

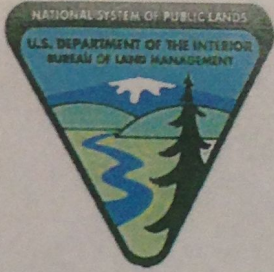
To: James D. Funk
National Fire Prevention and Education Team Leader

From: Michael Morcom

Subject: Delegation of Authority

As designated team leader, you will work for the Bureau of Land Management – Idaho Fire and Aviation Program. Your primary contact for the BLM will be Jennifer Myslivy, jmyslivy@blm.gov at (208) 373-3963. All new products (PSA's, graphic designs, etc.) that are created must be approved by Jennifer Myslivy prior to release.

- Create a One Less Spark One Less Wildfire (OLS) campaign toolkit, communication plan and power point presentation to be utilized for a 2015 Interagency Statewide campaign
- Enhance previously created OLS graphics and/or create new graphics to better represent other geographical areas throughout the state i.e. Greater Sage-Grouse areas, US Forest Service or Tribal
- Identify external cooperators to bring in as partners for the OLS campaign i.e. Idaho Power, Idaho Fish and Game
- Generate new public service announcement (PSA) scripts incorporating the OLS campaign, with the new unified message to bring fire awareness to the foreground and decrease complacency.
 - Create 5 new PSAs that can be utilized by local high profile individuals to help promote the OLS campaign and sage-grouse/wildfire awareness (incorporate the importance of the sagebrush steppe in southern Idaho)
- Create a Statewide database of contacts (local, State and Federal partners and external cooperators) for distribution of OLS campaign toolkit.



- Establish a record keeping process and budget spreadsheet to ensure adequate information and records are passed on once the team assignment is complete including:
 - Contacts Made
 - Information developed and distributed
 - Lessons Learned
 - Budget used and costs accrued
 - Projects completed, and
 - Recommendations for further projects and actions.

- The team's work shall be conducted efficiently and effectively, with an emphasis on team safety. Work/Rest guidelines will be strictly adhered to in accordance with agency policy.

- The team will adhere to all federal, state and local laws, regulations and ordinances. These laws include, but not limited to: state motor vehicle regulations, and environmental protection and hazardous materials laws.

- The team will provide for a harassment-free work environment that treats all team members and contacts with respect.

Michael Morcom
Idaho BLM State FMO

9/4/14
Date