

CALIFORNIA STATE BOARD OF FORESTRY

INSTRUCTIONS TO

STATE DISTRICT FIRE RANGERS

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PART I.

ORGANIZATION OF DISTRICT

1. Meeting the Public.

District Rangers should always bear in mind that they are serving the public and that co-operation is the most essential factor of their work. This can best be secured by a spirit of helpfulness, rather than an officious attitude. Most people will assist in fire prevention and suppression if they are approached in the right way. Nothing so galls the average man as an unwarranted display of authority. It is expected that District Rangers will be firm in their determination to control the fires in their districts, but their firmness will be made more effective if tempered by a due consideration of the rights and privileges of the other fellow. Always ask for help, more as a personal favor, than as a matter of the requirements of the law.

2. Fire Units.

Each District Ranger will divide his district into fire units, and make plans for its protection in advance of the actual fire emergency. The size of each unit will depend on the fire hazards that exist and the value of the property to be protected. The boundaries of a unit should be natural fire barriers, such as are made by rivers, roads, ridges, or other natural divisions.

A leader for each unit should be selected by the District Ranger, to take charge of the fires that occur in his unit pending the time that the Ranger can get on the ground. The leader should be authorized to take out men to fires, with the understanding that the State will pay the necessary fire fighting bills to the amount of his authorization, as specified in his letter of instructions from the District Ranger. After the fire, he will send the time of each man, as well as other necessary expenses incurred, to the District Ranger, who will render the bills to the State Forester's office in the usual manner.

The leader selected for a unit should be a man who commands the respect of his neighbors, and whom they will follow. When a leader is selected, if the Ranger

deems it advisable, he may be recommended for appointment as State Fire Warden, but this is not necessary. It should be thoroughly understood that no bills, incurred by any unit leader or Fire Warden will be paid by the State unless authorized by the State Fire Ranger in the district.

District Rangers will be furnished maps on which they will designate the fire units in their district, and give the location of the leaders. A notebook will be kept in which will be entered the number of men in each unit at the disposal of the leader, and the amount and location of fire fighting equipment.

### 3. Equipment.

Many counties have fire fighting equipment. District Rangers will visit the person who has charge of this equipment and co-operate with him in placing it at the disposal of the leaders of the fire units.

In case a county has no equipment, efforts should be made to induce the County Board of Supervisors to purchase it. It should rarely be necessary to purchase equipment outside of that supplied by the State, county, corporations, or individuals whose property is being protected. If there is not sufficient equipment available and the County refuses to furnish it, the District Ranger should report this condition to the State Forester at once.

District Rangers will be held responsible for the equipment in their possession. When tools are issued on a fire, care should be taken to see that they are all collected or accounted for before the crew is disbanded.

### 4. Supplies and Transportation.

Places where supplies can be had, or where transportation can be furnished, should be listed by the District Rangers for each fire unit. Last season one county, that would co-operate in no other way, agreed to pay for food purchased by the District Ranger for the use of fire fighters. It is possible that other counties who are not co-operating under special agreement will co-operate in this manner. County co-operation in bearing a portion of the expenses of fire protection is very desirable because of the influence that support has on the local residents. The fact that the county is helping finance a fire protective system tends to make the people take more interest in it, than if the State bears the entire burden.

5. Study of District.

District Rangers, while travelling through their districts, should constantly be on the lookout for natural fire breaks in order that advantage can be taken of them should necessity arise. Talk fire protection to the people and gain their good will. Urge the necessity of carefulness with fire, matches and burning cigarettes and tobacco, and the immediate attention to every smoke that occurs during the dry season. Make arrangements to have fires reported to Ranger Headquarters by the quickest means possible.

6. Co-operation with Forest Service.

District Rangers, whose district border National Forests, should get in touch with the Forest Supervisors and Forest Officers on those forests and co-operate with them to the fullest extent. In this connection, attention is called to the accompanying agreement between the District Forester and the State Forester. The original copy of every fire plan prepared should be sent to this office.

7. Fire Signs and Cards.

District Rangers will post fire signs in conspicuous places and distribute other literature furnished them, either State or Federal, where it will do the most good.

