



National Fire & Aviation Executive Board

Federal Fire Policy Directives Task Group Business Plan

September 7, 2004

(updated October 14, 2004)

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National Fire and Aviation Executive Board
Directives Task Group Business Plan

I. Introduction

On June 20, 2003, the Wildland Fire Leadership Council approved implementation direction for the Federal Wildland Fire Management Policy.

The National Fire and Aviation Executive Board (NFAEB) have been tasked to develop common language and unified direction or guidance for agency/bureau manuals, directive, handbooks, and guidelines to complete final implementation of this policy. This task will require NFAEB to coordinate with states in order that cooperative agreements and other reciprocal agreements reflect the implementation direction.

The NFAEB has formed, chartered, and delegated a task group to accomplish this implementation. The Federal Fire Policy Directives Task Group is composed of an interagency group of fire management specialists. Tasks have been prioritized and a timeline for completion has been developed. The task group will work with other task groups, committees and working teams in implementing the fire policy. Only unresolved issues will be taken to the NFAEB for resolution.

II. Directives Task Group Organization

The Directives Task Group is consists of a member from each of the Federal Fire Management Agencies plus a representative from the National Interagency Fire Center Office of Communication. The following represents the makeup of the Directives Task Group:

Rick Jensen , DOI Bureau of Land Management, co-chairperson
Greg Greenhoe, USDA Forest Service, co-chairperson
Andy Bellcourt, DOI Bureau of Indian Affairs
Rod Bloms, DOI Fish and Wildlife Service
Fred Bird, DOI National Park Service
Rose Davis, USDA Forest Service, NIFC Office of Communication

III. Budget and Infrastructure Needs

Each agency will cover the cost of salary and travel for each of their own employees. The Directives Task Group will require one office/clerical support person to maintain records, documents, meeting notes and other support. This may not be a fulltime position. Since most of the work will be accomplished at NIFC and two of the task group members are not from Boise office space will be required for these to individuals (Fred Bird and Greg Greenhoe).

IV. Delegated Tasks and Timelines

Policy Implementation Tasks from the “Interagency Strategy for the Implementation of Federal Wildland Fire Management Policy”

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First Stage:

1. **Task:** Establish common terms and definitions where inconsistencies exist.
2. **Task:** Develop consistent interagency language that describes how to implement each of the wildland fire policy statements.

Second Stage:

3. **Task:** Revise department level and agency specific manuals, handbooks, guidebooks and other documentation as appropriate.
4. **Task:** Revise interagency fire management handbooks, guidebooks and other interagency documents as appropriate.
5. **Task:** Revise National Wildfire Coordinating Group (NWCG) and federal wildland fire management agency fire and fuels management training courses.
6. **Task:** Revise federal wildland fire management agency and interagency national and field level agreements to reflect fire policy and implementation language changes.

Self-standing action, concurrent with all others:

7. **Task:** Develop a periodic, internal review process(es) that will identify how well the federal wildland fire management agencies are implementing the 17 fire policy statement, objectives and management intent.
8. **Task:** Develop a communications plan that will aid and assist internal and external understanding of terminology and implementation process.

Task:	Target Completion Date:
1. Terms and Definitions	March 30, 2005
2. Interagency Implementation Language	March 30, 2005
3. Revise manuals, handbooks and guidebooks	April 30, 2006
4. Revise Interagency handbooks, guidebooks, etc.	January 1, 2006
5. Revise NWCG fire training courses	October 1, 2009
6. Revise agreements	October 1, 2007
7. Develop an internal review process	June 1, 2005
8. Develop a communications plan	March 30, 2005

V. Communications Plan and Reporting Accomplishment

A communications plan will be developed as work proceeds. Initial activity in this area will be developing a letter to be sent to all agency personnel especially NWCG Working Teams and other committees and groups. This letter (see appendix E) will spell out the goals, objectives and role of the Federal Fire Policy Directives Task Group. In addition, the Task Group will develop a standard power point presentation and web-page providing information on the update and implementation of the federal wildland fire policy.

The Directives Task Group will report back the NFAEB on a regular basis and, at a minimum, at each NFAEB meeting, concerning the accomplishment of the eight tasks delegated to the group.

Appendix:

- A. Charter**
- B. Delegation Letter**
- C. Organization and Relationship Chart**
- D. Accomplishment Matrix**
- E. Communication Letter from NFAEB**
- F. Committee/Group/Team Liaison Matrix**
- G. Task Timeline**

CHARTER

Federal Fire Policy

Directives Task Group

I. **BACKGROUND**

On June 20, 2003, the Wildland Fire Leadership Council approved implementation direction for the Federal Wildland Fire Management Policy.

