

## 1 Chapter 04

## 2 U.S. Fish &amp; Wildlife Service Program Organization &amp; Responsibilities

3

## 4 Introduction

5 ~~The purpose of the Interagency Standards for Fire and Fire Aviation Operations~~  
6 ~~handbook is to provide program guidance to ensure safe, consistent, efficient~~  
7 ~~and effective fire and aviation operations. This handbook supplements the~~  
8 ~~policies, objectives, and standards for fire management presented in the U.S.~~  
9 ~~Fish and Wildlife Service Manual and the Department of the Interior~~  
10 ~~Departmental Manual. This handbook will be reviewed and updated annually.~~  
11 ~~This document states, references, or supplements policy for the U.S. Fish and~~  
12 ~~Wildlife Service Wildland Fire Management Program. The standards provided~~  
13 ~~in this document are based on current U.S. Department of the Interior and~~  
14 ~~Bureau policy, and are intended to provide fire program guidance. The intent is~~  
15 ~~to ensure safe, consistent, efficient, and effective fire and aviation operations.~~  
16 ~~This document will be reviewed and updated annually.~~

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## 18 Agency Administrator Roles

19 ~~The Secretary of the Interior, through the Directors of the Bureau of Land~~  
20 ~~Management (BLM), Fish and Wildlife Service (FWS), National Park Service~~  
21 ~~(NPS) and the Deputy Commissioner of Indian Affairs (BIA) is responsible for~~  
22 ~~wildland fire management activities of the Department (including such activities~~  
23 ~~when contracted for, in whole or in part, with other agencies or tribes) under the~~  
24 ~~statutes cited in 620-DM 1.1.~~

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## 26 Director

27 The Director of the Fish and Wildlife Service has overall responsibility for the  
28 service wildland fire management program. The Director will ensure that all  
29 regional fire management activities are formally evaluated.

30

## 31 Chief, National Wildlife Refuge System

32 The National Wildlife Refuge System under the Chief provides leadership for  
33 the wildland fire management program. The National Wildlife Refuge System  
34 also formally evaluates all regional fire activities at least every five years. The  
35 Assistant Director is authorized to promulgate and approve the Fire  
36 Management Handbook and other fire related handbooks as needed to provide  
37 guidance.

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## 39 Regional Director

40 ~~The Regional Director is responsible for the wildland fire management program~~  
41 ~~in the region and for designating a qualified Regional Fire Management~~  
42 ~~Coordinator. The Regional Director, through the Regional Fire Management~~  
43 ~~Coordinator, will provide wildland fire management program support to service~~  
44 ~~lands located within their geographic region. The Regional Director will~~  
45 ~~identify and clarify the roles and responsibilities of other Regional Office staff~~  
46 ~~that might provide oversight to the Fire Management Program.~~

The Regional Director is responsible to the Director for fire management programs and activities within their region. The Regional Director will meet the required elements outlined in the Management Performance Requirements for Fire Operations and ensure training is completed to support delegations to line managers and principal acting.

Regional Chief and Refuge Supervisors

Regional Chiefs and Refuge Supervisors are delegated specific leadership responsibilities by the Regional Director. They provide oversight and direction in coordination with the Wildland Fire Management Program for the National Wildlife Refuge System. These responsibilities occur through established lines of authority as assigned by the Regional Director.

Project Leader

The Project Leader is responsible for planning and implementing an effective wildland fire management program on service lands under his/her jurisdiction. The Project Leader, in conjunction with fire management specialists, determines the level of fire management effort required to meet wildland fire management objectives of each unit. The Project Leader will ensure that an approved FMP is prepared for service lands under their jurisdiction. This would include appropriate consultation with staff specialists such as the Regional Historic Preservation Officer or Service Archeologist if appropriate. If the fire management program warrants, the Project Leader will establish a position to function as the Fire Management Officer for the field office. Otherwise, the Project Leader will assign the fire management responsibilities to a staff member as a collateral duty. A staff member, assigned fire management responsibilities as a collateral duty, will meet fire management qualification requirements established by the service. Project Leaders are to ensure that personnel hired in dedicated, fire funded positions are made available for dispatch to off refuge/interagency wildland and prescribed fire management operations. Project Leaders will meet fire management training requirements established by the service for their positions.

