

Alaska

Agency Administrator's Reference Guide

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Introduction

Objective

The objective of this reference guide is to provide background information and reference materials for use by the Agency Administrator to assist them in effectively managing a complex incident.

Agency Administrator – Defined

An Agency Administrator is the managing officer, or designee, of the agency, division, or jurisdiction having statutory responsibility for incident mitigation and management including the authority to give direction, make decisions, enter into agreements, and commit resources and funding.

In Alaska, the Agency Administrator function is unique due to the relationship between Jurisdictional and Protecting agencies:

- Jurisdictional Agencies have overall land and resource management responsibility for a specific geographical or functional area as provided by federal or state law.
- Protecting Agencies are responsible for providing and coordinating safe, cost- effective emergency wildland fire suppression services within a specific geographical area pursuant to its responsibility as specified and provided by law, policy, contract, or cooperative agreement.

Agency Administrators from both entities are responsible for providing strategic direction, delegating authority, and evaluating incident management.

Jurisdictional Agency Administrators in Alaska include FWS Refuge Managers, NPS Park Superintendents, USFS Forest Supervisors, BLM District Managers, BIA Regional Fire Management Officer, Alaska DOF Regional Foresters or Operations Forester, and the BLM-AFS Military Zone Fire and South Zone Management Officers (for Native Corporations).

Protecting Agency Administrators include BLM AFS Zone Fire Management Officers, Alaska DOF Regional Foresters, and USFS Forest Supervisors. Note that some administrators serve in Jurisdictional and Protecting roles.

Alaska Master Cooperative Wildland Fire Management & Stafford Act Response Agreement

This [Agreement](#) between the Bureau of Indian Affairs (BIA), Bureau of Land Management (BLM), Fish and Wildlife Service (FWS), National Park Service (NPS), Forest Service (USFS), and the State of Alaska Department of Natural Resources (DNR) documents the commitment of the agencies to improve efficiency by facilitating the coordination and exchange of personnel, equipment, supplies, services, and funds among the agencies in sustaining wildland fire management activities. This includes prevention, preparedness, communication and education, fuels treatment and hazard mitigation, fire planning, response strategies, tactics and alternatives, suppression and post-fire rehabilitation and restoration. It is also the basis from which the Department of Interior (DOI)

agencies implement DOI Manual 620 and for the Forest Service to implement Forest Service Manual 5100.

Alaska Statewide Annual Operating Plan (AOP)

This [Plan](#) addresses issues affecting cooperation, interagency working relationships and protocols, financial arrangements, and joint activities between the agencies identified in the Master Cooperative Agreement.

Alaska Interagency Wildland Fire Management Plan (AIWFMP)

This [Plan](#) specifies direction for the response to a wildland fire that is based on the management option designation and provides guidelines to jurisdictional and protection agencies for decision support requirements as the complexity of a wildland fire increases. The purpose of this plan is to promote a cooperative, consistent, cost-effective, interagency approach to wildland fire management and it is the interagency reference for wildland fire operational information.

Alaska Interagency Mobilization Guide

This [guide](#) identifies policy and agreements that establish the standard procedures that guide the operations of multi-agency/jurisdictional logistical support activities. This guide is intended to promote uniformity of logistical support communications, to facilitate interagency dispatch coordination, and to ensure that timely and cost effective support services are provided.

Initial and Extended Attack

Wildland Fire Decision Support System (WFDSS) Fire Initiation

The Integrated Reporting of Wildland-Fire Information (IRWIN) service will automatically upload fires from dispatch systems (Fire Beans and fires within State protection from the Integrated Fire Management system (IFM) directly to WFDSS. The Protecting Agency is responsible for ensuring that new fires are correctly initiated in WFDSS. Most fire information (point of origin, size, and start date) will be automatically updated in WFDSS as conditions change (and therefore will not be editable in WFDSS). AFS will provide manual updates for fires in their protection. If there are concerns or questions regarding this basic fire information, they should be directed to the protecting agencies' dispatch center or FMO. 'WFDSS Ownership' permissions for a fire should be claimed directly from the 'Information' tab by the Jurisdictional Agency, and may be shared as appropriate with additional Jurisdictions. 'Approval' permissions should be granted to the Jurisdictional Agency Administrator(s), the Protecting Agency Administrator, and the Fiscally Responsible Agency Administrator, or as negotiated between the parties. Additional WFDSS documentation, including initiation of a decision, will be based on the policy/ discretion of the Approving Agency(s).