The National Fire and Aviation Executive Board (NFAEB) has been tasked to develop common language and unified direction or guidance for agency/bureau manuals, directives, handbooks, and guidelines to complete final implementation of this policy. This task will require NFAEB to coordinate with states in order that cooperative agreements and other reciprocal agreements reflect the implementation direction.

The NFAEB has formed, chartered, and delegated a task group to accomplish this implementation. The Federal Fire Policy Directives Task Group is composed of an interagency group of fire management specialists. Tasks will be prioritized and a timeline for completion will be developed. The task group will work with other task groups, committees and working teams in implementing the fire policy.

II. **NAME**

Federal Fire Policy Directives Task Group

III. **MISSION**

Establish a unified and cohesive federal fire management policy codified in agency, inter-agency and departmental manuals, guidebooks and other documents through clear, concise and uniform language across all agencies. The Task Group will develop a communication plan that describes how work and information will be shared with the five federal agencies that have wildland fire responsibilities.

IV. **OBJECTIVES**

1. Organize for success
2. Establish leadership roles and responsibilities (initial co-leads by FS and BLM delegates).
3. Work priorities and timelines:
 - a. Complete and implement tasks 1-8 identified in the Interagency Strategy for the Implementation of Federal Wildland Fire Management Policy (June 20, 2003).
 - b. Show major progress on tasks to National Fire and Aviation Executive Board (NFAEB)
 - c. Complete tasks 1,2 & 8 by 3/31/05
 - d. Develop timeline for completion of tasks 3, 4, 5, 6, and 7 and present to NFAEB on August 24. Complete these tasks per agreed upon dates.
 - e. Meet with NFAEB group as necessary to resolve conflicts.
4. Review existing national agreements for compatibility.
5. Address budget and support staff needs, report initial needs to NFAEB on August 24.
6. Issues where consensus cannot be reached within the task group will be brought to NFAEB for resolution.

V. **ORGANIZATION**

Gregory Greenhoe - USDA Forest Service, Co-Chair
Rick Jensen - DOI Bureau of Land Management, Co-Chair
Andy Bellcourt – DOI Bureau of Indian Affairs
Fred Bird – DOI National Park Service
Rod Bloms – DOI Fish & Wildlife Service
Rose Davis – NIFC Public Affairs Specialist

VI. **NFAEB BOARD AUTHORITIES AND RESPONSIBILITIES**

Provide a charter and delegation of authority to the Directives Task Group to allow them to proceed and accomplish their assigned tasks and program of work.

VII. **TASK GROUP CO-CHAIR AUTHORITIES AND RESPONSIBILITIES**

The Task Group Co-Chair has the following authority and responsibilities once the objectives and business plan is approved by NFAEB:

- is authorized to convene meetings and schedule agenda items.
- may make specific work assignments to Task Group members or appoint, sub-groups from outside the Task Group membership, to work on specific projects within the business plan.
- will distribute copies of the Task Group minutes within 7 days after a meeting to Task Group members and NFAEB.
- represents the Task Group in presenting recommendations to NFAEB and in contacts with outside individuals or groups.
- may recommend to NFAEB the need for further resources and authorities if they become evident. Bring irresolvable issues back to NFAEB for decisions.
- keeps NFAEB and Task Group members advised as to meeting dates and locations.

VIII. **VICE-CHAIR AUTHORITY AND RESPONSIBILITY**

The Vice Chair has the following authority and responsibility:

- In the absence of the Co-Chairs, the Vice Chair will assume the duties of the Co-Chairs.

IX. **MEETINGS and REPORTS**

A representative of the Directives Task Group will attend all NFAEB meetings and provide periodic reports of progress in accomplishing the eight tasks that have been assigned to the group.

Special findings and reports will be appropriately published after being approved by NFAEB. Business Plans will be submitted to the NFAEB bi-annually. Meeting schedules, financial considerations,

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objectives, work schedules, and work area descriptions will be submitted with the business plan.

X. **APPROVAL**

This Charter is effective as of the date of approval by the NFAEB. The Charter may be revised upon recommendations of a majority of the Task Group Members and with the concurrence of the NFAEB.

