mechanism to pay for the BIA expenses in the provision of technical assistance to the project. There is no mechanism for a Tribe to pay the BIA for the provision of technical assistance once the funding is in the contract or compact.

INDIRECT COSTS

Indirect costs (IDC) are allowed for PL-638 and Compact Tribal programs. These funds are distributed separately from the program funds.

Notes:

Chapter 4 – Prevention Activity Guidance

4.1 Why is so much importance placed on the WFPP?

This chapter provides operational guidance on a variety of topics that are part of nearly every prevention program. Many of the topics covered are useful to units with or without funded WFPPs. If there is insufficient guidance on any subject in this chapter, consult with the assigned Regional WUI/Prevention Specialist.

The WFPP is the basis for action in any prevention program funded by the Bureau of Indian Affairs. It is composed of two distinct parts – Analysis (Section I & II) and Implementation (Section III). Each WFPP follows the standard outline provided in this handbook.

The analysis section consists of the (I) Introduction and (II) Situational Analysis. The Introduction documents the link of the Prevention program to the Fire Management Plan and Tribal/Fire Management/Prevention objectives are stated. The Situational Analysis describes the existing conditions, fire cause data (WFMI), history of prevention efforts, prevention strategy, Fire Management Unit assessment, community assessment, fuels assessment, program workload and budget. A detailed description of these elements can be found in Chapter 2.

The (III) Implementation portion is a road map to success. Policy requirements are stated. This is followed by a list of General, Specific and Community Actions. The list of Actions match the workload identified in the analysis portion. The list of Actions is equal to the prevention program of work and leads directly to the Annual Calendar and Accomplishment Reporting. Structural ignitability mitigation options and prioritization of hazardous fuels reduction areas are unique to each WFPP. An assessment of housing will steer the course of action to educate residents and lessen susceptibility to wildfire. Prioritized hazardous fuels reduction areas are identified through collaboration between fuels and prevention. WUI and Communities at Risk are intended to be the highest priority areas.

There is a clear tie between the situational analysis and implementation sections. When the situation changed, the WFPP can and should be modified to respond to the new situation.
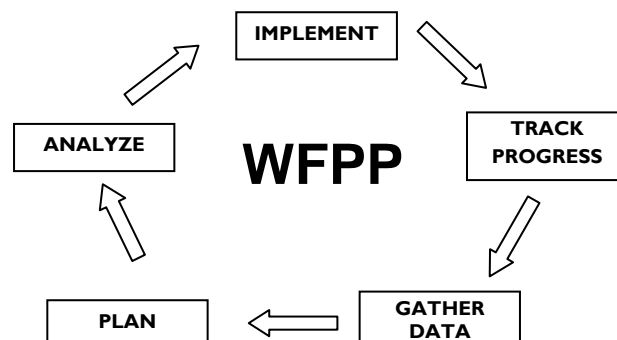
4.2 How do I use the WFPP?

In order to implement the WFPP a firm understanding of WFMI, prevention actions, accountability and documentation needs to exist. All prevention program personnel time is limited and personnel need to focus their time on actions that target the primary causes.

WFMI Data is the basis of the plan. The WFMI data must be complete and accurately reflect the human caused fire occurrence. The data must be reviewed with the FMO, Forest Manager or Resource Manager and ensure the causes being addressed are the highest priorities.

Prevention Actions targeted to reduce fires from the primary human causes identified in WFMI, The General, Specific, and Community Actions are presented in Tables 8, 9 and 10 in the WFPP. These tables contain the annual targets for the prevention program.

Accountability starts with the Annual Activity Calendar. The calendar is compiled from the General, Specific and Community actions identified in the WFPP.

When preparing the calendar ask:

- Am I implementing all the actions items identified in the plan?
- Am I implementing action items not identified in the plan?
- Am I implementing action items at a different quantity level than designated in the plan? (e.g. 20 Smokey programs rather than 5)

Deviation from the WFPP can mean one of two things:

1. The WFPP needs to be revised to reflect a changed situation
2. Prevention staff needs to refocus their activity on implementing the WFPP

The WFPP is a living document providing goals, objectives, annual targets and direction while remaining flexible and easily amended. A yearly review of the latest 10-year WFMI data and consultation with Fire/Forestry staff will ensure the primary human causes are being addressed.

Documentation is necessary. The results of Prevention actions may not always be evident on the ground, making it extremely important to document activities. Managers and contract monitors (BIA oversight) often have needs to access documentation of prevention program activities, equipment, supplies and expenditures. Organized records need to be kept for all of these. A separate file should be maintained for supplemental expenditures. As more prevention programs are funded, prevention funding will become increasingly limited. Supplemental proposals will receive increased scrutiny.

A well-organized supplemental file includes:

1. Requests
2. Approvals
3. Funding transfer documents
4. Descriptions of items purchased
5. Receipts and invoices for expenditures
6. The final status of each supplemental item

4.3 What training do I need to perform my duties?

Regardless as to the PD selected for the position, the prevention person will need to have knowledge and skills in most of the same areas, but at differing levels of expertise. Some of the knowledge and skills common to all expertise levels are the basics of wildfire investigation, ability to write technical reports, ability to communicate effectively and ability to assess wildfire danger, hazards and risks. The following summaries show the knowledge and skills needed at each expertise level.

PREVENTION TECHNICIAN

This is a technician series position (GS-0455/0462) with primary responsibilities being a combination of fire prevention, fire investigation, public fire education, hazard mitigation, training, suppression and prescribed fire.

The following trainings support the development of knowledge and skills required to be at the full performance level of this position:

*   S-215 Fire Operations in the Wildland/Urban Interface
*   P-101 Introduction to Wildfire Prevention
*   P-310 Wildfire Prevention Team Member
*   FI-110 Fire Cause Determination for First Responders
*   FI-210 Wildfire Origin and Cause Determination
*   S-290 Intermediate Wildland Fire Behavior

- I-200 Basic Incident Command
- Assessing Wildfire Hazards in the Home Ignition Zone
- Scientific and Technological Report writing
- Fire Permitting Process
- L-280 Followership to Leadership

PREVENTION OFFICER

This is a technician series position (GS-0455/0462) which serves as the Fire Prevention Officer at the local unit.

Responsibilities of the position are a combination of wildfire prevention, wildfire investigation, public wildfire education, hazard mitigation and prevention training. The position also assists with prevention plan development.

In addition to the training and skills required for the Prevention Technician, the following supports the development of knowledge and skills required to be at the full performance level of this position:

- R-623 (or approved equivalent course) Juvenile Fire Setter Intervention 1(FEMA course)
- Rx-310 Fire Effects
- L-380 Fireline Leadership
- L-381 Incident Leadership
- Fire Trespass
- Risk Assessment and Mitigation Strategies
- FIREWISE Principles and Concepts
- M-410 Facilitative Instructor
- P-301 Wildfire Prevention Planning
- S-203 Introduction to Incident Information or a similar communications course

PREVENTION SPECIALISTS

This is the specialist level position (GS-0401/0460/0454) and serves as the Prevention Leader at the local unit.

Primary responsibilities include developing, reviewing and updating the wildfire prevention plan, providing management, technical expertise, analysis, oversight and implementation to the wildfire mitigation, education, fire permit, community assistance, wildfire investigation and legal restitution for fire loss and trespass programs. Other responsibilities are a combination of fire prevention, conducting wildfire investigations, public fire education, hazard mitigation, training, suppression and prescribed fire.

In addition to the training and skills required for the Prevention Officer and Technician, the following training supports the development of knowledge and skills required to be at the full performance level of this position:

- R-624 (or approved equivalent course) Juvenile Fire Setter Intervention 2 (FEMA course)
- I-300 Intermediate Incident Command
- P-410 Wildfire Prevention Team Leader
- FI-310 Investigation Team Member
- S-390 Intermediate Wildland Fire Behavior
- S-403 Incident Information Officer
- S-491 Introduction to NFDRS
- M-580 Fire in Ecosystem Management
- Basic supervision
- L-380 Fireline Leadership
- L-381 Incident Leadership
- L-480 Organizational Leadership in the Wildland Fire Service

4.4 How do I get help in a crisis?

As extreme wildland fire conditions approach or worsen, wildland fire prevention education is often overlooked as tool to increase public safety. Wildland Fire Prevention and Education Teams (FPET) can significantly reduce human caused wildfires. The FPET provides a temporary increase in skilled and mobile personnel for fire prevention and education activities. Teams can be ordered to support a variety of situations affecting large or small geographic areas. An FPET may be requested at the local (or zone), state, region or national levels. These teams are designed to supplement, not replace, local prevention and education programs and efforts on a short term basis.

Wildland fire prevention and education teams can be mobilized in advance of hot/dry weather and high to extreme fuel conditions. Clearly identified local thresholds need to be developed including: fire danger indices, significantly elevated human-caused fire occurrence or large outdoor events under very high to extreme fire.
Ordering an FPET is a proactive step to wildfire prevention. Ideally, FPET's should be activated long before the worst case scenario occurs. Consult the Regional WUI/Prevention Specialist early in the decision making process. If a national FPET is needed, the US Forest Service GACC Prevention liaison will coordinate the resource order.

Core teams consist of a Prevention Education Team Leader (PETL), Public Information Officer (PIOF/PIO2) and a Prevention Education Team Member (PETM). Optionally, trainees or additional team members may be ordered as the situation dictates. Finance

and Logistics personnel may be needed by large teams.   The number of team members depends on the work to be performed and the available funding. Most teams usually consist of three to four members. In Indian Country FPETs should have members that are familiar with native cultures or a readily available cultural advisor.

FPETs can be used to produce specialized prevention products or conduct accelerated prevention efforts (such as supporting arson investigations and prevention actions). Some examples of effective ways to use FPETs are to:

- Document, illustrate and communicate the severity of the situation
- Facilitate community awareness and education in fire prevention and prescribed burning
- Coordinate announcement of interagency restrictions and closures
- Coordinate and/or develop fire prevention campaigns for special target groups, tribal, state and local agencies and elected officials
- Promote public and personal responsibility regarding fire prevention in the Wildland Urban Interface (WUI), such as Firewise community protection efforts
- Conduct prevention education training for the home units
- Develop customized printed materials with general and specific prevention messages
- Assist IMT's in accomplishing their objectives to work with the public to develop Community Fire Protection Plans/Equivalents.
- Promote "We Tip" program during periods of increased arson activity

4.4.1 How do I pay for the FPET?

There are five primary methods for funding a FPET:

1. As a fire resource during large fire incidents. An IMT could order a FPET to prevent any additional fires in the immediate area. In this case the FPET becomes a resource of the fire and is charged to a fire.

2. The most common method is to fund the FPET with severity funding. As the conditions develop that justify the use of severity to fund additional suppression resources, one of the first considerations should be the need for increased prevention work and possible use of a FPET. The severity request must be submitted in the BIA approved severity request format to the local Regional Office. This request is then forwarded to the National Office for review. Additional guidance on Severity Funding is found in Chapter 4.1 (on page 4-21) and Appendix 4-1 of the BIA Wildland Fire and Aviation Program Management and Operations Guide (Blue Book). Once severity funding is approved for prevention education work, the team is requested through the resource ordering process. The team then charges its expenses to the Severity FireCode.

3. When numerous initial attack human-caused wildfires compete for local resources on a near daily basis, it is possible to declare a "fire complex." In these situations it may be justifiable to order a FPET as a local resource to reduce activity within the complex. Close coordination is needed with the Regional WUI/Prevention Specialist, the Unit FMO and the Regional FMO to ensure that the declaration of the complex is properly executed. The FPET is then ordered on the FireCode assigned to the complex.

4. The fourth method is to fund the FPET with prevention supplemental funding. This is the least desirable option to funding FPETs, however it may be used when the other methods justified if funding is available. This funding method may be used when an FPET is needed to conduct activities which are associated with readiness or product development, outside of severity conditions or outside the normal fire season. The use of Administratively Determined Emergency Hires (AD Pay Plan) is prohibited with this funding source since the work is not conducted in response to an emergency.

5. The AD pay plan authorizes and provides specific direction relative to the hiring of Emergency Workers. The plan, which is approved by the Secretary of the Interior, is updated and issued annually. The AD Pay Plan is complete and must be followed when hiring workers under its authority. Refer to the current year AD Pay Plan for Emergency Workers for specific information and detail. Only federal government agencies may use the AD Pay Plan. It may not be used by non-federal organizations, including tribes. If a tribe wishes to use Emergency Personnel for prevention team activation, corresponding funds must be held by the sponsoring BIA agency to cover associated payroll costs. Prevention workers hired using the AD Pay Plan must have a FireCode to charge their time and travel against. FireCodes are required since the AD Pay Plan is an "emergency" hiring authority.

Use of base program funding for AD-Pay Plan hires is prohibited.

4.4.2 How do I know how much funding is needed?

Regardless of the funding source a budget needs to be developed for the activation of the FPET. The exact dollar amounts will depend on local variables, work to be performed and length of assignment. A planning spreadsheet is included on the Prevention Resources Disk, however the Regional WUI/Prevention Specialists must be consulted to develop accurate cost estimates.

The FPET budget must include:

- Base salary, fringe benefits and overtime for the anticipated FPET staffing configuration including locality pay if applicable. Be sure to include any personnel costs associated with the team liaison and local support.
- Costs for mobilization (airfare, local transportation, rental vehicles and shipment of equipment) during dispatch and demobilization.
- Per diem and lodging estimates.
- All other costs associated with the FPET activation, such as equipment/office rentals, supplies, phone/fax services, cell phone, printing, prevention and education materials etc.

When developing a personnel budget, use a standard 12 hours/day. For a two week activation use 8 hours/day base and 4 hours overtime for 10 days, plus 4 days at 12 hours/day for each person. Include two days at 12 hours each for travel. A Superintendent or tribal line officer may authorize a longer duty day for a limited period of time if justified, however these additional costs should be closely monitored.   The work schedule must be clearly explained to the Team Leader during the initial team meeting with the host unit supervisor.

