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BUREAU OF INDIAN AFFAIRS
**WILDFIRE PREVENTION
ACCOMPLISHMENT REPORTING
TECHNICAL GUIDE**

BIA WILDFIRE PREVENTION
TECHNICAL GUIDE # 3
Version 3.0

OFFICE OF TRUST SERVICES
DIVISION OF FORESTRY AND WILDLAND FIRE MANAGEMENT
Branch of Wildland Fire Management

FOREWORD

This Bureau of Indian affairs (BIA) Wildfire Prevention Technical Guide provides standards, background, and guidance, for reporting wildland fire prevention accomplishments.

Human activity causes many wildfires on Indian Lands each year. Many of these fires are preventable with better education, engineering, and enforcement actions. Accomplishment reporting provides the data to evaluate program performance and effectiveness. The intended users of this guide are any Tribal or BIA Agency personnel conducting wildfire prevention activities.

This guide is compatible with WPSAPS version 1.1.0.

Contents

I. INTRODUCTION

The 2022, BIA Prevention Handbook (90 IAM Chapter 5-H) requires funded wildfire prevention programs to provide annual accomplishment reports to their assigned Regional WUI/Prevention Specialist.

The reporting format described in 90 IAM 5-H at section 4.3. This section requires accomplishment reporting is done using the Wildfire Prevention Spatial Assessment and Planning Strategies (WPSAPS) software. That software replaces the spreadsheet report with an online reporting function.

Many of the reportable actions have changed, been combined, dropped, or new ones added.

In order for the online reporting function to operate, the Agency or Tribal Wildfire Prevention Plan (WFPP) will need to be established in WPSAPS with a Yearly Action Plan for FY 2022.

II. GENERAL ACCOMPLISHMENT REPORTING GUIDANCE

PURPOSE

The BIA has required annual accomplishment reports since 2009. The data provided by these reports has been used in evaluating individual program delivery, and performance. It has also been used to develop effectiveness coefficients for the various prevention actions, used by WPSAPS.

To ensure the data provided by the accomplishment reports is reliable, complete, and consistent; standards have been developed. These standards were loosely articulated in the BIA Wildfire Prevention Handbook. They are specifically identified in this guide for greater clarity.

ACCOMPLISHMENT REPORTING STANDARDS

Accurate:

Accomplishments must be accurately reported. Activities need to be reported under the proper prevention action using the units prescribed for that action. Accomplishments must be based on real numbers. The reporting units for each prevention action is described in the prevention action descriptions in Chapter III.

Documented:

Accomplishments must be supported by documentation. Documentation is necessary for prevention actions, since there is no other evidence that they really occurred. Having good documentation also ensures improved reporting. The type of documentation required for each prevention action is described in the prevention action descriptions in Chapter III.

Complete:

Accomplishment reports must be complete. All of the activities need to be reported, as conducted for the fiscal year in WPSAPS.

On time:

Accomplishment reports must always be submitted by the deadlines. Reporting by the deadlines allows time for a third-party review to identify reporting errors. Also, reports are representative of the program's success. They are viewed by a variety of administration officials and supervisors and are used to complete program reviews, employee performance evaluations and prevention planning processes.

III.   WPSAPS ACCOMPLISHMENT REPORTING

WPSAPS allows the Management Unit to report their accomplishments online for use at the state, regional, or national level. The accomplishments reported in WPSAPS will also be used to advance research into effectiveness of prevention actions.
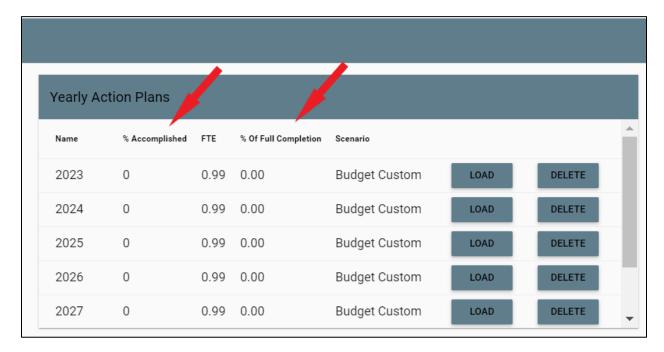
This module is not a prevention planning module. It has no separate set-up feature or planning function. The user might be the planner, program supervisor, or prevention staff.

Accomplishments in WPSAPS are reported using the Yearly Action Plans (YAPs).

> **TIP:** To make the most of this module, there should be a YAP created in WPSAPS for each year the WFPP covers.

To Enter "Accomplishment Reporting" from the dashboard, the user clicks on the icon above "Accomplishments". The screen will look very similar to the YAP screen, with two differences. There are now columns for the percentage of accomplishment and the percentage of actions fully implemented.

