Utah Cooperative Wildfire System
Approver Training Manual

INTRODUCTION

The Utah Division of Forestry, Fire and State Lands (FFSL), as directed by Utah Code (65A-8-101), is "responsible for fire management and the conservation of forest, watershed, and other lands – Reciprocal agreements for fire protection." Over the last decade, FFSL has entered into cooperative agreements with county governments to assist with the cost of wildfire suppression if the county paid an "insurance premium" that was based on the average of wildfire suppression cost over a period of 7 years, dropping the high and low years. Although this system seemed to work in some circumstances, wildfires since 2010 have really brought to light the missing link: municipal governments with vast areas of incorporated wildlands were not able to participate in the wildfire suppression cost assistance system.

After three years of collaborative efforts with county, municipal and service provider partners, the comprehensive wildland fire policy passed unanimously in Utah's 2016 legislative session: Senate Bill 122 – Wildland Fire Policy Updates.

This new fire policy became effective January 1, 2017, and is being implemented through FFSL's Utah Cooperative Wildfire System.

The new system is based on the simple principle of risk reduction wherein the state will pay the costs of large and extended attack wildland fire ("catastrophic fires") in exchange for local government providing initial attack and implementing prevention, preparedness and mitigation actions that are proven to reduce the risk and costs of wildland fire in the long run.

Participating Entities
Participating entities (PE) are municipalities, counties, or fire districts that have opted into the state's Cooperative Wildfire System. Each entity is assigned a monetary Participation Commitment (PC) based on the area's fire history and wildfire risk. The PC can be fulfilled in one of three ways: Mitigation, Preparedness, and Prevention.

Participation Commitment

Mitigation - making fires easier to put out
- Hazardous fuels reduction and vegetation management
- Reseeding
- Ingress/egress improvement
- Community fuel reduction events
- Maintenance of previous projects

Preparedness - being ready to fight fire

- Training and certifications
- Equipment and improved response
- Improve communities (ingress/egress, road signs, enforcement of WUI code, inspections, etc.)
- CWPP development and implementation
- Structure and lot assessments

Prevention - stopping fires from starting

- Wildfire prevention campaigns and education materials
- County warden/staff patrols for fire restrictions and/or burn permit violations

For more information about CWS/Fire Policy, visit the FFSL Enterprise:

https://sites.google.com/a/utah.gov/ffsl-enterprise/Home/fire/fire-policy

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LOGGING IN

Sign In/Register — https://utahwildfirerisk.com

CWS Approvers are generally FFSL Area Managers. In times of extended absence, Area Managers can assign an *Approver Delegate* to act in his/her stead. For all intents and purposes, these roles are the same.

Area Managers should have already been assigned their respective areas for action approval. If there is a Participating Entity (PE) that should not be under your jurisdiction, or you are missing one, please contact the FFSL GIS team. Additionally, to assign an *Approver Delegate* for your area, please contact the FFSL GIS team to set that up.

Access the Cooperative Wildfire System

After logging into the UWRAP/CWS Portal, click on your name and select **Cooperative Wildfire System**.

▾ Hi, Michelle

Edit Account Details
Manage Users
Manage AOI Summary Reports

Focus Area Manager
Cooperative Wildfire System
FireMAP
Sign Out

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LOGGING IN, CONT.

Roles within CWS

Title	Permissions/Role	Examples
CWS User	Submit actions that count toward their entity's Participation Commitment.	Fire Warden, Participating Entity representative
CWS Approver	Approve or deny actions. Cannot be the same person as the CWS User who submits actions.	Area Manager
CWS Approver Delegate	Designated by the CWS Approver for instances when the Approver is unavailable (e.g. fire assignments, vacation). Can be changed.	FMO, Fire Warden

Approver Dashboard

The PEs to which you have approval access will show up when you log in. There are two pages that are part of the approval process (in the side panel on the left side of the page):

1. **Participating Entities:** From this page you see a list of the PEs to which you have approval access. For each PE, you can view the number of actions that have been started but not submitted ("Not Submitted"), submitted but have not been approved ("Pending"), and approved ("Approved"). You can also navigate to each PE's Documents, Dashboard, and Users. (See: Participating Entity section.)

