INTERAGENCY FIRE USE MODULE OPERATIONS GUIDE

2007

For More Information Contact:
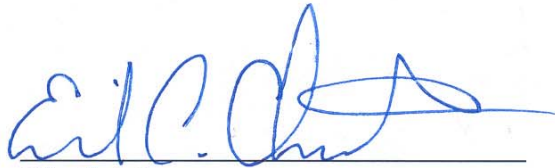Interagency Fuels Group Representative
Listed in Appendix A

Forward

"Interagency Fire Use Module Operations Guide" (FUM Ops Guide) provides standardized procedures, specifically associated with the planning and implementation of "wildland fire use", hazardous fuels treatments and wildfire suppression. In addition, the FUM Ops Guide tiers directly to policy as defined in agency manuals.

Prior to implementing activities and operations under the standards in the FUM Ops Guide, local units must have ensured compliance agency policy. In addition, an approved local employee/module handbook must be in place which identifies how the module interacts with the local unit. All actions implemented under this guide must also be consistent with local agency policy.
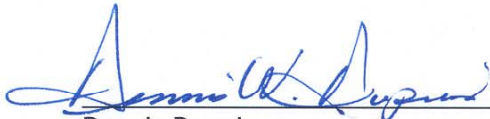
This *"Interagency Fire Use Module Operations Guide"* meets requirements of National Fire and Aviation Executive Board (NFAEB) task to develop common language and unified direction or guidance for agency/bureau manuals, directive handbooks, and guidelines to complete final implementation of this policy.
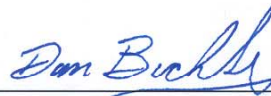
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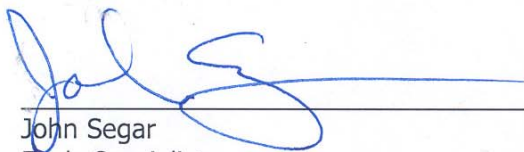Fire & Aviation Management
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INTERAGENCY FIRE USE MODULE OPERATIONS GUIDE

1 INTRODUCTION

The objective of the Fire Use Modules Operations Guide is to provide standards for the operations of all Fire Use Modules (FUM). These standards will be used by staff, supervisors, specialists, and technicians for planning, administering and conducting FUM operations. These standards are to be used as a measure of FUM qualifications whether Type 1 or Type2.

The intention of this document is to provide interim guidance for fire use module operations. When Appropriate Management Response is fully implemented, it is the goal that all fire handcrews will be trained and qualified to perform the functions of a fire use module. Until then, this guide should be used as reference of expected performance that fire use modules provide for the interagency fire community.

The individual host units shall provide direction, support, and review processes that ensure FUM operations are safe, effective, and meet the FUM operations standards as outlined in this document. Any individual host unit may assemble and make available for dispatch a Fire Use Module – Type 2 meeting the minimum standards described in this document. Only those modules meeting the Type 1 standards and having completed the module certification process (see Appendix B) with Geographic Area Coordination Group approval shall be considered a Fire Use Module – Type 1 and be made available for mobilization as such.

The National Interagency Fuels Coordination Group will facilitate any proposed revisions to these standards. (Refer to Appendix A)

2 MISSION STATEMENT
The mission of the Interagency Fire Use Module Program is to develop and provide national self-sufficient, multi-skilled fire professionals with a primary commitment to wildland fire use.

3 PURPOSE
The purpose of the Interagency Fire Use Module program is to conduct operations involving fire use and wildland fire in the areas of fire monitoring, ignition, holding and suppression, prescribed fire preparation and implementation support, hazard fuels reduction, and fire effects monitoring.

4 PROFESSIONAL ETHICS

Fire Use Modules acknowledge their responsibilities to their respective host agencies and to the wildland fire community as a whole. Members subscribe to this Code of Ethics to guide them in their practice as wildland fire professionals:

- Perform only services we are qualified, trained, equipped, and experienced to do and that can be accomplished safely.

- Continue to educate ourselves in order to improve our qualifications and performance.

- Give earnest effort and provide our best professional advice in the performance of duties.

- Build our professional reputations on the integrity, quality, and cost effectiveness of our programs.

- Be accountable to supervisors, incident management teams, other colleagues, and to any host unit as a safe, productive, and professional resource.

