



# STAFF REPORT

**Report To:** Board of Supervisors

**Meeting Date:** April 19, 2018

**Staff Contact:** Sean Slamon, Fire Chief

**Agenda Title:** For Possible Action: To approve an Interlocal Contract and Operating Plan between the United States Department of the Interior (USDI) Bureau of Land Management, the United States Department of Agriculture (USDA) Forest Service Humboldt-Toiyabe National Forest and the Consolidated Municipality of Carson City, and to authorize the Mayor to sign the agreement on behalf of Carson City. (Sean Slamon)

**Staff Summary:** This Interlocal Contract and Operating Plan strengthen Carson City's ability to respond to wildland fires. Additionally, they create a means for financial assistance to be provided to Carson City through the contract which will be used to pay for operational expenses incurred in fighting wildland fires and other emergencies.

**Agenda Action:** Formal Action/Motion

**Time Requested:** 10 minutes

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## **Proposed Motion**

I move to enter into an Interlocal Contract and Operating Plan between the The Bureau of Land Management, USDA Forest Service (Humboldt-Toiyabe National Forest) and the Consolidated Municipality of Carson City, and to authorize the Mayor to sign the agreement on behalf of Carson City.

## **Board's Strategic Goal**

Safety

## **Previous Action**

Carson City has had an Interlocal Contract and Operating Plan with the Bureau of Land Management, and the USDA Forest Service (Humboldt-Toiyabe National Forest) for the past 5 years as part of its Wildland Fire Program. The agreement and operating plan provides for cooperation in the wildland fire management (prevention, detection, and suppression of wildland fires) and in all-hazard emergency support function activities as requested and authorized. This agreement also facilitates the exchange of personnel, equipment, facilities, aircraft, supplies, services, and funds among the agencies.

The agreement and operating plan describes the conditions in which "mutual aid" periods are established to provide resources to each other on a non-reimbursable basis. The agreement and operating plan also describe the conditions of "Assistance by Hire" on a reimbursable basis. The agreement and operating plan can be used to provide resources for Federal Incident Management Teams.

## **Background/Issues & Analysis**

This Interlocal Contract and Operating Plan between the Bureau of Land Management, the USDA Forest Service (Humboldt-Toiyabe National Forest) and the Consolidated Municipality of Carson City is for the purpose of administering a Wildland Fire Program.

## **Applicable Statute, Code, Policy, Rule or Regulation**

NRS 277.180 authorizes public agencies to contract with any one or more other public agencies for the purpose of performing governmental services.

**Financial Information**

Is there a fiscal impact?  Yes  No

If yes, account name/number:

Is it currently budgeted?  Yes  No

Explanation of Fiscal Impact: It is not possible to determine the fiscal impact. The impact will be based upon the number and severity of the wildfires within the Carson City proper.

**Alternatives**

To decline to enter into this Interlocal Contract and Operating Plan between the Bureau of Land Management, and the USDA Forest Service (Humboldt-Toiyabe National Forest). This would place the full financial costs of any wildland fires on Carson City.

**Board Action Taken:**

Motion: \_\_\_\_\_

1) \_\_\_\_\_

Aye/Nay

2) \_\_\_\_\_

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\_\_\_\_\_

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(Vote Recorded By)

**2018  
OPERATING PLAN  
for  
COOPERATIVE FIRE PROTECTION AGREEMENT  
between the**

**CARSON CITY FIRE DEPARTMENT**

**and  
USDA, FOREST SERVICE  
HUMBOLDT-TOIYABE NATIONAL FOREST**  
**and  
USDI, BUREAU OF LAND MANAGEMENT  
CARSON CITY DISTRICT**

This Operating Plan (OP) is entered into by and between Carson City Fire Department hereinafter referred to as the Department; United States Department of Agriculture, Forest Service (USFS), Humboldt-Toiyabe National Forest, hereinafter referred to as the Forest Service; and the USDI, Bureau of Land Management, Carson City District, hereinafter referred to as the BLM. Forest Service and BLM jointly will be referred to as the Federal Agencies. Collectively, all will be referred to as Parties. This OP becomes attached to and made part of the cooperative fire protection agreements listed above.

The Parties agree to the following:

**A. PURPOSE:**

The purpose of this OP is to define operating procedures and responsibilities within the framework of the above referenced Cooperative Fire Protection Agreement.

**B. GENERAL PROVISIONS:**

The Department is primarily responsible for all hazard response, prevention, structure suppression and wildland fire suppression occurring to property within their jurisdictional boundaries. These structures and lands protected by the Department are intermingled or adjacent to lands protected by the Federal Agencies.

Local fire department personnel responding to incidents on BLM lands must:

- be 18 years of age or older;

- have and use the required personal protective equipment (PPE) found in the *Interagency Standards for Fire and Fire Aviation Operations* ("Red Book" Ch. 7); and
- have a basic level of wildland fire training. The National Wildfire Coordinating Group (NWCG) course S-190 and S-130 are recommended, both courses can be modified to fit local needs.

The Federal Agencies have the responsibility for prevention, protection and suppression, including direct and indirect perimeter control, of wildland fires on federally administered lands, and on adjacent or intermingled State and private forested/range lands as identified through written agreement in the Cooperative Fire Protection Agreement between signatory agencies dated 7/29/16. The Federal Agencies will not assume responsibility for structure fire suppression and/or protection that is the legal jurisdictional of another entity (State, County, Local, Tribal or property holder). The Federal Agencies are not responsible for fighting structure fires. However, the Federal Agencies may assist in providing structure protection, but not structure suppression. Such activities will be limited to the exterior of structures, and only when such actions can be accomplished safely and in accordance with established wildland fire operations standards.

The mission and intent of this agreement is to provide for cooperation by the Parties in the wildland fire management (prevention, detection and suppression of wildland fires) and in all-hazard emergency events, conduct support function activities as requested by other Parties, to the extent the provision of such support is properly authorized.

1. The mutual aid period for the purposes of this OP shall be up to 24 hours unless specified otherwise (i.e., cost share agreement).
2. All assistance beyond the 24 hours shall be assistance-by-hire and will be billed retroactively for the full period from the time of initial dispatch.
3. For the purpose of this OP, fire engines (all types), water tenders (all types) and initial attack overhead are understood by the Parties to be mutual aid resources. All other resources, personnel and equipment are assistance by hire including personnel assigned to recognized incident management teams. Aircraft and hand crews and their associated support costs are considered assistance by hire.
4. On multi-jurisdictional incidents a cost share agreement shall be developed, documented and signed. Incidents within the mutual aid period not utilizing assistance by hire resources do not require a cost share. See Exhibit G for cost share agreement template.
5. No Party to this agreement will be required to deplete its own fire protection resources, services and facilities to the detriment of its fire protection responsibilities.
6. Participation of Department resources is encouraged on local, geographic and national incident management teams, as well as single resource assignments. Payments of personnel will be in accordance with Exhibit E rates.

All resources provided by Department for suppression activities on the federal jurisdiction fires during the "off season" will be considered assistance-by-hire. This period is October 15 to May 15 each year.

For any “off season” federal fires to be considered for assistance-by-hire reimbursement, the Department must:

- Contact the Sierra Front Interagency Dispatch Center immediately, and provide a verbal size-up of the incident upon arrival of the initial attack Incident Commander (IC).
- Furnish the Protecting Party a written incident report within ten (10) days. A sample fire report is included as Exhibit F.
- Ordering of resources beyond the initial response will be coordinated with the federal duty officer.