Fire Notifications

The Alaska Interagency Fire Management Plan (AIWFMP) contains notification requirements the protecting agencies follow to inform the jurisdictional agencies of fire occurring on their lands. In

addition to the jurisdictional agency notifications listed in the AIWFMP, the following notification protocols will be followed:

- When a wildfire occurs on in-holdings (Native and State Selected lands, Native allotments, Native corporation lands, and private lands), within the boundaries of a National Park or Wildlife Refuge, the appropriate park or refuge fire staff will be notified.
- For wildfires occurring in the DNR Protection Area that affect Alaska Native, BLM, FWS or NPS lands, the AFS Military FMO or the Duty Officer will also be notified. For wildfires occurring or threatening Native allotments, the BIA Regional Fire Management Officer will be notified.
- For wildfires occurring in the AFS Protection Area on lands where the DNR is the Jurisdictional Agency (State, private and municipal lands), the DNR Fire Operations Forester is the Jurisdictional Agency representative to be notified by AFS.
- For wildfires occurring in USFS Protection Area where the NPS is the Jurisdictional Agency (Sitka National Monument, Glacier Bay National Park and Preserve, and Klondike Gold Rush National Historic Site), the Jurisdictional Agency representatives to be notified by the USFS are:
 - The NPS Regional Fire Management Officer, the appropriate park staff, the Northern Southeast Area Forester.
- For wildfires occurring in USFS Protection Area where the DNR is the Jurisdictional Agency (State, private and municipal lands), the Jurisdictional Agency representative to be notified by the USFS are:
 - For the Chugach National Forest, the Kenai-Kodiak Area Forester.
 - On the Tongass National Forest for incidents occurring from Cape Fanshaw south, the Southern Southeast Area Forester.
 - In the Tongass National Forest for incidents occurring from Cape Fanshaw north, including ABC islands, the Northern Southeast Area Forester.
 - On Joint Base Elmendorf-Richardson (JBER), the appropriate USAF Fire Chief and the Mat-Su Area Forester.
- For wildfires occurring on lands managed by the U.S. Army-Alaska, the Military Fire Chief, the Natural Resource Specialist and the Installation Range Manager at each location will be notified by the AFS Military Zone FMO.
 - Note: AFS has an agreement with the U.S. Army-Alaska, Fort Wainwright Garrison to provide suppression and fuels management services on BLM lands withdrawn for Army use to include Tanana Flats Training Area, Yukon Training Area, and Donnelly Training Area, but does not have agreements with the Air Force or Coast Guard and for lands under military ownership (ex. Fort Wainwright cantonment area).

- For wildfires on Clear Air Force Station and Eielson Air Force Base, Fairbanks Area will notify appropriate USAF Fire Chief.

The federal agencies are mandated to use the Wildland Fire Decision Support System (WFDSS) to document fire occurrence on their lands and lands for which they have the responsibility to provide fire protection (Alaska Native regional and village corporation lands and Native Allotments). In most cases, a phone call and a WFDSS entry suffice for notification. For incidents on state, private and municipal lands, a WFDSS entry and a phone call are also sufficient for notification.

A Fire Notification Form (see Appendix D) has been developed to assist in ensuring certain criteria for each incident has been met. Some jurisdictional units have requested that the Fire Notification Form be used in addition to the WFDSS entry. This form may be used to notify Alaska Native Regional and Village Corporations, local governments, or other agencies/entities not normally associated with fire activity.

Non-Standard Responses

During the initial fire notification, the protection agency may recommend or the jurisdictional agency may request either an increased or decreased level of suppression on a fire regardless of the fire management option. The decision and rationale for the request and the action taken will be documented. The written record of this authorization must satisfy the managing jurisdictional agency wildland fire policy documentation and timeframe requirements. This is accomplished using an approved decision in WFDSS.