- Conduct ourselves and our programs in accordance with the Interagency Fire Use Module Operations Guide, relevant Federal, Agency, State and local policies and all operational and safety procedures.

- Ensure the civil rights of others by treating every person with respect.

- Professional behavior will be exhibited at all times. Hazing, harassment of any kind, verbal abuse, or physical abuse by any employee toward any other person will not be tolerated.

- Endeavor to enhance public knowledge and promote understanding of the functions and achievements of the wildland fire community.

5 SUPPORT

5.1 National Interagency Fuels Coordination Group

The National Interagency Fuels Coordination Group (NIFCG) has the primary responsibility to provide strategic leadership to the fire use module program. NIFCG will develop and maintain policy and standards, establish consistent agency and bureau program coordination and implementation procedures, identify reporting requirements and procedures, evaluate organizational needs, and make recommendations to the appropriate personnel.

A. Meetings of NIFCG regarding FUM issues may be held annually in conjunction with an annual workshop, or as needed with meetings of the group in person or by electronic conferencing.

B. NIFCG is a charter entity under the Federal Wildland Fire Directors comprised of a representative from each USDA-Forest Service, DOI-Bureau of Land

Management, Bureau of Indian Affairs, U.S. Fish and Wildlife Service and National Park Service.

5.2 State/Region/Geographic Area

Agency representatives at this level coordinate module use and development across unit boundaries and resolve assistance requests. Geographic Area Coordination Group Operations Committee will function as the certifying entity when a module program seeks Type 1 status.

5.3 Home Unit

FUM's require management oversight, administrative support, and facilities to accomplish their mission.

FUM's are local resources meeting national interagency standards that assist the home unit with other wildland fire, fuels and resource management objectives when not assigned to incidents or conducting training. Home units benefit from the skills, knowledge, and abilities of module personnel. FUM's will be available to assist interagency wildland fire agencies in accomplishing their mission in addition to instructing a variety of local, geographic area, and national fire management courses.

The local host unit supervisor and the agency administrator shall:

A. Ensure the module program is in compliance with the Interagency Fire Use Module Operations Guide. It is required that the FUM Preparedness Review (Refer to Appendix D) be used annually for this purpose.

B. Verify that the module is ready for initial incident assignment prior to the module be placed in available status, using the FUM Mobilization Checklist (Refer to Appendix E).

C. Assist in career development and training of module personnel.

D. Ensure that module health, safety and welfare needs are addressed.

E. Provide administrative support such as personnel management, time and attendance, travel, purchasing, and fleet management.

F. Provide adequate facilities for the module including: office space, phones, fax machine access and electronic communication, access to physical training facilities, equipment storage and fire equipment cache.

5.4 Finance

Wildland fire emergency accounts or receiving unit project accounts will be charged for module's travel, per diem, premium pay (overtime), and other support costs when on assignment. Travel may be charged to these accounts from the time the module departs its home unit until it returns. When additional assignments occur in the same trip costs will be charged as appropriate to each assignment or project.

Per Diem rates for modules will follow agency guidelines.

5.5 Time Management

FUM personnel will adhere to work/rest guidelines of the NWCG Interagency Incident Business Management Handbook and Federal Travel Regulations.

Module leaders have the responsibility to shorten travel when necessary to maintain module health and safety.

6 DISPATCHING & ORDERING PROCEDURES

6.1 Off Unit Assignments

For *all* off home unit assignments, modules will be ordered and moved through the established dispatch ordering channels by the resource ordering process. All local host unit supervisors and module leaders will work closely with their local dispatching office before and during the field season to facilitate smooth resource movement. Local mutual aid agreements will also be recognized in FUM dispatching and assignment. For current information, reference the National Interagency Mobilization Guide.

To request a FUM, requesting units must adhere to the following steps:

A. Fill out a ROSS order for "module; fire use" following the standard procedure through the local dispatch office.

B. Modules are responsible for maintaining their status in ROSS.

Prescribed fires are not considered emergencies. Therefore, it is recommended fire use module personnel be ordered during normal weekday work hours.

> REQUESTING UNIT SHOULD PLACE RESOURCE ORDERS AT LEAST **48 HOURS IN ADVANCE** FOR PRESCRIBED FIRES AND OTHER PROJECTS. IF THE WINDOW OF OPPORTUNITY CHANGES, THE RESOURCE ORDERS CAN ALWAYS BE CANCELED.

