



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

California State Office
2800 Cottage Way, Suite W-1834
Sacramento, CA 95825
www.ca.blm.gov

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Information Bulletin No. **CA-2003-038**

To: District Manager, CDD and All Field Office Managers
(*Attention - District/Regional and Field Office FMO's*)

From: DSD, Support Services

Subject: Agency Representative and Resource Advisor Training

DD: 4/22/03

The California State Office, Branch of Fire and Aviation, is sponsoring an "Agency Representative and Resource Advisor Training" session April 29 and 30, 2003 in Sacramento, California. A draft agenda of the training session is attached

The training will begin at 8:30 AM on Tuesday, April 29th and end at 1:00 PM on Wednesday, April 30th. The training will be held at the Red Lion Hotel, Sacramento, on Arden Way, next to the Arden Fair Mall. A block of rooms has been reserved under the "Bureau of Land Management". Call 916-922-8041 for reservations. Room reservations need to be made by **April 22, 2003**, in order to guarantee the \$79.00 room rate. Please be sure to make your reservations by that date. All those attending the training need to stay at the Red Lion Hotel as our conference room rate is based on filling the block of sleeping rooms reserved.

If you have any questions, please contact Doug Waggoner of the State Office Fire Staff at 916-978-4437.

Signed by:
Karen Barnette
DSD, Support Services

Authenticated by:
Richard A. Erickson
Records Management

Attachment:
Draft Agenda (2 pp)

DRAFT AGENDA

2003 California BLM Agency Representative & Resource Advisor WORKSHOP & RE-CURRENCY TRAINING SESSION

**April 29-30, 2003
Red Lion Inn, Sacramento, CA**

Tuesday, April 29

- 08:30 Session Opening & Introductions
- 08:40 Agency Representative/Resource Advisor Course Objectives
- 08:50 USDI – BLM & NPS Fire Management/Suppression Policies
*Cooperative Fire Protection Acts
Federal Fire Management Policies*
- 09:00 Delegation of Authority
*Within the Bureau & NPS
Field Office Mgr./Park Supt. to AREP/Res. Adv. & Incident Commander*
- 09:15 Interagency Cooperator Overview: CDF Organizational Overview
*State & Regional Organization
Organizational & Operational Information, CDF Directory*
- 09:30 Break
- 09:40 California Interagency Cooperative Fire Protection Agreement
*History & Evolution
1992 Agreement & Balancing of Acres
Direct Protection Areas & Protection Responsibilities
Agency Representation & Use of Resource Advisor
Appropriate Suppression Action Policies
Fire Notification & Fire Reporting
Operating Plans
Wild Fire Situation Analysis
Mutual Aid & Assistance by Hire
Cost Sharing & Cost Apportionment*
- 10:30 Break
- 10:40 Agency Representative/Resource Advisor: Roles & Responsibilities
*Agency Representative Position Description & Responsibilities
Resource Advisor Position Description & Responsibilities
Agency Representative & Resource Advisor Qualifications*

- 11:05 Agency Representative/Resource Advisor & Incident Command Relationship
Organizational Relationship
Availability, Presence & Professional Presentation
Communication, Timing and Appropriate "Profile"
Typical AREP & Resource Advisor Issues
Conflict Resolution & Chain-of-Command
Agency Representative Authorities for Cost Sharing
- 11:45 Lunch
- 13:00 Agency Representative/Resource Advisor Management Tools
Agency Representative/Resource Advisor Tool Box
Agency Representative/Resource Advisor Team Concept
Additional Technical & Environmental Specialists
- 14:00 Annual Operating Plans
Objectives & Purpose
Multi-Agency Approach, Application & Use
- 14:30 Break
- 14:40 Wild Fire Situation Analysis
Policy & Requirements
Process, Application & Current Software
Incident Interaction, Responsibilities & Appropriate Use
WFSA Agency Software
- 16:00 Adjourn For The Day

Wednesday, April 30

- 08:00 EFR & Burned Area Emergency Rehabilitation Strategies for
 Resource Advisors and Agency Representatives
NPS/BLM Emergency Fire Rehabilitation Requirements & Policy
Cooperator Requirements
Use of BAER Teams
Emergency Fire Rehabilitation (EFR) Procedures
Burned Area Emergency Rehabilitation Procedures
- 09:40 Break
- 09:55 WFSA Scenario & Exercise
- 12:00 Presentation of Group WFSA Products
- 13:00 Adjourn Agency Representative/Resource Advisor Workshop & Training Session