

Plumas National Forest Letter of Delegation

Effective 9/20/09, 1200 **Kent Swartzlander** is assigned as the Incident Commander(s) for the **Silver** incident and IA in the TFR area on the Plumas National Forest. You have full authority and responsibility for managing incident operations within the framework of legal statute, current policy and the broad direction provided in your oral and written briefing materials.

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.

- 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.
- Promptly notify me should any significant accident(s) occur. Initial on-site investigations by incident personnel must be conducted according to the USDA Forest Service Accident Investigation Guide (2005). Incident resources will be made available as needed to assist. The Forest may retain the authority to do our own accident investigations.
- Fiscal Integrity is a high priority in management of the incident. It is the goal of the Forest to manage the incident in the most cost-effective manner possible. A Sierra Cascade Province Fire Business Management Operating Guidelines handbook is provided to your Incident Management Team as standards for business management operations. I ask that you document the measures your team takes for cost containment. **Susan Barron** has been assigned as the Incident Business Advisor to the Incident Management Team and can be contacted at **(530) 283-7755** (office). Emphasize accountability for supplies ordered. Keep the incident loss tolerance within 15%. You must provide documentation of incident loss tolerance to an incoming team or the Forest at transition. Please provide the Agency Administrators Representative with daily costs by 10:00 am each morning. Costs will be kept to plus or minus five percent of expected total cost of the incident described in the Decision Support document. This cost parameter should not be exceeded without consultation with the Forest Supervisor and Incident Business Advisor. All major cost, strategic, and tactical decisions will be documented on a Key Decision Log (KDL).
- A Wildland Fire Decision Support System (WFDSS) document has been prepared. Suppression actions should be consistent with resource values to be protected. **Maria T. Garcia** will be the designated Agency Administrator's Representative. The Agency Administrator's Representative will consult with you on local issues, sign the periodic WFDSS validation and be available for planning and implementing fire suppression rehabilitation and transition back to the Forest. can be contacted at **(530) 283-7810** (office).

- The Law Enforcement point of contact is Mike Zunino. He can be contacted through the Plumas ECC.
- John Estes is the Unit Fire Program Manager liaison and may be available as an additional local contact if needed.
- Road maintenance for those roads used to access and for control of the incident will begin as soon as practical to prevent those roads from becoming damaged, requiring costly repairs.
- You are responsible for preparing a Transition Plan for transition of the incident back to the Forest or to the next Incident Management Team. All standards for the transition of the incident will be negotiated with the Agency Administrators Representative and will consider cost containment measures.
- Private lands either within or adjacent to the incident will be given a high priority for protection. I would like you to involve the appropriate cooperators in your incident operations and actions.
- Forest Public Affairs Officer Lee Anne Taylor will be the primary point of contact for fire related information. In addition to serving the needs of the media, the Incident Information Plan should address providing information to the communities within the area, Forest recreation sites, travelers and Forest employees following the Forest Fire Information Plan.
- Accept as many trainees as your team can provide quality assignments for. The Forest fully supports the use of trainees on the incident. Be sure that your use of any training positions is in accordance with National Wildland Coordinating Group and USFS policy and direction.
- The Incident Base is located at the Plumas/Sierra Fairgrounds starting 9/20/09. The Incident Command Post is located at the same location.
- You will be responsible for obtaining hazardous material generator numbers for any hazardous materials you generate. You must dispose of all hazardous materials prior to transitioning with the Forest. If you transition with another fire team you will transfer all of your hazardous material documentation to the incoming team. The Forest will not accept hazardous materials generated by the incident.
- You are expected to provide a harassment free workplace. You are responsible to take prompt action if any human resource issues occur on this incident. I expect all issues to be resolved by the end of your assignment. The Forest Supervisor or Forest Civil Rights Officer will be briefed on issues and actions taken prior to the close-out meeting between the forest and the Incident Management Team. You are required to report all alleged incident of sexual harassment to the Agency

Administrators Representative as soon as possible after learning of the alleged incident (normally within 24 hours).

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

Should problems arise ~~that cannot be accommodated by the Agency Administrators Representative~~, please contact me.



Deputy Forest Supervisor
Maria T. Garcia

Date: 9/20/2009