

Utah Cooperative Wildfire System

User Training Manual

Updated March 29, 2021

INTRODUCTION

<https://ffsl.utah.gov/fire/utah-cooperative-wildfire-system/>



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. There are over 300 PEs in Utah.

Participation Commitment

Each PE’s Participation Commitment is calculated using a combination of the Utah Wildfire Risk Assessment Portal (UWRAP) risk assessment evaluation and historic fire cost average within the jurisdictional boundary of the Participating Entity as tracked by FFSL). For more information about how the PC is calculated, please visit <https://ffsl.utah.gov/fire/utah-cooperative-wildfire-system/>

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The PC can be fulfilled by performing actions in one of three categories: Mitigation, Preparedness and Prevention.

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

LOGGING IN

Sign In/Register – <https://utahwildfirerisk.com>



After accessing the UWRAP/CWS Portal, click **Sign In/Register** in the main header. To request a new account, select **Register**. If you already have a UWRAP Professional Viewer account but need to add CWS User access, select **Contact** in the main portal and follow the instructions below.

If requesting an account, be sure to explicitly ask for what you need (CWS User access) and be clear about who you are and which Participating Entity you represent. These requests are accepted by real people who use discretion when providing access. (Example: *My name is John Smith. I need CWS User access to Smithtown because I am responsible for recording its participation commitments.*) You will receive an email when your access has been approved (usually 1-2 business days).

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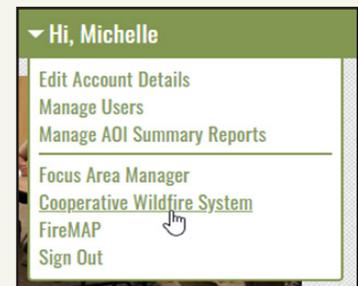
LOGGING IN, CONT.

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

Access the Cooperative Wildfire System

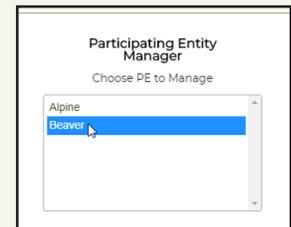
After being granted access to CWS, click on your name and select Cooperative Wildfire System.



NAVIGATING THE PARTICIPATING ENTITY PAGE

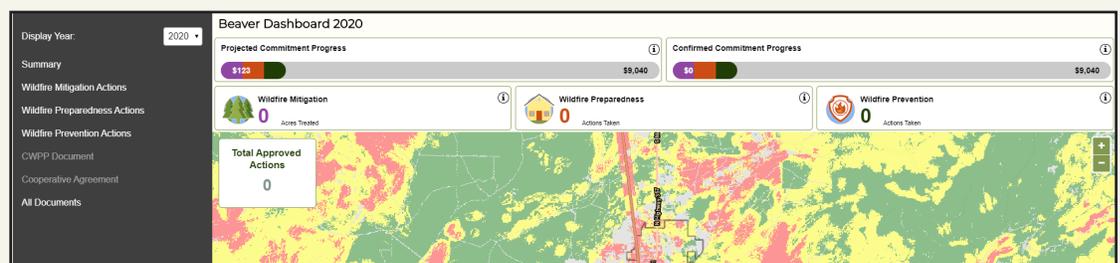
Choose the Participating Entity to Manage

If you do not see the PE you are trying to manage in the box, please use the Contact page to request further access, or contact the FFSL Area Manager for your area.



PE Dashboard

Each Participating Entity has a dashboard associated with it. The dashboard is a quick glance at the progress this entity has made toward its PC. From here you can also view the entity's CWPP and Cooperative Agreement.