Modules will be referred to by their name typically of their district or local area (i.e., Summit, Black Hills, Unaweep, etc.)

6.2 Interagency Availability of Fire Use Modules

Fire Use Modules are available on an interagency basis for fire management assignments. Agencies can order FUM(s) to assist in burn preparation or hazard fuel reduction projects but should make assigned FUM(s) available to support fire use activities with fire on the ground unless the tasks being done are precursors to a priority project.

6.3 Interagency Mobilization Standards

The following minimum standards apply:

Standard	FUM – Type 1	FUM – Type 2
Qualified personnel available for dispatch	7 people (with a core of 4 regular module members) who work as a unit for 90 days	7
Personnel experience	No more than 2 members with less than one season of wildland fire experience.	No more than 4 members with less than one season of wildland fire experience.
Supervisory staff	Permanently assigned to module (PFT or WAE) who will mobilize with the module.	Available as assigned by sponsoring unit and mobilize with the module.
Availability period	Minimum of 90 days annually. (Including required days off).	As defined by home unit.
Mobilization time	Within 2 hours of receipt of resource order when on duty and 8 hours when off duty, during their availability period.	Within 8 hours of receipt of resource order when on duty and 24 hours when off duty, during their availability period.
Dispatch restrictions	No geographic restrictions	As defined by home unit.
Assigned equipment	Vehicles, hand tools, power saws and communications equipment configured for their needs (see equipment list section 6.8).	Made available from local cache when ordered. (see equipment list in section 6.8).
Leadership depth	Break down into at least two teams with minimum leadership being qualified single resource boss for each team.	Break down into a least two squads with minimum leadership being firefighter type 1/squad boss. Module leader must be single resource boss qualified.

Logistical self-sufficiency	Authorization to utilize credit card or agency purchasing authority.	Rely on local ordering unit for support.

6.4 Availability Periods

The dates when the module is fully staffed to the minimum of seven and personnel status will be shown in ROSS. All members shown in the roster will have 14 days of availability upon initial assignment.

6.5 Module Organization

All modules are comprised of seven to ten individuals in the following positions:

- One Module Leader
- One Assistant Module Leader
- Two Squad Leaders/Senior Firefighters
- Crewmembers, trainees, apprentices, fill-ins and/or detailers as scheduled

Module Leaders are responsible for keeping home unit dispatch informed of changes in their status and location in order to maintain, track and ensure availability.

6.6 Incident Guidelines

Fire Use module personnel are dedicated to fire use, wildland fire suppression incidents and fuels management activities. Modules can be assigned to other operations or emergency incidents, subject to the following limitations but meeting all the requirements of the Interagency Incident Business Management Handbook (current edition):

Module members may be committed as single resources or suppression crewmembers as appropriate to maintain fire qualifications, obtain trainee assignments, etc.

Modules committed to incidents will be unavailable for other assignments until officially released from an incident.

Modules must be demobilized through the established interagency resource ordering process following their release from any assignment.

Receiving units should complete a performance rating, to provide feedback, identify training needs, and evaluate module performance, as the Fire Use Module is released from an assignment. Module Leaders are responsible for supplying these evaluation forms to the requesting unit and sending completed copy to the home unit.

6.7 Incident Support

FUM's are self-contained and self-sufficient in most aspects. The ordering incident will be expected to supply the FUM's with needed supplies depending on method of transport and specific needs to that assignment. Dialogue between the module leader and ordering/receiving unit is essential in meeting expectations of the unit, assignment, and program. Replacement or repair of those items or supplies consumed, damaged or destroyed on an incident or project will be coordinated through the host unit for that incident or project. Whenever possible those replacements or repairs will be documented on a resource order prior to leaving that activity.

