**INTERAGENCY WILDLAND FIRE DECISION DOCUMENT**

**FOR THE**

  **FIRE**

*The purpose of this decision document is to document the decisions and major actions of those Agencies**that have responsibilities related to the fire. This includes the: who, what, why, when, and where to support those decision and actions. It should also document those situations when we agree to disagree. In addition, the decisions and rationale contained in this document will determine if costs are going to be apportioned. If costs are to be apportioned, then a cost share agreement will be developed and serve as an addendum to this decision document.*

**INTENT**

*This section identifies the Agencies involved and how those Agencies intend to work together.*

*The following serves as an example:*

It is the intention of the affected agencies to collaborate, cooperate, and work together on the fire. The goal of this document is to outline the joint and agency specific responsibilities and decisions reached between the XXX county(s), and the XXX agency(s). It will be used, in conjunction with the delegation of authority, to provide sound guidance and direction to the assigned Incident Management Organization.

This decision document covers the period of time from\_\_\_\_\_\_\_\_\_\_ (start) to \_\_\_\_\_\_\_\_\_\_ (end).

**FIRE DETAILS**

**General Information**

*This section describes the basic fire information.*

Fire Name:

Fire Location (legal description):

Fire Start Date/Time:

Fire Numbers by Protection Agency:

**Protecting Agencies Strategies**

*This section identifies the strategic objective(s) that all protection Agencies have for their area(s) of responsibility directly and indirectly related to the fire. The date when the strategy(s) was determined should also be identified. If strategic objectives change, subsequent objectives need to be identified and the date and time of the change documented. A map depicting the fire area and areas of protection responsibility should be appended to the decision document.*

*The following serves as an example:*

Fire Situation Description: see attached map for fire area and areas of protection responsibility.

DNRC: July 15, 2018 - The strategy for the portion of the fire on DNRC protection will be to protect structures and suppress the fire.

FS: July 15, 2018 - The strategy(s) for the portion of the fire on FS protection will be:

Where appropriate manage for resource benefit on the western edge of the fire.

Full Suppression Response Strategy - WUI and other high value/high hazard areas.

**Incident Objectives**

*This section identifies the collective incident objectives that have been agreed to by all Agencies.*

*The following serves as an example:*

* Provide for the safety of all incident personnel and the public in the execution of all incident operations.
* In the event the fire burns into areas with structures, the incident priorities will be:
	1. Life safety (evacuations and access restrictions)
	2. Structure protection
	3. Fire suppression
* XXX County will focus on the structure/infrastructure protection actions.
* The Incident Management Team will focus on fire suppression with operational coordination between the tactically deployed resources.

**ACKNOWLEDGMENT OF RESPONSIBILITIES**

*This section identifies those Agencies that have protection and/or jurisdictional responsibilities for activities or mitigation actions taken related to the fire. The section also describes, in relation to the fire, the physical location of that area of responsibility. This may include, but is not limited to: wildland fire protection, initial attack, structure protection, structure suppression, evacuation, roads, and search and rescue.*

**Fire Protection Responsibilities**

Does the fire area, or any mitigation actions taken, affect more than 1 agency’s protection responsibility? Yes or No

Use the following matrix to identify all agencies that:

* Have responsibility(s) related to the fire and what those responsibilities are.
* Have areas of overlapping responsibility.

|  |  |  |  |
| --- | --- | --- | --- |
| **Entity & Protection Area Description** | **Wildland Fire****Responsibility****(Y or N)** | **Structure Protection** **Responsibility****(Y or N)** | **Structure Suppression Responsibility****(Y or N)** |
| Federal AgencyArea Description: |  |  |  |
| StateArea Description: |  |  |  |
| Local GovernmentArea Description: |  |  |  |

**Initial Attack Responsibilities**

*This section describes the initial attack responsibilities related to the fire. A map depicting the Agencies involved and area of responsibility must be attached as an addendum to this decision document.*

1. Who has initial attack responsibilities and identify where that area of responsibility lies?
2. Has a portion of that responsibility been delegated? If so to whom and identify where that area of responsibility lies.

