



Center Manager Delegation of Authority

Refer to 1230/5100 (FS) / NCI-22-78-1-1/02 (USFWS) / 1203/9210 (DOI).

The Board of Directors (BOD) for the Minnesota Incident Command System (MNICS) delegates to the Center Manager the authority and responsibility to manage the dispatch operations at the Minnesota Interagency Coordination Center (MNCC) located at the Minnesota Interagency Fire Center (MIFC). MNICS has a Cooperative Fire Protection Agreement identified as FS 15-FI-11090900-001 and BIA A14AC00105 to improve efficiency in sustaining wildland fire management activities. This Delegation of Authority (DOA) allows the Center Manager to manage and operate the center according to the following authorities - Interagency Standards for Fire and Aviation Operations - Chapter 19 Dispatch and Coordination, FSM 1237.03, DOI Directive 1203, the MN DNR Fire Management Business Manual and the State of Minnesota Emergency Operations Plan, including the MN DNR Emergency Response Guide. All agencies are willing to amend the original Cooperative Agreement to incorporate this Delegation of Authority as described below.

1. Provide supervision, leadership direction, priority setting, and oversight to the interagency dispatch center personnel to complete daily operations and functions in a safe and effective manner for: Initial Attack, Extended Attack, Logistics Support, Aviation Dispatch and Expanded Dispatch operations when warranted.
2. Represent the dispatch center in setting priorities and allocating resources for wildfire and all-hazard emergencies. Assist in coordinating, prepositioning, mobilizing, and ordering resources in response to current and anticipated fire indices, preparedness and planning levels, or projected weather within and outside of Minnesota.
3. In conjunction with any interagency employee's "Supervisor of Record", initiate and complete performance evaluations for center employees. Ensure any disciplinary infractions are brought to the attention of the interagency employee's "Supervisor of Record."
4. Recommend employee development plans and training for personnel employed within the interagency dispatch center.
5. Balance and maintain budgets in accordance with the MNICS Cooperative Fire Protection Agreement and any and all associated financial operating plans to ensure all center expenses comply with agency policies. This includes having the ability to access the Centralized Billing Account or the DNR Emergency Purchasing Authority. The Center Manager has the ability to spend up to \$5,000 annually from the MNICS Cooperative Account without prior approval from the MNICS Task Force or Board of Directors.
6. Implement standard operating procedures to ensure operations are conducted according to agency specific policies and guidelines, based upon established plans or needs. Contradictions, concerns or issues with standards will be brought to the attention of the MNICS Task Force or Board of Directors for guidance, as well as any noteworthy items.
7. Ensure interagency dispatch guidelines are understood, followed and coordinated within the center.
8. Ensure that updated intelligence is provided to the MNICS organization and the local Multi-Agency Coordination (MAC) Group, comprised of the MNICS Task Force, when assembled, in order to make informed decisions.
9. Effectively communicate, through coordination with the MNICS Public Information Officer, dispatch updates to the media, public or other interested entities: Joint Information Center, MNICS website, social media, etc.
10. Ensure dispatch operations are managed to support the mission of the center as an interagency service organization that:
 - Provides support to incident management activities.
 - Provides safe, efficient & effective dispatching services to MNICS partners.
 - Exemplifies the highest standards of professionalism and provides excellent customer service.
11. Implement actions and provides direction to ensure effective communication flow, working relationships, and teamwork among all dispatch personnel. Establish positive and objective relationships with all units and agencies served by the interagency dispatch center.

12. Maintain a safe and professional workplace environment to the highest level of ethics and conduct standards of all participating agencies. Provide a workplace free of discrimination and harassment.
13. The Center Manager shall ensure that an acting Center Manager is designated in his/her absence, and that the acting Center Manager is aware of and follows the principles, authorities, and direction lined out in this Delegation of Authority.
14. All items above may be delegated by the Center Manager to the Initial Attack/Operations Assistant Center Manager, Aviation Assistant Center Manager, or the Logistics/Intel Assistant Center Manager, or to the acting Center Manager.

This delegation shall be reviewed annually by the MNICS Board of Directors, MNICS Task Force and Center Manager, amended as necessary, and re-signed annually.

Connie Cummins
 Connie Cummins, Forest Supervisor, Superior National Forest

12-20-17
 Date

 Darla Lenz, Forest Supervisor, Chippewa National Forest

 Date

 Forrest Boe, Division of Forestry Director, MN DNR

 Date

 Tom Remus, Midwest Regional FMO, DOI-BIA

 Date

 Charles Blair, Chief of Refuge, DOI-USF&W

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 Robert DeGross, Superintendent, Voyageurs National Park

 Date

 Joseph Kelly, Division of Homeland Security and Emergency Management Director, MN DPS

 Date

 Rebekah Luedtke, Center Manager, MN DNR

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Darla Lenz

1/3/2018

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Forrest L. Boe

12/22/17

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 Date: 2017.12.12 11:26:34 -06'00'

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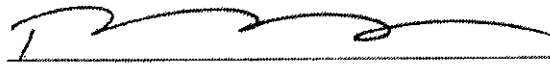
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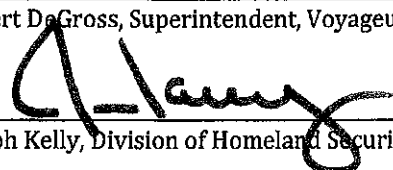
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11/18/2018

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Rebekah Luedtke

11/16/2018

 Rebekah Luedtke, Center Manager, MN DNR

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