4.4.3 How do I order a FPET?

The Regional WUI/Prevention Specialist can help guide you through the resource ordering process. Teams may be requested at the local, regional or national level. The decision about which level of team should be requested is based on the availability of personnel, skills and expertise needed. The Regional WUI/Prevention Specialist can help the local unit with determining the level of team to order. Resource orders for FPETs are handled in the Resource Ordering and Status System (ROSS). Resource orders are placed through the local dispatch system. Occasionally local individuals or other trainee candidates may be assigned to the FPET at the request of the ordering unit. If National Fire Prevention/Education Teams are ordered, consult the *National Mobilization Guide, Chapter 22, 22.10.5, National Fire Prevention/Education Teams*, for information on the procedure.

4.4.4 How do I get the most out of the FPET?

- For FPETs to be successful, the Regional WUI/Prevention Specialist and the ordering unit must actively assist the team before and during the dispatch. FPETs come well trained with a capability of performing a wide range of prevention work. However, to be most effective they need local assistance.

- Prior to ordering the FPET, the host unit should develop at least two or three specific, measurable, attainable, relevant and time oriented objectives that will be

placed in the Delegation of Authority. Upon arrival these may be re-negotiated and expanded upon with the Prevention Education Team Leader (PETL). The Regional WUI/Prevention Specialist will assist with the development of objectives for the FPET. An electronic copy of a FPET Delegation of Authority may be found on the BIA Prevention Program Resources Disk.

- The local unit is responsible to identify an agency/tribal representative/liaison to work with the team before it arrives. The representative should be knowledgeable of the current situation, cultural values, expectations, agency/tribal objectives, local resources that may be utilized etc. This liaison should also assist the team with identifying acceptable lodging and a temporary office location prior to the team arrival. To facilitate this, the liaison and the team leader should communicate as early as possible. This liaison must be supported by their chain of command to pursue this duty for the duration of the FPETs tenure in Indian Country.

- When the FPET arrives, a delegation of authority **must** be developed and the team should be given a clear briefing as to objectives and expectations of the dispatch. It is critical to develop clear objectives prior to ordering the team and to communicate those objectives at the agency in-briefing. The Briefing Checklist found on the BIA Prevention Program Resources Disk will help facilitate the FPET in-briefing process. A review/monitoring process needs to be established to verify that the ordering unit's objectives are being met. Remember, the FPET works for the Agency Administrator and the Team Leader does not override the direction of the Agency Administrator.

- Transfer of command (transition in the event a second team is ordered) and/or close out procedures need to be identified up front. The maintenance of detailed records must be emphasized at all times. The FPET will be able to best meet the ordering unit's objectives when communications are clear and concise.

- Upon completion of the dispatch, a close out/exit meeting should be held between the FPET and the ordering unit. This should be a two-way meeting where both the FPET and the ordering unit discuss how effective the dispatch was in meeting the ordering unit's objectives, along with a review of all pertinent details of the dispatch. The Agency/Tribal Administrators and team liaison should attend the close-out/debriefing meeting.

- A closeout or final report should be required of each team. This report should describe the objectives and what was accomplished for each. It should describe any efforts that worked well as well as those that did not. It should detail any incomplete projects and make recommendations on how to complete them. Finally it should contain any general recommendations from the FPET for the host unit.

- The FPET will supply detailed records of the dispatch and generate a closeout report. All documents generated (minimum of two electronic and two hard copies) by the FPET should be made available; one each to the host unit and the Regional WUI Prevention Specialist. The host unit must maintain all records of the assignment.

- The team leader should be evaluated by the assigned supervisor on the host unit. Likewise, the Team Leader should evaluate the performance of the team members.

4.4.5 How do I know when to order a FPET?

BIA or tribal field offices should develop guidelines for ordering FPETs. These guidelines need to include measurable criteria as thresholds that justify ordering a FPET. Some examples of criteria to include as thresholds are:

- Number of human caused ignitions
- Fire danger indices
- Drought indices
- Any combination of these

The thresholds should be included in the preparedness plan or Annual Operating Plan (AOP) for ordering a team. The thresholds should be applied to determining the funding mechanism for the order.

4.4.6 What do I tell non-Indian Country FPETs about working in Indian Country?

Cultural awareness, which is the sensitivity and respect for traditional local values, is crucial to the success of any Fire Prevention Education Team, Arson Investigation Team, Firewise Community program or prevention activity in Indian Country.

Team and/or project personnel should be briefed by the cultural staff as soon as possible. The members of the Tribal cultural staff are well equipped to identify cultural, legal, technical, administrative and logistical concerns that might be vital to effective operations. An example of a checklist for the in-briefing can be found on the Prevention Resources Disk.

Include in the briefing any cultural rules of behavior that need to be respected during the assignment. This could include events that are off limits to non-tribal members, restricted areas or inappropriate behaviors and activities. A local liaison with cultural knowledge can assist the Team throughout the assignment in determining the most effective forms of community outreach and the communities that will be most

receptive to their efforts. If invited, the FPET encourage the Team to attend Powwows, Tribal Fairs, softball tournaments, rodeos and other similar events. Following a few simple guidelines will help increase the acceptance of the FPET.

- Have the PETL attend tribal council meetings to introduce the team/staff and the purpose and objectives of the visit.
- Set up visits with the tribal elders and cultural offices to discuss the team's mission.
- Attach an interpreter(s) to the team/staff.
- Advise the PETL to include tribal members and tribal organizations to assist with team projects.
- Caution the Team that they are present on the reservation as invited guests and to respect the tribal culture and residents as they work.

4.5 How do I participate on a Fire Prevention Education Team?

The participation of Tribal or BIA employees on Wildfire Prevention Teams historically has been low. Fire prevention and other qualified staff within the BIA and/or Tribal fire programs are encouraged to participate on local, state, regional and national fire prevention teams. To participate on a Fire Prevention Education Team the recommended training is listed below. Experience is documented through the use of Prevention Education Team Member (PETM) taskbook.

- P-101 Introduction to Fire Prevention
- P-310 Prevention Education Team Member

Once training is completed, the employee will need the qualification of PETM-Trainee added to their Fire Job Qualifications Card and to have a taskbook initiated.

There are many trainee and qualified PETMs, however many of these are not available or interested in participating on FPETs. To increase their chances of being selected for a FPET assignment, interested qualified and trainee personnel should express their interest to their GACC Prevention Coordinator, Regional WUI/Prevention Specialist and any Prevention Education Team Leaders they know.

4.6 How do I handle cultural fire in my Program?

Tribes have a deep connection with fire. Fire is part of many tribal cultures and ceremonies. Respect the tribal connection with fire and incorporate it into every

Wildfire Prevention program activity as appropriate. Write guidelines into the WFPP addressing tribal use of fire.

The tribal burn permit system is one required element which may need to be modified to protect the cultural practices of Native Americans during times of high fire danger. It should be stressed that tribal members have the right to use fire for religious ceremonial activities. The permit system must identify procedural policy, which exempts ceremonial use of fire from the permit system and establishes an internal process for notification and mitigation for public safety. The important point is that prevention personnel work with tribal members to ensure ceremonial fire use is not hindered.

4.7 What fire prevention and education messages should I use?

It is important to remember that fire messages must be appropriate to the situation and sensitively timed to be accepted. Messages about the benefits of fire to the environment will not be well received by communities having just experienced loss of life or significant loss of homes due to a wildfire, whether by lightning or human caused. Similarly, messages about fire prevention may be counter-productive when trying to gain public support for a large prescribed burning program.

Recent research by the Partners in Fire Education into fire messaging has shown that one message most important to the public is that "their safety is our top priority," closely followed by concern for the protection of their homes and the safety of firefighters. Any outreach or education message will be more readily received if it incorporates this theme of providing for public and firefighter safety.

There are occasions where a strong fire prevention message is needed due to an ongoing wildfire crisis or extreme drought. When developing this type of fire prevention message, there are a few points to remember.

- Simple messages tend to be stronger.
- Wildfire prevention messages should not be mixed with messages about the role of fire at this time (it creates a confusing message).
- Wildfire prevention messages should not employ scare tactics or use overly dramatic wording such as "devastating" or "cataclysmic" to emphasize fire danger.
- Emphasize personal responsibility for wildfire prevention and action when developing Messages.

4.8 How do I use Smokey Bear?

Smokey Bear is a powerful symbol for wildfire prevention. His image is widely recognized and connected with fire prevention. His image and message must be protected. Smokey's sole message is about personal responsibility in connection with unwanted ignitions. That message is "Only YOU can prevent wildfires" which has been tested and is linked solidly to the symbol. No other message such as "Stop, Drop and Roll" or "Don't play with Matches" should be used in connection with Smokey Bear.

The USDA Forest Service and the National Association of State Foresters and the Ad Council are designated as the guardians of the use of Smokey Bear. The Department of Interior may use Smokey Bear for Fire Prevention through an agreement with the USDA Forest Service. The use of Smokey Bear is protected by federal law. If another agency or tribe chooses to use Smokey's image on custom fire prevention materials, they will need to obtain written permission from either their Forest Service Regional Prevention Specialist or their State Forester. Smokey Bear's image and costumes must be used only to promote fire prevention. Guidelines for the appropriate use of Smokey are found in the "2009 Smokey Bear Guidelines". These "Guidelines" are recognized as the most authoritative source on the use of Smokey Bear and are accepted and adopted by the BIA. This document is available on the Prevention Resources Disk.

4.9 Is there a way to recognize exceptional programs?

Exceptional efforts and achievements in fire prevention should be recognized. This is true for individual, team and unit level programs. The USDA Forest Service manages the oldest form of recognition for prevention programs though its Smokey Bear Awards.

The BIA is also developing a recognition program for wildfire prevention. Two award levels will include The Secretary's Wildfire Prevention Award and the Director's Wildfire Prevention Award.

The Secretary's Wildfire Prevention Award is given to the individual, tribe agency or organization that has provided sustained, outstanding service for wildfire prevention, education and Wildland Urban Interface (WUI) mitigation over at least a five-year period. The actual award will be approximately 16 inches tall, with the fire eagle prevention logo accented in gold.

The Director's Wildfire Prevention Award is given to the individual, tribe agency or organization that has provided sustained, significant service for wildfire prevention, education and Wildland Urban Interface (WUI) mitigation over at least a two-year period. The actual award will be approximately 16 inches tall, with the fire eagle prevention logo accented in silver.

Other specialty recognitions and performance awards exist. Any of these that recognize the outstanding performance of an individual, team or program should be encouraged. Recognition provides another opportunity to promote prevention messages, lifts morale and increases commitment to program objectives.

Chapter 5 – Accountability

5.1 How Do I document Prevention Program accountability?

Agencies/tribes utilizing public funds should account for the impact of their expenditures. BIA recognizes the importance of accountability in managing the fire prevention programs it funds.

The four levels of accountability are:

5.1.1   Activity Reports

- General, specific and community actions should be documented in some form when accomplished. Several methods of documentation are acceptable, such as:

  - Daily Journal
  - Daily Activity Report (ICS-214 Unit Log is acceptable)
  - Activity/Daily Accomplishment Documentation Form

- The record must contain:

  - What was accomplished
  - Where the accomplishment took place
  - When the accomplishment occurred
  - Who was contacted or assisted
  - Third party verification or photograph
  - Type of action (general, specific or community)
  - Task staff time
  - Public(s) affected by project

5.1.2   Annual Accomplishment Report

The target information for this report is found in the unit's WFPP General, Specific and Community Action Tables. **Annual accomplishment reports for all funded programs are now required.** The annual report for the previous fiscal year is due by **November 15** to the assigned Regional WUI/Prevention Specialist. After the Regional WUI/Prevention Specialist reviews the reports and obtains any corrections, all reports must be forwarded in electronic format to Deputy Fire Use and Fuels at NIFC by December 1.

The report should be prepared by agency/tribal prevention staff, with assistance from the FMO or fire staff. Report accounts for implementation of WFPP goals, this includes both successes and failures.

- Accomplishment reports will be completed for agency/tribal prevention programs on an annual basis using the prescribed format found in Appendix I.
- Every reported accomplishment should be supported by an activity report.
- Failure to submit annual accomplishment reports by the deadline will result in probationary funding for 30 days.
- Failure to submit the report by the end of the 30-day probation period will result in the program being unfunded.
- Programs that miss the deadline for two consecutive years will be unfunded.

5.1.3 Annual Readiness Reviews

This review (by the local unit, region or other fire prevention staff) should be conducted by individuals with a comprehensive knowledge of wildfire prevention program implementation.

The review ensures the unit is prepared for the upcoming fire season. The review team will visit an agency/tribe to assess the adequacy of the unit's preparedness and their capability. The review should consist of the unit's prevention, education and mitigation programs. Agency Line and Fire Management Officer's should be at the exit meeting.

Written documentation of the review is provided to the appropriate Agency Administrator for the unit. A timeframe should be established for all responses. Regional WUI/Prevention Specialists are available to work with agencies/tribes to address deficiencies.

- BIA has an established policy for Regions to conduct annual preparedness/readiness reviews for agency/tribal fire programs. Guidance and policy for conducting reviews is found in the BIA Blue Book (Wildland Fire and Aviation Program Management and Operations Guide).
- Prevention programs should be reviewed during the annual readiness reviews, but can also be done at other times.
- Peer review (by other fire prevention staff in the region or nearby regions) is a valuable process.
- An outline for conducting an Annual Readiness Review can be found in Appendix J. An electronic copy of the Review Checklist is included on the Prevention Resources Disk.
- When the Readiness Review comes to the Reservation the Tribe should be a partner in the process.

5.1.4 Program Reviews

Program reviews are a more intense level of review that takes place less frequently than readiness reviews. It is a formal process that takes place at the agency, tribal or regional level. It is designed to obtain, analyze and evaluate information concerning the management, planning and operational procedures of the program. The purpose is to ensure proper policy compliance, procedure and program delivery effectiveness.

The evaluation is a systematic method to determine effectiveness of projects through implementation of the 2001 Federal Wildland Fire Management Policy, National Fire Plan and supporting documents i.e., The Cohesive Fuels Treatment Strategy, June 2006; the 10-year Strategy Implementation Plan, 2006; and Secretarial directives.

A program review may be conducted as an independent review of the fire prevention program or as a part of an overall review of the fire program or preparedness program. It offers an opportunity to evaluate whether fire prevention and preparedness budgets are used effectively. These reviews also assess compliance with direction established in the WFPP.