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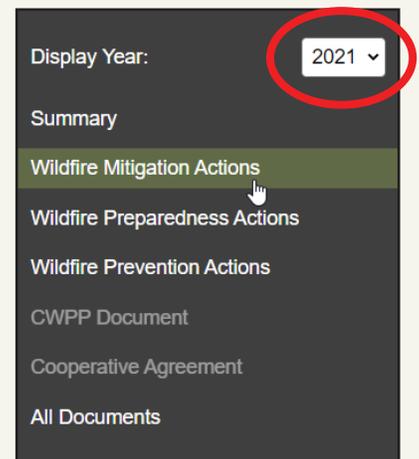
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CREATING AN ACTION

Actions are the backbone of the CWS program; they are how each Participating Entity fulfills their Participation Commitment. Actions can range from a variety of activities, from training events, to fuels projects, to purchasing equipment. Actions fall under one of three categories: Mitigation, Preparedness, and Prevention.

Creating an Action

- In the side panel, select an action type to create. *Note: Be sure to select the correct year from the dropdown menu.*
- Select **New Action**.
- Fill out the required fields about the project. *Note: For Acres Completed, you can either estimate the number of acres, or use the Map in the next step to get a calculated area.*
- Save your edits.



Action Details

Status: *New*

***Action Name**
Test Reseeding Action

***Type**
Reseeding

***Start Date**
01/10/2020

***End Date**
03/18/2020

Total Estimated Cost
\$12000

Hours
1500

***Acres Completed - Estimated**

***Description**
Reseeding

Approver Notes

Action Name is required to save. Fields marked with an * are required to submit.

Save Submit

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MAPPING YOUR ACTION

- Create a map of your project area (if applicable)

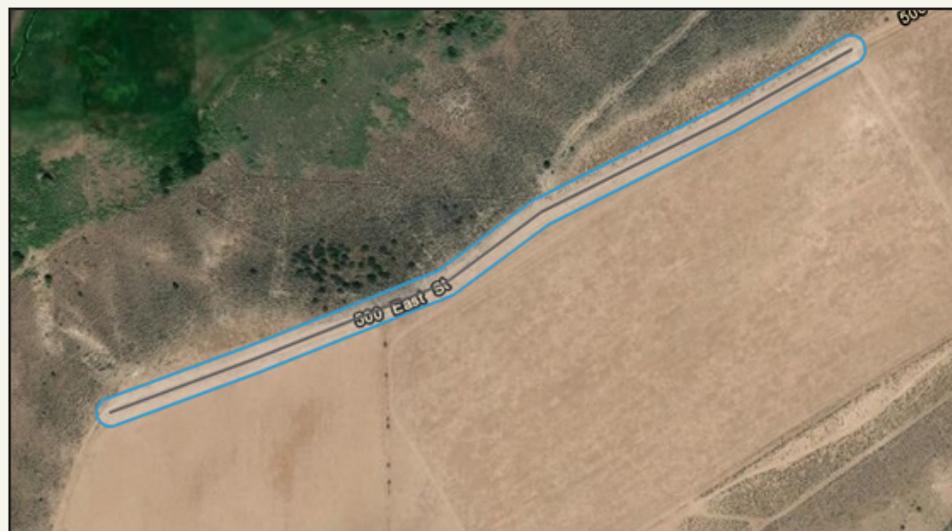


- Click the pencil icon on the right side of the screen. There are three options to create a map: Draw, Upload, and Layers.

DRAW

Drawing your Project Area

- **Points and Lines:** A minimum buffer of 5 feet will be created around each point and line. To change the size of the buffer, use the sliding bar at the bottom of the box.



