



Montana DNRC Fire Protection - Standard Operating Guideline

SOG Number: InFORM #2

Title: **DNRC Certification of County Final Fire Reports**

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Purpose/Intent:

Provide standard operating guidance for when a county final fire report requires certification by a DNRC Area/Unit Office within InFORM Inspector.

Policy Standard:





DNRC Area/Unit Offices will certify all County final fire reports (fires with a MT-**LG**XX-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.

Procedure:

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 (as long as 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 (see DNRC Fire Follow-up Manual 1004.1).

County final fire reports should contain all the required DNRC final fire report elements for certification.

InFORM Inspector Incident Status	
	Incident Incomplete (Missing required reporting information)
	Incident Complete (Meets NASF & County fire reporting requirements)
	Incident Certified
	Incident in Quarantine (Missing, conflicting or duplication between IRWIN systems)

Additional Resources and Information:

MT Final Fire Report - Required Elements State and County
Draft Language - DNRC Fire Follow-up Manual