Prevention program reviews must occur every five years at the mid-point of the 10-year planning cycle. They typically should involve the Regional WUI/Prevention Specialist, agency/tribal fire management and prevention staff, budget specialists and appropriate Agency Administrators. It also may be appropriate to involve tribal officials such as Natural Resource Officers and/or tribal council members.

Typically this review should examine:

- Program compliance with policy and/or procedure. Underlying reasons behind non-compliance must be determined and suggestions for change identified.
- The effectiveness of the prevention strategy.
- Adequacy of budget and funding to achieve the stated goals and objectives in the WFPP.
- Effectiveness and opportunities for partnerships and collaborative efforts.

An electronic copy of the BIA Prevention Program Review template may be found on the Prevention Resources Disk.

Notes:

APPENDICES

Appendix A

Definitions

The following terms and their definitions are provided to clarify their usage in context to this handbook. Terms and definitions of are taken from either the National Wildfire Coordinating Group (NWCG) Glossary and/or from BIA and National Interagency Fire Center (NIFC) Guidance.

1. **Agency Administrator**
   This refers to an individual with decision-making authority for the jurisdiction. At the region and field level this is the Regional Director or the Superintendent.

2. **Benefit-Cost Analysis**
   An economic tool to aid social decision-making and is typically used by governments to evaluate the desirability of a given program. The aim is to compare the benefits of an action (program) to its costs.

3. **Closure**
   - Legal restriction, but not necessarily elimination, of specified activities such as smoking, camping or entry that might cause wildfires or create risks to human health and safety in an area.
   - An administrative action limiting or prohibiting access to a specific geographic or jurisdictional area for the purposes of reducing wildfire or the risk it poses to life, property and resources.

4. **Compartment**
   Subdivisions of the planning unit that will be studied in depth. Compartments might be Representative Locations from the Fire Management Plan process or they might be the prevention compartments.   This term may be replaced by Fire Planning Unit (FPU), Fire Management Unit (FMU) or Fire Workload Area (FWA) in the FPA process.

5. **Community Wildfire Protection Plan (CWPP)**
   A CWPP is a plan developed using a collaborative framework that identifies and prioritizes areas for hazardous fuel reduction treatments and recommends the types and methods of treatment on all ownerships that will protect one or more at-risk communities and essential infrastructure. It also recommends measures to reduce structural ignitability. A BIA Wildfire Prevention Plan (WFPP) that addresses the requirements of a CWPP is an agency BIA equivalent document to a CWPP.

6. **Cost Effectiveness**
   Economical in terms of tangible benefits produced by money spent.

7. **Effectiveness**
   Producing a decided, decisive or desired effect.

8. **Efficiency**
   Economic efficiency is achieved when the cost of producing a given output is as low as possible.

9. **Fire Adapted Communities**
   A knowledgeable and engaged community in which the awareness and actions of resident regarding infrastructure, building, landscaping and the surrounding ecosystem lessens the need for extensive protection actions and enables the community to safely accept fire as a part of the surrounding landscape.

10. **Fire Education**
    Activities to change behaviors and attitudes about fire ecology, wildland fire and the role of fire in natural resource management. Defines the purposes for actions that provide information and improves the understanding of wildland fire.

11. **Fire Investigation**
    The process of determining the ignition source, materials first ignited, ignition factors and the party responsible for a fire. This is sometimes referred to as origin and cause investigation.

12. **Fire Management Unit (FMU)**
    A land management area definable by objectives, management constraints, topographic features, access, values to be protected, political boundaries, fuel types and major fire regime groups that set it apart from the characteristics of an adjacent FMU. The FMU may have dominant management objectives and pre-selected strategies assigned to accomplish these objectives.

13. **Fire Planning Unit**
    The geographic scope of the landscape defined for the fire management analysis. A Fire Planning Unit consists of one or more Fire Management Units. FPUs may relate to a single administrative unit, a sub-unit or any combination of units or sub-units. FPUs are scalable and may be contiguous or non-contiguous. FPUs are not predefined by agency administrative unit boundaries and may relate to one or more agencies. These units may be described spatially.

14. **Fire Prevention**

Activities such as public education, community outreach, law enforcement, engineering and reduction of fuel hazards that are intended to reduce the incidence of unwanted human caused wildfires and the risks they pose to life, property or resources.

15. **Fire Program Analysis**

The purpose of the Fire Program Analysis (FPA) System is to provide managers with a common interagency process for fire management planning and budgeting to evaluate the effectiveness of alternative fire management strategies through time, to meet land management goals and objectives. FPA will reflect fire objectives and performance measures for the full scope of fire management activities.

16. **Fire Workload Area**

An area or areas within an FMU that share one or more characteristics that distinguish it from the rest of the FMU.   Please note that current FPA wildfire prevention program does not utilize the fire workload area.

17. **Firewise**

National program designed to reach beyond the fire service by involving homeowners, community leaders, planners, developers and others in the effort to protect people, property and natural resources from the risk of wildland fire - before a fire starts. Fire safe councils and Firewise Communities/USA both emphasize community responsibility for planning in the design of a safe community, as well as effective emergency response and individual responsibility for safer home construction and design, landscaping and maintenance.

18. **Hazard Assessment**

The NWCG definition of hazard assessment is: Assess hazard to determine risks. Assess the impact of each hazard in terms of potential loss, cost or strategic degradation based on probability and severity. In this handbook a hazard assessment is an assessment of fuels conditions.

19. **Hazard Reduction**

Any treatment of living and dead fuels that reduces the potential spread or consequences of fire.

20. **Hazards**

Any real or potential condition that can cause injury, illness or death of personnel or damage to or loss of equipment or property.

21. **Home Assessment**

An evaluation of a dwelling and its immediate surroundings to determine its potential to escape damage by an approaching wildfire. Includes the fuels and vegetation in the yard and adjacent to the structure, roof environment, decking and siding materials, prevailing winds, topography, fire history etc., with the intent of mitigating fire hazards and risks.

22. **Home Ignition Zone**

This area includes a house and its immediate surroundings within 100 to 150 feet. The condition of the home ignition zone principally determines the potential for home ignitions during a wildfire.

23. **Indian Country**

This term is defined at 18 U.S.C. 1151 as follows:

- All land within the limits of any Indian Reservation under the jurisdiction of the United States Government, notwithstanding the issuance of any patent, and including the rights-of-way through the reservation.
- All dependent Indian Communities within the borders of the United States whether within the original or subsequently acquired territory thereof, and whether within or without the limits of a state.
- All Indian allotments, the titles to which have not been extinguished, including rights-of-way running through the same.

24. **Indian Land**

This is an inclusive term describing all lands held in trust by the United States for individual Indians or tribes, subject to Federal restrictions against alienation or encumbrance, or all lands which are subject to the rights of use, occupancy and/or benefit of certain rights. The term Indian land also includes land for which the title is held in fee status by Indian tribes, and U.S. Government-owned land under BIA jurisdiction. (Per 25 CFR Chapter I, Part 150, Sec.150.2(h) Definitions.)

25. **Mitigation**

- Those activities implemented prior to, during or after an incident which are designed to reduce or eliminate risks to persons or property that lessen the actual or potential effects or consequences of an incident. Mitigation measures can include efforts to educate governments, businesses and the general public on measures they can take to reduce loss and injury. Activities are often informed by lessons learned from prior incidents.
- Activities which reduce the impact of an event when it occurs.

26. **Patrol**
    - To travel over a given route to prevent, detect, report or suppress fires. Includes interaction with the public for wildfire prevention and educational purposes.
    - A person or group of persons who carry out patrol actions.

27. **Prescribed Fire**
    Any fire ignited by management actions to meet specific objectives. A written, approved prescribed fire plan must exist and NEPA requirements (where applicable) must be met prior to ignition.

28. **Prevention**
    To keep something from happening; the act of preventing or impeding; to hinder.

29. **Risks**
    - The chance of fire starting as determined by the presence and activity of causative agents.
    - A chance of suffering harm or loss.
    - A causative agent.
    - (National Fire Danger Rating System) A number related to the potential of firebrands to which a given area will be exposed during the rating day.

30. **Trespass**
    Fire trespass is the act of willfully or accidentally causing to be kindled, or setting of a fire without authority, any timber, underbrush, grass or other inflammable material on Indian land by another. Fire trespass can occur on Indian forest lands and Indian agricultural lands, among others. A trespass committed intentionally will be prosecuted as a civil and/or criminal offense. A trespass committed intentionally or accidentally may result in a BIA administrative action (Notice of Trespass and Demand Letters).

31. **Values to be Protected**
    Include property, structures, physical improvements, natural and culture resources, community infrastructure, and economic, environmental and social values.

32. **Wildfire**
    An unplanned, unwanted wildland fire including unauthorized human caused fires, escaped wildland fire use events, escaped prescribed fire projects and all other wildland fires where the objective is to put the fire out.

33. **Wildland**

An area in which development is essentially non-existent except for roads, railroads, power lines and similar transportation facilities. Structures, if any, are widely scattered.

34. **Wildland Fire**

Any non-structure fire that occurs in the wildland.

35. **Wildland Fire Management Information System**

The Wildland Fire Management Information (WFMI) System is the automated system for managing Fire Occurrence Reports and information on lightning, weather observations and weather stations. WFMI is the Bureau's official system of record for wildfire occurrence statistics.

36. **Wildland Urban Interface (WUI)**

The line, area or zone where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels.

Appendix B

BIA Standard WFPP Outline

Cover Page

Signature page

Table of Contents (must include page numbers for major headings)

Executive Summary (1-2 pages)
    Not too much detail, just a summary of everything that follows.
- History of prevention in the unit
- Purpose of the plan
- Describe the process used
- Description of plan – Analysis and Implementation section
- Description of collaboration
- The results of planning process – positions and budget

I. Introduction
    A. Purpose and Scope of Plan – link or tier to FMP
    B. Program Objectives – must be measurable, specific and obtainable.
    C. Collaborative Process

II. Situational Analysis
    A. Description Unit – Land ownership/patterns, vegetation type, acres and FMU description (from FMP)
    B. Description of fire history (Summary of WFMI data) and describe the primary causes and suppression costs
        - Table 1 – Fire History by Cause Category
    C. History of Prevention Efforts
    D. Prevention Strategy – Describe prevention strategy
    E. FMU Assessment
        - Table 2 – Composite FMU Assessment Rating
    F. Community Assessment
        - Table 3 – Composite Community Assessment Rating
    G. Fuels Assessment
    H. Fiscal Analysis
        1. Prevention options (Prevention Action Summary – describe how you got to here, link to NFES 1572 Strategies Guide)
        2. Workload analysis
            - Table 4 – Prevention Workload Analysis
        3. Effectiveness Analysis

a. Table 5 - Effectiveness Table
4. Budget Development
- Table 6 – Budget Summary
- Table 7 – Expense Items
5. Benefit – Cost analysis
- Table 8 –Benefit-Cost Analysis

III. Implementation Plan
  A. Program Policy Requirements
  B. General Actions Description
  - Table 9 – General Actions
  C. Specific Actions Description
  - Table 10 – Specific Actions
  D. Community Actions Description
  - Table 11 – Community Actions
  E. Structural Ignitability Mitigation Options
  - Table 12 – Structural Ignitability
  F. Prioritized Hazardous Fuels Reduction Areas
  G. Annual Planning Calendar
  H. Supporting Plans
  I. Accountability
  J. Supporting Appendices

IV. Appendices
  A. Documentation of program support
  B. Documentation of tribal support
  C. LEO SOP
  D. RAMS MDB file on CD and/or printouts including tables
  E. Preparedness Plan
  F. Burn Permit System
  G. INVF Policies and Procedures
  H. Community Assistance Information
  I. Smokey Bear Guidelines
  J. Accomplishment Reporting Forms
  K. Inspection Forms
  L. Communications Plan
  M. Patrol Plan
  N. Sign Plan
  O. Annual Planning Calendar
  P. Recommended Position Description
  Q. Electronic Copy of WFPP (PDF and Word processing formats)

Appendix C

Examples of Required Prevention Plan Tables

Table 1 – Wildfire History and Cause Summary (Time Period)

Cause	Number of Fires											
	2002	2003	2004	2005	2006	2007	2008	2009	2010	2011	Total	Percent
Number of Fires*												
CAMPFIRE	5	6	6	10	8	7	3	2	2	1	50	1.9%
SMOKING	2	2	1	3	2	2	2	0	1	0	15	0.6%
FIRE USE	28	30	35	56	47	29	26	22	36	29	338	12.7%
INCENDIARY	145	140	153	177	157	141	121	132	103	95	1364	51.1%
EQUIPMENT	12	13	25	62	48	12	17	26	23	15	253	9.5%
RAILROADS	1	2	2	4	3	0	1	0	1	0	14	0.5%
JUVENILES	1	3	3	15	12	17	32	41	27	23	174	6.5%
MISCELLANE-OUS	55	63	71	89	63	28	10	12	11	12	414	15.5%
NON-SPECIFIC Human	0	0	0	0	0	2	0	1	0	0	3	0.1%
HUMAN SUB-TOTAL	0	1	0	0	12	95	117	53	238	71	2625	98.4%
NATURAL (LIGHTNING)	2	1	2	16	11	3	1	1	4	2	43	1.6%
TOTAL	0	1	0	0	12	101	123	54	243	71	2668	100.0%
Number of Trust Acres Burned*												
CAMPFIRE	15	24	12	40	48	14	3	6	4	1	167	0.5%
SMOKING	2	2	1	6	4	4	2	0	1	0	22	0.1%
FIRE USE	196	180	350	1792	1081	377	182	242	540	174	5114	16.2%
INCENDIARY	580	560	765	1239	3454	2115	484	396	309	760	10662	33.7%
EQUIPMENT	48	26	50	1674	1392	168	136	208	46	45	3793	12.0%
RAILROADS	10	50	214	444	645	0	55	0	81	0	1499	4.7%
JUVENILES	1	6	3	30	36	34	32	82	27	46	297	0.9%
MISCELLANE-OUS	220	378	426	801	1071	616	40	300	220	156	4228	13.4%
NON-SPECIFIC Human	0	0	0	0	0	2	0	1	0	0	3	0.0%
HUMAN SUB-TOTAL	1072	1226	1821	6026	7731	3330	934	1235	1228	1182	25785	81.5%
NATURAL (LIGHTNING)	42	25	250	3440	1804	96	14	40	96	62	5869	18.5%
TOTAL	1114	1251	2071	9466	9535	3426	948	1275	1324	1244	31654	100.0%
	* Source: DOI's Wildland Fire Information Management System (WFMI)											

Note: all data in this table is for illustration only.