All billings for fire assistance during this period of time will be billed directly to the appropriate federal agency.

### **C. AGENCY CROSS NOTIFICATION OF FIRES:**

Fires will be reported as follows:

Fires occurring on or threatening lands inside the boundaries of the Department will be reported immediately to agency of jurisdiction dispatch center.

Fires occurring on or threatening lands of federal ownership will be reported immediately to the Sierra Front Interagency Dispatch Center (SFIDC).

Initial size up report will be provided to the appropriate dispatch center as soon as possible.

The initial fire report shall include, if available, the following information:

1. Location (lat & long or street address with cross street)
2. Present size (in acres)
3. Type of fuel
4. Rate of spread

### **D. ANNUAL COORDINATION MEETING:**

A coordination meeting between the Department and the Federal Agencies will be held as needed annually by April 1st. This meeting will review the past year of cooperative assistance and revise the OP, as needed. All exhibits will be reviewed, updated as needed, and attached to the OP as part of the annual review. Parties to this agreement will communicate preseason to identify critical resources areas (i.e., critical wildlife habitat, etc.).

Maps which identify each of the Parties’ jurisdictional boundaries will be exchanged and updated annually and provided during the coordination meeting. This is critical in establishing an understanding of responsibilities, unprotected areas, overlap areas, and mutual aid areas.

Exhibits A and B identify each of the Parties' jurisdictional boundaries and shall become part of this OP. It is preferred that maps be produced in a GIS format.

## **E. COMMUNICATIONS/FREQUENCIES:**

Each Party to this agreement agrees to maintain up-to-date list of telephone numbers for each principal emergency contacts.

Each agency that is signatory to this Operating Plan is permitted to use each other's frequencies during the emergency activities or training to contact resources of the cooperators in conjunction with the communications plan for the incident. The communications plan may be a formal document, as in the case of an incident command team deployment or it may be an informal verbal agreement made on the ground by the Incident Commander(s) and/or Agency Representative. Use of frequencies is permitted in "narrowband" and VHF mode only. Federal Communications Commission procedures will be followed when operating radio(s) on any Party's frequency.

When multi-agency or a rapidly expanding incident occurs, the use of VFIRE frequencies for the tactical channel is mandatory to ensure common communications on the fire ground.

Weather warnings, emergency broadcasts, tactical changes etc. will be transmitted over the command frequency to all units on the scene.

Pre-identified incident communication protocols will be established and followed (e.g., frequencies plans, points of contacts, and interoperable radio hardware).

See Exhibit D for a current list of frequencies and repeater locations.

## **F. OPERATIONS:**

Rapid dispatching of personnel and equipment to fires is primary to both Parties. It is critical that dispatch organizations have clear direction and understanding of procedures. It is equally important that initial attack resources understand their roles and responsibilities, and those of the other agencies. It is highly recommended that all Parties to this document attend annual Computer Aided Dispatch (CAD) or similar reviews. Personnel shall be familiar with the following:

1. When one Party requests assistance for purposes other than mutual aid or initial attack from the other, reimbursement may be provided. Standards for qualifications, training, and physical fitness as set in the National Wildfire Coordinating Group (NWCG) PMS 310-1 "*Wildland Fire Qualification System Guide*" or National Incident Management System (NIMS) Certification Standards are required. At the time of the request, the Supporting Party will identify the person in charge of responding resources.

- a. During initial action, all agencies (federal, state, local and tribal) accept each other's standards. Once jurisdiction is clearly established, then the standards of the agency(s) with jurisdiction prevail.
- b. Prior to the fire season, federal agencies should meet with their state, local and tribal agency partners and jointly review the qualification/certification standards and Personal Protective Equipment (PPE) that will apply to the use of local, non-federal firefighters during initial attack on fires on lands under the jurisdiction of a federal agency. Each Party will advise the other of applicable cross training opportunities for personnel.

2. Personal Protective Equipment: All fire personnel assigned to fire line suppression duties on an uncontrolled wildfire incident will wear NWCG approved or equivalent appropriate PPE.

Additional PPE as identified by local conditions, material safety data sheet (MSDS) or Job Hazard Analysis/Risk Assessment (JHA/RA) (i.e. specialized leg protection/chaps during chain saw use) may be required.

3. Before fire suppression efforts begin all fire fighters will be briefed.
4. The Parties agree to operate under the concept defined in the National Incident Management System (NIMS) including the Incident Command System (ICS). Unified command should be used whenever multiple jurisdictions are involved, unless extraordinary circumstances dictate otherwise.
5. The Incident Commander (IC) or unified command shall establish a command structure communications plan and incident objectives, identify and make hazards known, and name the incident (if necessary). All resources on scene and arriving will have the incident name provided to them. The Incident Commander will be identified as "Incident Command or IC". The IC shall inform the servicing dispatch center with the incident name, and provide to dispatch their name and agency position title (i.e., Elko Battalion 35).
6. The IC or designee will order and track all resources through a single point. Once unified command is established, the interagency dispatch center will become the single point of ordering.
7. It shall be the policy of all Parties to release a Supporting Party's personnel and equipment from emergency duties as soon as practical and mutually agreed upon between the IC and the Supporting Party.
8. Each Party will make available and familiarize their officers with the contents of this OP.

9. Sierra Front Interagency Dispatch Center will coordinate the use of aircraft resources. The Department may order air tanker, helicopter, or observation flights through the interagency dispatch center, but the operational phase will remain under the direction of the incident IC. The Department will provide mission objectives, geographic coordination, and hazards in the area (power lines, houses, etc.). Any aircraft not ordered by the Parties to this agreement is limited to operations on private lands, and incident personnel will not have any operational control. It is imperative that Department who has non-federal aircraft responding inform the interagency dispatch center. A review of aerial coordination procedures (e.g., frequencies, Fire Traffic Area (FTA)) will be part of the annual coordination meeting agenda. The Federal Agencies will not pay for aircraft that are not approved for federal use. All aviation resources and associated support ordered will be considered assistance-by-hire, and therefore always billable.
  - a. Air Operations: Wildland fire aviation includes a variety of aircraft and operations. Helicopters are used to drop water, transport crews, reconnaissance, infrared, and deliver resources to the fire line. Fixed-wing aircraft include smokejumper aircraft, air tactical platforms, Single Engine Airtankers (SEATs), large airtankers (LAT), and very large airtankers (VLAT). These aircraft play a critical role in supporting firefighters on the ground.
  - b. Pilot and Aircraft Approval: All pilots and aircraft involved with aviation suppression operations over Federal Lands will be approved and/or carded for their specific mission(s) by Office of Aircraft Services (OAS) or United States Forest Service (USFS).
  - c. Boundary Issues: The requirement for increased management and coordination is due to the possibility of two or more agencies/cooperators conducting simultaneous, uncoordinated aviation operations within those areas which would unknowingly put the responding aerial resources within close proximity to one another, placing aircraft and crews at risk. Airspace boundary plans should be employed in areas where this occurs. Any agency conducting aerial operations within a “neutral air” corridor or zone (ten mile width) will immediately notify the adjoining agency/cooperator of such operations. This is accomplished to and from dispatch offices prior to the commencement of operations and when operations cease. Agency aircraft will establish contact on the assigned air-to-air frequency. Should contact not be made, the contact air-to-air frequency will be “Air Guard” 168.625 MHz (TX tone 110.9). Examples of aviation operations include fire reconnaissance, fire suppression missions, special aviation projects, resource management flights, helicopter logging, etc.
  - d. Airspace De-confliction: Airspace de-confliction is a term used to describe the process of reducing the risk of a near mid-air collision or TFR intrusion by sharing information regarding flight activity with Department of Defense military units, general aviation and other agency aviation programs. Airspace de-

confliction will occur for both emergency and non-emergency aviation activities by contacting the local federal dispatch center.