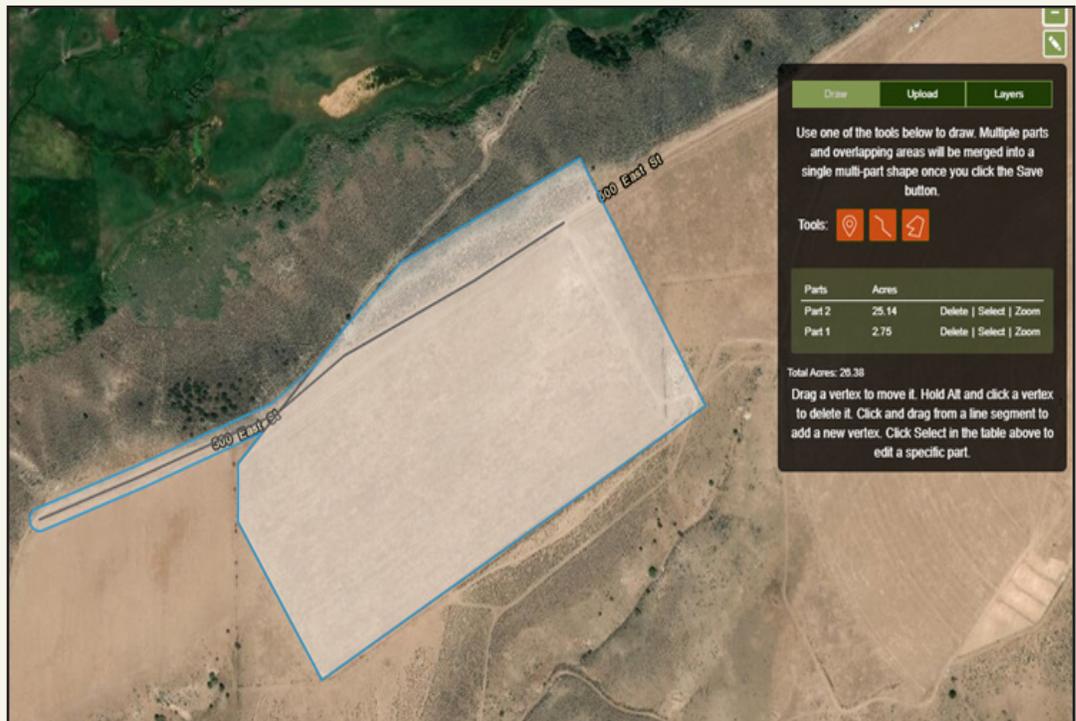
A line with a 40 ft. buffer

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DRAW, CONT.

- **Polygons:** Click on the map to draw each vertex of your area. Double-click to complete the shape. You can draw as many shapes as you want for each action. *Note: Overlapping parts of your drawing will automatically combine to form a single polygon.*



Editing Your Drawing

- Hover your cursor over the edge of the shape and a dot will appear. Note that on a line or a point, the editable part of the drawing is the original grey line, not the buffered edge.
- Click and drag a vertex to move it.
- Hold the Alt key and click a vertex to delete it.
- Click **Select** in the table to edit a specific part of the drawing.
- Click **Delete** in the table to delete a specific part of the drawing.

Upload your Action Area

- Click the **Upload** button to upload a zipped shapefile of your area.
- If you do not have the ability to create a shapefile from an existing feature (such as a GPS track or Google Earth polygon), please reach out to your FFSL contact for assistance.

UPLOAD

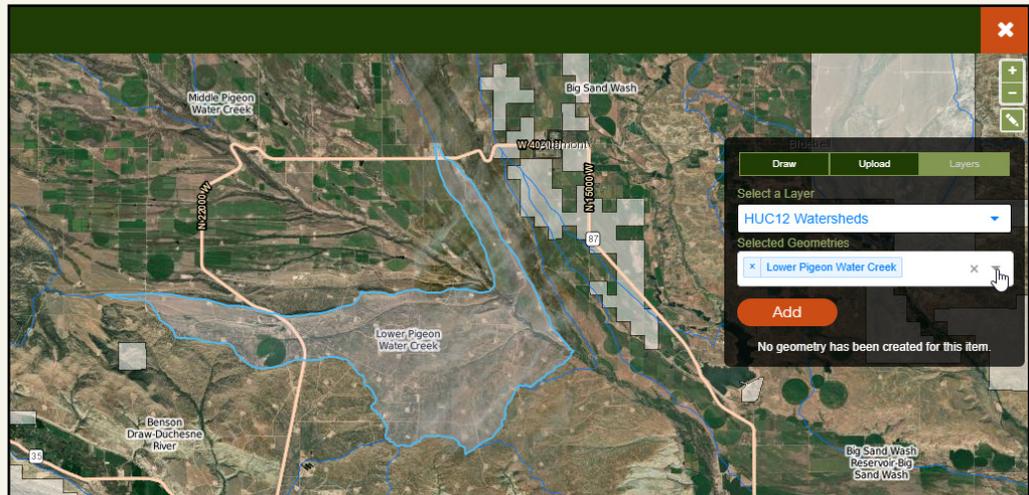
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LAYERS

