

4. ROLES, FUNDING AND REVIEW

4.1 NPS ORGANIZATIONAL STRUCTURE, ROLES, AND RESPONSIBILITIES

The Organizational Chart for the Point Reyes National Seashore Division of Fire Management outlines the current structure for this division (See Figure 7).

The overall fire program responsibility rests with the Fire Management Officer (FMO). This position reports to the Superintendent, who retains ultimate responsibility for all Park programs. The FMO supervises the daily operations and reports directly to the Superintendent. The Fire Ecologist plays a key role in the overall fire management program by overseeing long-term fire ecology planning for the Seashore and fire ecology strategies for the Bay Area Network. The Fire Information, Education and Prevention Specialist resides in the Division of Interpretation to better service the Bay Area Network. The Fire Planner primarily serves PRNS and GGNRA, providing compliance guidance and documentation for fire-related projects. Both the Fire Ecologist and Fire Planner report to the Supervisory Plant Ecologist at PRNS in the Division of Resource Management. Refer to the Organizational Chart for additional fire management positions for PRNS.

4.1.1 Park Superintendent

1. Ensures safe implementation of wildland fire management program at PRNS.
2. Ensures program supports Service-wide initiatives.
3. Approves wildland fire management plan and updates, interagency agreements and operating plans, delegations of authority, prescribed burn plans, and management of wildland fire incidents, through daily updates of the WFSA.
4. Ensures compliance of Section 106 of NHPA, Organic Act and other relevant laws and policy.

4.1.2. Fire Management Officer

1. Develops and updates PRNS fire management plans, including annual appendix updates.
2. Ensures PRNS has the capability and skills to safely implement wildland fire programs as identified in the fire management plan.
3. Monitors fire danger and recommends fire restrictions in concert with neighboring agencies.
4. Perform administrative duties, i.e., approving work hours, completing fire reports for command period, maintaining property accountability, providing or obtaining medical treatment and evaluating performance of subordinates
5. Monitors actions taken on wildland fires, and ensures proper and adequate documentation.

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6. Approves DI-1202 (Individual Fire Report) and ensures they are properly prepared and submitted to WFMI.
7. Initiates taskbooks for wildland fire positions and certifies completion.
8. Formulates and directs the budget accountability program for preparedness, hazard fuels operations, emergency fire accounts and approves all FirePro expenditures.
9. Prepares WFSAs as needed.
10. Reviews prescribed fire burns plans.
11. Reviews procedures for off-unit dispatches of park personnel.
12. Sets goals and objectives for the wildland fire program, including staff supervision.
13. Coordinates with the GGNRA FMO and PINN staff on fire management actions and

issues.

14. Establishes liaisons with cooperating agencies, and coordinates and maintains cooperative agreements.

4.1.3 Fire Program Planner

1. Research and prepare NEPA documentation for fire management program projects, participate in planning meetings and site visits, input projects into PEPC, ensure compliance of fire management projects with the respective FMP NEPA documentation, and shepherds projects through the review and approval process.
2. Conducts consultations with the regulators for the Endangered Species Act, submits required documentation for approvals required by the Clean Water Act, Coastal Zone Management Act, etc.
3. Oversees the annual review process for the Fire Management Plan and the update of the five year fuels treatment plan.
4. Prepares documentation necessary for federal regulatory compliance for entities receiving federal funding through the National Fire Plan.
5. Represent NPS at FireSafe Council meetings.
6. Review and comment or prepare documentation for others in the San Francisco Bay Network and regional office.
7. COR for contracts for studies and surveys supporting compliance assessments.

4.1.4 Fuels/Prescribed Fire Specialist

1. Prepares prescribed burn plans and fuel reduction plans and inputs information to PEPC for units in the SF Bay Area Network.
2. Provides input into five-year fuels treatment plans for SF Bay Area Network.
3. Implements prescribed burns as Burn Boss.
4. Coordinates prescribed fire and mechanical hazardous fuels reduction operations for the Bay Area Parks Network.
5. Serves as Incident Commander on wildland fires
6. Manages National Fire Plan Operating and Reporting System (NFPORS) data entries for all Bay Area Parks
7. Serves as acting FMO as needed.
8. Coordinates, prioritizes and schedules the work of the Bay Area Network Hazardous Fuels Reduction Crew within the SF Bay Area Network and elsewhere as requested.

