

Bureau of Indian Affairs

Wildfire Prevention Program Review Checklist

This is the Bureau of Indian Affairs, Wildfire Prevention Program review Checklist. It is provided as described in the BIA's Wildfire Prevention Handbook, on page fifty. It is used to evaluate unit level prevention programs using standardized evaluation criteria.

The review examines 12 functional areas involved in prevention program delivery.

This page is not a part of the Program Review Checklist.

It uses images of the Program Review Checklist. The images cannot be edited, by design. For those needing assistance in viewing the images, alternate text is provided, that details the contents of each page. It is intended to be printed to paper, and, completed by hand, during the review.

If an editable version of the Program Review Checklist is needed, please contact a regional WUI/Prevention Specialist. The WUI/Prevention Specialists are located as follows:

- Northwest and Pacific Regions are served by the Northwest Regional Office in Portland, Oregon. Phone: (503) 231-6806.
- Midwest and Eastern Regions are served by the Midwest Regional Office in Bloomington, MN. Phone: (612) 965-3745.
- Rocky Mountains and Great Plains Regions are served out of the Rocky Mountains Regional Office in Billings, Montana. Phone: (406) 247-7906.
- Navajo, Western, and Southwest Regions are served out of the Southwest Regional Office in Albuquerque, New Mexico. Phone: (505) 563-3375
- Southern Plains and Eastern Oklahoma Regions are served out of the Oklahoma Fire Center in Oklahoma City, Oklahoma. Phone: (405) 609-8872.

Prevention Program Review Checklist Bureau of Indian Affairs

Introduction

This checklist will be used to review your wildfire prevention program. Components of your wildfire prevention program review will include: prevention program planning, historical fire occurrence trend, and implementation of actions described in your prevention plan.

Review Location

Agency/Tribe:	
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Review Date

This review is expected to take several days and will include a field review of the identified projects.

Your review is scheduled to begin on:	
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Agency and/or Tribal Respondent

At a minimum, your Wildfire Prevention Program Staff person should plan to participate in this review. The greatest benefit will be gained if your FMO, Forest Manager, and Superintendent participate in the review.

Designated Respondent(s) and their Position Title(s):	
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Review Team

Team Leader and Members.	
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Plans & Documentation That Will Be Reviewed

You will need to have all of the following plans and documentation available for this review. Plans that are incomplete or incorporated into other plans or documents should also be made available for review.

Documentation	Comments
Resource Management Plan or Fire Management Plan	
Organization Chart	
Wildfire Occurrence Data	
Wildfire Prevention Plan	
Program Support - Element 1	
Local Unit Burn Permit System – Element 2	
Wildfire Investigation Policies and Procedures – Element 3	
Standard Operating Procedures between law enforcement and fire management – Element 4	
Annual Implementation Calendar	
Prevention Action Accomplishment Reports	
Prevention Program 638 Contract or Annual Funding Agreement (contract or compact tribes only)	
Agency IQCS Qualification printout(s)	
Position Description	
Employee Training and Development Plans for prevention employees	
Required Reference Materials	
Current Version Interagency Standards for Fire and Fire Aviation Operations	
Bureau of Indian Affairs Wildfire Prevention Program Handbook	
90 IAM Chapter 5	

PREVENTION PROGRAM		
Key Code: E = Exceeds M = Meets NI = Needs Improvement NC = Non-Compliant NR = Not Reviewed		
Element/Activity	Code	Remarks
A. Program Performance Indicators		
1. Human-caused wildfire occurrence as reported in the official reporting system is trending downward over the last 5 years.		
2. According to accomplishment reports, at least 80% of the WFPP targets are met on average for the most recent 5 years.		
3. Program staffing is stable.		
B. Facility		
1. Adequate office space and equipment is provided for prevention program.		
2. Adequate vehicle and equipment is provided for prevention program.		

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C. Standard Program Elements		
<p>1. Documented Program Support - Acceptable forms of documentation include any of the following:</p> <ul style="list-style-type: none"> a. a copy of the approval or signature page of the wildland fire management plan; b. a tribal resolution supporting a prevention program; c. a letter from the tribal chief executive supporting the program; d. tribal approval of the wildland fire management plan, where prevention is included; or e. a tribally approved WFPP. 		

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2. Documented Fire Investigation Policies and Procedures –This unit has documented local wildfire investigation policies and procedures, as needed.		
3. Law Enforcement SOP – This unit has a formal Standard Operating Procedure for cooperating with Law Enforcement in wildfire investigations.		
3a. This SOP has been developed collaboratively with and/or shared with all local Law Enforcement Agencies.		
4. Documented Burn Permit System - The permit system adopted identifies the procedures that permittees are required to follow; what may be burned; and any applicable tribal codes and ordinances. The burn permit system covers the established fire season.		
D. Program Documentation and Record Keeping		
1. Prevention program files are organized, complete, and can be readily located.		
2. Upon completion of activities and projects, project files and all shared documentation is combined into a central location.		
3. Accomplishment reports are complete and up to date.		
4. Annual calendar of events has been developed and is up to date.		
5. Program has documentation required in the Accomplishment Reporting Instructions of the current Prevention Handbook to support reported accomplishments.		
E. Agency Administration		
1. Fire prevention staff understands their role, responsibilities, authority, and accountability.		
2. Employee performance elements are relevant to prevention program management.		

