

Memorandum

To: Region Chiefs
Assistant Region Chiefs
Unit Chiefs
Contract County Chiefs
Deputy Director, Fire Protection Programs
Deputy Director, Resource Management
Acting State Fire Marshal

Date: September 27, 2016

Telephone: (916) 653-7772

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From: KEN PIMLOTT, Director
California Department of Forestry and Fire Protection (CAL FIRE)

Subject: Mandatory Fuels Reduction Targets and Activity Reporting

Climate change has impacted California significantly in recent decades. The average temperature is increasing, weather patterns are changing, and a migration of vegetation types is occurring. This comes after a century of fire suppression, inadequate fuels treatment, and an increase in wildland urban interface. The addition of five years of persistent drought and the tree mortality epidemic have exacerbated the situation, resulting in the increasing number and complexity of fires. We are averaging 25% more fires than the five-year average and have experienced two of the top 10 most damaging fires in the State's history within the last year.

To help mitigate this increased threat of wildfire, the Administration has invested in staffing and resources above our base level of funding for the last three years. These resources are directed at fire prevention, fuels treatment and fire protection activities, and include additional defensible space inspectors, staffing 87 engines year-round and extending transitional staffing earlier and later in the calendar year.

Our first priority is to train and be prepared to respond to the fire threat throughout the State. Following that, our primary focus will be to implement fire prevention and fuels treatment activities as guided by the 2010 Strategic Fire Plan and individual Unit Fire Plans.

In order to emphasize fire prevention and fuels treatment activities for the current fiscal year, beginning in July 2016, I am directing CAL FIRE Units and the Contract Counties to achieve the following targets on State Responsibility Area lands:

- 20,000 acres of broadcast prescribed burning
- 15,000 acres of fuels treatment, including chipping, thinning, pile burning, fuel breaks, etc.
- 250,000 annual defensible space inspections

These targets are meant to be aggressive in order to challenge ourselves to increase the pace and scale of treatment on the landscape, and make real and measurable impacts to the fire threat. The specific Unit and Contract County targets will be established by the appropriate Region Chief. We need to lead the way and set the example for others to follow.

Retroactive to July 1, 2016, and going forward, all fuels treatment projects will be documented through the eFC33 process and recorded in CalMAPPER. The process for documenting these efforts is attached. All defensible space inspection activity will be reported monthly. While I realize this is an additional workload, an accurate accounting and description of our activities is essential in order to prioritize funding needs and share our successes with the Legislature, the Administration and the public we serve.

Attachments

cc: Chief Deputy Director
Deputy Director, Management Services
Deputy Director, Communications
Deputy Director, Legislation

Attachment 1
Fuels Reduction Tracking Procedures

The need to track and account for fuels treatment/fire prevention achievements is crucial to provide the Administration, Legislature and interested constituents information on the use of resources provided to the Department. The eFC33 and CalMAPPER Programs will be utilized for this tracking procedure. All fuels reduction related work shall be tracked using eFC33 and CalMAPPER.

Beginning immediately, all CAL FIRE Units engaged in fuels reduction (including tree mortality) activities will utilize the eFC33 Program to document personnel and equipment hours. All personnel engaged in fuels reduction projects and defensible space inspections are required to enter their work hours in the eFC33 Program. No other program or tracking mechanism may exempt employees from this procedure. All Fire Protection and Resource Management personnel (engine companies, hand crews, dozers, foresters, fire prevention and education) engaged in fuels reduction work shall comply with this new policy. The tracking of all fuels reduction work hours is retroactive to July 1, 2016.

Reporting personnel and equipment hours in the eFC33 Program will be required at the end of each shift, no later than at the end of each month, or at the completion of a fuels reduction project. Each employee may maintain more than one eFC33 in a pay period (for multiple projects). Program is currently developing policy for expanding the use of the eFC33 Program to include work tracking.

In order for the eFC33 Program and CalMAPPER to be effective, each Unit will be required to assign an incident number to each fuels reduction project. Standardized terminology will be utilized for the following cells in the FC-33 form: Incident Number created for each project, i.e., (**16CAMMU000002**), Incident Name will be the Project Name (i.e., **Yosemite West Fuel Reduction**), and Resource ID (see Attachment 2).