The Project Leader is responsible to the Regional Director for the safe and efficient implementation of fire management activities within their unit, including cooperative activities with other agencies or landowners in accordance with delegations of authorities. The Project Leader or principal acting will meet the required element outlined in the Management Performance Requirements for Fire Operations.

Management Performance Requirements for Fire Operations

<u>PERFORMANCE REQUIRED</u>	<u>FWS Director</u>	<u>Regional Director</u>	<u>Project Leader</u>
<u>Take necessary and prudent actions to ensure firefighter and public safety.</u>	<u>X</u>	<u>X</u>	<u>X</u>

PERFORMANCE REQUIRED	FWS Director	Regional Director	Project Leader
Ensure sufficient qualified fire and non-fire personnel are available to support fire operations at a level commensurate with the local and national fire situations.	X	X	X
Ensure Fire Management Officers (FMOs) are fully qualified.	X	X	X
Provide a written Delegation of Authority to FMOs that provides an adequate level of operational authority. Include Multi-Agency Coordinating (MAC) Group authority, as appropriate.	X	X	X
Identify resource management objectives to maintain a current fire management plan (FMP) that identifies an accurate and defensible Normal Year Readiness of funding and personnel.		X	X
Develop protection and use standards and constraints that are in compliance with agency fire policies.		X	X
Ensure use of fire funds is in compliance with Department and Agency policies.	X	X	X
Management teams will meet once a year to review fire and aviation policies, roles, responsibilities, and delegations of authority. Specifically address oversight and management controls, critical safety issues, and high-risk situations such as team transfers of command, periods of multiple fire activity, and Red Flag Warnings.	X	X	X
Review safety policies, procedures, and concerns with field fire and fire-aviation personnel. Discussions should include issues that could compromise safety and effectiveness during the upcoming season.			X
Ensure timely follow-up actions to program reviews, fire preparedness reviews, fire and fire aviation safety reviews, fire critiques, and post-season reviews.	X	X	X
Ensure fire and fire-aviation preparedness reviews are conducted in all unit offices each year.		X	X

PERFORMANCE REQUIRED	FWS Director	Regional Director	Project Leader
Ensure an approved burn plan is followed for each prescribed fire project, including follow-up monitoring and documentation to ensure management objectives are met.		X	X
Meet annually with major cooperators and review interagency agreements to ensure their continued effectiveness and efficiency (may be delegated by Regional Level).		X	X
Ensure that a Wildland Fire Situation Analysis (WFSA) is completed and approved on all fires that escape initial attack.			X
Ensure reviews are conducted on all fires that require a WFSA. Personally attend reviews on Type 1 and Type 2 fires. — (Regional Director may delegate)		X	X
Ensure that a Wildland Fire Implementation Plan (WFIP) is completed and implemented for all fires managed for resource benefits.			X
Provide management oversight by personally visiting wildland and prescribed fires each year.			X
Provide incident management objectives, written delegations of authority, and agency administrator briefings to incident management teams.			X
Monitor the fire situation and provide oversight during periods of critical fire activity/situations of high risk.	X	X	X
Evaluate the need for resource advisors for all fires, and assign as appropriate.			X
Convene and participate in annual pre- and post-season fire meetings.	X	X	X
Attend Fire Management Leadership Course.		X	X
Ensure appropriate investigations are conducted for incidents, entrapments, and serious accidents.	X	X	X