Fire Management Zone	Fire Prevention Planning Unit. Representative Location or Prevention Compartment	Risk Ranking
Grasslands	Compartment # 1	Moderate
Forestlands	Compartment # 2	Low
WUI	Compartment # 3	High

Table 2 - Composite FMU Assessment Summary

Table 3 – Composite Community Assessment Ranking

	HIGH			MODERATE			LOW
	Community # 1						
	Community # 2						
	Community # 3						

Table 4 – Prevention Workload Analysis

Prevention Category	Pre-Program (Historical)	Previously Planned Option*	Current Average Program*	Planned Option	Alt. 1	Alt. 2
	Hours	Needed				
Patrol						
Signs						
Law Enforcement						
Hazards						
Public Contact						
Inspections						
Administration						
General Actions						
Community Actions						
TOTALS						

Table 5 – Estimated Effectiveness Table

Previously Planned vs. Pre-Program										
Estimated Reduction in Wildfire Ignitions by Cause Category										
	Lightning	Equip.	Smoking	Camp-fire	Debris	Rail-roads	Arson	Juvenile	Misc.	Avg.
Fire Management Zone or Planning Unit	0									
								Planning Unit Average		

Current Average Accomplished Program. vs. Pre - Program										
Estimated Reduction in Wildfire Ignitions by Cause Category										
	Lightning	Equip.	Smoking	Camp-fire	Debris	Rail-roads	Arson	Juvenile	Misc.	Avg.
Fire Management Zone or Planning Unit	0									
								Planning Unit Average		

Planned Option vs. Pre- Program										
Estimated Reduction in Wildfire Ignitions by Cause Category										
	Lightning	Equip.	Smoking	Camp-fire	Debris	Rail-roads	Arson	Juvenile	Misc.	Avg.
Fire Management Zone or Planning Unit	0									
								Planning Unit Average		

Alt 1 vs. Pre-Program										
Estimated Reduction in Wildfire Ignitions by Cause Category										
	Lightning	Equip.	Smoking	Camp-fire	Debris	Rail-roads	Arson	Juvenile	Misc.	Avg.
Fire Management Zone or Planning Unit	0									
								Planning Unit Average		

Alt 2 vs. Pre-Program										
Estimated Reduction in Wildfire Ignitions by Cause Category										
	Lightning	Equip.	Smoking	Camp-fire	Debris	Rail-roads	Arson	Juvenile	Misc.	Avg.
Fire Management Zone or Planning Unit	0									
								Planning Unit Average		

Process for creating effectiveness percentages from RAMS fire frequencies for Table 5

To obtain Fire Frequencies in RAMS, select "Reports"/"Prevention"/"Benefits"/"Fire Frequencies." Select the option to be evaluated. (Note, this report compares the selected option to another option designated in RAMS as the "Historical Option". To obtain the best results this Historical Option should be the Planning option with the fewest activities in it, often called the "Pre-program Option".) The resulting report will be in the following format:

To produce estimates of effectiveness, subtract the decimals FMZ 01: Prairie and Woodland

```
Lightning              1.0000
Equipment Use          0.8444
Smoking                0.8655
Campfire               0.8267
Debris Burning         0.8398
Railroad               0.8632
Arson                  0.9360
Children               0.8439
Miscellaneous          0.9097
```

from 1.0 and multiply by 100. Using the value in the example above for Smoking, this process would look like: 1 – 0.8655 = .1345. Multiply this result by 100 to arrive at a percentage. .1345 x 100 = 13.45%

13.45% is then entered into the effectiveness table for the option being evaluated for Smoking.

Table 6 – Proposed Annual Budget Summary Table

	Base Salary	EBC Rate (@ 40 %)	Recurring Support Funding	IDC ___%	*Estimated Total Funding Needs
Lead	$	$	$10,000		$
2nd Position**	$	$	$2,500		$
3rd Position**	$	$	$2,500		$
Annual Program Budget	$	$	$	$	$
*rounded to the nearest hundred					

** Use these lines only if justified in the plan and supported by the workload analysis, effectiveness and benefit-cost analysis tables.

Table 7 – Program Support Items

Recurring Expenses		Standard Non-Recurring Expenses (Supplementals)
Item		**Item**
GSA Vehicle Lease (Pickup) for prevention		Specialized Equipment (Camera, Projector, GPS)
Prevention vehicle fuel, repairs and maintenance		Fire Danger Signs
Prevention/Education Materials		Prevention Vehicles
Training and Travel for prevention personnel		Travel for non-prevention personnel to attend prevention training
Smokey Bear Education Items		Development and printing of custom brochures, fliers and other materials
Public Service Announcements		Smokey Costumes and Replacement
Cell Phone Service		Billboards
Office supplies for prevention		
Overtime		
Copying/Printing for prevention		

Table 8 Any Agency Benefit-Cost Analysis Table

Region	Agency/Tribe	Fire Management Unit	WFMI Number of Fires	WFMI BIA Acres Burned	WFMI Number of Years
Eastern Oklahoma	Okmulgee Field Office	All			

2002-2011 Cost/Fire Estimate	$3,516.32
FMU Average Annual Fire Occurrence	
FMU Average Annual Acres Burned	
Average Annual Suppression Cost based on Cost/Fire Estimate	

RAMS Staffing Requirements	Program Funding Required	RAMS Projected Program Efficiency*	Benefit - Cost Ratio	Annual Estimated Reduction in Fires **	Annual Estimated Reduction in Burned Acres	Effectiveness savings per year based on per fire
Planned Option			0			
Option 1			0			
Historical			0			
No action			0			

Instructions for WFMI DATA Input   https://www.nifc.blm.gov/
1) From WFMI Fire Reporting Main webpage, select "Summaries"
2) Scroll down and select "Number of Fires and Acres Burned by General Cause"
3) Select region and reporting unit
4) Select "All fire reports (complete and incomplete)"
5) Select the desired date range
6) Under Fire Type 1 select Protection Types 1 thru 6
7) Under Fire Type 2 select Protection Types 1 thru 6
8) Scroll to bottom of the page and click "Generate" button

Table 9 - General Actions

Actions	Units	Workload Factors	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Average Planned
Poster Contest	Number of Contests	40											0
tact with Groups	Number of Groups	3	2	2	2	2	2	2	2	2	2	2	2
Key Persons	Number of Contacts	2	10	10	10	10	10	10	10	10	10	10	10
blic Utilities	Number of of utilities	40	1	1	1	1	1	1	1	1	1	1	1
vernment	Number of Agencies	40	2	2	2	2	2	2	2	2	2	2	2
oup													
issue permits	Number of Permits	0.5											0
	Number of Employees	4											0
/Closure Plans	Number of Plans	8	1	1	1	1	1	1	1		1		1
r Inspectors	Number of Inspectors	8			1		1						0
Permits for Fire	Number of Permits	1											0
ract - Industrial	# of Contracts inspected	2											0
mprovement	Number of Plans	8											0
tion Patrol Plans	Number of Plans Developed	16	1	1		1		1		1		1	1
p													
ction Plans	Number of Plans	80											0
ntion Committee	Number of Meetings	8	1	1	1	1	1	1	1	1	1	1	1
evention Training	Number of Training Events	8											0
ing System Plans	Number of Plans	8											0
plement	Number of Plans	16											0
ral Action Hours =	525		550	522	514	522	514	550	514	522	514	522	120

d here is for illustration only

Table 10 - Specific Actions - Summary Table

Specified Actions	Units	Workload Factors	Fiscal Years									
			2012	2013	2014	2015	2016	2017	2018	2019	2020	2021
Patrol	Number of Days	4	80	80	80	80	80	80	80	80	80	80
Signs	Existing Signs Maintained	6	6	7	8	9	9	9	9	9	9	9
	Additional Signs Built	12	1	1	1	0	0	0	0	0	0	0
Enforcement	# issued	1	0	0	0	0	0	0	0	0	0	0
	# of Appearances	8	0	0	0	0	0	0	0	0	0	0
Unknown Suspect	# of investigations	8	3	3	3	3	3	3	3	3	3	3
Known Suspect	# of investigations	40	1	1	1	1	1	1	1	1	1	1
Investigations - Basic	# of investigations	4	29	29	29	29	29	29	29	29	29	29
Hazards	# of hours expended	80	1	1	1	1	1	1	1	1	1	1
	# of hours expended	1	0	0	0	0	0	0	0	0	0	0
Public Contact	# of contacts	0.25	55	55	55	55	55	55	55	55	55	55
	# of contacts	3	0	0	0	0	0	0	0	0	0	0
	# of contacts	2	9	9	9	9	9	9	9	9	9	9
Inspections	Sites inspected	4	1	1	1	1	1	1	1	1	1	1
	# of initial inspections	0.5	15	15	15	15	15	15	15	15	15	15
follow up	# of follow-up inspections	0.25	5	5	5	5	5	5	5	5	5	5
inspections	# miles inspected	1	32	32	32	32	32	32	32	32	32	32
initial	# of Miles inspected	1	4	4	4	4	4	4	4	4	4	4
	# of initial inspections	1	0	0	0	0	0	0	0	0	0	0
follow up	# of follow-up inspections	1	0	0	0	0	0	0	0	0	0	0
	Sites inspected	4	0	0	0	0	0	0	0	0	0	0
	# inspected	1	0	0	0	0	0	0	0	0	0	0
	# inspected	0.25	0	0	0	0	0	0	0	0	0	0
Inspections/Analysis	# of inspections/analysis	8	0	0	0	0	0	0	0	0	0	0
Initial inspection	# of initial inspections	2	0	0	0	0	0	0	0	0	0	0
Follow-up	# of follow-up inspections	1	0	0	0	0	0	0	0	0	0	0

Table 10 - Specific Actions - Summary Table

Units	Workload Factors	Fiscal Years							
		2012	2013	2014	2015	2016	2017	2018	2019
of initial inspections	4	0	0	0	0	0	0	0	0
of follow-up inspections	2	0	0	0	0	0	0	0	0
of initial inspections	4	0	0	0	0	0	0	0	0
of follow-up inspections	4	0	0	0	0	0	0	0	0
of initial inspections	1	4	4	4	4	4	4	4	4
of follow-up inspections	0.5	4	4	4	4	4	4	4	4
of initial inspections	4	0	0	0	0	0	0	0	0
of follow-up inspections	2	0	0	0	0	0	0	0	0
of inspections	2	0	0	0	0	0	0	0	0
of inspections	1	0	0	0	0	0	0	0	0
nspected	0.5	0	0	0	0	0	0	0	0
nspected	0.5	0	0	0	0	0	0	0	0
of inspections	2	0	0	0	0	0	0	0	0
of volunteers Affected	0.15	0	0	0	0	0	0	0	0
of Plans	6	0	0	0	0	0	0	0	0
721		715	721	727	721	721	721	721	721

n only.

Table 11 - Community Actions - Summary Table

Planned Actions	Units	Workload Factors	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	Average Planned	Average Annual Workload
Contacts - WUI	# Contacted	1	1	1	1	1	1	1	1	1	1	1	0	1
...nteer Plans	# Plans	20	0	0	0	0	0	0	0	0	0	0	0	0
...nteer Fire Departments Mitigation ...ing	# Training Courses	4	1	1	1	1	1	1	1	1	1	1	1	0
...munity Education - Mitigation Programs	# Events	8	0	0	0	0	0	0	0	0	0	0	0	0
...munity Mitigation Campaign Plans	# Plans prepared	24	0	0	0	0	0	0	0	0	0	0	0	0
...munity Mitigation Campaigns - Lvl 1 ...mentation	Lvl 1 Campaigns implemented	80	0	0	0	0	0	0	0	0	0	0	0	0
...munity Mitigation Campaigns - Lvl 2 ...mentation	Lvl 2 Campaigns implemented	40	0	0	0	0	0	0	0	0	0	0	0	0
...ol Program presentations	# of events	8	4	4	4	4	4	4	4	4	4	4	3	2
...Education Materials ordered	# of orders	2	1	1	1	1	1	1	1	1	1	1	0	0
...ed Material - Designed	# designed	16	0	0	0	0	0	0	0	0	0	0	0	0
...its	# of Exhibits	16	1	0	0	1	0	0	1	0	0	1	0	0
...munity Contact - Homeowner Groups	# of Groups	8	0	0	0	0	0	0	0	0	0	0	0	0
...munity Contact - Key Person	# of Contacts	2	4	4	4	4	4	4	4	4	4	4	3	4
...munity Firewise Assessment - Structure ...rability	# of assessments	8	0	0	0	0	0	0	0	0	0	0	0	0
...cipate in Community Stakeholder ...tings	# of Meetings	4	0	2	0	0	0	0	0	0	0	0	0	0
...fire Threat Notification/Procedures	Notifications provided	1	0	0	0	0	0	0	0	0	0	0	0	0
...munity Partnership Development	Partnerships Developed	16	0	0	0	0	0	0	0	0	0	0	0	0
...dential Assessment	# of Residential Assessments	1	15	15	15	15	15	15	15	15	15	15	10	15
...l Fire Assistance	Fire Departments Assisted	16	0	0	0	1	0	0	0	0	0	0	0	0
...munity Protection Mitigation Plans	# of Mitigation Plans	16	0	0	0	0	1	0	0	0	0	0	0	0
...munity Protection Plan - Community ...vement	# of Communities Involved	16	0	0	0	1	0	0	0	0	0	0	0	0
...munity Protection Plan - Risk ...ssment	# of Risk Assessments	16	0	0	0	0	0	0	0	0	0	0	0	0
...ntion Programs in Place	# of Programs Established	16	0	0	0	0	0	0	0	0	0	0	0	0
...te Volunteer, Comm-Funded or Cost ...Programs	# of Efforts Initiated	16	0	0	0	0	0	0	0	0	0	0	0	0
Avg. Community Action Hours =	76		86	70	78	110	78	62	78	62	52	78	44	40

Data entered here is for illustration only.

