**Fire Management Officer (2023)**

**Checklist #2**

| **Location:** |  |
| --- | --- |
| **Date:**  MM/DD/YY |  |
| **Respondent:**  First, Last |  |
| **Reviewed by:**  First, Last |  |

**For the National Preparedness Review, you will need to have the following items available for review:**

| **CHECKLIST ITEM #** | **DOCUMENTATION** |
| --- | --- |
| 9 | Risk assessments |
| 17 | Agreements with cooperators annual operating plans |
| 18, 19 | Initial response plans |
| 30 | Published WFDSS decision(s) |
| 36 | SIOF Response Plan |
| 40 | DI-105 (Receipt for Property) |
| 51 | Documents listed |
|  | [*BLM Standards for Fire Training and Workforce Development*](https://www.nifc.gov/sites/default/files/blm/training/Stds_Trng_WFD.pdf) |
|  | [*Interagency Standards for Fire and Fire Aviation Operations*](https://www.nifc.gov/standards/guides/red-book) |

**ASSIGNED PROGRAM RESPONSIBILITY**

***Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed***

| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 1 | Establish and manage a safe, effective, and efficient fire program.  *[RB Ch 2, FMO Table]* |  |  |
| 2 | Ensure the Fire Management Plan (FMP) reflects the agency commitment to firefighter and public safety by establishing a fire organization to meet state/unit workload or national allocations, while utilizing the full range of fire management activities available for ecosystem sustainability. *[RB Ch 2, FMO Table]* |  |  |
| 3 | Ensure individual fire reports are completed, signed/approved, and entered into Interagency Fire Occurrence Reporting Modules (InFORM).  *[RB Ch 2, FMO Table]* |  |  |
| 4 | Ensure only trained and qualified personnel are assigned to fire and fire aviation duties.  *[RB Ch 2, FMO Table]* |  |  |
| 5 | Ensure only trained and qualified fire and non-fire personnel are available to support fire operations at the local and national level.  *[RB Ch 2, FMO Table]* |  |  |
| 6 | Organize, train, equip, and direct a qualified workforce.  *[RB Ch 2, FMO Table]* |  |  |
| 7 | Ensure the fire safety program is implemented according to fire and non-fire safety regulations, training, and concerns.  *[RB Ch 2, FMO Table]* |  |  |
| 8 | Ensure compliance with work/rest guidelines during all fire and fire aviation activities.  *[RB Ch 2, FMO Table]* |  |  |
| 9 | Ensure completion of a risk assessment (RA) for fire and fire aviation activities, and non-fire activities so mitigation measures are taken to reduce risk.  *[RB Ch 2, FMO Table]* |  |  |
| 10 | Ensure fire and fire aviation management employees understand their role, responsibilities, scope of duty, and accountability.  *[RB Ch 2, FMO Table]* |  |  |
| 11 | Establish and implement a post incident assignment performance review process.  *[RB Ch 2, FMO Table]* |  |  |
| 12 | Develop, implement, evaluate, and document fire and fire aviation training to meet current and anticipated needs.  *[RB Ch 2, FMO Table]* |  |  |
| 13 | Ensure fire and fire aviation policies are understood, implemented, and coordinated with other agencies as appropriate.  *[RB Ch 2, FMO Table]* |  |  |
| 14 | Monitor fire suppression activities to recognize when complexity levels exceed program capabilities. Increase managerial and operational resources to meet the need.  *[RB Ch 2, FMO Table]* |  |  |
| 15 | Monitor fire season severity predictions, fire behavior, and fire activity levels. Ensure national fire severity funding and national preposition funding is requested in a timely manner, used, and documented in accordance with agency standards.  *[RB Ch 2, FMO Table]* |  |  |
| 16 | Monitor the expenditure of short-term severity and state discretionary preposition funding.  *[RB Ch 2, FMO Table]* |  |  |
| 17 | Ensure agreements with cooperators are valid and in compliance with agency policy, and that attached operating plans are current.  *[RB Ch 2, FMO Table]* |  |  |