- e. Temporary Flight Restrictions (TFR): In order to enhance safety during an incident or project, the FAA may be requested to issue a Notice to Airmen (NOTAM) to pilots; these could be either a Temporary Flight Restriction (TFR) or a NOTAM (L) or NOTAM (D).
- f. Fire Traffic Area (FTA): The Incident Commander or designee will monitor the assigned Air to Ground frequency assigned to the incident.
- g. At no less than twelve nautical miles from the incident, all aircraft will establish radio communication with the incident before entering the Fire Traffic Area. If positive radio communication is not established, aircraft must hold at seven nautical miles.

10. All Parties will coordinate fire restrictions or closures due to weather or fire severity where practical.

11. General Cooperative Activities: All protection units will, to the extent possible, provide fire prevention programs, inspections, and enforcement as necessary to adequately address fire issues in their Direct Protection Areas/jurisdiction. In addition, units are encouraged to undertake joint prevention activities in areas of mutual interest whenever practical.

12. Information and Education:

- a. Joint Press Releases: Parties should develop joint press releases on cooperative fire protection issues/incidents to ensure that the interests of all affected agencies are adequately addressed.
- b. Smokey Bear Program: Parties should cooperate in the coordinated delivery of Smokey Bear program in direct protection areas.
- c. Local Education Program: The use of interagency teams to conduct local educational programs is encouraged to facilitate improved public knowledge of the mission and responsibilities of all the cooperating agencies.
- d. Fire Prevention Signs: Coordination and placement of fire prevention signs should be used in order to prevent duplication of effort or sending mixed messages. This is especially important for fire danger rating signs.

13. Cause and Origin Investigations:

- a. Each Party will be responsible for cause and origin investigations within the boundaries of their jurisdictional areas. If multiple jurisdictions are affected by

the same wildland fire, the jurisdiction in which the suspected origin is located will serve as the lead for the investigation. Any Party may request assistance from Agencies outside the suspected origin jurisdiction.

- b. For multi-jurisdictional incidents the lead Agency must invite all Parties' appropriate fire investigation personnel to work jointly with the lead Agency to determine the fire cause and origin, whether the fire was human caused, and if human caused whether it was the result of negligence or intentionally set.
- c. Where the cooperating agency is federal, appropriate federal law enforcement and/or fire investigation personnel will assist the lead agency in making those assessments.
- d. For all fire trespass/arson matters, cooperating agencies will provide fire investigation reports, cost figures and cost documentation to the lead agency.
  - i. Costs include, but are not limited to, fire suppression, natural resource damages, emergency stabilization, and rehabilitation.
  - ii. Cooperating agencies will provide an estimate of these costs to the lead agency within 60 days of the fire being declared out.

14. When one Party to this Agreement takes initial action on a fire in another Agency's jurisdiction, every effort will be made to protect the area containing the origin of the fire and protect evidence that may be pertinent to identifying the fire cause. Information generated from investigation of the origin of the fire and other information concerning incendiary fires, etc. will be shared with all Parties to increase probability of prosecution and/or cost recovery.

15. Wildland Urban Interface – The operational roles of the Federal Agencies as partners in the wildland urban interface are wildland firefighting, cooperative prevention and education. Structural fire suppression is the responsibility of State, Local or Tribal governments.

16. Federal Agency firefighters who encounter structure, vehicle, or landfill fires during normal wildland suppression duties, or who are dispatched to such fires due to significant threat to adjacent agency protected lands/resources, will not engage in direct suppression action. Structure protection (not suppression) activities will be limited to exterior efforts, and only when such actions can be accomplished safely and in accordance with established wildland fire operations standards. For the current Great Basin Community and Structure Fire Protection Guidelines see Exhibit H.

17. Emergency Medical Responses – Federal Agency personnel are not funded, trained or equipped to respond to medical emergencies. Under no circumstances will Federal Agency resources be dispatched for medical emergencies.

## **G. SHARING FACILITIES:**

Administrative/Training: Sharing of facilities for the purpose of training is beneficial for all agencies to this agreement; therefore there will be no charge for the use of Agencies' facilities for training.

Incidents: Agencies to this agreement agree that the use of facilities will be free for the first twenty-four hours (24) for incident support. After 24 hours facilities will be rented to the other agency. Facilities such as fire stations and work centers are not designed to support the large numbers of personnel involved in incidents. Bases and camps need to be established if the incident goes beyond initial attack and/or a large number of personnel is required by the incident.

## **H. PROTECTION ORGANIZATION & RATES:**

See the Agency Rate Tables in Exhibit E.

## **I. COST SHARE:**

Cost share agreements must be easily understood and correspond to agency cost accounting/tracking methods in order to facilitate the billing process. Jurisdictional agencies should implement a method to track costs that occur outside of the cost share period (e.g., assign resources new incident order numbers and establish new agency-specific accounting codes).

A cost share agreement will be developed on the basis of one or a combination of the following four criteria:

1. Initial Attack Agreement (mutual aid)
2. Acres Burned
3. You Order, You Pay (YOYP)
  - a. A unified ordering point is required and agencies agree to who will order which resources.
  - b. On-incident support costs may be split by the percentage of agency requested resources.
  - c. Off-incident support costs are paid for by the ordering unit.
4. Cost Apportionment

Fire cost tracking and accountability (i.e. air tanker and helicopter drop numbers and location) should be established and maintained early during initial attack.

An after-action fiscal review may be conducted at the request of any Party.

**Cost Shared Items:** The following is a list of items that are typically cost shared in multi-jurisdiction incidents. This list is not all-inclusive. Costs associated with, and incurred by, incident generated resource orders are typically shared.

- a. Aircraft Costs - Aircraft (fixed and rotor wing) and associated retardant and personnel costs.
- b. Equipment Costs - Emergency equipment used to support the incident.
- c. Incident Cache Costs - Cache costs may include refurbish, replacement, resupply, and labor costs.
- d. Incident Rehabilitation Costs - Rehabilitation activities of assigned incident personnel to mitigate further damage to improvements and land occurring from direct suppression activity can be included in cost sharing, e.g., minor fence repair, dozer line, erosion control.
- e. Initial Attack Resource Costs - Initial attack resource costs are included in determining the cost-share percentages and in deriving actual incident costs. In a cost-share incident, the provisions in the Cooperative Agreement associated with this OP for initial attack assistance at no cost do not apply.
- f. Off-Incident Support Sites - Mobilization, demobilization, rest and recuperation sites, etc., usually serve multiple incidents and are typically not ordered for a specific incident. The incident cost share agreement usually will not address cost sharing of these sites. Incident agencies should establish separate cost share agreements for these items.
- g. On-Incident Support Costs - Costs incurred for services supplied within the incident, e.g., shower units, catering units, commissary units, cache supplies and materials.
- h. Personnel Costs - Costs of assigned incident personnel including the IMT, crews, casualties, etc.
- i. Transportation Costs - Costs associated with movement of resources to and from an incident.
- j. Administrative Surcharge (Indirect Charge) - The Parties to this agreement will not charge each other an Administrative Surcharge/Indirect Charge. Resources obtained via external agreements which include an administrative surcharge are allowable.

