

Unit Fire Program Manager Planning Tool:

This tool has been developed as a means to identify developmental criteria which will help to meet Position Competencies identified, and further outlined through the Competency Descriptors, for each position in the *IFPM Qualifications Standards and Guide*.

Introduction:

The purpose of this planning tool is to provide the current employee or an aspiring employee with **suggested** developmental activities to achieve the required competencies for this position. Individual agency requirements, employee's background and personal initiative may dictate alternate developmental activities to achieve these competencies. The suggested developmental activities can be used (a) by the employee and supervisor to customize an Individual Development Plan towards meeting position competency as described in the *IFPM Qualifications Standards and Guide*; and/or (b) to identify the employee's future training and development towards this position as a short or long term goal.

For complete competency details, refer to the Competency Descriptors for each key position in the *IFPM Qualifications Standards and Guide*.

Element	Performance Element Descriptions	Development Elements to Meet Position Competency
Program Management	<ul style="list-style-type: none"> • Develop, implement and evaluate programs in support of mission accomplishments, and implement corrective actions. • Develop, implement and evaluate fire management budgets. • Supervise and develop employees. • Develop and maintain agency/bureau and interagency partnerships. • Identify research needs and apply new technologies. 	<ul style="list-style-type: none"> • Competency in program management at next lower Fire Program Management level (ie AFMO, FOS, Prescribed Fire/Fuels Specialist). • Knowledge of agency financial management systems, project work plans, expenditure/cost tracking, and working knowledge of FPA. • Proficiency with PC and Windows-based software, and working knowledge of fire-related computer applications. • Experience in developing Cooperative Agreements and/or MOUs with cooperators. • Suggested Training: <ul style="list-style-type: none"> ○ M-581 Fire Program Management ○ M-580 Ecosystem Management ○ Supervisory curriculum offered by OPM (1st 40 hr, 2nd 40 hr, and 3rd 40 hr).

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		<ul style="list-style-type: none"> ○ Technical Fire Management or Continuing Education Ecosystem Management curriculum. –or– ○ Natural Resource Degree (Bachelors of Science)
Program Planning	<ul style="list-style-type: none"> ● Initiate and participate in agency and interagency interdisciplinary planning processes. ● Develop plans compliant with environmental laws, regulations and policies. ● Develop plans compliant with agency enabling laws, regulations and policies. ● Prepare and review plans, and/or plan components, and integrate into overall unit and interagency plans including, but not limited to: <ol style="list-style-type: none"> 1. Fire management plans 2. Annual Operating Plans 3. Preparedness fire plans 4. Prescribed fire plans 5. Aviation plans 6. Training Plans 7. Safety plans 8. Prevention plans 9. Pre-attack plans 10. Individual project plans 11. Burned Area Emergency Rehabilitation (BAER) Plans 12. Mobilization plans ● Conduct fuels and prescribed fire planning and analysis. ● Conduct smoke management planning and analysis. 	<ul style="list-style-type: none"> ● Participation on IDT as fire/fuels specialist or Team Leader ● Working knowledge of agency specific NEPA, HFRA, NFP Implementation Plan direction. ● Expert knowledge of unit Fire Management Plan ● Experience with developing or implementing Cooperative Fire Protection Agreements and AOP's (State-wide or local) with other federal agencies, state, and county (including VFD, RFD, and Municipal FD). ● Job experience in writing prescribed fire burn plans (RXBP), and working knowledge of agency specific manual or handbook direction. ● Knowledge and experience of unit Prevention RAM program. ● Job experience as fuels specialist or fuels program management. ● Participation with state-wide or agency specific Smoke Implementation Plan (SIP) or monitoring unit. ● Knowledge of smoke modeling (NFS Puff, SASEM, FOFEM, and SIS) ● Suggested Training: <ul style="list-style-type: none"> ○ RX-410 Smoke Management Techniques ○ NEPA Training (1900-1) ○ S-490 Advanced Wildland Fire Behavior

