

INCIDENTS WITH A CAL FIRE AGENCY REPRESENTATIVE

3814

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There are two categories of incidents where a CAL FIRE Incident Commander may not be utilized: a contract county incident and an assistance-by-hire incident. In these cases, a CAL FIRE Agency Representative will be identified or assigned. It is the Agency Representative's personal and direct responsibility to ensure that:

1. All CAL FIRE resources and personnel accurately complete time recording and expenditure documents and turn them in to the Agency Representative prior to leaving the incident.
2. All other fiscal documentation is accurate, complete, and is forwarded properly.
3. Fiscal coordination between agencies is satisfactory.
4. Cost recovery, where required, is equitable, complete and timely.
5. Any additional CAL FIRE staff necessary to carry out the above objectives are obtained.

For other Agency Representative responsibilities, see the Field Operations Guide, [Section 7755.1](#) of the Emergency Incident Management Handbook, and [Section 3865.6](#) of the Incident Fiscal Management Handbook.

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