



To: Type 3, 4 and 5 Incident Commanders  
From: Phoenix Interagency Fire Management Area Agency Administrators  
Subject: Delegation of Authority and Letter of Expectations for Type 3, 4 and 5 Incident Commanders

April 16, 2020

We delegate the authority to manage wildland fires within the Phoenix Interagency Fire Management Area (PIFMA), to all qualified local, and out of area resources assisting within PIFMA, Type 3, 4 and 5 Incident Commanders (ICs). This delegation applies to short duration or emerging incidents, an incident specific delegation of authority may be initiated if the situation warrants. **As an IC, you must keep firefighter and then public safety your highest priority on every fire. Ensure that strategies and tactics address the potential risk of spreading COVID19 among our firefighters.** Additionally, considering risk to firefighters from both the virus exposure standpoint and the fire environment commensurate with the values at risk, you should manage the incident cost-efficiently and with as little environmental damage as possible. We want to make clear that ICs have the authority to supersede environmental considerations if necessary for immediate life safety. You are expected to seek clarification or additional direction if needed from the Duty Officer and/or Agency Administrator.

We further want to convey our expectations about your responsibilities on Type 3, 4 and 5 incidents. We expect you to **STOP, THINK, TALK, then ACT.** The following list of expectations and responsibilities will help you:

- Minimize to the extent feasible COVID-19 exposure, transmission, and smoke exposure to firefighters and communities. Utilize Central West Zone's COVID-19 Best Management Practices as a guide to help reduce firefighter exposure on incidents, but do not let the pandemic and its associated precautions distract our resources from the basics of wildland fire and the risks associated with it.
- Prioritize utilizing local suppression resources with a predominant strategy of rapid containment where doing so does not create undue risk exposure to firefighters.
- Develop a plan consistent with agency policies and guidelines and implement viable strategies and tactics for the incident when there is a reasonable expectation of success, monitor their effectiveness, and disengage immediately if strategies and tactics cannot be implemented safely.
- Maintain command and control of the incident.
- Give thorough and complete briefings conveying clear and concise intent and accurate information (see the Incident Response Pocket Guide). Utilize task, purpose, and end-state to provide your leaders intent. What are the values at risk, what are we doing, and why, include expectations on COVID-19 precautions.
- Document "Summary of Actions" using ICS 201/214/Incident Organizer, including any wilderness intrusions.
- Implement the Risk Management Process, as outlined in the Incident Response Pocket Guide.
- Monitor fatigue, adequate rest, and assure Work-Rest Guidelines are followed.
- Establish a unified command quickly when appropriate (multi-jurisdictional situations).
- Follow established agency guidelines and protocols for special areas of concern such as wilderness, retardant avoidance, cultural areas, mining areas, T&E, etc. Contact the agency Duty Officer with questions or for specific requests such as for use of mechanized equipment within wilderness to the Line Officer.
- ICs, do not assume any collateral duties outside of the incident.
- Complete and document an After Action Review on every incident.
- Zero tolerance policy for any harassment, issues must be promptly reported to the Agency Administrator.

We have the utmost respect for your knowledge and professionalism. You serve an extremely important leadership role. Please understand that your actions will be supported in any cases where you take appropriate precautions to safeguard firefighters and the public.

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