

## **ORGANIZATIONAL STRUCTURE**

**7802**

(July 2015)

The CAL FIRE Predictive Services Program's organizational structure is designed in the Unity of Command format. This ensures an understanding of where each position functions in the chain of command, and delineates the flow of information from the Unit level through the Region level to the Program Management level. The basic structure in descending order includes:

- CAL FIRE Predictive Services Program Manager (Fire Environment Program Manager – (FEPM))
- Region Fire Environment Point of Contact (RFEPOC)
- Unit Fire Environment Point of Contact (UFEPOC)
- Unit RAWS Point of Contact (RAWSPOC)

Though not a part of the chain of command, the following are essential components of the organizational structure:

- Unit Fire Danger Operating Plan Working Group (FDOPWG)
- Unit WIMS Data Entry Personnel
- Unit Fuels Sampling Tech

## **FIRE ENVIRONMENT PROGRAM MANAGER**

**7802.1**

(July 2015)

The CAL FIRE Predictive Services Program Manager (FEPM) is responsible for the management of CAL FIRE's Fire Environment Program. This position normally resides at the department headquarters in Sacramento. The CAL FIRE FEPM responsibilities include the oversight of the following department programs;

- Remote Automated Weather Stations (RAWS) and network
  - Including purchasing, repair, and maintenance
  - User administration
  - Training
- Weather Information Management System (WIMS)
  - User administration
  - Training
- National Fire Danger Rating System (NFDRS) applications

- Unit Fire Danger Operating Plans (FDOP)
- Fire Occurrence Data Management
- Training
- Fire Behavior applications
  - Training
- Point of Contact Coordination
  - Region Fire Environment Point of Contact
  - Unit Fire Environment Point of Contact
  - Unit RAWS Point of Contact
- 7800 Fire Environment Working Group
  - Chairperson
  - Policy and Procedure development and maintenance of HB 7800 – Fire Environment Handbook
- Fire Environment Committee membership (required)
  - FIRESCOPE Predictive Services Specialists Group
  - FIRESCOPE Fire Danger Rating Area Sub-Committee
- Fire Environment Committee membership (recommended)
  - National Wildfire Coordinating Group Fire Environment Committee
  - National Fire Danger Rating System Steering Committee
  - S-590 Advanced Fire Behavior Interpretation Steering Committee
- California Fire Weather Annual Operating Plan
  - Provide direction on behalf of CAL FIRE

## **Training**

- Minimum Recommended
  - WIMS
  - Intermediate NFDRS (S-491)
  - Advanced NFDRS
  - Intermediate Fire Behavior Calculations (S-390)
  - Advanced Fire Behavior Calculations (S-490)
- Desired
  - Advanced Fire Behavior Interpretation (S-590)

## **REGION FIRE ENVIRONMENT POINT OF CONTACT**

**7802.2**

(July 2015)

The Region Fire Environment Point of Contact (RFEPOC) is a delegated responsibility that shall be assigned to each of the Regional Operational Coordination Centers (OCC). The RFEPC is responsible to be primary Region point of contact for the Unit Fire Environment Point of Contact (UFEPOC), Unit Remote Automated Weather System Point of Contact (RAWS POC), CAL FIRE FEPM and interagency personnel for all fire weather related, National Fire Danger Rating System (NFDRS) and fire behavior matters of concern. The RFEPOC shall provide the Units within their Region, assistance with RAWS, Weather Information Management System (WIMS), NFDRS, Fire Family Plus, and Fire Behavior Applications. The RFEPOC shall keep the FEPM apprised of any major problems with fire environment related applications, systems and hardware. The RFEPOC shall retain all current Unit Fire Danger Operating Plans (FDOP)s.

RFEPOCs shall provide input to their Geographical Area Coordination Center (GACC) Predictive Services Unit (PSU) in the development of monthly and seasonal fire potential outlooks. This requires the RFEPOC to be familiar with and monitor current fuel conditions throughout their Region.

The RFEPOC shall be part of the interagency cadre to assist in the annual instruction of WIMS, Intermediate NFDRS (S-491), Intermediate Fire Behavior Calculations (S-390), and Advanced Fire Behavior Calculations (S-490). The responsibility delegated to the RFEPOC requires a high level of knowledge associated with fire weather, NFDRS, and fire behavior. To meet the needs of responsibility, the RFEPOC shall receive training in the following courses;

### **Recommended Training**

- WIMS
- Intermediate NFDRS (S-491)
- Advanced NFDRS
- Intermediate Fire Behavior Calculations (S-390)
- Advanced Fire Behavior Calculations (S-490)

## **UNIT FIRE ENVIRONMENT POINT OF CONTACT**

**7802.3**

(July 2015)

Each CAL FIRE Unit will designate a Unit Fire Environment Point of Contact (FEPOC). The Unit FEPOC is vital to maintaining the Unit's historical fire and weather records and analyzing the Units fire danger. The responsibilities of the Unit FEPOC include;

- Oversight of the Unit RAWs Network
- Oversight of the Unit Fire Danger Operating Plan (FDOP)
- Oversight of the Unit Weather Information Management System (WIMS)
- Is the Liaison with the Region Fire Environment Point of Contact and the CAL FIRE FEPM

