



Fire Management Administration (2011) Checklist #02

Location:		Date:	
Respondent:		Reviewed By:	
Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed			
Description		Code	Remarks
1.	Ensures that the fire program is funded and managed to provide safe, effective, fire management activities. <i>RB Ch 2-FMO Table</i>		
2.	Ensures that the Fire Management Plan (FMP) reflects the agency commitment to firefighter and public safety, while utilizing the full range of fire management activities available for ecosystem sustainability. <i>RB Ch 2-FMO Table</i>		
3.	Ensures that only trained and qualified personnel are assigned to fire and fire aviation duties. <i>RB Ch 2-FMO Table</i>		
4.	Ensures Individual Fire Reports (DI-1202s) are completed, signed/approved, and entered into WFMI.		
5.	Ensures that burned acres identified and reported as achieving resource management objectives are identified through an interdisciplinary review process. <i>RB Ch 17; IM FA-2010-006</i>		
6.	Ensures that acres burned in an unplanned, naturally caused wildfire that achieve resource management objectives are reported in the NFPORS Non-National Fire Plan (Non-NFP) portal. <i>RB Ch 17; IM FA-2010-006</i>		
7.	Ensures that the unit safety program is implemented and provides direction for fire and non fire safety regulations, training and concerns. <i>RB Ch 2-FMO Table</i>		
8.	Ensures completion of a Job Hazard Analysis (JHA)/Risk Assessment for fire and fire aviation activities, and non fire activities so mitigation measures are taken to reduce risk. <i>RB Ch 2-FMO Table</i>		
9.	Ensures compliance with work/rest guidelines during all fire and fire aviation activities. <i>RB Ch 2-FMO Table</i>		
10.	Ensures that fire and fire aviation management employees understand their roles, responsibilities, authority, and accountability. <i>RB Ch 2-FMO Table</i>		
11.	Organizes trains, equips, and directs a qualified work force. <i>RB Ch 2-FMO Table</i>		

Fire Management Administration

Checklist #02

12.	Establishes and implements a post incident assignment performance review process for each employee. <i>RB Ch 2-FMO Table</i>		
13.	Develops, implements, evaluates, and documents fire and fire aviation training to meet current and anticipated needs. <i>RB Ch 2-FMO Table</i>		
14.	Ensures fire and fire aviation policies are understood, implemented, and coordinated with other agencies as appropriate. <i>RB Ch 2-FMO Table</i>		
15.	Monitors fire management activities to recognize when complexity levels exceed program capabilities. Increases managerial and operational resources to meet the need. <i>RB Ch 2-FMO Table</i>		
16.	Monitors fire season severity predictions, fire behavior, and fire activity levels. Ensures that fire severity funding is requested in a timely manner, used, and documented in accordance with agency standards. <i>RB Ch 2-FMO Table</i>		
17.	Ensures that master agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current. <i>RB Ch 2-FMO Table</i>		
18.	Develops, maintains and implements current operational plans (e.g., dispatch, preparedness, prevention). <i>RB Ch 2-FMO Table</i>		
19.	Develops, maintains, and implements restrictions procedures in coordination with cooperators whenever possible. <i>RB Ch 2-FMO Table</i>		
20.	Ensures that the use of fire funds, complies with department and agency policies. <i>RB Ch 2-FMO Table</i>		
21.	Reviews and approves appropriate overtime authorization requests for personnel providing fire suppression coverage during holidays, special events, and abnormal fire conditions. <i>RB Ch 2-FMO Table</i>		
22.	Ensures that a process is established to communicate fire information to public, media, and cooperators. <i>RB Ch 2-FMO Table</i>		
23.	Annually convenes and participates in pre-and post season fire meetings where management controls and critical safety issues are discussed. <i>RB Ch 2-FMO Table</i>		
24.	Oversees pre-season preparedness review of fire and fire aviation program. <i>RB Ch 2-FMO Table</i>		
25.	Initiates, conducts, and/or participates in fire program management reviews and investigations. <i>RB Ch 2-FMO Table</i>		

Fire Management Administration

Checklist #02

26.	Personally participates in periodic site visits to outstations, individual incidents, and projects. <i>RB Ch 2-FMO Table</i>		
27.	Utilizes the Incident Complexity Analysis appendix F & G to ensure the proper level of management is assigned to all incidents. <i>RB Ch 2-FMO Table</i>		
28.	Ensures that transfer of command on incidents occurs as per chapter 11. <i>RB Ch 2-FMO Table</i>		
29.	Ensures that incoming personnel and crews are briefed prior to fire and fire aviation assignments. <i>RB Ch 2-FMO Table</i>		
30.	Works with cooperators, groups and individuals develop and implement processes and procedures for providing fire safe communities within the wildland urban interface. <i>RB Ch 2-FMO Table</i>		
31.	Ensures that trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements for all human-caused fires where liability can be determined. <i>RB Ch 2-FMO Table</i>		
32.	Ensures that required unit personnel are trained in fire cause determination and fire trespass.		
33.	Annually updates and reviews the “Agency Administrator’s guide to Critical Incident Management.” <i>RB Ch 2-FMO Table</i>		
34.	Ensures that fire season severity predictions, weather forecasts, fire behavior predictors, and fire activity levels are monitored and communicated daily to all employees (hard copy, web page, email, radio, or fax). <i>RB Ch 2-FMO Table</i>		
35.	Ensures the standards in current National and Local Mobilization Guides are followed. <i>RB Ch 2-FMO Table</i>		
36.	Complies with established property control/management procedures. <i>RB Ch 2-FMO Table</i>		
37.	Ensures that unit has an Emergency Medical Plan for responding to field medical emergencies. The plan will identify: <i>RB Ch 7</i> a. roles and responsibilities b. any known hazards and related mitigations c. medical plan identifying available medical resources (air and ground transportation) d. necessary coordination between the fire program, dispatch, and service providers	a. b. c. d.	

Fire Management Administration

Checklist #02

38.	Ensures that the unit has written procedures, processes, and/or agreements in place for the use of local and regional air ambulance services. <i>RB Ch 7</i>		
39.	Ensures that newly procured fire command vehicles adhere to the BLM command vehicle identifier standards. <i>RB Ch 2; 2011 RB Errata IM.</i>		
Wildland Fire Decision Support (WFDSS)			
40.	Ensures that appropriate individuals are trained and qualified in the use of decision support tools and their processes for planning and documenting of wildland fire management decisions. <i>RB Ch 11</i>		
41.	The unit has completed preseason data entry into the WFDSS system. IM OFA-2011-XXX WFDSS IM		
42.	Ensures the utilization of appropriate decision support tools and planning processes is documented for all wildland fire management decisions. <i>RB Ch 2-FMO Table</i>		
43.	Ensures that decision support tool documents are reviewed and approved by a trained and qualified official who has a written delegated authority to review and/or approve them on this unit. <i>RB Ch 2-FMO Table</i>		
44.	Ensures that decision support tool documents are included in the final fire package. <i>RB Ch 11</i>		

For the National Preparedness Review you will need to have the following items available for review.

Checklist Item #	Documentation
17	Master Agreements with Annual Operating Plans
33	<i>Agency Administrator's Guide to Critical Incident Management</i>
40-44	Completed WFDSS
	<i>Interagency Standards for Fire and Fire Aviation Operations</i>