Employees shall be provided and use the correctly identified Index and PCA for the specific project they worked on. This will require close coordination between the Unit Administrative Officer and Unit Resource Management staff. No E-Fund PCAs shall be used in this procedure (00900, 00907, or 00908).

Each Unit will provide to their stations and camps a Fuels Reduction Project List. This project list will be maintained and updated as necessary to track new fuels reduction projects. The Fuels Reduction and Tree Mortality Project List will identify each Project, the Incident Number, Project Name, PCA (funding the project), Unit, County and CalMAPPER ID number. The Fuels Reduction and Tree Mortality Project List will be submitted to the region contacts below at the beginning of each month.

CNR – John Sprague, Deputy Chief for Planning & Special Operations

CSR – Jeff Isaacs, Assistant Chief for SRA, Land Use Planning & Pre Fire Engineering

Units are also required to track all project activities, treatments and accomplishments in CalMAPPER. All data must be updated at the end of each month to reflect the most current information for review by the Regions and Tree Mortality Task Force by the 5th of each month.

Please direct questions regarding this directive to:

CNR – Gabe Schultz, Northern Region Staff Chief, Resource Management

CSR – Rick Carr, Southern Region Staff Chief, Resource Management.

Attachment 2
FRAR eFC-33 Entry Codes

eFC33 Form Standardized Inputs & Codes		
eFC33 Cell Name	Input Options	Description
Incident Number*	15CAMMU000002	Each project must have its own incident number
Incident Name*	Yosemite West Fuel Reduction	The Incident Name is the Project Name
PCA* Funding or Tracking PCA	06231	**USE THIS PCA for ALL Tree Mortality Projects**
	02207	Drought Augmented projects
	02350	Unit general funded projects & assists
	06240	All VMP projects
	06245	All SRA FPF funded internal projects
	Other PCAs	Other PCAs that are utilized for Fuels Reduction Projects
Resource ID	Hand Crew	
	Dozer	
	Engine	
	Fuels Crew	
	Overhead	
	Operator	

*Refer to the Unit's Fuels Reduction & Tree Mortality Project List.

Attachment 2.
FRAR eFC33 Instructions

The following instructions are for eFC33 usage for fuels reduction and tree mortality projects. Due to the numerous requests for information it has become very important to track not just personnel hours but equipment time too. Beginning July 1, 2016 each Unit will be required to track all personnel hours and equipment hours using the eFC33 program.

Personnel Time:

1. Each Unit will be required to create an Incident Number for each fuels reduction and tree mortality project identified in the Units Fuels Reduction and Tree Mortality Project List. This incident number must also be used in CalMAPPER to identify the project(s) and allow for the tracking of activities, treatments, and acres completed.
2. In the box labeled Incident Name you will place the name of the project.
3. Resource ID will be Engine, Hand crew, Dozer, Fuels Crew, or Overhead
4. **You will use the correctly identified Index and PCA for the specific project, as identified in the Units Fuels Reduction and Tree Mortality Project List you will be working on and/or assigned to. You will have to coordinate with the Unit Administrative Officer and/or Units Resource Management staff to correctly identify which PCA code is to be used.**
5. Activity: these cells are to remain empty as the activity will be tracked in CalMAPPER.
6. For the Remarks section please limit your comment to number of trees felled, piles burned or acres treated. **This number must match what shows in Cal MAPPER.**
7. The eFC33 will be completed at the end of every shift.
8. ***We understand that placing a FF-I on a PCA other than 00900 is an issue. Sacramento IT staff is working to correct this problem and corrective measures should be in place this fall.***

Equipment Hours:

1. Equipment hours will be captured on the same eFC33 as personnel hours. Equipment time recording is required for all equipment assigned to fuels reduction and tree mortality projects. This includes newly purchased tree mortality equipment as well as existing Unit equipment.
2. Equipment ID Numbers are required. Use the full 5-digit "X" number assigned to each vehicle or piece of equipment
3. Each piece of equipment has been outfitted with an hour meter. When tracking equipment hours on the eFC33 use the hour meter to ensure consistency with the ME-104 form.

