



EMNRD NEW MEXICO FORESTRY DIVISION VOLUNTEER FIRE ASSISTANCE GRANT

for Wildland Fire Coordinator

This Volunteer Fire Assistance Grant is available to county and municipal fire departments who *qualify. A reimbursable grant up to \$24,999.00, invoiceable every calendar quarter and will augment salary for wildland fire coordinator position. An Invoice and Project Tracking Excel Workbook will be provided to assist and guide the coordinator. *See the attached FY23 VFA Grant Fact Sheet for qualifying criteria.

This position is responsible for implementation of county wildland fire management activities with federal, state and local government agencies, having responsibility for wildland fire management. This effort will require coordination efforts with county/municipal/tribal fire departments and community organizations, federal, state and local government agencies having responsibility for wildland fire management, including the appropriate inter-agency dispatch center.

EXAMPLES OF WORK TO BE PERFORMED

- **use or create Community Wildfire Protection Plan (CWPP)** to develop fire protection policies and ordinances that will meet the objectives of the CWPP. Participate in wildland/urban interface assessment planning and assist in coordinating projects in communities at risk as defined within the county and in coordination with Energy Minerals and Natural Resources Department – Forestry Division and other federal, state and local government agencies and the public.
- **work with county fire chief and volunteer department chiefs** to develop policies, guidelines, regulations and ordinances, pertaining to wildfire fire management and prevention, county-wide and within volunteer department response areas;
- **make recommendations** to the fire chief's various performance- based ideas and settings for the proper and efficient operations of the office as it pertains to wildfire protection, planning or other aspects of wildfire operations;
- **serve as liaison** to the Forestry Division in the event of a wildland fire within the county; this includes education, training, recovery and response;
- **coordinate wildland fire management activities** and participate in wildland/urban interface assessment planning and assist in coordinating projects in communities at risk as identified in the CWPP with the Forestry Division and other federal, state and local government agencies and the public.
- **participate in the New Mexico Resource Mobilization Plan** coordinating group's annual meeting. Create a red card system for county fire fighters and departments in conjunction with the Incident Qualification System.

*For a complete list of Wildland Fire Coordinator tasks see attached Job Description.

The FY23 Volunteer Fire Assistance Grant Request for Applications begins on Monday August 22, 2022 develop and implement countywide standards for wildland and structural firefighting training to make fire fighters aware of safety issues and improve their performance;

**For grant policy or procedural questions, contact Robert Brown, Grants Manager
by telephone at 505-660-5705 or Email: robert.brown@state.nm.us.**

EMNRD Forestry Division in cooperation with the US Forest Service offers VFA Grant Award of \$24,999.00 for Wildland Fire Coordinator position to help bolster wildland fire response capacity in New Mexico.

Wildland Fire Coordinator Job Description

DEFINITION

This position is responsible for implementation of county wildland fire management activities with federal, state and local government agencies, having responsibility for wildland fire management. This effort will require coordination efforts with county/municipal/tribal fire departments and community organizations, federal, state and local government agencies having responsibility for wildland fire management, including the appropriate inter-agency dispatch center.

EXAMPLES OF WORK PERFORMED

Tasks essential to the Wildland Fire Coordinators duties shall be as follows:

