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|  |  | Date: | May 14, 2012 |
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| Subject: | Hewlett Fire Delegation of Authority |
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| To: | Todd Richardson, Incident Commander |

Management of the Hewlett Fire is delegated to the RMA IMT2-A, IC Todd Richardson, and Deputy IC Mike Frary. This delegation includes the jurisdictions of Larimer County and the Arapaho and Roosevelt National Forest. You have full authority and responsibility for managing the fire within the framework of laws, agency policy and agency administrator direction. This delegation includes the authority to obligate agency funds necessary to manage this incident in a cost-effective manner.

Please coordinate your transition with the current IC, Dave Buchanan as smoothly and rapidly as possible. Ideally, the transition can be competed between operational periods. The Line Officer In-Briefing will provide additional information to all your Section Chiefs.

**Priorities**

1. Protection of the lives of firefighters, air crews and the public.
2. Minimize impacts to human improvements (structures).
3. Consideration for the needs of the local residents and communities.
4. Containment of costs, commensurate with values.
5. Provide effective, timely and accurate fire information to the public.

**Management Objectives**

1. SAFETY - Give special consideration to risks associated with aviation operations, and firefighter exposure in areas of tree mortality, near snags, and during transitions. When in doubt, life safety shall take priority over acres burned in all strategic and tactical decisions.
2. Ensure safe passage of traffic on impacted County Roads where feasible. Minimize the duration of Highway closures and coordinate closely with the Larimer County Sheriff and Colorado Department of Transportation, particularly the Highway 14 (Poudre Canyon) corridor.
3. Maintain or enhance relationships with the private landowners, other agencies, Volunteer Fire Departments, (Poudre Canyon & Glacier View) and elected officials, as appropriate. Undersheriff Bill Nelson and District Ranger Kevin Atchley expect to be actively involved in public meetings and in dialogue with elected officials at all levels.
4. Manage the human resources assigned in a manner that promotes mutual respect and is consistent with the Department of Agriculture policy for preventing harassment.
5. Keep Cost effectiveness, use of critical resources and economic expenditures as an important part of your decision making process. Ensure that expenditures are commensurate with values at risk.

**Planning**

1. Utilize local resources and employ services and support from the local area wherever possible.
2. You will be responsible for preparing a long term implementation plan and analysis, including the long-term analysis of fire growth.
3. The Arapaho Roosevelt National Forest will create the original WFDSS, approved by the Forest Supervisor. Your team is expected to update the WFDSS as needed and the Forest Supervisor will remain the approver. Members of your Planning Section have been given ‘Editor’ access to the Hewlett WFDSS.
4. Limit the number and duration of area closures. Maintain access where the public is not at risk from (or does not interfere with) fire operations or fire traffic.
5. Release local IA resources first, in accordance with standard de-mobilization procedures.
6. Provide opportunities for local trainees to complete or enhance ICS qualifications where possible.

**Operations**

1. Structure protection is primarily the responsibility of Larimer County. Work with Larimer County Emergency Services, Poudre Canyon VFD and Glacier View VFD on structure protection plans. These resources should be included in your organization, strategic planning, daily briefings, and identified in the Incident Action Plans. Track resource costs in accordance with the cost share agreement which has been developed for this incident.
2. Your resources do not have responsibility for initial attack. Requests for aircraft (assigned to your incident) to assist with IA outside the Hewlett fire perimeter will be directed to your Air Operations Branch Director, via Air Attack or directly from Fort Collins Dispatch.

1. Minimize the duration and scope of evacuations by returning homeowners to their residences as soon as possible. All evacuations will be coordinated by the Larimer County Sheriff.
2. Use the WFDSS as a guide to develop appropriate strategies and tactics.

**Information**

1. Colorado Front Range fires provide additional challenges for information and large-market media interaction. Coordinate closely with Larimer County PAO, Nick Christiansonand USFS District PAO Reghan Cloudman to disseminate information and ensure that frequent fire updates are communicated to all agencies, affected land owners, elected officials and the media. Frequent information contacts and meetings with the local community are expected.
2. Key messages include:
* Strategy on this fire is full suppression.
* Human life safety is the number one priorities for the fire.
* Management decisions will weigh benefits against risk and exposure to firefighters.
* Homeowners must continue to take personal responsibility for defensible space.

**Finance**

1. Daily documentation of cost management efforts can be completed via a Key Decision Log. Release surplus overhead and resources in a timely manner.
2. All pending finance issues are to be resolved before responsible team members leave the fire unless negotiated otherwise with the Forest. Key IMT may be required to return to the area after close-out to resolve financial issues.
3. A cost share agreement between Larimer County and the Arapaho Roosevelt NF has been developed for this incident, and is available from the Forest Duty Officer.

