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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 program is funded and managed to provide safe and effective fire management activities. |  |  |
|  | Ensures that the Fire Management Plan (FMP) is current and approved and states the agency commitment to firefighter and public safety while utilizing the full range of fire management activities available for ecosystem sustainability. |  |  |
|  | Ensures Individual Fire Reports (DI-1202s) are completed, signed/approved, and entered into WFMI. |  |  |
|  | 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. |  |  |
|  | Establishes and implements a post incident assignment performance review process for each employee. |  |  |
|  | Develops, implements, evaluates, and documents fire and fire aviation training to meet current and anticipated needs. |  |  |
|  | Ensures fire and fire aviation policies are understood, implemented, and coordinated with other agencies as appropriate. |  |  |
|  | Monitors fire season severity predictions, fire behavior, and fire activity levels. When appropriate, fire severity funding is requested in a timely manner, used, and documented in accordance with agency standards. |  |  |
|  | Ensures that master agreements with cooperators are valid and in compliance with agency policy, and that attached Annual Operating Plans are current. |  |  |
|  | Ensures that the use of fire funds complies with department and agency policies. |  |  |
|  | Reviews and approves appropriate overtime authorization requests for personnel providing fire suppression coverage during holidays, special events, and abnormal fire conditions. |  |  |
|  | 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. |  |  |
|  | Annually updates and reviews the *“Agency Administrator’s Guide to Critical Incident Management.”* (www.nwcg.gov) |  |  |
|  | Complies with established property control/management procedures. |  |  |
|  | Ensures that newly procured fire and aviation vehicles adhere to the NPS Fire and Aviation vehicle identifier standards. |  |  |
| **Planning** |
|  | Ensures that only trained and qualified personnel are assigned to fire and fire aviation duties. |  |  |
|  | Monitors fire management activities to recognize when complexity levels exceed program capabilities. Increases managerial and operational resources to meet the need. |  |  |
|  | Develops, maintains and implements current operational plans. (e.g., dispatch, preparedness, prevention). Ensures that plans are reviewed and updated per NPS policy. |  |  |
|  | Ensures the unit has completed preseason data entry into the WFDSS system. |  |  |
|  | Ensures the utilization of appropriate decision support tools and planning processes is documented for all wildland fire management decisions. |  |  |
|  | 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. |  |  |
|  | Ensures that decision support tool documents are included in the final fire package. |  |  |
|  | Develop and maintain agreements, annual operating plans, and contracts on an interagency basis to increase effectiveness and efficiencies. |  |  |
|  | Ensures that a process is established to communicate fire information to public, media, and cooperators. |  |  |
|  | Ensures that unit has an Emergency Medical Plan for responding to field medical emergencies. The plan will identify: 1. roles and responsibilities
2. any known hazards and related mitigations
3. medical plan identifying available medical resources (air and ground transportation)
4. ecessary coordination between the fire program, dispatch, and service providers
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|  **Communication** |
|  | Ensures that burned acres identified and reported as achieving resource management objectives are identified through an interdisciplinary review process. |  |  |
|  | Utilizes the Risk Complexity Assessment (RCA) to ensure the proper level of management is assigned to all incidents.  |  |  |
|  | Ensures that transfer of command occurs as per agency policy on incidents (Redbook, Chapter 11). |  |  |
|  | Ensures that incoming personnel and crews are briefed prior to fire and fire aviation assignments. |  |  |
|  | Works with cooperators, groups and individuals to develop and implement processes and procedures for providing fire safe communities within the wildland urban interface. |  |  |
|  | 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). |  |  |
|  | Ensures all current National and local mobilization standards are followed. |  |  |
| **Leadership** |
|  | Ensures that the unit safety program is implemented and provides direction for fire and non-fire safety regulations, training and concerns. |  |  |
|  | Ensures compliance with work/rest guidelines during all fire and fire aviation activities. |  |  |
|  | Ensures that fire and fire aviation management employees understand their roles, responsibilities, authority and accountability. |  |  |
|  | Annually convenes and participates in pre-and post- season fire meetings where management controls and critical safety issues are discussed. |  |  |
|  | Oversees pre-season preparedness review of fire and fire aviation program. |  |  |
|  | Initiates, conducts, and/or participates in fire program management reviews and investigations. |  |  |
|  | Personally participates in periodic site visits to outstations, individual incidents, and projects. |  |  |
|  |  Ensures that only trained and qualified personnel are assigned to fire and fire aviation duties |  |  |
| **Training** |
|  | Organize, train, equip, and direct a qualified work force. Establish “red card” certification/qualification process at the local level. Individual Development Plans (IDP) should be developed for all employees.  |  |  |
|  | 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. |  |  |
|  | Develop, implement, evaluate and document fire and fire aviation training to meet current and anticipated needs. |  |  |
|  | Ensures that appropriate unit personnel are trained in fire cause determination and fire trespass.  |  |  |