- A. Use or create Community Wildfire Protection Plan (CWPP) to develop fire protection policies and ordinances that will meet the objectives of the CWPP. Participate in wildland/urban interface assessment planning and assist in coordinating projects in communities at risk as defined within the county and in coordination with Energy Minerals and Natural Resources Department – Forestry Division and other federal, state and local government agencies and the public. Work with county fire chief and volunteer department chiefs to develop policies, guidelines, regulations and ordinances, pertaining to wildfire fire management and prevention, county-wide and within volunteer department response areas;
- B. make recommendations to the fire chief's various performance-based ideas and settings for the proper and efficient operations of the office as it pertains to wildfire protection, planning or other aspects of wildfire operations;
- C. serve as liaison to the Forestry Division in the event of a wildland fire within the county; this includes education, training, recovery and response;
- D. coordinate wildland fire management activities and participate in wildland/urban interface assessment planning and assist in coordinating projects in communities at risk as identified in the CWPP with the Forestry Division and other federal, state and local government agencies and the public.
- E. enforce county policies, regulations, guidelines and ordinances to ensure compliance with county CWPP policy, guidelines, and ordinances.
- F. participate in the New Mexico Resource Mobilization Plan coordinating group's annual meeting. Create a red card system for county fire fighters and departments in conjunction with the Incident Qualification System;
- G. assess and document countywide wildland fire and Incident Command System (ICS) training needs, and coordinate wildland fire and ICS training courses for county fire fighters, as they become available with the Forestry Division, or seek alternate sources to address training needs and meet standards of training compliance. Work with the County Fire Chief's Association (or organized wildfire protection groups) to determine basic, intermediate and advanced wildland fire fighting training courses to be provided to the association other cooperating agencies;
- H. implement the national wildland qualifications system for County fire fighters. Develop individual qualifications files to be retained by the county (including information on courses completed, identifying whether the fire fighter meets fitness requirements, etc.) for fire fighters who are wildland qualified to track training, experience, fitness and qualifications;
- I. search and apply for grants that provide funding to address Wildland/urban interface issues. Documents grant opportunities and applications;

- J. develop and implement countywide standards for wildland and structural firefighting training to make fire fighters aware of safety issues and improve their performance;
- K. develop and implement a plan for recruiting and retaining volunteer fire fighters to fight wildfires in the county;
- L. develop and implement a fire prevention plan to help minimize the number of human-caused fires and help protect wildland/urban interface areas;
- M. assist with inspections of all wildland fire fighting apparatus, and personal protective equipment and provide written inspection reports to the Forestry Division quarterly;
- N. provide written status reports to fire chief with each request for reimbursement.
- O. submit to fire chief a written report detailing the activities undertaken each month with community organizations, fire districts, the Forestry Division and federal agency cooperators;
- P. develop plans for county rural fire departments for wildland fire fighting activities;
- Q. promotes training opportunities for both volunteer firefighters and the public;
- R. upon request during an actual event, serve as assistant to the county emergency manager in performance of his duties as required;
- S. serve as liaison to state and federal agencies;
- T. upon request, review legal documents and correspondence relating to fire activities; and
- U. work with class 9 and 10 fire departments as defined by the State Fire Marshall's Office to increase ISO rating.

MACHINES, TOOLS AND EQUIPMENT USED

Computer, typewriter, computer printer, two-way radio, telephone, calculator, copying machines, fax machine, file cabinets, stapler, paper cutter, binding machine, hole puncher, extension cords, step stool, magnetic erasers, VCR tapes, video cassette recorders, county or department vehicle if provided, and other machines, tools, and other equipment as may be required.

MATERIALS OR PRODUCTS HANDLED

Various types of writing instruments, including instruments which contain led, various types of paper products, ink, ink ribbons, glue, tape, water, correction fluids, staples, office equipment cleaning solutions, recording tapes, computer diskettes, letter opener, ink pads, staple removers, air fresheners, labels, and paper clips.

QUALIFICATIONS

High School diploma, college degree in forestry or related field a plus, minimum of two years' experience in a governmental or private setting performing in fire suppression and prevention or related positions. Individual must possess a valid New Mexico driver's license. Have a good driving record at all times while employed as an Wildland Fire Coordinator. Must have prior experience in governmental procurement and receiving of items procured through the use of government funds. This position is safety sensitive and may be subject to drug testing.

SKILL REQUIREMENTS

Must be able to communicate verbally and in writing daily, must be knowledgeable and productive in the use of computers and software for completing assignments. Examples of software used include Microsoft Word, Excel, Power Point, etc.

Must be able to manage problems and motivate people to coordinate multi-agency activities, ability to meet and deal with government officials and the public, and to complete tasks under pressure and adverse conditions.

Must be able to respond to calls after hours and work in inclement working conditions. As well as attend meetings during and after hours.

Must be able to address groups of 15 or more individuals on issues involving planning, coordinating, and implementing wildland urban interface programs and trainings.

May require travel in and out of state for trainings or educational purposes.

Minimum of IC-4 or Engine/Crew Boss qualified with annual wildland fire refresher training and pack testing at the arduous level.

Understanding of NIMS and ICS systems and implementation during wildland incidents.