

FIRE FACILITIES

1 Introduction

The Wildland Fire Facilities Construction/Deferred Maintenance Fund is appropriated through a congressional line item. Congress established this fund to pay for new construction of wildland fire facilities and for deferred maintenance of existing fire facilities requiring expenditures of more than \$100,000. All bureaus of the Department of the Interior (DOI) are eligible to compete for funding through this source. The appropriation is divided among the DOI wildland fire bureaus by ranking criteria identified in Attachment G of the DOI budget each year.

The DOI develops a five-year plan incorporating all proposed DOI wildland fire facilities projects, and the five-year plan is submitted two years in advance of funding. Each year the plan is revised and resubmitted. New projects are added to the list each year and considered for inclusion based on bureau needs and ranking criteria. Funding is project-specific and cannot be used for other purposes. Once funding is allocated for a specific project, that funding cannot be moved to fund other facility projects without justification and Washington Office (WASO) approval.

National Park Service requests for fire facility new construction and deferred maintenance must be entered into the [Project Management Information System \(PMIS\)](#) web-based intranet program under the funding source "Wildland Fire Facilities." Only wildland fire facility requests are considered under this funding source. Funding requests for fire equipment, supplies, or studies are requested through the normal fire management budget process. Once a wildland fire facility funding request in PMIS has been formulated, additional project revisions or additional funding requests cannot be added to the original request. A new PMIS request is required and will be considered through the normal review process. Funded projects exceeding the allocation will be reviewed by the region and WASO to identify possible project reduction options, other funding sources, or additional contingency funds.

PMIS user names and passwords can be obtained through the park or regional PMIS coordinator in order to access the system to submit project funding requests. To learn more about the system, visit the PMIS website and select "About PMIS" on the welcome screen. The "Help" screen also provides information on using the PMIS program. A log-in is not required to access this information.

Additional information on the process of requesting fire facilities funding can be found at the [NPS Servicewide Comprehensive Call \(SCC\)](#) and [Wildland Fire Facilities SCC Guidance](#) websites.

2 Responsibilities

2.1 National Level

The Washington Office Branch of Wildland Fire coordinates with the other DOI bureaus to create and revise the annual DOI Wildland Fire Five-Year Construction/Deferred Maintenance Plan Summary. The Branch is also responsible for the distribution of funding when Wildland Fire Construction/Deferred Maintenance funds are allocated to the bureaus each year. In addition, the Branch is responsible for maintaining a contingency fund for facility projects that exceed the allocated funding. Facility projects that exceed the allocated funding by greater than 10 percent will be reviewed by the Branch using the same criteria listed under regional responsibilities.

Other responsibilities include the following:

- Assisting regions in reviewing facility requests.
- Assisting regions in tracking project costs.
- Submitting the annual DOI Wildland Fire Construction/Deferred Maintenance Completion Report.
- Reporting to DOI on funded facility construction that has changed in scope or requires changes in funding allocations.

2.2 Regional Level

The regional offices are responsible for providing regional direction on time frames for completion and review of facilities projects. The time frames for completion should be coordinated with non-fire project requests as determined by regional Servicewide Comprehensive Call (SCC) guidelines. These time frames can be found under “Links to Regional Guidance” on the [SCC website](#).

The regional offices are also responsible for reviewing the wildland fire facility projects proposed by their park units to determine the following:

- The functional need for the facility.
- Whether there is sufficient wildland fire occurrence in the park to justify the need for such a facility.

- Whether the facility is functionally designed for the best economical use of space as determined by the number of fire positions and the amount of fire equipment assigned to the park.
- Whether the facility is to be used exclusively for wildland fire activities (if the facility is designed to also accommodate non-wildland fire functional needs, the region must coordinate with the park to identify and acquire other non-fire funding sources and determine the appropriate funding split).

After these determinations are made, the regional office must indicate in PMIS which wildland fire facility project requests within the region have been approved and which ones have not been approved. WASO will consider only the facility funding requests that have received regional approval. The regional office must also prioritize the approved projects. The order of priorities can be designated in the PMIS program or a list can be sent directly to the Branch of Wildland Fire.

After funding is allocated, the regions must track the progress of each project and monitor costs to determine whether the expenditures are reasonable and appropriate.

2.3 Park Level

Parks must complete the following steps if they are requesting funding for new construction of wildland fire facilities, major renovation of existing wildland fire facilities, or conversion of a non-fire facility to a facility whose primary use is for wildland fire activities:

- Fire managers must follow established internal processes to gain park approval for the proposed project. The proposed location, size, and purpose of the facility; alternatives to construction; environmental compliance issues; and other matters need to be discussed with park leaders and managers prior to initiating a PMIS request.
- Once the initial concept has been approved, project proponents must consult with park facility managers to determine a preliminary design and cost estimate for the project. They must also discuss the project with regional fire managers to ensure regional and national guidelines are met. Accurate project cost estimates and detailed component costs are essential.
- After the fire facility project has been entered in PMIS under the Wildland Fire Funding source as a "draft," the park manager should indicate park-level approval for the project in the PMIS program.
- Until the funding is approved by WASO, design elements and project costs should be reviewed and updated annually in PMIS. Parks may also need to adjust the fire facility funding request in PMIS according to regional direction.
- After projects are funded, parks are required to establish a unique funding account to track costs throughout the life of the project. Guidance for tracking

project costs can be found in the yearly [*NPS Wildland Fire & Aviation Annual Financial Management Guide*](#). Parks are also required to provide quarterly progress reports to the region following regional guidance.