2021 Bridger-Teton Prescribed Burning Reminders/Checklist

**Preparation and Approval**

* NEPA current, objectives from NEPA tie to Burn Plan Objectives
* Burn Plan prepared by a qualified and appropriate level Burn Boss and or Trainee/Burn Boss Combination
* Technical Review by Qualified Burn Boss at that level or above
* Zone FMO and District Ranger Review both project and burn unit boundaries. Particular attention should be noted when the burn unit and project unit are the same.
  + Project Area Definition: The prescribed fire project area covers the entire area where fire will be ignited and may be allowed to burn under the plan as documented in the NEPA decision. The project area may include multiple ignition
* Monitoring plan developed with fire effects crew and plots/photo points in place and mapped for burn boss if required by the monitoring plan
* Burn Plan, including Complexity Analysis reviewed and signed by Delegated Approver.
  + If District Ranger is Delegated Approval Authority (Type 2 and 3 burns) then Ranger signs
  + If District Ranger is not Delegated Approval Authority, plan goes to Forest FMO or AFMO for Review and recommendation to Forest Supervisor. Forest Supervisor may assign a qualified District Ranger from another District to review and approve Type 2 or 3 burns.
  + Type 1 burn plans are reviewed by either Forest Fire Staff, Assistant FMO, or Forest Fuels Specialist, and signed by Forest Supervisor or Deputy. A briefing for the Supervisor and/or Deputy is recommended.
* If aerial resources are required (including on-scene contingency resources), a Mission Aviation Safety Plan MASP, will be completed.
  + Burn Boss provides required information to Interagency Aviation Officer
  + Aviation Officer reviews and submits to Regional Aviation Safety Manager/ Regional Aviation Officer
  + After sign-off by Regional Aviation Officer, MASP is signed by Forest Supervisor
* If aerial ignition is anticipated, coordinate with Aviation Officer and Helitack Manager well in advance of proposed burn date.
  + Plastic Spere Dispenser(PSD) operations normally can be staffed by local helitack resources.
  + Helitorch will likely require outside resources to fill required helitorch positions.
  + Helitorch will also require a bulk fuel tender available either by contract or Blanket Purchase Approval (BPA)>
* Zone FMO/Delegated Approver briefs Forest Supervisor/Deputy on the scheduled burn highlighting the following topics:
  + Operational concerns including, complexity levels, objectives to be achieved, relative unit sizes, duration, WUI, etc.)
  + Describe any controversial issues associated with implementing the prescribed fires.
  + Describe the unit’s intent for engaging all line officers, interagency cooperators and fire staffs as the prescribed fire projects are implemented.
  + What impact do extenuating circumstances such as extended drought conditions, insect infestation, neighboring development, etc. have on the planned projects?
  + How have you engaged with the public, our cooperators and other partners and made them aware of your upcoming burn (s)?
* Partnership agreements
  + Everyone involved needs to be aware of which agreements are for what burn, and all of the paperwork is clean.
  + Signed agreement and a corresponding work plan is set up for that grant with a valid job code and the amount of available funds are not overspent.

**Implementation**

**Pre-burn**

* Completed Burn Plan and MASP with all appropriate maps and filed in Pinyon on the zone folder.
* Completed Burn Plan sent to Teton Interagency Dispatch Center (TIDC)
* Forest Duty Officer briefs the Regional FMO group as appropriate, including Monday FMO call.
* Forest Supervisor briefs the Regional Forester as appropriate.
* Burn Boss/Trainee assigned by appropriate agency administrator.
* Smoke Management requirements with Wyoming DEQ are completed. Registration information sent to TIDC
* If Remote Automatic Weather Station will be required, order through TIDC, courtesy call to Eric Neiswanger, RAWS coordinator
* Burn Boss notifies Forest Duty Officer of proposed burn dates. If multiple burns with the Teton area are proposed, Forest and Park Duty Officers, Burn Bosses, and FMOs negotiate a workable schedule for resource allocation, and order outside resources. This includes public information, road guards, fire effects monitoring personnel and fire cache resources including pump trailers
* Aerial resources, including aerial ignition devices are requested through TIDC with proposed dates. TIDC/Burn Boss and Duty Officers will determine if out of area aerial resources will be needed. Courtesy call to Teton Helitack. Aviation requests should be made at least one week before requested date. If a CWN helicopter is required, a cost comparison must be completed by the Aviation Officer/Dispatch to determine the most cost effective CWN helicopter.
* Ordering Federal Resources

All orders go through TIDC.