Table 12 - Structural Ignitability			
Evaluation Factors	Compliance Rating		
	High	**Moderate**	**Low**
	Percentages		
Overall Firewise Compliance	20%	50%	30%
Roofing material	100%	0%	0%
Siding	35%	55%	10%
Landscaping	85%	15%	0%
Roof Hygiene	60%	40%	0%
Landscape Hygiene	10%	85%	5%
Structural Hygiene	10%	90%	0%
Flammables	5%	60%	35%

Note: percentages rounded to nearest 5 percent

Appendix D

Example of Funding Request

United States Department of the Interior
BUREAU OF INDIAN AFFAIRS
_____ Regional Office
P.O. Box _____
City, State Zip+ 5

IN REPLY REFER TO:

Natural Resources

Memorandum

DATE:

TO: Director, Bureau of Indian Affairs
Deputy Bureau Director – Field Operations
Deputy Bureau Director – Trust Services

FROM: Regional Director, _____ Region

SUBJECT: _____ Agency Wildfire Prevention Plan –Funding Request

This is a request for continued funding for the _____ Agency Wildfire Prevention Plan (WFPP). The WFPP was recently revised according to policy as prescribed in the Bureau's 2012 National Wildfire Prevention Handbook. The WFPP Revision recommends continuing their program for an additional ten years.

The Region is requesting the position described in the _____ Agency WFPP continues to be funded at the current level. The level for FY 2013 will be GS 7 step 5 plus the standard Employee Benefit Costs (EBC). In addition to this base, the Region is requesting the national standard for support for a low complexity program for the year. Consistent with the WFPP, the Region also requests that base funding for years 2013 through 2022 be increased according to the expected step increases, as they occur.

A copy of the Revised WFPP has been forwarded to NIFC, separately.

If there are any questions, please contact Mr. _____, Division Chief, Division of Natural Resources, _____ Regional Office, at _____.

CC: Regional WUI/Prevention Specialist

Appendix E

Peer Review Checklist

Prevention Plan Review Check List (Version 1.1-12/8/11)

Agency/Tribe _____   Region _____   Date of Review_____

Plan Author _____   WUI/Prev. Spclst. _____   Reviewer _____

Instructions: Complete this checklist by hand, in blue ink. Answer each question as indicated. Use the check box at the left to designate items that must be corrected.

Is this a new WFPP _____ or a Revised WFPP _____

☐ Does this plan appear to follow the "Standard Outline"?	Yes___ No ___	
☐ Are the pages numbered?	Yes___ No ___	

Analysis Section

☐ What Document is this plan tiered to? _____		Page # ____
☐ Does the plan contain "SMART" objectives for prevention?	Yes___ No ____	Page # ____
Is one objective for reduced occurrence measurable?	Yes___ No ____	Page # ____
Is one objective a "tribal" objective?	Yes___ No ____	Page # ____
☐ Was a collaborative process used and described?	Yes___ No ____	Page # ____
Does it meet the CWPP Equivalency standards?	Yes___ No ____	
☐ Is there a basic description of the planning unit?	Yes___ No ____	Page # ____
☐ Is the fire history discussed?	Yes___ No ____	Page # ____
Is the primary cause(s) identified?	Yes___ No ____	Page # ____
Was WFMI data used?	Yes___ No ____	
☐ Is Table 1 – Fire History present?	Yes___ No ____	Page # ____
☐ Is there a discussion of historical of prevention efforts?	Yes___ No ____	Page # ____
Is the most recent Program Review referenced (if required)?	Yes___ No ____	Page # ____
☐ Is a Prevention Strategy described?	Yes___ No ____	Page # ____
Does the prevention strategy address the primary cause?	Yes___ No ____	
☐ Is there a description of the FMU Risk Assessment?	Yes___ No ____	Page # ____
Is Table 2 – Composite FMU Assessment Rating present?	Yes___ No ____	Page # ____
☐ Is there a discussion of the Community Assessment?	Yes___ No ____	Page # ____
Is Table 3 – Composite Community Assessment Ranking present?	Yes___ No ____	Page # ____
☐ Is there a discussion of fuels conditions?	Yes___ No ____	Page # ____
☐ Are the required prevention options described?	Yes___ No ____	Page # ____
☐ Is there a narrative describing the Workload Analysis Table?	Yes___ No ____	Page # ____
Is Table 4 – Prevention Workload Analysis present?	Yes___ No ____	Page # ____
☐ Is there a narrative describing the Effectiveness Analysis Table?	Yes___ No ____	Page # ____
☐ Is Table 5 - Effectiveness Table present?	Yes___ No ____	Page # ____
☐ Is there a narrative describing the proposed budget?	Yes___ No ____	Page # ____
Is Table 6 – Budget Summary present?	Yes___ No ____	Page # ____
Is Table 7 – Expense Items present?	Yes___ No ____	Page # ____
☐ Is there a discussion of the Benefit – Cost analysis?	Yes___ No ____	Page # ____
Is Table 8 –Benefit-Cost Analysis required?	Yes___ No ____	Page # ____
If required, is Table 8 present?	Yes___ No ____	Page # ____

Implementation Section

Program Policy Requirements

☐ Is there documentation of Program Support?	Yes___ No ____	Page # ____
Is a copy provided in Appendix A or B?	Yes___ No ____	Apx. ____
☐ Is the Burn Permit System in place?	Yes___ No ____	Page # ____
Is it functional?	Yes___ No ____	
Is a copy provided in Appendix F?	Yes___ No ____	
☐ Do Fire Investigation Policies/Procedures exist?	Yes___ No ____	Page # ____
Is a copy provided in Appendix G?	Yes___ No ____	
☐ Is the Law Enforcement/Fire Investigation SOP in place?	Yes___ No ____	Page # ____
Is a copy provided in Appendix C?	Yes___ No ____	

Prevention Actions

☐   Are there narrative descriptions for the General Actions?   Yes___ No ____   Page # __
☐   Is Table 9 – General Actions provided?   Yes___ No ____   Page # __
☐   Are there narrative descriptions for the Specific Actions?   Yes___ No ____   Page # __
☐   Is Table 10 – Specific Actions provided?   Yes___ No ____   Page # __
☐   Are there narrative descriptions for the Community Actions?   Yes___ No ____   Page # __
☐   Is Table 11 – Community Actions provided?   Yes___ No ____   Page # __
☐   Do the totals from these tables match those in Table 4?   Yes___ No ____
☐   Are structural ignitability mitigation options discussed?   Yes___ No ____   Page # __
☐   Is Table 12 – Structural Ignitability provided?   Yes___ No ____   Page # __
☐   Are hazardous fuel treatment areas discussed and prioritized? Yes___ No ____   Page # __
☐   Are fuel treatment types and methods to be used discussed?   Yes___ No ____   Page # __
☐   Is the Annual Planning Calendar discussed?   Yes___ No ____   Page # __
☐   Is the Annual Planning Calendar included in Appendix O?   Yes___ No ____
☐   Are the required supporting plans discussed?   Yes___ No ____   Page # __
        If yes, are they provided as drafts or developed?

             Sign Plan   Draft ____ Developed ____
             Patrol Plan   Draft ____ Developed ____
             Communications Plan   Draft ____ Developed ____
             Preparedness/Readiness Plan   Draft ____ Developed ____
        Additional Required Plans

        _____   Draft ____ Developed ____

        _____   Draft ____ Developed ____

☐   Is the Program Accountability discussed?   Yes___ No ____   Page # __
        Are deadlines for accomplishment reports prescribed?   Yes___ No ____

Appendices

☐   Is the standard list of Appendices followed?   Yes___ No ____
        A.   Documentation of program support   Yes___ No ____
        B.   Documentation of tribal support   Yes___ No ____
        C.   LEO SOP   Yes___ No ____
        D.   RAMS printouts   Yes___ No ____
             Is the RAMS MDB file on the CD?   Yes___ No ____
        E.   Preparedness Plan   Yes___ No ____
        F.   Burn Permit System   Yes___ No ____
        G.   INVF Policies and Procedures   Yes___ No ____
        H.   Community Assistance Information   Yes___ No ____
        I.   Smokey Bear Guidelines   Yes___ No ____
        J.   Accomplishment Reporting Forms   Yes___ No ____
        K.   Inspection Forms   Yes___ No ____
        L.   Communications Plan   Yes___ No ____
        M.   Patrol Plan   Yes___ No ____
        N.   Sign Plan   Yes___ No ____
        O.   Annual Planning Calendar   Yes___ No ____
        P.   Recommended Position Description(s)   Yes___ No ____
        Q.   Electronic Copy of WFPP (Word processing
             and PDF formats)   Yes___ No ____

Policy Compliance

☐ What is the Benefit-Cost Ratio? _____
     Is fire history from alternative sources used?   Yes____ No ____
     Is the use of alternative sources of fire history justified?   Yes____ No ____
☐ Is the most cost-effective option selected?   Yes____ No ____
☐ Is the recommended grade level or Standard Position Description
     appropriate for the complexity of the unit?   Yes____ No ____
☐ How many positions are requested? _____
☐ Are the "Communities at Risk" addressed in the Community Actions?   Yes____ No ____
☐ Is there a favorable program review?   Yes____ No ____
☐ Does the signature page contain spaces for the 4 or 5 required signatures   Yes____ No ____

Overall Plan Quality

☐ Are consistent numbers used throughout the plan for:
     Benefit-Cost?   Yes____ No ____
     Program Cost?   Yes____ No ____
     Proposed Workloads?   Yes____ No ____
☐ Are the RAMS printouts and the MDB file consistent with
     The Workload Analysis?   Yes____ No ____
     Effectiveness tables?   Yes____ No ____
     Community Rankings?   Yes____ No ____
     General Actions?   Yes____ No ____
     Specific Actions?   Yes____ No ____
     Community Actions?   Yes____ No ____

☐ Is the grammar and punctuation acceptable, overall?   Yes____ No ____

Identified required corrections: [Check Here If no Corrections are Needed []]

1. _____

2. _____

3. _____

4. _____

5. _____

If the above corrections are made, will this WFPP comply with Agency Policy?   Yes____ No ____
If the above corrections are made, will this WFPP be equivalent to a CWPP?   Yes____ No ____

This WFPP is: Policy Complaint and Approvable _____; Approvable pending changes with no re-review _____; Not approvable as written and needs to be corrected, then re-reviewed_____.

Printed Name of Reviewer_____ Signed _____Date _____

TO BE COMPLETED BY NIFC

     Total Funding Requested _____   Total Funding Approved _____

     Indirect Cost Rate _____   Indirect Costs _____

     Total Funding Required _____   Date Funding Approved _____

Appendix F

Accomplishments

GENERAL ACTIONS

The table is rotated and contains the following sections and reportable actions:

Header fields:
- Fiscal Year: 2012
- Location: Name of reporting Unit
- Report Submitted By: Person completing the report. / Title:
- Title of person completing the report
- Electronic signature here / Signature
- Date
- Date Report Completed

Education Totals — Group / Reportable Action, with monthly Accomplishments columns (Oct, Nov, Dec, Jan, Feb, Mar, Apr, May, Jun, Jul, Aug, Sep), Targets, Totals:
- Signs — Plans Prepared
- Signs — Plans Maintained
- Fire Danger Rating — Days when adjectives were sent to Field
- Mass Media — Number of Contacts
- Mass Media - Radio — Number of Contacts
- Mass Media - Written — Number of Contacts
- Mass Media - Television — Number of Contacts
- Mass Media - WWW — Days of Web Design/ Mtc
- Volunteers — Number of Plans Prepared
- Volunteer Fire Departments — Train in Fire Prevention
- Wildemess Train/Equip — Departments Trained
- Public Education — Prev Pgms conducted
- Interagency Campaigns — Plans Prepared
- Interagency Campaigns — Campaigns Implemented
- Specific Campaign Development — Plans Prepared
- Programs - Bilingual — # of Specific programs conducted
- Cause Specific Childrens Programs — Number of Programs
- Level 1 School Program — # of Events
- Level 2 School Program — # of Events
- Parade — # of Fire Prevention Parades
- Fair — Days of Booth Time
- Sports Activity — # of Events
- Fire Education Materials — # of Fire Prevention Materials Orders
- Printed Material - Other — Materials Designed
- Exhibits — # of Exhibits
- Character Appearance — # of Appearances
- Poster Contest — # of Contests
- Public Contact - Group — # of Contacts
- Public Contact - Key Persons — # of Contacts

Engineering Totals — Group / Reportable Action:
- Public Utilities Mngmt — # of utilities advised of Requirements
- Sport Agency — # of Agencies coordinated wit

Law Enforcement Totals — Group / Reportable Action:
- Permits - Burn, Bas, Wed, Campfire — Permits issued
- Training Permits — Employees Trained to Issue Permits
- Restriction/Closure Plans — # of Plans Written
- Spark Arrestors — Inspectors Trained
- Fire Criteria in Permit - Spec Use Insp — # Permits inspected
- Fire Criteria in Contract - Indust Ops Insp — # of Contracts inspected
- Develop Struct Imp Plan — Plans Developed
- Fire Prevention Patrol Plan — Plans Developed

Administration Totals — Group / Reportable Action:
- Prepare Unit Prevention Plans — Plans Developed
- Participate in Prev. Committee Meetings — # of in Mtgs. Participated in
- Provide Intro Trng — # of Events
- Develop Early Warning System Plans — Plans Developed
- Develop Plans to Implement Corporate Plans — Plans Developed

Notes:
This is where you report anything special, unusual or that needs to be documented because it affected accomplishments.