% Accomplished: This is the number of prevention actions accomplished divided by the number of prevention actions planned, expressed as a percentage. It includes accomplishments in unplanned and planned prevention actions.

% Of Full Completion: This is the number of units in prevention actions that were accomplished divided by the total number of units in all the prevention actions planned expressed as a percentage. It does not include accomplishments in unplanned prevention actions

Yearly Action Plans

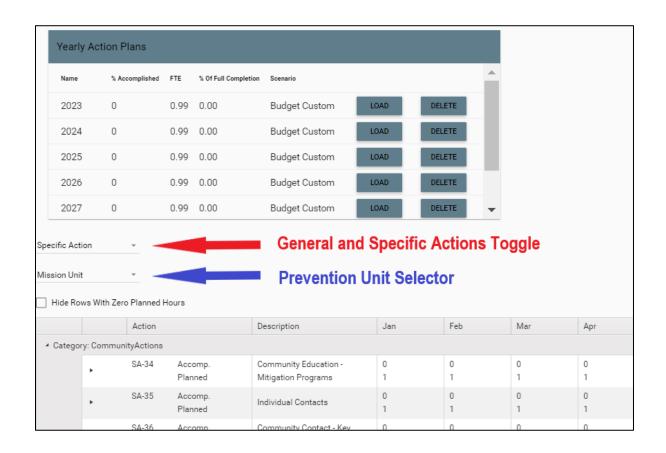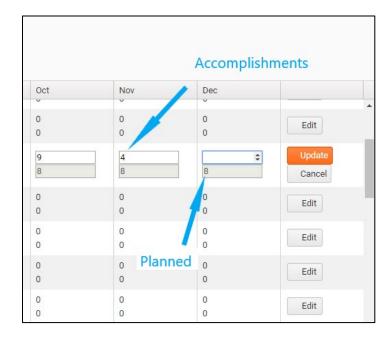| Name	% Accomplished	FTE	% Of Full Completion	Scenario		
2023	0	0.99	0.00	Budget Custom	LOAD	DELETE
2024	0	0.99	0.00	Budget Custom	LOAD	DELETE
2025	0	0.99	0.00	Budget Custom	LOAD	DELETE
2026	0	0.99	0.00	Budget Custom	LOAD	DELETE
2027	0	0.99	0.00	Budget Custom	LOAD	DELETE

ENTERING ACCOMPLISHMENTS

To report an accomplishment in WPSAPS for General or Specific Actions, select and load the "Yearly Action Plan," in the accomplishment reporting module. "General Actions" is the default on the drop-down list located at the far-left side of the screen, just below the selection box for the "Yearly Action Plans". Scroll through the table at the bottom of the screen to locate the accomplishment to be reported. Click on "EDIT", for that row, at the far right, and enter the accomplishment into the appropriate month. To save the accomplishment for that row, select "UPDATE", on the far right. If the accomplishment is associated with a community, see the section on Reporting Accomplishments Associated with Communities.

Working with the Specific Actions is the same as when creating the YAPs. The user selects Specific Actions, then selects the Prevention Unit they want to report in. The remainder of the process is identical to the General Actions. **Note that accomplishments can be entered for any PU, regardless as to whether a given activity was planned for that PU.**

The user will need to remember to toggle through all the Prevention Units when reporting Specific Actions. The toggles are located between the Yearly Action Plans list and the Accomplishment Reporting Tables.

Note: If the user has entered an action by mistake, and they pressed cancel; the action's accomplishments may not return to their previous condition. If an incorrect entry was made into a cell, this entry persists, and the user will need to edit it out by re-setting the value and selecting Update.

TIP: It is recommended that Management Units establish a standard practice of entering accomplishments monthly or quarterly. Delaying accomplishment reporting for longer will reduce reporting accuracy. This usually results in under reported accomplishments, as accomplishments are forgotten or overlooked.

REPORTING ACCOMPLISHMENTS ASSOCIATED WITH COMMUNITIES

To report accomplishments for prevention actions associated with communities, the user will need to first click on Edit at the far right of the prevention action. Then click on the checkbox in the Community column (if not automatically selected by WPSAPS). Next the user will need to click on the small right arrow at the far left of the prevention action. This brings up the Community Actions screen. To report a community level prevention accomplishment, the user will need to have planned the prevention action at the community level in the Scenario created in WPSAPS. If the prevention action was not originally assigned to a community, it should be reported "at large" as described below.

If a prevention action is assigned to communities, accomplishments may be reported "at large" as well as for the assigned communities.

If a community isn't identified on the Community Actions screen, users must report them using "at large" method, unassociated with a community.