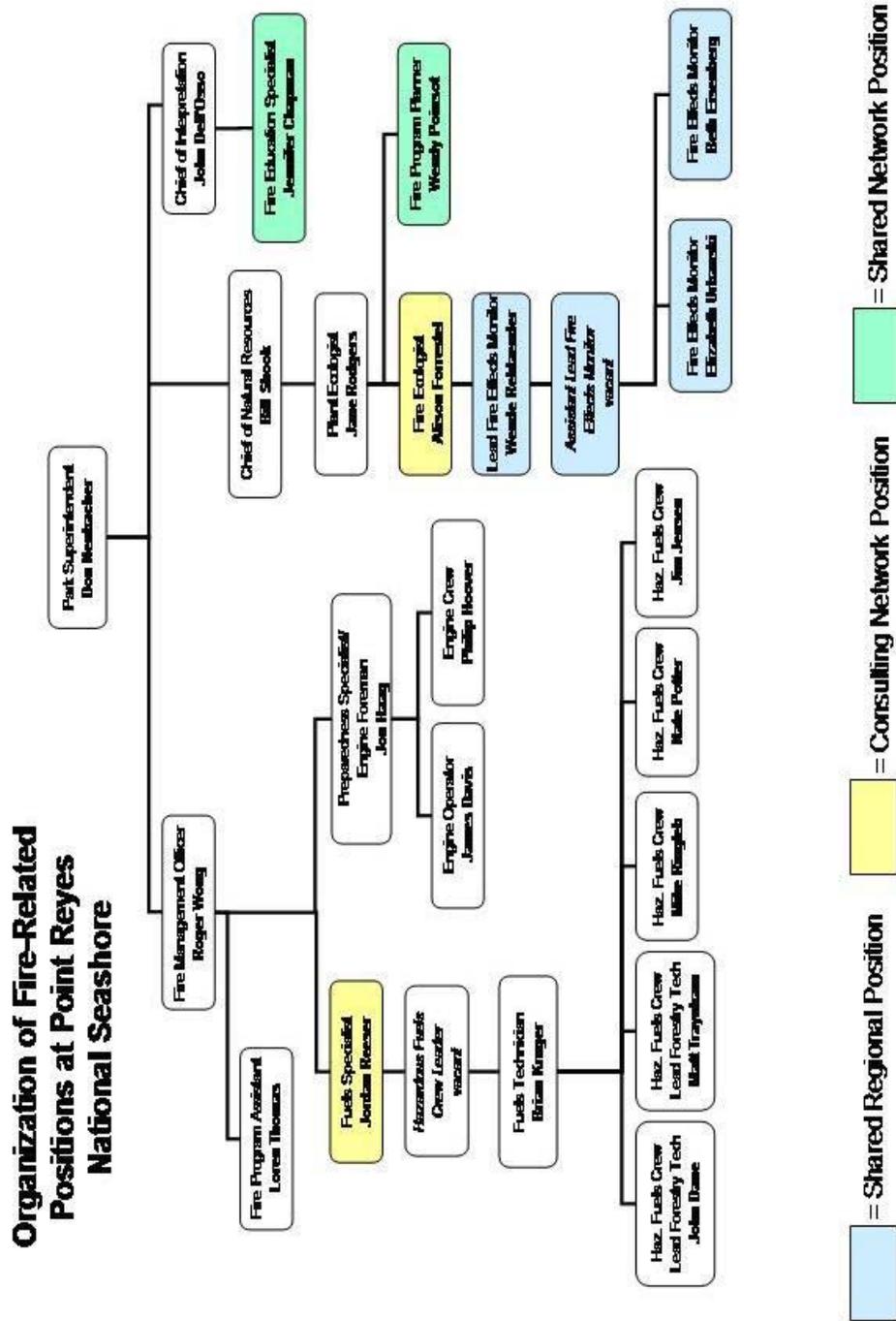
4.1.5 Engine Foreman

1. Ensures personnel and equipment readiness and capability for safe initial response.
2. Ensures 2-Type 6 engines are maintained in a state of readiness.
3. Participates in annual refresher training.
4. Leads PRNS fire crews in daily readiness activities, including fire safety briefings.
5. Supervises temporary fire technicians.
6. Implements signing and fire prevention activities.
7. Issues task books for Firefighter Type 1 and 2 and Engine Operator positions.

4.1.6 Fuels Technician (Fuels Crew)

1. Ensures Fuels Crew personnel and equipment readiness and capability for safe project work.
2. Leads Fuels Crew in conducting mechanical fuels reduction and prescribed burning projects.
3. Prepares prescribed burn plan components as requested.
4. Leads Fuels Crew in daily readiness activities, including fire safety briefings.
5. Determines prescribed burn unit preparation needs.
6. Leads Hazardous Fuels Crew personnel in safety sessions.

FIGURE 7 -- FIRE PROGRAM ORG CHART



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4.1.7 Engine Operator

1. Acts as assistant to the Engine Foreman.
2. Oversees fire cache inventory
3. Prepares prescribed burn plan components as requested.
4. Involved in all aspects of wildland fire suppression.
5. Implements signing and fire prevention activities.