Fire Perimeter Requirements

Fire perimeters will be submitted by the protecting agency to the Alaska Interagency Coordination Center (AICC) for all fires that escape initial attack and all ongoing fires 100 acres or greater. The Agencies will negotiate a timeline for fire perimeter updates and document that agreement in WFDSS. Final fire perimeters for all fires greater than 100 acres should be submitted to AICC for inclusion in the GIS Fire History database. The [AICC Fire Perimeter Upload Instructions](#) (Appendix C) provide guidance on how to upload the perimeter information to the AICC database. Jurisdictional Agencies have the option to update an incident perimeter after fire season by submitting annual updates to AICC.

Wildland Fire Risk and Complexity Assessment

Wildfires are typed by complexity, from Type 5 (least complex) to Type 1 (most complex). The [Indicators of Incident complexity](#) (Appendix C) provides a list of indicators by complexity type to assist agencies in identifying when an assessment is necessary. Complexity is determined by completing a [Risk and Complexity Assessment](#) (RCA) (Appendix D). The RCA assists personnel with evaluating the situation, objectives, risks, and management considerations of an incident and recommends the appropriate organization necessary to manage the incident.

In Alaska, the evaluation of complexity for Type 3, 4, and 5 fires will typically be completed by the protecting agency with an evaluation of the indicators of incident complexity. When this evaluation begins to indicate that the complexity has increased to the Type 2 or Type 1 level, the protecting

agency will initiate a more formal evaluation using the RCA in coordination and consultation with the jurisdictional agency. This evaluation should be completed in WFDSS for documentation as frequently as appropriate.

Known Sites Database

The Known Sites Database (KSD) is a password protected dataset of sites to assist fire managers with wildland fire decision-making and planning. There are two primary sources of site information included in the KSD:

- The jurisdictional agency inventory and assessments are directly submitted to the AFS KSD Steward for immediate incorporation into the KSD.
- The protection agency provides inventory and assessments to the AFS KSD Steward through the known sites clearinghouse which is a preliminary dataset subject to approval by the jurisdiction agency's administrative unit on which the sites reside.

Username and passwords to access KSD can be requested through the AFS KSD Steward at (907) 356-5587.

Alaska ICS-209 Incident Status Summary

The ICS-209 is used for reporting specific information on incidents of significance. It is designed to provide a daily snapshot of the wildland fire management situation and individual incident information which include cost, critical resource needs, fire behavior, size, etc. In conjunction with other sources of information, the ICS-209 is used by managers to determine the priority of an incident and allocation of scarce resources. The ICS-209 underwent significant redesign in 2013 and is now available for all risk incidents. The [ICS-209 User Guide](#) (Appendix C) is developed for dispatchers, managers, and incident management teams. The flowchart found in Appendix C is a helpful guide to determine when an ICS-209 must be submitted in Alaska.

Alaska Multi-Agency Coordination Group (AMAC)

The Alaska Multi-Agency Coordinating Group (AMAC) is activated on a situational basis when fire activity or resource mobilization requires interaction between agencies to ensure that decisions are responsive to the priority interests of the geographic area as a whole.

The AMAC provides a forum to discuss actions to be taken to acquire an adequate number of resources to meet anticipated needs and to allocate those resources most efficiently during periods of extreme fire activity and resource shortage.

Escaped Initial Attack/Extended Attack

When fires exceed initial attack resource capability, it is critical that agency administrators develop and communicate timely, sound risk management-based decisions for management of those fires. The [Decision making for wildfires: A guide for applying a risk management process at the incident level](#) publication (Appendix E) is a helpful pre-season tool for agency administrators to study and practice the art and science of sound wildland fire decision-making.

Decisions for extended response, non-standard responses and converted prescribed fires will be documented using the [Wildland Fire Decision Support System \(WFDSS\)](#) and will support the strategic objectives defined by the Jurisdictional Agency. Appendix E contains a series of training documents for review and use during the decision making process. The [WFDSS training website](#) also provides these training documents and additional decision and modeling learning resources.