**Non-Cost Shared Items:** The following lists items that are typically not cost shared:

- a. Accountable Property - Accountable and/or sensitive property, as defined by each agency, that is purchased by the agency and becomes property of that agency.
- b. Administrative Overhead Costs - Costs of agency personnel, support, and services not directly assigned or ordered by an incident. These include normal operating expenses such as basic utility costs, buildings and facilities rent, administrative support, and personnel. These costs are usually agency-specific, unless addressed in master or cost share agreements.
- c. Claims Costs - Responsibility for tort claims or extraordinary settlement costs will be addressed through a separate agreement between agencies.

- d. Move Up and Cover Costs - Includes additional costs over and above base salary of “backfilling” agency personnel to meet agency-specific staffing requirements.
- e. Post-Incident Rehabilitation Costs - Costs incurred to rehabilitate burned lands, such as seeding, check dam construction, and archaeological mitigation.

Final Cost Determination: Costs will be determined by using agency financial records.

Transfer of Responsibility Procedures: When Incident Management Teams (IMTs) are rotated, the departing team must brief their counterparts on all cost sharing agreements and documentation to date, and provide copies of these documents. If there is a change in the Agency Administrators or representatives the departing Agency Administrators shall brief and provide copies of any existing cost sharing agreements and documentation to the incoming Agency Administrators to ensure the incoming Agency Administrators have a clear understanding of all the decisions and agreements used to develop the final cost share percentages and conditions that will be used to generate the final cost share agreement.

Wildland Fire Protection Program (WFFP). If the Department is covered under a WFPP agreement with Nevada Division of Forestry (NDF) and the incident falls under that agreement, NDF will be a signatory Party on the cost share. The Department is required to notify NDF Duty Officer of any wildland fire within their jurisdiction that may require a cost share agreement. NDF will assume an active role in the development of cost share agreements.

## **J. COMPENSATION FOR SERVICES:**

This portion of the OP establishes standard payment rates and billing procedures for equipment and personnel used for the purpose of this agreement.

It is understood that no Party is entering this plan to make a profit from assisting the other, but rather, developing a method of recovering legitimate expenses. Every effort will be made by the Parties to minimize costs.

- 1. Within Mutual Aid Period: No billing will occur for expenses with the mutual aid period except for the resources identified as assistance-by-hire.
- 2. Resources working beyond Mutual Aid Period: The Supporting Agency will bill the Protecting Agency for actual costs incurred for assistance provided and identified as reimbursable. Resources exceeding the mutual aid period will be billed retroactively for the full period from the time of initial dispatch.
- 3. Incident Billing Documentation: Federal, State and Local cooperators should receive an OF-288, Emergency Firefighter Time Report for each resource assigned to the incident. Resources are to ensure that OF-288s are complete and accurate prior to demobilization from the incident. Incident agencies are not to submit OF-288s to the agency payment center on behalf of the federal (excluding Forest Service AD employees), State or Local

cooperators. (Note: On smaller local incidents, an SF-261, Crew Time Report, signed by an incident supervisor will suffice in place of an OF-288.)

OF-286, Emergency Equipment Use Invoice, shall not be completed by the incident agency for federal, state and local cooperator vehicles (including rental vehicles) nor should any type of equipment invoice be submitted to the Protecting Agency payment center on behalf of the federal, State or Local cooperators. Supporting Agencies will bill the Protecting Agency for vehicle use based on work time recorded on the OF-288 using the guidelines below.

It is recommended that Department resources utilize Exhibit I when checking in with Finance personnel at an incident to avoid confusion regarding which forms are required to be completed for Department resources.

Non-Billable Items: The following items are NOT considered billable by the Parties:

- a. Agency overhead personnel performing agency specific duties and not assigned to the incident
- b. Non-expendable accountable property
- c. Interest and indemnities payments
- d. Agency specific Burned Area Emergency Rehabilitation (BAER) beyond suppression damage rehab
- e. False Alarms with the exception of assistance by hire resources and their associated supporting costs
- f. Administrative Surcharge/Indirect Charges

INDIRECT COST RATES - COOPERATIVE FIRE PROTECTION. When indirect cost rates are applied to federal reimbursements, the Parties agree to the following:

1. If the payment recipient has never received or does not currently have a negotiated indirect cost rate, they are eligible for a de minimis indirect cost rate up to 10% of Modified Total Direct Costs (MTDC). MTDC is defined as all salaries and wages, fringe benefits, materials and supplies, services, travel, and contracts up to the first \$25,000 of each contract.
2. For rates greater than 10%, the payment recipient shall provide either an applicable negotiated indirect cost rate agreement (NICRA) from a cognizant Federal agency, or an indirect cost rate summary in a format that clearly defines the indirect cost rate and MTDC.
3. The payment recipient must maintain adequate documentation to support the methodology and computation of the indirect cost rate. Documentation must be made available to the Federal agency upon request.

4. Failure to provide adequate documentation supporting the indirect cost rate could result in disallowed costs and repayment to the Federal agency.

**Billable and Shareable:** Associated Costs Not On Resources Orders – There are associated costs that both State, Department and Federal Agencies incur in providing resources to an incident. Personnel, equipment, supplies or services provided by a supporting agency and essential to filling the resource order, which are necessary and reasonable, shall be considered as reimbursable as Assistance-by-Hire. While, on the surface, they are not ordered “by and for the incident,” they are necessary to mobilize ordered resources or acquire services for the incident and are valid charges (i.e. mobilization of crews, equipment contractors, etc.). These associated costs that are a result of the incident are considered to be an added cost to the agency. These activities may not be “documented” on a resource order and will be billed using agency specific financial system reports. Examples include, but are not limited, to:

- a. Dispatchers
- b. Airbase Costs - Includes salaries, travel expenses, retardant and supplies associated with the airbase in support of the incident.
- c. Warehouse/Cache - Includes local and regional cache personnel and associated transportation costs when performing activities in support of the incident.
- d. Mobilization Centers - Includes personnel performing activities within a mob center in support of the incident. These mobilization centers are established by agencies to support the incident.
- e. Travel Per Diem/Transportation Costs - Includes mileage and lodging/meals and incidental expenses incurred while enroute to/from the incident or not provided at the incident. These expenses shall not exceed the published General Services Administration (GSA) allowable rates. Exception: Those instances where the GSA lodging rate (excluding room taxes) cannot be obtained shall be documented and copies of the documentation shall be provided with the billing invoice.
- f. Temporary Incident Payment Center Activity - Includes personnel performing activities in support of the incident, which may include salaries, travel expenses, supplies and temporary facility rental.
- g. Agency Support Cost Covered Under Specific Labor Agreements - Includes cost of lodging/per diem and related mileage to and from the incident.
- h. Personnel Backfill - Backfill coverage for shift firefighters assigned to fire stations is billable to the incident. Reimbursement will not be provided for both the “backfill” resource and resources mobilized to an incident for the same time period (i.e., Only one type of resource may be billed per day – either the backfill resource or the incident resource. Occasionally, more than one person may be required to fulfill an agency’s backfill shift requirement. In those cases, no more than 24 hours per day will be billed for the backfill resources.).
- i. Invoice Preparation - Includes actual charges by agency staff for the preparation of incident billing documents/packages.
- j. Correction Officers - All time for State correction officers will be fully

reimbursable. Base pay and overtime is reimbursable if there is no back fill. If the Department of Corrections back fills then only overtime for the correctional officer and backfill is reimbursable.

