

**Appendix G**  
**Sample Delegations of Authority Agency Administrator to**  
**IMT and Leader's Intent**

Delegation of Authority  
Colorado State Office  
Montrose Field Office

As of 1800, May 20, 2005, I have delegated authority to manage the Crystal River Fire, Number E353, San Juan Resource Area, to Incident Commander Bill Jones and his incident management team.

The fire, which originated as four separate lightning strikes occurring on May 17, 2005, is burning in the Crystal River Drainage. My considerations for management of this fire are:

1. Provide for firefighter and public safety.
2. Manage the fire with as little environmental damage as possible.
3. Key cultural features requiring priority protection are:
4. Key resources considerations are:
5. Restrictions for suppression actions include:
6. Minimum tools for use are:
7. My agency resource advisor will be:
8. The fire borders are:
9. Manage the fire cost-effectively for the values at risk.
10. Provide training opportunities for the resources area personnel to strengthen our organizational capabilities and work with the geographic area training representative (GATR) to identify opportunities for priority trainees.
11. Minimum disruption of residential access to private property, and visitor use consistent with public safety.
12. Efforts should be made to minimize some impacts to communities and ensure that communication is maintained with the State air quality bureau.

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Signature and Title of Agency Administrator

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Date

Amendment to Delegation of Authority

The delegation of authority dated May 20, 2005, issued to Incident Commander Bill Jones for the management of the Crystal River Fire, number E353, is hereby amended as follows. This will be effective at 1800, May 22, 2005.

13. Key cultural features requiring priority protection are:
14. Use of tracked vehicles authorized to protect Escalante Cabin.

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Signature and Title of Agency Administrator

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Date

**Delegation of Authority for Incident Name**

**Date:**

**To: Incident Commander – Name of IC**

From: Jurisdictional Agencies

Subject: Incident Number and jurisdictional unit

Effective at XXXX hours on Provide the Date, You are delegated authority for the management of the XXXX incident on the XXXX Jurisdictional unit – include other jurisdictions if needed. You have full authority for incident management activities on this/these jurisdiction(s) within the framework of law, agency policies, and direction provided within the delegation of authority, Wildland Fire Decision Support System Decision, the *Leader's Intent* letter (optional) and the team briefing package provided.

This delegation carries with it the full authority for the management of the resources (personnel and equipment), costs, and rehabilitation of incident management efforts directly associated with this incident(s). Your primary responsibility is to organize, manage and direct your assigned resources for safe, efficient and effective management of the incident. You are accountable to the agency administrator or designated representative.

\_\_\_\_\_  
Agency Administrator  
Agency/Jurisdictional Unit

\_\_\_\_\_  
*Date/Time*

\_\_\_\_\_  
Agency Administrator  
Agency/Jurisdictional Unit

\_\_\_\_\_  
*Date/Time*

I accept this delegation:

\_\_\_\_\_  
Incident Commander

\_\_\_\_\_  
*Date/Time*

**Leader's Intent**

This is an **optional** document with the following information provided as a template. The purpose is to provide information to an IMT that is not directly related to the strategic direction for managing a wildfire (strategic direction belongs in the WFDSS Decision). Some items will not be relevant to your unit; delete or add additional information as needed. Items *italicized* and underlined are areas where you should review the information and either add unit-specific information or delete those statements.

**Overview**

This leader's intent document is one piece of many components of the entire briefing package provided to the incident management team (IMT). In addition to this leader's intent letter, the IMT will also receive the following documentation to support the management of this incident:

- Delegation of authority
- Published decision from the Wildland Fire Decision Support System
- Briefing package

**Communications**

It is expected we will meet daily or as needed to be informed on significant accomplishments or issues. Daily discussion points include but aren't limited to the following:

- Safety
- Other identified values at risk
- Risk trade-offs
- Relationships with partners and stakeholders
- External communication
- Operational effectiveness (your assessment of likelihood of success of achieving all objectives)
- Benchmarks based on team capabilities, span of control, daily progress
- Complexity
- Cost
- Ramp-up and ramp-down strategies
  - Final fire package

Expect to have a preliminary team evaluation at the incident closeout and a final evaluation at the end of fire season when all incident business transactions have been finalized.