6.8 Ordering Via Ground Transportation

FUM's will come equipped with the following, <u>minimum</u> tool compliment, when arriving via ground transportation:

Equipment	FUM – Type 1	FUM – Type 2
All appropriate PPE	Yes	Yes
Assigned module vehicles (minimum 2)	Yes	Yes
Cellular Telephones (2)	Yes	Yes
Travel credit card	Yes	Yes
Chain saws with fuel and oil (2)	Yes	Yes
Firing devices (fusees and minimum 4 driptorches)	Yes	Yes
Firefighting hand tools (minimum 3 each) Shovels, pulaskis, McCleods, and other tools appropriate to region of assignment	Yes	Yes
Programmable hand held radios (5)	Yes	Yes
Tents and sleeping gear, all weather	Yes	Yes
Extended (10-14 days) backcountry camp and cooking equipment	Yes	Yes
Water filtration system	Yes	Yes
Medical kits (minimum 1 10-person kit)	Yes	Yes
Drinking water and food for 48 hours	Yes	Optional, upon request.
Laptop Computer capable of archiving data and photos (1)	Yes	Yes
Digital Cameras with software (2)	Yes	Yes
GPS units with logging capability (4)	Yes	Yes
Belt weather kits (2)	Yes	Yes
Fuel transect/plot sampling equipment	Yes	Optional, upon request.
Binoculars (2)	Yes	Yes
Fire Use Module Field Guide w/forms	Yes	Yes

6.9 Ordering Via Air Transportation

FUM's will come equipped with the following, minimum tool compliment, when delivered via aircraft:

Equipment	FUM – Type 1	FUM – Type 2
All appropriate PPE	Yes	Yes
Cellular Telephones (2)	Yes	Yes
Travel credit card	Yes	Yes
Programmable hand held radios (5)	Yes	Yes
Tents and sleeping gear, all weather	Yes	Yes
Extended (10-14 days) backcountry camp and cooking equipment	Yes	Yes
Water filtration system	Yes	Yes
Medical kits (minimum 1 10-person kit)	Yes	Yes
Laptop Computer capable of archiving data and photos (1)	Yes	Yes
Digital Cameras with software (2)	Yes	Yes
GPS units with logging capability (4)	Yes	Yes
Belt weather kits (2)	Yes	Yes
Binoculars (2)	Yes	Yes
Fire Use Module Field Guide w/forms	Yes	Yes

The **receiving unit** has the responsibility to communicate with the assigned module to establish expectations and the need to bring specific equipment. Some items are heavy and would require excess baggage authorization so being able to supply locally or knowing they will not be needed will save time and money.

The **receiving unit** will need to provide the following when FUM's are delivered by aircraft:

Equipment	FUM – Type 1	FUM – Type 2
Assigned module vehicles (minimum 2), one vehicle to transport saws, fuel and handtools as assigned. (may be agency provided or authorized as rental vehicles)	Yes	Yes
Chain saw kits with fuel and oil (2)	Yes	Yes
Firing devices (as appropriate to the assignment)	Yes	Yes
Firefighting hand tools Shovels, pulaskis, and other tools appropriate to region of assignment	Yes	Yes
Drinking water and food or access to grocery store and food storage (coolers, dry boxes, and/or bear proof containers); or other means appropriate to the assignment (fire camp, restaurant, etc).	Yes	Yes and may need support with purchasing as they are not

		required to carry purchase cards.
Fuel transect/plot sampling equipment (if needed)	Yes	Yes

7   STAFFING

FUM's shall be staffed to provide skilled personnel to accomplish the agency mission. Each module will contain a minimum of two leadership positions that are capable of and experienced in supervising when the module is split into two separate squads. A trainee or detailer in these supervisory/lead positions will be in addition to module core positions, until such time as that individual is qualified to function independently in these positions.

Pay rates for all positions will be based upon current classification standards.

7.1 Minimum Qualifications

The following are minimum qualifications for dispatch for each module whether Type 1 or 2 (qualifications are not tied to a particular position within the module). Dispatch staffing will include an individual qualified as single resource boss and second person qualified as a firing boss (FIRB). Additional incident qualifications will be pursued at the discretion of each module member and their supervisor.

- (1) CRWB - Single Resource Boss
- (1) ICT4 – Incident Commander Type 4
- (1) FIRB – Firing Boss
- (2) FEMO – Fire Effects Monitor
- (2) FFT1 - Advanced Firefighter/Squad Boss in addition to the Single Resource Boss
- (2) FALB - Faller Class B prefer with crosscut certification.
- (1) HECM – Helicopter Crewmember
- (1) First Responder, Wilderness First Responder or greater

Host units will be responsible for recruitment of all module positions and detailer/trainee assignments. Recruitment lists should be based on standard Fire Use Module position descriptions and staffing needs meeting Interagency Fire Program Management (IFPM) standards.