/s/ Phil Street for
Tom Harbour, Chair
National Fire and Aviation Executive Board

Appendix B: Delegation Letter

August 24, 2004

Memorandum

To: Federal Fire Policy Directives Task Group

From: National Fire and Aviation Executive Board

Subject: Interagency Strategy for the Implementation of Federal Wildland Fire Management Policy

First of all we want to say thank you for agreeing to be a part of the Federal Fire Policy Directives Task Group chartered by the National Fire and Aviation Executive Board (NFAEB). The work you are to accomplish is critical to the mission of the wildland fire management agencies both today and in the future. The Task Group is composed of the following members:

Gregory Greenhoe - USDA Forest Service, Co-Chair
Rick Jensen - DOI Bureau of Land Management, Co-Chair
Andy Bellcourt – DOI Bureau of Indian Affairs
Fred Bird – DOI National Park Service
Rod Bloms – DOI Fish & Wildlife Service
Rose Davis – NIFC Public Affairs Specialist

Your approved charter is attached. You are delegated to accomplish tasks one through eight within the Interagency Strategy for the Implementation of the Federal Wildland Fire Management Policy. We expect you to work with other task groups, committees and working teams in implementing the fire management policy on a uniform and consistent basis between all of the federal wildland fire agencies. Any unresolved issues between your group and other task groups, committees and working teams should be brought back to NAFEB for resolution. We expect you to develop a business plan and timeline, for accomplishment of the identified tasks, and present the final at our NAFEB meeting, September 22, 2004 in Boise.

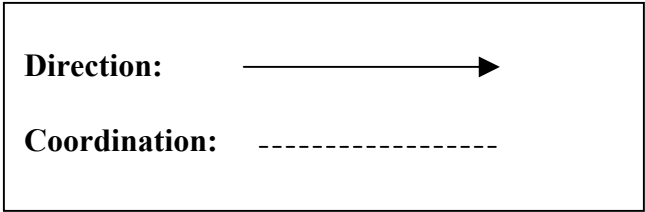
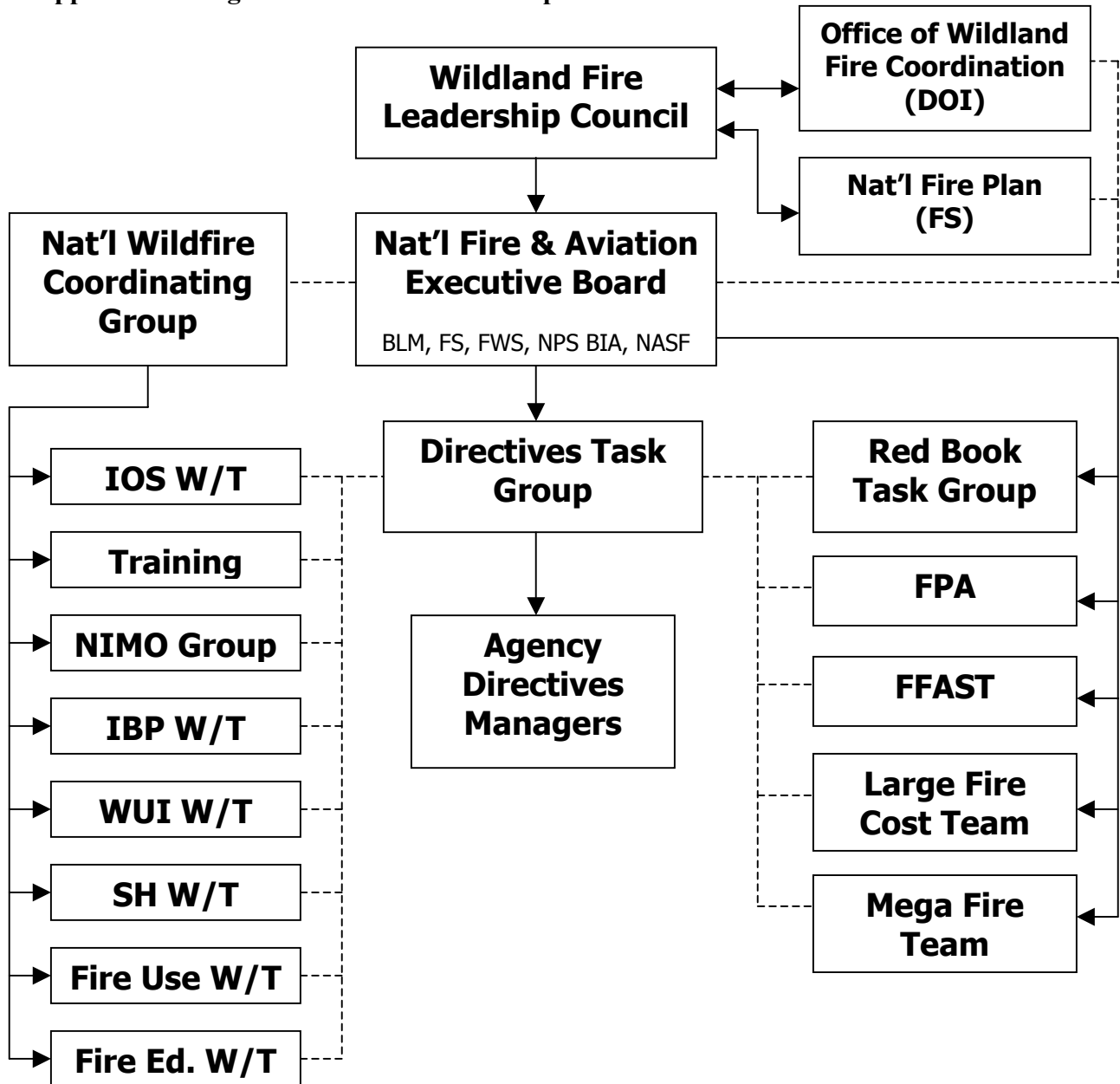
Again thank you for participating in the accomplishment of this important work for the wildland fire management community.