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LOGGING IN, CONT.

2. **Action Approver:** From this page, you can see a list of all actions that have been submitted and are waiting for the approver's review. (See: Action Approver section.)
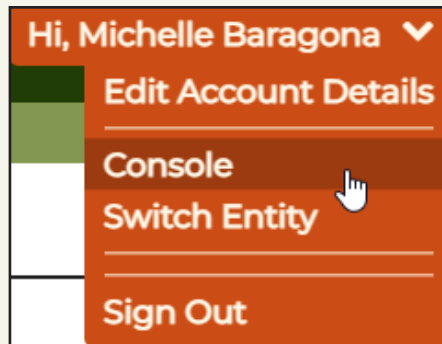
When navigating this site, to return to the Participating Entities page, click on the **Hi,** *Your Name* button in the upper-right corner of the screen and choose **Console**. You can also choose **Switch Entity** to navigate to an individual PE's dashboard.

PARTICIPATING ENTITY PAGE

From the **Participating Entities** dashboard, you will see a list of all PEs you have approval access to. For each PE, you can do several things:

1. **Documents:** This page allows you to upload the CWPP and Cooperative Agreement to that PE. You will also be able to see any documents that have been uploaded as part of any submitted actions associated with that PE.

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PARTICIPATING ENTITY PAGE, CONT.

2. **Users:** This allows you to manage the CWS Users or Approver Delegates who have access to that PE. Only UWRAP accounts who have CWS access (User, Approver, or Approver Delegate) will show up on this list. If the person you are looking for is not on this list, please contact the FFSL GIS Team. To give an account access to that PE, simply check the box next to their name.

Manage Users	
Name ▲	**Email**
fred Garbett	fredg@juabcounty.com
Fred Johnson	fredjohnson@utah.gov
Jason Torgerson	jtorgerson@utah.gov
Jason Johnson	jasonajohnson@utah.gov
Joe Decker	jdecker@kanab.utah.gov
Joshua Weaver	joshua.weaver@timmons.com
Julie Murphy	juliemurphy@utah.gov
Justin Needles	justin.needles@carbon.utah.gov
☑ Justin Johnson	jjohnson2@utah.gov
Kassidee Greenan	kassideej@emery.utah.gov

Filter By: All — Enter a value to filter by

3. **Dashboard:** The PE Dashboard is the same one that shows up for CWS Users when they create actions. From this page, you can navigate to the different action types (Mitigation, Preparedness, Prevention) and view any saved actions., whether they have been submitted or not. *Note: when reviewing the different action types, be sure you are looking in the correct year.*

   YOU CANNOT APPROVE ACTIONS FROM THIS PAGE. TO DO THAT, YOU MUST GO THROUGH THE ACTION APPROVER PAGE.

Display Year: 2020
- 2021
- 2020
- 2019

Summary
Wildfire Mitigation Actions
Wildfire Preparedness Actions
Wildfire Prevention Actions
CWPP Document
Cooperative Agreement
All Documents

Naples Dashboard 2020

Projected Commitment Progress — $17,428 / $1,374

Confirmed Commitment Progress — $2,117 / $1,374

Wildfire Mitigation — 0 Acres Treated
Wildfire Preparedness — 0 Actions Taken
Wildfire Prevention — 0 Actions Taken

Total Approved Actions — 1

The dashboard shows the **Projected Commitment Progress**, which counts all submitted actions, and the **Confirmed Commitment Progress**, which counts all approved actions. The number on the left is the total monetary value of the actions, and the number on the right is the Participation Commitment.

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PARTICIPATING ENTITY PAGE, CONT.