8. Co-operation (general).

A number of counties in the State are now co-operating with the California State Board of Forestry in fire protection through special agreements with the State Forester. As these agreements vary in the different counties, the instruction regarding them will be taken up by special letter with the Rangers concerned.

Other co-operation should be solicited by the Ranger whenever the opportunity arises. On practically every fire some co-operation is available and the Ranger should encourage it in every possible manner. Contributions of labor, cash, supplies, or transportation should be encouraged and used by the District Rangers, to supplement his regular fire fighting appropriation whenever possible.

FIRE FIGHTING

Combatting the Fire.

A general outline for fire fighting will be found in the back of the 1921 edition of the California State Fire Laws. While the general principles of fire fighting are everywhere very much the same, it is realized

that no two fires are alike. The success of handling a fire depends entirely upon the good judgment of the man in charge. The main point is to keep a cool head and not waste effort until a definite plan of attack is worked out.

In case of large fires, it is often necessary to have leaders from several fire units on the ground and divide the fire fighters into groups, each under a competent leader. The District Ranger should devote his time in such instances in directing the activities of these groups so that they will not work at cross purposes. He should see that the men are amply supplied with food and water, since nothing so impairs the efficiency and morale of fire fighters as a scarcity or irregularity of food and water.

Promiscuous back-firing often undoes much hard work. District Rangers should insist that no back-fires be set except under their general direction, or under the direct supervision of competent crew leaders.

When a fire is under control, the District Ranger should let most of the men go home, but stay with it himself, if possible, with a few helpers until it is out. A fire should never be left until it is absolutely safe. If a Ranger cannot stay on the fire himself, he should select someone who is absolutely reliable.

## REPORTS

### 1. Fire Reports.

Every fire, no matter how small, will be reported on a fire report form, as soon as the necessary information can be secured. The fire reports should be as accurate as possible. It is always a good plan to secure estimates of damage from the owners of property burned over.

Last year some fires were reported as brush fires, which in reality were in timber. The real value of second-growth timber was overlooked in many instances. It was often considered as brush and the money loss of the burned-over area was reported only on the basis of the value of the brush and grass for feed. Care will be taken to report as accurately as possible the timber, brush or grain areas burned over and the money damage for each class.

Causes of fires should be determined, if possible. Do not report a fire as "unknown" if there is any reason to believe it was due to campers, hunters, brush-burners, or incendiaries.

The name of insured and name of insurance companies appear on the fire report with particular reference to reports on grain fires. Range is insured in some instances, and should be so reported when this is the case.

## 2. Diary.

Each District Ranger will keep a diary, notebooks for which are furnished. A full account of each day's activities will be given, including the number of miles traveled, number of people interviewed, number of fire signs posted, fire suppression activities, or any other information which pertains to the duties performed. The pages will be detached from the notebook at the end of the month and sent to the State Forester.

### LAW ENFORCEMENT

District Rangers will be expected to enforce the State Fire Laws with the utmost vigor and especial attention should be paid to apprehending any persons who leave a camp fire burning, as this is one of our most common and most serious sources of fire. Copies of the State Fire Laws will be furnished you and, if procurable, copies of the revised Forest Service Law Enforcement Manual, which gives complete instructions as to the procedure in prosecutions under the State Fire Laws.

PART II.  
REGULATIONS

1. Form of Accounts

Reasonable and necessary traveling expenses, including mileage on cars other than those owned by the State, will be allowed to District Rangers when absent from headquarters. These expenses must be itemized under the dates on which they were incurred, on forms furnished for that purpose. Claim for mileage should be fully itemized, giving date, points between which the trip was made, number of miles traveled and rate per mile. The amount of money claimed for each trip should be written in the column provided on the expense account. An allowance of 10¢ per mile on mountain roads and 8¢ per mile on valley roads will be allowed for cars not owned by the State. The forms should be made out in duplicate, signed on the dotted line at the bottom of the page, and sent to the State Forester's office at the end of the month. It will not be necessary to appear before a Notary to swear to these accounts. Accounts must be made on typewriter or with indelible pencil.

2. Lodging.

A voucher must be taken for all lodging regardless of the amount. If meals are taken at the same place as lodging, the charge may be included in the voucher. If the voucher is only for lodging, the word "meals" which appears in the voucher should be marked out.

