

Appendix 3

ROLES and RESPONSIBILITIES

Governor

- Works within legislative processes to fund essential state and local programs (a state emergency/disaster declaration may be required.)
- Approves FEMA Declaration requests through State Forestry.
- Requests Presidential disasters through appropriate state agency.
- Approves state-wide closures.
- Approves use of National Guard (emergency declaration may be required).
- Implements Fire Mobilization Plan (moves structural resources) through appropriate state agency.
- Establish liaison with key partners. Mobilize county/local resources to support closure/evacuation needs.
- Assign Agency Administrators working with fire departments, sheriff's departments, etc.
- Declares a county/city emergency and/or requests Governor to declare State emergency.

County Commissioners/Mayors

Geographic Area Agency Administrator

(For example: Regional
Director, Regional Forester,
State Forester, State Directors)

- Support Zone and unit activities for preparedness, initial attack, and prevention. Reconcile political issues at state/federal levels.
- Approve prioritization criteria for collection of responses to Geographic Area Multi-Agency Coordinating (GMAC) group.
- Support Geographic Area level resource allocation decisions of the National Multi-Agency Coordinating Group (NMAC).
- Approve Geographic Area protection objectives.
- Delegates decision making to GMAC (for above).
- Coordinate closures and restrictions.
- Review resource allocation summaries.
- Validate regional/state drawdown plans considering Geographic Area and National capability.
- Ensure agency fire qualified personnel are available for fire assignments.
- Ensure qualified agency personnel are available for response to non-fire incidents under the National Response Framework.
- Accountable for exercising direct cost containment measures by ensuring that planned expenditures are sensible and actual expenditures measurably affect intended outcomes.
- Manages regional/state level Federal severity authorization or expenditure caps.
- Reconcile political issues at local levels (county, forest, area, etc.).
- Support internal Geographic Area resource allocation decisions of the GMAC.
- Delegate authorities and oversees activities of Area Commands and Incident Management Teams (IMT), (where two or more jurisdictions involved, unified command).
- Maintains open lines of communications with Geographic Area MAC, Zone or local MAC.
- Review resource allocation summaries.

Zone Level Agency Administrator

(For example: Forest
Supervisor, Field Office
Manager, Tribal and County

Commissioner level)

- Validate drawdown plans considering zone, Geographic Area and National capability.
- Ensure agency fire qualified personnel are available for fire assignments.
- Ensure qualified agency personnel are available for response to non-fire incidents under the National Response Framework.
- Accountable for exercising direct cost containment measures by ensuring that planned expenditures are sensible and actual expenditures measurably affect intended outcomes.
- Manages zone level Federal severity authorization or expenditure caps.
- Assure fire preparedness/initial attack and fire management plans are completed. Ensure qualified personnel are available for local response requirements.

Unit Level Agency Administrator

(For example: Superintendent, District Ranger, Unit Manager, Fire District Trustee)

- Ensure initial attack strategies are prioritized for fires based on values at risk and resource availability.
- Coordinate requests for prescribed fire.
- Coordinate severity authorization requests with interagency partners.
- Validate drawdown plans considering local, zone, Geographic Area, and National capability.
- Establish priorities for fire management and set direction for developing, reviewing and approving the chosen strategy considering current and expected firefighting resource availability.
- Issue Delegation of Authority to Incident Commander(s).
- Ensure agency fire qualified personnel are available for fire assignments.
- Ensure qualified agency personnel are available for response to non-fire incidents under the National Response Framework.
- Accountable for exercising direct cost containment measures by ensuring that planned expenditures are sensible and actual expenditures measurably affect intended outcomes.

Area Command

- Prioritize and initiate actions based on Geographic Area MAC and Agency Administrator(s) objectives.
- Coordinate with all governmental entities.
- Allocates resources between incidents.
- Reconciles issues between 2 or more Agency Administrators.
- Communicates and coordinates with NMAC.
- Respond to Geographic Area needs for redistribution of resources
- If appropriate, ensures that all IMTs operate with common strategy.
- Accountable for exercising direct cost containment measures by ensuring that planned expenditures are sensible and actual expenditures measurably affect intended outcomes.