SPECIFIC ACT[IVITIES]

2012

Name of reporting Unit

...erson completing the report.   Title:

Title of person completing the report

Date

...ate Report Completed

...ortable Action	Targets	Accomplishments							
		Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
...i inspected									
Initial Inspections									
...follow-up inspections									
...es inspected									
Miles inspected									
Initial Inspections									
...follow-up inspections									
...i inspected									
...pected									
...pected									
Inspections/analysis									
Initial Inspections									
...follow-up inspections									
Initial Inspections									
...follow-up inspections									
Initial Inspections									
...follow-up inspections									
...follow-up inspections									
Initial Inspections									
...follow-up inspections									
Inspections									
Inspections									
...pected									
Inspections									

...ortable Action	Targets	Accomplishments							
		Jan.	Feb	Mar	Apr	May	Jun	Jul	Aug
Volunteers Affected									
Plans									

COMMUNITY A

2012

Name of reporting Unit

Person completing the report. | Title: | Title of person completing the report

Date

Date Report Completed

Accomplishments: Oct | Nov | Dec | Jan | Feb | Mar | Apr | May

Targets

Reportable Action
Contacted
Plans
Training Courses
Events
Plans prepared
Lvl 1 Campaigns implemented
Lvl 2 Campaigns implemented
# of events
# of orders
designed
of Exhibits
# of Groups
# of Contacts
# of Assessments
# of Meetings
Notifications provided
Partnerships Developed
# of Residential Assessments
Fire Departments Assisted
# of Mitigation Plans
# of Communities Involved
# of Risk Assessments
# of Programs Established
# of Efforts Initiated

Accomplishment Rep

General Instructions:

- **Report only verifiable accomplishments** backed up by documentation (unless otherwise specified in these instructions).

    - Complete the forms electronically.
    - Complete the form using MS-Excel.
    - The form is protected, to prevent changes to format or formulas. Please do not try to unprotect it.
    - Enter information into the GREEN shaded areas.
    - The header information will automatically complete itself after it is entered on the first page.
    - Report accomplishments by the month in which they occurred. If a single accomplishment occurs across several months, report it in the month in which it was **completed.**
    - Save the completed form in the following format "FY_LOCATION_ANNUAL _REPORT.XLS" For example: Okmulgee Agency, 2011 = 2011_OK-OMA_ANNUAL_REPORT.XLS

- Turn Reports in to the assigned WUI/Prevention Specialist, through the proper chain of command, by Nov. 15.

- Retain a copy of the completed form for local records.

- Obtain "Targets" from the unit's Wildfire Prevention Plan for the current year for the Targets column.

- Use the following activity descriptions to determine the appropriate information to be reported as "Accomplishments" for each activity.

- Call the WUI/Prevention Specialist for assistance in reporting unique events.

Activity Descriptions:

General Actions

GA-1 Sign Plans Developed
Report the number of sign plans developed for the unit. This is normally just one (1) plan for the unit, ever. If each compartment has its own sign plan, then more than one plan may be reported. **Do not report** a sign plan for each sign. **Do not repeat** this accomplishment in subsequent years unless there is a significant revision to the existing plan. **Supporting documentation** is a copy of the plan.

GA-2 Sign Plans Maintained
Report the number of sign plans maintained for the unit. This is normally just one (1) plan for the unit per year. If each compartment has its own sign plan, then more than one plan may be reported. **Supporting documentation** is a copy of the plan and the daily log.

GA-3 Fire Danger Ratings
Report the number of days when fire danger ratings were sent to those maintaining fire danger ratings. This is not the number of calls/contacts made. It is the number of days when calls/contacts were made. **Supporting documentation** is the daily log.

GA-4 Mass Media Contacts
Report the number of key contacts made with non-specified mass media outlets. Report each contact **only once** per year, regardless of the number of times they were contacted in the year. Include phone calls and e-mail contacts. **Supporting documentation** is the daily log or contacts log.

GA-5 Radio Contacts

Report the number of key contacts made with radio outlets. Report each contact **only once** per year, regardless of the number of times they were contacted in the year. **Supporting documentation** is the daily log or contacts log.

GA-6   **Written Media Contacts**
Report the number of key contacts made with written or print media. Report each contact **only once** per year, regardless of the number of times they were contacted in the year. **Supporting documentation** is the daily log or contacts log.

GA-7   **Television Contacts**
Report the number of key contacts made with televised media. Report each contact **only once** per year, regardless of the number of times they were contacted in the year. **Supporting documentation** is the daily log or contacts log.

GA-8   **Web Page Design**
Report the number of days spent developing and/or maintaining a wildfire prevention website. **Supporting documentation** is the daily log.

GA-9   **Volunteer Plan Developed**
Report the number of volunteer plans developed for the unit. This is normally just one (1) plan for the unit, ever. If each compartment has its own plan, then more than one plan may be reported. **Do not report** a plan for each event where volunteers are used. **Do not repeat** this accomplishment in subsequent years unless there is a significant revision to the existing plan. **Supporting documentation** is a copy of the plan.

GA-10 **VFD Training**
Report the number of wildfire prevention /mitigation courses provided to VFD personnel such as the FI-110. **Supporting documentation** is the daily log or training records.

GA-11 **Wilderness Training**
This activity is rarely used in Indian Country. If it is used, **report the number** of employees trained in wilderness fire prevention.

GA-12 **Public Education**
Report the number of programs given. These are normally adult educational programs such as giving a presentation to a civic club, town council, elders, council or other group where a formal presentation is made on fire prevention. **Supporting documentation** is the daily log or event/activity task records.

GA-13 **Interagency Campaign Plans Prepared**

Report the number of plans prepared. These are formal interagency plans that define duties, responsible parties and key messages for a large scale event such as an extended fire season, arson awareness campaign or similar long term event where interagency partners are involved. **Supporting documentation** is a copy of the plan(s).

GA-14 **Interagency Campaigns Implemented**
Report the number of campaign plans that were implemented along with interagency partners. This will normally not exceed the number of campaigns planned. **Supporting documentation** is the daily log or event/activity task records.

GA-15 **Specific Campaign Development**
Report the number of specific campaigns developed. This is the development of a short term campaign for events such as powwows, festivals and other events where a campaign plan is developed. **Supporting documentation** is the daily log, event/activity task records or campaign plan.

GA-16 **Bilingual Programs**
Report the number of bilingual programs presented. These programs could include native language programs or an appropriate non-English language such as Spanish. Wildfire messages must be provided as part of the program. **Supporting documentation** is the daily log or event/activity task records.

GA-17 **Cause Specific Children's Programs**
Report the number of programs given. These are educational programs designed to impact a particular cause such as playing with matches, lighters or fireworks. **Supporting documentation** is the daily log or event/activity task records.

GA-18 **Level 1 School Programs**
Report the number of events participated in. These are the complex, multi-day, multi-organization events such as outdoor classrooms where several schools bring classes for educational programs by different organizations. Each organization is usually assigned to a station or path and the students are brought to the station. Although several programs may be given each day, only report the single event. Less commonly, these events can also include train the trainer courses such as "Project Learning Tree". **Supporting documentation** is the daily log or event/activity task records.

GA-19 **Level 2 School Programs**
Report the number of school programs given. If multiple programs are presented at a single school in a day, report only one program for the day. These are not merely a character appearance. **Supporting documentation** is the daily log or event/activity task records.

GA-20 **Parades**

Report the number of parades conducted for fire prevention. **Do not report** parades for other purposes such as 4th of July here. **Supporting documentation** is the daily log, event/activity task records or news articles.

GA-21 **Fairs**
Report the number of days staffing fair-type booths. These can be booths at powwows and festivals as well as county or state fairs. **Supporting documentation** is the daily log, event/activity task records or news articles.

GA-22 **Sports Activity**
Report the number of sports events conducted to increase awareness of fire danger or for fire prevention. These are not simply events where Smokey makes an appearance, but are more involved with possible announcements about fire danger or programs printed with fire prevention messages. **Supporting documentation** is the daily log, event/activity task records, news articles, programs or other promotional materials.

GA-23 **Fire Education Material Orders**
Report the number of orders generated for fire prevention – educational materials. **Supporting documentation** is the daily log and copies of the order.

GA-24 **Printed Material Designed**
Report the number of fliers, posters, pamphlets and brochures developed. This is printed materials designed for local distribution with local or customized messages. **Supporting documentation** is the daily log and copies of the product.

GA-25 **Exhibits**
Report the number of exhibits designed and placed. Exhibits are normally non-staffed displays with messages about fire prevention that are placed in common areas of buildings such as Agency offices, community centers, business locations or indoor malls. **Supporting documentation** is the daily log and photos of the exhibit in place.

GA-26 **Character Appearance**
Report the number of appearances where the Smokey costume is used at a public event where no educational program is given. Report this accomplishment when Smokey is used at a parade or sports event that is not conducted expressly for fire prevention. **Supporting documentation** is the daily log, the event/activity task records or news articles.

GA-27 **Poster Contest**

Report the number of contests where fire prevention is the theme. **Supporting documentation** is the daily log, the event/activity task records, and news articles copies of the winning posters.

GA-28 **Public Contact – Groups**
Report the number of groups contacted at a regional/district level to discuss fire prevention and services offered. Examples are scouting organizations, off road vehicle clubs and equestrian associations. **Supporting documentation** is the daily log or contacts log.

GA-29 **Key Contacts – Individual**
Report the number of key contacts made. These contacts can be any person with influence, ability or authority to deliver a fire prevention message at the overall unit level. They might include: tribal officials, elders, agency employees, regional employees, state, sub-state or county officials with influence across a large area. Report each time a key contact is made, even if the same individual is contacted multiple times. **Supporting documentation** is the daily log or contacts log.

GA-30 **Public Utilities**
Report the number of Public Utility Providers coordinated with. Coordination can include meetings to discuss power distribution networks, line inspection results or investigation results. **Do not report** the number of times coordination occurs. Report only the number of utilities coordinated with. **Supporting documentation** is the daily log or contacts log.

GA-31 **Government Agency Coordination**
Report the number of Government Agencies coordinated with. This coordination can include meetings to discuss joint prevention programs, restrictions or common messages. **Supporting documentation** is the daily log or contacts log.

GA-32 **Burn Permits**
Report the number of burn permits issued. **Supporting documentation** is a copy of the permit form.

GA-33 **Training Employees to Issue Permits**
Report the number of employees trained to issue burn permits. **Supporting documentation** is the daily log or contacts log.

GA-34 **Restriction/Closure Plans**
Report the number of plans written. **Supporting documentation** is a copy of the plan.

GA-35 **Spark Arrestor Training**

Report the number of employees trained in spark arrestor inspections. **Supporting documentation** is the daily log or contacts log.

GA-36 **Fire Criteria in Special Use Permit**
Report the number of permits reviewed for fire prevention language included in the permit. **Supporting documentation** is a copy of the permit.

GA-37 **Fire Criteria in Contracts**
Report the number of contracts reviewed for fire prevention language included in the contract. **Supporting documentation** is a copy of the contract.

GA-38 **Develop Structure Improvement Plans**
Report the number of plans written. These plans are not common. They are specific plans for complex urban interface areas. They cover scheduling, routes, enforcement, criteria, types of inspections etc. **Supporting documentation** is a copy of the plan.

GA-39 **Fire Prevention Patrol Plans**
Report the number of plans prepared. There is normally just one plan per planning unit. However, there may also be a plan for each route/compartment if the route/compartment plan is sufficiently detailed to be a complete plan by itself, so that a person unfamiliar with the unit could implement an effective patrol using it. **Supporting documentation** is a copy of the plan(s).

GA-40 **Prepare Unit Prevention Plans**
Report the number of times the prevention plan was significantly revised or the number of smaller unit plans (such as for a community or compartment) developed. **Supporting documentation** is a copy of the plan(s).

GA-41 **Participate in a Prevention Committee**
Report the number of Fire Prevention meetings participated in. **Supporting documentation** is the daily log or meeting minutes.
GA-42 **Provide Intro. Training**
Report the number of FIRE PREVENTION training sessions provided. **Do not report** the number of attendees or number of sessions of the FI-110 here. **Supporting documentation** is the daily log or training records.

GA-43 **Develop Early Warning System**
Report the number of plans developed or revised (usually this is one plan per unit per year). These are sometimes called preparedness plans, step-up plans or readiness plans. They can also be "stand alone" plans expressly for prevention. **Supporting documentation** is a copy of the plan(s).

GA-44 **Develop Cooperate Involvement Plans**

Report the number of formal, written plans coordinating activities with corporate sponsorship or involvement. **Supporting documentation** is a copy of the plan(s).

Specific Actions

SA-1　**Patrol**
Report the number of days when patrol was conducted. This is a patrol for fire prevention, according to the unit fire prevention patrol plan. It is not simply driving around the unit looking for smoke. **Supporting documentation** is the daily log, unit log or patrol log.

SA-2　**Sign Maintenance**
Report the number of signs maintained. **Do not report** the number of times each sign was maintained, only the total number of signs in the unit maintained for the fiscal year. Maintenance includes vegetation control, fresh paint, replacing posters, making repairs and updating information.　**Supporting documentation** is the daily log and sign plan.

SA-3　**Sign Construction**
Report new signs constructed. These can be fire danger signs, billboards or informational signs. **Do not report** hanging a poster here. **Supporting documentation** is the daily log and sign plan.

SA-4　**Issue Citations/Warnings**
Report only citations or warnings issued by prevention personnel or at the request of prevention personnel for violations of burning laws or regulations. **Supporting documentation** is the daily log and a copy of the citation/warning.

SA-5　**Court Appearance**
Report the number of court appearances made by prevention personnel in an official capacity, either as a witness or plaintiff. Appearances can be in any legitimate court, including tribal court. Do not include appearances as a juror, alternate or interested witness to the proceedings. **Supporting documentation** is the daily log and a copy of any summons or subpoena.

SA-6　**Fire Investigation Unknown Suspect**
Report the number of formal investigations of wildfires at the unit where no responsible party was identified. **Do not report** fires investigated on another unit, but include fire investigations conducted by others at this unit. **Supporting documentation** is the daily log and a copy of the investigation report.

SA-7　**Fire Investigation Known Suspect**
Report the number of formal investigations of wildfires at the unit where the responsible party was identified. **Do not report** fires investigated on another unit, but include fire

investigations conducted by others at this unit. **Supporting documentation** is the daily log and a copy of the investigation report.

SA-8   Fire Investigation Basic or Preliminary
Report the number of wildfire investigations at the unit where only the field-work was conducted and the field data forms were produced. **Do not report** fires investigated on another unit, but include fire investigations conducted by others at this unit. **Supporting documentation** is the daily log and a copy of the field data forms.

