



MEMORANDUM

TO: Wildland Conservation Division
FROM: William A. Conrad, Division Manager
DATE: June 13, 2012
SUBJECT: Division Policy Regarding Wildfire Prevention Plans

This memo establishes Wildland Conservation Division policy regarding use of wildfire prevention plans for all activities occurring on division managed Wildlands. It is intended to augment our division's actions toward Austin becoming a Fire Adapted Community. It also applies to any activity our division, programs, or staff plans or authorizes on land jointly managed with the Parks and Recreation Department (PARC).

Definitions:

High Fire Danger – The period of time during which there is imminent risk for ignition and spread of wildfires. This will be determined by the Division Manager of the Wildland Conservation Division or his designee. It will remain in place until rescinded.

Spotter – an individual on a work team or crew who is responsible for observing and reporting ignitions of Wildland fuels. For routine operations this person may be designated as spotter as an additional duty. During high risk activities conducted during high fire danger periods the spotter will be dedicated solely to that activity. The designated spotter must possess the ability to communicate effectively with his or her crew, and with emergency operators. He or she must be able to communicate the address and field location of the work, and must be able to direct emergency crews to the ignitions and/or fire site.

High Risk Activities – These include welding and grinding, work with energized electrical equipment or facilities; operation of vehicles or power equipment in tall grass or other fine fuels, or any activities that will typically generate sparks, or conduct heat to fuels in a manner that might cause an ignition.

Wildfire Prevention Plan:

A Wildfire Prevention Plan is a pre action plan used to help avoid accidental wildfire ignitions on Wildlands and to provide initial response when ignitions are encountered. The plans will include the following at a minimum:

- Location including property description, address(es), and/or? GPS coordinates as applicable.
- Activity description
- Preplanned measures to avoid ignitions. (ie: park away from combustible fuels, clear hot work areas of vegetative matter to 1 soil).
- Description of fire suppression equipment, such as fire extinguishers, that will be in place during work.
- Identification of a designated spotter charged with monitoring for ignitions. During high fire danger periods the spotter might not have other duties that interfere with this primary charge.
- Identification of the individual on-site who is capable of calling 911 and directing them to the location when an ignition occurs or is encountered.
- Identification and documentation of location (911 Address, driving directions, etc) and access information for the activities that are occurring.
- Identifies a contact person that WCD management can reach in event of an emergency

For contractors, consultants, infrastructure owners and their crews, researchers, and other formal visitors the Wildfire Prevention Plan shall be a written document prepared and provided by the entity receiving access privileges. A template is included as part of this memo to facilitate preparation of these plans. They will be required to review it and make appropriate assignments for spotters and 911 calls before the beginning of each work day. When specifications and scopes are prepared for services to be contracted on Division managed Wildlands they shall include requirements for preparation, submission and acceptance of Wildfire Prevention Plans by the successful bidder before they may be issued a notice to proceed.

For volunteers working on division Wildlands it shall be a written document prepared by division staff or the appropriate PARD staff and provided to the volunteers or to the division staff member supervising the volunteer activity. It shall be reviewed with volunteers as part of their safety briefing before the beginning of the volunteer activity.

For Division staff it may or may not be a written document. In most cases it will be part of the safety tailgate for individuals or small groups of staff working on the same activity. When the tailgate is documented then information relative to the Wildfire prevention planning should be included in that documentation. For large complex projects involving numerous staff members or combinations of staff, contractors, volunteers, or staffs from other departments a written plan shall be developed and shared.

In order to facilitate implementation of this policy in the field a copy of this memo shall be maintained in the pre-trip inspection log book contained in each City owned vehicle operated by this Division. This policy shall remain in effect until it is revoked, replaced, or superseded by another policy



William A. Conrad
Division Manager
Wildland Conservation

Attachment: Wildfire Prevention Plan Template

**CC: Daryl Slusher, Assistant Director
Kevin Thuesen, Program Manager WQPL
Sherri Kluhl, Program Manager BCP
Becky Chen, Division Manager, Safety and Training
Virginia Soto-Reynolds, Senior Buyer, AWU
Sara Hensley, Director Parks and Recreation Department
Pat Fuller, Manager Park Rangers
Mike Personett, Assistant Director, Watershed Protection
Chuck Lesniak, City Environmental Officer
Robyn Smith, WTP4 Environmental Compliance Manager
Ray Henning, Austin Energy
Yvonne Davis, LCRA
Harry Evans, Deputy Fire Chief, Austin Fire Department**

Wildfire Prevention Plan Template

Location of Work:

BCP: _____

WQPL: _____

Tract name(s): _____

Nearest gate address: _____

GPS Coordinates: _____

Date(s): _____

Type of work:

Specifics of Work:

Number of personnel: _____

Fire prevention/ suppression equipment on site: _____

Fire prevention preparation: _____

Fire department jurisdiction: _____

Spotter: During active high fire danger periods a member of the work group will be designated as a spotter to observe and report potential wildfire ignitions. During hot work such as welding, or high risk activities such as operation of vehicles or power equipment in heavy fuels the spotter will be dedicated only to that responsibility.

Name of designated spotter: _____

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Name of designated spotter: _____

Emergency contact: An emergency contact will be the designated point of contact who will be available in the event Wildland Conservation Division Management needs to contact a project team in the field.

Name of emergency contact: _____

Best method of contact: # _____

Personnel:

Supervisor: _____

Phone: _____

Project Manager WCD: _____

Phone: _____

Fire Manager: Luke Ball (cell 512-940-3452), desk 512-972-1683)

WQPL Manager: Kevin Thuesen (cell 512-632-8064), desk 512-972-1666)

BCP Manager: Sherri Kuhl (cell 512-299-6775), desk 512-972-1664)

WCD Manager: Willy Conrad (cell 512-826-4132), desk 512-972-1661)