Expanded dispatch is in place, please coordinate and work through XX Expanded Dispatch Center located at the interagency communication center for additional resources or support needs.

**Strategic Planning**

Successful management of this fire requires a common understanding of the values that require protection, their priority for protection, the probability they will be impacted, under what circumstances they require protection, what protection might look like, and how we manage our response. Strategic direction is aligned with the land and resource management plan (L/RMP), resource management plans and associated amendments as detailed in the WFDSS decision. It is expected that you and your necessary staffs read

## Appendix G Sample Delegations of Authority AA to IMT and Leader's Intent

and follow the decision (incident requirements, incident objectives, course of action, rationale) in WFDSS. If you have questions or concerns, contact me directly to discuss or clarify. The team should assist with the following:

- Keep line officer informed of significant accomplishments/issues of which can be documented in the periodic assessment throughout the duration of the incident.
- Through your risk assessment process, provide feedback regarding needed changes to the incident objectives and course of action to mitigate unnecessary risk to firefighters.
- Provide input regarding any other identified values to be addressed in planning operations and in the WFDSS decision.
- Provide input to the current risk and complexity analysis (RCA) in WFDSS and the need for updates; RCA updates can be made to document changed conditions without publishing a new decision.
- Provide support in updating and revising the decision as necessary, and/or determining if an update to components of the decision or documentation is needed (e.g., expectation that the planning area will be breached).
- Develop, update, and revise management action points as necessary to protect identified values (e.g., structural inholdings, communication sites, culturally sensitive areas) (The unit can list values here or refer to WFDSS).

Throughout the life of the incident there will likely be oral discussions, agreements, or changes in tactics/management of the fire as a whole that deviate from this letter or the WFDSS Decision documentation. Such deviations must be discussed with me in person so that we can determine solutions and update the WFDSS Decision as needed.

### Human Resources

- All personnel assigned shall be treated with dignity and respect. Manage the human resources assigned to the fire in a manner that promotes a positive and harassment-free work environment and creates a “no tolerance” atmosphere for harassment, alcohol, or illegal drug use.
- All personnel assigned should receive evaluations prior to leaving the incident. Encourage supervisors to provide meaningful feedback regarding performance and conduct.

### Safety

- Visitor and public safety is a concern.
  - Provide timely information to publics impacted by the fire/closure areas.
  - Coordinate closures/evacuations with law enforcement as identified in the briefing package.
  - If needed, utilize the appropriate cooperative law enforcement agreement in the briefing package.
- Coordinate and consult with safety and health manager or designated agency representative as identified in the briefing package.
- Coordinate hazardous material matters with unit safety officer. Specific information has been included in the briefing package.
- Camp security is advised due to base camp's proximity to town.
- Known safety hazards within the proximity of the fire area, e.g., grizzly bear baiting station at XX location, grizzly habitat (considerations for camp, spike camps, night operations), large-standing snag patch from fire, trees are severely weakened.

excessively steep terrain (provide a geographical location) with large rock outcrops and no values of concern.

### Operations

Attention to firefighter and aviation safety is an absolute necessity! Incident action plans should reflect leader's intent for the incident. Tactical actions will be assessed, and effective mitigation measures will be in place to avoid putting firefighting personnel at unnecessary risk; Consider not implementing tactical actions by assessing the value being protected versus the risk (even if mitigated) required to protect it.

