

## Appendix C

### Sample Delegation for Unit Fire Management Officers

\_\_\_\_\_, Fire  
Management Officer for the \_\_\_\_\_ (Unit) is  
delegated authority to act on my behalf for the following duties and actions:

1. Represent the \_\_\_\_\_ (Agency) in the \_\_\_\_\_  
Multi-Agency Coordinating Group in setting priorities and allocating resources for  
fire emergencies.
2. Coordinate all prescribed fire activities in the \_\_\_\_\_  
(Unit) and suspending all prescribed fire and issuance of burning permits when  
conditions warrant.
3. Ensure that only fully qualified personnel are used in wildland fire operations.
4. Coordinate, preposition, send, and order fire and aviation resources in response to  
current and anticipated zone fire conditions.
5. Oversee and coordinate the \_\_\_\_\_ interagency  
dispatch center on behalf of the \_\_\_\_\_ (Agency).
6. Request and oversee distribution of severity funding for Unit Fire and Aviation.
7. Approve Fire Program requests of overtime, hazard pay, and other premium pay.
8. Ensure all incidents are managed in a safe and cost-effective manner.
9. Coordinate and provide all fire and prevention information needs to inform internal  
and external customers with necessary information.
10. Coordinate all fire funding accounts with the budget officer to assure unit fiscal  
guidelines are adhered to and targets are met.
11. Approve and sign aviation request forms.
12. Approve incident qualification cards in accordance with agency policy.
13. Authorized to hire emergency firefighters in accordance with the Administratively  
Determined (AD) Pay Plan for Emergency Workers (Casuals).

\_\_\_\_\_  
Fire Management Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Administrator

\_\_\_\_\_  
Date