

**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**

Shasta-Trinity Unit  
875 Cypress Ave.  
Redding, CA 96001  
(530)225-2418  
Website: [www.fire.ca.gov](http://www.fire.ca.gov)



**Date:** August 2, 2015

**Subject:** Delegation of Authority for the Fork Complex 15CASHF002067

**To:** Donna McCain - CAL FIRE Incident Commander  
Rocky Opliger - Incident Commander of CIIMT 4  
You are hereby assigned as the Unified Incident Commanders for the Fork Complex in the CAL FIRE Shasta-Trinity Unit.

I, Unit Chief Mike Hebrard, Agency Administrator, expect you to take command of the incident no later than August 3, 2015 at 0600 hours.

I delegate authority for the command, leadership, and management of the Fork Complex within the CAL FIRE Shasta-Trinity Unit Direct Protection Area (DPA). You have full authority and responsibility for managing incident operations within the framework of legal statute, current policy and the broad direction provided in both your oral and written briefing materials. You are accountable to me. A formal evaluation will be followed up within sixty days after your departure once the Unit has had an opportunity to review accountability, claims, financial matters, and other items, which require time to evaluate.

I will not assign a CAL FIRE Unit Line Officer as Chief McCain is also from the local Unit. Should you have any needs that a line officer would normally handle, you can contact the Shasta-Trinity Unit Duty Chief at (530)225-2476.

You are expected to do a complete and efficient job, while providing for SAFETY. Safety is and will remain a major concern of mine throughout the incident. I expect access to the Incident Commander as needed.

Through the use of doctrinal principles you must ensure that all actions and consequences have been analyzed against risk to human life and other values. You are expected to provide clear leader's intent at all levels of your organization, use your experience and judgment, and make timely and prudent decisions as to the best course of action. You are expected to maximize opportunities for success through sound decision making and heightened situational awareness, while minimizing exposure to risk.

This document can be updated to address any issues arising that need to be added to address incident activity.

## **SAFETY**

Safety will be the number one consideration in determining strategies and tactics to suppress this fire. Protection of life and property is your first priority. Prolonged exposure to firefighting resources should also be considered when conducting the risk analysis, resource ordering and allocations. The Unit Line Officer (Duty Chief) is available to provide local information as needed, additionally, I expect you to keep them updated on a daily basis on incident injuries and accidents.

Promptly notify me should any significant accident(s) occur. Initial on-site investigations by incident personnel must be conducted according to CAL FIRE policy. Incident resources will be made available as needed to assist. We may retain the authority to do our own accident investigations.

If required by policy, FC-800's will be completed and turned in by the SHU Duty Chief with input from the incident. If it is determined a blue/green sheet is needed for any injury/incident, it will be the responsibility of the IMT to complete it.

If critical resource orders are not being filled, these should be passed on to the Line Officer (Duty Chief) for follow-up action.

As Incident Commander, please take the appropriate actions to insure that everyone involved in suppressing the Fork Complex know and follow these **Safety Principles:**

- Safety comes first on every fire.
- Everyone gets a briefing. If someone is unable to attend the briefing it is the responsibility of the supervisor to give it to them.

## **Cost Accountability:**

Fiscal Integrity is a high priority in management of the incident. It is the goal of CAL FIRE Shasta-Trinity Unit to manage the incident in the most cost-effective manner possible. Currently, the single point of ordering is through the Redding Emergency Command Center. A Finance Section Chief (on order) is provided to your Incident Management Team for clarification of CAL FIRE policy. I ask that you document the measures your team takes for cost containment. Emphasize accountability for supply orders. Keep the incident loss tolerance within 15%. Provide the Line Officer (Duty Chief) with daily costs by 10:00 a.m. each morning or as agreed upon.

## **County/City/Fire Protection District Cooperators:**

Incident activities including but not limited to, fire suppression efforts, road closures, evacuation plans, repopulation, etc., should be closely coordinated with the Fire Protection District Agency Representative. They should be included in your command structure.

The CAL FIRE Shasta-Trinity Unit has a great working relationship with our local government fire protection cooperators. Incorporate these personnel into your ICP and have a close relationship with their agency representatives. They are responsible for the primary protection of the lives and property within their District and will be dealing with the lasting concerns of this incident well after the emergency has been mitigated. Please work closely with them to accomplish their mission, while incorporating it into your plan.

## **Law Enforcement:**

The CAL FIRE Law Enforcement point of contact for the Shasta- Trinity Unit is Lance Berry (530)448-2420.

Incident activities should be closely coordinated with law enforcement agencies including the Sheriff and CHP. They should be included in your command structure.

The CAL FIRE Shasta-Trinity Unit has a great relationship with our law enforcement partners. Incorporate law enforcement (Sheriff's Department and CHP) into your ICP and have a close relationship with their agency representatives. They are responsible for evacuations and road closures. You need to work with them to accomplish their mission, while incorporating it into your plan.