It is the responsibility of the FEPOC to deliver the following products;

- Complete Fire Family Plus data base each year prior to May 1<sup>st</sup>
- Updated FDOP, if changes were made the prior year. Delivered to the CAL FIRE FEPM and Region Fire Environment Point of Contact.
- Fuel Model management to WIMS (Greenup, Freeze, etc.) as conditions warrant for each RAWs
- Annual WIMS update to 90<sup>th</sup> and 97<sup>th</sup> percentile values for fuel models used prior to the transitional staffing period for each RAWs.
- Ensure notifications are implemented as directed by the FDOP when updates occur to Dispatch Level thresholds, Fire Danger Adjectives, and Pocket Cards.

### **Recommended Training**

- WIMS
- Intermediate NFDRS (S-491)
- Advanced NFDRS
- Intermediate Fire Behavior Calculations (S-390)

## **UNIT RAWS POINT OF CONTACT**

**7802.4**

(July 2015)

The Unit RAWS Point of Contact (POC) is responsible for coordinating maintenance and repairs of the Unit RAWS network. The Unit RAWS POC will be the primary contact for the CAL FIRE FEPM and the service contractor providing RAWS network maintenance. The Unit RAWS POC and the Unit Fire Environment POC may often be the same individual.

Each Unit will designate a primary and secondary Unit RAWS POC by September 1<sup>st</sup> of each year or as personnel changes occur. Unit RAWS POC contact information will be forwarded to the CAL FIRE FEPM.

Unit RAWS POC shall be responsible for the following;

- Coordinate with the service contractor for RAWS annual and emergency field maintenance.
- Accompany service technicians during on-site RAWS annual field maintenance.
- Timely response to instrument abnormalities or malfunctioning equipment.
- Sensor replacement and shipping for emergency repairs.
- Notify the CAL FIRE FEPM when annual or emergency field maintenance is completed.
- Coordinate RAWS maintenance activity with the Unit Fire Environment POC.

## **UNIT FIRE DANGER OPERATING PLAN WORKING GROUP**

**7802.5**

(July 2015)

Each Unit Fire is responsible for creating and maintaining the Unit Fire Danger Operating Plan (FDOP). It is recommended that each Unit establish a Fire Danger Operating Plan Working Group (FDOPWG)

The FDOPWG works at the direction of the Fire Environment Program Manager (FEPM) as delegated from the Unit management. At a minimum, the FDOPWG should consist of personnel who can fill the following functions:

- Unit Fire Environment Point of Contact (FEPOC)
- Unit RAWS Point of Contact (RAWSPOC)
- A representative from the Unit Emergency Command Center
- A representative with GIS knowledge, skills, and abilities

Additionally, it is critical that the FDOPWG also solicit input from the Unit Pre-Fire Engineer (if not already included), the Unit Fire Prevention Bureau, Unit Forester, and a representative from fire operations.

It is important to fill the membership of the FDOPWG with enough personnel to ensure workload is effectively shared and that the FDOP can be completed in a timely manner.

The FDOPWG meeting schedule should be consistent with workload as it relates to the reporting timeframes. An initial Unit FDOP would require considerably more time and development than an annual FDOP update.

An important consideration of the FDOPWG must also be succession planning. As FDOPWG members move on to other programs and responsibilities, Units must ensure that personnel are identified and training programs are initiated for subsequent FDOPWG members.

## **WIMS DATA ENTRY PERSONNEL**

**7802.6**

(July 2015)

[\(See Policy 7833 – Weather Information Management System \(WIMS\)\)](#)

[\(See 8100p200 – Dispatch Levels\)](#)

The Unit Emergency Command Center (ECC) Chief shall assign personnel to ensure data entry into the Weather Information Management System (WIMS) occurs daily and as directed by the Fire Danger Operating Plan (FDOP). WIMS data entry personnel are responsible to review RAWS data for accuracy, input WIMS data, and edit data as needed. All RAWS data malfunctions shall be immediately reported to the Unit RAWS Point of Contact to ensure timely repairs can be made.

Data entry personnel shall receive WIMS training prior to being granted access to the WIMS database. Training may be provided at the Unit level or through a formal course.

## **UNIT FUELS SAMPLING TECHNICIAN**

**7802.7**

(July 2015)

[\(See Policy 7820 – Fire Environment Monitoring Fuels\)](#)

Each CAL FIRE Unit is responsible for monitoring fuel moistures and shall assign personnel as Fuels Sampling Technician(s). Technicians shall monitor live fuel moisture at a minimum of one site in the Unit. Additional sites may be monitored as the complexity of the wildland fire environment dictates.

Live fuel moisture calculations shall be posted to the [National Fuel Moisture Database \(NFMD\)](#) at minimum once per month from March 1<sup>st</sup> through October 31<sup>st</sup>. Additional postings may be necessary depending on the complexity of the wildland fire environment or as directed by the Unit FDOP.

[\(see Next Section\)](#)

[\(see Handbook Table of Contents\)](#)

[\(see Forms and Form Samples\)](#)