



OFFICE OF STATE FIRE MARSHAL
INCIDENT MANAGEMENT TEAMS
STANDARD OPERATING GUIDELINES

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SUBJECT: Agency Administrators and Agency Representatives

OBJECTIVE: Provide guidance for OSFM personnel assigned to incidents as Agency Administrators and Agency Representatives

I. SCOPE

This SOG outlines definitions and responsibilities of individuals serving as both Agency Administrators and Agency Representatives during IMT mobilizations in Oregon.

II DEFINITIONS

Agency Administrator – The managing officer or designee of an agency, division, or jurisdiction having authority for incident mitigation and management and having full authority to give direction, make decisions, enter into agreements, and commit resources and funding. In this context, the Agency Administrator role is filled by the State Fire Marshal or Chief Deputy.

Agency Representative – The individual assigned by an agency or organization who has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with agency leadership. In this context, the Agency Representative role is filled by an individual appointed by the State Fire Marshal or Chief Deputy; most commonly a member of the Executive Leadership team or Deputy State Fire Marshal. Agency Representatives report to the Agency Administrator.

III. EXPECTATIONS

When assigned to an incident, Agency Administrators and Representatives are expected to work within the ICS structure. Personnel serving in either capacity are required to have working knowledge of the Incident Management Teams' policies and procedures.

When an OSFM team is assigned to an incident, the Agency Administrator is identified in the Delegation of Authority and ideally will fill the role for the duration of the incident.

IV. ROLES

Both Agency Administrators and Agency Representatives:

- Ensure OSFM policies and procedures are followed and provide feedback to the Incident Commander
- Ensure agency resources' needs are being met
- Provide guidance related to the Oregon Fire Service Mobilization Plan, statutes, rules, and other guiding documentation
- Provide local and institutional knowledge
- Assess the ongoing performance of the team and take corrective action as appropriate
- Review daily cost estimates to ensure cost containment strategies are in place and successfully implemented
- Are available for consultation and collaboration with other agencies' personnel

V. DUTIES

Both Agency Administrators and Agency Representatives:

- Attend daily meetings with the Incident Commander(s)
- Attend team hand-off meeting
- Attend Agency Administrator close-out meeting
- Conduct team evaluation
- Ensure Executive Summary is completed and distributed
- Ensure Delegation of Authority is returned