/s/ Phil Street for _____
Tom Harbour, Chair
National Fire and Aviation Executive Board

Attachment

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Appendix C: Organization and Relationship Chart



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Appendix D: Accomplishment Matrix

Interagency:

Directive or Document	Review	Update Needed?	Priority	Due Date	Status
NFES 2724 Red Book	done	Minor	1	12/1/04	Edits sent to Red Book Committee, Chapt. 1 finalized
NWCG Handbook 1 Wildfire Cause & Determination	done	No	9	done	
NWCG Handbook 2 Business Management Handbook	done	No	2	done	
NWCG Handbook 3 Fireline Handbook	done	No	5	done	
NWCG 310-1	done	No	4	12/31/05	Andy Bellcourt has lead
FPA Handbook			8		Rick Jensen has lead
IRPG	done	No	3		Review completed 10/14/04
National Mob Guide			6	1/15/05	Andy Bellcourt has lead
BAER Handbook			7		Wally Josephson??

Department of the Interior:

Directive or Document	Review	Update Needed?	Priority	Due Date	Status
620 DM 1	Done	Yes	1		Review draft on Sept. 14th
620 DM 2	Done	No			
620 DM 3	Done	No			
620 DM 4					
620 DM 5					
112 DM 12					
350 DM 1					
350 DM 2					
351 DM 4					
485 DM 7					

Agency: USDA Forest Service

Directive	Review	Update Needed?	Priority	Due Date	Status
Manual					
5100 Zero Code	done	Yes	1	3/1/05	To Sharon Allen-Brick for formatting and edit
5110 Prevention	done	Yes	12	4/1/05	Edited draft sent to Lew Southard
5120 Preparedness	done	Yes	3	3/1/05	Reviewed, edited and back to Sharon Allen-Brick
5130 Suppression		Yes	4		Sharon working on, will review policy
5140 Fire Use		Yes	5		W/Tim Sexton, have draft
5150 Fuels Mgt		Yes	6		W/Tim Sexton
5160 Equipment		No		done	Alice Forbes
5170 Cooperation		Yes	7		?
5180 Fire Reports		No	9		?
5190 Management		Yes	8		Sharon working on, will review policy
Handbooks					
5109.14 Fire Report	done	No		done	
5109.17 Qualification	done	Yes	10	3/1/05	Meet with Sharon 10/19
5109.18 Prevention	done	Yes	11		
5109.19 Planning	done	Yes	2	3/1/05	Edit underway
5700 Aviation	done	No		done	Jim Barnett has lead

Agency: DOI Bureau of Land Management

Directive	Review	Update Needed?	Priority	Due Date	Status
9200 Protection	done	Yes	1	5/1/05	
9209 Fire IRM					
9210 Fire Mgt.		?			
9211 Fire Planning					
9212 Fire Prevention					
9213 Preparedness					
9214 Rx Fire					
9215 Training & Quals					
9216 Fire Equipment					
9217 Fire/Ecosystem					
9218 Reports & Stats					
9238 Fire Trespass					
9400 Aviation					
Handbooks					

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Agency: DOI Fish and Wildlife Service