If the community was not included in the Risk Assessment, the user will not be able to add it for implementing prevention actions or reporting accomplishments specifically tied to that community. Those prevention actions will need to be covered "At Large".

To report an "At Large" accomplishment, just report the accomplishment as a standard General or Specific Action in the rows above the Community Actions screen.

Once the prevention action accomplishments have been entered, click on update to save the data.

GENERAL INSTRUCTIONS:

- *Report only verifiable accomplishments,* backed up by documentation (unless otherwise specified in these instructions).

- Complete the report electronically, using the WPSAPS Accomplishments reporting module.

- Report accomplishments by the month in which they occurred. If a single accomplishment occurs across several months, report it in the month in which it was *planned.*

- Report only activities occurring on your unit, unless those off-unit activities occurred in your Region, and at a location that will not be reporting.

- Complete the accomplishment reporting by November 15, unless an earlier date is established for your region.

- Use the following activity descriptions to determine the appropriate information to be reported as "Accomplishments" for each activity.

- Call the WUI/Prevention Specialist for assistance in reporting unique events.

- Print and retain a copy of the completed report for local records.

WPSAPS REPORTABLE ACTIVITY INSTRUCTIONS

General Actions Descriptions

The General Actions are those tasks that have potential to impact the overall planning unit. General Actions are categorized into four categories or groups: Education, Engineering, Enforcement, and Administration.

Education Group

GA-1, Sign Plans Developed.

Report the number of sign plans developed for the unit. This is normally just one plan for the Management Unit, ever. If each Prevention Unit has its own sign plan, then more than one plan may be reported. *Do not report* a sign plan for each sign. *Do not repeat this accomplishment in subsequent years,* unless there is a significant revision to the existing plan. **Supporting documentation** is a copy of the plan.

GA-2, Sign Plans Maintained.

Report the number of sign plans maintained for the Management Unit. This is normally just one plan for the Management Unit per year. If each Prevention Unit has its own sign plan, then more than one plan may be reported. **Supporting documentation** is a copy of the plan, and the daily log.

GA-3, Fire Danger Ratings.

Report number of contacts made when fire danger ratings were sent to those maintaining fire danger rating signs. This is not the number of days, but the number of contacts made. **Supporting documentation** is the daily log.

GA-4, Mass Media Contacts.

Report the number of key contacts made with radio mass media outlets. Report each contact only once per year, regardless of the number of times they were contacted in the year. Include phone calls and e-mail contacts. **Supporting documentation** is the daily log, or contacts log.

GA-5, PSAs/Releases Written.

Report the number of wildfire prevention Public Service Announcements (PSA) and news releases that were written. **Supporting documentation** is the daily log, or a copy of the PSA or news release.

GA-6, PSAs/Releases Distributed.

Report the number of wildfire prevention PSAs and news releases that were distributed. Count each location distributed to. If mass emails/faxes or similar distributions are used, count the mass mailing as one single distribution. **Supporting documentation** is the daily log, or contacts log.

GA-7, Television Contacts.

Report the number of appearances made on television. **Supporting documentation** is the daily log, contacts log, or a recording of the appearance.

GA-8, Web Page Design.

Report the number of days spent developing and/or maintaining a wildfire prevention website. **Supporting documentation** is the daily log.

GA-9, Social Media Account Creation

Report the number of social media accounts created specifically for wildfire prevention, for the unit. This is an uncommon activity in Indian Country prevention programs. Social media

accounts are normally created for the overall unit, with prevention programs contributing posts. **Supporting documentation** is a copy the home page, for the social media account.

GA-10, Social Media Postings.

Report the number of social media accounts updated specifically for wildfire prevention. This includes sharing other's posts, reposting, and comments to other's posts concerning fire danger and fire prevention. It is intended to track the amount of social media activity in the prevention program. **Supporting documentation** is a saved screen shot, or other electronic copy of the post, and the daily log.

GA-11, Training in Wildfire Prevention.

Report the number of wildfire prevention and mitigation specific courses provided to fire staff, VFD personnel, and other employees. This may be introductory training or any other training which enhances wildfire prevention. It includes the National Wildfire Coordinating Group's (NWCG) Wildland Fire Observations and Origin Scene Protection for First Responders, FI-110. **Supporting documentation** is the daily log, and training records.

GA-12, Deliver Adult Educational Programs.

Report the number of programs given. These are adult educational programs such: as giving a presentation to a civic club, town council, elder's council, or other group, where a formal presentation is made on fire prevention. **Supporting documentation** is the daily log, or event/activity task records.

GA-13, Prepare Interagency Prevention Campaign Plans.

Report the number of interagency campaign plans prepared. These are formal interagency plans that define duties, responsible parties, and key messages for a large scale event such as: an extended fire season, arson awareness campaign, or a similar long-term event, where interagency partners are involved. This also includes planning and developing a Youth Fire Intervention Program. **Supporting documentation** is a copy of the plan.