Evacuated citizens should be allowed back in their homes as soon as possible. We will not keep people out of their homes for our convenience. We will go out of our way to meet the needs of the people that willingly left their homes based solely on our request. Remember that the people that refused our request to evacuate still have free run of their properties. Every operational period, a formal meeting will be held to plan new evacuations and develop re-entry plans. This will be coordinated with the law enforcement agencies.

Only roads that are necessary for operational reasons should be closed. Roads that have been closed should be opened as soon as possible. If necessary, access can be restricted to local residents only. Clear instructions will be given to personnel staffing control points to insure that the proper level of closure is being done.

A full damage inspection package will be required, and should be coordinated with local OES, Building Department, Assessor's Office and the Red Cross. Utilize the latest Damage Inspection format for your report.

### **Public Information:**

Work closely with the SHU Public Information Officer (PIO) Cheryl Buliavac (530)448-2424 or Jimmy Zannotelli (530)448-2425 and representatives of other agencies and jurisdictions.

You are responsible for incident information. I expect you to keep the SHU PIO informed of news releases. The Unit may set up an incident information phone center at headquarters. The incident information phone center will be included in all news releases and ICS 209 dissemination so they are reporting current and accurate information to the public. All media releases should be coordinated with the Unit to prevent misinformation.

Your team is to handle local and national media contacts in coordination with the agency or JIC, if established. All political contacts are to be forwarded to the CAL FIRE Shasta-Trinity Unit Line Officer (Duty Chief). In addition to the Line Officer, provide information as necessary to, and coordinate with, CAL FIRE Sacramento Communications.

The Incident Commander or designee may need to report current incident status to the Region Duty Chief for the Departmental Report on Conditions (ROC). This report is forwarded to the CAL FIRE Director.

### **ICS 209:**

Timely (0600 & 1800) and accurate submittal of ICS 209's is a high priority item for the Unit as well as accurate Intel reports. The ICS 209 should be consistent with the FMAG request (if one

is done) information and any press releases. Each Fire in the complex needs to be broken out in the ICS 209. Also, acres burned by DPA should also be broken out.

### **Suppression Considerations:**

As the Incident Commander you will set the priorities for the suppression actions. The CAL FIRE Line Officer (Duty Chief) will be available to work closely with you to resolve problems and seek local fire management expertise.

SHU personnel will be incorporated into high level positions in the Operations Section. This is necessary because they are intimately familiar with local fuel conditions, topography, weather, fire history, and relationships with our cooperating agencies. Again, your success on this incident will depend on your ability to incorporate these personnel into your team, and effectively utilize their local knowledge.

When establishing suppression actions, attempt to minimize the fire impact to private timberlands.

Sensitive resource and land management issues include the necessity to minimize long-term watershed damage and minimize the adverse impacts to threatened and endangered habitat. Please coordinate closely with the assigned CAL FIRE Resource Management contact Dan Dresselhaus (530)448-2493. A CAL FIRE Archaeologist has been notified of the IMT activation and will be able to address any archaeological considerations during suppression operations. Considerations are: historical or cultural sites, fire-line placement, and fire road placement.

### **Fire Suppression Repair**

#### **Roads**

- Install waterbars where waterbars previously existed.
- Install new waterbars where needed.
- Install or maintain rolling dips where a rolling dip previously existed.
- Re-establish existing berms where applicable.
- Clean culverts plugged with soil and rock resulting from fire road use.
- Remove all slash and debris from culvert inlets\outlets.
- Clean and grade ditch lines and lead off ditches as necessary.
- Water roads for dust abatement.