Directive	Review	Update Needed?	Priority	Due Date	Status
095 FW 3 Suppression	done	yes	1	5/1/05	Most manual ref. Back to DM620-1. Definitions need
232 FW 6 Training	done	minor	2		Updating.
241 FW 7 Firefighting	done	minor	3		
621 FW 1 Fire Mgt.	done	minor	4		
621 FW 2 Preparedness and Planning	done	minor	5		
621 FW 3 Rx Fire/Fuels	done	minor	6		
Fire Mgt. Handbook	done	yes	7		

Agency: DOI Bureau of Indian Affairs

Directive	Review	Update Needed?	Priority	Due Date	Status
Operations Guide Blue Book	done	minor	1	1/15/05	Policy content reflects the updated Federal Fire Policy
IAM Part 90 Fire Mgt.	done	yes	2	6/1/05	Develop final draft in Jan. then into the system
IAM Part 57 Aviation		?			
Fire Use Handbook		yes	3		
Fire Prev/Ed Handbook		?			

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Agency: DOI National Park Service

Directive	Review	Update Needed?	Priority	Due Date	Status
DO-18 Fire Mgt.					
RM-18 Fire Mgt.					
DO-60 Aviation					
RM-60 Aviation					

Interagency Training Courses:

Course	Review	Update Needed?	Priority	Due Date	Status
National FML	done	Yes	1	1/3/05	Policy lesson plan needs updating.
Local FML		Yes	2	1/3/05	Policy lesson plan needs updating.
Fire Program Mgt.		Yes			
S-520/620					
Ecosystem Mgt.					
Fire Effects					
Wilderness Fire Mgt					
S-580Advanced Fire Use					
Rx300					
TFM					

Appendix E: Communication Letter from NFAEB

September 8, 2004

Memorandum

To: Agency Personnel:
Bureau of Indian Affairs
Bureau of Land Management
National Park Service
U.S. Fish and Wildlife Service
USDA Forest Service

From: National Fire and Aviation Executive Board

Subject: Interagency Strategy for the Implementation of Federal Wildland Fire Management Policy

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Tasks have been prioritized and a timeline for completion has been developed. The Task Group will work with other task groups, committees and working teams in implementing the fire policy. Only unresolved issues will be taken to the NFAEB for resolution. Please provide every assistance to the Federal Fire Policy Directives Task Group.

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Please contact the Directives Task Group Co-Chairs Greg Greenhoe (406-370-3988) or Rick Jensen (208-850-9418) if you have any questions or concerns.

/s/ Alice Forbes for _____
Tom Harbour
USDA-FS Deputy Director of Fire
and Aviation Management

/s/ Phil Street _____
Phil Street
USFWS Fire Director

/s/ Lyle Carlile _____
Lyle Carlile
BIA Fire Director

/s/ Timothy M. Murphy _____
Timothy M. Murphy
BLM Fire and Aviation, Deputy
Director

/s/ Sue Vap for _____
Edy Williams-Rhodes
NPS Chief, Division of Fire
and Aviation Management

/s/ Don Artley _____
Don Artley
NASF Fire Director

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Appendix F: Committee/Group/Team Liaison Matrix

Committee/Group/Team	Chairperson or Contact	Directives Task Group Liaison	Initial Meeting
NIMO	Paul Hefner	Greg Greenhoe	9/04
IOS Working Team	Bob Leaverton	Andy Bellcourt	8/04
IBP Working Team	Hallie Locklear	Rick Jensen	9/04
Training Working Team	Logan Lee	Greg Greenhoe	8/04
WUI Working Team	Sam Scranton	Rick Jensen	8/04
Wildland Fire Education WT	Marueen Brooks	Wally Josephson	8/04
Safety & Health WT	Paul Broyles	Rod Bloms	9/04
Fire Use Working Team	Bill Leenhouts	Fred Bird	8/04
Red Book Committee	Kurt LaRue	Rod Bloms	9/04
National Fuels Team	Dave Mueller	Fred Bird	
Fire & Aviation Safety Team	John Gould	Rod Bloms	9/04
Large Fire Cost Team	Brad Powell	Andy Bellcourt	
Fire Program Analysis	Howard Roose	Rick Jensen	
Mega Fire Team		Greg Greenhoe	
Aviation Board of Directors	Dennis Lamun	Fred Bird	
Nat'l Fire/Air Quality Issues Group	Dennis Haddow	Rod Bloms	
Interagency Readiness Review Group	Paul Broyles	Greg/Rod	12/04

Appendix G: Task Timeline

Insert excel spreadsheet