- Structure Protection
  - Ensure firefighters who engage in structure protection are staying within their tactical training, capabilities, and agency policies.
  - Document significant issues for values at risk within the ICS-209.
  - Utilize the community and structure fire protection guidelines (refer to your local guidance if relevant).
- Retardant
  - Review the fire-retardant-avoidance maps and documentation provided during the IMT in-brief or in WFDSS, and coordinate with the lead resource advisor as identified in the briefing package.
  - Follow reporting guidelines for retardant use as defined in the briefing package.
  - Follow the guidance/protocol within the wildfire guidelines for resource protection if retardant is misplaced.
  - Use retardant only when and where it is expected to be successful in slowing fire spread or reducing intensities so ground firefighters may engage the fire more safely with a higher likelihood of success.
- Aviation
  - Aviation safety is a high priority. An aviation risk assessment will be completed on all aviation missions in support of fire management. For additional guidance regarding aviation resources or local protocol refer to the briefing package and work with the unit aviation officer or their designee as a liaison.
  - An initial temporary flight restriction (TFR) has been established for the fire area, coordinate changes to the current TFR with the unit aviation officer.
- Initial Attack Operations
  - You will be responsible for initial attack activities within your designated TFR.
  - The local unit may call upon you for additional support as needed for initial attack activities.
- Natural and Cultural Resource Protection and/or Enhancement
  - Avoid damage to sensitive natural and cultural resources within the fire area; coordinate suppression actions with the lead resource advisor. Specific natural and cultural resource information has been included within the briefing package.
  - Ensure all tactical actions adhere to the unit wildfire guidelines for resource protection and develop a rehabilitation plan for the impacts associated with those actions.
  - Not all wildfire is detrimental in this planning area. Specific strategic direction is provided in the WFDSS decision.

**Public Information**

- Develop a public information plan for the incident within XX hours and work closely with the unit public affairs specialist to disseminate information to internal staff, external partners, and interested publics. Refer to the briefing package for names and contacts.
- Accuracy and timeliness of public information is important. Public meetings should be held as needed and on a routine basis.
- Maintain contact with appropriate agencies, elected officials, business leaders and members of the public as identified within the briefing package.
- Informational meetings or briefings and news releases are to be coordinated with the agency representatives as identified within the briefing package.

**Finance**

- Document decisions that have incident cost ramifications within the IC daily log and provide clear rationale for the decisions.
- Utilize the XX Incident Business Plan; please work with the designated incident business advisor (INBA) for the incident. Refer to the briefing package for contact information.
- A buying team is in place, XX Dispatch Center.
- Develop a total cost projection for managing the incident in line with the strategic direction provided for Federal lands, this needs to be completed within XX hours of being delegated authority.
- Provide assistance in developing a cost share agreement as mutually agreed upon by the XX jurisdictions involved.

**Logistics**

- Telecommunications contracts have been previously established with Verizon for phone and data plans to support IMT base camps. Specific information is included within the briefing package.
- The local unit has previously identified base camp and spike camp locations, please evaluate these areas before establishing new locations. Land use agreements for these sites are in place, coordinate with the incident business advisor for specific information.
- Maps of these areas will be provided within the briefing package.
  - Invasive and noxious weeds – Vehicle and equipment washing is required on fires within XX area. Insert localized information. Refer to wildfire guidelines for resource protection on the local unit for additional information (provided with the briefing package). Please direct questions to the assigned resource advisor.

**Other**

- To build capacity, the use of trainees is strongly suggested to be incorporated into team functions where available. Local trainees will receive first priority for assignments. A list of the local trainees is included within the briefing package.
- Work with the geographic area training representative (GATR) to identify opportunities for priority trainees.
- Coordinate and work closely with the following positions/personnel – contact information as well additional contacts maybe found in the briefing package.
- Line officer
- District FMO/unit FMO
- Unit aviation officer
- Interagency dispatch center manager
- Public affairs officer
- Unit safety officer
- Incident business advisor
- Resource advisor
- Agency/interagency partners
- Other IMTs in the adjoining area

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Line Officer Signatory

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Date

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Optional signatures add if needed

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Date

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Incident Commander

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Date