7.2 Evaluations

The host unit supervisor will be responsible for the Module Leader's supervision, evaluation and Individual Development Plan (IDP).

Module Leaders will be responsible for the evaluations and IDP of the Fire Use Module members.

7.3 Operational Staffing

A module must have a minimum of seven (7) qualified individuals for dispatch off unit. For Type1 FUM's, one of the members must be the Module Leader or Assistant. Modules must maintain minimum incident qualification standards.

Modules can include substitutes, detailers or fill-ins from the home unit or other agencies.

Modules may have personnel available for single resource assignments (e.g., details to write burn plans, training, perform fire effects work, suppression assignments) provided that the assignment does not compromise the availability of the module during their established field season nor compromise crew performance during an assignment.

When modules are short-staffed, substitutes or fill-ins from other programs may augment the module. If modules are fully staffed, regular personnel should not be displaced, unless agreed upon by the home unit supervisor and Module Leader. Back filling individuals must be qualified, or designated as a trainee, as shown on their "Incident Qualifications Card" at a level commensurate with the position being filled and meet the module's fitness standards.

The module must provide logistical support for outside personnel.

7.4 Performance and Accountability

The Geographic Area Coordinating Group Operations Committee will make recommendations to the home unit in the event a Type 1 module fails to meet the following minimum set of performance criteria:

A. Failure to maintain seasonal availability at a minimum standard for 2 consecutive years.

B. Failure to maintain 4 core personnel for 2 consecutive years.

C. Unsatisfactory documented performance as a module.

7.5 Position Descriptions

Position descriptions for FUM's will follow appropriate agency guidelines set forth and referenced in the IFPM standards. While specific job descriptions of supervisory personnel may vary between FUM's, each module will provide the personnel to perform the following functions.

7.5.1 MODULE LEADER

The Module Leader is a permanent employee with administrative and supervisory skills to conduct training and sufficient fire experience to provide capable leadership to the module. The Module leader is responsible for all module program management activities including certification that the module is available for incident assignment. Module leader is responsible for submitting module members' training and experience to the *IQCS* database.

7.5.2 ASSISTANT MODULE LEADER

Assists the module leader in all aspects of module management. This should be a career position.

7.5.3 SQUAD LEADER

A module member with specialized skills. This may be either a career or temporary position for module members.

7.5.4 SENIOR FIREFIGHTER/CREWMEMBERS

A module member. This may be either a career or temporary position for up to five module members.

7.6 Target Qualifications

Target qualifications for each module (qualifications are not tied to a particular position within the module). Incident qualifications will be pursued at the discretion of each module member and their supervisor.

- Incident Commander Type 3 (ICT3)
- Prescribed Fire Burn Boss II (RXB2)
- Prescribed Fire Burn Boss III (RXB3)
- Fire Use Manager 2 (FUM2)
- Division Supervisor (DIVS)
- Task Force Leader (TFLD)
- Strike Team Leader (STCR)

- Helicopter Manager (HELM)
- GIS Specialist (GISS)
- Field Observer (FOBS)
- Resource Advisor (READ)

8 TRAINING

The home unit is responsible for initiating Individual Development Plans for Fire Use Module personnel and arranging the necessary training to enable employees to meet target qualifications.

The primary objective of training is to meet Fire Use Module target qualifications. Additional training may be given as needed for employee development.

The Module Leader will maintain records of each individual's qualifications and training needs. These will be available to requesting units in supporting employee development.

All training shall be documented.

The Module Leader will give their home unit supervisor a list of training needs for module members.

8.1 Annual Training

All personnel on a FUM must receive the annual critical refresher training (Refer to Appendix C; follow agency policy).

All new personnel on a FUM must also receive the required training to complete FFT2-Firefighter prior to being dispatched.