For all incidents:

- Public and firefighter safety issues are the primary considerations.
- If a WFDSS decision is initiated, the Protecting Agency will assist in the completion of a Risk Management Assessment. The Protecting Agency will authorize and provide oversight for all incident resources regardless of the complexity level.
- The operational guidelines for special management considerations are contained in the AIWFMP and/or in Unit Fire Management Plans and will be included in the decision documentation in WFDSS.

The jurisdictional agency(s) will develop the incident objectives and incident requirements in coordination with the protecting agency. Together they will identify Courses of Action. The incident objectives and requirements will be communicated to the Incident Commander through a Delegation of Authority (templates in Appendix D). There are several critical issues that should be addressed in the objectives and requirements described in the WFDSS. A checklist of these items is found in Appendix E.

WFDSS decisions document objectives and requirements, fiscal limitations, and a course of action for an incident. The decision-making process requires a collaborative effort by all of the agencies responsible for these components:

- Jurisdictional Agency(s) are responsible for identifying strategic objectives and management requirements based on their unique land and resource management priorities.
- The Fiscally Responsible Agency (AFS has fiscal approval authority for non-BLM DOI lands, Alaska Native Corporation lands, and Native Allotments) is responsible for providing cost oversight and direction.
- The Protecting Agency is responsible for developing an implementable course of action that meets objectives, complies with management requirements, and remains within budget constraints.

Unless otherwise negotiated by responsible agencies, WFDSS decisions will be approved by all affected Jurisdictional Agencies, the Fiscally Responsible Agency, and the Protecting Agency as described in Chapter 2 and Chapter 11 of the *Interagency Standards for Fire and Fire Aviation Operations* and in Table 5 of the *Alaska Master Cooperative Wildland Fire and Stafford Act Response Agreement* (Appendix A).

Extended Attack (Type 3) and Complex Incidents (Type 1 and Type 2)

Roles and Responsibilities for Complex Incidents

	Jurisdictional Agency Administrator (AA)	Jurisdictional Agency FMO (Strategic Direction)	Protecting Agency FMO (Operational Control)
WFDSS	<p>WFDSS documentation:</p> <ul style="list-style-type: none"> ➤ Provide FMO with agency direction and concerns ➤ Complete Validation ➤ Approve Decision ➤ Complete Periodic Assessment 	<p>Collaborate with protecting agency to develop WFDSS components:</p> <ul style="list-style-type: none"> ➤ Strategic Objectives ➤ Management Requirements ➤ Planning Area ➤ Incident Objectives ➤ Management Constraints ➤ Courses of Action 	<p>Collaborate with jurisdictional agency to complete WFDSS components:</p> <ul style="list-style-type: none"> ➤ Incident Information ➤ Risk and Complexity Assessment ➤ Courses of Action ➤ Cost Analysis ➤ Maps
Delegation of Authority to IMT (Type 1, 2 or 3)	<ul style="list-style-type: none"> ➤ Sign a Delegation of Authority jointly with other affected agencies. ➤ Sign new Delegation of Authority as necessary. 	<ul style="list-style-type: none"> ➤ Jointly develop Delegation of Authority to IMT with protecting agency 	<ul style="list-style-type: none"> ➤ Jointly develop and sign Delegation of Authority to IMT. ➤ Supervise and support IMT
Agency-specific information	<ul style="list-style-type: none"> ➤ Meet agency-specific political, public and media information needs. 	<ul style="list-style-type: none"> ➤ Provide information to agency offices. 	<ul style="list-style-type: none"> ➤ Meet agency-specific political, public and media information needs.
Inter-agency communications	<ul style="list-style-type: none"> ➤ Maintain communications with the agency rep. on the Alaska Multi-Agency Coordinating Group (AMAC). 	<ul style="list-style-type: none"> ➤ Communicate issues and concerns to protecting agency FMO. 	<ul style="list-style-type: none"> ➤ Routinely update Jurisdictional Agencies on fire status. ➤ Communicate issues and concerns to IMT.
Other Delegations	<ul style="list-style-type: none"> ➤ Assign Resource Advisors as needed. ➤ Assign and provide a written Delegation to an Agency Administrator Representative as needed. 		<ul style="list-style-type: none"> ➤ Assign protecting agency Liaison for Lower 48 IMT as needed.
Briefings	<ul style="list-style-type: none"> ➤ Participate in IMT in-briefing and close-out. 	<ul style="list-style-type: none"> ➤ Participate in IMT in-briefing and close-out. 	<ul style="list-style-type: none"> ➤ Conduct IMT in-briefing and close-out. ➤ Notify jurisdictional agencies of date, time and place of briefings.
Establish Incident Command Post (ICP)	<ul style="list-style-type: none"> ➤ When location is on Jurisdictional Agency's land, approve final location 	<ul style="list-style-type: none"> ➤ Facilitate selection and approval of ICP location 	<ul style="list-style-type: none"> ➤ Recommend location and facilitate approval through jurisdictional agency.
Reporting Requirements		<ul style="list-style-type: none"> ➤ Complete agency-specific reports. 	<ul style="list-style-type: none"> ➤ Complete interagency reporting requirements as directed in the Alaska Interagency Mobilization Guide.

	Jurisdictional Agency Administrator (AA)	Jurisdictional Agency FMO (Strategic Direction)	Protecting Agency FMO (Operational Control)
Suppression Repairs	➤ Ensure Suppression Repair Plan is completed and meets agency needs.	➤ Develop suppression repair standards.	➤ Direct IMT to complete Suppression Repairs to identified standards.
Fiscal issues	➤ Consider fiscal consequences in agency direction and delegation	➤ Review cost containment strategies	➤ Order IBA as required. ➤ Resolve any issues prior to IMT release.
IMT Evaluation	➤ Contribute feedback to protecting agency FMO.	➤ Contribute feedback to protecting agency FMO.	➤ Develop the evaluation incorporating jurisdictional feedback, and deliver to IMT.
Final Fire Package		➤ Facilitate Agency's access to final fire package information.	➤ Receive Final Fire Documentation Package from IMT. ➤ Complete final fire report.
Burned Area Emergency Rehab (BAER)	➤ Determine need for BAER.	➤ Order BAER Team ➤ Develop rehab plan	➤ Facilitate logistics for team
Legal issues	➤ Pursue any legal actions.	➤ Investigate fire cause.	➤ Protect ignition source and notify jurisdictional agency.
Serious Accidents	➤ Reference AA Guide to Critical Incident Management.	➤ Reference AA Guide to Critical Incident Management.	➤ Investigate per Red Book direction. ➤ Reference AA Guide to Critical Incident Management.

Agency Administrator Expectations of Incident Management Team (IMT)

Incident Management Teams are ordered when the complexity of an incident or multiple incidents and/or the span-of-control has exceeded the protecting agency's capacity to manage an incident while still managing their areas of responsibility.

The primary objectives of an Incident Management Team are to assist the Agency Administrator(s) (both protecting and jurisdictional):

- Meeting operational objectives;
- Providing oversight, direction, coordination, and evaluation;
- Striving for cost effective incident management;
- Maintaining positive relationships;
- Resolving conflicts;
- Thinking strategically and providing both short and long term planning capabilities, and;
- Providing Agency Administrator(s) with advice and suggestions for a successful operation.

In order to accomplish these objectives, an Agency Administrator should expect the following from an

IMT:

- Relieve protecting agency's fire staff to manage the area/zone/unit and on-going initial attack
- Perform smooth and responsive transitions
- Keep you informed of any critical issues
- Assure that no surprises result from communication failures
- Maintain positive interagency relations
- Clarify the IMT's expectations of your staff
- Consult you at your schedule
- Reflect positively on the agencies in surrounding communities
- Effectively manage human resources to enhance employee development and protect human rights
- Conduct frugal fiscal management consistent with values at risk
- Provide daily ICS-209 with detailed narrative
- Review WFDSS for adequacy each operational period
- Participate in strategic planning meetings with Agency Administrators
- Utilize Resource Advisor and respect staff input
- Follow the Delegation of Authority and WFDSS with updates
- Follow the agency's Business/Financial lead's advice
- Implement a pro-active safety program
- Prepare a complete and accurate final fire package

The Agency Administrator(s) should review the Prior to the IMT Arrival Checklist (Appendix D).

IMT Expectations of an Agency Administrator

It is highly desirable for the Agency Administrator to participate personally, or to assign a representative to work on a daily basis with the team, particularly if the team is not one of the Alaska IMTs. This individual should be identified in the Delegation of Authority and ideally will fill this role for the life of the incident in order to maintain consistency. The role of the Agency Representative is to:

- Ensure the needs and interests of the agency are considered and protected by the team
- Provide guidance to the team
- Provide local and institutional knowledge
- Answer policy questions
- Provide the periodic assessment of the WFDSS decision to determine if the objectives, constraints and courses of action remain valid.
- Assess the ongoing performance and take corrective action as appropriate
- Review the daily cost estimates to ensure cost containment strategies are implemented successfully
- Be available for consultation and collaboration

See Appendix C for the Agency Administrator's Representative Duties and Responsibilities.

Delegation of Authority

The Delegation of Authority is a statement provided to the incident commander by the protecting and jurisdictional agency administrators who have the authority to delegate authority and assign responsibility. The Delegation of Authority can include objectives, priorities, expectations, constraints and other considerations or guidelines as needed. These objectives and constraints should tie directly back to the decision document published in WFDSS. The Delegation of Authority should be provided to the incident commander prior to their assuming command.

In Alaska, the Delegation of Authority is signed by all the Agency Administrators for both the jurisdictional and the protecting agencies. The jurisdictional agencies are delegating the authority to take actions and complete tasks on their lands. The protecting agencies are delegating the authority to commit resources and expend suppression dollars. A template for a Delegation of Authority is located in Appendix D.

It is critical that the incident objectives as defined in the WFDSS are provided to the IMT in the Delegation of Authority. This can be accomplished in two ways; one, the Delegation can reference the incident objectives as described in the WFDSS and two, list the incident objectives in the Delegation as written in the WFDSS. Incident Commanders have expressed that it is helpful to have the objectives clearly written in the Delegation of Authority to avoid any confusion. However, the WFDSS process was designed to enable new objectives to be developed over the life of an incident and if the objectives are listed in the Delegation and those objectives become outdated, then a new Delegation of Authority will need to be signed. A template for each style is provided in Appendix D.

In-Briefing the IMT

All members of the IMT will plan to attend the initial in-briefing with the Agency Administrator(s). This in-briefing should be focused on communicating the objectives and constraints being given to the team; a synopsis of the current fire situation; and the Agency Administrator(s) expectations of the teams' performance. The in-briefing should not take more than one hour and should be immediately followed by breakout sessions with each section of the team with their local contacts (i.e. the Finance Section should meet with the Zone/Area/Forest admin staff).

In addition to a verbal in-briefing (outline found in Appendix D), the team should also be provided a written in-briefing packet (outline found in Appendix D).

Transfer of Command

The transfer of command between the current incident commander and the incoming incident commander should never be scheduled during the burning period. The preferred timeframe is just before shift begins. The incoming team will need to shadow the current organization to come up to speed on the situation, safety concerns, cooperators and relationships, and the geography. The time period spent shadowing is negotiated between the protecting agency Administrator, the incoming incident commander, and the current incident commander.

The current team remains in charge until the mutually agreed upon time for the transfer of command occurs. The incoming team will announce across the communications system that the transfer has occurred.

IMT and Fire Reporting

Once the command has been transferred to the IMT, several of the fire reporting responsibilities that are typically conducted by the protecting agency's dispatch, may be completed by the IMT. The IMT will assume responsibility for submitting the daily ICS-209 Situation Status online (unless otherwise negotiated). On fires in state and FS protection the IMT will also submit the night report information in IFM including daily cost, daily narrative for the Alaska Situation Report, and number of personnel assigned. The IMT will also update general fire information in IFM including current size, land status by management option, values at risk, and containment/control dates.

