

## **Bureau of Indian Affairs Fire Occurrence Reporting System – User’s Guide**

### **APPENDIX A: User Support – Contact Information**

#### **WFMI Fire Reporting Module User Support**

Contact the NIFC Help Desk for technical issues regarding the Wildland Fire Management Information System web-site and the Fire Reporting module. These include:

- Getting logged into the system
- Resetting a password
- Navigating the website
- Viewing, entering, and editing individual fire reports
- Generating and printing summary reports
- Generating and exporting data files

#### **NIFC Help Desk**

Phone: (208) 387-5734

Fax: (208) 387-5746

E-mail: [NIFC\\_Help\\_Desk@nifc.blm.gov](mailto:NIFC_Help_Desk@nifc.blm.gov)

The NIFC Help Desk is staffed Monday through Friday, 7:30am to 4:30pm Mountain Time.

#### **Bureau of Indian Affairs Fire Occurrence Subject Matter Expert**

Contact the BIA fire occurrence SME for general issues regarding fire reporting. These include:

- BIA fire reporting policy & guidelines
- Interpretation of data fields on the Individual Fire Report (DI-1202-BIA)
- Suggestions for changes to the DI-1202-BIA or WFMI
- Initial access to WFMI (e.g. getting a new user ID and password)
- Changes to WFMI access type (e.g. changing a user from viewer to editor)
- Changes to WFMI access list (e.g. adding/deleting units whose records a user can view/edit)

#### **Primary Contact**

Steve Larrabee, Fire Planner and fire occurrence SME; BIA-NIFC

Office phone: (208) 387-5586

Fax: (208) 433-6543

Email: [steve\\_larrabee@nifc.gov](mailto:steve_larrabee@nifc.gov)

#### **Alternate Contacts**

Other Agency fire occurrence SME's may be able to provide limited support when the Primary Contact is unavailable:

Roshelle Pederson – Bureau of Land Management fire occurrence SME

Office phone: (208) 387-5162

Fax: (208) 387-5179

Email: [roshelle\\_pederson@blm.gov](mailto:roshelle_pederson@blm.gov)

Gladys Crabtree – National Park Service fire occurrence SME

Office phone: (208) 387-5214

Fax: (208) 387-5250

Email: [gladys\\_crabtree@nps.gov](mailto:gladys_crabtree@nps.gov)