PERFORMANCE REQUIRED	FWS Director	Regional Director	Project Leader	
For all unplanned human caused fires where liability can be determined, ensure trespass actions are initiated to recover cost of suppression activities, land rehabilitation, and damages to the resource and improvements.		X	X	
Certify Wildland Fire Implementation Plan or Wildland Fire Situation Analysis on a daily basis.			X	
Complete Go/No-Go checklist for prescribed fire.			X	
Ensure there is adequate direction in fire management plans to identify fire danger awareness with escalating fire potential.			X	
Ensure compliance with National and Regional Office policy and direction for prescribed fire activities and ensure that periodic reviews and inspections of the prescribed fire program are completed.	X	X	X	
Ensure that the Prescribed Fire Plan has been reviewed and recommended by a qualified technical reviewer who was not involved in the plan preparation.		X	X	
PERFORMANCE REQUIRED	FWS Director	Regional Director	Regional Chief / Refuge Supervisor	Project Leader
Ensures that Fire Management Plans (FMP) reflect the agency commitment to firefighter and public safety, while utilizing the full range of fire management activities available for ecosystem sustainability.	X	X	X	X
Develops fire prevention, fire suppression, and fire use standards that are compliant with agency fire policies.	X	X	X	X

PERFORMANCE REQUIRED	FWS Director	Regional Director	Project Leader
<u>Ensures use of fire funds is in compliance with department and agency policies.</u>	X	X	X
<u>Ensures that all fire management activities are supported by a current FMP and is integrated with an approved Comprehensive Conservation Plan.</u>	X	X	X
<u>Attends the Fire Management Leadership Course. Ensure that personnel delegated fire program responsibilities have completed the Fire Management Leadership Course.</u>			X
<u>Provides a written Delegation of Authority to FMOs that gives them an adequate level of operational authority. If fire management responsibilities are zoned, ensure that all appropriate Agency administrators have signed the delegation.</u>		X	X
<u>Ensures that only trained, certified fire and non-fire personnel are available to support fire operations at the local and national level.</u>	X	X	X

PERFORMANCE REQUIRED			FWS Director	Regional Director	Project Leader
<u>Ensures that master agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current.</u>	X	X	X		X
<u>Personally visits at least one wildland and one prescribed fire each year.</u>					X
<u>Annually convenes and participates in pre-and post season fire meetings.</u>	X	X	X		X
<u>Reviews critical operations and safety policies and procedures with fire and fire aviation personnel.</u>		X	X		X
<u>Ensures timely follow-up to fire management program reviews.</u>	X	X	X		X
<u>Ensures that fire and fire aviation preparedness reviews are conducted annually in all unit offices. Personally participate in at least one review annually.</u>	X	X	X		X
<u>Ensures that investigations are conducted for incidents with potential, entrapments, and serious accidents as per agency policy.</u>	X	X	X		X

PERFORMANCE REQUIRED	FWS Director	Regional Director	Project Leader
<u>Provides a written delegation of authority, WFA, and an Agency Administrator Briefing to Incident Management Teams.</u>			X
<u>Ensures that resource advisors are identified, trained and available for incident assignment. Refer to Resource Advisors Guide for Wildland Fire PMS 313, NFES 1813, Jan 2004.</u>			X
<u>Attends post fire closeout on Type 1 and Type 2 fires. (Attendance may be delegated.)</u>	X	X	X
<u>Ensures that a Wildland Fire Implementation Plans (WFIP) are completed, implemented and updated daily for all fires managed as wildland fire use.</u>	X	X	X
<u>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, as per FWS Fire Trespass Handbook.</u>	X	X	X

PERFORMANCE REQUIRED	FWS Director	Regional Director	Project Leader
<u>Ensures compliance with National and Regional Office policy for prescribed fire activities. Provides periodic reviews of the prescribed fire program.</u>	X	X	X
<u>Ensures that Prescribed Fire Plans are approved and meet agency policies.</u>		X	X
<u>Ensures that the Prescribed Fire Plan has been reviewed and recommended by a qualified technical reviewer who was not involved in the plan preparation.</u>			X
<u>Ensures that a policy has been established for review and signing of the go-no/go checklist.</u>			X
<u>Ensures Unit Safety Program is in place, has a current plan, has an active safety committee, and includes the fire program.</u>	X	X	X
<u>Annually updates and reviews the Agency Administrator's Guide to Critical Incident Management (NFES 1356)</u>	X	X	X
<u>Ensure that current fire and weather information is posted and available for all employees.</u>			X