3. Meals.

A maximum limit of \$1.25 is fixed for all single meals except dinner, which may be \$1.50, and \$4.00 for three meals per day. The fixing of the above amounts for meals is simply to determine a limit and does not mean that such amounts are legitimate charges in all cases. The maximum is necessary only in very exceptional cases. Vouchers are not required for meals. A memorandum of meals should be kept by dates, and places where eaten, and thus entered in your expense account.

4. Railroad and Stage Fare, etc.

No vouchers are necessary for railroad or stage fare. Where special transportation is furnished, it should not be included in your expense account, but should be submitted for payment on separate bills. All bills should be rendered in duplicate. Seat or berth checks must accompany claims for sleeping car accommodations.

FIRE FIGHTING EXPENSES

1. Time Report.

A time report will be made out for each person employed on a fire, which should be designated by name from some well known

feature, such as a town, ranch, ridge, or stream. The reports should be legibly made out with indelible pencil, on the form furnished for that purpose. Care should be taken that names and addresses are correctly given. To facilitate this work, it is advisable, especially on large fires, for the District Ranger to provide a special time keeper. If possible, the Ranger should arrange with the banks in his district for immediate payment of firefighters, the banks to pay the firefighters the amount shown on the time report. The bank usually charges 10¢ per time report for this service. The State Board of Forestry will reimburse the banks for all time reports paid by them when time reports are sent to the State Forester's office. If arrangement can not be made with the banks, the Ranger should send the time reports to the State Forester's office as soon as possible.


## 2. Supplies and Transportation.

Bills for transportation and supplies should be made on the forms provided. The original and duplicate copies should be sent to this office, and the triplicate copy should be kept by the Ranger for his files. In every case, these bills must be signed by the person rendering the service and approved by the District Ranger authorizing the expense. The bills should be fully itemized, giving the number of pounds at so much per pound, in the case of supplies, like coffee and sugar are bought; or the number of loaves of bread at so much per loaf. When meals are purchased for fire fighters, the same procedure should be followed. In some cases the District Ranger may desire to pay for meals and supplies for fire fighters. When this is done, itemized vouchers should be taken in duplicate and included in your expense account, with an explanation of the necessity for cash payment. All bills should be sent in as soon as possible.

## TELEPHONE.

District Rangers should encourage people in their districts to report fires as soon as possible after they start. Arrangements should be made with the telephone companies to transmit such messages without cost to the sender with the understanding that the bills will be paid by the State Board of Forestry. The proper use of the telephone is justifiable, but in no case should it be abused.

Messages to the State Forester's office, the number of which is Main 4300, Station 107, will be O.K.'d by the Sacramento office. Rangers will use their best judgment in telephoning. Many matters can be taken up as well by letter as by telephone, at a great saving. In case you are unable to get the office, my residence phone number is Main 4970 J, and Mr. Rider's is Capitol 381 J.

  
State Forester.





UNITED STATES DEPARTMENT OF AGRICULTURE  
FOREST SERVICE

Agreement between the District Forester and the State Forester  
Governing the Policy of Fire Cooperation in California.

With few exceptions coordination of effort between State and Forest Service forces has worked out reasonably well, and this is particularly true where the State Ranger is located at the Forest Supervisor's headquarters. In a few instances misunderstanding has arisen as to the proper division of suppression costs between State and Federal Governments on fires near the Forest boundaries, and a few fires have been woefully mishandled where there has been a lack of proper cooperation. Successful fire protection in California cannot be attained unless both Federal and State agencies unite their efforts and set up a common objective. It may be helpful, therefore, to list the important factors which must be considered by the State and Federal Governments.

The State's policy must be guided by the following considerations:

1. The completeness and intensity of fire protection which the State Board of Forestry can establish at present depends entirely on the limited State appropriations, the small sums contributed by individual Counties, the additional aid from Weeks Law funds, and collections from private owners through the enforcement of the compulsory patrol act.
2. All these funds combined are at present insufficient to protect adequately all of the areas outside the National Forests. The State must therefore limit its activities to a simple skeleton form of paid organization, and must secure voluntary assistance from property owners whose lands are threatened. The Forest Service aims to control 80 per cent of its fires as A's and B's. The State cannot at present approach this objective because fires are more difficult to control in the territory outside of the National Forests and its protective forces are not as well organized. As additional funds are available the intensity of protection by the State will not materially differ from Forest Service standards.
3. The State Board of Forestry with its limited funds must confine its efforts to:
  - (a) Organizing and protecting areas outside of the National Forests, securing financial aid from land owners and communities interested by invoking the compulsory patrol law.

(b) Organizing and assisting in the protection of watershed areas outside of the National Forests, depending upon local support for the major part of the costs in handling the job.

(c) Establishing and organizing rural fire protection in brush land and grain Counties where such communities are willing to contribute the major part of the cost of the work.

(d) Enforcing the compulsory patrol law on private lands inside the National Forests in cooperation with the Forest Service.

4. The State Board of Forestry must take a vital interest in the National Forest lands, since 25 per cent of their resources is returned to the Counties in the State as what might be termed "royalties". These resources, even though in Government ownership, play an important part in the economic welfare of the State and will furnish part of the timber supply required by California industries.

The Federal Government's interests in fire protection in California are varied.

(1) The protection of the National Forest land is of prime importance.

(2) Through the Weeks Law appropriation Federal participation is recognized by encouraging and assisting the State to establish a reasonable system of fire protection outside of the National Forests. More recent proposed legislation contemplates increasing such appropriations not only on the assumption that the State's efforts will be correspondingly greater but that part of the burden for this protection is properly a Federal charge.

(3) The degree of success of protection of the National Forest land is largely influenced by the prevailing public attitude in the State as a whole. Unchecked going fires outside the National Forests are a constant menace by reducing effective detection and by actually running into the National Forests.

Considering, then, these factors, it is obvious that fire protection is a mutual problem of the State and Federal Government. The Forester has stated that Weeks Law money should not be used merely to bolster up protection on National Forest lands. On the other hand, the skillful application of these funds anywhere in the State will have a very definite influence on State-wide protection. Forest Supervisors and State District Rangers must develop a sound interest in each other's work. They should actually participate actively in adjacent territories. If the State had unlimited appropriations it would be an easy matter for the State Board of Forestry to handle and pay for all fires that might originate outside the National Forest boundaries; but this is not the case. For purposes of self-preservation the Forest Service will therefore find it necessary at this stage of the game to spend money on fires outside of the National Forests which may threaten National Forest interests. The State Forester desires to meet this obligation as far as he can do so, and the following basis for local cooperative agreements should be put into effect.

(c) Establishing and organizing rural fire protection in brush land and grain Counties where such communities are willing to contribute the major part of the cost of the work.

(b) Organizing and assisting in the protection of watershed areas outside of the National Forests, depending upon local support for the major part of the costs in handling the job.

In territories where a State District Ranger is assigned and National Forests are located:

1. An annual fire plan will be prepared jointly by the Forest Supervisor and the State District Ranger, this plan to embrace:

(a) Division of territory, showing which portions within the general region will be handled independently by each organization.

(b) Areas outside the National Forest where running fires may endanger National Forest interests will be considered "a twilight zone". The plan should provide how fires will be handled in this zone by both organizations.

(c) In this "twilight zone" the State Ranger may designate a maximum amount of State funds which will be available for suppression work in this zone, subject to the provisions of the fire plan. Supervisors should submit accounts for fires handled by them in this zone only through the State District Ranger.

2. The basis for segregation of costs between the State and the Forest Service will be the proportionate acreage of lands within the boundaries of the National Forests burned over and the areas outside burned over for any given fire. Private holdings under Forest Service cooperation outside National Forest boundaries will be considered as National Forest land in segregating the costs for any given fire.

3. If the sum set aside by the State Ranger for the "twilight zone" is exhausted, no further expenditures can be incurred without his permission. The State District Ranger will keep a record of suppression expenditures in the "twilight zone" as designated in the plan.

4. The plan should cover details on reporting fires, use of fire tools in common, who will take charge when both organizations are on the fire, etc.

5. Where the Supervisor and the State District Ranger cannot come to an agreement, the matter will be referred to the State Forester and the District Forester for their decision.

M. B. PRATT,  
State Forester.

PAUL G. REDINGTON,  
District Forester.

April 24, 1924.