

CA FY2020 Specific Guidance

Prescribed Fire Plan Project Files Project files are required for all Prescribed Fire Plans. The project file will be kept in a six way folder as follows:

- Tab 1 – Appropriate NEPA
- Tab 2 – The Prescribed Fire Plan and all appendices
- Tab 3 – All pertinent maps
- Tab 4 – Weather forecasts and observation records
- Tab 5 – Burn Boss reports and pertinent fire effects monitoring information (more complex and complete fire effects monitoring information may be addressed in separate project files or documents)
- Tab 6 – Miscellaneous documentation, press releases, permits, agreements, etc.

Private Land inside Project Area:

Private land may be included within the boundaries of BLM prescribed fire when it is a benefit to the government, makes execution of the project safer and more efficient, and is agreeable to the landowner. A Memorandum of Understanding or a Cooperative Range Improvement Agreement (BLM Form 4120-6) between the BLM and affected parties shall be used to burn private land and a copy included in the Prescribed Fire Plan under Tab 6 – Miscellaneous Documentation.

Direct Protection Area – Non-BLM DPA:

When conducting prescribed fire within, or adjacent to, another agency's fire protection or administrative boundary, the BLM California unit shall ensure that appropriate coordination is conducted with the adjoining and/or protecting agency (e.g., CAL FIRE). It is recommended the protecting agency have the opportunity to review and comment on the Prescribed Fire Plan. A signature line for that agency's representative may be provided on Element 1 of the Prescribed Fire Plan. The Agency Administrator has the responsibility to ensure interagency consultation has taken place for any Prescribed Fire including private land or adjacent protection boundaries.

The District and/or State FMO has the authority to postpone and/or cancel a prescribed fire if it is in the Bureau's best interest to do further coordination.

The California Master Cooperative Wildland Fire Management and Stafford Act Response Agreement (CFMA) Exhibit F Supplemental Agreement for Cooperative Use of Prescribed Fire shall be used when conducting interagency burns. Standard CAL FIRE forms that may be relevant are the *FC-31* and *FC-32*, which are State forms that are required for hiring of Conservation Camp crews and require a CFMA Exhibit D Supplemental Project Plan when BLM obligates funds to CAL FIRE for services that are authorized under the CFMA.

Prescribed Fire Plan State Office Review:

The BLM Fuels Management and Community Assistance Handbook (H9214-1) requires at least one Prescribed Fire Plan per district per year is technically reviewed by an individual from outside of the office. BLM California policy shall be that the Districts send at least one Prescribed Fire Plan of Type 2 complexity or higher to the State Office annually for review. Prescribed Fire Plans of Type 3 complexity do not require State Office Review.

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Element 1 Signature Page for BLM California Prescribed Fire Plans:

Element 1 shall include the following review and signatures:

- 1) Prescribed Fire Plan Preparer - Signature
- 2) Reviewed by CAL FIRE – Courtesy review by CAL FIRE *if* private lands under their direct protection area are included in the Prescribed Fire Plan
- 3) Technical Reviewer – Review and signature
- 4) Zone or Field Office FMO – Review and signature
- 5) Field Office Manager – Approval and signature
- 6) For mixed ownership plans, the additional agency administrator signatures are required. – Approval and signature
- 7) State Fuels Specialist – Review and signature for plans sent to the State Office
- 8) State FMO – Final review and signature for plans sent to the State Office

Field Offices should plan on up to four weeks for Prescribed Fire Plan review and signature at the State Office level.

Element 19 Smoke Management and Air Quality

Prescribed Fire Information Reporting System (PFIRS) <https://ssl.arb.ca.gov/pfirs/index.php> is an interface between air quality managers, land management agencies, and individuals that conduct prescribed fire in California. It is intended to facilitate communications by providing access to a database containing information on prescribed fire planning, prescribed fire approvals, and emissions information. PFIRS will enable individuals involved in prescribed fire the ability to view this information on a statewide level. Where required by local districts, development of a smoke management plan through PFIRS is required for all BLM prescribed fires. All other prescribed fire projects are encouraged to be input into PFIRS. As a minimum the California air basin/air quality management District Smoke Management Plans should be inserted into Element 19 of the Prescribed Fire Plan. This satisfies the policy requirements identified in the IA RX Fire Guide. Larger prescribed fire projects should participate in the 1300 hrs. burn conference call a minimum of one day prior to burning. Phone in #: 1-888-844-9904 Passcode: 9113085##

Amendments

BLM California Prescribed Burn Plan Amendments will follow the Interagency Prescribed Fire Planning and Implementation Procedures Guide with the following addition:

- Amendments will include:
 - a new cover page with the amendment number identified at the top of the cover page
 - a short narrative on what prescribed fire element is being amended and why
 - a copy of the burn plan page/element that is being amended, showing the changed parameters. If a prescriptive element is being amended, then a new fire behavior calculation run is also required
- Minimum signatures required for amendments are:
 - Agency Administrator
 - Technical Reviewer
 - Zone or Field Office FMO

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Refresher to Maintain Qualifications

All Burn Bosses will be required to complete a refresher every two years to maintain certification. Refreshers will be organized by the State Fuels Specialist and offered via VTC, as a component of other planned meetings, or as needed to ensure practitioners are updated on core topics such as:

- Policy Updates
- Weather and climate expectations and trends
- Smoke management requirements, modeling improvements and techniques
- Interagency issues of importance
- Prescribed fire lessons learned

Implementation Notifications

At least one day prior to implementation of the prescribed fire, the Field Office FMO or Burn Boss will notify the Field Manager, District Duty Officer, State Fuels Specialist, State FMO and State Deputy FMO that the prescribed fire is being planned utilizing the template below. Additional notification requirements may be implemented at the Field Office or District Level and should be identified in Element 9 of the Burn Plan.

Prescribed Burn Notification

The BLM [*FO Name*] Field Office is scheduled to burn tomorrow, [*Enter Date*], pending air quality, resource availability and updated weather forecasts and on site observations.

Project/Burn Plan Name:

On site contact info:

Ignition date:

Legal Location:

Descriptive Location:

County:

Type of burn:

Total acreage/estimated acres per day:

Duration of ignition:

Duration of smoke production:

Estimated direction of smoke travel:

Communities or Smoke Sensitive Areas: