

Agency Administrator's Representative Duties and Responsibilities:

- Maintain a Documentation Package for the fire that contains copies of all delegations of authority, WFDSS, agreements, Incident Action Plans, and maps. Provide this package to the Agency Administrator upon demobilization.
- Participate in development of the WFDSS and any revisions.
- Attend and participate in the initial Team Briefing when possible.
- With your Agency Administrator and other agency administrator(s), determine how fire costs will be allocated and tracked.
- Ensure that local landowner's needs and objectives are included in fire planning documents (Delegation of Authority, WFDSS, Incident Action Plan).
- Participate in development of a Joint/Unified Delegation of Authority and any revisions as directed by your Agency Administrator and make sure they are signatory to this document.
- Participate in development of Supplemental Agreement / Cost Share Agreement and revisions as directed by your Agency Administrator.
- Keep local landowners informed of the fire situation - both as it applies directly to them and the big picture.
- Ensure that primary affected landowners are invited to attend and participate in appropriate planning meetings and briefings.
- Ensure that local government is involved in unified command if applicable, or in planning / informational meetings as appropriate.
- Attend and participate in planning meetings and shift briefings.
- Review incident strategies and objectives (Incident Action Plan) to make sure they are consistent with agency objectives.
- Evaluate the effectiveness of resources and tactics. Coordinate with the Operations Section Chief and Plans Section Chief to adjust resources and or tactics to best meet IMT and the agency's objectives.
- Keep your Agency Administrator informed of major events (public meetings, dignitary visits, serious accidents) and of the current fire situation (particularly pertaining to private land) and critical resource shortages.
- Meet periodically with the Incident Commander to discuss concerns or issues.
- Work closely with the IC to make sure that the agency's roles and responsibilities are understood by the IMT.
- Work closely with the Information Officers(s) to review press releases, give interviews, etc. and to make sure that the agency's role and responsibilities are understood by the public.
- Develop agency's suppression repair standards.
- Contribute to the IMT evaluation.