<sup>1</sup>  
<sup>2</sup> Fire Management Staff Roles

1  
2 National Office  
3 Service Fire Management Coordinator (SFMC)  
4 The Service Fire Management Coordinator is the Chief of the Fire Management  
5 Branch in the National Wildlife Refuge System, and is the Service  
6 representative at the National Interagency Fire Center (NIFC). The SFMC,  
7 through Service Manual 621 FW 1, is delegated authority by the Director to  
8 represent the Service on the National Multi-Agency Coordinating Group (MAC  
9 Group). The SFMC is responsible for implementing the decisions of the MAC  
10 Group as they affect U.S. Fish and Wildlife Service areas. The decisions of the  
11 MAC Group include the prioritizing of incidents nationally and the allocation or  
12 reallocation of firefighting resources to meet national priorities.

13  
14 The Fire Management Branch is responsible for providing technical direction  
15 and coordination of fire management planning, policy development, and  
16 procedures servicewide.

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18 Regional Office  
19 Regional Fire Management Coordinator (RFMC)  
20 The ~~RFMC~~Regional Fire Management Coordinator provides coordination,  
21 training, planning, evaluation, and technical guidance for the region and is  
22 available to provide assistance for intra-agency and interagency wildland fire  
23 management needs. The RFMC will meet qualification requirements  
24 established by the service for the position. The RFMC, through written  
25 delegation by the Regional Director, is delegated authority to represent the  
26 region on the Geographic Multi-Agency Coordinating Group (GMAC Group).  
27 The RFMC is responsible for implementing the decisions of the MAC Group as  
28 they affect U.S. Fish and Wildlife Service areas. The decisions of the GMAC  
29 Group include the prioritizing of incidents and the allocation or reallocation of  
30 firefighting resources to meet wildland fire management priorities.

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32 Refuge  
33 Fire Management Officer (FMO)  
34 ~~Fire Management Officers will be assigned where an individual refuge~~  
35 ~~wildland~~The Fire Management Officer (FMO) is responsible and accountable  
36 for providing leadership for fire management programs at the local level. The FMO determines  
37 program requirements to implement land use decisions through the Fire  
38 Management Plan (FMP) to meet land management objectives. The FMO  
39 negotiates interagency agreements and represents the Agency Administrator on  
40 local interagency fire and fire aviation groups.

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43 An FMO may be assigned to provide wildland fire management support to a  
44 group of refuges (zone or district) when individually each refuge does not  
45 warrant a fulltime FMO. ~~These are dedicated, fire funded positions, and as such~~  
46 ~~are a regional and national resource. The FMO may be called upon to assist in~~

1 ~~both intra-agency and interagency wildland fire management needs. The FMO~~  
 2 ~~will meet~~

3  
 4 Training

5 ~~The qualification standards established or adopted by the Service for the~~  
 6 ~~position identified in the Interagency Fire Program Management Qualification~~  
 7 ~~Standards will be required, in conjunction with specific agency requirements,~~  
 8 ~~when filling vacant fire program positions, and as an aid in developing~~  
 9 ~~Individual Development Plans (IDPs) for employees.~~

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Fire Management Staff Performance Requirements for Fire Operations

PERFORMANCE REQUIRED	Fire Director	RFMC	Zone/District FMO
<del>Maintain safety first as the foundation for all aspects of fire and fire aviation management. Establishes and manages a safe, effective, and efficient fire program.</del>	X	X	X
<del>Ensure completion of a job hazard analysis (JHA) for fire and fire aviation activities so mitigation measures are taken to reduce risk. 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. (Federal Wildland Fire Management Plan 2001)</del>	X	X	X