SA-9   Reoccurring Hazard Reduction Project
Report the number of reoccurring projects where hazard reduction was conducted for ignition prevention. Examples are mowing tall grass in a designated parking area prior to a large event, or cutting brush in a camping area to reduce ladder fuels. **Supporting documentation** is the daily log and the activity/task record (with before and after photos).

SA-10 Special Hazard Reduction
Report the number of hours where a special project to reduce hazards is conducted by prevention personnel. Examples might include Firewise demonstration projects at a government office complex or a hazard reduction component of a community plan. **Supporting documentation** is the daily log and the activity/task record (with before and after photos).

SA-11 Individual Contacts
Report the number of people contacted. These are casual contacts made in the course of doing daily work such as patrol, where fire prevention was discussed. These are not key contact persons. **Do not report** the contacts made at fairs and other festivals under this accomplishment. **Supporting documentation** is the daily log or a contact log.

SA-12 Public Contact – Groups
Report the number of groups contacted in a local area or to discuss specific fire prevention and services offered. Examples of groups include scouting organizations, churches, off road vehicle clubs, equestrian associations and home owners associations. **Do not duplicate** accomplishments reported in general or community actions. **Supporting documentation** is the daily log or contacts log.

SA-13 Key Contacts – Individual
Report the number of individuals contacted in a local area or to discuss specific fire prevention issues and services offered. These contacts can be any person with influence, ability or authority to deliver a fire prevention message at a sub-unit level or for a specific cause. They might include: tribal officials, elders, agency employees, regional employees, state, sub-state or county officials. Report each time a key contact is made, even if the same individual is contacted multiple times. **Do not duplicate** accomplishments reported in general or community actions. **Supporting documentation** is the daily log or contacts log.

INSPECTIONS

SA-14 Electronic Sites
Report the number of electronic sites inspected. These are sites such as sub-stations, micro-wave and cell towers or other similar sites. **Supporting documentation** is the daily log or inspection forms.

SA-15 Residence-Initial
Report the number of residences inspected for the first time. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log or inspection forms.

SA-16 Residence – Follow up
Report the number of residences inspected as a follow-up or compliance check. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log or inspection forms.

SA-17 Power lines
Report the number of miles of power line inspected. Report only miles inspected on, immediately adjacent to or within ½ mile of trust and restricted title lands. **Supporting documentation** is the daily log or inspection forms.

SA-18 Railroad tracks
Report the number of miles of railroad tracks inspected. Report only miles inspected on, immediately adjacent to or within ½ mile of trust and restricted title lands. **Supporting documentation** is the daily log or inspection forms.

SA-19 Resorts/Camps – Initial
Report the number of resorts/camps inspected for the first time. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log or inspection forms.

SA-20 Resorts/camps follow-up
Report the number of residences inspected as a follow-up or compliance check. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log or inspection forms.

SA-21 Site – Other
Report the number of "other sites" inspected for wildfire prevention. Examples of these sites include: cultural areas /sites, historic areas, temporary sites used by transient workers, for special events such as Native American ceremonies, movie sets, scouting events, and other activities. **Supporting documentation** is the daily log or inspection forms.

SA-22 Improved Campgrounds

Report the number of improved campgrounds inspected. Improved campgrounds have electric connections, parking pads, picnic tables and other facilities. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log or inspection forms.

SA-23 **Unimproved Campgrounds**

Report the number of unimproved campgrounds inspected. Unimproved campgrounds can be anything from hunting camps to organized camp sites. These inspections should be limited to trust and restricted title lands. What makes them "unimproved" is the lack of facilities such as restrooms, electric connections etc. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log or inspection forms.

SA-24 **Special Risk Inspections**

Report the number of special risk inspections/analysis's conducted. These inspections should be limited to trust and restricted title lands and include shorelines along rivers that have heavy rafting use, RV parking areas, off road vehicle routes that are heavily used or are part of an event. They may require a more complex evaluation and problem analysis. **Supporting documentation** is in the daily log, inspection forms, summary reports or mitigation plans.

SA-25 **Timber Sale – Initial**

Report the number of timber sales on trust or restricted title lands inspected for the first time. These inspections should be limited to trust and restricted title lands. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log or inspection forms.

SA-26 **Timber Sale – Follow up**

Report the number of timber sales inspected as a follow-up or compliance check. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log or inspection forms.

SA-27 **Sawmill – Initial**

Report the number of sawmills inspected for the first time. These inspections should be limited to sawmills actually on trust and restricted title lands. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log or inspection forms.

SA-28 **Timber Sale – Follow up**

Report the number of sawmills inspected as a follow-up or compliance check. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log or inspection forms.

SA-29 **Mining Operations – Initial**

Report the number of mining operations inspected for the first time. These inspections should be limited to mining operations actually on trust and restricted title lands. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log or inspection forms.

SA-30 Mining Operations – Follow up
Report the number of mining operations inspected as a follow-up or compliance check. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log or inspection forms.

SA-31 Gas/oil well – Initial
Report the number of gas/oil well sites inspected for the first time. These inspections should be limited to wells actually on trust and restricted title lands. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log or inspection forms.

SA-32 Gas/oil well – Follow up
Report the number of gas/oil well operations inspected as a follow-up or compliance check. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log or inspection forms.

SA-33 Large Construction – Initial
Report the number of large construction sites inspected for the first time. These inspections should be limited to sites actually on trust and restricted title lands. Large construction sites are those for anything larger than a single home and would include sub-division type projects. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log or inspection forms.

SA-34 Large Construction – Follow- up
Report the number of large construction operations inspected as a follow-up or compliance check. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log or inspection forms.

SA-35 Small Construction
Report the number of small construction sites inspected. These inspections should be limited to sites actually on trust and restricted title lands. Small construction sites are those for anything the size of a single home or smaller. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log or inspection forms.

SA-36 Dumps
Report the number of dump sites inspected. These inspections should be limited to sites actually on trust and restricted title lands. Dump sites can be legal or illegal. "Green box" sites are also reported here. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log or inspection forms.

SA-37 **Spark Arrestors**
Report the number of spark arrestors inspected. These inspections should be limited to equipment being actually operated on trust and restricted title lands. **Supporting documentation** is in the daily log, contact log or inspection forms.

SA-38 **Burning permits**
Report the number of burn permit sites inspected. These inspections should be limited to trust and restricted title lands. **Supporting documentation** is in the daily log, burn permit or inspection forms.

SA-39 **Target Range**
Report the number of formal target ranges inspected. These inspections should be limited to trust and restricted title lands. **Supporting documentation** is the daily log or inspection forms.

SA-40 **Recruit/Train/Supervise Volunteers**
Report the number of volunteers affected. **Do not duplicate** volunteers included in fire department training reported elsewhere. **Supporting documentation** is in the daily log, burn permit or inspection forms.

SA-41 **Compartment Specific Plans**
Report the number of written compartment plans prepared. This is not a common action, however when it is needed to support or direct activities in various compartments on the unit, this is where those plans are reported. **Supporting documentation** is a copy of each plan.

Community Actions

Note: Many of the activities reportable as community actions are also are found in the General or Specific Actions. **It is important not to duplicate these accomplishments.** Simply select the most appropriate area for reporting and report it **only once**. If the intent of the activity is to assist a specific community, report it here.

The Community Actions report is a summary report for all activities conducted at communities throughout the unit.

CA-1   Mass Media Contacts
Report key contacts made with mass media outlets at the community level. Report each contact **only once** per year, regardless of the number of times they were contacted in the year. **Supporting documentation** is the daily log or contacts log.

CA-2   Volunteer Plan Developed
Report the number of volunteer plans developed for a specific community. This is normally just one (1) plan for the unit per community, ever. **Do not report** a plan for each event where volunteers are used. **Do not repeat** this accomplishment in subsequent years unless there is a significant revision to the existing plan. **Supporting documentation** is a copy of the plan.

CA-3   VFD Training
Report the number of wildfire prevention /mitigation courses provided to VFD personnel such as Firewise, FI-110 or Home Ignition Zone. **Supporting documentation** is the daily log or training records.

CA-4   Community Education Mitigation Programs
Report the number of programs given. These are normally adult educational programs such as giving a presentation to a civic club, town council, elders council or other group where a formal presentation is made on mitigation. **Supporting documentation** is the daily log or event/activity task records.

CA-5   Interagency Campaign Plans Prepared
Report the number of plans prepared. These are formalplans that define duties, responsible parties and key messages for a large scale event such as an extended fire season, arson awareness campaign or similar long term event in a community. **Supporting documentation** is a copy of the plan(s).

CA-6   Interagency Campaigns Implemented - Level 1
Report the number of campaign plans that were implemented. These are very complex or multi-week campaign events implemented at the community level and not reported under general actions or other community actions. **Supporting documentation** is the daily log or event/activity task records.

CA-7   Interagency Campaigns Implemented - Level 2

Report the number of campaign plans that were implemented. These are simple or short-term campaign events implemented the community level and not reported under general actions or other community actions. **Supporting documentation** is the daily log or event/activity task records.

CA-8   School Programs

Report the number of school programs given in communities. If multiple programs are presented at a single school in a day, report only one program for the day. Report only programs not reported in general actions or other community actions. These are not merely a character appearance. **Supporting documentation** is the daily log or event/activity task records.

CA-9   Fire Education Material Orders

Report the number of orders generated for fire prevention - educational materials for a specific community. **Supporting documentation** is the daily log and copies of the order.

CA-10 Printed Material Designed

Report the number of fliers, posters, pamphlets and brochures developed for a specific community. This is printed materials designed for local distribution with local or customized messages. **Supporting documentation** is the daily log and copies of the product.

CA-11 Exhibits

Report the number of exhibits designed and placed in a specific community. Exhibits are normally non-staffed displays with messages about fire prevention that are placed in common areas of buildings such as Agency offices, community centers, business locations or indoor malls. Report only exhibits not reported in general actions or other community actions. **Supporting documentation** is the daily log and photos of the exhibit in place.

CA-12 Public Contact – Groups

Report the number of homeowner's groups contacted at a community level to discuss fire prevention, mitigation and services offered. **Do not duplicate** contacts reported as general actions or specific actions. **Supporting documentation** is the daily log or contacts log.

CA-13 Community Contacts – Key Person

Report the number of key contacts made. Report each person **only once** per fiscal year. These contacts can be any person with influence, ability or authority to deliver a fire prevention message at the community level. They might include: tribal officials, elders, municipal officials and employees, and others with influence in the community. Report each time a key contact is made, even if the same individual is contacted multiple times. **Do not duplicate** contacts reported as general actions or specific actions. **Supporting documentation** is the daily log or contacts log.

CA-14 Community Firewise Assesment –Structure Vulnerability

Report the number of community assessments for Firewise compliance and structural vulnerability. **Supporting documentation** is a copy of the assessment form or report.

CA-15 Participate in Community Stakeholder Meetings

Report the number of community meetings participated in. Report only those meetings where attendance was a formal function of the prevention program to represent the BIA's role in fire prevention in the community. **Supporting documentation** is the daily log and/or any meeting minutes produced.

CA-16 Wildfire Threat Notification

Report the total number of notifications provided to communities. Report each time a community was notified of the threat of increasing fire danger, fire occurrence, or an approaching wildfire including repeat notifications to the same community. **Supporting documentation** is the daily log or contacts log.

CA-17 Community Partnership Development

Report the number of partnerships developed. Community partnerships include assisting a community to develop a Firewise Council or a local wildfire prevention coalition or group. These are in addition to any specific campaigns developed and reported elsewhere in general or community actions. **Supporting documentation** is in the daily log, contacts log, charters, MOU's or MOA's.

CA-18 Residential Assessment

Report the number of residences assessed for structural ignitability. This assessment is more complex than the inspections identified in specific actions and may include requiring the development of an action plan, or be part of a larger community assessment. These assessments do not have to be for residences on trust or restricted lands, but is in close proximity to these lands. **Do not report** assessments funded through Community Assistance programs. **Supporting documentation** is the daily log and assessment forms.

CA-19 Rural Fire Assistance

Report the number of rural fire departments assisted. Includes assisting with grants, providing specialized assistance or coordination on wildfire investigations or similar prevention efforts where the RFD is the lead agency. This assistance does not include staffing the department for suppression/dispatch (except as a wildfire investigator.) **Supporting documentation** is the daily log and any products produced (investigation reports, grant forms completed, etc).

CA-20 Community Protection Mitigation Plans

Report the number of plans prepared. These plans are not common but might include Firewise plans or Community Wildfire Protection Plans (CWPPs). Report only those assists where the BIA had a significant role in the development of the plan. **Supporting documentation** is a copy of the plan(s).

CA-21 **Community Protection Plan – Community Involvement**
Report the number of communities where efforts were made to reach out to the community for input and collaboration in the development of their Community Protection Plan. Do not include accomplishments reported elsewhere (Stakeholder meetings, public education etc.). **Supporting documentation** is in the daily log, contacts log sign-in sheets or minutes.

CA-22 **Community Protection Plan - Risk assessments**
Report the number of risk assessments conducted as part of the planning process. Do not include accomplishments reported elsewhere or those conducted through Community Assistance. **Supporting documentation** is a copy of the risk assessment.

CA-23 **Prevention Programs**
Report the number of community wildfire prevention programs established. This is not a common accomplishment. Report it only where significant assistance from the BIA was provided in establishing the program. **Supporting documentation** includes the daily log and a copy of any news story or announcement for the program.

CA-24 **Community Funded Cost-Share Programs Developed**
Report the number of community programs initiated. This is a very uncommon accomplishment. Report it only where the BIA assistance was crucial to the development of the program. **Supporting documentation** is the daily log and a copy of any program brochures or application forms.

