



**DECISION DOCUMENTATION**  
**Between the**  
**XX AGENCY**  
**And the**  
**XX AGENCY**

The purpose of this decision document is to provide a means of capturing the decisions made by all parties involved in the coordination and operation of this fire. Costs will not be apportioned between the parties involved, as each agency will absorb their own costs.

**General Fire Information:**

Incident Name:

Origin:    Township                       Range                       Section

Incident Start Date and Time:

Incident Cause:

Incident Numbers by Agency:

Agency	Fire #	Accounting Code

**Principal Contacts:**

The following personnel are the principal contacts:

Title:	Name:	Agency:
Agency Administrator		
Agency Representative		
Agency Administrator		
Agency Representative		

**Protection Responsibility:**

1. Does the fire area or any mitigation actions taken affect more than 1 area of protection responsibility?  
 Yes \_\_\_\_\_ No \_\_\_\_\_

**IF YES**, use the following matrix to identify all agencies that:

- have responsibility for wildland fire protection, structure protection and structure fire suppression.
- have areas of overlapping responsibility.

<b>Entity &amp; Protection Area Description</b>	<b>Wildland Fire Responsibility (Y or N)</b>	<b>Structure Protection Responsibility (Y or N)</b>	<b>Structure Suppression Responsibility (Y or N)</b>
<b>Federal Agency</b> <i>Area Description:</i>			
<b>State</b> <i>Area Description:</i>			
<b>County</b> <i>Area Description:</i>			
<b>Local Government</b> <i>Area Description:</i>			

Definitions for Wildland Fire Protection, Structure Protection, and Structure Fire Suppression are contained in the Northern Rockies Coordinating Group Agency Administrators Memo of 5/28/08, entitled, "Community and Structure Protection Guidelines".

<http://www.fs.fed.us/r1/fire/nrcg/index.html>

**Structure Protection and Structure Suppression Details:**

1. Were any structures threatened? Yes \_\_\_ No \_\_\_
2. Were structure protection actions conducted:
  - a. within the active fire area? Yes\_\_ No\_\_
  - b. outside the active fire area? Yes\_\_ No\_\_

**IF YES to any of the above questions,** use the following matrix to:

- document actions that were taken in regard to structure fire protection and structure fire suppression
- identify who has responsibility for those actions
- identify the locations of the actions taken.

<b>Location and total number of structures at that location</b>	<b>Within active fire area? (Y or N)</b>	<b>Agency(s) Responsible for Structure Protection</b>	<b>Agency(s) Responsibility for Structure Suppression</b>	<b>Number of structures threatened at that location</b>

3. Describe the actions and financial responsibilities within the active fire area taken by each agency

4. Describe the actions and financial responsibilities outside the active fire area taken by each agency.

**Fire Situation Description:**

**Decisions (list here):**

**Signatures of Authorized Personnel & Attachments:**

List any attachments here: XX

Agency Name:  
Address  
City, State Zip

Signature: \_\_\_\_\_  
                  XXNAME, Title

Date: \_\_\_\_\_

Agency Name:  
Address  
City, State Zip

Signature: \_\_\_\_\_  
                  XXNAME, Title

Date: \_\_\_\_\_