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PERFORMANCE REQUIRED	Fire Director	RFMC	Zone/District FMO
<u>Ensure work/rest and R&amp;R guidelines are followed during all fire and fire aviation activities. Deviations are approved and documented. Provides the expertise and skills to fully integrate fire and fire aviation management into interdisciplinary planning efforts.</u>	X	X	X
<u>Ensures that only trained and qualified personnel are assigned to fire and fire aviation duties.</u>	X	X	X
<u>Develop, implement, evaluate, and document fire and fire aviation training program to meet current and anticipated needs. Ensures completion of a Job Hazard Analysis (JHA)/Risk Assessment for fire and fire aviation activities so mitigation measures are taken to reduce risk.</u>	X	X	X
<u>Establish an effective process to gather, evaluate, and communicate information to managers, supervisors, and employees. Ensure clear and concise communications are maintained at all levels. Ensures compliance with work/rest guidelines during all fire and fire aviation activities.</u>	X	X	X
<u>Develop and maintain an open line of communication with public and cooperators. Ensures that the fire and fire aviation management employees understand their role, responsibilities, authority, and accountability.</u>	X	X	X
<u>Ensure that the fire and fire aviation management staff understand their role, responsibilities, authority, and accountability. Organizes trains, equips, and directs a qualified work force. Establishes and implements performance review process.</u>	X	X	X

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PERFORMANCE REQUIRED	Fire Director	RFMC	Zone/District FMO
Based on allocated funding level, provide a safe, effective, and efficient fire protection and use program. Develops implements, evaluates, and documents fire and fire aviation training to meet current and anticipated needs.	X	X	X
Organize, train, equip, and direct a qualified work force. An Individual Development Plan must be provided for incumbents who do not meet new standards. Establish qualification review committees. Ensures fire and fire aviation policies are understood, implemented, and coordinated with other agencies as appropriate.	X	X	X
Take appropriate action when performance is exceptional or deficient. Monitors fire suppression activities to recognize when complexity levels exceed program capabilities. Increases managerial and operational resources to meet the need.	X	X	X
Ensure fire and fire aviation policies are understood, followed, and coordinated with other agencies as appropriate. Monitors fire season severity predictions, fire behavior, and fire activity levels. Takes action to ensure safe, efficient, and effective operations.	X	X	X
Monitor to recognize when complexity levels exceed program capabilities. Increase managerial and operational resources to meet the need. Ensures that master agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current.	X	X	X

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PERFORMANCE REQUIRED	Fire Director	RFMC	Zone/District FMO
<u>Initiate, conduct, and/or participate in fire management related reviews and investigations. Develops, maintains and implements current operational plans. (e.g., dispatch, preparedness, prevention).</u>	X	X	X
<u>Provide for and personally participate in periodic site visits to individual incidents and projects. Ensures use of fire funds is in compliance with department and agency policies.</u>	X	X	X
<u>Utilize the incident complexity analysis to ensure the proper level of management is assigned to all incidents. Ensures that fire severity funding is requested, used, and documented in accordance with agency standards (Interagency Standards for Fire and Fire Aviation Operations, Chapter 9).</u>	X	X	X
<u>Review and evaluate performance of the fire management organization and take appropriate actions. Reviews and approves appropriate overtime authorization requests for personnel providing fire suppression coverage during holidays, special events, and abnormal fire conditions.</u>	X	X	X
<u>Ensure incoming personnel and crews are briefed prior to fire and fire aviation assignments. Ensures a process is established to communicate fire info to public, media, and cooperators.</u>	X	X	X
<u>Ensure a Wildland Fire Situation Analysis (WFSA) is completed and retained for all fires that escape initial attack. Annually convenes and participates in pre-and post season fire meetings. Specifically address management controls and critical safety issues.</u>	X	X	X

