

# CALIFORNIA WILDLAND FIRE COORDINATING GROUP



## Memorandum

DATE: *December 15, 2015*

SUBJECT: *LFML – Local Fire Management Leadership*

TO: Course Participant

Congratulations! You have been selected to attend the ***LFML – Local Fire Management Leadership*** training session at the ***Wildland Fire Training Center April 11 – April 15, 2016***. Class will begin at ***0900 hours Monday, April 11<sup>th</sup>*** and conclude at approximately ***1700 hours Friday, April 15<sup>th</sup>***. To receive a certificate of completion for this course, you must attend from the beginning to the scheduled completion of the course; please make your travel plans accordingly. There will be no exceptions.

Students that have been selected for this course have been identified as: Current or future Agency Administrators/Line Officers. This course is intended primarily for individuals with day to day line officer (e.g., field office manager, district ranger, refuge manager, district manager, etc.) responsibilities. Selection preference will be given to Line Officers.

**Description:** This course is a comprehensive look at the Agency Administrator’s leadership role within the Fire Management Program, including the new Federal Wildland Fire Management Policy. The complex fire situation is highlighted with the intent to provide a comprehensive understanding of processes necessary to effectively manage the situation. Included are the Agency Administrator’s briefing, Wildland Fire Situation Analysis, Risk and Cost Analysis, and other critical items. Policy, authority, and responsibility will be clarified, discussed, and reinforced using case examples. Opportunities will be highlighted to provide additional tools for the Agency Administrator to more effectively manage the fire program. The participant will gain an insight into fire’s role in wildland management, internal and external relations and interagency cooperation opportunities are discussed. Emphasis is placed on an overall understanding of fire management and the Agency Administrator’s role in it.

### **Objectives:**

- Identify Agency Administrator’s responsibilities to provide leadership in fire and fuels management.
- Gain a common understanding of all the fire management agencies national policy, agency administrator responsibility and accountability, and authority for all fire management actions.
- Understand the importance of fire as an essential ecological process and the role of fire management programs in achieving desired future conditions.
- Gain a common understanding of risk informed decision making and safety philosophy in the context of wildland fire program management.

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## **Course Prerequisites:**

Current or future Agency Administrators/Line Officers.

## **Course Prework:**

Read "Leading in the Wildland Fire Service".

## **Tuition:**

Your tuition cost: \$400.00

All students must submit a NWCG Nomination Form with proper agency charge codes and signatures for payment. A copy of the NWCG nomination form can be found and downloaded from the National Fire Training website at: <http://www.nationalfiretraining.net/>

## **Dress:**

Students are to wear casual office attire. This means suitable for public contact (no shorts, tank tops, flip flops, etc.)

Reminder – this is a NO HAT facility.

## **Travel:**

For travel and lodging information navigate on the internet to the WFTC website: <http://www.fs.usda.gov/detail/r5/fire-aviation/management/?cid=STELPRDB5363444>  
WFTC Dormitories are unavailable during the time of January 25 – April 15, 2016.

## **Billing Information**

**Forest Service (Other Regions):** The approved NWCG Nomination Form will be used for payment. This form must include proper agency charge codes and signatures.

**Other Federal Agencies:** The approved NWCG Nomination Form will be used for payment. This form must include proper agency codes, agreement numbers and signatures.

**Other Non-Federal Agencies:** It is recommended that students pay with a check or money order at the facility at the start of class. There is an additional 8% administrative fee added to this tuition charge. If payment is not received, a bill of collection will be issued to your agency.

**Cancellations:** Cancellations must be made one week prior to the course start date. If a cancellation occurs after the one-week cut off and the slot goes unfilled, there will be a charge not to exceed the tuition charge for the course.

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Any questions regarding this may be directed to you unit training coordinator or appropriate training representative. If you are self-sponsored, you may contact the training center directly at [wftc@fs.fed.us](mailto:wftc@fs.fed.us) .

If you have any questions, please contact:

Course Coordinator  
Anna Dinkel (442) 300-4058  
[adinkel@fs.fed.us](mailto:adinkel@fs.fed.us)

*/s/ Anna Dinkel*  
Anna Dinkel  
Training Specialist

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California Wildland Fire Coordinating Group  
<http://gacc.nifc.gov/oscc/cwcg/index.html>