

Proposed Region Cost Containment Review Template

TEAM COMPOSITION

One Forest Supervisor, One fire operations specialist, One fiscal/acquisition specialist

CRITERIA

Regions will be responsible for conducting cost containment reviews for all fires that occur in their region that exceed \$5.0 million. Regional Foresters have discretion and are encouraged to conduct similar reviews for incidents less than \$5.0 million if circumstances suggest the need for such a review.

INTERVIEWS/SITE VISITS

The team will visit the unit hosting the fire and, using this template as guidance, conduct interviews, take notes, gather documentation, etc. The teams will, at a minimum, interview the Agency Administrator, the Incident Commander, any other IMT members deemed necessary and a community opinion leader such as a mayor or county executive. It is expected that these visits will take approximately three days. In addition, some interviews may be conducted via telephone, if necessary.

REPORTING

At the end of each region's fire season the cost containment team(s) will draft one report that encompasses all fires in their region that exceeded \$5.0 million. The report will contain five sections: (1) an executive summary that provides highlights of the report, (2) a summary of each fire in the region being reviewed, (3) trends and analysis (especially issues observed across fires and quantifying costs as they relate to tactical and strategic decisions made on the fire), (4) findings (to include both best practices as well as areas for improvement) and (5) recommendations. It is expected that if there are similar findings and recommendations across fires they will be consolidated into one finding and one recommendation in the final report.

FOLLOW-UP

Each region will submit a final report to the WO which will draft a Statement of Action for each of the recommendations. The region will assign an appropriate person(s) to each of the recommendations for follow-up action and inform the WO who is assigned. Actions may include full implementation, partial implementation with justification for only partial implementation, or concluding that implementing the recommendation is inappropriate and a statement justifying the reason. Final resolution of each recommendation will occur no later than one year from the date of the original report submitted by the region.

The WO in conjunction with a few regional representatives will evaluate all of the regional reports looking for nationwide trends in areas for improvement as well as innovative or best practices. These will be consolidated into one document that will be distributed to the Regional Foresters, Forest Supervisors and Fire Directors. We are also looking into posting this on the Fire and Aviation web site.

REVIEW OBJECTIVES AND QUESTIONS:

Sufficient and Reliable Information

Do the Line Officers and ICs believe they have all of the necessary information to make timely and prudent decisions? If not, why not? What information is missing that would help them better manage the fire? If so, where and how did they obtain this information?

Social Factors

What are the socio-political factors driving actions and, therefore, costs at this fire?

Can/Were the socio-political factors be satisfied? If so, how? If no, why?

Quantify any costs associated with mitigating these concerns.

Risk Management

To what values did this fire pose a threat?

What was the thought process for identifying and balancing the threat level with acceptable costs?

How did the IMT and the AA quantify the decisions they made to manage the threats?

How was the risk shared between the general public, local, state and federal agencies?

How would the decisions change if these were appropriated funds for which AA's/IC's were held accountable?

Tactical Decisions

What specific actions did the IMT and AA take to control costs in the three highest cost areas of personnel, contracts and aircraft?

Specifically, what effect did IMT actions have on overall fire costs? Which actions were within their control and which were dictated by others (AA, politicians, etc.)?

How did AA direction impact overall fire costs?