### Agency Administrator’s Briefing to Incident Management Team

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| **Incident Name**  |
| **Approx. Size**  |
| **Location** |
| **Date of Start** |
| **Overhead and Suppression Resources Currently on Incident And Present IC** |
| **General Fire Situation in Area** |
| **Resources Ordered** |
| **Other Organizations Requiring Coordination (Area Command, Expanded Dispatch, MAC, Buying Team, Payment Team, Tribal Government, Other Agency Jurisdictions)**Grand Junction DispatchLocal ZFMODistrict RangerCounty SheriffCounty HealthColorado APCDFire DistrictR2 IC Call 0830 daily |
| **Law Enforcement/Ongoing Investigations** |
| **Financial Considerations/Limitations****Old code** **New Code**  |
| **Fire Behavior Considerations** |
| **Weather Situation** |
| **Fuel Types**   |
| **Topography** |
| **Fire Behavior** |
| **Appropriate Management Response Considerations Established Through and for the WDFSS Development Priorities**See WFDSS published decision  |
| **Environmental Constraints** |
| **Utility Corridors** |

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| **Air Operations** |
| **Effectiveness** |
| **Hazards** |
| **Air Space Restrictions** |
| **Airports, Heliports, Helispots**RAB- Rifle Air BaseGJAC-Grand Junction Air Center |
| **Suppression Policies**See XXX FMP and WFDSS decision |
| Other |
| **Environmental, Social, Political, Economic, and Cultural Resource Considerations** |
| **Environmental**Colorado Air Pollution Control Distrct- Sarah GallupCounty Public Health- XXXX |
| **Social**Media effort is critical to keep public involved and positive.  |
| **Political**Look for opportunities to engage political leaders |
| **Economic**Use local vendors and contractors where appropriate and possible |
| **Cultural Resource** |
| **Communications** |
| **Radio**Command-NIFC repeater kit is orderedNIFC radio kit is ordered |
| **Telephone****Cell phones** Evaluate need for landlines |
| **Electronic (Computers)**Martha Taylor -Local ITKent Linebeck –Local CTSP |
| **Expanded Dispatch**Grand Junction Dispatch 970-257-4800  |
| **Procurement Arrangements** |
| **Agreements** |
| **Tribal Government** |
| **Infrared Status** |
| **Security Considerations**None. Standard personal security procedures |
| **Incident Management Direction and Considerations**Keep ICS scalealable and evaluate needs daily to escalate or downsize operation |
| **Wildfire Decision Support System** |
| **Delegation of Authority**Issued on XX by XXXXXXXX  |
| **Agency Administrator’s Representative** |
| **Incident Business Advisor**Patty Luby |
| **Resource Advisor** |
| **Suppression Priorities** |
| **Forest Supervisor/Incident Commander Contact** |
| **Time** |
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| **News Media and Incident Information Management**UCR Fire Information PIO 970-244-3104 |
| **Training Considerations**Local and Regional trainees as requested |
| **Interagency/Private Property Considerations (costs, etc.)**Private land is the responsibility of XXXX County SheriffAdjacent private lands are within XXXXXXX Fire Protection District |
| **Mop Up Standards** |
| **Rehabilitation Considerations**Suppression repair as necessary as directed by READ  |
| **Initial Attack Responsibility**None assigned. Local unit may request as needed |
| **Support to Other Incidents**None assigned. Local unit may request as needed |
| **Disposition of Unit Resources on the Incident** |
| **Close Out and Debriefing**Final fire package in standard Documentation BOXAll electronic media filed in provided external hard drive.Short narrative of incident and daily activities and accomplishments  |

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| **Human Welfare** |
| **Safety**The protection of human life is the highest priorityUtilize UCR SLOW Guide providedImplement and use the risk Management Process, HRO concepts, Operational Risk Management  |
| **Health**Follow all known human health precautions |
| **Civil Rights**Zero tolerance for drugs, alcohol and harassment |
| **Distribute Support Documents**Grand Junction DispatchXXXRanger DistrictXXXXX Forest Supervisors officeXXXXX Field Office |
| **Wildfire Decision Support System (Common WFDSS if Unified Command)**See XXX decision |
| **Delegation of Authority Letter**Issued on XXXX |
| **Map & Photos**Contain and update in hard drive |
| **Fire Management, Pre-Attack, Land Management Plans** |
| **Weather Forecast**See attached weather forecast |
| **Special Management Area Documents**See Published WFDSS XXXXX |
| **Phone Directory, Fax Number** |
| **Agreements**XXXXX county AOP |
| **Incident Status Summary (ICS - 209)**Due in to Grand Junction Dispatch @ 1730 daily |
| **Business Management Documents**Coordinate with Liz Turner |
| **Payments (Vendors and Casuals)**Courtney Baldwin, Liz Turner, Jill Bogdonavich |
| **Claims** |
| **Injury Compensation** |
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