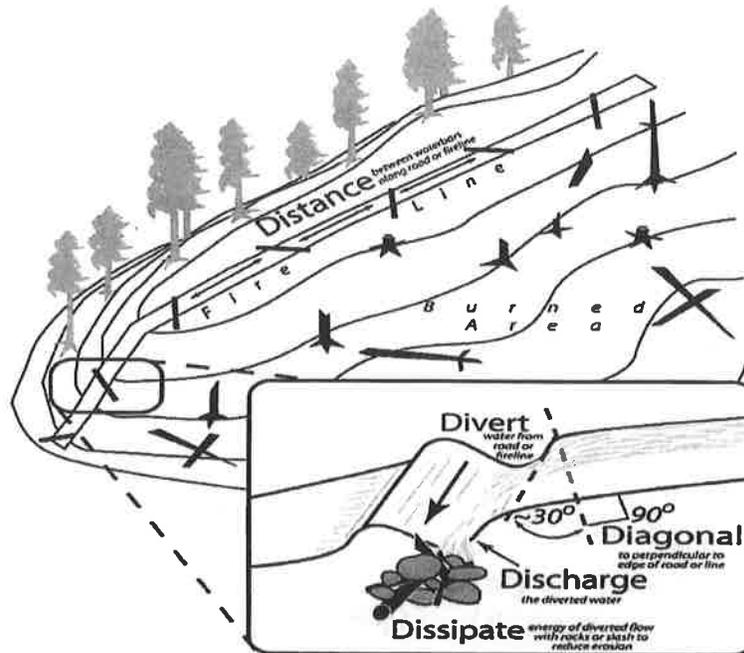
#### **Hand Lines and Dozer Lines**

- Install waterbars as described in the guidelines below. Waterbars are designed to intercept, slow and spread precipitation run-off to reduce sediment transport and soil erosion. The intent is to move water off the fireline before it can build up enough energy to erode and transport sediment.

### Waterbar Guidelines:

These spacing distances should be used as a *guide*. Judgment should be used in locating waterbars to minimize erosion potential. It may not be possible or necessary to place waterbars in steep or rocky areas. Install waterbars at the following recommended *minimum* intervals:

Fireline Gradient (%slope)	Minimum Distance between Waterbars (feet)
0 to 10	200
11 to 25	100
25+	50



### Fences and Gates:

- Fences that were cut during fireline construction should be closed-up to prevent loss of livestock. In most cases, a few pieces of wire can provide temporary closure. Gates should be closed and relocked if possible to prevent trespassing. If gates have been damaged by heavy equipment and can't be repaired with field-available materials a report of damage should be prepared.

### Watercourses:

- Vegetative material and soil shall not be left in watercourses. As mop-up work is being completed, inadvertently deposited material shall be removed.

Other suppression considerations: (lands protected by the state)

- BLM Lands in State DPA – Use their Resource Advisor for assistance
- USFS Lands in State DPA – Use their Resource Advisor for assistance

A fire suppression repair plan will be developed and repair work initiated prior to transition of the incident back to the Unit. Those tasks to be completed by the Incident Management Team will be negotiated with the Line Officer and will consider cost containment measures.

**Incident Base:**

The Incident Command Post and Base is located at Hayfork Highschool.

**Ordering Point:**

The ordering point is located at the Redding Emergency Command Center.

**Hired Equipment:**

I expect the IMT to use local vendors when available. The local CAL FIRE Unit Hired Equipment Emergency Response Directory (ERD) is available. You are to adhere to the Department's Hired Equipment Policies when ordering from the associated SHU number.

**Crew Reset and RxR Policy:**

All inmate hand crews will leave the incident with their 8/80 driving hours reset to zero (true 24 hours off prior to release).

If we run into a situation where personnel have been on an incident for 21 days, we will meet the requirements of the Director's memo on RxR.

**Human Resources:**

I expect all Human Resource issues will be reported to the Line Officer (Duty Chief) as soon as possible after learning of the alleged incident (normally within 24 hours). The incident is to be managed with Zero Tolerance for Sexual Harassment. Incident personnel who demonstrate any type of inappropriate behavior should be released immediately with appropriate follow-up documentation. Inappropriate behavior would include alcohol use, drug use, sexual harassment, or any violation of personnel policy or laws.

You are responsible for following the CAL FIRE policy on drug and alcohol use on fires. I expect you to take immediate action with any violations of this policy.

If a union representative is needed, as described in the Bargaining Unit 8 MOU, please notify me or the Line Officer immediately to have someone assigned.

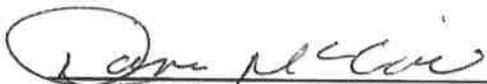
**Incident Transition Briefing:**

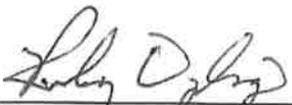
You are responsible for preparing a Transition Plan for transition of the incident back to the Unit. All standards for the transition of the incident will be negotiated with the Line Officer (Duty Chief) and will consider cost containment measures.

The team transition out will be comprehensive. A representative from the following Unit functions should be present. The Unit Forestry Logistics Officer (FLO), Emergency Command Center Battalion Chief, Forestry Equipment Manager (FEM), Administrative Chief, Resource Management personnel, Public Information Officer (PIO) and operations personnel. Relevant team members will make contact with the Unit personnel to insure each of them is prepared to assume appropriate responsibilities.

For the duration of this incident, you and your IMT are now considered part of this Unit. Your expertise and assistance is greatly appreciated and we look forward to working with you and your team.

 8/2/15  
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Mike Hebrard Date  
Unit Chief  
CAL FIRE Shasta Trinity Unit  
Phone: (530)448-2400

 8/2/2015  
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Donna McCain Date  
CAL FIRE IC

  
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Rocky Opliger Date  
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