Clicking on one of the action types (i.e. **Wildfire Mitigation Actions**) will open a page of all saved actions of that type for that year. (The year can be changed by using the dropdown menu on the side panel.) Here you can review all actions, but cannot approve them. That must be done from the **Action Approver** page.

The side panel allows you to view the different types of actions, the CWPP Document (if uploaded), the Cooperative Agreement (if uploaded), and All Documents associated with all actions for that PE for that year. In the All Documents page, you are able to open the action with which the document is associated and download the document to view.

ACTION APPROVER PAGE

*To navigate to the **Action Approver** page from a PE Dashboard page, click on the **Hi, Your Name** button in the upper-right corner of the screen and choose **Console.***

The **Action Approver** page is a list of all actions that have been submitted and are ready for approval. They are ordered from oldest to newest, and the basic information for each action can be seen in the table. You are able to filter the actions; by default the list is filtered by "Status = Submitted."
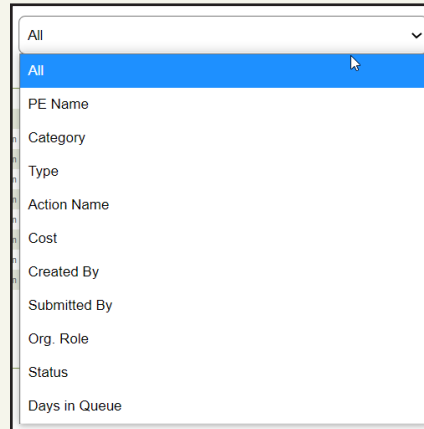
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ACTION APPROVER PAGE, CONT.

To change how you filter, use the dropdown menu to select an attribute to filter by, then begin typing the value you'd like to filter in the "Enter a value to filter by" box. If you select "All," then whatever you type will be looked for across all categories.

Approving an Action

To approve an action, click on the action's name in from the **Action Approver** screen. This will bring you to the all of the information that has been submitted by the CWS User for that action. You can toggle between **Action Details**, **Receipts & Documents**, and **Map** by using the side panel. After reviewing the action, you can choose to either **Approve** or **Deny** that action. To approve, simply click the green **Approve** button in the bottom left corner of the pop-up. To deny, you must enter in notes in the **Approver Notes** box to inform the **CWS User** why their action has been denied (e.g. "Need to attach receipts"). When you have entered your notes, the red **Deny** button will activate, and you can now deny the action.

An email will be sent to the CWS User who submitted the action that tells them if their action has been approved or denied. If it has been denied, your notes will appear in the email, and the User will be able to return to their action, fix any issues, and resubmit.

Note: The Deny button is deactivated until comments are entered.

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ODDS & ENDS

### Assigning an Approver Delegate

- If you will be unavailable to approve actions for an extended period of time, you may consider assigning an *Approver Delegate*. The Approver Delegate must be somebody who is not also submitting actions to be approved in your area, but who still understands the CWS process and what is required for an action to be approved (i.e. Area FMO).
- To assign an Approver Delegate, please reach out to the FFSL GIS Team.

Email Notifications

- When a CWS User submits an action, an automatic email should be sent to the Approver to inform them that a new action has been submitted, as well as a direct link to the action. However, it is still best practice to log into your CWS account regularly to ensure that there are no new actions to be approved.

Export Report

- From a PE's dashboard page, you are able to export a PDF report of the PC progress by clicking on **Export Report** on the bottom of the side panel.
- The report is essentially a snapshot of the dashboard for the year selected in the dropdown menu in the side panel, and includes:
    - Participation Commitment
    - Projected Commitment (actions that have been submitted but not approved)
    - Confirmed Commitment (approved actions)
    - Total Approved Actions
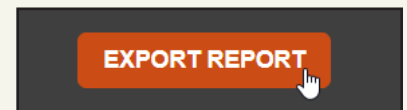
Contact and Support

- If you are having technical difficulties with the website, reach out to the FFSL GIS Team, or use the Contact form on the CWS site.
- If you have questions about CWS/Fire Policy and which actions can be approved, contact