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| --- | --- | --- | --- |
| **Location:** |  | **Date:** |  |
| **Respondent:** |  | **Reviewed By:** |  |
| **Key Code: E = Exceeds Standard M = Meets Standard NI = Needs Improvement NR = Not Reviewed** |
| **Description** | **Code** | **Remarks** |
| **Administrative** |
|  | Ensures that the Fire Management Plan (FMP) states the agency commitment to firefighter and public safetywhile utilizing the full range of fire management activities available for ecosystem sustainability .  |  |  |
|  | Reviews and approves wildland fire preparedness and fuels management funding. Ensure use of fire funds is in compliance with Department and Agency policies. |  |  |
|  | Attends the *Fire Management Leadership* Course within two years of appointment to Superintendent*.* Ensures that personnel who may be delegated fire program decision-making responsibilities have completed the *Fire Management Leadership* course within two years of appointment to that position |  |  |
|  | Ensures that all wildfires are documented in Wildland Fire Decision Support System (WFDSS) per Agency standards and that an intial decision is published within 24 hours after the determination that a published decision is needed. Ensures that periodic assessments are completed and any new decisions are certified at the appropriate level.  |  |  |
|  | For all unplanned human-caused fires where liability can be determined, ensures actions are initiated to recover cost of suppression activities, land rehabilitation, damages to the resource and improvements |  |  |
|  | Ensures compliance with departmental and agency policy for prescribed fire, as well as any additional regional office direction.. Ensures an approved burn plan is followed for each prescribed fire project including technical reviews (by someone not involved in the preparation of the burn plan) and Go/No-Go checklists are completed, follow-up monitoring and documentation are conducted in order to ensure that management objectives are being met. |  |  |
| **Leadership** |
|  | Ensures sufficient qualified fire and non-fire personnel are available each year to support fire operations at a level commensurate with the local and national fire situation. Ensures that all training and certification of fire and non-fire personnel is completed as required to support fire operations at the local and national level. |  |  |
|  | Personally visit at least one wildfire and one prescribed fire each year. |  |  |
|  | 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.  |  |  |
|  | Ensures timely follow-up actions to wildland fire program reviews, preparedness reviews, fire and fire aviation safety reviews, fire critiques and post-season reviews. |  |  |
|  | Ensures that investigations are conducted for incidents with potential, entrapments, and serious accidents as per agency policy |  |  |
|  | Annually update and review the *Agency Administrator’s Guide to Critical Incident Management* (PMS 926).Ensures Unit Safety program is in place, has a current plan, and has an active safety committee that includes involvement of the wildland fire program  |  |  |
|  | Ensure that there is adequate direction in fire management plans to identify fire danger awareness with escalating fire potential and that all appropriate staff members have an understanding of this process. |  |  |
|  | Ensures incident responses will be based on a current and approved FMP. |  |  |
| **Coordination** |
|  | Provide a current written Delegation of Authority (DOA) on an annual basis to indivual(s) responsible for fire management activities to ensure an adequate level of operational authority. Reviews all interagency agreements to ensure their continued effectiveness and efficiency annually. |  |  |
|  | Ensures that the NPS is represented in annual meetings with local cooperators and management teams to review fire and aviation policies, responsibilities and delegations of authorities. Specifically address oversight and management controls, critical safety issues and high-risk situations such as team transfer of command, severity funding and appropriation, periods of multiple fire activity, predicted wildfire potential for the year and Red Flag Warnings |  |  |
|  | Convene and participate in annual pre and post-season fire meetings |  |  |
|  | Conduct a pre-season meeting with Wilderness Managers to assess opportunities to restore fire to fire dependent ecosystems, while improving wilderness character. A review of the Minimum Impact Strategies and Tactics (MIST), should be conducted during this meeting. The Minimum Requirement Analysis will guide fire management actions on park lands that are managed under a wilderness prescription (eligible, proposed, recommended, designated). For reference, GIS land status maps should be current for the upcoming season. |  |  |
| **Planning** |
|  | Ensure applicable park resource management objectives are included in Fire Management Plan (FMP). Ensure FMP receives an interdisciplinary annual review and is validated and appropriately updated on an annual basis in advance of the fire season. A comprehensive review of the FMP should be completed every 7 years (RM 18, Chapter 4). Copies of the park’s signed annual FMP Review and Update template (RM-18, Chapter 4, Exhibit 2) or packet, will be sent to the Regional FMO and to the FMPC in Boise.  |  |  |
|  | Ensures that fire personnel are fully qualified in compliance with the “Fire Program Management Qualifications Standards”. |  |  |
|  | Ensures that resource advisors are identified, trained, available, and appropriated assigned to wildland fire incidents.  |  |  |
|  | Ensures that fire and fire aviation preparedness reviews are conducted annually.  |  |  |
|  | Ensures that current fire and weather information is made available for all interested unit employees.  |  |  |