GA-14, Implement Interagency Prevention Campaign.

Report the number of days spent implementing interagency prevention campaign plans. This also includes implementing a Youth Fire Intervention Program. Activities accomplished as part of the implementation should also be reported, separately. **Supporting documentation** is the daily log, and event/activity task records.

GA-15, Develop Cause Specific Fire Prevention Campaigns.

Report the number of cause specific campaigns developed. This is the development of a campaign, targeting a specific ignitions source, such as dragging chains, or campfires. **Supporting documentation** is the daily log, event/activity task records, and campaign plan.

GA-16, Implement Cause Specific Fire Prevention Campaigns

Report the number of days spent implementing cause specific fire prevention campaigns. Activities accomplished as part of the implementation should also be reported, separately. **Supporting documentation** is the daily log, or event/activity task records.

GA-17, Participate in Level 1 School Programs.

Report the number of events participated in. These are the complex, multi-day, multi-organization events, such as outdoor classrooms, where several schools bring classes for educational programs, to stations staffed by different organizations. Each organization is usually assigned to a station or path and the students are brought to the station. Although several programs may be given each day, only report the single event. Less commonly, these events can also include train the trainer courses, such as "Project Learning Tree". **Supporting documentation** is the daily log, and event/activity task records.

GA-18, Deliver Children's Educational/ School Program (Level 2).

Report the number of days when a school program was given. These are not merely a character appearance, but an educational presentation. **Supporting documentation** is the daily log, or event/activity task records.

GA-19, Parade Float Construction.

Report the number of wildfire prevention floats, planned and constructed for a parade. This must be a devoted wildfire prevention float, rather than a multiple purpose promotional float. **Supporting documentation** is the daily log, and photos of the float.

GA-20, Parades Participated In.

Report the number of parades participated in. **Supporting documentation** is the daily log, event/activity task records, or news articles.

GA-21, Planning and Staffing a Fire Prevention Booth.

Report the number of days planning and staffing fair-type booths. These are anywhere a booth is staffed. Examples are powwows and festivals, as well as county or state fairs. **Supporting documentation** is the daily log, event/activity task records, or news articles.

GA-22, Conduct Sports Activity.

Report the number of sports events conducted, to increase awareness of fire danger, or for fire prevention. These are not simply events where Smokey makes an appearance, but are more involved, with possible announcements about fire danger, or programs printed with fire prevention messages. This includes major sports, minor league sports, rodeos, and youth sports programs. **Supporting documentation** is the daily log, event/activity task records, news articles, programs, or other promotional materials.

GA-23, Order Fire Education Materials.

Report the number of orders generated for fire prevention educational materials. **Supporting documentation** is the daily log, and copies of the orders.

GA-24, Design prevention printed materials.

Report the number of fliers, posters, pamphlets, and brochures developed. This is printed materials designed, for local distribution with local or customized messages. **Supporting documentation** is the daily log, and copies of the product.

GA-25, Design and Place Exhibits.

Report the number of exhibits designed and placed. Exhibits are normally non-staffed displays with messages about fire prevention that are placed in common areas of buildings such as: agency offices, community centers, business locations or indoor malls. This includes organization, set-up and any necessary monitoring. **Supporting documentation** is the daily log, and photos of the exhibit in place.

GA-26, Conduct Prevention Poster Contest.

Report the number of poster contests where fire prevention is the theme. This also includes similar events such as artwork, poetry, or essay contests, where fire prevention is the theme. **Supporting documentation** is the daily log, the event/activity task records, news articles, and copies of the winning posters.

GA-27, Key Contacts – Individual.

Report the number of key contacts made. These contacts can be any person with influence, ability, or authority to deliver a fire prevention message at the Management Unit level. They might include tribal officials, elders, agency employees, regional employees, state, sub-state, or county officials with influence across a large area. *Report each time a key contact is made, even if the same individual is contacted multiple times.* **Supporting documentation** is the daily log, or contacts log.

GA-28, Public Contact – Groups.

Report the number of groups contacted at the Management Unit level, to discuss fire prevention and services offered. These are "in the field" contacts, rather than programs given. Examples are: Tribal Council, Boy/Girl Scout camps, church camps, resorts, outfitter groups, homeowner associations, Tribal Youth Council, elder groups, other agency personnel, cooperators, outfitters, etc. Includes repeat contacts through the year. **Supporting documentation** is the daily log, or contacts log.

Engineering Group

GA-29, Public Utility Company Coordination.

Report the number of days the program coordinates with companies on wildfire prevention. Coordination can include meetings to discuss power distribution networks, line inspection results, or investigation results. **Supporting documentation** is the daily log, or contacts log.