- k. Compensated Days off at End of Incident - It is agreed that employees of the Parties to this Agreement shall at all times be subject only to the laws, regulations, and rules governing their employment, regardless of their employing agency, and shall not be entitled to compensation or other benefits of any kind other than that specifically provided by the terms of their employment.
4. Billing Submission:

On fires where costs are incurred pursuant to the terms of this agreement, the Supporting Agency shall submit a bill or estimate for reimbursement as soon as possible, but not later than 180 days after the fire is declared out. If final costs are not known at that time, an estimated amount will be provided to the Protecting Parties. Contested items will be resolved by the Parties signatory to this Operating Plan. If consensus cannot be reached, those items of concern will be elevated to the next higher level of management for resolution. Payment shall be made to the Supporting Party within 90 days after receipt of the billing invoice.

Billing deadlines set forth herein are intended to encourage prompt billing. Failure to meet these timeframes shall not be construed as a release or waiver of claims for reimbursement against the other Party.

Should additional costs be identified after a "final" billing has been issued, a supplemental bill may be issued if agreeable to applicable Parties.

#### Federal Agency Billings:

Submit bills to the Department whenever the Department is the protecting agency and billing is appropriate. If the Department is covered under a WFPP agreement with Nevada Division of Forestry (NDF) and the incident falls under that agreement, billings will be submitted to NDF for payment.

Carson City Fire Department  
Sean Slamon, Fire Chief  
777 South Stewart Street  
Carson City, NV 89701

#### Department Billings:

"Off-season" billing reimbursement requests for federal fires will be sent directly to the appropriate federal agency.

a. **BLM/BIA/FWS/NPS Jurisdictional Fires:** All billings for both in-state and out-of-state BLM/BIA/FWS/NPS jurisdictional fires will be billed to the BLM District Office.

United States Department of the Interior  
Bureau of Land Management  
Carson City District Office  
Attention: Fire Management Officer  
5665 Morgan Mill Road  
Carson City, NV 89701

b. **FS Jurisdictional Fires:** All billings for both in-state and out-of-state FS jurisdictional fires will be billed to the Humboldt-Toiyabe National Forest.

United States Forest Service  
Humboldt-Toiyabe National Forest  
Attention: Incident Business  
1200 Franklin Way  
Sparks, NV 89431

c. **State Fires (Out of State):** Submit all billings for state fires outside the state of Nevada to the Humboldt-Toiyabe National Forest.

5. **Billing Content:** A separate bill will be submitted for each fire. Bills will be identified by fire name, location, jurisdictional unit, and appropriate order number, and will be supported by adequate documentation and broken down by categories if required by a cost share agreement. Billings for fire suppression assistance will not include administrative overhead or other costs not supported by a resource order or other supporting documentation. Documentation in support of the billing will include:

- a. Invoice, including:
  - i. Cooperator name, address, phone number, and agency financial contact.
  - ii. Agreement number.
  - iii. Incident name, incident number and financial accounting code.
  - iv. Dates of the incident covered by the billing.
- b. Summary cost data for the amount being billed. Use costs reports generated by the agency to support the billing whenever possible.
- c. Copies of resource orders and other supporting documentation (i.e., WildCAD). Receipts should be in the form of photocopies.
- d. Copies of applicable cost share agreements.
- e. Cost share split report (if applicable)

6. **Payment Due Dates:** All bills will have a payment due date 90 days after date of issuance.

This OP is valid until replaced.

**K. AUTHORIZED REPRESENTATIVES:**

By signature below, each Party certifies that the individuals listed in this document as representatives of the individual Parties are authorized to act in their respective areas for matters related to this instrument. In witness whereof, the Parties hereto have executed this instrument as of the last date entered below.

---

Sean Slamon, Fire Chief  
Carson City Fire Department

Date

---

Robert Crowell  
Carson City Mayor

Date

---

William A. Dunkelburger, Forest Supervisor  
USDA, Forest Service  
Humboldt-Toiyabe National Forest

Date

---

Colleen Dulin, Acting District Manager  
USDI, Bureau of Land Management  
Carson City District

Date

---

Dennis Strange , District Fire Management Officer  
USDI, Bureau of Land Management  
Carson City District

Date

FS Agreement No. 16-FI-11041730-079  
BLM Agreement No. BLM-NV-CFFPA-NV034-2016-024  
Fire Protection District/Department Agreement No. \_\_\_\_\_

**The authority and format of this instrument have been reviewed and approved for signature.**

---

Byron Keely, Grants and Agreements Specialist  
USDA, Forest Service  
Southwest Idaho/Nevada Group

---

David Appold, Supervisory Procurement Analyst  
USDI, Bureau of Land Management  
Nevada State Office

Date

**Burden Statement**

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 4 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. District/Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

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BLM Agreement No. BLM-NV-CFPN-NV034-2016-024  
Fire Protection District/Department Agreement No. \_\_\_\_\_

**EXHIBIT A**  
**MAP**  
**WILDLAND FIRE PROTECTION RESPONSIBILITY FOR URBAN AREAS**

<https://www.dropbox.com/sh/f7lrpgnntrfq6r8/AAD4xinr8KM22WbVg-rHl62Sa?oref=e>

**EXHIBIT B**  
**MAP**  
**WILDLAND FIRE PROTECTION RESPONSIBILITY FOR FEDERAL LANDS**

<https://www.dropbox.com/sh/f7lrpgnntrfq6r8/AAD4xinr8KM22WbVg-rHl62Sa?oref=e>

**EXHIBIT C**  
**LIST**  
**EMERGENCY CONTACT PERSONNEL**

## Carson City Fire Department

Name	Title	Office	Cell	Fax
Sean Slamon	Fire Chief	775-283-7722	775-842-1549	775-887-2209
Chris Vaughn	Deputy Chief	775-283-7162	775-220-2612	775-887-2209
Jason Danen	Battalion Chief	775-283-7120	775-790-3288	775-887-2209
Tom Raw	Battalion Chief	775-283-7688	775-233-5107	775-887-2209
Scott Baker	Battalion Chief		775-772-6745	

# Sierra Front Interagency Dispatch Center SFIDC

Name	Title	Office	Cell	Fax
Emergency Number	Report Fire/Incident	775-782-3223		
After Hours Cell			775-721-0312	
After Hours Backup			775-230-4782	
Mindy Stevenson	Center Manager	775-782-1448	775-230-4912	775-782-1441
Vacant	Asst Center Mngr	775-782-1405	775-443-8634	775-782-1441
Helen Frazier	Intelligence Dispatcher	775-782-1453		775-782-1441
Charles Meeks	Logistics Coordinator	775-782-1455	775-560-4318	775-782-1431

## Carson Ranger District

Name	Title	Office	Cell	Fax
Mike Wilde	Fire Management Officer	775-884-8145	775-721-0682	775-884-8199
Stacy Saucedo	Asst Fire Mgmt Officer	775-884-8141	775-790-0746	775-884-8199
Charlie Dobson	Asst Fire Mgmt Officer	775-355-5379	775-846-3056	530-694-9315
Paul Washam	BC14	530-694-2142	775-846-2882	530-694-9315
Vacant	BC13			
Irene Davidson	District Ranger	775-884-8100	775-721-1259	775-884-8199