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		Calculations <ul style="list-style-type: none"> o Fire computer applications training o Rx-510 Applied Fire Effects o Aviation safety, operations, and management training o S-580 Advanced Fire Use Applications
Operations	<ul style="list-style-type: none"> • Implement unit preparedness program to include, but not limited to: <ol style="list-style-type: none"> 1. Detection 2. Readiness 3. Agreements 4. Fire danger/behavior predictions 5. Severity requests 6. Mobilization • Manage wildland fire response program component to include but not limited to: <ol style="list-style-type: none"> 1. Strategy and tactics 2. Incident management 3. Emergency rehabilitation 4. Logistics/support 5. Priority setting and coordination 6. Reporting • Manage prevention programs • Manage fuels and prescribed fire programs including but not limited to: <ol style="list-style-type: none"> 1. Fuels management projects 2. Prescribed fire activities 3. Priority setting coordination 4. Logistics / support 5. Reporting • Monitor and analyze fuels, smoke and fire effects 	<ul style="list-style-type: none"> • Job experience in suppression preparedness planning at next lower Fire Program Manager (ie AFMO). • Manage and supervise initial attack modules such as engines, crews, helitack, prevention, and lookouts. • Knowledge of WIMS, FireFamily Plus, and NFDRS. • Job experience in developing outyear budgets, project work plans, tracking expenditures and cost. • WFSA knowledge and experience to be able to develop and analyze range of appropriate management response. • Knowledge of unit specific standards and guidelines for fire suppression / management direction. • Working knowledge of agency specific manual and handbooks relating to fire suppression and preparedness. • Job experience in fire reports and agency specific reporting process. • Develop ICS qualifications to manage varying complexity of incidents. • IMT experience as Unit Leader / DIVS, or Command and General Staff. • Job experience in managing unit's prevention RAMS program. • Knowledge and experience in providing fire and fuels input to vegetation management projects.

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	<p>data and effectiveness of projects.</p> <ul style="list-style-type: none"> • Manage unit fire aviation programs or operations as appropriate including, but not limited to: <ol style="list-style-type: none"> 1. Tactical application of aircraft 2. Aviation safety management 3. Administration 	<p>Experience in designing fuels treatments to meet management objectives.</p> <ul style="list-style-type: none"> • Job experience in directing fire use implementation as burn boss, prescribed fire manager, or FUMA. • Job experience in developing specifications for mechanical fuels treatments, including contracting and inspection. • Job experience in fuels budgeting, budget development, expenditure tracking, and agency specific accomplishment reporting process (ie MAR targets and/or NFPORS). • Knowledge of fire behavior, effects, and smoke modeling (Fire Management Analyst Plus, FOFEM, FVS...) • Knowledge of monitoring and post-treatment evaluation. • Suggested training: <ul style="list-style-type: none"> ○ L-380 Fireline Leadership ○ L-381 Incident Management ○ S-491 National Fire Danger Rating System ○ I-400 Advanced ICS ○ FI-220 Wildfire Origin and Cause Determination
Safety and Welfare	<ul style="list-style-type: none"> • Conduct wildland and prescribed fire operations in accordance with safety-related laws, policies and guidelines, including: <ol style="list-style-type: none"> 1. Occupational Safety and Health Act 2. Applicable state safety regulations 3. Department and agency policies and guidelines 	<ul style="list-style-type: none"> • Evaluate fire program for leadership, competency, qualifications, and experience of personnel to provide acceptable levels of management oversight during initial attack and extended attack on the unit. • Monitor all initial attack fires that transition into extended attack.

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	<p>4. NWCG guidelines</p> <ul style="list-style-type: none"> • Conduct safety related education programs focusing on: <ol style="list-style-type: none"> 1. Training 2. Certification • Prepare or oversee preparation of hazard, risk, and trend analyses for: <ol style="list-style-type: none"> 1. Wildland fire environment hazards including, but not limited to: <ol style="list-style-type: none"> a. Fuels b. Weather c. Topography 2. Associated hazards including, but not limited to: <ol style="list-style-type: none"> a. Aviation b. Mechanized equipment c. Hazardous materials • Follow up identified hazards and risks with appropriate mitigation actions. 	<ul style="list-style-type: none"> • Working knowledge of agency specific health and safety code handbook. • Ensuring all fire personnel are trained, certified, and prepared for wildland fire operations or prescribed fire implementation. • Inspect equipment and facilities for hazards and unsafe working conditions. • Ensure maintenance is conducted for all equipment and facilities. • Experience in assessing hazards and risks for all projects, and ensuring risk mitigation in place prior to engagement or implementation (IRPG Risk Mitigation, Complexity Analysis, Aviation Risk Assessment...). • Adhere to qualification standards in NWCG 310-1 or FSH 5109.17 for all ICS positions. Participation on unit Redcard Review Committee. • Conduct pre-season critical preparedness training, including Annual Fire Fighter Refresher, workshops for Incident Commanders, helicopter managers, prescribed fire, HazMat awareness, defensive driving, Work Capacity Testing, fire shelter training, First Aid / CPR... etc. • Involvement with instructor cadre for local, geographic, and national level training. • Involvement as Subject Matter Expert for NWCG course revision. • Involvement with pre-season EERA contracts and inspections. • Pre-season preparedness planning, including preparedness inspections. • Coordinate with local, regional, or national safety

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		<p>officers on accident reviews and prevention.</p> <ul style="list-style-type: none"> • Ensure all JHA's are updated each season, and reviewed by personnel. Ensure tailgate safety sessions or 6-minutes for Safety sessions are being conducted. • Ensure Physical Training programs are implemented for all fire personnel, and monitored for health and safety.