**Logistics**

1. Travel should be minimized whenever possible. Spike camps are preferred over long trips or frequent moving of personnel.
2. Use sustainable practices such as combining passengers in vehicles and use of canteens rather than bottled water if feasible. Recycle materials when possible.
3. Closely monitor the ordering and storage of hazardous material. You will be responsible for arranging for the disposal of surplus material and waste.
4. Provide an accurate inventory of all accountable property and equipment prior to closeout or transition to the next team. Loss / tolerance should be within acceptable levels established through the National Cache system.

**Resource Protection**

1. Your National Forest Resource Advisor will be Matt Fairchild.Consult with him on suppression repair guidelines and rehabilitation where the fire burns on National Forest System lands.
2. Implement the appropriate resource protection measures for all fire operations and support activities. Key items to be aware of include the following.
* Protect fisheries habitat by avoiding retardant and foam use within 300’ of stream courses identified in the document and map provided.
* Noxious weeds are a concern in the fire area, document and map areas of significant disturbance by vehicles, equipment, staging areas or camps.

**Agency Representatives**

1. Work closely with Kevin Atchley who is the assigned Arapaho-Roosevelt National Forest Agency Representative for this incident. Either he or the Forest fire duty officer will attend your daily Planning Meeting. The following personnel can provide additional guidance and support as needed:

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| ***Agency/ Jurisdiction*** | ***Role*** | ***Name*** | ***Office*** | ***Cell*** |
| Larimer County | Larimer County Sheriff -acting | Bill Nelson | 970-5103 | 970-222-3938 |
| Larimer County  | Emergency Services /Fire | Kevin Johnston | 970-498-5300 | 970-222-5163 |
| Larimer County | Public Information | Nick Christianson |  | 970-817-4581 |
| Arapaho–Roosevelt NF | Deputy Forest Supervisor | Ron Archuleta | 970-295-6602 | 406-223-0799 |
| Arapaho–Roosevelt NF | Agency Administrator Rep | Kevin Atchley | 970-295-6711 | 970-420-9819 |
| Arapaho–Roosevelt NF | Forest Fire Duty Officer | Geoffrey Bell | 970-295-6631 | 970-217-9814 |
| Arapaho–Roosevelt NF | District Fire Duty Officer |  | 970-295- |  |
| Arapaho–Roosevelt NF | Resource Advisor | Matt Fairchild | 970-295-6640 |  |
| Arapaho–Roosevelt NF | Public Information | Reghan Cloudman | 970-295-6770 | 970-219-8391 |
| ***\* All \**** | IA Dispatch | Fort Collins Dispatch | 970-295-6800 |  |
| Colorado State Forest Service | Line Officer  | Boyd Lebeda | 970-491-8445 |  970-222-8693 |
| Glacier View VFD | Chief | Greg Nieswinder |  | 970-217-3309 |
| Poudre Canyon VFD | Chief | Carl Solley | 970-493-1622 |  |

**Mop-up Guidelines**

1. Mop-up guidelines have been developed in a separate document from the Forest Duty Officer. Standards are dependent upon fuel type, terrain, burn severity, resource value, and land ownership. Please adhere to these guidelines, which are a strategic consideration that impacts suppression costs and reduces firefighter exposure.

**Suppression Repair Standards**

1. Repair of disturbance from suppression actions will be completed with emergency funds. Repair may begin when doing so will not compromise control efforts. Specific measures for firelines, roads, streams and camp locations will be developed by the Agency Resource Advisors as needed and documented in the daily IAP Division assignments. All repair will be completed prior to IMT2 demobilization unless negotiated otherwise.

**Turn back Standards**

1. Management of the fire should revert back to local forces in 100% ‘contained’ status (unless transitioned to another IMT). Specific standards and the residual management organization will be negotiated prior to containment.

**End State**

1. The Hewlett Fire is managed until all the incident objectives have been achieved or a season-ending (weather) event has occurred.
2. The fire is suppressed using the appropriate resources to implement tactics with reasonable probabilities for success.
3. When the IMT leaves, there will be only acceptable impacts to the natural resources and a positive impression on local landowners after a prudent investment of taxpayer assets.

**Effective Date and Time**

This delegation becomes effective at 0600 hours on May 16, 2012 until you release this delegation as documented by a return memorandum from you to the undersigned, or designated alternates.

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Larimer County Sheriff Date and Time

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Chair, Larimer Board of County Commissioners Date and Time

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Arapaho-Roosevelt National Forest Supervisor Date and Time

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Incident Commander Date and Time