**Other Responsibilities**

Does the fire area, or any mitigation actions taken, affect an Agency’s Jurisdictional responsibility or other Jurisdictional Agencies? Yes or No

Use the following matrix to identify those Jurisdictional Agencies that have responsibilities for activities or mitigation actions taken related to the fire.

|  |  |  |  |
| --- | --- | --- | --- |
| **Entity & Jurisdictional Area Description** | **Evacuation****Responsibility****(Y or N)** | **Road** **Responsibility****(Y or N)** | **Search & Rescue Responsibility****(Y or N)** |
| Jurisdictional AgencyArea Description: |  |  |  |
| StateArea Description: |  |  |  |
| CountyArea Description: |  |  |  |
| Local GovernmentArea Description: |  |  |  |

**Summary of Responsibilities**

*This section provides a quick summary of the information contained in the above matrixes.*

*The following serves as an example:*

The DNRC XXX Land Office has wildland fire direct protection responsibilities within their recognized protection boundaries. XXX County has jurisdictional responsibility within their County boundaries for wildland fire, structure protection, and structure fire suppression on private lands, and structure/infrastructure protection. The\_\_\_\_\_\_\_\_\_ National Forest has the responsibility for the evacuation of their administrative facilities and recreation sites. The \_\_\_\_\_\_\_ County Sheriff has the responsibility for all other evacuations. The MT DOT will be responsible for public safety if smoke impacts I-90.

**DECISIONS AND ACTIONS**

*This section identifies the major decisions along with the actions and associated financial responsibilities that have been agreed to by all Agencies involved.* *It also includes those situations when we agree to disagree. In addition to the decision, the rationale, identification of the decision makers, actions taken to implement the decision and any associated financial responsibilities should be documented. This should not be a restatement of other decisions and actions that have been documented through other processes such as Agency specific decision documents/processes (WFDSS, WFSA, etc). If there are multiple decisions and actions, this section could be included as an addendum and referenced as such in this section.*

The collective decisions made regarding this fire are:

For each decision include the following:

**Date:**

**Decision:**

**Rationale:**

**Decision Makers:**

**Action(s) Taken to Implement Decision:**

**Financial Responsibility for Actions:**

*The following serves as an example of the types of decisions that may be documented.*

* Unified command
* Strategy selected
* How to handle delegation of authority
* Evaluation of team and process for transition – basic criteria to revisit
* Structure Protection – responsibility, actions taken, who pays for what
* Aviation – usage, who pays for what, protocols
* Upfront commitments (ie. Durable goods, building rental)
* Joint Information Center (yes or no)
* IBA’s – who provides
* Rehab expectations
* Transition process for turnback or higher level of management

**REFERENCES/GUIDELINES**

*This section identifies the references and/or guidelines that were used to make the decisions. This may include, but is not limited to, NRCG guidelines, local agreements, initial attack agreements, or local operating plans. When used, a copy of the local agreement and/or local operating plan will be appended to this document.*

*The following serves as an example:*

Decisions made were based on the following references/guidelines:

* Initial Attack Agreement between Northwest Land Office and Polson Fire Department
* 2018 Northwest Zone Local Operating Plan
* 2018 NRCG Structure Protection Guidelines

**COST ACCOUNTING**

*This section identifies the Agencies and/or organization responsible for collecting costs, any specific decisions made on tracking of costs and if costs will be apportioned.*

*The following serves as an example:*

XXX County or the responsible Local Government agency and the Incident Management Organization will each keep a set of records tracking resources for all incident related activities, including appropriate tracking of resources and accurate IAP documentation.

It has been agreed by all Agencies that costs (will or will not) \_\_\_\_\_\_\_\_\_\_\_ be shared for this fire. *If costs are shared, a cost share agreement will be developed and appended to this document.*

**PRINCIPAL CONTACTS**

The following are the principal contacts for the decisions made during this fire.

|  |  |  |
| --- | --- | --- |
| Title: | Name: | Agency/Organization: |
| Agency Line Officer |  |  |
| Agency Representative |  |  |
| Agency Line Officer |  |  |
| Agency Representative |  |  |
| County Commissioner |  |  |
| Fire Chief |  |  |

**ADDENDUMS TO THIS DOCUMENT**

*This section identifies any documents appended to the decision document.*

*The following serves as an example:*

Addendums to this document include:

* Appendix A – Map of Fire Area
* Appendix B - Map of Initial Attack Areas
* Appendix C - 2016 Northwest Zone Annual Operating Plan
* Appendix D – XYZ Fire Cost Share Agreement

**SIGNATURES OF AUTHORIZED PERSONNEL**

*This section identifies the individuals from each Agency with jurisdictional, protection, or legal responsibility/authority to make decisions related to the fire.*

| Agency Name: |  |
| --- | --- |
| Name and Title: |  |
| Signature and Date: |  |
|  |  |
| Agency Name: |  |
| Name and Title: |  |
| Signature and Date: |  |
|  |  |
| Agency Name: |  |
| Name and Title: |  |
| Signature and Date: |  |
|  |  |
| Org Name: |  |
| Name and Title: |  |
| Signature and Date: |  |