8.2 Training Definitions

8.2.1 Operational Training for Type 1 Modules

Operational training provides skills and knowledge that allows a FUM to perform safely and effectively in the wildland fire environment. This training must be accomplished prior to the module being available for initial dispatch. Training will include, but is not limited to, firefighter safety, fire behavior, and module operating procedures. This training is not inclusive of OSHA or agency specific requirements. The final responsibility for module availability will rest with the modules certification and that all requirements are complete. (Refer to Appendix C)

8.2.2 Other Training

This is training to be accomplished based on module and individual needs identified by the Module Leader. Specific training objectives can be met through classroom training, field exercises, or on-the-job training.

8.2.3 Field Exercises

In addition to the classroom portion of the training program, module members will be required to demonstrate their physical ability to perform arduous duties while in the field. Field exercises are essential for team building. It gives supervisors an opportunity to observe, assess, instruct, and evaluate individual module members in the fieldwork environment. It also provides supervisors the opportunity to develop communication and stress the basics of tool use and field safety. It gives module members an opportunity to familiarize themselves with module operations, practice proper and safe tool use, and develop module cohesion. Suggested exercises can be found at:
http://www.fire.blm.gov/library.htm (use Handcrew/Non IHC Checklist #17).

8.3 Physical Fitness Training

As part of the training program, all module personnel will be required to participate in a minimum of 1 hour of physical fitness training, 5 days a week, during periods of non-fire assignments. The physical fitness-training program will focus on stretching, aerobic fitness, and strength building. All module personnel shall be notified of the current Arduous Duty fitness standard prior to the module start up date in order to allow individuals sufficient time to accomplish pre-fire season physical conditioning as set in agency policy and guidance.

8.3.1 Fitness Standard

All Fire Use Module personnel must pass the arduous duty work capacity test as certified by their home unit, anyone having not completed the testing process within the previous 12 months will not be available for operational assignments.

8.3.2 Fitness Goal

As a part of fire line performance required of FUM's, the physical ability to perform arduous labor is critical to module morale, personal health and safety standards. All module personnel will strive to meet the following goals:

- ✓ 1.5 mile run in a time of 11:00 or less
- ✓ 45 sit-ups in 60 seconds
- ✓ 25 pushups in 60 seconds
- ✓ 7 pull-ups

9   SAFETY STANDARDS

Fire Use Modules shall comply with interagency and agency specific safety standards. Safety shall always be the first priority in all activities. It is the responsibility of all personnel to communicate safety concerns to others either immediately or through briefings and direct communication with assigned personnel.

9.1 Specific safety guidance includes:

- Forest Service Health & Safety Guide
- Job Hazard Analysis Process
- NWCG 410-01 Fire Line Handbook
- Interagency Operations Field Guide ("The Red Book")
- Initial Response Pocket Guide, specifically the Risk Management Section
- Interagency Helicopter Operations Guide and NPS RM-60
- Interagency Aerial Ignition Guide
- SAFENET
- Department of Transportation Regulations governing Transportation of Hazardous Materials
- "Lessons Learned"
- After Incident Reporting

9.2 Safety Compliance

Responsibility for compliance with these standards and the safe operation of a Fire Use Module ultimately lies with the Module Leader.

A module program will be reviewed in the event it is unable to meet any of the above minimum criteria. Program reviews will be conducted by the local host unit supervisors and the Module Leader.

APPENDIX A: National Interagency Fuels Coordination Group (NIFCG) Agency Representatives

USDA-Forest Service

Tim Sexton
Fire Use Specialist
Fire & Aviation Management

Department of the Interior

Bureau of Land Management
Erik Christiansen
Fuels Specialist
Office of Fire and Aviation

Bureau of Indian Affairs
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APPENDIX B: CERTIFICATION PROCESS

INTERAGENCY FIRE USE MODULE

Module programs seeking to be recognized as Fire Use Module (Type 1) will carry the designation of Fire Use Module (Type 2) until the following certification process is completed. Prior to initiating this certification process, the supervisor/leader of a Fire Use Module (Type 2) program will focus on the following elements for program development:

- Peer evaluation and mentoring from existing Fire Use Modules or the Interagency Fire Use Management Teams (FUMT).
- Utilize the *National Interagency Fire Use Module Operations Guide* and *Wildland Fire Implementation Guide* as the framework for program development.
- Develop administrative and supervisory support with the local host unit.
- Receive performance appraisals while on fire assignments.
- Initiate periodic performance reviews.