4.1.8 Fire Program Management Assistant

1. Serves as payroll, personnel, and travel administrator for PRNS fire program.
2. Maintains payroll, procurement, inventory, travel and other records as needed.
3. Ensures accurate fire reports are entered into SACS, DI-1202 are signed and filed.
4. Maintains/updates employee fire qualifications records for PRNS.
5. Updates list of employee fire qualifications in IQCS.
6. Maintains and updates fire program budget and tracks expenditures in AFS3.
7. Initiates and updates Fire Code incident tracking system.

4.1.9 Fire Education and Information Specialist

1. Responsible for the development, coordination, and dissemination of internal and external communication of fire management program activities in the Bay Area Network.
2. Works with community stakeholders and various local, state, and federal agencies to provide fire education and information for the Bay Area Parks and surrounding communities.
3. Supports Fire Management program activities at the regional and national levels through fire education and information.
4. Responsible for developing and managing partnerships and projects which expand fire education capacity in the Bay Area Network.
5. Serves as Public Information Officer for prescribed fire and wildland fire in the Bay Area Parks.
6. Serves as an interdisciplinary team member to integrate fire management, resource protection, and public education.

4.1.10 Fire Ecologist

1. Manages and analyzes fire effects data.
2. Manages and refines monitoring program including the communication of measurable objectives, monitoring schedules, protocols and data analysis procedures. Writes the fire monitoring plan.

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3. Hires, trains, and supervises fire effects monitors.
4. Assist with writing prescribed fire objectives and prescriptions for burning.
5. Provides expertise on the role of fire in ecosystems and advice on how fire can be used to accomplish management objectives.
6. Oversees long-term fire ecology planning for the Seashore and other parks in the Bay Area Network.
7. Identifies research needs, solicits researchers, writes proposals, and applies for funding for research projects.
8. Serves as a liaison between fire managers and resource management at host and cluster parks.
9. Contributes to and reviews compliance and other management documents.

4.1.11 Lead Fire Effects Monitor

1. Leads the California Mediterranean Coast and San Francisco Bay Region fire effects monitoring program (PRNS, PINN, GGNRA, SAMO, CHIS, JOTR).
2. Collects scientific data on vegetation monitoring plots in order to determine the effectiveness in meeting prescribed fire objectives.
3. Hires, trains and supervises fire effects monitors.
4. Identifies plants to the species level in a variety of ecosystems.
5. Monitors fire weather and fire behavior during prescribed burns.
6. Manages fire effects database and ensures quality control.
7. Sets monitoring schedule and communicates schedule with host parks.
8. Collaborates with fire ecologist on planning and annual reporting documents.

4.1.12 Fire Effects Crew Members (biological Science technicians)

1. Collect vegetation and fire effects monitoring data on monitoring plots.
2. Identify plants to the species level in a variety of ecosystems.
3. Enter data into databases.
4. Participate in wildland and prescribed fire operations.

4.2 FUNDING.

The Fire Management Program Center (FMPC), National Interagency Fire Center, will issue an annual budget structure and allocation report to PRNS. Allocated amounts will be entered in the Federal Finance System (FFS) at the allocation (ALCT) level by the FMPC for the following activities: Preparedness, Burned Area Rehabilitation, Hazardous Fuels Reduction, Wildland Urban Interface, and Rural Fire Assistance. PRNS will stay within the line item spending authority for each activity until additional funding is requested and approved.

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The WASO Budget Office covers Emergency Suppression, Wildland Fire Use and Emergency Stabilization obligations and expenditures at the regional allotment (ALOT) level at year-end. Expenditures in the Emergency Suppression and the Burned Area Rehabilitation Activities are tracked through unique project accounts using the Fire Code guidelines.

The Fire Program Analysis System (FPA) will replace the existing NPS FIREPRO planning and budgeting program in the next few years. FPA will also replace the fire planning and budgeting systems in use by four other federal land management agencies.

4.3 INTERAGENCY COOPERATION AND CONTACTS

TABLE 6 – CONTACTS			
INTRA-AGENCY CONTACTS			
Golden Gate NRA	FMO Alex Naar	415-331-6374	[email address]
Pinnacles NM	Superintendent Eric Brunnemann	831-389-4485 x. 233-	[email address]
Marin County FD	Chief Rich Lopez	415-499-6717	[email address]
INTER-AGENCY CONTACTS			
Inverness Public Utilities District	Chief Jim Fox	415-669-7151	[email address]
Bolinas FD	Chief Anita Brown	415-868-1566	[email address]
Nicasio Volunteer FD	Chief Joe Runyon	415-662-2201	[email address]
Marin Municipal Water District	Mike Swezy, Resource Specialist	415-945-1190	[email address]
Marin Open Space District	Brian Sanford Supervising Ranger	415-499-7473	[email address]
Mendocino NF	FMO Dave Sinclair	530-934-7734	[email address]
Northern California Coordination Center	Ed Duncan, DOI Coordinator	530-226-9710	[email address]
National Weather Service Forecast Office, San Francisco-Monterey Bay.	Ryan Walburn, Fire Weather Forecaster	831-656-1710	[email address]
Bay Area Air Quality Management District	Doug Tolar, Enforcement and Compliance	415-749-5118	[email address]