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PERFORMANCE REQUIRED	Fire Director	RFMC	Zone/District FMO
Monitor fire season severity predictions, fire behavior, and fire activity levels. Take appropriate actions to ensure safe, efficient, and effective operations. Oversees pre-season preparedness review of fire and fire aviation program.	X	X	X
Ensure that adequate resources are available to implement fire management operations. Initiates, conducts, and/or participates in fire program management reviews and investigations.	X	X	X
Provide fire personnel with adequate guidance, training and decision-making authority to ensure timely decisions. Personally participates in periodic site visits to individual incidents and projects.		X	X
Ensure a written, approved burn plan exists for each prescribed fire project. Utilizes the Incident Complexity Analysis appendix F & G to ensure the proper level of management is assigned to all incidents.	X	X	X
Ensure all escaped prescribed fires receive a review at the proper level. Ensures that transfer of command occurs as per appendix D on incidents.	X	X	X
Ensure effective transfer of command of incident management occurs and oversight is in place. Ensures that incoming personnel and crews are briefed prior to fire and fire aviation assignments.	X	X	X

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PERFORMANCE REQUIRED	Fire Director	RFMC	Zone/District FMO
<u>Develop and maintain agreements, annual operating plans, and contracts on an interagency basis to increase effectiveness and efficiencies. Ensures an accurate and defensible Wildland Fire Situation Analysis (WFSA) is completed and updated daily for all fires that escape initial attack.</u>	X	X	X
<u>Provide the expertise and skills to fully integrate fire and fire aviation management into interdisciplinary planning efforts. Ensures that a Wildland Fire Implementation Plan (WFIP) is completed, approved, and certified daily for all fires managed for Wildland Fire Use objectives.</u>	X	X	X
<u>Work with cooperators, groups, and individuals to identify develop and implement processes and procedures for providing fire safe communities within the wildland urban interface.</u>	X	X	X
<u>Develop, maintain, and annually evaluate the FMP to ensure accuracy and validity. 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, as per FWS Fire Trespass Handbook.</u>	X	X	X
<u>Ensure budget requests and allocations reflect Normal Year Readiness in the FMP. Ensures training for fire cause determination and fire trespass.</u>	X	X	X
<u>Develop and maintain current operational plans, e.g., dispatch, pre-attack, prevention. Ensures compliance with National and State Office policy for prescribed fire activities. Provides periodic reviews of the prescribed fire program.</u>	X	X	X

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PERFORMANCE REQUIRED	Fire Director	RFMC	Zone/District FMO	
Ensure that reports and records are properly completed and maintained. Annually updates and reviews the Agency Administrator's Guide to Critical Incident Management. (NFES 1356)	X	X	X	
Ensure fiscal responsibility and accountability in planning and expenditures. 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).	X	X	X	
Assess, identify, and implement program actions that effectively reduce unwanted wildland fire ignitions and mitigate risks to life, property, and resources. Uses current National and Local Mobilization Guides and ensures that national, geographic and local mobilization standards are followed.	X	X	X	
Effectively communicate the "natural role" of wildland fire to internal and external agency audiences. Complies with established property control/management procedures.	X	X	X	
Complete trespass actions when unplanned human-caused fires occur.			X	X
Ensure compliance with National and Regional Office policy and direction for prescribed fire activities and ensure that periodic reviews and inspections of the prescribed fire program are completed.		X	X	X

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- 2 Delegation of Authority
- 3
- 4 Delegation for Regional Fire Management Coordinators (RMFC)
- 5 In order to effectively perform their duties, a RFMC must have certain
- 6 authorities delegated from the Regional Director. This delegation is normally
- 7 placed in the regional office supplement to agency manuals. This delegation of
- 8 authority should include:

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- 1 Serve as the Regional Director's authorized representative on geographic area
- 2 coordination groups, including MAC groups.
- 3 Coordinate and establish priorities on uncommitted fire suppression resources
- 4 during periods of shortages.
- 5 Coordinate logistics and suppression operations regional-wide.
- 6 Relocate agency pre-suppression/suppression resources within the region based
- 7 on relative fire potential/activity.
- 8 Correct unsafe fire suppression activities.
- 9 Direct accelerated, aggressive initial attack when appropriate.
- 10 Enter into agreements to provide for the management, fiscal, and operational
- 11 functions of combined agency operated facilities.
- 12 Suspend prescribed fire activities when warranted.
- 13 Give authorization to hire Emergency Firefighters in accordance with the DOI
- 14 Pay Plan for Emergency Workers.
- 15 Approve emergency fire severity funding expenditures not to exceed the
- 16 agency's annual authority.