The supervisor/leader of a FUM (Type 2) program will initiate the certification process to become a fully qualified Fire Use Module (Type 1) through the following steps:

1. Requests Fire Use Module certification with the local host unit Fire Management Officer. This request would include supporting documentation from the Agency Representative to the National Interagency Fuels Coordination Group (NIFCG) indicating agency and programmatic support.

2. The host unit Fire Management Officer will inform the sponsoring agency's Regional/State level fire use coordinator and operations staff of the request for Fire Use Module (Type 1) certification.

3. The Agency Regional/State fire use or operations staff will place a request to the Geographic Area Coordination Group to initiate a review. The Fuels and Fire Use sub-committee with concurrence of the Operations sub-committee will initiate the review and notify the sponsoring agency's Regional/State Fire Director of the review schedule. The extent of the review will be determined by the Fuels & Fire Use sub-committee, the sponsoring agency Regional/State Fire Director and the FUM (Trainee) Supervisor/Leader.

4. The Geographic Area Coordination Group and the sponsoring agency Regional/State Fire Director will issue Fire Use Module certification through a formal letter to the host unit and notify their respective National Interagency Fuels Coordination Group representative and representing Geographic Area Coordination Center (GACC).

The following flow chart summarizes the certification process:

FUM (Trainee Status)
↓
Local Host Unit Supervisor Approval
↓
Local Host Unit Fire Management Officer Approval
↓
Regional/State Sponsor Agency Fire Use & Operations Staff Approval
↓
GACG & Sponsor Agency Regional/State Fire Director Review Process
↓
Fire Use Module (Certified)
↓
Module Listed By GACC In Resource Ordering & Status System (ROSS)

Specific Duties to be reviewed in the certification process:
- Ability to make and report fire weather and fire behavior observations.
- Ability to recon and provide intelligence in assessing a Management Action Point (MAP).
- Ability to perform tactical support in constructing, burning out, holding and mop-up of a fireline.
- Demonstrated self-sufficient travel and camping in a wilderness or backcountry setting.
- Ability to apply MIST and Wilderness ethics as appropriate to an assignment.
- Successfully completed one Wildland Fire Use (WFU) assignment under the supervision of a Fire Use Module (Type 1) or under a National Fire Use Management Team (FUMT).
- Successfully completed one prescribed fire assignment including ignition and holding operations.
- Completed training with field exercise activities and/or on-the-job experience in site protection to include wrapping, application of water, and creating defensible space.
- Ability to perform fuels sampling for loading, composition, and moisture.

APPENDIX C: OPERATIONAL TRAINING

INTERAGENCY FIRE USE MODULE

OPERATIONAL TRAINING:

This is training that must be completed and recorded before an employee is available for any wildland fire assignment or prescribed burn assignment.

OBJECTIVE:

The objective of operational training is to establish firefighter safety and operational standards for the module.

1. Upon completion of this training, the employee will understand their professional responsibilities as a member of a team working in a high-risk environment.

2. Upon completion of this training, the employee will be able to identify critical safety issues and demonstrate appropriate reactions to unsafe conditions.

TOPICS AND TIME ALLOCATION:

The module leader has the discretion to organize the training program to best fit the needs of a particular module. The following are suggested training topics and minimum time allocations and in no way exclude other topics. Included with each topic is a selection of existing training packages and references that can be used to support that topic.

<u>Firefighter Safety - 6 hours</u>

Standards for Survival (PMS 416-1 with 3 NFES components)
      4-hour course that addresses the Fire Orders, the Watch out Situations, and the use of fire shelters.

Human Factors on the Fireline (PMS 492 with 3 NFES components)
      4-hour course that addresses situation awareness, basic communication skills, operational stress, decision making process, risk management, and teamwork.

Lessons Learned: Fatality Fire Case Studies (PMS 490 with 6 NFES components)
      2-16 hour course that analyzes past fatality fires. 8 case studies use the Risk Management process for the analysis exercise and 1 case study uses the Downhill Checklist for the analysis exercise.

S-330 Unit 5 Lesson D Safety First (S-330 with 3 NFES components)
      2 hour lesson that addresses LCES and safety zone guidelines.