Team Close-Out and Final Documentation Package

A completed final fire package (see Appendix C for the Master Documentation Index) will be submitted to the Protecting Agency prior to the team's departure. In addition to national standards, Alaska specific

Documentation requirements include:

- Periodic and final (as of IMT demobilization) fire perimeters uploaded to the AICC website
- Additions to the Known Sites Database (submitted to the protecting agency)
- Complete set of GIS data and products

Special care should be taken to review and finalize the finance package prior to the team's departure.

Team Performance Evaluation

It is beneficial for the IMT and the agencies to provide a written evaluation of the team's performance while assigned. The protecting agency, in collaboration with the jurisdictional agency, writes and delivers this evaluation prior to the IMT's departure. This evaluation is typically provided to the Incident Commander face-to-face in a timely manner so that he has the opportunity to share it with the rest of the IMT prior to their departure.

Some factors to consider in the written evaluation of a team include:

- Compliance with Delegation of Authority.
- Compliance with published WFDSS decision(s).
- Compliance with Agency Administrator directives.
- Orderly Transitions: Unit to Team/Team to Unit/Team to Team.
- Human rights management.
- Personnel safety record.
- Financial performance compared to agency expectations.
- Accountability of capitalized equipment/cache priority.
- Documentation of fire costs.
- Completeness of claims investigations/documentation.
- Media relations.
- Interaction with cooperating agencies/Units staff/neighbors.
- Effectiveness and documentation of trainee assignments.
- Orderly demobilization.
- Effectiveness of suppression repair.
- Completeness of final fire package.

Several examples of evaluation forms for teams are found in Appendix D.

Team Debrief and Closeout

A debrief and closeout meeting with the team will be held by the protecting agency when an IMT demobilizes in order to:

- evaluate policy, procedures and management of actions occurring from the team's mobilization through demobilization;
- identify needed changes or corrections with the objective of improving management, not assign blame;
- review sensitivity to resource values and local citizen and governmental concerns;
- discuss interfacing with other agencies, coordinators, the coordination center, and other entities;

An example of a Debrief and Closeout meeting agenda is found in Appendix D.

Suppression Repair – Emergency Stabilization – Burned Area Rehabilitation

Resource Advisor

The Resource Advisor is primarily responsible for identifying and evaluating potential impacts and benefits of fire operation on natural and cultural resources. This position anticipates impacts on resources as suppression operations evolve; communicates requirements for resource protection to the team, ensures that planned mitigation measures are carried out effectively; and provides input in the development of short- and long-term natural resource and cultural suppression repair and rehabilitation plans. The Resource Advisor’s Guide for Wildland Fire is found in Appendix C.

Suppression Repair

Suppression repair is the planned actions taken to repair the damages to resources, lands and facilities resulting from wildfire suppression actions and documented in the Incident Action Plan. These actions are usually implemented immediately after containment of the wildfire by the team. Suppression repair is distinct from Emergency Stabilization (ES) and Burned Area Rehabilitation (BAR), sometimes collectively referred to as BAER, in that it addresses impacts of suppression actions as opposed to impacts of the fire itself. The Jurisdictional Agency Administrators are responsible for the development and communication of the suppression repair plan. See Appendix D for several repair plan examples.

Emergency Stabilization

These include planned actions to stabilize and prevent unacceptable degradation to natural and cultural resources, to minimize threats to life or property resulting from the effects of a wildfire, or to repair/replace/construct physical improvements necessary to prevent degradation of land or resources. Emergency stabilization actions must be taken within one year following containment of a wildfire and documented in a Burned Area Emergency Response Plan.

Burned Area Rehabilitation

Efforts taken within three years of containment of a wildfire to repair or improve wildfire-damaged lands unlikely to recover naturally to management approved conditions, or to repair or replace minor facilities damaged by wildfire. These efforts are documented in a separate Burned Area Rehabilitation Plan.

Alaska Interagency Fire Contacts

The Alaska Interagency Mobilization Guide contains the fire directory for Alaska.