| 18 | Implement current operational plans (e.g., dispatch, preparedness, prevention, draw-down). Ensure that initial response plans reflect agreements and operating plans are reviewed annually prior to fire season.  *[RB Ch 2, FMO Table]* |  |  |
| 19 | Ensure that initial response plans (e.g., run cards, preplanned response) are in place and provide for initial response commensurate with guidance provided in land and resource management plans (L/RMP) and associated FMPs.  *[RB Ch 2, FMO Table]* |  |  |
| 20 | Develop, maintain, and implement restrictions procedures in coordination with cooperators whenever possible.  *[RB Ch 2, FMO Table]* |  |  |
| 21 | Ensure that the use of fire funds complies with department and agency policies.  *[RB Ch 2, FMO Table]* |  |  |
| 22 | Ensure a process is established to communicate fire information to public, media, and cooperators.  *[RB Ch 2, FMO Table]* |  |  |
| 23 | Convene and participate in annual preseason and postseason fire meetings.  *[RB Ch 2, FMO Table]* |  |  |
| 24 | Oversee preseason preparedness review of fire and fire aviation program.  *[RB Ch 2, FMO Table]* |  |  |
| 25 | Initiate, conduct, and/or participate in fire program management reviews and investigations as per chapter 18.  *[RB Ch 2, FMO Table]* |  |  |
| 26 | Participate in periodic site visits to individual incidents and projects.  *[RB Ch 2, FMO Table]* |  |  |
| 27 | Utilize the NWCG Wildland Fire Risk and Complexity Assessment (PMS 236) to ensure the proper level of management is assigned to all incidents.  *[RB Ch 2, FMO Table]* |  |  |
| 28 | Ensure transfer of command on incidents occurs as per chapter 11.  *[RB Ch 2, FMO Table]* |  |  |
| 29 | Ensure incoming personnel and crews are briefed prior to fire and fire aviation assignments.  *[RB Ch 2, FMO Table]* |  |  |
| 30 | Ensure that an accurate and defensible decision is published in the Wildland Fire Decision Support System (WFDSS) for all fires identified as requiring a decision in chapter 11.  *[RB Ch 2, FMO Table]* |  |  |
| 31 | Ensure IMT briefing packages are developed prior to fire season.  *[RB Ch 2, FMO Table]* |  |  |
| 32 | Work with cooperators, groups, and individuals to develop and implement processes and procedures for providing fire safe communities within the wildland urban interface.  *[RB Ch 2, FMO Table]* |  |  |
| 33 | Ensure trespass actions are initiated and documented to recover cost of suppression activities, land rehabilitation, and damages to the resource/improvements for all human-caused fires where liability can be determined.  *[RB Ch 2, FMO Table]* |  |  |
| 34 | Ensure personnel performing fire cause determination and fire trespass are properly trained.  *[RB Ch 2, FMO Table]* |  |  |
| 35 | Ensure compliance with interagency, national, and state office policy for prescribed fire activities. Provide periodic reviews of the prescribed fire program.  *[RB Ch 2, FMO Table]* |  |  |
| 36 | Establish the SIOF Response Plan and update annually.  *[RB Ch 2, FMO Table]* |  |  |
| 37 | Ensure that all fire employees annually review and update their emergency contact information, either in Employee Express or in hardcopy format.  *[RB Ch 2, FMO Table]* |  |  |
| 38 | Ensure fire season severity predictions, weather forecasts, fire behavior predictors, and fire activity levels are monitored and communicated daily (hard copy, web page, email, radio, or fax) to all employees.  *[RB Ch 2, FMO Table]* |  |  |
| 39 | Ensure standards in current national and local mobilization guides are followed.  *[RB Ch 2, FMO Table]* |  |  |
| 40 | Comply with established property control/management procedures.  *[RB Ch 2, FMO Table]* |  |  |
| 41 | There are adequate qualified personnel on the district to maintain full readiness when personnel take fire assignments.  *[Best Management Practice]* |  |  |
| 42 | Adequate number and/or availability of qualified agency administrators to address typical initial and extended attack responsibilities.  *[Best Management Practice]* |  |  |
| 43 | Critical positions are filled with qualified personnel.  *[RB Ch 2]* |  |  |

