



Unit Agency Administrator (2011) Checklist #01

Location:		Date:	
Respondent:		Reviewed By:	
Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed			
Description		Code	Remarks
1.	Ensures the Fire Management Plans (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-AA Table</i>		
2.	Develops fire management standards and constraints that are compliant with agency fire policies. <i>RB Ch 2-AA Table</i>		
3.	Ensures use of fire funds is in compliance with department and agency policies. <i>RB Ch 2-AA Table</i>		
4.	Ensures incident responses will be based on current and approved Resource Management Plans (RMP) and FMPs. <i>RB Ch 2-AA Table</i>		
5.	Attends the Fire Management Leadership Course. Ensures that personnel delegated fire program responsibilities have completed the Fire Management Leadership Course. <i>RB Ch 2-AA Table</i>		
6.	Ensure Wildland Fire Decision Support System (WFDSS) decisions are certified at the appropriate level. <i>RB Ch 2-AA Table</i>		
7.	Provides a written Delegation of Authority to FMOs that gives them an adequate level of operational authority. If fire management responsibilities are zoned, ensures that all appropriate Agency Administrators have signed the delegation. <i>RB Ch 2-AA Table</i>		
8.	Ensures only trained, certified fire and non-fire personnel are available to support fire operations at the local and national level. <i>RB Ch 2-AA Table</i>		
9.	Ensures master agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current. <i>RB Ch 2-AA Table</i>		
10.	Personally visits at least one wildland and one prescribed fire each year. <i>RB Ch 2-AA Table</i>		
11.	Annually convenes and participates in pre-and post season fire meetings. <i>RB Ch 2-AA Table</i>		
12.	Reviews critical operations and safety policies and procedures with fire and fire aviation personnel. <i>RB Ch 2-AA Table</i>		
13.	Ensures timely follow-up to fire management program reviews. <i>RB Ch 2-AA Table</i>		

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14.	Ensures fire and fire aviation preparedness reviews are conducted annually in all unit offices. Participates in at least one review annually. <i>RB Ch 2-AA Table</i>		
15.	Ensures investigations are conducted for incidents with potential, entrapments, and serious accidents as per the standards in Chapter 18. <i>RB Ch 2-AA Table</i>		
16.	Provides a written delegation of authority, Wildland Fire Decision Support System (WFDSS) and an Agency Administrator Briefing to Incident Management Teams. <i>RB Ch 2-AA Table</i>		
17.	Ensures resource advisors are identified, trained and available for incident assignment. Refer to <i>Resource Advisors Guide for Wildland Fire PMS 313, NFES 1831, Jan 2004. RB Ch 2-AA Table</i>		
18.	Attends post fire closeout on Type 1 and Type 2 fires. (Attendance may be delegated.) <i>RB Ch 2-AA Table</i>		
19.	Ensures 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, as per <i>Fire Trespass Handbook” H-9238-1. RB Ch 2-AA Table</i>		
20.	Ensures compliance with National and State Office policy for prescribed fire activities. Provides periodic reviews of the prescribed fire program. <i>RB Ch 2-AA Table</i>		
21.	Ensures Prescribed Fire Plans are approved and meet agency policies. <i>RB Ch 2-AA Table</i>		
22.	Ensures Unit Safety Program is in place, has a current plan, has an active safety committee that includes the fire program. <i>RB Ch 2-AA Table</i>		
23.	Annually updates and reviews the <i>Agency Administrator’s Guide to Critical Incident Management</i> www.nwccg.gov <i>RB Ch 2-AA Table</i>		
24.	Ensures current fire and weather information is posted (hardcopy, web etc) and available for all employees. <i>RB Ch 2-AA Table</i>		

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

Checklist Item #	Documentation
5	Certification of completion for <i>Fire Management Leadership Course</i>
7	Delegation of Authority to the FMO
9	Master Agreements with Annual Operating Plans
23	<i>Agency Administrator’s Guide to Critical Incident Management</i>
	<i>Interagency Standards for Fire and Fire Aviation Operations</i>