

APPENDIX M – Yearly Readiness Check List

Yearly Readiness Checklist

This checklist consists of program activities with suggested accomplishment dates. It should only be used as a guide to aid in successful program implementation.

JANUARY

- Complete and submit all project IAP's.

FEBRUARY

- Complete repairs on any fire apparatus or equipment.

MARCH

- Complete seasonal hiring.
- Ensure physicals for employees with primary firefighting responsibilities are complete.
- Task order for Lassen National Forest submitted.
- Fire shelters are inspected and meet current standards.
- Prepare for spring burning and implement approved projects when in prescription.
- Verify and update cooperative agreements.

APRIL

- Determine required in Park training needs and establish dates. (CPR, Defensive Driving, Hazmat, First-Aid, Blood Born Pathogens, 8hr refresher, Ethics/Conduct, S130, S190, S211, S212).
- Inventory cache.
- Begin work capacity testing.
- Develop list of required cache replacement items for field season.
- Prepare/update crew safety folders.
- Review/update FMP.
- Review/update IDP's for permanent and STF staff.

MAY

- Return fire vehicles from winter storage.
- Begin clean up, maintenance, servicing and restocking of all fire vehicles, engine and patrol vehicles.
- Test pumps, saws and other suppression/project equipment prior to issue in field season.
- Perform fire extinguisher checks.
- Begin formal morning briefings consisting of daily weather, 6 minutes for safety, situation report, and daily operations.
- Bulletin boards have required posted info and are maintained.

JUNE

- EOD for seasonal work force (engine, fuels, monitors, bio-techs).
- Complete required training for seasonal work force.
- Complete 8 hr refresher training for all fire staff.
- Begin daily vehicle readiness checks.
- Begin or continue physical training programs.
- Issue Red Cards.
- Begin season long proficiency training as per readiness review standards.
- Begin fuel moisture and fuel load sampling.
- SIFC Board of Directors meeting.
- Five party agreement meeting.
- Fire shelter training and practice drills are completed.

JULY

- Activate weather station at Mt. Harkness Look out.
- Activate Mt Harkness Look out.
- Pressure test all fire hose.
- Complete Readiness Review.

AUGUST

- Cache/supply replacement list is updated and submitted to senior staff.

SEPTEMBER

- Prepare for fall prescribed burning and implement approved projects when in prescription.
- Determine NWCG training needs for permanent/STF staff.

OCTOBER

- Update fire history and 1202 data base.
- Submit updated red card information (experience/training).
- Complete all annual fire reports and other required reports.
- Initiate new performance standards and finalize current performance ratings.

NOVEMBER

- Rehab all fire equipment, cache supplies, pumps, saws, hand tools, camping equipment.
- Inventory cache.
- Develop list of required cache replacement items.
- Deactivate weather station at Mt. Harkness Look out.(may occur prior to season ending snow event)
- Winterize Mt. Harkness Look out. (may occur prior to season ending snow event)
- Review/update IDP's for permanent and STF staff.

DECEMBER

- Issue seasonal job announcements.
- Winterize all vehicles and place in storage for winter.