# Carson City District BLM

Carson City District DLM				
<b>Name</b>	<b>Title</b>	<b>Office</b>	<b>Cell</b>	<b>Fax</b>
Duty Officer			775-885-6199	
Vacant	District Manager	775-885-6151		775-885-6147
Dennis Strange	Fire Management Officer	775-885-6103	775-309-7448	775-885-6106
<b>Name</b>	<b>Title</b>	<b>Office</b>	<b>Cell</b>	<b>Fax</b>
Jonathan Palma	Asst Fire Mgmt Officer	775-885-6104	775-309-7781	775-885-6106

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Fire Protection District/Department Agreement No. \_\_\_\_\_

Ray Bennett	Asst Fire Mgmt Officer	775-887-3521	775-430-3942	775-885-6106
Shane Charley	Division Chief - Aviation	775-885-6182	775-720-3411	775-885-6106
Tim Roide	Division Chief - Fuels	775-885-6185	775-230-1004	775-885-6106
Billy Britt	BC 3901	775-885-6006	775-721-7107	775-885-6106
Asad Rahman	BC 3902	775-885-6195	775-309-7486	775-885-6106
Dan Gustafson	BC 3903	530-827-2220	775-291-0437	775-885-6106
Jade Martin	BC 3904	775-475-0350	775-315-0608	775-885-6106
Vacant	BC 3906			775-885-6106
Keith Barker	BC 3907	775-885-6120	775-315-6104	775-885-6106
Ryan Elliott	BC 3908	775-885-6167	775-315-6108	775-885-6106
Kevin Kranz	BC 3909	775-885-6083	775-400-6902	775-885-6106
Kevin Kelly	Supt 30	775-392-3041	775-230-1003	775-885-6106
Justin Cutler	Capt 30	775-392-3041	775-315-6113	775-885-6106

## EXHIBIT D

### COMMUNICATION

#### BLM frequencies

BLM Channels	Receive	R-TPL	Transmit	T-TPL
CC BLM LOCAL	169.9875	146.2	169.9875	110.9
CC BLM FAIRVIEW REPEATER	169.9875	146.2	162.2375	114.8
CC BLM CORY REPEATER	169.9875	146.2	162.2375	151.4
CC BLM FT SAGE REPEATER	169.9875	146.2	162.2375	173.8
CC BLM McCLELLAN REPEATER	169.9875	146.2	162.2375	186.2
CC BLM VIRGINIA REPEATER	169.9875	146.2	162.2375	203.5
CC BLM SCENE OF ACTION (SOA)	171.6750	114.8	171.6750	114.8
AIR TO GROUND 51	168.3125	N/A	168.3125	N/A
AIR TO GROUND 8	166.8750	N/A	166.8750	N/A
V Fire 21	154.280	N/A	154.280	N/A
V Fire 22	154.265	N/A	154.265	N/A
V Fire 23	154.295	N/A	154.295	N/A
NV TAC 1 (Digital NAC)	169.4375	\$47C	169.4375	\$47C
NV TAC 2	164.4750	114.8	164.4750	114.8
NV TAC 3	172.7500	114.8	172.7500	114.8

#### HTF frequencies

HTF Channels	Receive	R-TPL	Transmit	T-TPL
Forest Net/Simplex	169.875	N/A	169.875	N/A
Forest Net/Repeater	169.875	See below	170.475	See below
Forest Net Bridgeport/Repeater	170.525	See below	164.1875	See below
Forest Net Bridgeport/Simplex	170.525	N/A	170.525	See below
2 <sup>nd</sup> Forest Net/Leviathan/Simplex	172.275	N/A	172.275	N/A
2 <sup>nd</sup> Forest Net/Leviathan/Repeater	172.275	See below	164.500	See below
NIFC Tac II	168.200	N/A	168.200	N/A
HT Tac	163.7125	N/A	163.7125	N/A

#### HTF REPEATER TONES

Tones	Frequency	Name
1	110.9	Slide/Sweetwater
2	123.0	Peavine/Masonic
3	131.8	Hawkins
4	136.5	Rawe
5	146.2	Lobdell

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6	156.7	Mean
7	167.9	Cory
8	103.5	Leviathan (2 <sup>nd</sup> Forest Net Only)
9	100.0	McClellan Peak

**Carson City frequencies per this plan**

<u>RX</u>	<u>TX</u>	<u>USE</u>
<b>154.145</b>	<b>154.145</b>	<b>CCFD Tac</b>
<b>154.430</b>	<b>153.845</b>	<b>CCFD Command (Tone 071.9)</b>

## **EXHIBIT E** **AGENCY RATE TABLES**

**Rates will be billed based on actual costs and may be different than the rate quoted in this document.**

Upon demobilization from an incident, personnel shall be provided an approved and signed Emergency Firefighter Time Report (OF-288). On smaller incidents, a Crew Time Report (SF-261), signed by the incident supervisor shall suffice. No equipment invoice should be provided at the incident. See Exhibit I. Exhibit I should be presented to the incident upon check in.

Vehicles and equipment obtained under the Federal Excess Property Program (FEPP) will only be reimbursed for maintenance and operating costs.

Portal to portal pay provisions will be acceptable when Department personnel have been designated entitlement to portal to portal pay by their home agency.

Equipment is not included in portal to portal pay provisions. Equipment paid on an hourly basis per the rate schedule will be reimbursed for actual hours of work performed by the operator. Mileage will be reimbursed per the rate schedule where applicable. Federal, State and local agency equipment rates listed in the rate schedule are considered "wet" and operating costs (such as fuel) should be factored into the rate schedule. Fuel, oil and other operating supplies provided at the incident are billable by the incident agency. Operating supplies for rental vehicles are reimbursable and may be billed to the incident agency.

### **FEDERAL RATE SCHEDULE**

Rates based on estimated actual cost to government personnel per 2018 OPM rate tables. Billed rate will be at the actual cost and may be different than the rate quoted in this document.

	<b>Typical GS Levels</b>	<b>Estimated Base Cost</b>
<b>Firefighter</b>	GS 3 – GS 5	\$16.56 - \$22.51
<b>Engine Operator</b>	GS 5 – GS 6	\$27.20 - \$42.65
<b>Engine Captain</b>	GS 6 – GS 7	\$33.69 - \$47.41
<b>Battalion Chief</b>	GS 8 – GS 9	\$37.32 - \$57.99
<b>Fire Staff ICT3</b>	GS 11 – GS 12	\$49.86 - \$84.10
<b>Ramp Manager</b>	GS 5	\$20.80
<b>Tanker Base Manager</b>	GS7 – GS 9	\$33.69 - \$53.58

<b>Air Attack</b>	GS 9	\$41.21 - \$53.58
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\*Overtime Rates are paid at time and one half

\*Hazard pay is an additional 25%

#### **Forest Service Ground Resource Vehicle Costs**

Vechicle Type	Mileage Rate	Hourly Pump Rate
SUV	\$0.30	
Pick Up	\$0.35	
Type III Engine	\$6.75	\$29.00
Type IV Engine	\$1.71	\$27.41
Type VI Engine	\$0.69	\$16.10
Type VII Engine (Patrol)	\$0.60	\$16.10

#### **BLM Ground Resource Vehicle Costs**

Vechicle Type	Mileage Rate	Hourly Rate
Type III Interface Engine		\$159.92
Type III Engine		\$157.09
Type VI Enhanced Light		\$101.15
Type VI Light Engine		\$80.55
Command Vehicle	\$1.16	
IHC Crew Carriers	\$4.46	
Superintendent Truck	\$1.67	
Utility Vehicle	\$1.49	
1 Ton Warehouse Stakeside	\$1.04	
2 ½ Ton Stakeside	\$2.16	

All aviation resources will be considered assistance by hire as outlined in the Operating Plan Section. Billing will include availability, flight costs, landing fees, retardant, OAS charges, aircraft support equipment charges, and per diem expenses when aircraft are held overnight.