GA-30, Government Agency & Cooperator Coordination.

Report the number of days coordinating with government agencies and cooperators on wildfire prevention issues*.* This coordination can include meetings to discuss joint prevention programs, events, restrictions, inspections, common messages, etc. This includes tribes, other federal and state organizations, counties, school districts, VFDs, and communities. It can also include separate departments within the same organization. **Supporting documentation** is the daily log or contacts log.

Law Enforcement Group

GA-31, Permitting.

Report the number of permits issued for burning, blasting, welding, and campfires. **Supporting documentation** is a copy of the permit form.

GA-32, Training for Issuing Permits.

Report the number of trainings to employees for issuing burning, blasting, welding, and campfire permits. **Supporting documentation** is the daily log, and a training record,

GA-33, Prepare Fire Restriction/Closure Plans.

Report the number of wildfire restriction and procedure plans prepared. This plan covers public use restrictions and implementation procedures. **Supporting documentation** is a copy of the plan.

GA-34, Update Fire Restriction/Closure Plans.

Report the number of wildfire restriction and procedure plans reviewed and/or updated. This plan covers public use restrictions and implementation procedures. **Supporting documentation** is a copy of the plan.

GA-35, Implement Fire Restriction/Closure Plans

Report the number of times the Restriction/Closure Plan was implemented. This can include implementation at any level and for any length of time. It can also include escalating or de-escalating the level or restrictions. **Supporting documentation** is a copy of any memos or declarations issued.

GA-36, Spark Arrester Training.

Report the number of trainings for personnel to inspect spark arresters. This includes formal training, field-testing, and use of the spark arrester guide. **Supporting documentation** is the daily log, and training records.

GA-37, Review Special Use Permits.

Report the number of permits reviewed for fire prevention language included in the permit. **Supporting documentation** is a copy of the permit.

GA-38, Review Fire Prevention Criteria in Industrial Contracts.

Report the number of industrial operations contracts reviewed to ensure adequate wildfire prevention measures for the activity are included. **Supporting documentation** is a copy of the contract.

GA-39, Develop Fire Prevention Patrol Plan.

Report the number of written wildfire prevention patrol plans developed. There is normally just one plan per planning unit. However, there may also be a plan for each route/Prevention Unit (PU), if the route/PU is sufficiently complex to require a complete plan by itself. The intent is that a person, unfamiliar with the unit, could implement an effective patrol using the plan. **Supporting documentation** is a copy of the plan(s).

GA-40, Update Fire Prevention Patrol Plan.

Report the number of written wildfire prevention patrol plans reviewed and updated. **Supporting documentation** is a copy of the plan(s).

Administration Group

GA-41, Prepare/revise Wildfire Prevention Plan.

Report the number of hours preparing or revising a prevention plan or the number of hours developing smaller unit plans (such as for a community or Prevention Unit). **Supporting documentation** is the daily log, and a copy of the plan.

GA-42. Maintain or Update Fire Prevention Plan.

Report the number of hours reviewing and updating a unit prevention plan. **Supporting documentation** is the daily log, and a copy of the plan.

GA-43, Participate in Prevention Committee Meetings.

Report the number of Fire Prevention committee meetings participated in. While this activity is primarily intended to report participation in state, sub-state, county, or unit level fire prevention committees, and coalitions; it can also be used to report participation in Geographic Area working teams. **Supporting documentation** is the daily log, and meeting minutes.

GA-44, Develop Prevention Preparedness Plans.

Report the number of plans developed (usually this is one plan per Management Unit, ever). These are sometimes called preparedness plans, step-up plans, or readiness plans. This also includes participation in the development of a Fire Danger Operating Plan (FDOP) that includes prevention actions. Plans can also be "stand alone" plans expressly for prevention. **Supporting documentation** is a copy of the plan.

GA-45, Update Prevention Preparedness Plans.

Report the number of plans reviewed, updated or revised (usually this is one plan per Management Unit per year). **Supporting documentation** is a copy of the plan.

GA-46, Develop Communications Plan.

Report the number of wildfire prevention communications plans developed (usually this is one plan per Management Unit). These are plans that provide guidance and structure to the wildfire prevention personnel's public communications efforts. **Supporting documentation** is a copy of the plan.

GA-47, Update Communications Plan.

Report the number of plans reviewed, updated or revised (usually this is one plan per Management Unit per year). **Supporting documentation** is a copy of the plan.

GA-48, Develop Reports

Report the number of wildfire prevention reports written. These include risk assessment reports, success stories, accomplishment reports, or any other formal reports relevant to the prevention program, that are prepared by prevention staff. **Supporting documentation** is a copy of the report.

