



United States Department of the Interior



BUREAU OF LAND MANAGEMENT

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March 20, 2003

In Reply Refer To:
9210 (CA 943) P

EMS Transmission: 3/20/03
Instruction Memorandum No. **CA-2003-026**
Expires: 09/30/2004

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

From: State Director

Subject: 2003 Annual California Fire Preparedness Review

DD: 04/25/03

As the 2003 Fire Season approaches, it is once again time to plan for the annual Fire Preparedness Review. A comprehensive fire program preparedness review is essential in assessing the operational Preparedness of your District/Field Office's fire suppression forces for the upcoming fire season. Implementation of this annual review also fulfills the Director's requirement that is identified in the *Standards For Fire and Aviation Operations*, BLM Handbook 9213-1.

The 2003 Fire Preparedness Review will be conducted by a contractor in coordination with the California State Office, Branch of Fire and Aviation. The CASO Fire Staff will also utilize a small team of three, including State, District/Regional and Field Office personnel, to participate in the review process and gain knowledge of other programs in the state. The Interagency Fire Preparedness Review format and software will again be used. It is expected to be a highly interactive fire station preparedness review with full participation of Bureau, National Park Service, and Forest Service fire personnel.

CASO staff are in the process of identifying Preparedness Review Team members, and the Review Team membership for each District/Area will be sent out once finalized. The availability of the selected individuals to participate on their respective teams is important to the success of the preparedness review. To ensure the effectiveness of this review process, a District/Field Office Line Officer and the District/Regional/Field Office Fire Management Officer should participate in each review. Please submit the names of those participating from your field office to Doug Waggoner, CASO Branch of Fire and Aviation Management, by **April 25, 2003**.

I anticipate your cooperation in ensuring that these critical fire preparedness review requirements will be accommodated by you and your staff. Your support and participation in your unit's fire preparedness review will serve to further our mutual goal of line officer involvement in the Bureau's fire program.

The 2003 Fire Preparedness Review will focus on the following fire program areas:

- * Fire Staffing Levels and Standards
- * Individual Firefighter Evaluations
- * Preparedness
- * Physical Training/Fitness
- * Firefighter Skill/Knowledge Evaluations
- * Firefighter Annual Currency Training
- * Fire crew Personnel Composition and Diversity
- * Fire Program Management
- * Firefighter Safety
- * Fire Training
- * Fire Equipment
- * Fire Facilities
- * Fire Drills
- * Fire Qualifications
- * IQS Completion

A records/document package needs to be developed at each station for each module, to include the following items:

- Record of last Pack Test
- Blood borne Pathogen Immunizations
- Ethics and Conduct
- Currency Training
- Current Staffing Plan
- Individual Training Records
- Physical Fitness Program

This package of information must be readily available for the review teams. Complete and accurate physical fitness records must be present at the stations as well. They will be reviewed for completeness, accuracy and currency.

It is essential that all District/Regional/Field Office fire resources (personnel and equipment) identified for review are at their assigned duty stations on the date scheduled for their inspection.

California Fire Management Officers have already been contacted concerning their responsibilities and involvement in the 2003 Fire Preparedness Review. The proposed station/office specific preparedness review dates are identified in an attachment to this memorandum. My objective is to have this review completed by California Field Offices no later than June 27, 2003.

In addition to this scheduled fire preparedness review, the CASO Branch of Fire and Aviation Management will be conducting technical reviews of California BLM/Interagency dispatch centers, helicopter operations, and hot shot crews.

If you require any further information concerning the 2003 Statewide Fire Preparedness Review, please contact Doug Waggoner, California State Office, Branch of Fire and Aviation Management, at (916) 978-4437.

Signed
James Wesley Abbott
Acting State Director

Authenticated
Louise Tichy
Records Management

1 Attachment:
2003 Preparedness Review Schedule (2 pp)

“Proposed”
2003 California Preparedness Review Schedule

California Desert District: May 17 thru May 23, 2003.

May 17 - Travel Day
May 18 - Olancho Fire Station
May 19 - Salt Wells Fire Station
May 20 - Hole-in-the-Wall Fire Station
May 21 - Apple Valley Fire Station
May 22 - Black Rock Interagency Fire Station
May 23 - Close Out with District Manager

Central California Region: June 2 thru June 10, 2003.

June 2 - Folsom Field Office
June 3 - Topaz Fire Station
June 4 - Conway Fire Station
June 5 - Benton/Bishop Fire Station
June 6 - Chimney Peak/Kennedy Meadows Fire Stations
June 7 - South Fork/Kernville Fire Stations
June 8 - Midway Fire Station
June 9 - Bakersfield Field Office Fire Resources
June 10 - Hollister Field Office

NORCAL East: June 16 thru June 21, 2003.

June 16 - Travel to Alturas
June 17 - Cedarville Fire Station
June 18 - West Valley Fire Station
June 19 - Ravendale Fire Station
June 20 - Susanville Fire Station (Close Out)

NORCAL West: June 24 thru June 27, 2003.

June 24 - Redding Field Office
June 26 - Arcata Field Office - King Range Fire Station
June 27 - Ukiah Field Office

Close out for Central CAL and NORCAL Field Offices will be with each Field Office Manager after respective stations have gone through the review. Field Office Managers are invited to station reviews.

Hotshot Crew Preparedness Reviews - 2003:

May 20 - Diamond Mountain Hotshot Crew, Eagle Lake F.O.
May 22 - Kern Valley Hotshot Crew, Bakersfield F.O.

Aviation Preparedness Reviews - 2003:

May 27 - Apple Valley Helitack Crew, Apple Valley F.S.
May 28 - Keene Helitack Crew, Keene F.S.
June 19 - Ravendale Helitack Crew, Ravendale F.S.
July 2 - Porterville Air Tanker Base (T-160)
April - May: ASM (Bravo 5) - When available

Communication Center - Dispatch Reviews - 2003:

May 7 - Federal Interagency Communications Center (FICC), San Bernardino
May 9 - Central California Interagency Communication Center (CCICC), Porterville

Note: Communication/Dispatch Centers are reviewed on an every-other-year rotation.