Rates based on actual cost to government for the Carson City District Office. Billed rates will be at the actual cost and may be different than the rate quoted in this document.

**Aircraft Costs - Helicopters:**

Type I Helicopter: \$7500 and up per flight hour.

Type II Helicopter: \$2600 to \$4500 per hour depending on model.

Type III Helicopter: \$1450 to \$3200 per hour depending on model.

Average service cost per mile for support vehicles: \$3.75 a mile.

Cost per gallon will go down after 100,000 gal., 200,000 gal. 300,000 gallons back up.

**Aircraft Costs - Retardant:**

Average retardant is \$3.55/gallon

SEAT: 800 gallon load of retardant X \$3.55 = \$2,840.00

P2V: 2,400 gallon load of retardant X \$3.55/gallon = \$8,520.00

**Aircraft Costs - Air Tankers and SEATS:**

AT-802 SEAT: \$2650.00 to \$3600.00 per hour depending on CWN contract.

P2V: \$4,500.00 to \$10,200.00 per flight hour.

BAE-146: \$10,000.00 to \$11,500.00 per flight hour.

S2: \$3,000.00 to \$3,600 per flight hour.

**Aircraft Costs - Aerial Supervision:**

Air Attack: \$750.00 to \$1500.00 per flight hour.

ASM: \$750.00 to \$1500.00 per flight hour

## **CARSON CITY FIRE DEPARTMENT**

### **EQUIPMENT**

Equipment responding to an incident on an equipment resource order ("E" number) will be billed for hour worked as indicated on the Crew Time Report/Shift Ticket and will include travel time and personnel costs.

Structure Engine (Type 1 or 2)	
(Type 1 Staffed with 4, Type 2 staffed with 3)	\$418/hr
Brush Engine -Type 3 through Type 6	
(Staffed with 2-3)	\$322/hr
Water Tender	
(Staffed with 2)	\$265/hr
Squad/Air Unit	
(Staffed with 2)	\$265/hr
Haz Mat Unit	
(No staffing -vehicle only)	\$245/hr
Ambulance (ALS)	
(Staffed with 2)	\$260/hr

### **PERSONNEL**

Personnel responding to an incident on an overhead resource order ("O" number) will be billed on a portal to portal basis. Vehicles used by overhead personnel will be billed on a daily rate (calendar day) and do not include mileage. Portions of one day will count as a full day. The rate schedule for vehicles is listed below.

Chief Officer	\$92/hr
Captain	\$64/hr
Driver/Operator	\$55/hr
Firefighter/Paramedic	\$56/hr
Firefighter	\$50/hr
Investigator/Inspector	\$85/hr

### **VEHICLES**

Sedan	\$45/day + \$.545/mile (fed rate)
Pickup (1/2 ton or smaller)	\$55/day + \$.545/mile
Van	\$65/day + \$.545/mile
Pickup (3/4 or larger) & SUV	\$80/day + \$.545/mile

## EXHIBIT F

### SAMPLE FIRE REPORT

#### **FINAL FIRE INFORMATION**

*\*If unknown, to be filled out by dispatch or authorized signatory\**

Fire Code: \_\_\_\_\_ \*FIRE TYPE: 1-1 1-2 1-3 1-5 1-6 2-1 2-6 3-7

**CAUSE (Circle One):**

1) Lightning	2) Camp Fire	3) Smoking	4) Debris Burning	5) Arson
6) Equipment Use	7) Railroads	8) Children	9) Other	

\*Reimbursable?  Yes  No

**\*ACRES BURNED BY OWNERSHIP:**

1) BLM	2) BIA	3) NPS	4) FWS
5) USFS	6) Private	7) State/County	8) Other

Ownership at Point of Origin:  BLM  BIA  NPS  FWS  USFS  Private  State  County/City  Other

**Point of Origin Latitude and Longitude in NAD 83**

Latitude: Deg. \_\_\_\_\_ Min. \_\_\_\_\_ Sec. \_\_\_\_\_ Longitude: Deg. \_\_\_\_\_ Min. \_\_\_\_\_ Sec. \_\_\_\_\_

Was fire 10 acres or more?  Yes  No Was fire Mapped and put into GIS?  Yes  No

**\*IA RESOURCES DISPATCHED:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Acres: \_\_\_\_\_

**CONTAINMENT:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Acres: \_\_\_\_\_

**CONTROL:**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Acres: \_\_\_\_\_

**OUT:**

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

**TOPOGRAPHY (Point of Origin):**

1) Ridgetop	4) Upper 1/3 of slope	7) Valley Bottom
2) Saddle	5) Middle 1/3 of slope	8) Mesa/Plateau
3) Flat or Rolling	6) Lower 1/3 of slope	9) Canyon Bottom

**ASPECT (Point of Origin):**

0) Flat	2) NE	4) SE	6) SW	8) NW
1) North	3) East	5) South	7) West	9) Ridgetop

**SLOPE (Point of Origin):**

1) 0 - 25 %	2) 26 - 40 %	3) 41 - 55 %	4) 56 - 75 %	5) 76 + %
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**ELEVATION (Point of Origin):**

0) 0 - 500'	2) 1501 - 2500'	4) 3501 - 4500'	6) 5501 - 6500'	8) 7501 - 8500'
1) 501 - 1500'	3) 2501 - 3500'	5) 4501 - 5500'	7) 6501 - 7500'	9) 8501 +

**PREDOMINANT FUEL MODEL (Circle one):**

1) Grass	5) Brush	9) Hardwood (Aspen/Poplar)
2) Timber w/ Grass Understory	8) Pinion/Juniper (PJ)/Timber	12) Logging Slash

Wildland  Wildland/Urban Interface  Structures Burned or Destroyed: \_\_\_\_\_

Did the fire intersect a fuels treatment? YES  NO  MAYBE

If Yes or Maybe, Has the local district Fuels Specialist been notified? Yes  NO

IC PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

AUTHORIZED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

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Fire Protection District/Department Agreement No. \_\_\_\_\_

## **EXHIBIT F** **SAMPLE FIRE REPORT**

### **FIRE REPORT NARRATIVE:**

Give a brief description of the suppression efforts. Include **Strategy, Tactics, and Concerns / Problems**. Document any major **decisions/observations/problems**. Include if effectiveness details of fuel treatments if applicable. Specify if any T&E species (ex. Sage Grouse) habitat was threatened and include **strategies/tactics used for protection**. Attach a map if requested.