GA-49 Order Prevention Teams

Report the number of prevention education teams ordered for the year. This can also include ordering additional prevention personnel. **Supporting documentation** is a copy of the orders.

GA-50 Manage Prevention Teams

Report the number of prevention education teams that were managed for the year. This is normally the same number as GA-49. **Supporting documentation** is a copy of the orders, unit logs or journal entries.

Specific Actions Descriptions

Specific Actions are those activities that impact a specific prevention unit. They have limited or no impact on the overall prevention planning unit. They are separated into seven categories or groups.

Patrol Group

SA-1, Fire Prevention Patrol.

Report the number of days when patrol was conducted. This is a patrol for fire prevention, according to the unit fire prevention patrol plan, conducted by prevention personnel. Multiple objectives can be accomplished while on patrol, this includes checking burn permits, contacting residents distributing fire prevention material, making personal contacts, conducting inspections, evaluating fuel conditions, and updating fire danger signs. It is not simply driving around the unit looking for smoke. **Supporting documentation** is the daily log, unit log, or patrol log.

Signs Group

SA-2, Maintaining Signs.

Report the number of times fire prevention signs are maintained. Maintenance includes vegetation control, fresh paint, replacing posters, making repairs, and updating information. **Supporting documentation** is the daily log, and sign plan.

SA-3, Constructing Additional Signs.

Report new signs constructed or replaced. These can be fire danger signs, bulletin boards or informational signs. *Do not report hanging a poster* here. **Supporting documentation** is the daily log, and sign plan.

SA-4, Sign Inspection, No Action.

Report the number of sign inspections conducted, where no action was required. Do not report simply driving by a sign as a sign inspection. An inspection involves actually getting out of the vehicle and assessing the condition of the sign. **Supporting documentation** is the daily log, and sign plan.

SA-5, Billboard Contracting and Design.

Report the number of billboards designed, and contracted, to display a wildfire prevention message. These are the large highway billboards, not bulletin boards. **Supporting documentation** is the daily log and a photo of the billboard.

SA-6, Electronic Sign Agreements.

Report the number of electronic sign agreements entered into to display a wildfire prevention message. These can be agreements with casinos, banks, and other enterprises. It would also include indoor advertising television screens at restaurants, doctor's offices, and similar venues. Additionally, this includes a message in the movie theater trailers. Electronic billboard agreements should be reported under SA-5, Billboard Contracting and Design. **Supporting documentation** is the daily log, the agreement, and a photo of the electronic sign with a prevention message.

SA-7, Electronic sign message updates.

Report the number of times each electronic sign was updated with a new, or revised message. Do not report changes to spelling, wording, background image, or grammar. Report only changes that substantively change the message or its meaning. **Supporting documentation** is the daily log, and a photo of the electronic sign with a new prevention message.

Law Enforcement Group

SA-8, Issuing Warnings and Citations.

Report only citations or warnings issued by prevention personnel, or at the request of prevention personnel, for violations of burning laws or regulations. This is not common in Indian Country. **Supporting documentation** is the daily log and a copy of the citation/warning.

SA-9,   Appearing in Court.

Report the number of court appearances made by prevention personnel in an official capacity related to fire law violations, either as a witness, or plaintiff. Appearances can be in any legitimate court, including Tribal court. Also report assisting the prosecution, solicitor or trespass officer with court preparations. *Do not include appearances* as a juror, alternate, or interested witness to the proceedings. **Supporting documentation** is the daily log, and a copy of any summons or subpoena.

SA-10, Initial Fire Investigations.

Report the number of origin and cause determinations performed by wildfire prevention staff. Include initial fire investigations conducted by any others at this unit. **Supporting documentation** is the daily log, and a copy of the Wildfire Investigation Field Report.

SA-11, Fire Investigation.

Report the number of origin and cause determinations, with written reports, trespass and/or court room prep, performed by wildfire prevention staff. Include fire investigations conducted by others at this unit. **Supporting documentation** is the daily log, and a copy of the investigation report.

SA-12, Tip program promotion.

Report the number of hours promoting the tip program.   This includes development of written materials, and distribution of those materials. **Supporting documentation** is the daily log, and a copy of any written materials.

SA-13 Order Additional Investigation Resources

Report the number of orders placed for additional fire investigators and similar resources to improve law enforcement efforts related to wildland fire. Supporting documentation is a copy of the resource orders.

Hazards Group

SA-14, Annual WUI//Non-WUI Fuels Management Coordination.

Report the annual meeting with the fuels program, to coordinate efforts between fuels and wildfire prevention programs, to discuss WUI/Non-WUI issues, and incorporate fuels project plans into wildfire prevention mitigation strategies. **Supporting documentation** is the daily log.

SA-15, Fuel Reduction Site Evaluation.