17 **Zone/District Fire Management Officer**

18 **In order to effectively perform their duties, the FMO may have certain**  
19 **authorities delegated from the Agency Administrator(s). A sample "Delegation**  
20 **of Authority" can be found in Appendix WFS 01 at the end of this chapter.**  
21

1 ~~APPENDIX FWS-01~~2 ~~Delegation for Zone/District Fire Management Officer~~

3

4 ~~The Fire Management Officer for the Arizona Fire District (including: Buenos~~  
5 ~~Aires NWR, San Bernardino NWR, Leslie Canyon NWR, Imperial NWR,~~  
6 ~~Cibola NWR, Bill Williams NWR, Kofa NWR, Havasu NWR, Alchesay-~~  
7 ~~Williams Creek Fish Hatchery Complex) is delegated authority to act on my~~  
8 ~~behalf for the following duties and actions:~~

9

10 ~~Provide direction, supervision and leadership to District Fire Management Staff~~  
11 ~~outlined in the attached organization chart.~~

12

13 ~~Coordinate with and provide timely and accurate reports to Project Leaders,~~  
14 ~~Deputy Project Leaders, and Appropriate Refuge Managers on all activities of~~  
15 ~~the district and personnel.~~

16

17 ~~Responsible for Fire Budget coordination and oversight to assure the fiscal~~  
18 ~~guidelines are adhered to within the District.~~

19

20 ~~Coordinate all prescribed fire activities for the district including requests and~~  
21 ~~oversight of funding for Hazardous Fuel and WUI projects.~~

22

23 ~~Assure personnel participating in prescribed fire and wildfire operations are~~  
24 ~~fully qualified.~~

25

26 ~~Request and Oversee distribution of Severity and Emergency Pre-suppression~~  
27 ~~Funding for District Fire and Aviation.~~

28

29 ~~Ensure all district incidents are managed in a safe and cost-effective manner.~~

30

31 ~~Oversee the recruitment and hiring of district fire personnel.~~

32

33 ~~Responsible for representing the Arizona Fire District in all matters related to~~  
34 ~~the Wildland/Prescribed Fire Management Program with local cooperators and~~  
35 ~~on the Southeast Zone and Central West Zone Boards.~~

36

37 ~~Coordinate district fire and prevention activities and provide appropriate~~  
38 ~~program direction and guidance.~~

39

40 ~~Provide for management of property records for equipment and supplies~~  
41 ~~purchased with program allocations.~~

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43 ~~Coordinate, proposition, send and order fire and aviation resources in response~~  
44 ~~to current and anticipated district, regional and national fire conditions.~~

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Hire emergency firefighters in accordance with Department of Interior "Pay Plan for Emergency Workers."

Manage Incident Qualification Certification System and certify Incident Qualification Cards within the District.

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Buenos Aires NWR Refuge Manager \_\_\_\_\_ Date

\_\_\_\_\_  
San Bernardino/ \_\_\_\_\_ Date

Leslie Canyon NWR Refuge Manager

\_\_\_\_\_  
Imperial NWR Refuge Manager \_\_\_\_\_ Date

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Cibola NWR Refuge Manager \_\_\_\_\_ Date

\_\_\_\_\_  
Bill Williams River NWR Refuge Manager \_\_\_\_\_ Date

\_\_\_\_\_  
Kofa NWR Refuge Manager \_\_\_\_\_ Date

\_\_\_\_\_  
Havasu NWR Refuge Manager \_\_\_\_\_ Date

\_\_\_\_\_  
Alchesay Williams Creek Complex Manager \_\_\_\_\_ Date

\_\_\_\_\_  
FWS Region 2 Fire Management Coordinator \_\_\_\_\_ Date

\_\_\_\_\_  
Arizona Fire Management District FMO \_\_\_\_\_ Date