Use Pre-loaded Layers to Define your Action Area

- Choose a reference layer to add to the map, and then select the areas you would like as your project area.

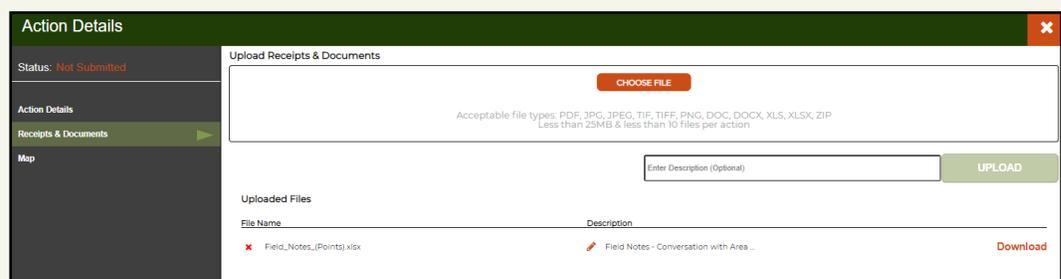


- You can select the areas either by name or by clicking on the area you would like to select.
- You can select multiple areas.
- Click Add to add the area to your project.
- Click Save to save your map.

UPLOADING RECEIPTS AND DOCUMENTS

Upload Receipts and Documents

- Click Save to activate the Receipts and Documents tab.
- Any supporting documents are to be uploaded here. Most common file types are supported.
- Upload supporting documents and receipts, including a description of the document and a legible file name (if possible).
- Include any proposals, PC Statements, or pre-approval documents.



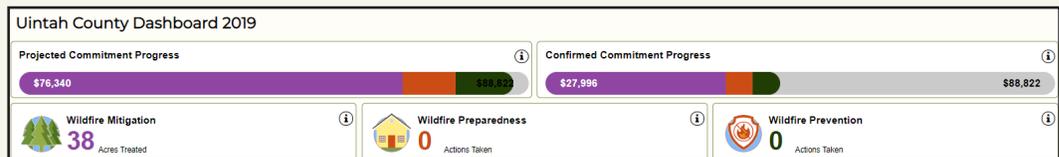
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SUBMITTING AN ACTION

Submit your Action

- When you are satisfied with your action, click the **Submit** button.
- After submitting your action, it will show up on the **PE Dashboard** with the status “Submitted” and will be included in the “Proposed Commitment Progress” status bar. The cost will not go toward “Confirmed Commitment Progress” until the action is approved.
- The action will be emailed to the **CWS Approver** for approval. The action will either be approved or rejected. If rejected, an email will be sent back to the submitter with comments. The **CWS User** can then make changes and resubmit the action.
- To save your action without submitting, click **Save**. You can then leave the site and come back to finish later.



CONTACT

For questions and comments about the CWS System, please contact the following:

Technical Assistance: <https://utahwildfirerisk.com/Contact>



Questions about Fire Policy: Your local FFSL Area Manager. If you do not know who the Area Manager is in your region, you can find them here: <https://ffsl.utah.gov/about/office-locations/>