Report the number of sites evaluated for hazard reduction. **Supporting documentation** is the daily log, and the activity/task record.

Public Contact Group

SA-16, Establish/Maintain Key Person Contacts

Report the number of key contacts made. These contacts can be any person with influence, ability, or authority, to deliver a fire prevention message at the Prevention Unit level. They might include tribal officials, elders, agency employees, regional employees, state, sub-state or county officials, with influence across the Prevention Unit. *Report each time a key contact is made, even if the same individual is contacted multiple times.* **Supporting documentation** is the daily log, or contacts log.

SA-17, Public Contact – Groups.

Report the number of groups contacted at the Prevention Unit level, to discuss fire prevention, and services offered. These are normally "in the field" contacts, rather than programs given. Examples are Tribal Council, Boy/Girl Scout camps, church camps, resorts, outfitter groups, homeowner associations, Tribal Youth Council, elder groups, other agency personnel, cooperators, outfitters, etc. Include repeat contacts through the year. **Supporting documentation** is the daily log, or contacts log.

Inspections Group

SA-18, Electronic Site Inspections.

Report the number of electronic sites inspected. These include radio, TV, cellular telephone towers, microwave transmitters, substations, two-way radio repeater facilities, or other similar sites. **Supporting documentation** is the daily log, and inspection record.

SA-19, Residence.

Report the number of residences inspected. Report only inspections conducted for the purpose of reducing risk from wildfires. **Also, report follow-up** inspections here. **Supporting documentation** is the daily log, and inspection records.

SA-20, Power lines Inspections.

Report the number of miles of power line inspected. Report only miles inspected on, immediately adjacent to, or within ½ mile of trust and restricted title lands. **Supporting documentation** is the daily log, and inspection records.

SA-21, Railroad track Inspections.

Report the number of miles of railroad tracks and right-of-way inspected. Report only miles inspected on, immediately adjacent to, or within ½ mile of trust and restricted title lands. **Supporting documentation** is the daily log, and inspection records.

SA-22, Admin Sites/ Resorts/Camps/Fair/Pow Wow/Rodeo Grounds/ Horse Tracks: Initial.

Report the number of inspections at administrative sites, resorts, camps, fair grounds, pow wow grounds, rodeo grounds, horse tracks, and similar sites, to identify wildfire prevention measures needed before a large event or activity occurs. **Supporting documentation** is the daily log, and inspection record.

SA-23, Admin Sites/ Resorts/Camps/Fair/Pow Wow/Rodeo Grounds/ Horse Tracks: Follow-up Inspections.

Report the number of follow-up inspections at administrative sites, resorts, camps, fair grounds, pow wow grounds, rodeo grounds, horse tracks to identify wildfire prevention measures needed before a large event or activity occurs. **Supporting documentation** is the daily log, and inspection records.

SA-24, Other Site Inspections.

Report the number of "other sites" inspected for wildfire prevention. Examples of these sites include cultural areas, ceremonial sites, historic areas, temporary sites used by transient workers, movie sets, scouting events, and other activities. **Supporting documentation** is the daily log, and inspection records.

SA-25, Improved Campgrounds Inspections.

Report the number of improved campgrounds inspected. Improved campgrounds have electric connections, parking pads, picnic tables, and other facilities. Report only inspections conducted of the entire campground, for the purpose of reducing risk from wildfires. Do not report each individual campsite inspection, but only inspections of the overall campground. **Supporting documentation** is the daily log and inspection record.

SA-26, Unimproved Campgrounds Unit Inspections.

Report the number of unimproved campsites inspected. Unimproved campgrounds can be anything from hunting camps, to organized camp sites. These inspections should be limited to campgrounds on trust and restricted title lands. What makes them "unimproved" is the

lack of facilities such as restrooms, electric connections, etc. Report inspections of individual sites conducted, for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log, and inspection record.

SA-27, Special Area Risk Inspections/ Analysis.

Report the number of special risk inspections and analyses conducted. These inspections should be limited to trust and restricted title lands. They may include shorelines along rivers with heavy rafting use, RV parking areas, off road vehicle routes that are heavily used, or areas that are part of an event. They may require a more complex evaluation, and problem analysis. **Supporting documentation** is in the daily log, inspection records, summary reports or mitigation plans.

SA-28, Industrial Contract/Permit Inspections.

Report the number of contracts, permits, and leases inspected. This includes all inspections done of contracts, permits, leases, etc. Consider oil and gas well production, timber sales, mining, road construction, power line construction, maintenance contracts etc. These inspections should be limited to trust and restricted title lands. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log, and inspection record.

SA-29, Industrial Site Inspection.