* Forest Service Resources order with appropriate job FS job code
* Non-FS resources require use of our agreements;
* BT order NPS (Grand Teton) resources , order using agreement: “BT pays Grand Teton”
* BT orders BLM HDD resources agreement: “BT pays High Desert Fire Assistance”
* Teton Interagency Helicopter- “BTF-Grand Teton Prescribed Fire Flight Time”
  + Ordering County Resources
    - Sublette and Teton County resources paid through an Interagency Agreement. Order County Resources on a resource order.
    - The County is responsible for completing equipment and crew time and submitting to burn boss.
    - Counties will submit invoices to Albuquerque service center through the agreements process
    - Public Notifications are made according to time frame in burn plan
    - If burning outside of 24 hour staffing season, notify TDIC expected burn days and if 24 hour staffing will be required.
    - Provide a burn area map to Riverton Fire Weather
    - Burn boss checks to make sure that correct job codes are available, and if grant dollars are used, that he/she understands the amount of funding in each grant.
* For complex burns Burn Boss may elect to complete an Incident Action Plan

**Burn Day(s)**

* Qualified Agency Administrator assigned to the burn
* Agency Administrator pre-ignition Approval Checklist is signed by Burn Boss/FMO, and is current (not expired)
* Provide timely request for Riverton Spot Weather Forecast, (may wish to process the day before).
* Burn Boss briefs line officer and completes “go/no go” checklist, and briefs the crews
* TIDC makes appropriate burn day notifications
* Burn Boss debriefs with Agency Administrator and Zone FMO each day or as appropriate
* Burn Boss or FMO debriefs each day with Riverton Weather as appropriate
* If additional resources or significant changes in scheduling occurs, Zone FMO or Burn Boss communicates with TIDC and Forest Duty Officer
* For all resources, document hours on shift tickets and Crew Time Reports (CTRs). Equipment will be on shift tickets and personnel time could be on CTR or individual firefighter time report. Documentation of all time before crew or resources are demobed.

**Post Burn**

* Burn Boss makes sure that required paperwork for crews and equipment are completed
* Burn Boss assures that unit is checked on a regular basis following active ignition until declared out
* Burn Boss or FMO declares burn out and notifies TIDC
* Fire Effects monitoring (if indicated) is completed
* Burn costs and narrative of burn is completed and documented
* Smoke report to DEQ, if required

**Additional Guidance for Food Purchases:**

* If food purchase is required, contact the Forest Fire Management Group well in advance of the burn

Additional Direction for prescribed burning is located in the [Interagency Prescribed Fire Guide](https://www.nwcg.gov/publications/484)

**October 1, 2020 Regional Forester Burn Authority and Direction**

* **Regional Forester will maintain decision authority for all prescribed fires when we are at national or regional preparedness levels of 4 or 5.**
* **At preparedness levels 3 or below both nationally and regionally, Forest Supervisors will decide when and how to resume burning activities to meet the critical need to manage resilient landscapes.**

**Communications**

* **The Regional Office will be informed of all prescribed burning activities prior to ignition. The Point of contact is Fuels Specialist, Linda Chappell,** [**linda.chappell@usda.gov**](mailto:linda.chappell@usda.gov)**.**
* **Communication is required with partners, neighbors, communities, private property owners and other interested individuals, on adjacent units whom may be impacted. It is imperative you pay particular attention to this step in the fall of 2020, remaining sensitive to issues and concerns remaining around smoke and COVID-19.**
* **Notify your local health department of the planned burn, the number of people working on the project and the mitigations taken for employee safety and smoke management.**
* **Consider and provide for public information needs, beyond what we generally provide.**
* **If you wish to delegate this decision authority to qualified District Rangers on your unit, you must first talk with the Deputy Regional Forester for your state**

**Risk and Safety**

* **Ensure each burn project is evaluated for risks, including the risks from COVID-19. As western fire season winds down with the coming of fall weather, the pandemic is still upon us and threats to employees and community members remain.**
* **All CDC and Agency guidelines for sanitation, social distancing and the wearing of masks must be observed to safeguard our employees.**

**Smoke Management**

* **Use available smoke modeling tools to verify burns are highly unlikely to negatively impact communities and sensitive or vulnerable populations.**
* **Work with the National Weather Service or Predictive Services to obtain forecasts based upon expected weather patterns before, during, and after the prescribed fire, until smoke concerns are no longer present.**
* **If the prescribed fire project is one that may produce smoke impacts to sensitive areas or is in a challenging location for basic smoke models, coordinate with your state smoke**