**LOCAL COOPERATOR ASSISTANCE**

***Key Code: E = Exceeds Standard, M = Meets Standard, NI = Needs Improvement, NR = Not Reviewed***

| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 44 | Local cooperator assistance projects focus on fire management actions in priority areas, including activities to protect firefighter and public safety and conserve at-risk sagebrush-steppe ecosystems.  *[FA IM-2023-002]* |  |  |
| 45 | There is a cooperator assistance funding request in place that projects and tracks all local cooperator training:  *[FA IM-2023-002]* |  |  |
|  | a. Location (BLM District) |  |  |
|  | b. Cooperator trained (RFPA, RFD, etc.) |  |  |
|  | c. Name of wildland fire training course(s) or description of actions |  |  |
|  | d. Estimated number of cooperator personnel trained, participated, etc. |  |  |
|  | e. Estimated cost |  |  |
|  | f. Success stories between BLM and cooperators on fire response, safety, resource protection, etc., is shared with the national cooperator coordinator |  |  |
| 46 | Communications pertaining to local cooperator training and partnerships includes:  *[FA IM-2023-002]* |  |  |
|  | a. Providing training directly to cooperators to facilitate relationship building |  |  |
|  | b. Informing the public and key partners of accomplishments and successful partnerships with local cooperators resulting from the program |  |  |
|  | c. Addresses actions offices undertake before, during and after assistance actions occur |  |  |

**COOPERATIVE FIRE RESPONSE AGREEMENTS**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 47 | A cooperative fire response agreement with any RFPA and local fire department that responds to wildfire incidents on lands under BLM protection is in place.  *[RB Ch 2]* |  |  |
|  | a. Cooperative fire response agreement is with a BLM unit |  |  |
|  | b. Cooperative fire response agreement is administered through a statewide cooperative agreement where BLM is a party |  |  |
| 48 | The following minimum required elements are included in the RFPA/local fire department agreement:  *[RB Ch 2]* |  |  |
|  | a. Personnel are 18 years of age or older |  |  |
|  | b. Have and use PPE as required in Red Book, chapter 7 |  |  |
|  | c. Have a basic level of fire training:  **RFPA Requirement**: S-130 and S-190  **Local Fire Department Recommendation**: S-130, S-190 |  |  |
|  | d. Pre-identified incident communication protocols (e.g., frequency plans, points of contact, interoperable radio hardware) will be established and followed |  |  |
|  | e. ICS will be used to manage all incidents |  |  |

**RADIO USERS (Law Enforcement, Field-going Personnel)**

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| **ITEM** | **DESCRIPTION** | **CODE**  **(E/M/NI/NR)** | **REMARKS** |
| --- | --- | --- | --- |
| 49 | Radio equipment checked/updated annually or as changes occur.  *[MS-1292, Radio Communications Manual]* |  |  |
| 50 | The help desk (REMEDY) system used for reporting/managing radio and radio-related issues.  *[MS-1292, Radio Communications Manual]* |  |  |
| 51 | Repeater location maps and channel/frequency plans are provided upon request.  *[MS-1292, Radio Communications Manual]* |  |  |
| 52 | Radio user training provided at least annually.  *[MS-1292, Radio Communications Manual]* |  |  |
|  | a. Radio training includes use and operation of mobile radios |  |  |
|  | b. Radio trainings includes operation and use of handheld radios |  |  |
|  | c. Radio training includes channel/frequency plans |  |  |
|  | d. Radio training includes user guides |  |  |
| 53 | Knowledge of radio programming (if needed, analog/digital, CTCSS/NAC).  *[RB Ch 15]* |  |  |
| 54 | Frequency authorization and use issues have been explained to the employee.  *[DM 377, MS 1291]* |  |  |
| 55 | Radio user comments |  |  |