

**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**

Mendocino Unit  
17501 North Highway 101  
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Website: [www.fire.ca.gov](http://www.fire.ca.gov)



Date: October 10, 2017

Subject: Letter of Expectations for the Mendocino Lake Complex, CA-MEU-012169

To: Dave Russell, Incident Commander of IMT-4; you are hereby assigned as the Incident Commander for the Mendocino Lake Complex in the CAL FIRE Mendocino Unit.

I, George Gonzalez, Unit Chief for the CAL FIRE Mendocino Unit (MEU), expect you to take command of the Mendocino Lake Complex no later than October 10, 2017 at 0700.

I expect CAL FIRE IMT-4 to provide command, leadership, and management of the Mendocino Lake Complex within the MEU Direct Protection Area and potentially affected State Responsibility Area. You have full authority and responsibility for managing incident operations within the framework of legal statute, current policy and the broad direction provided in both your oral and written briefing materials. You are accountable to me. A formal evaluation may be followed up within 15 days after your departure once the Unit has had an opportunity to review accountability, claims, financial matters, and other items, which require time to evaluate.

I assign Deputy Chief Brett Pinson cell:707-391-6701 as the CAL FIRE Unit Line Officer. I assign Division Chief Bob Farias cell: 707-391-6704 as Incident Commander (T), Chief Farias was the Initial Attack Duty Officer for MEU.

You are expected to do a complete and efficient job, while providing for SAFETY. Safety is and will remain a major concern of mine throughout the incident. I expect access to the Incident Commander as needed.

Through the use of doctrinal principles you must ensure that all actions and consequences have been analyzed against risk to human life and other values. You are expected to provide clear leader's intent at all levels of your organization, use your experience and judgment, make timely and prudent decisions as the best course of action. You are expected to maximize opportunities for success through mindful decision making and heightened situation awareness, while minimizing exposure to risk.

This document can be updated to address any issues arising that need to be added to address incident activity.

## **SAFETY**

Safety will be the number one consideration in determining strategies and tactics to suppress this fire. Protection of life and property is your first priority. The Unit Line Officer is available to provide local information if needed; additionally, I expect you to keep him updated on a daily basis on incident injuries and accidents

Promptly notify me should any significant accident(s) occur. Initial on-site investigations by incident personnel must be conducted according to the CAL FIRE policy. Incident resources will be made available as needed to assist. We may retain the authority to do our own accident investigations. As Incident Commander, please take the appropriate actions to insure that everyone involved in suppressing the Mendocino Lake Complex know and follows these **Safety Principles:**

- Safety Comes First on Every Fire
- The Ten Standard Fire Orders and Eighteen Situations that Shout Watchout.

## **Cost Accountability:**

Fiscal Integrity is a high priority in management of the incident. It is the goal of CAL FIRE, Mendocino Unit, to manage the incident in the most cost-effective manner possible. Currently the single point of ordering is through Howard Forest ECC. I ask that you document the measures your team takes for cost containment. Emphasize accountability for supplies orders. Keep the incident loss tolerance within 15%. Please provide the Agency Administrator or my Representative with daily costs by 10:00 a.m. each morning or as otherwise agreed upon.

## **Law Enforcement:**

The Law Enforcement point of contact for CAL FIRE Mendocino Unit is Ryan Smith cell: 707-391-6720. MEU strives to maintain a close cooperative relationship with all of our law enforcement partners.

**Public Information:**

Work closely with the MEU Public Information Officer (PIO) Patricia Austin (cell: 707 972-3825) and representatives of other agencies and jurisdictions.

It is particularly important to recognize the role of our agency cooperators, both law enforcement and fire services in information provided to the media outlets. You are responsible for dissemination of public information regarding this incident, but I expect you to keep the MEU PIO informed of news releases and other media contacts.

Your team is to handle local and national media contacts in the coordination with the agency or JIC if established. All political contacts are to be forwarded to me or the CAL FIRE Line Officer, Brett Pinson. In addition to the Line Officer, provide information as necessary to, and coordinate with, CAL FIRE Sacramento Communications.

The Incident Commander or designee may need to provide information to the Region Duty Chief for Report on Conditions (ROC) in order to report current incident status to the CAL FIRE Director.

**Suppression Considerations:**

As the Incident Commander you will set the priorities for the suppression actions. The CAL FIRE Line Officer will be available to work closely with you to resolve problems and seek local fire management expertise as necessary. When establishing suppression actions attempt to minimize the impact of those actions to private timberlands and rangelands. I would like to have Battalion Chief Jake Serrano, current Incident Commander, assigned to work with your Liaison Officer to help assure continuity of relationships with the land owners and managers of the affected properties.

MEU will provide CAL FIRE Resource Management personnel as necessary to provide recommendations for such sensitive areas on lands for which CAL FIRE holds responsibility. Considerations are; historical or cultural sites, fire-line placement, road damage and other suppression actions that could cause disturbance to watershed values.

A fire suppression repair plan will be developed and repair work initiated prior to transition of the incident back to the Unit. Those tasks to be completed by the Incident Management Team will be negotiated with the Line Officer and will consider cost containment measures.

**Incident Base:**

The Incident Command Post and Base is located at the Redwood Empire Fairgrounds in Ukiah, CA.

**Ordering Point:**

The ordering point is located at MEU Howard Forest ECC.

**Hired Equipment:**

I expect the IMT to use local vendors when available using the local CAL FIRE Unit Hired Equipment Emergency Response Directory and to adhere to the Department's Hired Equipment Policies.

**Human Resources:**

I expect that all Human Resource issues will be reported to the Line Officer as soon as possible after learning of the alleged incident (normally within 24 hours). The incident is to be managed with Zero Tolerance for Sexual Harassment. Incident personnel who demonstrate any type of inappropriate behavior should be released immediately with appropriate follow-up documentation. Inappropriate behavior would include alcohol use, drug use, sexual harassment, or any violation of personnel or laws.

You are responsible for following the CAL FIRE policy on drug and alcohol use on fires. I expect you to take immediate action with any violations of the policy.

If a Union Representative is needed as described in the Bargaining Unit 8 MOU please notify me or the Line Officer immediately to have someone assigned.

**Incident Transition Briefing:**

You are responsible for preparing a Transition Plan for transition of the incident back to the Unit. All standards for the transition of the incident will be negotiated with the Line Officer and will consider cost containment measures.

Your expertise and assistance is greatly appreciated.