Appendix G

Mitigation/Prevention and Education Readiness Review

Checklist #16

Location: Date:
Respondent: Reviewed By:

Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed		
Description	**Code**	**Remarks**
WILDLAND MITIGATION/PREVENTION PROGRAM-PLANNING & IMPLEMENTATION		
1. a) Are the Superintendent's responsibilities for prevention (per 90IAM1.4C_6_-H **Page X**) being met through the implementation of the current program?		
b) Has the WFPP been reviewed in the past 12 months?		
c) Has WFMI data been reviewed and does it match current human caused trends?		
d) Has the annual planning calendar been reviewed for accuracy and updated accordingly?		
e) Is the Annual Accomplishment Report complete for the last calendar year?		
2. a) Are program elements functional and being used?		
i. Program Support		
ii. Burn Permit System		
iii. Fire Investigation Policies and Procedures		
iv. Standard Operating Procedure		
v. Are the Prioritized Fuel Treatment Areas up to date and coordinated with Fuels Staff?		
3. a) Have prevention program personnel been provided the opportunity to attend training that will maintain job qualifications?		
b) Were appropriate prevention work experiences and training entered into IQCS from previous year?		
4. a) Do mobilization and staffing guides (preparedness plans) include prevention actions?:_____		
b) Has the process for ordering or requesting additional prevention resources (additional resources/teams) during fire severity been reviewed?		

Mitigation/Prevention & Education   Checklist #16

Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed		
Description	**Code**	**Remarks**
WILDLAND MITIGATION/PREVENTION PROGRAM-PLANNING & IMPLEMENTATION (Cont.)		
5. Have supporting documents/plans been reviewed annually?		
a. Fire Information/Communication Plan i. Date of last review: _____		
b. Patrol Plan i. Date of last review: _____		
c. Sign Plan i. Date of last review: _____-		
WILDLAND URBAN INTERFACE/COMMUNITY ASSISTANCE		
1. Risk assessments are reviewed annually and updated as needed.		
2. Is the prevention program collaborating with the fuels program to conduct home assessments and identify specific fuels reduction needs in the home ignition zone?		
HAZARD IDENTIFICATION AND MITIGATION		
1. Have annual contacts to major unit projects (e.g. timber sales, roads dept, construction sites) been completed ?		
2. Are annual defensible space and hazard reduction actions planned and/or completed for all agency facilities?		
3. Has hazardous fuels program staff been contacted to collaborate on annual wildfire mitigation plan/actions (education, hazard reduction etc.) for WUI and other areas of high risk, hazard and value?		
EDUCATION/COMMUNICATION		
1. Are personnel trained and utilized in prevention programs: a) communications/public affairs b) fire ecology/ education c) role of fire prevention d)wildland and prescribed fire messages e) structural ignitibility f) Firewise presentations		

Mitigation/Prevention & Education   Checklist #16

Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed		
Description	Code	Remarks
EDUCATION/COMMUNICATION (cont)		
2. Is prevention/education material for wildland fire available and current?		
3. Have seasonal severity messages (news release/public service announcements) been updated?		
ENFORCEMENT		
1. Is the unit prepared to investigate wildfires?		
a. Is the fire investigation kit complete and accessible?		
b. Have regulations for trespass actions and suppression actions been reviewed?		
c. Are cost recovery responsibilities known?		
2. Has the Prevention Employee scheduled or provided FI-110 training for first responders?.		
3. Fire Investigation Case Records and Evidence are kept in a secure location, with an exact copy kept in a separate secure location, according to agency policy?		
Other:		

APPENDIX H

Prevention Program Review Checklist Bureau of Indian Affairs

Introduction
This checklist will be used to review your wildfire prevention program. Components of your fuels prevention program review will include: prevention program planning, historical fire occurrence trend, and implementation of actions described in prevention plan.

Review Location

Agency/Tribe:	

Review Date
This review is expected to take several days and will include a field review of the identified projects.

Your review is scheduled to begin on:	

Agency and/or Tribal Respondent
At a minimum, your Wildfire Prevention Program Staff person should plan to participate in this review. The greatest benefit will be gained if your FMO, Forest Manager, and Superintendent participate in the review.

Designated Respondent(s) an their Position Title(s):	

Plans & Documentation That Will Be Reviewed
You will need to have all of the following plans and documentation available for this review. Plans that are incomplete or incorporated into other plans or documents should also be made available for review.

Documentation	Comments
Resource Management Plan or Fire Management Plan	
Organization Chart	
Wildfire Occurrence Data from WFMI	
Wildfire Prevention Plan	
Risk Assessment Mitigation Strategies Files	
Program Support - Element 1	
Local Unit Burn Permit System – Element 2	
Wildfire Investigation Policies and Procedures – Element 3	
Standard Operating Procedures between law enforcement and fire management – Element 4	
Annual Implementation Calendar	
Prevention Action Accomplishment Reports	
Prevention Program 638 Contract or Annual Funding Agreement (contract or compact tribes only)	
Agency IQCS Qualification printout(s)	
Position Description	
Employee Training and Development Plans for prevention employees	
Required Reference Materials	
Wildland Fire and Aviation Program Management and Operations Guide (BIA Blue Book), current year	
Bureau of Indian Affairs Wildfire Prevention Program Handbook	
Bureau of Indian Affairs Fuels Program Business Management Handbook, current year	

Program Location Being Reviewed_____ **Date:** _____

Review Team Leader: _____

PREVENTION PROGRAM		
Key Code: E = Exceeds M = Meets NI = Needs Improvement **NR = Not Reviewed**		
Element/Activity	**Code**	**Remarks**
A. Program Performance Indicators		
1. Human caused wildfire occurrence as reported in WFMI is trending downward over the last 5 years.		
2. According to accomplishment reports, at least 80% of the WFPP targets are met, on average for the most recent 5 years.		
3. Program staff is stable, with an acceptable rate of turnover.		
B. Facility		
1. Adequate office space and equipment is provided for prevention program.		
2. Adequate vehicle and equipment is provided for prevention program.		
C. Program Documentation and Record Keeping		
1. Prevention program files are organized, complete, and can be readily located.		
2. Upon completion of activities and projects, project files and all shared documentation is combined into a central location.		
3. Accomplishment reports are complete and up to date		
4. Annual calendar of events has been developed and is up to date.		
D. Agency Administration		
1. Fire prevention staff understands their role, responsibilities, authority, and accountability.		
2. Prevention staff has opportunity to participate in periodic site readiness reviews and/or program reviews off unit.		
3. Performance measures are relevant to prevention program management.		

PREVENTION PROGRAM		
Key Code: E = Exceeds M = Meets NI = Needs Improvement **NR = Not Reviewed**		
Element/Activity	**Code**	**Remarks**
4. Field-unit level program activities and accomplishments subject to the Government Performance and Results Act (GPRA) and/or specified by the Wildland Fire Leadership Council (WFLC) are reported per current standards and guidelines		
5. Position Descriptions for Prevention staff are maintained and accurate.		
6. The Agency Administrator has reviewed and concurs with contents of current WFPPs and insures that the designed program is being implemented.		
7. Appropriate delegation of authority has been developed and maintained for fire investigation if required.		
E. Employee Training & Development		
1. Numbers of qualified staff is adequate for performing work identified in the prevention plan.		
2. Management encourages and supports prevention & investigation training and development of prevention & investigation qualifications at all levels and across departmental boundaries.		
3. Prevention program staff have completed training described in BIA Wildfire Prevention Handbook Chapter 4 for the appropriate level.		

PREVENTION PROGRAM		
Key Code: E = Exceeds M = Meets NI = Needs Improvement NR = Not Reviewed		
Element/Activity	**Code**	**Remarks**
4. Qualifications of prevention program staff are documented in the IQCS database.		
5. Individual Development Plans have been developed for staff.		
F. Budget and Program Accomplishment		
1. Program funding is utilized appropriately and at least 80% of the staff time is spent accomplishing tasks/actions as described in the prevention plan. 1a. What is the percentage of activities currently being performed by Prevention funded personnel on other activities? (i.e. suppression, fuels etc.)		
2. Documentation to support prevention staff time use is maintained and up to date.		
3. Supplemental funding requests have been received and expended appropriately.		
3.a. All documentation for supplemental expenditures is available.		
4. Adequate protocol exists for prevention staff to maintain program budget.		
4. a. If prevention staff directly maintains program budget, the information flow sufficiently allows for appropriate and efficient local management of fiscal elements and process.		
5. The planned actions are relatively similar to the annual accomplishments. Note and discuss any areas significantly over or under planned accomplishments.		
G. Management Philosophy		
1. An active ignition reduction program is understood and supported by Agency and Tribal management.		
2. The burn permit system is supported by all levels of Agency/Tribal management.		

PREVENTION PROGRAM		
Key Code: E = Exceeds M = Meets NI = Needs Improvement **NR = Not Reviewed**		
Element/Activity	**Code**	**Remarks**
3. The Agency and/or Tribe supports opportunities for training and performance evaluation in wildland fire prevention activities at local, regional and national levels.		
4. The Agency Staff has taken steps to increase visibility of the prevention program within the reservation or jurisdictional area.		
H. Collaboration, Coordination and Outreach		
1. The program participates in interagency prevention efforts and outreach in several ways.		
2. The program provides timely information to local news media and communities about fire danger levels and fire restrictions.		
3. Prevention and mitigation efforts with communities also address the complementary effort by fire managers to reduce risk by conducting hazardous fuels reduction in the Wildland Urban Interface, including use of prescribed fire where appropriate.		
4. The program actively participates in federal, state and/or local coalitions, coordinating groups, cooperatives or other partnership organizations to improve interagency coordination for fire messages.		
5. Effective communication vehicles or processes are used to inform partners, affected groups and individuals when wildfires occur on trust lands and about the resulting unwanted impacts.		
6. The Agency and/or Tribe has promoted FIREWISE to its local public.		
7. The prevention staff effectively works with cooperators to ensure fire danger ratings are coordinated across jurisdictions.		
I. Wildfire Prevention Program Planning		
1. Wildfire Prevention Plan (WFPP) at this location reflects a commitment to reduce human caused ignitions.		

PREVENTION PROGRAM		
Key Code: E = Exceeds M = Meets NI = Needs Improvement **NR = Not Reviewed**		
Element/Activity	**Code**	**Remarks**
2. The WFPP is consistent with the Bureau of Indian Affairs Wildfire Prevention Program Handbook requirements and guidelines, 6/12/2009, Chapter 3.		
3. WFPP is tiered to an approved FMP, or other Resource Management Plan.		
4. WFPP objectives are consistent with FMP and/or Tribal objectives.		
5. The WFPP includes an implementable 5/10-year plan that addresses the primary human fire cause(s).		
6. RAMS assessments reflect current conditions and inputs/outputs for alternatives are understood.		
7. A WFPP (or CWPP) is completed for all communities receiving Community Assistance funding.		
8. The WFPP reflects an interagency collaborative strategy across the landscape to mitigate risks to communities.		
9. The Agency/Tribe has a current Communications Plan		
10. The Agency/Tribe has a written Patrol Plan that is current and addresses prevention activities.		
11. The Agency/Tribe has developed a prevention readiness plan or added prevention needs to the current fire readiness plan.		
J. Program Implementation		
1. The Agency and/or Tribe(s) have a prevention strategy that addresses the primary cause of human fires. This strategy has been communicated to all field levels.		
2. An annual review of the WFPP has taken place to ensure the plan is current. Ineffective items/actions have been dropped and/or replaced.		

PREVENTION PROGRAM		
Key Code: E = Exceeds M = Meets NI = Needs Improvement **NR = Not Reviewed**		
Element/Activity	**Code**	**Remarks**
3. Agency and/or Tribal directives or policies have been developed as needed for the Prevention program. These directives/policies were effectively communicated to field personnel.		
4. The Agency and/or Tribe(s) have utilized Fire Prevention and Education Teams (FPET) and/or fire investigation teams to augment local resources with the desired impact.		
5. The Agency and/or Tribe utilizes the community assistance program and funding.		
6. The Agency and/or Tribe has directed the movement of its fire management personnel to meet wildfire prevention needs.		
7. Prevention program evaluations are included in fire readiness reviews conducted at tribal and agency locations.		
8. Severity requests include local prevention activities.		
9. The Agency and/or Tribe has a local unit mobilization plan or preparedness plan which includes wildland fire prevention actions.		
10. Community actions reflect Community at risk prioritization		

PREVENTION PROGRAM		
Key Code: E = Exceeds M = Meets NI = Needs Improvement **NR = Not Reviewed**		
Element/Activity	**Code**	**Remarks**
11. An Industrial Fire Precaution program has been developed to address all types of programs within the unit.		
12. An inspection program has been developed to conduct and maintain annual inspections necessary for the fire prevention program.		
K. Wildfire Investigation and Trespass		
1. The Agency and/or Tribe has adopted the BIA wildland fire investigation policy.		
2. Regional guidelines are followed for fire trespass. Agency and/or Tribe initiates trespass actions to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements for all unplanned human caused fires where liability can be determined.		
3. Investigation files are in a locked and secure location.		
4. Chain of custody for all evidence are recorded and the evidence is in a locked and secure location.		
5. WeTIP has been effectively promoted by the prevention staff to local public		
6. FI-110 is presented annually to all first responders within the unit.		
7. Resource codes are reviewed annually and revisions are recommended as necessary to address fire prevention issues.		
8. A Juvenile Fire Setter Intervention program is established.		

Feedback - Regional Office Support

Use this checklist, or a format of your choosing, to provide feedback to WUI/Prevention staff at the Regional Office. Help us better focus our efforts to meet your needs.

REGIONAL OFFICE SUPPORT		
Key Code: **E** = Exceeds **M** = Meets **NI** = Needs Improvement **NR** = Not Reviewed		
Element/Activity	**Code**	**Remarks**
A. Communication and Support		
1. Data calls are sent out with adequate lead time allowing for timeframes to be met.		
2. Phone calls and/or emails to Regional staff are returned in a timely manner.		
3. Regional staff is accessible and responsive to requests for information and/or technical support.		
4. Regional staff provides support that enhances professional management and development of a progressive fuels program.		
B. Transfer of New Technology		
1. Regional staff provides periodic updates of new technology.		
2. As requested, Regional staff assists with providing training opportunities.		
C. Knowledge of Program Areas		
1. Regional staff is knowledgeable of their area of expertise or are able to provide appropriate contact or training information.		
2. When a ready answer is unavailable, Regional staff works to find an answer or provide additional sources for information.		
D. Budget and Funding		
1. Budget requests are adequately addressed.		
2. Budget allocations are distributed in a timely manner and are allocated using a well understood and fair process.		