IMT (Type 1, 2, 3, NIMO, and Wildland Fire Management Team (WFMT))

- Implement specific strategy and tactics to meet Agency Administrator objectives for incident response and other delegated responsibilities.
- Establish and prioritize criteria for redistribution of resources within area of responsibility.
- Accountable for exercising direct cost containment measures by ensuring that planned expenditures are sensible and actual expenditures measurably affect intended outcomes.

National MAC

- Establish and provide oversight of general business practices between the NMAC group and the GMAC groups.
- Communicate with Area Command(s) policy, guideline or other changes or concerns.
- Establish and manage resource prioritization and allocation among Geographic Areas.
- Direct, control, allocate and reallocate resources among or between Geographic Areas to meet NMAC priorities.
- Implement decisions of the NMAC.
- Anticipate and identify future national firefighting resource requirements.
- Coordinate and resolve national level firefighting resource policy issues.
- Manage the integration and utilization of National Incident Management Organizations (NIMO) into fire and non-fire operations.
- Ensure qualified resources are available for response to non-fire incidents under the National Response Framework.
- Accountable for exercising direct cost containment measures by ensuring that planned expenditures are sensible and actual expenditures measurably affect intended outcomes.
- Direct activities according to National Preparedness Strategy and NMAC Operating Plan.

Geographic Area MAC

Geographic Area Coordinating Board of Directors (e.g., Fire Director, State Fire Manager,)

- Convenes as situation warrants. Establishes and communicates processes and operating procedures.
- Allocate firefighting resources within the Geographic Area during periods of competition according to established criteria.
- Anticipate and identify future geographic firefighting resource requirements.
- Coordinate and resolve Geographic Area firefighting resource policy issues.
- Support Geographic Area level resource allocation decisions of the NMAC.
- Support the integration and utilization of NIMO into fire and non-fire operations.
- Validate drawdown plans considering Geographic Area and National capability.
- Establish protection objectives.
- Establish the need for additional training.
- Establish reallocation controls when two or more Area Commands are assigned and multiple zones are affected.
- Maintains open lines of communication with Zone MACs, Agency Administrators, NMAC.
- Ensure qualified resources are available for response to non-fire incidents under the National Response Framework.
- Assess need for Geographic Area Prevention Team.
- Assess need for Geographic Area Public Information Team.
- Conduct resource allocation reviews and summarize in a Resource Allocation Table.
- Assess policy implementation issues.
- Provide strategic assessment of flow of resources into/out of Geographic Area.
- Provides management oversight, in coordination with the Agency Administrator(s) to Area Command Teams once a team is assigned to the Geographic Area.
- Accountable for exercising direct cost containment measures by ensuring that planned expenditures are sensible and actual expenditures measurably affect intended outcomes.

Local or Zone MACs

Zone Board of Directors (e.g.,
Forest FMO, Area Fire
Manager, County Fire Warden)

- Convenes as situation warrants. Establishes and communicates processes and operating procedures.
- Assure Zone Mobilization Board (private, local, state, federal) is coordinating with Zone Dispatch. Same as above/different in scope.
- Serve Agency Administrator needs for coordination for fire management coordination issues within the local area or Zone.
- Ensure that GMAC criteria and objectives are carried out at local level.
- Monitor and ensure initial action capability.
- Validate drawdown plans considering local, zone, Geographic Area, and National capability.
- Anticipate and identify future local or zone firefighting resource requirements.
- Coordinate and resolve local or zone firefighting resource policy issues.
- Ensure qualified resources are available for response to non-fire incidents under the National Response Framework.
- Assess need for Zone level prevention team.
- Assess need for Zone level Public Information Unit.
- Conduct resource allocation reviews and summarize in a Resource Allocation Table.
- Accountable for exercising direct cost containment measures by ensuring that planned expenditures are sensible and actual expenditures measurably affect intended outcomes.