## EXHIBIT G COST SHARE AGREEMENT

### SUPPLEMENTAL FIRE SUPPRESSION AND COST SHARE AGREEMENT

The purpose of this agreement is to provide for a coordinated cooperative fire suppression operation on this fire and to describe the cost divisions. This agreement is a supplement to the Master Cooperative Wildland Fire Management Agreement or Local Agreement between the Agencies listed. #

1. Fire Name:  Origin Date  Time

2. Origin: Township  Range  Section

Latitude  Longitude  (Deg. Min. Sec)

3. Estimated Size( Acres)  at the time of this agreement.

4. Agency  Fire #  Accounting Code

5. Agency  Fire #  Accounting Code

6. Agency  Fire #  Accounting Code

7. Agency  Fire #  Accounting Code

8. Agency  Fire #  Accounting Code

9. This agreement becomes effective on:  at  and remains in effect until amended or terminated.

10. Overall direction of this incident will be by  **Unified**, or by  **Single** Command structure.

POSITION	NAME(s)	AGENCY
Incident Commander	[REDACTED]	[REDACTED]
Agency Administrator Representative	[REDACTED]	[REDACTED]
Liaison	[REDACTED]	[REDACTED]
Finance	[REDACTED]	[REDACTED]
Operations	[REDACTED]	[REDACTED]

11. Suppression action will be subject to the following special conditions and land management considerations:

12. Geographic responsibility (if appropriate) by Agency is defined as follows:

Agency	[REDACTED]	Geographic Responsibility	[REDACTED]
Agency	[REDACTED]	Geographic Responsibility	[REDACTED]
Agency	[REDACTED]	Geographic Responsibility	[REDACTED]
Agency	[REDACTED]	Geographic Responsibility	[REDACTED]

13. The Agency responsible for structural protection will be:

(normally local, State, Tribal Agency)

14. Special operational conditions agreed to (include as appropriate Air operations, base camp, food service, fire investigation, security, etc.) List cost share information in Item #11:

--

15. Fire Suppression COSTS will be divided between Agencies as described:

Cost Centers:	Agency:	Agency:	Agency:

16. Other conditions relative to this agreement (Notifications, incident information, etc.):

Cooperator \_\_\_\_\_ does \_\_\_\_\_ does not have a WFPP agreement in place with NDF. If a WFPP is in place, NDF will be the payment agency on behalf of the cooperator.

Agency	Agency	Agency	NDF (WFPP Concurrence)
Signature	Signature	Signature	Signature
Title/Date	Title/Date	Title/Date	Title/Date

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Fire Protection District/Department Agreement No. \_\_\_\_\_

List of Attachments (if any):

## EXHIBIT H



### COMMUNITY AND STRUCTURE FIRE PROTECTION Guidelines for the Great Basin 2014

#### **Background**

Protection of structures and communities is a shared partnership between the home and landowners and their fire agencies. Structure and community protection is high risk and a large cost center for all fire agencies. Clarification on what, how and where we will accomplish our structure protection roles and responsibilities must be identified. There needs to be a common expectation among all agencies and the public on how structure protection will be handled within the Great Basin.

With the increased growth in the wildland urban interface, fire agencies do not have the capability to protect all structures. The goal is to support communities and structures that can survive the effects of a wildland fire without intervention.

All fire agencies have primary responsibility for fire suppression within their respective protection areas. A strong initial attack commensurate with risk is the primary objective on all wildfires managed for suppression objectives. Fire agencies have a responsibility to attempt to prevent a wildland fire from spreading into areas where there are structures, and to assist local fire agencies in protecting communities and structures from the advancing wildland fire.

#### **Leaders Intent**

Our first and foremost intent is to keep our firefighters and the public safe. Secondly, once that safety can be ensured, then we will aggressively work toward keeping the wildland fire away from structures and communities. Our strategies and tactics will be based on that intent. Protecting structures from fire will not be possible in every situation. Risk to firefighters, fire behavior and availability of resources will dictate the strategies that will be used.

When there is a need to engage in structure protection, we will ensure that we are taking safe, appropriate, and reasonable tactical actions for which we are trained and equipped. Those

actions will be cost effective. State and federal agencies will limit the use of tactics such as gelling, wrapping, and extensive hazardous fuels modification.

### **Unified Efforts**

Fire agencies may have a shared responsibility for wildland fire and structure protection within the scope of their state laws, agreements and operating plans. Agency Administrators will discuss with their partners roles and responsibilities, what capabilities each party has, how the parties will interface with each other, and how responsibilities for costs will be addressed. Agency Administrators will provide leaders intent for structure fire protection. Incident management organizations will engage local government agencies (fire District/Departments, law enforcement, disaster services, etc.) in the planning of strategies and tactics for community and structure protection.

There are areas in the Great Basin where there is no local fire agency. Through established agreements and authorities, the wildland fire protection agencies may have the responsibility to protect structures from wildland fire. Landowners have the responsibility to determine whether there is a local fire agency that provides structure fire protection.

It is important for GBCG members to:

- **Partner** with communities, home and landowners to identify what actions can be taken to mitigate potential wildland urban interface losses, and identify financial and technical assistance opportunities.
- **Identify** how the parties will work together when the wildland fire impacts another's protection or jurisdictional responsibility.
- **Establish** agreements and/or local operating plans to identify roles and responsibilities prior to the wildland fire.

### **Capabilities**

Wildland fire agencies have no capability or responsibility to do structure fire suppression. Some local fire agencies may have limited capability within their own areas of jurisdiction to respond to a wildland fire. It is important to understand what capability they do have and if they have options to reach out to others such as mutual aid, to enhance that capability.

### **Definitions**

The following are defined:

**Wildland Fire Protection:** Protecting natural resources and municipal watersheds from damage from any fire that occurs in the wildland. State, tribal and federal forestry or land management and some local government agencies normally provide wildland fire protection.

**Structure Protection:** Protecting a structure from the threat of damage from an advancing wildland fire. This involves the use of standard wildland protection tactics, control methods, and equipment, including fire control lines and the extinguishment of spot fires near or on

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BLM Agreement No. BLM-NV-CFPA-NV034-2016-024  
Fire Protection District/Department Agreement No. \_\_\_\_\_

the structure. The protection can be provided by both the rural and/or local government fire District/Department and wildland fire protection agencies.

**Structure Fire Suppression:** Interior or exterior actions taken to suppress and extinguish a burning structure or improvement associated with standard fire protection equipment and training. This is the responsibility of local government entities; however there are areas where there is no structural fire agency in place.

*This supersedes any prior Community and Structure Fire Protection guidelines developed by NRCG or GBCG.*

## **EXHIBIT I** **NOTICE TO INCIDENT FINANCE PERSONNEL**

### **BILLING DOCUMENTATION REQUIREMENTS FOR NEVADA COOPERATOR PERSONNEL/EQUIPMENT**

The Carson City Fire Department has an existing Agreement and Operating Plan with the Humboldt-Toiyabe NF and Carson City District (BLM). Per those documents cooperators are only required to report hours of work for personnel. Equipment costs will be reimbursed to the cooperators based on the hours/days worked by the operators.

#### **COOPERATOR PERSONNEL**

Personnel will provide to Finance approved Crew Time Reports. Please process CTRs per normal business rules. Provide the personnel with completed and signed OF-288s upon their demobilization from your incident.

#### **COOPERATOR EQUIPMENT**

***DO NOT*** complete or process OF-286s for cooperators equipment. Past issuance of OF-286s has resulted in duplicate payments for the cooperators.

**DO NOT** submit any cooperators documentation directly to an agency payment center.

If you have any questions regarding this information, please contact:

#### **COOPERATOR**

Carson City Fire Department  
Chief Sean Slamon  
[sslamon@carson.org](mailto:sslamon@carson.org)  
775-887-2210 ext 7722 (work)  
775-842-1549 (cell)

#### **FOREST SERVICE**

Humboldt-Toiyabe NF  
Irene Burkholder, Incident Business Specialist  
[imburkholder@fs.fed.us](mailto:imburkholder@fs.fed.us)  
775-355-5364 (work); 775-421-2211 (cell)

#### **BLM**

NV State Office  
Brenda DeBerg, State Incident Business Specialist  
[bdeberg@blm.gov](mailto:bdeberg@blm.gov)  
775-861-6574 (work); 775-722-7055 (cell)