



Pacific Northwest Wildfire Coordinating Group

To: Pacific NW Agency Administrators and Fire Program Leaders

November 6, 2013

From: /s/ Pam Ensley

Pam Ensley, PNWCG Steering Committee Chair

Subject: Administratively Determined (AD) and Supplemental Fire Department Resources

PNWCG honors the dedication of Administratively Determined and Supplemental Fire Department Resources hosted in the NW; their service as overhead, locally and as members of incident management teams, is critical to the continuing success of the NW wildland fire agencies each year. Wisdom gained thru years of experience is highly valued by Agency Administrators and Fire Program Leaders alike. At the same time, PNWCG member agencies wish to emphasize that we have a duty to the successional development of current and future agency employees. With this in mind, I want to provide clear intent regarding AD and Supplemental Fire Department Resources.

In general, qualified agency personnel will have priority over AD and Supplemental Fire Department Resources when filling overhead positions, within the constraints of availability and date/time needed.

Supplemental Fire Department Resources are defined as:

“Overhead tied to a local fire department generally by agreement who are mobilized primarily for response to incidents/wildland fires outside of their district or mutual aid zone. They are not a permanent part of the local fire organization and are not required to attend scheduled training, meetings, etc. of the department staff.”

See Ch. 50, Cooperative Relations, and “Agreement Template” at <http://www.fs.fed.us/r6/fire/incident-business/>.

Qualified agency employees are encouraged to serve as primary members of NW Interagency Incident Management Teams. In cases where agency employees aren’t available, AD and Supplemental Fire Department Resources can serve as primary members of an IIMT. To honor the successional development of Agency employees, a current agency trainee shall be assigned to that position, for mentoring and on the job training, with the intent that he/she will eventually step up as a primary IIMT member.

In the NW Geographic Area, training for AD and Supplemental Fire Department Resources will focus on annual refreshers, maintaining current IQCS qualifications, and attendance at IMT or other conferences with prior approval. These individuals are not authorized to take courses for the purpose of adding additional IQCS qualifications to their red card.

If local units have a specific need, e.g. Vale BLM Snake River Valley crews, they can request a waiver deviating from this policy from their agencies PNWCG representative. If granted, the waiver must be documented and a copy attached to the submitted nomination form.