References:
1) Fireline Handbook (NFES 0065)
2) Incident Response Pocket Guide (NFES 1077)
3) Common Denominators publication (NFES 2225)
4) Your Fire Shelter publication (NFES 1570)
5) Using Your Fire Shelter video (NFES 1568)
6) Historical Wildland Fire Fatalities publication (NFES 1849)
7) Bull Fire video (NFES 1221)
8) Firefighter Safety in the Interface video (NFES 2103)
9) Surviving Fire Entrapments publication (9751-2817-MTDC)
10) Human Factors Workshop Findings publication (9551-2855-MTDC)

Fire Behavior - 6 hours

Look Up, Look Down, Look Around (PMS 427 with 3 NFES components)
   4-hour course that addresses the observation and recognition of fire behavior indicators.

S-330 Unit 5 Lesson C Extreme Fire Behavior (S-330 with 5 NFES components)
   2-hour lesson that addresses the characteristics of extreme fire behavior.

References:
1) Fireline Handbook Fire Behavior supplement (NFES 2165)
2) Fire Weather video (NFES 2236)
3) Fire Environment Concept publication (NFES 2166)
4) Fire Weather Handbook (NFES 1174)
5) Campbell Prediction System (Private vendor)

Module Operations – 4 hours

- Module Organization
     Module SOPs
     Chain of command
     Module configuration for smaller unit operation

- Intra-crew Communication
     Briefings and debriefings
     Identification of hazards
     Sending messages and asking for clarification
     Two-way radio use

- Transportation
     Fixed-wing transport
     Helicopter transport
     Ground transport

- Safety Plan
  - Job Hazard Analysis system
  - Medivac procedures
  - Firefighter health (heat stress, nutrition, fatigue, smoke, snags)
  - Proper gear and PPE

Field Exercises – 8 hours

- Cut and scrape as a module
  - Tool orders
  - Saw operations
- Working away from the main module
  - Hot spotting
  - Spot fires
  - Monitoring fire weather, fire behavior, and fire effects
- Firing and holding organization
- Disengage and initiate escape routes to safety zones
- Fire shelter use
  - Individual and group deployment (planned and hasty)
  - Two in one shelter
  - Drop gear and run
  - High wind
- Interface operations
  - Structure assessment and triage
  - Tactics for handcrews

Wildland Fire Policy Review – 4 hours

- Wildland Fire Policy Update and Review
- Appropriate Management Response
  - Supporting the Wildland Fire Implementation Plan (WFIP) development
  - Implementing the WFIP
- Prescribed Fire Planning and Implementation
- Minimum Impact Suppression Tactics
  - Wilderness minimum tool assessment

APPENDIX D - PREPAREDNESS REVIEW

INTERAGENCY FIRE USE MODULE

Reference the following web site and select Hand Crew Non-IHC

http://www.nifc.gov/references/prep_review.html

APPENDIX E: MOBILIZATION CHECKLIST

INTERAGENCY FIRE USE MODULES

This checklist is to be completed by the Fire Use Module Supervisor or their designee at the beginning of the fire season, prior to the module being made available for incident assignment as a resource. The signed documentation shall accompany the notification to the local Dispatch Center regarding the module's initial availability.

STAFFING

Are the following module supervisory positions filled with employees that meet or exceed the minimum qualifications as identified in the Interagency Fire Use Modules Operations Guide. (See Section 6.1)

Position	Fully Qualified Career Employee	Fully Qualified Detailed Employee	Vacant
Module Leader	_____	_____	_____
Asst. Module Leader	_____	_____	_____
Squad Leader	_____	_____	_____
Senior Firefighter	_____	_____	_____
Senior Firefighter	_____	_____	_____

TRAINING AND CERTIFICATION

Have all module members completed the Operational Training (See Section 8.1)
Yes_____ No_____ (explain)

Do all module members meet the agency's current Arduous Duty fitness standard?
Yes_____ No_____ (explain)

PREPAREDNESS

Does the module meet the mobilization standards (See Section 6.3)
Yes_____ No_____ (explain)

Does the module have adequate transportation and the required fire equipment (See Section 6.8)
Yes_____ No_____ (explain)

Has the module undergone a Preparedness Review in the last 12 months (Refer to Appendix D)
Yes_____ No_____ (explain)

The _____Fire Use Module is available for incident assignment.

Module Leader_____

Local host unit supervisor or Designee_____
Signature and title

Date_____