Protecting Agency Fire Management Officers

State/DNR/DOF				
Unit	Name	Office Number	Cell Number	Email
Fairbanks Area	Ed Sanford	451-2636	378-1321	edward.sanford@alaska.gov
Delta Area	Trevor Fulton (Acting)	895-2108	632-1221	trever.fulton@alaska.gov
Tok Area	Peter Talus	883-1404	940-0013	peter.talus@alaska.gov
Copper River Area	Gary Mullen	822-5534	960-1141	gary.mullen@alaska.gov
Mat-Su Area	Norm McDonald	761-6302	863-2007	norman.mcdonald@alaska.gov
Kenai-Kodiak Area	Howie Kent	260-4220	394-2606	howard.kent@alaska.gov
McGrath Area	Mike Roos	524-0037	521-7054	michael.roos@alaska.gov
AFS				
Unit	Name	Office Number	Cell Number	Email
Galena Zone	Doug Downs	356-5626	378-4393	ddowns@blm.gov
Tanana Zone	Mike Butteri	356-5574	388-3089	mbutteri@blm.gov
Upper Yukon Zone	Steve Theisen	356-5558	388-2749	satheisen@blm.gov
Military Zone	Russell Long	356-5875	388-9773	rblong@blm.gov
South Zone	Ben Seifert	267-1465	231-6154	bseifert@blm.gov
US Forest Service				
Unit	Name	Office Number	Cell Number	Email
Chugach NF	Bobette Rowe (Acting thru 6/27)	743-9435	382-0166	bsrowe@fs.fed.us
	Tom Hudson (after 6/27)	743-9558	240-1208	thudson@fs.fed.us
Tongass NF	Tristan Fluharty	228-6223	308-430-0262	tfluharty@fs.fed.us

Jurisdictional Agencies – Fire Management Officers

USFWS				
Unit	Name	Office Number	Cell Number	Email
Eastern Interior (Arctic, Kanuti, Tetlin, Yukon Flats)	Brian Haugen (Acting)	455-1833	378-3675	brian_haugen@fws.gov
Southern (Kenai, Kodiak, Togiak, Alaska Peninsula)	Kristi Bulock	260-2845	360-1006	kristi_bulock@fws.gov
Northwest (Koyukuk-Nowitna, Innoko, Selawik)	Ben Pratt	656-1231	322-3345	benjamin_pratt@fws.gov
NPS				
Unit	Name	Office Number	Cell Number	Email
Eastern (Gates of the Arctic, Yukon Charley, Wrangell- St. Elias)	James Sullivan	455-0650	460-4076	james_sullivan@nps.gov
Western (Denali, Western Parklands, Lake Clark)	Larry Weddle	683-9548	460-1688	larry_weddle@nps.gov
Coastal (Katmai)	Dan Warthin	644-3409	444-8788	dan_warthin@nps.gov
BLM				
Unit	Name	Office Number	Cell Number	Email
Fairbanks District Office	Tom St. Clair	474-2226	978-0104	tstclair@blm.gov
Anchorage District Office	Ben Seifert	267-1465	231-6154	bseifert@blm.gov
BIA				
Unit	Name	Office Number	Cell Number	Email
Statewide	Keith Kahklen (Acting)	586-7618		keith.kahklen@bia.gov
Native Allotments Contact	Kristine Kosnik	586-7149	465-7471	kristine.kosnik@bia.gov

Guide to On-line Appendices

This Guide and its appendices outlined below are available on-line at:

<http://fire.ak.blm.gov/administration/aaguide.php>.

Appendix A: Policy

Fire and Land Management Authorities

- [ANSCA - ANILCA](#) 
- [DNR](#) 
- [DOI](#) 

Fire Business

National Interagency Policy

Personnel

Resource Protection

Smoke - Air Quality

Structure Protection

Appendix B: Alaska Fire Management Plans

01. AIWFMP

02. BIA

03. BLM

04. FWS

05. NPS

06. USFS

07. UFMP Guidance and Templates

Appendix C: Reference Documents

Appendix D: Forms – Templates - Samples

Appendix E: WFDSS 101 Training