Report the number of inspections of industrial sites, on trust and restricted title lands, for wildfire safety compliance. (Fixed sites such as: oil wells, wood yards, mining operations, etc.). Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log, and inspection record.

SA-30, Dumps Inspections.

Report the number of dump sites inspected. These inspections should be limited to sites on trust and restricted title lands. Dump sites can be legal, or illegal. "Green box" sites are also reported here. Report only inspections conducted for the purpose of reducing risk from wildfires. **Supporting documentation** is the daily log, and inspection record.

SA-31, Spark Arrestor Inspections.

Report the number of spark arrestors inspected. These inspections should be limited to equipment being operated on trust and restricted title lands. Include off highway vehicles, chainsaws, generators, etc., that are not part of a timber sale or industrial operation. **Supporting documentation** is in the daily log, contact log, and inspection record.

SA-32, Burning permits Inspections.

Report the number of burn permit sites inspected. These inspections should be limited to trust and restricted title lands. **Supporting documentation** is in the daily log, and burn permit.

SA-33, Target Range Inspections.

Report the number of target ranges inspected. These could be designated formal ranges or informal, unregulated ranges. These inspections should be limited to trust and restricted title lands. **Supporting documentation** is the daily log, or inspection records.

Community Actions Group

SA-34, Community Education Mitigation Programs.

Report the number of wildfire mitigation/prevention education programs in specific communities. These are normally adult educational programs such as giving a presentation to a civic club, town council, elder's council, or other group, where a formal presentation is made on fire prevention. These may also include the number of community interagency programs prevention staff are actively participating in. Do not report an activity here if it was reported in the General Actions under GA-12, GA-14 or GA 16. **Supporting documentation** is the daily log, and event/activity task record.

SA-35, Individual Contacts.

Report the number of people contacted. These are casual contacts, made in the course of doing daily work such as patrol, where fire prevention was discussed. These are not key contact persons. Report an estimate of the contacts made at fairs, and other festivals under this accomplishment; however, do not report everyone attending the event. **Supporting documentation** is the daily log or a contact log.

SA-36 Community Contact: Key Person.

Report the number of key contacts made. These contacts can be any person with influence, ability, or authority to deliver a fire prevention message, at the community level. They might include tribal officials, elders, agency employees, and community officials, with influence across a community. Report Community Key Contacts only if they are not previously reported in General, or Specific Actions. *Report each time a key contact is made, even if the same individual is contacted multiple times.* **Supporting documentation** is the daily log, or contacts log.

SA-37, Community Contact: Groups.

Report the number of groups contacted, at a community level to discuss fire prevention and services offered. These are normally "in the field" contacts, rather than programs given. Examples are Tribal Council, Boy/Girl Scout camps, church camps, resorts, outfitter groups,

homeowner associations, Tribal Youth Council, elder groups, other agency personnel, cooperators, outfitters, etc. Report Community Group Contacts only if they are not previously reported in General, or Specific Actions. Include repeat contacts through the year. **Supporting documentation** is the daily log, or contacts log.

SA-38, Community Risk Assessment: Field Surveys and Site Visits.

Report the number of community risk assessments completed. These are usually completed once per planning cycle, not annually. **Supporting documentation** is the daily log, and a copy of the assessment form.

SA-39, Wildfire Threat Notification/Procedures.

Report the number of times where the prevention program provides wildfire threat notifications to each community. Do not report an activity here, if it was reported in the General Actions under GA-3. **Supporting documentation** is the daily log, or contacts log.

SA-40, Rural Fire Department Assistance

Report the number of fire departments, the wildfire prevention program provides assistance to. This assistance does not include staffing the department for suppression/dispatch (except as a wildfire investigator). It includes providing assistance with grants, providing specialized assistance/coordination on wildfire investigations, or similar prevention efforts where the RFD is the lead agency. It does not include training. **Supporting documentation** is the daily log, and any products produced (such as investigation reports, or grant packages completed).

SA-41, Community Wildfire Protection Plans (CWPP).

Report the number of plans prepared. Community Wildfire Protection Plans (CWPPs) are not common in Indian Country. Report only those assists where the BIA/Tribe had a significant role in the development of the plan. **Supporting documentation** is a copy of the plan.

SA-42, CWPP: Community Involvement.

Report the number of communities where efforts were made, to reach out to the community, for input and collaboration in the development of their Community Wildfire Protection Plan. Do not include accomplishments reported elsewhere (public education, etc.). **Supporting documentation** is in the daily log, contacts log sign-in sheets, or minutes.

SA-43 Conduct Character Appearance

Report the number of events where a costumed character was used to promote wildfire prevention. These appearances are where no other educational effort is made. Examples are

appearances at festivals, powwows, sporting events, and open houses. **Supporting documentation** is the daily log, photos, and event/activity task record.