Delegation of Authority for the NY Long Island Pine Barrens Prevention and Education Team

Date: June 7, 2015

Team Assignment: XXXX, you are hereby assigned as the Wildfire Prevention Education Team Leader for the NY Long Island Pine Barrens Team, Suffolk County NY working for the New York State Department of Environmental Conservation-Forestry. This team will be fully functional as of June 7 2019 at 0900 hours. Hours. You have full authority and responsibility for managing the Wildfire Prevention Education Team operations within the framework of legal stature, current policy, and the broad direction provided in both your verbal and written briefing materials. You are accountable to me. A formal evaluation of your performance will be conducted prior to your departure from the unit.

Safety: Being accountable for safety is one of your top priorities and responsibility. All members of your team must observe a “Zero Tolerance” for any careless or unsafe action including alcohol and drug abuse. As Team Leader, please take appropriate actions to insure that everyone involved in this assignment knows and follows established safety procedures. All federal, state, local laws and regulations, and ordinances will be adhered to.

Cost Accountability: You are to provide the necessary capability to meet the assigned Fire Prevention Education Team objectives. Emphasize good accountability for supplies ordered. Provide a daily cost accounting system. Maintain agency procurement requirements and authorities. The estimated cost for this Wildfire Prevention Education Team is $15,000.00. This amount has been set based on the assumption that every effort will be made to stay within the allocated budget. I or my designee must approve any deviation from this amount. Wildfire prevention activities in multiple jurisdictions must be covered by appropriate agreements. Work closely with the agency liaison to stay fully informed on fiscal issues, expenditures and limitations. Be concerned about property accountability and potential damage claims. Be efficient in team operations.

Team Liaison: Several NY DEC employees are assigned to the team as liaisons and subject matter experts. XXXX, XXXX, XXXXX and XXXX are your primary points of contact and will be available on a daily basis to ensure that the needs of the team are met.

Public Information: Work closely with Agency Public Affairs Officers, XXXXX (Digital and Print Media) and XXXX (Social Media), and representatives of other agencies and jurisdictions. Keep them informed and work closely with them, proactively. Coordinate all media releases through the unit PAO. Your team is to handle local and national media contacts in coordination with this agency and team activities. All political contacts are to be forwarded to XXXXX (Supervising Forester). Keep me informed regarding all political aspects. Local and Social issues All team members must be sensitive to local and social issues related to public land management and use.

Procurement: The central procurement will be handled by XXXX (NYS) and XXXX (Compact Executive Director).

Base of Operations: The Wildfire Prevention Education Team will work at the following location: The Suffolk County Fire Training Academy in Yaphank NY located on Long Island.
Team Reporting: The Team Leader will be responsible for the following: Preparing a daily activity report, that will be submitted to individuals to be determined later. Preparing a schedule and conducting periodic management briefings. Develop the final or transition report of actions and accomplishments. Reporting and documenting hours of work.

Wildfire Prevention Education Team Objectives:

- Focus is on Water Quality
- Water supply and ecosystem are linked – If lost the land may be developed
- Impact on local environment
- Stigma against cutting
- Species diversity importance of as Long Island has quite a few protected species (plant and animal
- Very important that people know that the decisions being made are made on science and habitat concerns and they are aware that they have an obligation to prevent the spread in areas where concerned
- Suppression, Prevention, Restoration
- The need for Sharable Social Media
- Common messages across agencies – So that all staff are saying the same thing to public/media incoming agencies
- Producing some generic material that one agency could be modified by various agencies and paste their logo etc. to it and use
- Create PSAs for Radio and TV
- Town Meetings

Should any problems or concerns arise, please contact me. I am prepared to discuss any needs to revise or revisit this delegation. The following agency personnel can be reached by: Agency Administrator Team Liaison Fire Management Officer Public Affairs Officer Business Advisor Procurement Specialist Dispatch Center Law Enforcement Coordinator Other unit contact lists will be provided.

Approved:

_________________________________ Date ____________ Agency Representative

__________________________________ Date ___________ Wildfire Prevention Education Team Leader