MT InFORM Core Team
Fire Follow Up Manual – Update Recommendations

1004 FIRE REPORTS

NWCG has established a consistent standard for wildland fire final fire reports and fire occurrence records across agencies. This system aligns yearly fire reporting at the state and county level and the process of developing a final fire report for wildland fires. DNRC has transitioned to the national system to improve the quality, completeness and usability for fire report information at the local, state and national level. The link to the national system can be found at the NWCG Fire Reporting Sub Committee webpage, https://www.nwcg.gov/committees/fire-reporting-subcommittee/InFORM. All pertinent details of how the system works can be found on their project webpage. The following information is specific to how DNRC will use and implement the system and maintain fire report records.

1004.1 Final Fire Reports

The DNRC records retention requirements for wildland fire records are a certified final fire report from InFORM with all applicable supplemental documents. The DNRC Fire Protection Bureau will keep hard copy records of the final fire report and supplemental documentation for 10 years.

A final fire report and supplemental documentation will need to be sent to the Fire Protection Bureau for archive after the fire report and supplemental documentation is certified and documentation compiled and complete. For the majority of fire reports with minimal supplemental documentation the final fire report should be certified within 10 days of the fire dead out date and routed to the Fire Protection Bureau.

The DNRC will take the lead in ensuring final fire reports are certified for all fires where the state is identified as the protecting unit. These are wildland fires assigned a state of Montana unique fire ID. The DNRC will ensure final fire reports are certified for any local government fires where the state has a financial or legal interest. These are wildland fire assigned a county unique fire ID. The DNRC will certify the report if the County or Department doesn't intent to certify the report. See appendix XX (Montana Final Fire Report – Required Elements State and County) for required final fire report elements.

Notification and report requirement for Jurisdictional agencies where DNRC provides fire protection can be found in operating plans and agreements.

1004.2 County Fire Occurrence Reporting and Certification

The desired pathway for all county fire occurrence data reporting is through the local interagency wildland dispatch center where it will be entered in an IRWIN (Integrated Reporting of Wildland-Fire Information) connected CAD. InFORM will read from IRWIN and validate a complete record and produce a final fire report if required. Each DNRC Area/Unit offices (in consultation with their Interagency Dispatch Center) has the discretion to establish how county fire occurrence data is captured via a process that best suits their respective counties (i.e. Fire Data Hotline, Google Forms, 911 Monitoring etc.) Emphasis should be placed on accurate and

timely reporting in a consistent year-round fashion and not just during peak activity. There are third party software pathways to get information to IRWIN that will also meet reporting requirements. Reporting of wildland fire occurrence data to DNRC/Interagency Dispatch Centers does not negate the need for local government fire entities to report through NFIRS and the State Fire Marshal's office as required by Montana Code Annotated.

DNRC Area/Unit Offices will certify all County final fire reports (fires with a MT-LGXX-XXXXX unique fire identifier) where a Montana financial code has been assigned through the MT DNRC Financial Code Generator. Financial codes are to be assigned to all fires through the Financial Code Generator where DNRC will be expending state suppression funds (typically through Mutual Aid or a County Assist) and has established a financial or legal interest.

Most county fire incidents do not require DNRC Area/Unit certification of the final fire report if there was no DNRC involvement in the incident (provided the incident meets minimum County Fire Occurrence Data Requirements, i.e. blue dot). For those County Fire Incidents where DNRC will be expending state suppression funds (typically through Mutual Aid or a County Assist) assigned a financial code, and has established a financial or legal interest, the DNRC Area/Unit Office shall certify the final fire report through InFORM inspector. Final fire reports will be processed according to standard fire reporting documentation protocols listed in section 1004.1.