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4.4 INTERAGENCY AGREEMENTS

TABLE 7 – INTERAGENCY AGREEMENTS		
FIRE DEPARTMENT OR DISTRICT	AGREEMENT	DATE
Marin County Fire Department	in progress	
Bolinas Fire Protection District	in progress	
Inverness Public Utilities District	in progress	
Nicasio Volunteer Fire Department	in progress	

4.5 RECORDS AND REPORTS

TABLE 8 – RECORDS AND REPORTS			
FORM/REPORT	RESPONSIBLE PARTY	DISTRIBUTION	FREQUENCY
DI-1202 Fire Report	NPS Superintendent	Copy (1202 only) to Archives (SACS) within 10 work-days;	Per Incident
Interagency Fire Qualification Form and Card (IQCS card)	Fire Program Assistant Signed by FMO	Affected Personnel	Annually
Fire Weather/Indices (daily; see dates in Section 3.3.2.2)	Engine Foreman/Fire Program Assistant	Staffing levels (BI) to Visitor Center and Dispatch	Daily
Daily Cost Accounting	IC/Burn Boss	As agreed	Schedule to be determined
WFSA	Park Superintendent	Agency-specific	Per Incident

4.6. ANNUAL REVIEW OF THE FIVE YEAR FUELS TREATMENT PLAN AND FMP

Annual Review Process of the Operational FMP and Five Year Fuels Treatment Plan (per PWR Fire Staff)

[The current Five Year Fuels Treatment Plan is Appendix E, Part 18 to this FMP.]

1. Summarize the previous year's actions:
 - Wildland fires, prescribed burns, mechanical fuel reduction projects,
 - Education and information programs for the public,
 - New or renewed agreements with other fire or land management agencies,

- Personnel information (number of positions, network location)
2. Assess Progress.
 - Did we achieve what was anticipated in the five year fuels treatment plan?
 - If the plan was not implemented as proposed, what were the budget or staffing challenges that kept you from being able to manage effectively?
 - Are there unforeseen circumstances that came up which were limited by the program's goals, objectives or mitigations that should be considered for inclusion in the over all strategy to better meet goals and objectives?
 3. Update FMP and Five Year Fuels Treatment plan.
 - Is new background information available to the park that is relevant to fire management planning (i.e., data gathering, annual fire ecology report findings)? Are there changes to methodologies or procedures that should be incorporated into the FMP (i.e., modeling or analyses, of risk, ecological modeling, or new management policies)?
 - Were there "lessons learned" from the past season that are important to note?
 - Are there research or field observation results that indicate strategy should be modified?
 - Were there outside (non-fire management) disturbance(s) (e.g., volcanic, windstorm, flood) that did or will affect the implementation of the FMP or five year fuels treatment plan?
 - Are there modifications to the FMP or the five year fuels treatment plan to suggest? Do any of the issues reviewed support continuation, refinement, or reconsideration of the plan as written.
 - Are there changes in DO-18 and RM-18 or other policy documents that require changes to the FMP or five year fuels treatment plan?
 4. Identify Issues Raised.

In implementing the FMP, were issues of concern raised by park staff, staff of other agencies, or the public? How were issues resolved? If not yet resolved, how does the review team propose solving these issues?

5. Assess Conformance with NEPA and other Federal Regulations.
 - Are there changes in the affected environment of PRNS or Northern Lands GGNRA that could result in significant effects to the environment (i.e., change in species listing under the ESA, CNPS, etc., new cultural resources identified, change in air pollution emissions status for the air basin, change in water quality status, new water quality projects completed)?
 - Were there projects or parts of projects that appear to be out of sync with the range of actions assessed in the FEIS?
 - Were there impacts that differed from those anticipated by the EIS assessment?

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- Was the NEPA documentation adequate to address the actions undertaken during the past season?
- Does the updated FMP or five year fuels treatment plan include actions that do not conform to the scope of the assessment in the EIS?
- Are modifications needed to the NEPA record to retain the program in conformance?

Determine the needs for further compliance and let the regional fire and compliance office know your intentions.

6. Proposed Changes to the Five Year Fuels Treatment Plan and FMP.

- Use the current version of the Regional Environmental Screening Form to determine if any proposed changes to the FMP need further compliance

Initiate changes to the plan using NEPA process if needed, if not, make the changes, and in either scenario send new version to the National Office and to Regional Office