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3. Position descriptions for prevention staff are maintained and accurate.		
4. The Agency Administrator has reviewed and concurs with contents of current WFPPs and insures that the designed program is being implemented.		
5. Appropriate delegation of authority has been developed and maintained for fire investigation and prevention teams as needed.		
F. Employee Training & Development		
1. Numbers of qualified staff is adequate for performing work identified in the prevention plan.		
2. Management encourages and supports prevention & investigation training and development of prevention & investigation qualifications at all levels.		
3. Prevention program staff have completed training described in BIA Wildfire Prevention Handbook Chapter 6 for the appropriate level.		
4. Qualifications of prevention program staff are documented in the IQCS database.		
5. Individual Development Plans have been developed for staff.		

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G. Budget and Program Accomplishment		
1. Program funding is utilized appropriately and at least 80% of the staff time is spent accomplishing tasks/actions as described in the prevention plan.		
1a. What is the percentage of activities currently being performed by Prevention funded personnel on other activities? (i.e. suppression, fuels, etc.)		
2. Supplemental funding requests have been received and expended appropriately.		
3. All documentation for supplemental expenditures is available and up to date.		
4. Program makes good use of funding, within policy, and has kept carryover below 2%, averaged over the past five years.		
5. Adequate protocol exists for prevention staff to maintain program budget.		

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5. a. If prevention staff directly maintains program budget, the information flow sufficiently allows for appropriate and efficient local management of fiscal elements and process.		
6. The planned actions are relatively similar to the annual accomplishments. Note and discuss any areas significantly over or under planned accomplishments.		
H. Management Philosophy		
1. An active ignition reduction program is understood and supported by Agency and Tribal management.		
2. The Agency/Tribal Staff has taken steps to increase visibility of the prevention program within the reservation or jurisdictional area.		
I. Collaboration, Coordination and Outreach		
1. The program participates in interagency prevention efforts and outreach to coordinate messages and campaigns.		
2. The program provides timely information to local news media and communities about fire danger levels and fire restrictions.		

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3. Prevention and mitigation efforts with communities also address the complementary effort by fire managers to reduce risk by conducting hazardous fuels reduction in the Wildland Urban Interface, including use of prescribed fire where appropriate.		
4. Effective communications inform partners, affected groups and individuals when wildfires occur on trust lands and about the resulting unwanted impacts.		
5. The Agency and/or Tribe has promoted Home Ignition Zone safety to its local public.		
6. The prevention staff effectively works with cooperators to ensure fire danger ratings are coordinated across jurisdictions.		
J. Wildfire Prevention Program Planning		
1. Wildfire Prevention Plan (WFPP) at this location has a documented strategy to reduce ignitions form the primary cause.		
2. The WFPP is consistent with the Bureau of Indian Affairs Wildfire Prevention Program Handbook requirements and guidelines,		
3. WFPP is tiered to an approved and current FMP, or other Resource Management Plan.		
4. WFPP objectives are consistent with FMP and/or Tribal objectives.		

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5. The WFPP includes an implementable 5/10-year plan that addresses the primary human fire cause(s).		
6. Planning Model risk assessments reflect current conditions and inputs/outputs for alternatives are understood.		
7. The Agency/Tribe has a Restrictions Plan for fire.		
8. The WFPP reflects an interagency collaborative strategy across the landscape to mitigate risks to communities.		
9. The Agency/Tribe has a current Communications Plan for prevention.		
10. The Agency/Tribe has a written Patrol Plan that is current and addresses prevention activities.		
11. The Agency/Tribe has a sign plan to track their sign inventory and locations.		
12. The Agency/Tribe has developed a prevention readiness plan or added prevention needs to the current fire readiness plan.		
K. Program Implementation		
1. An annual review of the WFPP has taken place to ensure the plan is current. Ineffective items/actions have been dropped and/or replaced.		
2. Agency and/or Tribal directives or policies have been developed as needed for the Prevention program. These directives/policies were effectively communicated to field personnel.		
3. The Agency and/or Tribe(s) have utilized Fire Prevention and Education Teams (FPET) and/or fire investigation teams to augment local resources with the desired impact.		

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4. Prevention program evaluations are included in fire readiness reviews conducted at tribal and agency locations.		
5. Severity requests include local prevention activities.		
6. Community actions reflect Community at risk prioritization		
7. An Industrial Fire Precaution program has been developed to address all types of programs within the unit.		
8. An inspection program has been developed to conduct and maintain annual inspections necessary for the fire prevention program.		
9. The Agency/Tribe effectively uses signs to communicate fire danger and burning restrictions.		
L. Wildfire Investigation		
1. The Tribe has adopted the BIA wildland fire investigation policy.		
2. This unit conducts cause and origin investigations of its wildfires on a regular basis.		

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3. Chain of custody for all evidence are recorded and the evidence is in a locked and secure location.		
4. WeTIP has been effectively promoted by the prevention staff to local public		
5. FI-110 is presented annually to all first responders within the unit.		
6. Tribal codes are reviewed and revisions are recommended as necessary to address fire prevention issues.		
7. A Youth Fire Intervention program is established if youth are identified as a significant cause.		